



# CASH CLAIM FORM

Date: 28-2-24  
 BU/BR/Division: Raman  
 Department: Production  
 Issue Amount: 518400 ~~528000~~ Kyats / 528000 USD  
 Budget include (or) Not: 432000 ~~528000~~ ✓

Yes  Budgeted Title and Amount :  
 No  Reasons for :

Required For: PHK OT charges.

မှတ်ချက်။  
 (၁) အဆင့်ဆင့်သက်ဆိုင်ရာတာဝန်ရှိလူကြီးမင်းများအားလုံး 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 အပြည် အဝ ပြန်လည်ရရှိအောင် တာဝန်ယူ ဆောင်ရွက်ပေးရမည်  
 (If there is errors, frauds or misappropriation, the authorized person must take full responsibility to recover the loss)

Request By: Su Su Khine  
 Requester

Checked By: [Signature]  
 Mgr/DH

Checked By: [Signature]  
 Finance & Account

Approved By: [Signature]  
 GM/AGM/COO

Approved By: [Signature]  
 CMC/CEO/Chairwoman

Teg Approved

Decrease For 1 week OT.

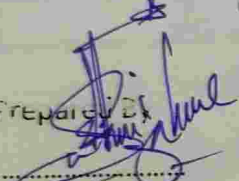
## OVERTIME REQUEST FORM

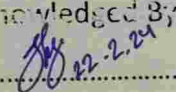
U/BR/Div Name : *Reman*

Department : *Production*

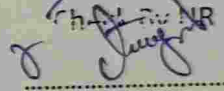
Reason for Overtime :

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1.	3.2.24	Kyaw Khaing Oo	3C	8:00 AM	5:00 PM	8h	9600	
2.	"	Pyae Phyoo Kyaw	3A	"	"	"	9600	
3.	"	Suan Htet Naing	2A	"	"	"	9600	
4.	"	Naing Min Thant	2A	"	"	"	9600	
5.	"	Sr Thee Aung	2A	"	"	"	9600	
6.	"	Hein Min Htet	2A	"	"	"	9600	
7.	"	Tin Lin Ko	2A	"	"	"	9600	
8.	"	Thura Aung	2A	"	"	"	9600	
9.	"	Aung Naing Myo	2A	"	"	"	9600	
<b>Total Hours</b>						<b>72hr</b>	<b>86,400</b>	
<b>Total Amount</b>								

Prepared By  
  
 Name: *Su Su Khine*

Knownledged By  
  
 Name: *Phyoo*

Approved By  
 (GM/AGM/COO)  
  
 Name: *Ko Maung*

Checked By  
  
 Name: *Zay Yar Linn*  
 05-CHL-HRM-FRM-020

### OVERTIME REQUEST FORM

BU/BR/Div Name : Reman  
 Department : Production  
 Reason for Overtime :

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1.	4.2.24	Kyaw Khaing Oo	3C	8:00 AM	5:00 PM	8h	9600	
2.	"	Pgae Phyo Kyaw	3A	"	"	"	9600	
3.	"	Swan Htet Naing	2A	"	"	"	9600	
4.	"	Naing Min Thant	2A	"	"	"	9600	
5.	"	Si Thu Aung	2A	"	"	"	9600	
6.	"	Hein Min Htet	2A	"	"	"	9600	
7.	"	Tin Lin Ko	2A	"	"	"	9600	
8.	"	Thura Aung	2A	"	"	"	9600	
9.	"	Aung Naing Myo	2A	"	"	"	9600	
						Total Hours	72 hr	
						Total Amount	86,400	

Prepared By: *[Signature]*      Knowledgeled By: *[Signature]* 22.2.24  
 Name: *Su Su Khine*      Name: *Phyo*

Approved By: *[Signature]*      Check By HR: *[Signature]*  
 (GM/AGM/COO)      Name: *Ko Maung*      Name: *Zay Yar Linn*  
 05-CHL-HRM-FRM-020

### OVERTIME REQUEST FORM

BU/BR/Div Name : Reman  
 Department : Production  
 Reason for Overtime :

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1.	12.2.24	Kyaw Khaing Oo	3C	8:00 AM	5:00 PM	8h	9600	
2.	"	Pgae Phyo Kyaw	3A	"	"	"	9600	
3.	"	Swan Htet Naing	2A	"	"	"	9600	
4.	"	Naing Min Thant	2A	"	"	"	9600	
5.	"	Si Thu Aung	2A	"	"	"	9600	
6.	"	Hein Min Htet	2A	"	"	"	9600	
7.	"	Tin Lin Ko	2A	"	"	"	9600	
8.	"	Thura Aung	2A	"	"	"	9600	
9.	"	Aung Naing Myo	2A	"	"	"	9600	
						Total Hours	72 hr	
						Total Amount	86,400	

Prepared By: *[Signature]*      Knowledgeled By: *[Signature]* 22.2.24  
 Name: *Su Su Khine*      Name: *Phyo*

Approved By: *[Signature]*      Check By HR: *[Signature]*  
 (GM/AGM/COO)      Name: *Ko Maung*      Name: *Zay Yar Linn*  
 05-CHL-HRM-FRM-020



# OVERTIME REQUEST FORM

BU/BR/Div Name : Reman  
 Department : Production  
 Reason for Overtime :

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	17.2.24	Kyaw Khaing Oo	2C	8:00 AM	5:00 PM	8h	9600	
2	"	Pyae Phyo Kyaw	2A	"	"	"	9600	
3	"	Suan Htet Naing	2A	"	"	"	9600	
4	"	Naing Min Thant	2A	"	"	"	9600	
5	"	Si Thu Aung	2A	"	"	"	9600	
6	"	Hein Min Htet	2A	"	"	"	9600	
7	"	Tin Lin Ko	2A	"	"	"	9600	
8	"	Thura Aung	2A	"	"	"	9600	
9	"	Aung Naing Myo	2A	"	"	"	9600	
Total Hours						72hr	86,400	
Total Amount								

Prepared by  
  
 Name: Su Su Khine

Knownledged By  
  
 Name: Pyho

Approved By  
 (GM/AGM/COO)  
  
 Name: Ko Maung<sup>2</sup>

Check By: HR  
  
 Name: Zay Yar Han  
 05-CHL-HRM-FRM-020



# OVERTIME REQUEST FORM

BU/BR/Div Name : Reman  
 Department : Production  
 Reason for Overtime :

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	18.2.24	Kyaw Khaing Oo	2C	8:00 AM	5:00 PM	8h	9600	
2	"	Pyae Phyo Kyaw	2A	"	"	"	9600	
3	"	Suan Htet Naing	2A	"	"	"	9600	
4	"	Naing Min Thant	2A	"	"	"	9600	
5	"	Si Thu Aung	2A	"	"	"	9600	
6	"	Hein Min Htet	2A	"	"	"	9600	
7	"	Tin Lin Ko	2A	"	"	"	9600	
8	"	Thura Aung	2A	"	"	"	9600	
9	"	Aung Naing Myo	2A	"	"	"	9600	
Total Hours						72hr	86,400	76,800
Total Amount								86,400

Prepared by  
  
 Name: Su Su Khine

Knownledged By  
  
 Name: Pyho

Approved By  
 (GM/AGM/COO)  
  
 Name: Ko Maung<sup>2</sup>

Check By: HR  
  
 Name: Zay Yar Han  
 05-CHL-HRM-FRM-020

Search

**Sir. Aye Min Htun**  
last seen recently  
Please proceed. 12:45 PM

**Reman BU & Aftersales Div** 4:35 PM  
Ma.11. Daily Spent Report for Feb'24 (21.2.24).xlsx 7

**Reman All Dept's Admin Team** 4:30 PM  
M9 Zjn\_S parts Weekly Budget for Feb'24 3rd.xlsx 8

**Core Odoo ERP Implementation Project** 4:25 PM  
Su.10.03 351

**GA U Kyaw Kyaw Win** ✓ 4:10 PM  
complete lands 🙏🙏🙏

**Paperless Errors Disrussion** 4:07 PM  
Thaint Thaint 56

**Machining Service** 3:42 PM  
MazZiv-204-2034022124.CE-1-Hyd pipe-2pcs.xlsx 1

**Kay Thazin Kyaw** 3:27 PM

**Cho Khine** 3:04 PM  
Photo

**Ko Hla Min Htay** 2:28 PM  
7 photos

**PR** 2:25 PM  
Chor

**Su Su Khane**  
Dear Sir..Feb'24 third ...  
Please proceed. 7:09 PM

**Sir. Aye Min Htun**  
Please proceed. 1:50 PM

**February 21**

Dear Sir..Feb'24 third week budget ဆက်၍ approve ချောခတ်ခတ် request လုပ်ခတ်ခတ် ဆောင် - 🙏

CO2 = 2 pcs (80000) ✓

PHK OT = 520000 ✓

Propane = 1 pc (32500) ✓

Carbon box (use grinder) - 10 pcs (30000) ✓

Total expense = 662500

Budget အတိုင်းပဲ အသေးအငယ်ပဲ ဆောင်

**Sir. Aye Min Htun**  
Please proceed. 11:19 PM

ENG 8:33 AM  
US 2/22/2024

change prices in list