


# OVERTIME REQUEST FORM

BU/BR/DIV Name : CMAC  
 Department Name : Security (HR-GIA)  
 Reason for Overtime : (ဆရာတို့အား အားပေးရန်အတွက်)

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	22.1.25	Hlay Hlay	Security	17:00	07:00	8hrs	8000-	အားပေးရန်အတွက်
2	23.1.25	Zu Phyo R	"	07:00	17:00	"	"	"
3	25.1.25	Phand Aun	"	17:00	07:00	"	"	"
4	26.1.25	Hlay Hlay	"	17:00	07:00	"	"	"
5	26.1.25	Zu Phyo R	"	07:00	17:00	"	"	"
6	29.1.25	Phand Aun	"	07:00	17:00	"	"	အားပေးရန်အတွက်
7	"	Hlay Hlay	"	07:00	17:00	"	"	အားပေးရန်အတွက်
8	"	Zu Phyo R	"	17:00	07:00	"	"	အားပေးရန်အတွက်
9	"	Hlay Hlay	"	17:00	07:00	"	"	"
Total Hours						72hrs	72000-	
Total Amount								

Requested by  
 Sign :   
 Name : Zu Phyo R  
 (Requestor)

Approved by  
  
 (DH)

Approved by  
 (GM/AGM/COO)

Checked by  
  
 (HR)

05-CHL-HRM-FRM-020-05



# OVERTIME REQUEST FORM

BU/BR/DIV Name : (MAC)  
 Department Name : Security (HR-GA)  
 Reason for Overtime : (အိမ်ထောင်ရေး)

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	2017-25	Brook Pin	Security	17:00	07:00	8hrs	5000.	အိမ်ထောင်ရေး
2	2017-25	Kyan Pin Hae	"	17:00	07:00	8hrs	5000.	"
						Total Hours	16 hrs	
						Total Amount	16000.	

Requested by  
 Sign :   
 Name : U Kyau Phyo Pin  
 (Requestor)

Approved by  
  
 (DH)

Approved by  
 (GM/AGM/COO)

Checked by  
  
 (HR)

05-CHL-HRM-FRM-020-05