



OVERTIME REQUEST FORM

BU/BR/DIV Name : ATT
 Department Name : Production + Service
 Reason for Overtime : (2.12.2024 to 14.12.2024)

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
	2.12.24	Maung Aung	✓	5:00 PM	7:30 PM	2:30	3000	welding
		Tin Myo Ko	✓	5:00 PM	6:00 PM	1:00	1200	"
		Aung Kyaw Myint	✓	5:00 PM	7:30 PM	2:30	3000	Machine
		Arker Min	✓	"	"	2:30	3000	Delivery
		Aung Ko Ko	✓	"	"	2:30	3000	"
		Pyae Phyo Aung	✓	"	"	2:30	3000	"
		Win Naling	✓	"	"	2:30	3000	Disassembled the
		Htet Pyae Phyo Kyaw	✓	5:00 PM	6:00 PM	1:00	1200	wire harness
		Nay Htoo Win	✓	5:00 PM	7:00 PM	2:00	2400	DFGO-1826 helping
Total Hours							27800	
Total Amount								

Requested by: *[Signature]*
 Name: Thinzar Moe Htet (Requestor)

Approved by: *[Signature]*
 Name: Ko Myint Moe Aung (DH)

Approved by: *[Signature]*
 Name: Ko Maung Maung (GM/AGM/COO)

Checked by: *[Signature]*
 Name: Zin Mar Win (HR)

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : ATT
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No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
	2.12.24	Win Min Aung	✓	5:00 PM	6:30 PM	1:30	1800	DFGO-1826
		Tin Min Aung	✓	"	"	1:30	1800	Painting
	3.12.24	Aung Kyaw Myint	✓	5:00 PM	6:00 PM	1:00	1200	Generator
		Arker Min	✓	"	"	1:00	1200	Repair
		Aung Ko Ko	✓	"	"	1:00	1200	
	2.12.24	Pyae Sane Naling	✓	5:00 PM	6:30 PM	1:30	1800	Radiator
		Yi Hkai Yan	✓	"	"	1:30	1800	changing
Total Hours							10800	
Total Amount								

Requested by: *[Signature]*
 Name: Thinzar Moe Htet (Requestor)

Approved by: *[Signature]*
 Name: Ko Myint Moe Aung (DH)

Approved by: *[Signature]*
 Name: Ko Maung Maung (GM/AGM/COO)

Checked by: *[Signature]*
 Name: Zin Mar Win (HR)

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No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
	4.12.24	Aung Kyaw Myint	✓	5:00 PM	6:00 PM	1:00	1200	Engine overhaul
		Pye Phyo Aung	✓	u	u	1:00	1200	u
		Maung Aung	✓	u	u	1:00	1200	Welding
		Zin Mgo Ko	✓	u	u	1:00	1200	u
		Win Naing	✓	u	u	1:00	1200	we check around
		Htet Pye Phyo Kyaw	✓	u	u	1:00	1200	the machine are
		Chit Zaw Oo	✓	u	u	1:00	1200	check wire line
		Aung Ko Ko	✓	u	u	1:00	1200	u
	5.12.24	Pyae Sone Htin Lin	✓	5:00 PM	6:00 PM	1:00	1200	u
						Total Hours	10800	
						Total Amount		

Requested by: *hico*
 Name: **Thinzar Moe Htet** (Requestor)
 Approved by: **Ko Myint Moe Aung** (DH)
 Approved by: **Ko Maung Maung** (GM/AGM/COO)
 Checked by: *Zin*
Zin Mar Win (HR)

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No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
	5.12.24	Maung Aung	✓	5:00 PM	6:00 PM	1:00	1200	Welding
		Win Naing	✓	u	u	1:00	1200	we check around
		Htet Pye Phyo Kyaw	✓	u	u	1:00	1200	the machine are
		Chit Zaw Oo	✓	u	u	1:00	1200	wire harness
		Aung Ko Ko	✓	u	u	1:00	1200	Painting
		Zin Min Aung	✓	u	u	1:00	1200	MH8612-3102
		Win Min Aung	✓	u	u	1:00	1200	Engine overhaul
		Aung Kyaw Myint	✓	u	u	1:00	1200	u
		Pye Phyo Aung	✓	u	u	1:00	1200	u
						Total Hours	10800	
						Total Amount		

Requested by: *hico*
 Name: **Thinzar Moe Htet** (Requestor)
 Approved by: **Ko Myint Moe Aung** (DH)
 Approved by: **Ko Maung Maung** (GM/AGM/COO)
 Checked by: *Zin*
Zin Mar Win (HR)

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No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
	6.12.24	Aung Kyaw Myint	✓	5:00 PM	6:00 PM	1:00	1200	tested: run
		Pyae Phyo Aung	✓	"	"	1:00	1200	"
	10.12.24	Aung Kyaw Myint	✓	5:00 PM	6:30 PM	1:30	1800	operation test
		Pyae Phyo Aung	✓	"	"	1:30	1800	run
Total Hours							6000	
Total Amount								

Requested by: *hiz*
 Name: Thinzar Moe Htet (Requestor)

Approved by: Ko Myint Moe Aung (DH)

Approved by: Ko Maung Maung (GM/AGM/COO)

Checked by: *Zin*
 Zin Mar Win (HR)

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No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
	11.12.24	Aung Kyaw Myint	✓	5:00 PM	6:00 PM	1:00	1200	operation tested
		Pyae Phyo Aung	✓	"	"	1:00	1200	run
	14.12.24	Aung Kyaw Myint	✓	5:00 PM	6:00 PM	1:00	1200	Boxer Delivery
		Win Naing	✓			1:00	1200	"
Total Hours							4800	
Total Amount								

Requested by: *hiz*
 Name: Thinzar Moe Htet (Requestor)

Approved by: Ko Myint Moe Aung (DH)

Approved by: Ko Maung Maung (GM/AGM/COO)

Checked by: *Zin*
 Zin Mar Win (HR)

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