



# CASH CLAIM FORM

Date : 26.1.24

BU/BR/Division : Reman

Department : Recon (Prod)

Issue Amount : 55200  
18000/- Kyats/ USD

Budget include (or) Not : 51600

Yes  Budgeted Title and Amount :

No  Reasons for :

**Required For:**  
"OT" charges Recon (Prod).

မှတ်ချက်။  
(၁) အဆင့်ဆင့်သက်ဆိုင်ရာတာဝန်ရှိလူကြီးမင်းများအားလုံး သေချာစွာစုံစမ်းစစ်ဆေး၊ 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  
*[Signature]*  
Su Su Khine  
Requester

Checked By  
*[Signature]*  
U. Win Aung  
Mgr/DH

Checked By  
*[Signature]*  
Khin Swe Win  
Finance & Account

Approved By  
*[Signature]*  
Lang Hein Win  
GM/AGM/COO

Approved By  
28/1/24 -  
CMC/CEO/Chairwoman

Proposed Title and Amount :

UMG

### OVERTIME REQUEST FORM

BR/Div Name : Reman  
 Department : Recon (Prod)  
 Reason for Overtime : Stock Maintenance & VECU testing & check Performance testing.

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	12-1-24	Bo Bo San	3A	5:00 PM	6:30 PM	1.5h	1800	EC 290 BP
2	12-1-24	Hla Phygo Maung	2A	"	"	"	1800	186751
3	12-1-24	Ngi Min Hlike	-	"	"	"	1800	18976
4	12-1-24	Zayar Hein	3A	"	"	"	1800	
5	12-1-24	Hein Min Htet	3AC	"	"	"	1800	
6	16-1-24	Zayar Hein	3A	"	"	"	1800	
7	16-1-24	Hla Phygo Maung	2A	"	"	"	1800	
<b>Total Hours</b>						10.5	12600	
<b>Total Amount</b>								

Prepared By: *[Signature]*  
 Name: Su Su Khine

Knownledged By: *[Signature]*  
 Name: U Win Long

Approved By: *[Signature]*  
 (GM/AGM/COO)  
 Name: Aung Hein Win

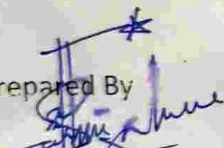
Check By HR: *[Signature]*  
 Name: Zay Yea Linn  
 05-CHL-HRM-FRM-020-04

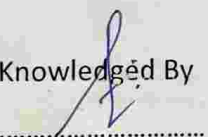
## OVERTIME REQUEST FORM

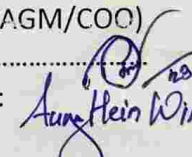
BR/Div Name : Reman  
 Department : Recon (Prod)  
 Reason for Overtime : Inspection maintenance & VECU testing & Check alternator wire harness

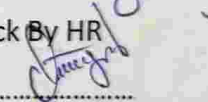
No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
	18.1.24	Zayar Hein	3A	5:00 PM	6:30 PM	1.5h	1800	EC 290 BP
	18.1.24	Hla Phyoo Maung	2A	"	"	"	1800	18975
	18.1.24	Aye Chan Moe	3	"	"	"	1800	18675
	21.1.24	Zayar Hein	3A	8:00 AM	5:00 PM	8h	4600	SR-17015 EC 290 ISE 210
	21.1.24	Hla Phyoo Maung	2A	8:00 AM	5:00 PM	"	9600	EX 210-SR 30198
	21.1.24	Hla Min Htoay		8:00 AM	5:00 PM	4	3600	Check machine
	20.1.24	Aung Kyaco Kyaco		11:00 AM	3:30 PM	4h	4800	EC 210 BP

Total Hours	4.5	39000	All fuel line testing only
Total Amount	35.5	5400	

Prepared By  
  
 Name: So So Khine

Knowledge By  
  
 Name: U Win Aung

Approved By  
 (GM/AGM/COO)  
  
 Name: Aung Hein Win

Check By HR  
  
 Name: Fay Ya Linn  
 05-CHL-HRM-FRM-020-02