



# OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy  
Department : Service

Reason for Overtime : OT down due for 10kW ESS installation at customer U Kyaw Min Than ( South Oakala ).

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	1-Mar-25	Aung Phyo Thu		8:00AM	8:00PM	10.5	12600	
2	1-Mar-25	Aung Than Kyaw		8:00AM	8:00PM	10.5	12600	
3	1-Mar-25	Win Kyaw		8:00AM	8:00PM	10.5	12600	
						<b>Total Hours</b>	<b>31.5</b>	
						<b>Total Amount</b>	<b>37,800</b>	

Prepared By

Knownledged By

Approved By  
(GM/AGM/COO)

Check By HR

Name: Phway Yu Mon

Name: Aung Ko Ko Oo

Name: Phyo Thu

Name: Nyein Ei Ei Khaing  
05-CHL-HRM-FRM-020-04



# OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy  
Department : Service

Reason for Overtime : OT down due for 10kW ESS installation at customer U Kyaw Min Than ( South Oakala ).

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	2-Mar-25	Aung Than Kyaw		8:00AM	4:00PM	7	8400	
2	2-Mar-25	Win Kyaw		8:00AM	4:00PM	7	8400	
						<b>Total Hours</b>	<b>14</b>	
						<b>Total Amount</b>	<b>16,800</b>	

Prepared By

Knownledged By

Approved By

Check By HR

Name: Phway Yu Mon

Name: Aung Ko Ko Oo

Name: Phyo Thu

Name: Nyein Ei Ei Khaing  
05-CHL-HRM-FRM-020-04



# OVERTIME REQUEST FORM

UMG

BU/Div Name  
Department

BU/BR/Div Name : Renewable Energy  
Department : Service

Reason for Overtime : OT down due for 10kW ESS installation at customer Daw Phyu Phyu Khaing ( Thingangyun )

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	4-Mar-25	Chit Ko Ko Min		5:00PM	8:00PM	3	3600	
2	4-Mar-25	Kyaw Swar Myint		5:00PM	8:00PM	3	3600	
3	4-Mar-25	Win Kyaw		5:00PM	8:00PM	3	3600	
4	4-Mar-25	Wai Phyo		5:00PM	8:00PM	3	3600	
<b>Total Hours</b>						<b>12</b>	<b>14,400</b>	
<b>Total Amount</b>								

Prepared By

Knownledged By

Approved By  
(GM/AGM/COO)

Check By HR

Name: Phway Yu Mon

Name: Aung Ko Ko Oo

Name: Phyo Thu

Name: Nyein Ei Ei Khaing  
05-CHL-HRM-FRM-020-04



# OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy  
Department : Service

Reason for Overtime : OT down due for battery inspection at Mindama ( CW's House ).

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	6-Mar-25	Chit Ko Ko Min		5:00PM	7:00PM	2	2400	
2	6-Mar-25	Myo Thanadar Kyaw		5:00PM	7:00PM	2	2400	
<b>Total Hours</b>						<b>4</b>	<b>4,800</b>	
<b>Total Amount</b>								

Prepared By  
  
Name: Phway Yu Mon

Knownledged By  
  
Name: Aung Ko Ko Oo

Approved By  
  
Name: Phyo Thu

Check By HR  
  
Name: Nyein Ei Ei Khaing  
05-CHL-HRM-FRM-020-04



# OVERTIME REQUEST FORM

BU/BR/Div Name  
Department

: Renewable Energy  
: Service

Reason for Overtime

:OT down due for battery inspection & replacement at the Be The Frist ( North Oakala )

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	8-Mar-25	Kyaw Swar Myint		5:00PM	8:00PM	3	3600	
2	8-Mar-25	Win Kyaw		5:00PM	8:00PM	3	3600	
3	8-Mar-25	Win Yan Paing		5:00PM	8:00PM	3	3600	
						<b>Total Hours</b>	9	
						<b>Total Amount</b>		10,800

Prepared By

Knowledge By

Approved By  
(GM/AGM/COO)

Check By HR

Name: Phway Yu Mon

Name: Aung Ko Ko Oo

Name: Phyo Thu

Name: Nyein Ei Ei Khaing  
05-CHL-HRM-FRM-020-04



# OVERTIME REQUEST FORM

BU/BR/Div Name  
Department

: Renewable Energy  
: Service

Reason for Overtime

:OT down due for 300Ah battery inspection at U Zaw Lin ( Mayangone ).

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	9-Mar-25	Ywet Nu Wai		12:00AM	4:00PM	4	4800	
						<b>Total Hours</b>	4	
						<b>Total Amount</b>		4,800

Prepared By

Knowledge By

Approved By

Check By HR

Name: Phway Yu Mon

Name: Aung Ko Ko Oo

Name: Phyo Thu

Name: Nyein Ei Ei Khaing  
05-CHL-HRM-FRM-020-04



# OVERTIME REQUEST FORM

U/BR/Div Name : Renewable Energy  
Department : Service

Reason for Overtime : OT down due for inverter inspection at U Zaw Lin Htay ( South Oakala )

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	11-Mar-25	Chit Ko Ko Min		5:00PM	10:00PM	4.5	5400	
2	11-Mar-25	Kyaw Swar Myint		5:00PM	10:00PM	4.5	5400	
3	11-Mar-25	Nay Win Myint		5:00PM	10:00PM	4.5	5400	
						<b>Total Hours</b>	13.5	
						<b>Total Amount</b>	16,200	

Prepared By: Name: Phway Yu Mon  
 Knowledge By: Name: Aung Ko Ko Oo  
 Approved By (GM/AGM/COO): Name: Phyo Thu  
 Check By HR: Name: Nyein Ei Ei Khaing  
 05-CHL-HRM-FRM-020-04



# OVERTIME REQUEST FORM

U/BR/Div Name : Renewable Energy  
Department : Service

Reason for Overtime : OT down due for loading battery to carry from Winfood to Ho.

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	23-Mar-25	Win Kyaw		7:00AM	3:00PM	7	8400	
2	23-Mar-25	Kyaw Swar Myint		7:00AM	3:00PM	7	8400	
3	23-Mar-25	Hein Zaw		7:00AM	3:00PM	7	8400	
4	23-Mar-25	Nyein Ko Ko Win		7:00AM	3:00PM	7	7000	
						<b>Total Hours</b>	28	
						<b>Total Amount</b>	32,200	

Prepared By: Name: Phway Yu Mon  
 Knowledge By: Name: Aung Ko Ko Oo  
 Approved By: Name: Phyo Thu  
 Check By HR: Name: Nyein Ei Ei Khaing  
 05-CHL-HRM-FRM-020-04



# OVERTIME REQUEST FORM

BU/BR, Div Name : Renewable Energy  
 Department : Service  
 Reason for Overtime : OT down due for ESS installation need to load test at Modern KTV ( AungZays Housing )

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	26-Mar-25	Chit Ko Ko Min		8:00PM	8:00PM	1	1000	
2	26-Mar-25	Kraw Swar Myat		8:00PM	8:00PM	1	1000	
3	26-Mar-25	Win Kraw		8:00PM	8:00PM	1	1000	
<b>Total Hours</b>						<b>3</b>	<b>3000</b>	
<b>Total Amount</b>							<b>10,000</b>	

Prepared By : Name: Phway Yy Mon  
 Knowledge By : Name: Aung Ko Ko Oo  
 Approved By (GM/AGM/COO) : Name: Phyo Thu  
 Check By HR : Name: Nyein Ei Ei Khaing  
 05-CHL-HRM-FRM-020-04



# OVERTIME REQUEST FORM

BU/BR, Div Name : Renewable Energy  
 Department : Service  
 Reason for Overtime : OT down due for battery installation at customer U Zaw Win Htay ( South Onkala )  
 and to help for event .

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	30-Mar-25	Chit Ko Ko Min		9:00AM	7:00PM	9	10800	
2	30-Mar-25	Nyein Ko Ko Win		9:00AM	7:00PM	9	9000	
3	30-Mar-25	Cho Zan Thee		9:00AM	7:00PM	9	10800	
<b>Total Hours</b>						<b>27</b>	<b>30,600</b>	
<b>Total Amount</b>							<b>30,600</b>	

Prepared By : Name: Phway Yy Mon  
 Knowledge By : Name: Aung Ko Ko Oo  
 Approved By : Name: Phyo Thu  
 Check By HR : Name: Nyein Ei Ei Khaing  
 05-CHL-HRM-FRM-020-04



# OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy  
Department : Service

Reason for Overtime : OT down due for solar delivery at the Ho .

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	30-Mar-25	Nay Shine Lwin		10:30AM	11:30AM	1	1200	
						<b>Total Hours</b>	1	
						<b>Total Amount</b>	1,200	

Prepared By

Name: Phway Yu Mon

Knownledged By

Name: Aung Ko Ko Oo

Approved By  
(GM/AGM/COO)

Name: Phyo Thu

Check By HR

Name: Nyein Ei Ei Khaing

05-CHL-HRM-FRM-020-04

Over Times Charges Received

	Name	Time		Hours	Amount	Total Hrs	Total Amount	Remarks
		From	To					
31-Mar-25	Aung Phyo Thu	8:00AM	8:00PM	10.5	12600	31.5	27000	OT down due for 20kWh EBB installation at customer U Kyaw Min Thun ( South Okhala ).
1-Mar-25	Aung Than Kyaw	8:00AM	8:00PM	10.5	12600			
1-Mar-25	Win Kyaw	8:00AM	8:00PM	10.5	12600			
2-Mar-25	Aung Than Kyaw	8:00AM	4:00PM	7	8400	14	16800	OT down due for 20kWh EBB installation at customer U Kyaw Min Thun ( South Okhala ).
2-Mar-25	Win Kyaw	8:00AM	4:00PM	7	8400			
4-Mar-25	Chit Ko Ko Min	5:00PM	8:00PM	3	3600	12	14400	OT down due for 20kWh EBB installation at customer Daw Phya Phya Khin ( Thingangyun ).
4-Mar-25	Kyaw Swar Myint	5:00PM	8:00PM	3	3600			
4-Mar-25	Win Kyaw	5:00PM	8:00PM	3	3600			
4-Mar-25	Wai Phyo	5:00PM	8:00PM	3	3600			
6-Mar-25	Chit Ko Ko Min	5:00PM	7:00PM	2	2400	4	4800	OT down due for battery inspection at Minfama ( CW's House ).
6-Mar-25	Myo Thanadar Kyaw	5:00PM	7:00PM	2	2400			
8-Mar-25	Kyaw Swar Myint	5:00PM	8:00PM	3	3600	9	10800	OT down due for battery inspection & replacement at the Be The First ( North Okhala ).
8-Mar-25	Win Kyaw	5:00PM	8:00PM	3	3600			
8-Mar-25	Win Yan Paing	5:00PM	8:00PM	3	3600			
9-Mar-25	Ywet Na Wai	12:00AM	4:00PM	4	4800	4	4800	OT down due for 200Ah battery inspection at U Zaw Lin ( Myawgone ).
11-Mar-25	Chit Ko Ko Min	5:00PM	10:00PM	4.5	5400	13.5	16200	OT down due for inverter inspection at U Zaw Lin Htay ( South Okhala ).
11-Mar-25	Kyaw Swar Myint	5:00PM	10:00PM	4.5	5400			
11-Mar-25	Nay Win Myint	5:00PM	10:00PM	4.5	5400			

23-Mar-25	Win Kyaw	7:00AM	3:00PM	7	8400	28	32200	OT down due for loading battery to carry from Winford to Ho.
23-Mar-25	Kyaw Swar Myint	7:00AM	3:00PM	7	8400			
23-Mar-25	Hein Zaw	7:00AM	3:00PM	7	8400			
23-Mar-25	Nyein Ko Ko Win	7:00AM	3:00PM	7	7000			
26-Mar-25	Chit Ko Ko Min	5:00PM	8:00PM	3	3600	9	10800	OT down due for ESS installation need to load test at Modern KTV ( AungZaya Housing ).
26-Mar-25	Kyaw Swar Myint	5:00PM	8:00PM	3	3600			
26-Mar-25	Win Kyaw	5:00PM	8:00PM	3	3600			
30-Mar-25	Chit Ko Ko Min	9:00AM	7:00PM	9	10800	27	30600	OT down due for battery installation at customer U Zaw Win Htay ( South Okada ) and to help for event.
30-Mar-25	Nyein Ko Ko Win	9:00AM	7:00PM	9	9000			
30-Mar-25	Cho Zin Thet	9:00AM	7:00PM	9	10800			
30-Mar-25	Nay Shine Lwin	10:30AM	11:30AM	1	1200	1	1200	OT down due for solar delivery at the Ho.
<b>Total</b>						<b>153</b>	<b>180400</b>	