

T&B BU OT list for Feb'25			
No	Description	Department	Amount
1	T&B OT for Feb'25	Service	252,000
2		Driver KHZ	120,600
3		Cleaner	9,600
		Driver PYN	78,600
4		Driver MYT	63,000
5		Security	120,000
Total Amount			643,800

OVERTIME REQUEST FORM

BU/BR/DIV Name : Truck and Bus
 Department Name : Service
 Reason for Overtime : For FE-6513

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	1.2.25	Myint Myat Thu	Mechanic	8:30AM	12:30 PM	8:00	9600	
2.	1.2.25	Peem Saung	u	8:30AM	12:30PM	8:00	9600	
3.	1.2.25	Ye Kint Nang	u	8:30AM	12:30PM	8:00	9600	
4.	1.2.25	Tin Aun Kyau	u	8:30AM	12:30PM	8:00	9600	
						22	22	
						Total Hours	32,00	
						Total Amount	38,400	

Requested by



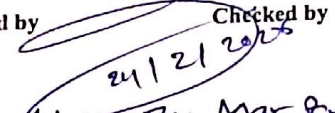
Sign :
 Name : Soe Moe Nang
 (Requestor)

Approved by



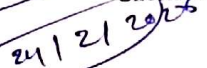
Was Phyo Htein
 (DH)

Approved by



Win Theng Awe
 (GM/AGM/COO)

Checked by



Zin Mar Soe
 (HR)

05-CHL-HRM-FRM-020-05

Cui
 khin
 2017



OVERTIME REQUEST FORM

BU/BR/DIV Name : Truck and Bus
 Department Name : Service
 Reason for Overtime : For 2Q-6277, 6J-6388, 2Q-6281, 3Q-7832, 9Q-1645

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	2.2.25	Myint Myat Thu	Mechanic	8:30 AM	12:30 PM	8:00	9600	
2.	2.2.25	Ayan Hten Soe	"	8:30 AM	12:30 PM	8:00	9600	
3.	2.2.25	Tin Ohn Kyaw	"	8:30 AM	12:30 PM	8:00	9600	
						22	22	
Total Hours						24000	28,800/	
Total Amount								

Requested by
 Sign :
 Name : Soe Moe Nang
 (Requestor)

Approved by

 Ua Phyo Hten
 (DH)

Approved by
 Win Theng Aue
 (GM/AGM/COO)

Checked by
 Zin Mar Soe
 (HR)

24/2/2025


05-CHL-HRM-FRM-020-05

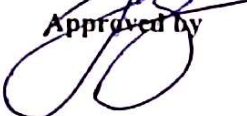
Win
 khin
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OVERTIME REQUEST FORM

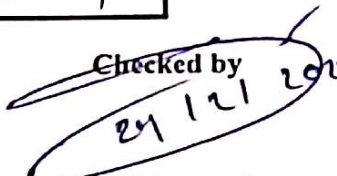
BU/BR/DIV Name : Truck and Bus
 Department Name : Service
 Reason for Overtime : For GL-2697

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1 ^o	15/2/2025	Myint Myat Thu	Mechanic	8:30 AM	12:30 PM	8:00	9600	
2 ^o	15/2/2025	Myan Han Soe	"	8:30 AM	12:30 PM	8:00	9600	
						22		
Total Hours						16:00	19200/	
Total Amount								

Requested by

 Sign :
 Name : Soe Moe Aung
 (Requestor)

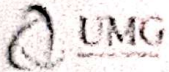
Approved by

 Name : Was Phyoo Htem
 (DH)

Approved by
 Name : Wen Theing Mwe
 (GM/AGM/COO)

Checked by

 24/2/2025
 Name : Zin Mar Soe
 (HR)

05-CHL-HRM-FRM-020-05

Link
 Khin Aye Htet
 24-2-25



OVERTIME REQUEST FORM

FULLOR/OTV Name : Truck and Bus
 Department Name : Service
 Reason for Overtime : For GT-0389, 7Q/0130, 3Q/8092, 40/2949

No.	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
1.	16-9-25	Muoi Ngai Thi	Merchance	8:30 AM	12:30 PM	8:00	9600		
2.	16-9-25	Mieng Mai Yen	"	8:30 AM	12:30 PM	8:00	9600		
3.	16-9-25	Ye Y. at Nany	"	8:30 AM	12:30 PM	8:00	9600		
4.	16-9-25	Thud Long Hieu	"	8:30 AM	12:30 PM	8:00	9600		
						7	7		
						Total Hours	32:00	88400/	
						Total Amount			

Requested by

Signature

Sign :
 Name : Soc Moe Nany
 (Requestor)

Approved by

Signature

Name : Phyo Htum
 (DII)

Approved by

Name : Theng Nwe
 (GM/AGM/COO)

Checked by

Signature

Name : Moe Poe
 (HR)

05-CHL-HRM-FRM-020-03

20	23-Fri-25	Nyan Tasa Soe	2A	2/MCDP	8:30	17:30	8:00	9:00
						Total Hours	162:00:00	252000
						Total Amount		

OVERTIME SUMMARY DATA for Service Dept

Over Time Date	Name	Rank	Position	Hour		Hours	Amount	Reason for Overtime	Remark
				From	To				
26-Jan-25	Myint Myat Thu	3B	Junior Mechanic	8:30	17:30	8:00	9600	9R/7817,2Q/6281,7M/6684,3Q/8092	
26-Jan-25	Swan Saung	2C	JMCDP	8:30	17:30	8:00	9600	9R/7817,2Q/6281,7M/6684,3Q/8092	
26-Jan-25	Nyan Hein Sae	2A	JMCDP	8:30	17:30	8:00	9600	9R/7817,2Q/6281,7M/6684,3Q/8092	
26-Jan-25	Ye Yint Naing	2A	JMCDP	8:30	17:30	8:00	9600	9R/7817,2Q/6281,7M/6684,3Q/8092	
1-Feb-25	Myint Myat Thu	3B	Junior Mechanic	8:30	17:30	8:00	9600	7E/6513	
1-Feb-25	Swan Saung	2C	JMCDP	8:30	17:30	8:00	9600	7E/6513	
1-Feb-25	Ye Yint Naing	2A	JMCDP	8:30	17:30	8:00	9600	7E/6513	
1-Feb-25	Thu Oha Kyaw	2A	MCDE	8:30	17:30	8:00	9600	2Q/6277,6J/6383,2Q/6281,3Q/7732,9Q/1645	
2-Feb-25	Myint Myat Thu	3B	Junior Mechanic	8:30	17:30	8:00	9600	2Q/6277,6J/6383,2Q/6281,3Q/7732,9Q/1645	
2-Feb-25	Nyan Hein Sae	2A	JMCDP	8:30	17:30	8:00	9600	2Q/6277,6J/6383,2Q/6281,3Q/7732,9Q/1645	
2-Feb-25	Thu Oha Kyaw	2A	MCDE	8:30	17:30	8:00	9600	6I/2697	
5-Feb-25	Myint Myat Thu	3B	Junior Mechanic	17:30	19:30	2:00	2400	6I/2697	
5-Feb-25	Thot Paing Htoo	2A	JMCDP	17:30	19:30	2:00	2400	5Q/8332	
7-Feb-25	Myint Myat Thu	3B	Junior Mechanic	17:30	19:30	2:00	2400	5Q/8332	
7-Feb-25	Thot Paing Htoo	2A	JMCDP	17:30	19:30	2:00	2400	5Q/8332	
7-Feb-25	Swan Saung	2C	JMCDP	17:30	19:30	2:00	2400	5Q/8332	
9-Feb-25	Myint Myat Thu	3B	Junior Mechanic	8:30	17:30	8:00	9600	9Q/1645,6J/6370,2Q/6281,3Q/8092,2Q/6277	
9-Feb-25	Nyan Hein Sae	2A	JMCDP	8:30	17:30	8:00	9600	9Q/1645,6J/6370,2Q/6281,3Q/8092,2Q/6277	
9-Feb-25	Ye Yint Naing	2A	JMCDP	8:30	17:30	8:00	9600	9Q/1645,6J/6370,2Q/6281,3Q/8092,2Q/6277	
9-Feb-25	Myint Myat Thu	3B	Junior Mechanic	8:30	17:30	8:00	9600	6I/2697	
9-Feb-25	Ye Yint Naing	2A	JMCDP	8:30	17:30	8:00	9600	6I/2697	
15-Feb-25	Myint Myat Thu	3B	Junior Mechanic	8:30	17:30	8:00	9600	6J/6383,2Q/6277,3Q/8092,3Q/7732	
15-Feb-25	Nyan Hein Sae	2A	JMCDP	8:30	17:30	8:00	9600	6J/6383,2Q/6277,3Q/8092,3Q/7732	
16-Feb-25	Myint Myat Thu	3B	Junior Mechanic	8:30	17:30	8:00	9600	6J/6383,2Q/6277,3Q/8092,3Q/7732	
16-Feb-25	Thot Paing Htoo	2A	JMCDP	8:30	17:30	8:00	9600	6J/6383,2Q/6277,3Q/8092,3Q/7732	
16-Feb-25	Ye Yint Naing	2A	JMCDP	8:30	17:30	8:00	9600	6J/6383,2Q/6277,3Q/8092,3Q/7732	
16-Feb-25	Ye Yint Naing	2A	JMCDP	8:30	17:30	8:00	9600	6J/6370,6I/2697,2Q/6281,9Q/1645,9R/7837	
16-Feb-25	Htet Wai Yan	2C	AGMDE	8:30	17:30	8:00	9600	6J/6370,6I/2697,2Q/6281,9Q/1645,9R/7837	
23-Feb-25	Myint Myat Thu	3B	Junior Mechanic	8:30	17:30	8:00	9600	6J/6370,6I/2697,2Q/6281,9Q/1645,9R/7837	
23-Feb-25	Htet Wai Yan	2C	AGMDE	8:30	17:30	8:00	9600	6J/6370,6I/2697,2Q/6281,9Q/1645,9R/7837	
23-Feb-25	Swan Saung	2C	JMCDP	8:30	17:30	8:00	9600	6J/6370,6I/2697,2Q/6281,9Q/1645,9R/7837	
23-Feb-25	Ye Yint Naing	2A	JMCDP	8:30	17:30	8:00	9600	6J/6370,6I/2697,2Q/6281,9Q/1645,9R/7837	
23-Feb-25	Nyan Hein Sae	2A	JMCDP	8:30	17:30	8:00	9600	6J/6370,6I/2697,2Q/6281,9Q/1645,9R/7837	
						Total Hours	162:00:00	252000	
						Total Amount			

BU/BR/Div Name: Y&H BU
 Department Name: Admin
 Reason for Overtime: U.S. Holiday

No.	Date	Name	Position Level	Time		Hours	Amount	Remarks	
				From	To				
1	25-1-25	...	Groundy	07:00	17:00	9 hours	9,000		
2	29-1-25	"	"	07:00	17:00	9 hours	9,000		
3	12-2-25	"	"	17:00	07:00	9 hours	9,000		
						Total Hours	24 hrs	24,000	
						Total Amount			

Requested by
 Sign: *[Signature]*
 Name: H. SAN AUNIA
 (Requestor)

Approved by
[Signature]
 (DII)
[Signature]

Approved by
 (GM/AGM/COO)

Checked by
[Signature]
 (HSE)
 (HSE)
[Signature]



OVERTIME REQUEST FORM

EMPLOYEE Name : T G B BU

Department Name : Admin

Reason for Overtime : 1 day, 100% day

No.	Date	Name	Position Level	Time		Hours	Amount	Remarks
				From	To			
1	28-1-25	P. S. S. S. S.	Security	07:00	17:00	10 hrs	40000	100% day
2	29-1-25	"	"	07:00	17:00	10 hrs	40000	100% day
3	30-1-25	"	"	07:00	17:00	10 hrs	40000	100% day
4	31-1-25	"	"	07:00	17:00	10 hrs	40000	100% day
5	1-2-25	"	"	07:00	17:00	10 hrs	40000	100% day
						Total Hours	40 hrs	40000
						Total Amount		

Requested by

Sign:

Name: U. G. B. B. U. (Requestor)

(Requestor)

Approved by

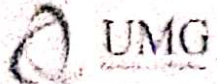
ZMS

Approved by

(GM/AGM/COO)

Checked by

05-CHL-TRM-FRM-026-01



OVERTIME REQUEST FORM

UC/BR/DIV Name : T & B AU
 Department Name : Admin
 Reason for Overtime : PUB. Holiday

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	29.1.25	U Saw Aung Ngai	Security+	17:00	07:00	9 hr	8000	eng & primary
2	12.2.25	u	u	07:00	17:00	9 hr	8000	Personnel
3	11.2.25	u	u	07:00	17:00	9 hr	8000	Personnel
						Total Hours	27 hr	24000
						Total Amount		

Requested by
 Sign :
 Name : U SAW AUNG NGAI
 (Requestor)

Approved by

 20/2/2025
 (DH)
 ZMS

Approved by
 (GM/AGM/COO)

Checked by

 20/2/2025
 (HR)
 05-CIL-HRM-FRM-020-03

OVERTIME REQUEST FORM

BR/DIV Name : TAB
 Department Name : Administration
 Reason for Overtime : meeting

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
	21.2.25	U Saw Aung Mye	Security	08:00	17:00	8hr	8,000/-	40 Security Meeting
Total Hours						8hr	8,000/-	
Total Amount								

Requested by
 U Saw Aung Mye
 (Requestor)

Approved by
 21/2/2025
 (DH)
 ZMS

Approved by
 (GM/AGM/COO)

Checked by
 21/2/2025
 (HR)
 Zin Ma Su
 05-CHL-HRM-FRM-020-05
 Zin 20.2.2025
 Khin Moh Moh Lwin

OVERTIME REQUEST FORM

BU/BR/DIV Name : T & B BU
 Department Name : Admin
 Reason for Overtime : PUB. Holly day

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	29-1-25	U of 60	Security	17:00	07:00	8 hr	8000	mp form
2	12-1-25	U of 60	u	17:00	07:00	8 hr	8000	mp form
						Total Hours	16 hr	
						Total Amount	16000	

AS

Requested by

Approved by

Approved by

Checked by

Sign :
 Name : U SAW AUNG NGAL
 (Requestor)

(Signature)
 (DII)

(GM/AGM/COO)

(Signature)
 (HR)

05-CHIL-HRM-FRM-020-05

20/2/2025
 Khin Mhi Mhi Lwin

OVERTIME REQUEST FORM

Division Name : T & R BU
 Department Name : Admin
 Reason for Overtime : 2nd shift (OPD)

No.	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
1	26-1-25	Srinivas	Security	07:00	17:00	8 hrs	\$000	2nd shift	
Total Hours						8 hrs	\$000		
Total Amount									

Requested by: *[Signature]*
 Name: Srinivas (Requestor)

Approved by: *[Signature]*
 Name: (Diu)

Approved by: *[Signature]*
 Name: (GM/AGM/COO)

Checked by: *[Signature]*
 Name: (HR) *[Signature]*

05-CHL-HRM-FRM-020-05

OVERTIME SUMMARY DATA For Security (Feb'25)

Sl. No	Date	EU/BU/Div Name	Department Name	Name	Rank	Position	Time From	To	Hours	1 Hour Paye	Amount	Remarks
1	20-Jan-25	TRD BU	Administration	Khan Mung Mung	IA	Security	7:00 AM	11:00 PM	5	1,000	5,000	
2	21-Jan-25	TRD BU	Administration	Khan Mung Mung	IA	Security	11:00 PM	7:00 AM	8	1,000	8,000	
3	22-Jan-25	TRD BU	Administration	Khan Mung Mung	IA	Security	1:00 PM	7:00 AM	5	1,000	5,000	
4	19-Feb-25	TRD BU	Administration	Khan Mung Mung	IA	Security	11:00 PM	7:00 AM	8	1,000	8,000	
5	12-Feb-25	TRD BU	Administration	Khan Mung Mung	IA	Security	11:00 PM	7:00 AM	5	1,000	5,000	
6	20-Jan-25	TRD BU	Administration	Sau Wai	IA	Security	11:00 PM	7:00 AM	8	1,000	8,000	
7	12-Jan-25	TRD BU	Administration	Sau Wai	IA	Security	11:00 PM	7:00 AM	5	1,000	5,000	
8	21-Feb-25	TRD BU	Administration	Sau Wai	IA	Security	11:00 PM	7:00 AM	8	1,000	8,000	
9	25-Jan-25	TRD BU	Administration	Zaw Min Han	IA	Security	7:00 AM	11:00 PM	5	1,000	5,000	
10	29-Jan-25	TRD BU	Administration	Zaw Min Han	IA	Security	7:00 AM	11:00 PM	8	1,000	8,000	
11	11-Feb-25	TRD BU	Administration	Zaw Min Han	IA	Security	11:00 PM	7:00 AM	8	1,000	8,000	
12	29-Jan-25	TRD BU	Administration	Sau Aun Naga	IA	Security	7:00 AM	11:00 PM	8	1,000	8,000	
13	11-Feb-25	TRD BU	Administration	Sau Aun Naga	IA	Security	11:00 PM	7:00 AM	8	1,000	8,000	
14	12-Feb-25	TRD BU	Administration	Sau Aun Naga	IA	Security	7:00 AM	11:00 PM	8	1,000	8,000	
15	21-Feb-25	TRD BU	Administration	Sau Aun Naga	IA	Security	7:00 AM	11:00 PM	8	1,000	8,000	
									Total Hours	120	12,000	12,000
									Total Amount			



OVERTIME REQUEST FORM

EMPLOYEE Name : TJB
 Department Name : Administration
 Reason for Overtime : From 10/25

No.	Date	Name	Position Level	Time		Hours	Amount	Remarks
				From	To			
1	23-1-25	Mujib Mujib	3rd class	6:00 AM	3:00 PM		10,000/-	3rd class 2nd class
2	25-1-25	"	"	6:00 AM	3:00 PM		10,000/-	3rd class 2nd class
3	28-1-25	"	"	6:00 AM	3:00 PM		10,000/-	of 6:00 AM to 3:00 PM
4	28-1-25	"	"	6:00 AM	3:00 PM		10,000/-	
5	30-1-25	"	"	6:00 AM	3:00 PM		10,000/-	
6	31-1-25	"	"	6:00 AM	3:00 PM		10,000/-	
7	20-2-25	"	"	5:00 PM	7:30 PM	2:30hr	3,000/-	
Total Hours							63,000/-	
Total Amount								

Requested by
 Sign: Mujib Mujib
 Name: (Requestor)

Approved by
 (DH)
 ZMS

Approved by
 (GM/AGM/COO)

Checked by
 (HR)
 ZMS

05-CHL-HRM-FRM-020-05
 20-2-25
 KMMAL

OVERTIME REQUEST for Driver Feb'25

BU/BU/Div Name		T&B BU (ISUZU BU)									
Department		Administration									
Reason for Overtime		Ferry Way (Hiring Thar Yar to ISUZU Compass Auto)									
Date	BU/BU/Div Name	Department Name	Name	Rank	Time		Hour	Hour Price	Amount	Remark	
					From	To					
21 Jan 25	T&B BU	Driver	Myat Thu	1A	6:00	15:00			10,000	Driver Myat Thu on duty from 6:00 AM to 1:00 PM	
22 Jan 25	T&B BU	Driver	Myat Thu	1A	6:00	15:00			10,000	Driver Myat Thu on duty from 6:00 AM to 1:00 PM	
23 Jan 25	T&B BU	Driver	Myat Thu	1A	6:00	15:00			10,000	Driver Myat Thu on duty from 6:00 AM to 1:00 PM	
24 Jan 25	T&B BU	Driver	Myat Thu	1A	6:00	15:00			10,000	Driver Myat Thu on duty from 6:00 AM to 1:00 PM	
25 Jan 25	T&B BU	Driver	Myat Thu	1A	6:00	15:00			10,000	Driver Myat Thu on duty from 6:00 AM to 1:00 PM	
26 Jan 25	T&B BU	Driver	Myat Thu	1A	6:00	15:00			10,000	Driver Myat Thu on duty from 6:00 AM to 1:00 PM	
27 Feb 25	T&B BU	Driver	Myat Thu	1A	6:00	15:00			3,000	Driver Myat Thu on duty from 6:00 AM to 1:00 PM	
Total Hours							0		63,000		

OVERTIME SUMMARY DATA For Security (Feb'25)

Over Time Date	BU/BR/Div Name	Department Name	Name	Rank	Position	Time		Hours	1 Hour Price	Amount	R
						From	To				
1-Feb-25	T&B BU	Administration	Tin Maun Latt		Cleaner	8.00 AM	17:00 PM	8	1,200	9,600	
							Total Hours	8	1,200	9,600	
							Total Amount	8	1,200	9,600	



OVERTIME REQUEST FORM

BU/BR/DIV Name : T&B
 Department Name : Administration
 Reason for Overtime : Ferry Why

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	24.1.25	Kaung Htet Zaw	Driver	6:00 AM	8:00 AM	2 hrs	2400	
				5:00 PM	7:30 PM	2:30 hrs	3000	
2.	25.1.25	"	"	6:00 AM	8:00 AM	2 hrs	2400	
				9:00 PM	7:30 PM	2:30 hrs	3000	
3.	27.1.25	"	"	6:00 AM	8:00 AM	2 hrs	2400	
				5:00 PM	7:30 PM	2:30 hrs	3000	
4.	28.1.25	"	"	6:00 AM	8:00 AM	2 hrs	2400	
				5:00 PM	7:30 PM	2:30 hrs	3000	
5.	30.1.25	"	"	6:00 AM	8:00 AM	2 hrs	2400	
						Total Hours	20 hrs	

Requested by
 Sign :
 Name : Kaung Htet Zaw
 (Requestor)

Approved by

 24/21/2025
 (DH)
 ZMS

Approved by
 (GM/AGM/COO)

Checked by

 24/21/2025
 ZMS
 (HR)
 Kevin KMAIL
 20.2.25

05-CHL-HRM-FRM-020-05

No.	Date	BU	Position	Name	Level	From	To	Hours	Rate	Amount	Remark
16	13-Feb-25	T&B BU	Driver	Kaung Htet Zaw	IA	6:00	8:00	2	1200	2,400	
						17:00	19:00	2.5	1200	3,000	
17	14-Feb-25	T&B BU	Driver	Kaung Htet Zaw	IA	6:00	8:00	2	1200	2,400	
						17:00	19:00	2.5	1200	3,000	
18	17-Feb-25	T&B BU	Driver	Kaung Htet Zaw	IA	6:00	8:00	2	1200	2,400	
						17:00	19:00	2.5	1200	3,000	
19	18-Feb-25	T&B BU	Driver	Kaung Htet Zaw	IA	6:00	8:00	2	1200	2,400	
						17:00	19:00	2.5	1200	3,000	
20	19-Feb-25	T&B BU	Driver	Kaung Htet Zaw	IA	6:00	8:00	2	1200	2,400	
						17:00	19:00	2.5	1200	3,000	
21	20-Feb-25	T&B BU	Driver	Kaung Htet Zaw	IA	6:00	8:00	2	1200	2,400	
						17:00	19:00	2.5	1200	3,000	
22	21-Feb-25	T&B BU	Driver	Kaung Htet Zaw	IA	6:00	8:00	2	1200	2,400	
						17:00	19:00	2.5	1200	3,000	
23	22-Feb-25	T&B BU	Driver	Kaung Htet Zaw	IA	6:00	8:00	2	1200	2,400	
						17:00	19:00	3	1200	3,600	
Total Hours								100.5	52800	120,600	



OVERTIME REQUEST FORM

(2)

BU/RR DIV Name : T&B
 Department Name : Admin
 Reason for Overtime : Ferry Way

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
3	30-1-25	Kaung Htet Zaw	Driver	5:00 pm	7:30 pm	2.5 hrs	3000	
4	31-1-25	"	"	6:00 AM	8:00 AM	2 hrs	2400	
	"	"	"	5:00 pm	7:30 pm	2.5 hrs	3000	
7	2-2-25	"	"	6:00 AM	8:00 AM	2 hrs	2400	
	"	"	"	5:00 pm	8:00 pm	3 hrs	3600	
8	4-2-25	"	"	6:00 AM	8:00 AM	2 hrs	2400	
	"	"	"	5:00 pm	9:30 pm	2.5 hrs	3000	
9	5-2-25	"	"	6:00 AM	8:00 AM	2 hrs	2400	
	"	"	"	5:00 pm	7:30 pm	2.5 hrs	3000	
Total Hours						21 hrs	25800	
Total Amount								

Requested by
 Sign:
 Name: Kaung Htet Zaw
 (Requestor)

Approved by

 21/2/2025
 (DII)
 ZMS

Approved by
 (GM/AGM/COO)

Checked by

 21/2/2025
 (HR)

Cash
 20-2-25
 05-CHL-HRM-FRM-020-05

ZMS

Date	BU	Position	Name	Level	Start	End	Hours	Rate	Amount
13-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	2,400
				1A	17:00	19:00	2.5	1200	3,000
14-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	2,400
				1A	17:00	19:00	2.5	1200	3,000
17-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	2,400
				1A	17:00	19:00	2.5	1200	3,000
15-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	2,400
				1A	17:00	19:00	2.5	1200	3,000
18-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	2,400
				1A	17:00	19:00	2.5	1200	3,000
20-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	2,400
				1A	17:00	19:00	2.5	1200	3,000
21-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	2,400
				1A	17:00	19:00	2.5	1200	3,000
22-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	2,400
				1A	17:00	19:00	3	1200	3,600
Total Hours							100.5	52800	120,600



OVERTIME REQUEST FORM

3

BU/BR/DIV Name : T&B
 Department Name : Administration
 Reason for Overtime : Ferry Way

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
10	6.2.2025	Kaung Htet Zaw	Driver	6:00 AM	8:00 AM	2 hrs	2400	
				9:00 pm	7:30 pm	2:30 hrs	3000	
11	7.2.2025	"	"	6:00 AM	8:00 AM	2 hrs	2400	
				9:00 pm	7:00 pm	2 hrs	2400	
12	8.2.2025	"	"	6:00 AM	8:00 AM	2 hrs	2400	
				9:00 pm	7:30 pm	2:30 hrs	3000	
13	10.2.2025	"	"	6:00 AM	8:00 AM	2 hrs	2400	
				9:00 pm	8:00 pm	3 hrs	3600	
14	11.2.2025	"	"	6:00 AM	8:00 AM	2 hrs	2400	
Total Hours						20 hrs	24000	
Total Amount								

Requested by
 Sign :
 Name : Kaung Htet Zaw
 (Requestor)

Approved by

 (DH)
 ZMS

Approved by
 (GM/AGM/COO)

Checked by

 ZMS(HR)
 Cein
 KRM L 20.25
 05-CHL-IHRM-FRM-020-05

No.	Date	BU	Position	Name	Level	From	To	Hours	Amount	Total Amount
16	13-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	2,400
					1A	17:00	19:00	2.5	1200	3,000
17	14-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	2,400
					1A	17:00	19:00	2.5	1200	3,000
18	17-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	2,400
					1A	17:00	19:00	2.5	1200	3,000
19	18-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	2,400
					1A	17:00	19:00	2.5	1200	3,000
20	19-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	2,400
					1A	17:00	19:00	2.5	1200	3,000
21	20-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	2,400
					1A	17:00	19:00	2.5	1200	3,000
22	21-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	2,400
					1A	17:00	19:00	2.5	1200	3,000
23	22-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	2,400
					1A	17:00	19:00	3	1200	3,600
Total Hours								100.5	52800	120,600

OVERTIME REQUEST FORM

BU/BU DIV Name : T&B
 Department Name : Administration
 Reason for Overtime : King Vaj

4

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
14	11-2-25	Kaung Htet Zaw	Driver	5:00 pm	8:00 pm	3 hrs	3600	
15	13-2-25	"	"	6:00 AM	8:00 AM	2 hrs	2400	
	"	"	"	5:00 pm	7:30 pm	2:30 hrs	3000	
16	14-2-25	"	"	6:00 AM	8:00 AM	2 hrs	2400	
	"	"	"	5:00 pm	7:30 pm	2:30 hrs	3000	
17	17-2-25	"	"	6:00 AM	8:00 AM	2 hrs	2400	
	"	"	"	5:00 pm	7:30 pm	2:30 hrs	3000	
18	18-2-25	"	"	6:00 AM	8:00 AM	2 hrs	2400	
	"	"	"	5:00 pm	7:30 pm	2:30 hrs	3000	
Total Hours						21 hrs	25200	
Total Amount								

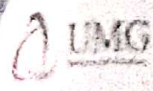
Requested by
 Sign: *[Signature]*
 Name: Kaung Htet Zaw
 (Requestor)

Approved by
[Signature]
 21/21/2025
 (DII)
 ZMS

Approved by
 (GM/AGM/COO)
[Signature]
 21/21/2025
 (HR)

Checked by
[Signature]
 U R PAL
 20-2-25
 05-CHL-IHRM-FRM-020-05
 ZMS

No.	Date	BU	Position	Name	Level	From	To	Hours	Amount	Total
14	11-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	3,000
15	13-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	17:00	19:00	2.5	1200	2,400
16	13-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	3,000
17	14-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	17:00	19:00	2.5	1200	2,400
18	14-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	3,000
19	17-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	17:00	19:00	2.5	1200	2,400
20	17-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	3,000
21	18-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	17:00	19:00	2.5	1200	2,400
22	18-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	3,000
23	19-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	17:00	19:00	2.5	1200	2,400
24	19-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	3,000
25	20-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	17:00	19:00	2.5	1200	2,400
26	20-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	3,000
27	21-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	17:00	19:00	2.5	1200	2,400
28	21-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	3,000
29	22-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	17:00	19:00	3	1200	3,600
30	22-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	17:00	19:00	3	1200	3,600
Total Hours								100.5	52800	120,600



OVERTIME REQUEST FORM

BUREAU Name: **T-30**
 Department Name: **Administration**
 Reason for Overtime: **Emergency**

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
10	01-01-2023	Kang Hui Law	Driver	18:00 AM	19:00 AM	1 hrs	2,000	
				19:00 AM	20:00 AM	1 hr	2,000	
11	01-01-2023			18:00 AM	19:00 AM	1 hrs	2,000	
				19:00 AM	20:00 AM	1 hrs	2,000	
12	01-01-2023			18:00 AM	19:00 AM	1 hrs	2,000	
				19:00 AM	20:00 AM	1 hrs	2,000	
13	01-01-2023			18:00 AM	19:00 AM	1 hrs	2,000	
				19:00 AM	20:00 AM	1 hrs	2,000	
Total Hours						12 hrs	24,000	
Total Amount							24,000	

Requested by: **Kang Hui Law (Requestor)**
 Approved by: **[Signature]**
 Approved by: **[Signature]**
 Checked by: **[Signature]**

No.	Date	Name	Position	From	To	Hours	Rate	Amount
14	11-Feb-23	TAB BI	Driver	18:00	19:00	1	2,000	2,000
				19:00	20:00	1	2,000	2,000
15	13-Feb-23	TAB BI	Driver	18:00	19:00	1	2,000	2,000
				19:00	20:00	1	2,000	2,000
16	14-Feb-23	TAB BI	Driver	18:00	19:00	1	2,000	2,000
				19:00	20:00	1	2,000	2,000
17	15-Feb-23	TAB BI	Driver	18:00	19:00	1	2,000	2,000
				19:00	20:00	1	2,000	2,000
18	17-Feb-23	TAB BI	Driver	18:00	19:00	1	2,000	2,000
				19:00	20:00	1	2,000	2,000
19	18-Feb-23	TAB BI	Driver	18:00	19:00	1	2,000	2,000
				19:00	20:00	1	2,000	2,000
20	19-Feb-23	TAB BI	Driver	18:00	19:00	1	2,000	2,000
				19:00	20:00	1	2,000	2,000
21	20-Feb-23	TAB BI	Driver	18:00	19:00	1	2,000	2,000
				19:00	20:00	1	2,000	2,000
22	21-Feb-23	TAB BI	Driver	18:00	19:00	1	2,000	2,000
				19:00	20:00	1	2,000	2,000
23	22-Feb-23	TAB BI	Driver	18:00	19:00	1	2,000	2,000
				19:00	20:00	1	2,000	2,000
Total Hours								24,000

OVERTIME REQUEST for Driver Feb 25

TU/RR/Div Name				T&B BU (SU/ZA/BU)						
Department				Administration						
Reason for Overtime				Ferry Way (Holding That Year to 13/21 Campus Astor)						
Date	BU/RR/Div Name	Department Name	Name	Rank	Time		Hour	Gross Pay	Amount	Remarks
					From	To				
20-Jan-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	1,400	
			Kaung Htet Zaw	1A	17:00	19:30	2.5	1200	3,000	
25-Jan-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	1,400	
			Kaung Htet Zaw	1A	17:00	19:00	2.5	1200	3,000	
17-Jan-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	1,400	
			Kaung Htet Zaw	1A	17:00	19:00	2.5	1200	3,000	
28-Jan-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	1,400	
			Kaung Htet Zaw	1A	17:00	19:00	2.5	1200	3,000	
30-Jan-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	1,400	
			Kaung Htet Zaw	1A	17:00	19:00	2.5	1200	3,000	
31-Jan-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	1,400	
			Kaung Htet Zaw	1A	17:00	19:00	2.5	1200	3,000	
3-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	1,400	
			Kaung Htet Zaw	1A	17:00	19:00	2.5	1200	3,000	
4-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	1,400	
			Kaung Htet Zaw	1A	17:00	19:00	2.5	1200	3,000	
5-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	1,400	
			Kaung Htet Zaw	1A	17:00	19:00	2.5	1200	3,000	
6-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	1,400	
			Kaung Htet Zaw	1A	17:00	19:00	2.5	1200	3,000	
7-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	1,400	
			Kaung Htet Zaw	1A	17:00	19:00	2	1200	2,400	
8-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	1,400	
			Kaung Htet Zaw	1A	17:00	19:00	2.5	1200	3,000	
10-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	1,400	
			Kaung Htet Zaw	1A	17:00	19:00	3	1200	3,600	
11-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	1,400	
			Kaung Htet Zaw	1A	17:00	19:00	3	1200	3,600	
13-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	1,400	
			Kaung Htet Zaw	1A	17:00	19:00	2.5	1200	3,000	
14-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	1,400	
			Kaung Htet Zaw	1A	17:00	19:00	2.5	1200	3,000	
17-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	1,400	
			Kaung Htet Zaw	1A	17:00	19:00	2.5	1200	3,000	
18-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	1,400	
			Kaung Htet Zaw	1A	17:00	19:00	2.5	1200	3,000	
19-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	1,400	
			Kaung Htet Zaw	1A	17:00	19:00	2.5	1200	3,000	
20-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	1,400	
			Kaung Htet Zaw	1A	17:00	19:00	2.5	1200	3,000	
21-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	1,400	
			Kaung Htet Zaw	1A	17:00	19:00	2.5	1200	3,000	
22-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	1,400	
			Kaung Htet Zaw	1A	17:00	19:00	3	1200	3,600	
Total Hours							100.5	12480	120,500	



OVERTIME REQUEST FORM

BU/BR/DIV Name : TCA
 Department Name : Administration
 Reason for Overtime : Pereg's holiday

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
	4.2.25	Pye Prep Nding	Driver	5:00PM	7:30 PM	2 1/2 hrs	3000	
	5.2.25	Pye Prep Nding	Driver	6:00AM	8:00PM	2 hrs	2400	
	"	"	"	5:00PM	7:30 PM	2 1/2 hrs	3000	
	6.2.25	"	"	6:00AM	8:00AM	2 hrs	2400	
	"	"	"	5:00PM	7:30 PM	2 1/2 hrs	3000	
	7.2.25	"	"	6:00AM	8:00AM	2 hrs	2400	
	"	"	"	5:00PM	7:30 PM	2 1/2 hrs	3000	
	8.2.25	"	"	6:00AM	8:00AM	2 hrs	2400	
	"	"	"	5:00PM	7:30 PM	2 1/2 hrs	3000	
						Total Hours	24 1/2 hrs	
						Total Amount	29500	

Requested by
 Sign:
 Name: Pye Prep Nding
 (Requestor)

Approved by

 21/2/25
 (M1)
 TMS

Approved by
 (GM/AGM/COO)

Checked by

 21/2/2025
 (HR)

05-CHL-HRM-FRM-020-05

20-2-25



OVERTIME REQUEST FORM

Employee Name

P. S. B.

Department Name

Admin Section

Reason for Overtime

Long Way

No.	Date	Name	Position Level	Time		Hours	Amount	Remarks	
				From	To				
	10.1.25	Poojitha Nair	Driver	5:00PM	8:00PM	2 hrs	2400		
	"	"	"	5:10PM	7:30PM	2 hrs	2400		
	11.1.25	"	"	5:00PM	8:00PM	2 hrs	2400		
	"	"	"	5:00PM	7:30PM	2 hrs	2400		
	13.1.25	"	"	5:00PM	8:00PM	2 hrs	2400		
	"	"	"	5:00PM	7:30PM	2 hrs	2400		
	14.1.25	"	"	5:00PM	8:00PM	2 hrs	2400		
	"	"	"	5:00PM	7:30PM	2 hrs	2400		
						Total Hours	16 hrs	21600	
						Total Amount		21600	

Requested by

Sign:

Name: Poojitha Nair

(Requestor)

Approved by

(DH)

ZMS

Approved by

(GM/AGM/COO)

(HR)

ZMS

20/2/25

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

H. S. R. D. A. Name : T. S. B.
 Department Name : Administration
 Reason for Overtime : Extra work

No.	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
	13.2.23	Pooja Pooja Pooja	Director	6:30 AM	8:30 AM	2 hrs	2000		
				8:30 AM	10:30 AM	2 hrs	2000		
	15.2.23			6:30 AM	8:30 AM	2 hrs	2000		
				8:30 AM	10:30 AM	2 hrs	2000		
	20.2.23			6:30 AM	8:30 AM	2 hrs	2000		
				8:30 AM	10:30 AM	2 hrs	2000		
	22.2.23			6:30 AM	8:30 AM	2 hrs	2000		
				8:30 AM	10:30 AM	2 hrs	2000		
						Total Hours	16 hrs	20000	
						Total Amount			

Requested by
 Sign :
 Name : Pooja Pooja Pooja
 (Requestor)

Approved by

24/2/2023
 TMS

Approved by

 (GM/AGM/COM)

Checked by

 TMS (GM)

H. S. R. D. A. Form No. 10/2018

OVERTIME REQUEST for Driver Feb'25

BU/BR/Div Name		T&B BU (ISUZU BU)								
Department		Administration								
Reason for Overtime		Ferry Way (Hlaing Thar Yar to ISUZU Compass Auto)								
Time Date	BU/BR/Div Name	Department Name	Name	Rank	Time		Hour	Hour Price	Amount	Remark
					From	To				
4-Feb-25	T&B BU	Driver	Pyae Phyo Naing	1A	0:00	0:00	0	1,200	-	
			Pyae Phyo Naing	1A	17:00	19:30	2.5	1,200	3,000	
5-Feb-25	T&B BU	Driver	Pyae Phyo Naing	1A	6:00	8:00	2	1,200	2,400	
			Pyae Phyo Naing	1A	17:00	19:00	2.5	1,200	3,000	
6-Feb-25	T&B BU	Driver	Pyae Phyo Naing	1A	6:00	8:00	2	1,200	2,400	
			Pyae Phyo Naing	1A	17:00	19:00	2.5	1,200	3,000	
7-Feb-25	T&B BU	Driver	Pyae Phyo Naing	1A	6:00	8:00	2	1,200	2,400	
			Pyae Phyo Naing	1A	17:00	19:00	2.5	1,200	3,000	
8-Feb-25	T&B BU	Driver	Pyae Phyo Naing	1A	6:00	8:00	2	1,200	2,400	
			Pyae Phyo Naing	1A	17:00	19:00	2.5	1,200	3,000	
10-Feb-25	T&B BU	Driver	Pyae Phyo Naing	1A	6:00	8:00	2	1,200	2,400	
			Pyae Phyo Naing	1A	17:00	19:00	2.5	1,200	3,000	
11-Feb-25	T&B BU	Driver	Pyae Phyo Naing	1A	6:00	8:00	2	1,200	2,400	
			Pyae Phyo Naing	1A	17:00	19:00	2.5	1,200	3,000	
13-Feb-25	T&B BU	Driver	Pyae Phyo Naing	1A	6:00	8:00	2	1,200	2,400	
			Pyae Phyo Naing	1A	17:00	19:00	2.5	1,200	3,000	
14-Feb-25	T&B BU	Driver	Pyae Phyo Naing	1A	6:00	8:00	2	1,200	2,400	
			Pyae Phyo Naing	1A	17:00	19:00	2.5	1,200	3,000	
17-Feb-25	T&B BU	Driver	Pyae Phyo Naing	1A	6:00	8:00	2	1,200	2,400	
			Pyae Phyo Naing	1A	17:00	19:00	2.5	1,200	3,000	
8-Apr-00	T&B BU	Driver	Pyae Phyo Naing	1A	6:00	8:00	2	1,200	2,400	
			Pyae Phyo Naing	1A	17:00	19:00	2.5	1,200	3,000	
19-Feb-25	T&B BU	Driver	Pyae Phyo Naing	1A	6:00	8:00	2	1,200	2,400	
			Pyae Phyo Naing	1A	17:00	19:00	2.5	1,200	3,000	
20-Feb-25	T&B BU	Driver	Pyae Phyo Naing	1A	6:00	8:00	2	1,200	2,400	
			Pyae Phyo Naing	1A	17:00	19:00	2.5	1,200	3,000	
21-Feb-25	T&B BU	Driver	Pyae Phyo Naing	1A	6:00	8:00	2	1,200	2,400	
			Pyae Phyo Naing	1A	17:00	19:00	2.5	1,200	3,000	
22-Feb-25	T&B BU	Driver	Pyae Phyo Naing	1A	6:00	8:00	2	1,200	2,400	
			Pyae Phyo Naing	1A	17:00	19:00	2.5	1,200	3,000	
Total Hours							65.5	36,000	78,600	