



OVERTIME REQUEST FORM

BU/BR/Div Name : PG BU
 Department : Rental Department
 Reason for Overtime : PDI and return inspection test run

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	7.03.2025	Toe Toe	1200	5:00PM	7:30PM	2.5	3000	250 KVA Regular service and cleaning Customer - Ultimate Treasure Location - Myaungtakar
2		Kaung Khant Kyaw	1000	5:00PM	7:30PM	2.5	2500	
3	16.3.2025	Toe Wai Phyo	1200	1:30 PM	7:30 PM	5.5	6600	Customer-Sein Lyann Htun Location-East Dagon 150 KVA Exhaust leakage and muffler new change
4		Toe Toe	1200	7:00 AM	2:00PM	6.5	7800	350 KVA PDI test run Customer - Sirius Logistics Location- South Dagon 60 KVA Visite job site Customer - Myo Ko Ko Htun
		Kaung Khant Kyaw	1000	7:00 AM	2:00PM	6.5	6500	
Total Hours						23.5	26400	
Total Amount								

Prepared By

Knownledged By

Approved By
(GM/AGM/COO)

Check By HR

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(Signature)

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(Signature)

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(Signature)

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(Signature)

Isu Yee Htet

Name: Aung Ko Op

Name: Soe Htet Tin

Name: Phyo Wai Nyein
05-CHL-HRM-FRM-020-05

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