



CASH ADVANCE CLEAR FORM

Date : 4.4.24

BU/BR/Division : Reman

Department : Administration

Advance Issue : 400,000 Kyats/.....USD

No	Issue Time	Date	Payment Voucher No	Amount		Descriptions
				USD	Kyats	
1	1 st Time Advance	<u>25.3.24</u>	<u>PV/REM/2024/31</u>		<u>400000</u>	<u>Adv - Clear Security</u>
2	2 nd Time Advance		<u>113</u>			<u>OT for Mar'24</u>
3	3 rd Time Advance					<u>@ 4000</u>
Total Advance					<u>400000</u>	
Total Actual					<u>410400</u>	
Balance Refund/Additional					<u>10400</u>	

Request By [Signature]

Checked By [Signature]

Checked By [Signature]

Approved By [Signature]

Approved By [Signature]

Naw Ahi Maw yas
Requester

Zaeyar Lim
Mgr/DH

Khin Swee Win
Finance & Account

Maeng Maeng
GM/AGM/COO

[Signature]
CMC

MG

OVERTIME REQUEST FORM

Remark
Div Name
Department
Reason for Overtime

Record By
: Administration

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	5.3.2024	Agave	1	17:00	07:00	8	8000	memorandum
2	6.3.2024	Agave	1	17:00	07:00	8	8000	memorandum
3	7.3.2024	Agave	1	17:00	07:00	8	8000	memorandum
4	8.3.2024	Agave	2	17:00	07:00	8	8000	memorandum
5	8.3.2024	Agave	1	17:00	07:00	8	8000	memorandum
6	10.3.2024	Agave	1	07:00	17:00	8	8000	memorandum
7	10.3.2024	Agave	1	17:00	07:00	8	8000	memorandum
8	11.3.2024	Agave	1	17:00	07:00	8	8000	memorandum
9	12.3.2024	Agave	1	07:00	17:00	8	8000	memorandum
Total Hours						72	72000	
Total Amount								

Prepared By

Knownledged By

Approved By
(GM/AGM/COO)

Check By HR

Name: *Warhan Soe*

Name: *Nawo Abi Moe. yoo*

Name: *Maring Maring*

Name: *Zagar Lin*

UMG

OVERTIME REQUEST FORM

R/Div Name *Recon: BU*
 Department :
 Reason for Overtime :

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	15.3.2024	សម្រប (PMC)	2	07:00	17:00	8	8000	វិនិច្ឆ័យ
2	15.3.2024	សម្រប (Recon)	2	07:00	17:00	8	8000	"
3	15.3.2024	សម្រប (Recon)	1	07:00	17:00	8	8000	"
4	15.3.2024	សម្រប (Recon)	1	07:00	17:00	8	8000	"
5	16.3.2024	សម្រប (Recon)	2	07:00	17:00	8	8000	"
6	16.3.2024	សម្រប	1	07:00	17:00	8	8000	"
7	16.3.2024	សម្រប	1	07:00	17:00	8	8000	"
8	16.3.2024	សម្រប (PMC)	1	07:00	17:00	8	8000	"

Total Hours	64	64000
Total Amount		

Prepared By

Knowledge By

Approved By
(GM/AGM/COO)

Check By HR

Name: *Bohkan Soe*

Name: *Nao Abi Mee gar*

Name: *Maeng Maeng*

Name: *Zayar Linn*

05-CHL-HRM-FRM-020-04

UMG

OVERTIME REQUEST FORM

R/Div Name : Raman
 Department : Administration
 Reason for Overtime : အချိန်ပိုတာဝန်ဆောင်ရွက်ခြင်း

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	7.3.24	ဦးစောထွန်း	1	07:00	17:00	8	8000	SHANTHI
2	13.3.24	"	1	07:00	17:00	8	8000	"
3	8.3.24	ဦးကျော်စွာ	1	07:00	17:00	8	8000	"
4	14.3.24	"	1	07:00	17:00	8	8000	"
5	15.3.24	ဦးစော	2	07:00	17:00	8	8000	ဦးစော
6	16.3.24	"	2	07:00	17:00	8	8000	Reconstr

Total Hours : 48
 Total Amount : 48000

Prepared By : [Signature]
 Name : ဦးစော

Knowledge By : [Signature]
 Name : Naw Ahi Mee yar

Approved By : [Signature]
 (GM/AGM/COO)
 Name : Maeng Maeng

Check By HR : [Signature]
 Name : Zayar Lin



OVERTIME REQUEST FORM

BU/BR/Div Name : Raman
 Department : Administration
 Reason for Overtime : အသိရှိမီတာဝန်ထမ်းဆောင်ခြင်း

No	Date	Name	Rank	Time		Hours	Amount	Remarks
				From	To			
1	6.3.24	ဦးစည်သူဟန်	1	07:00	17:00	8	8000	SHANTUI
2	12.3.24	"	1	07:00	17:00	8	8000	"
3	15.3.24	"	1	07:00	17:00	8	8000	Recon
4	18.3.24	"	1	07:00	17:00	8	8000	SHANTUI
1	9.3.24	ဦးကျော်စွာ	1	07:00	17:00	8	8000	SHANTUI
2	15.3.24	"	1	07:00	17:00	8	8000	"
3	16.3.24	"	1	07:00	17:00	8	8000	Recon
						7		
Total Hours						56	56000/-	
Total Amount								

Prepared By
 Name: ဦးစည်သူဟန်

Knownledged By
 Name: Naw Ahi Mae yar

Approved By
 (GM/AGM/COD)
 Name: Moeing Moeing

Check By HR
 Name: Zayar Lin

MG

OVERTIME REQUEST FORM

Div Name : Ramon
 Department : Administration
 Reason for Overtime : for event

Date	Name	Rank	Time		Hours	Amount	Remark
			From	To			
16.8.24	Khaing Nyein Aye	5A	07:00	5:00	9	10800	
16.8.24	Nat Win Aye	1A	08:00	5:00	8	9600	
16.8.24	Tin Tin Win	1A	08:00	5:00	8	9600	
16.8.24	Tin Aye	1A	08:00	5:00	8	9600	

Total Hours : 25 hrs
 Total Amount : 39600

Prepared By

Knownledged By

Approved By
(GM/AGM/COO)

Check By HR

Name: Nat Win Aye

Name: Nat Aht Mye year

Name: _____

Name: Zagar Lin

05-CHL-HRM-FRM-020-04

#U/BR/Division : Namoo Administration

OVERTIME REQUEST FORM

Name : Ramon
 Department : Admin
 Request for Overtime :

SHANTILU [Burmese text]

Date	Name	Rank	Time		Hours	Amount	Remark
			From	To			
19.8.24	Klai Yan Oo	1	07:00	17:00	8	8000	Ramon
19.8.24	Shave Lin	1	07:00	17:00	8	8000	
20.8.24	San Mjot Aung	2	17:00	07:00	8	8000	
20.8.24	Ye Ko Ko	1	07:00	17:00	8	8000	
						7	
Total Hours					32	32000	
Total Amount							

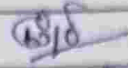

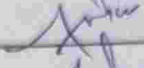




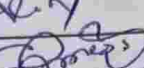
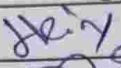





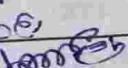
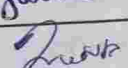
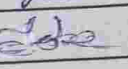

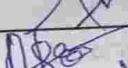


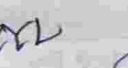

Prepared By
 [Signature]
 Name: _____

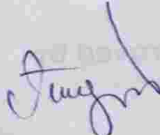
Knownedged By
 [Signature]
 Name: Naw Ahi Moe gar

Approved By
 (GM/AGM/COO)
 [Signature]
 Name: Maeng Maeng

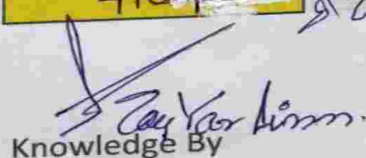
Check By HR
 [Signature]
 Name: Zayar Lin
 05-CHL-HRM-FRM-020-04

Recon Security Ot For (5.3.24 To 20.3.24)

Name	Amount	Sign	Remark
Myaing	16000		
Myat Soe	16000		
Arkar Soe	8000		
San Myint Aung	16000		
Shwe Lin	56000		
pyae Phyo	8000		
Htay Aung	40000		
Aung Aung Oo	8000		
Si Thu Hein	40000		
Zaw Moe	32000		
Wai Lin Aung	8000		
Myat Hlaing	8000		
Wai Yan Phyo	24000		
Ye Ko Ko	24000		
Win Naing Oo	16000		
Thet Naing Htun	8000		
Khaing Nyein Aye	10800		
Nant Watoke	9600		
Tin Tin Win	9600		
Tin Aye	9600		
Nay Win Hlaing	20400		
Win Htake Htun	8000		
Thein Zaw Myint	14400		
	410400		



Prepared By


Knowledge By

Approved By


1:47



Ko Aye Min Htun
last seen at 1:46 PM

Adv Request general exp for (1.4.24 to 6.4.24) Approved ရရှိရန် တင်ပြအပ်ပါတယ်ရှင် 4:19 PM ✓

နော်အယ်မူးရာ Naw Ahi Mue Yar ကိုကြီးရှင် Adv clear general exp for (... Proceed. 4:31 PM

နော်အယ်မူးရာ Naw Ahi Mue Yar Adv clear Security Ot mar'24 (5.3.24... Please proceed. 4:31 PM

နော်အယ်မူးရာ Naw Ahi Mue Yar Adv Clear to buy birthday cake ပြန်ရှ... Please proceed. 4:31 PM

နော်အယ်မူးရာ Naw Ahi Mue Yar Adv Request general exp for (1.4.24... Please proceed. 4:31 PM

ကျေးဇူးပါရှင် 4:39 PM ✓

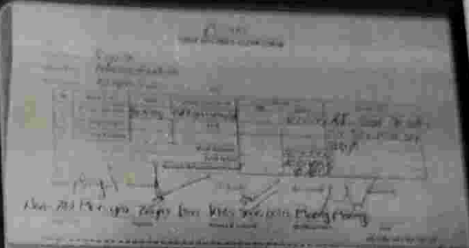
April 1

ကိုကြီးရှင် April '24 ပထမအပတ်အတွက် budget ထုတ်ရန်အတွက် Approved ရရှိရန် တင်ပြအပ်ပါတယ်ရှင်
1) Adv Request car fuel for (4/1\ 9370\ 150000

1:46



Ko Aye Min Htun
last seen at 1:46 PM



Adv clear Security Ot mar'24 (5.3.24 to 20.3.24) ပြန်ရှင်းလို့အပ်ခွင့် 10400 approved ရရှိရန် တင်ပြအပ်ပါတယ်ရှင် 4:12 PM ✓

Recan Security Ot For (5.1.24 to 20.3.24)

No	Name	Amount	Sign	Remark
1	Myint	12000		
2	Myint Aye	10000		
3	U Aye Win	8000		
4	U Aye Win	8000		
5	U Aye Win	8000		
6	U Aye Win	8000		
7	U Aye Win	8000		
8	U Aye Win	8000		
9	U Aye Win	8000		
10	U Aye Win	8000		
11	U Aye Win	8000		
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Message

Message