



OVERTIME REQUEST FORM

BU/BR/DIV Name :PG
 Department Name :Service
 Reason for Overtime :Machine repair

No	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	30.5.25	Wai Lin Htet	Mechanic	5:00 PM	8:00 PM	3	4530	(VP-5505 Eduwise Care)
2	4.6.25	Aung Aung Oo	Mechanic	5:00 PM	7:30 PM	2.5	3775	(GCM313C Engine Head Dismounted)
3	4.6.25	Aye Min Thu	Mechanic	5:00 PM	8:00 PM	3	4530	
4	11.6.25	Aye Min Thu	Mechanic	5:00 PM	8:30 PM	3.5	5285	(GM313C Engine Head Dismounted)
5	11.6.25	Annt Bhone Maw	Mechanic	5:00 PM	8:30 PM	3.5	5285	
6	11.6.25	Aung Aung Oo	Mechanic	5:00 PM	8:30 PM	3.5	5285	
7	13.6.25	Aye Min Thu	Mechanic	5:00 PM	8:00 PM	3	4530	(GM313C Pump Injector Mounted)
8	13.6.25	Annt Bhone Maw	Mechanic	5:00 PM	8:30 PM	3.5	5285	
9	13.6.25	Aung Aung Oo	Mechanic	5:00 PM	8:30 PM	3.5	5285	
10								
						Total Hours	29	43790
						Total Amount		

Request By: Requestor: **Aung Phore Myint**
 Approved By: (DH): **Tint Naing**
 Approved By: (GM/AGM/COO): **Soe Htet Tin**
 Check By HR: (HR): **Phyo Wai Nyein**

05-CHL-HRM-FRM-020-05



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No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1								
2								
3								
4								
5								
6								
7								
8								
9								
						Total Hours	0	0
						Total Amount		

Request By: _____ Requestor: _____
 Approved By: _____ (DH): _____
 Approved By: _____ (GM/AGM/COO): _____
 Check By HR: _____ (HR): _____