

Date : 8.2.2024  
 BU/BR/Division : MAC BU  
 Department : Administration  
 Issue Amount : 99600/- Kyats/.....USD

Budget include (or) Not :

Yes  Budgeted Title and Amount :  
 No  Reasons for :



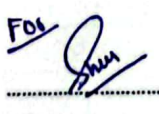


**Required For:**

Claim for;  
 of charges of Driver and Securities for Jan'24 - 99600/- kyats

**မှတ်ချက်**

(၁) အဆင့်ဆင့်သက်ဆိုင်ရာတာဝန်ရှိသူကြီးမင်းများအားလုံး သေချာစွာစစ်ဆေး၊ တွက်ချက်ပြီးထားသော ငွေပမာဏဖြစ်ရပါမည်။  
 (The amount requested must be properly calculated, checked and verified by respective authorized person)

(၂) ထုတ်ယူငွေနှင့် ပတ်သက်၍ အမှားအယွင်း၊ လိမ်လည်မှု နှင့် အလွဲသုံးစားမှု တစ်စုံတစ်ရာ ရှိခဲ့ပါက၊ သက်ဆိုင်ရာ တာဝန်ရှိစစ်ဆေးအတည်ပြုသူက အပြည့် အဝ ပြန်လည်ရရှိအောင် တာဝန်ယူ ဆောင်ရွက်ပေးရမည်။  
 (If there is errors, frauds or misappropriation, the authorized person must take full responsibility to recover the loss)

Request By	Checked By	Checked By	Approved By	Approved By
				
Requester	Mgr/DH	Finance & Account	GM/AGM/COO	CMC/CEO/Chairwoman
Toe Wai Nang	Min The	Thin Wgyut Lee	Seint Seint The	



### OVERTIME REQUEST FORM

BU/BR/Div Name : M A C  
 Department : H.R.G.A  
 Reason for Overtime : odoo ferry + G.M Ferry

No	Date	Name	Rank	Time		Hours	Amount	Remark	
				From	To				
	11.1.24	Ug ko li.		7:00 Am	6:00 pm	1hr	12000	odoo, ferry	
	13.1.24	"		5:00pm	6:00pm	1hr	1200	G.M ferry	
	15.1.24	"		7:00Am	8:00Am	1hr	1200	G.M	
	"	"		5:00pm	6:00pm	1hr	1200	ferry	
	18.1.24	Ug ko li.		7:00Am	8:00Am	1hr	1200	G.M	
	"	"		5:00pm	6:00pm	1hr	1200	ferry	
	22.1.24	Ug ko li.		5:00pm	6:00pm	1hr	1200	G.M ferry	
	23.1.24	Ug ko li.		7:00Am	8:00Am	1hr	1200	G.M	
	"	"		5:00pm	6:00pm	1hr	1200	ferry	
						<b>Total Hours</b>	18 hr	21,600	
						<b>Total Amount</b>			

Prepared By: [Signature] Name: Ug ko li.  
 Knowledge By: [Signature] Name: Ma Thu  
 Approved By: [Signature] (GM/AGM/COO) Name: Sent Sent Thu  
 Check By HR: [Signature] Name: Mya Kay Khany  
 05-CHL-HRM-FRM-020-04



### OVERTIME REQUEST FORM

BU/BR/Div Name : M A C  
 Department : H.R.G.A  
 Reason for Overtime : G.M Ferry (odoo ferry)

No	Date	Name	Rank	Time		Hours	Amount	Remark	
				From	To				
	24.1.24	Ug ko li.		7:00 Am	8:00 Am	1hr	1200	G.M	
	"	"		5:00pm	6:00pm	1hr	1200	ferry	
	25.1.24	Ug ko li.		7:00Am	8:00Am	1hr	1200	G.M	
	"	"		5:00pm	6:00pm	1hr	1200	ferry	
	26.1.24	Ug ko li.		7:00Am	8:00Am	1hr	1200	G.M	
	"	"		5:00pm	6:00pm	1hr	1200	ferry	
	27.1.24	Ug ko li.		7:00Am	8:00Am	1hr	1200	G.M	
	"	"		5:00pm	6:00 pm	1hr	1200	ferry	
	28.1.24	Ug ko li.		8:00Am	6:00 pm	9hr	10,800	odoo ferry	
						<b>Total Hours</b>	17 hr	20,400	
						<b>Total Amount</b>			

Prepared By: [Signature] Name: Ug ko li.  
 Knowledge By: [Signature] Name: Ma Thu  
 Approved By: [Signature] (GM/AGM/COO) Name: Sent Sent Thu  
 Check By HR: [Signature] Name: Mya Kay Khany  
 05-CHL-HRM-FRM-020-04



# OVERTIME REQUEST FORM

BU/BR/Div Name

: (MAC)

Department

: Security (HRGA)

Reason for Overtime

: (အများစုခွဲစိတ်ရက် ၀၁)

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	4.1.2024	U Myo Zaw Thant	1	07:00	17:00	8hrs	9600	ဖွဲ့စည်းရေး OT
2	4.1.2024	U Zaw Myo The	1	17:00	07:00	8hrs	9600	ဖွဲ့စည်းရေး OT
3	4.1.2024	U Bi The Kyau	1	17:00	07:00	8hrs	9600	ဖွဲ့စည်းရေး OT
4	11.1.2024	U Bi The Kyau	1	07:00	17:00	8hrs	9600	ကရံငွေကူ OT
5	11.1.2024	U Zaw Aung Mye	1	07:00	17:00	8hrs	9600	ကရံငွေကူ OT
6	11.1.2024	U Myo Zaw Thant	1	17:00	07:00	8hrs	9600	ကရံငွေကူ OT
						<b>Total Hours</b>	48hrs	57600
						<b>Total Amount</b>		

Prepared By

*[Signature]*

Name: U Zaw Myo The

Knownledged By

*[Signature]*

Name: Mr The

Approved By

(GM/AGM/COO)

Name: Sent Sent The

Check By HR

*[Signature]*

Name: Mya Key Khaing

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