



OVERTIME REQUEST FORM

BU/BR/Div Name : PG BU
 Department : Rental Department
 Reason for Overtime : Machine delivery inspection

No	Date	Name	Position level	Time		Hours	Amount	Remark
				From	To			
1	01.05.2025	Kaung Khant Kyaw	Daily Worker	9:00 AM	4:00 PM	6.5	6500	Matador 60 KVA Customer - U Zaw Min Htun Location - Yankin Model - MD66AS Sr No -A1807091 Pre delivery inspection
2	01.05.2025	Kyaw Min Khaing	Operator	9:00 AM	4:00 PM	6.5	9815	
Total Hours						13.0	16315	
Total Amount								

Requested by
 Sign
 Name Hsu Jee Htet
 (Requestor)

Approved by

 (DH)
 Aung Ho Oo

Approved by
 (GM/AGM/COO)
 Sae Htet Tin

Checked by

 Phyo Awi Myein
 (HR)
 05-CHL-HRM-FRM-020-05