



### OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy  
 Department : Service  
 Reason for Overtime : OT down due to loading at the Tiger Plastic .

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	2.9.2024	Win Kyaw		5:00PM	7:30PM	2.5	3000	
2	2.9.2024	Win Htut Aung		5:00PM	7:30PM	2.5	3000	
3	2.9.2024	Khin Maung Htwe		5:00PM	7:30PM	2.5	3000	
<b>Total Hours</b>						7.5	9,000	
<b>Total Amount</b>								

Prepared By *[Signature]* Name: Phway Yu Mon  
 Knowledge By *[Signature]* Name: Aung Ko Ko Oo  
 Approved By (GM/AGM/COO) *[Signature]* Name: Phyo Thu  
 Check By HR *[Signature]* Name: Nyein Ei Ei Khaing  
 05-CHL-HRM-FRM-020-04



### OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy  
 Department : Service  
 Reason for Overtime : OT down due to inspection Ko Thukha Aung 12kw (South Oakala).

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	11.9.2024	Kyaw Swar Myint		5:00PM	8:00PM	3	3600	
2	11.9.2024	Maung Maung		5:00PM	8:00PM	3	3600	
3	11.9.2024	Myo Thandar Kyaw		5:00PM	8:00PM	3	3600	
<b>Total Hours</b>						9	10,800	
<b>Total Amount</b>								

Prepared By *[Signature]* Name: Phway Yu Mon  
 Knowledge By *[Signature]* Name: Aung Ko Ko Oo  
 Approved By *[Signature]* Name: Phyo Thu  
 Check By HR *[Signature]* Name: Nyein Ei Ei Khaing  
 05-CHL-HRM-FRM-020-04



# OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy  
Department : Service

Reason for Overtime :OT down due to inspection Ma May Thin (10kW all in one) South Okkalapa.

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	11.9.2024	Chit Ko Ko Min		5:00PM	8:00PM	3	3600	
2	11.9.2024	Kyaw Naing Soe		5:00PM	8:00PM	3	3600	
3	11.9.2024	Ywet Nu Wai		5:00PM	8:00PM	3	3600	
<b>Total Hours</b>						9	<b>10,800</b>	
<b>Total Amount</b>								

Prepared By  
*Phway Yu Mon*  
Name: Phway Yu Mon

Knownledged By  
*Aung Ko Ko Oo*  
Name: Aung Ko Ko Oo

Approved By  
(GM/AGM/COO)  
*Phyo Thu*  
Name: Phyo Thu

Check By HR  
*Nyein Ei Ei Khaing*  
Name: Nyein Ei Ei Khaing  
05-CHL-HRM-FRM-020-04



# OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy  
Department : Service

Reason for Overtime :OT down due to installation at Tiger Plastic .

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	12.9.2024	Khin Maung Htwe		5:00PM	8:00PM	3	3600	
2	12.9.2024	Win Htut Aung		5:00PM	8:00PM	3	3600	
3	12.9.2024	Aung Phyo Thu		5:00PM	8:00PM	3	3600	
4	12.9.2024	Win Kyaw		5:00PM	8:00PM	3	3600	
<b>Total Hours</b>						12	<b>14,400</b>	
<b>Total Amount</b>								

Prepared By  
*Phway Yu Mon*  
Name: Phway Yu Mon

Knownledged By  
*Aung Ko Ko Oo*  
Name: Aung Ko Ko Oo

Approved By  
*Phyo Thu*  
Name: Phyo Thu

Check By HR  
*Nyein Ei Ei Khaing*  
Name: Nyein Ei Ei Khaing  
05-CHL-HRM-FRM-020-04



### OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy  
Department : Service

Reason for Overtime :OT down due to test run for new inverter at Tiger Plastic .

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	14.9.2024	Khin Maung Htwe		9.30AM	6.00PM	7.5	9000	
2	14.9.2024	Win Htut Aung		9.30AM	6.00PM	7.5	9000	
<b>Total Hours</b>						15	18,000	
<b>Total Amount</b>								

Prepared By

Knowledge By

Approved By  
(GM/AGM/COO)

Check By HR

Name: Phway Yu Mon

Name: Aung Ko Ko Oo

Name: Phy Thu

Name: Nyein Ei Ei Khaing  
05-CHL-HRM-FRM-020-04



### OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy  
Department : Service

Reason for Overtime :OT down due to inspection 6KW inverter at Customer U Sein Win .

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	17.9.2024	Kyaw Swar Myint		5:00PM	9:00PM	4	4800	
2	17.9.2024	Ywet Nu Wai		5:00PM	9:00PM	4	4800	
<b>Total Hours</b>						8	9,600	
<b>Total Amount</b>								

Prepared By

Knowledge By

Approved By

Check By HR

Name: Phway Yu Mon

Name: Aung Ko Ko Oo

Name: Phy Thu

Name: Nyein Ei Ei Khaing  
05-CHL-HRM-FRM-020-04



# OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy  
Department : Service

Reason for Overtime : OT down due to inspection at YKKO ( Sayar San ).

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	17.9.2024	Chit Ko Ko Min		5:00PM	8:30PM	3.5	4200	
2	17.9.2024	Aung Phyoe Thu		5:00PM	8:30PM	3.5	4200	
<b>Total Hours</b>						7	8,400	
<b>Total Amount</b>								

Prepared By  
*Phway Yu Mon*  
Name: Phway Yu Mon

Knownledged By  
*Aung Ko Ko Oo*  
Name: Aung Ko Ko Oo

Approved By  
*Phyo Thu*  
Name: Phyo Thu

Check By HR  
*Nyein Ei Ei Khaing*  
Name: Nyein Ei Ei Khaing  
05-CHL-HRM-FRM-020-04



# OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy  
Department : Service

Reason for Overtime : OT down due to inspection at U Sein Win ( Pabedan Tsp ).

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	19.9.2024	Chit Ko Ko Min		5:00PM	9:00PM	3.5	4200	
2	19.9.2024	Maung Maung		5:00PM	9:00PM	3.5	4200	
3	19.9.2024	Kyaw Swar Myint		5:00PM	9:00PM	3.5	4200	
<b>Total Hours</b>						10.5	12,600	
<b>Total Amount</b>								

Prepared By  
*Phway Yu Mon*  
Name: Phway Yu Mon

Knownledged By  
*Aung Ko Ko Oo*  
Name: Aung Ko Ko Oo

Approved By  
*Phyo Thu*  
Name: Phyo Thu

Check By HR  
*Nyein Ei Ei Khaing*  
Name: Nyein Ei Ei Khaing  
05-CHL-HRM-FRM-020-04



# OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy  
Department : Service

Reason for Overtime : OT down due to loading at the Tiger Plastic .

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	22.9.2024	Win Htut Aung		8.00AM	6.00PM	9	10800	
<b>Total Hours</b>						9	10,800	
<b>Total Amount</b>								

Prepared By

Knowledgeled By

Approved By  
(GM/AGM/COO)

Check By HR

Name: Phway Yu Mon

Name: Aung Ko Ko Oo

Name: Phyo Thu

Name: Nyein Ei Ei Khaing  
05-CHL-HRM-FRM-020-04



# OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy  
Department : Service

Reason for Overtime : OT down due to battery inspection at U Khin Maung Ohm( Pouktawwa) .

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	28.9.2024	Ywet Nu Wai		2:00PM	5:00PM	3	3600	
<b>Total Hours</b>						3	3,600	
<b>Total Amount</b>								

Prepared By  
  
Name: Phway Yu Mon

Knowledgeled By  
  
Name: Aung Ko Ko Oo

Approved By  
  
Name: Phyo Thu

Check By HR  
  
Name: Nyein Ei Ei Khaing  
05-CHL-HRM-FRM-020-04



### OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy  
 Department : Service  
 Reason for Overtime : OT down due to solar system installation at Ko Bo Bo Min Thu  
 ( South Dagon ) and inspection at U Khin Maung Ohm ( pouktawwa)

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	28.9.2024	Ko Chit Ko Ko Min		8:00AM	5:00PM	8	9600	
						<b>Total Hours</b>	8	9,600
						<b>Total Amount</b>		

Prepared By  
 Name: Phway Yu Mon

Knownledged By  
 Name: Aung Ko Ko Oo

Approved By  
 (GM/AGM/COO)  
 Name: Phyo Thu

Check By HR  
 Name: Nyein Ei Ei Khaing  
 05-CHL-HRM-FRM-020-04



### OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy  
 Department : Service  
 Reason for Overtime : OT down due to solar system installation at Ko Bo Bo Min Thu  
 ( South Dagon ) .

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	28.9.2024	Kyaw Swar Myint		8:00AM	2:00PM	5.5	6600	
2	28.9.2024	Maung Maung		8:00AM	2:00PM	5.5	6600	
3	28.9.2024	Win Kyaw		8:00AM	2:00PM	5.5	6600	
						<b>Total Hours</b>	16.5	19,800
						<b>Total Amount</b>		

Prepared By  
 Name: Phway Yu Mon

Knownledged By  
 Name: Aung Ko Ko Oo

Approved By  
 Name: Phyo Thu

Check By HR  
 Name: Nyein Ei Ei Khaing  
 05-CHL-HRM-FRM-020-04

e	Name	Time		Hours	Amount	Total Hrs	Total Amt	Reasons
		From	To					
024	Win Kyaw	5:00PM	7:30PM	2.5	3000	7.5	9000	OT down due to loading at the Tiger Plastic .
024	Win Htut Aung	5:00PM	7:30PM	2.5	3000			
024	Khin Maung Htwe	5:00PM	7:30PM	2.5	3000			
.2024	Kyaw Swar Myint	5:00PM	8:00PM	3	3600	9	10800	OT down due to inspection Ko Thukha Aung 12kw (South Oakala).
.2024	Maung Maung	5:00PM	8:00PM	3	3600			
.2024	Myo Thandar Kyaw	5:00PM	8:00PM	3	3600			
.2024	Chit Ko Ko Min	5:00PM	8:00PM	3	3600	9	10800	OT down due to inspection Ma May Thin (10kW all in one) South Okkalapa.
.2024	Kyaw Naing Soe	5:00PM	8:00PM	3	3600			
.2024	Ywet Nu Wai	5:00PM	8:00PM	3	3600			
.2024	Khin Maung Htwe	5:00PM	8:00PM	3	3600	12	14400	OT down due to installation at Tiger Plastic .
.2024	Win Htut Aung	5:00PM	8:00PM	3	3600			
.2024	Aung Phyoe Thu	5:00PM	8:00PM	3	3600			
.2024	Win Kyaw	5:00PM	8:00PM	3	3600			
.2024	Khin Maung Htwe	9:30AM	6:00PM	7.5	9000	15	18000	OT down due to test run for new inverter at Tiger Plastic .
.2024	Win Htut Aung	9:30AM	6:00PM	7.5	9000			
.2024	Kyaw Swar Myint	5:00PM	9:00PM	4	4800	8	9600	OT down due to inspection 6KW inverter at Customer U Sein Win .
.2024	Ywet Nu Wai	5:00PM	9:00PM	4	4800			
.2024	Chit Ko Ko Min	5:00PM	8:30PM	3.5	4200	7	8400	OT down due to inspection at YKKO ( Sayar San ).
.2024	Aung Phyoe Thu	5:00PM	8:30PM	3.5	4200			
.2024	Chit Ko Ko Min	5:00PM	9:00PM	3.5	4200	10.5	12600	OT down due to inspection at U Sein Win ( Pabedan Tsp ) .
.2024	Maung Maung	5:00PM	9:00PM	3.5	4200			
.2024	Kyaw Swar Myint	5:00PM	9:00PM	3.5	4200			
.2024	Win Htut Aung	8:00AM	6:00PM	9	10800	9	10800	OT down due to loading at the Tiger Plastic .
.2024	Ywet Nu Wai	2:00PM	5:00PM	3	3600	3	3600	OT down due to battery inspection at U Khin Maung Ohm( Pouktawwa ) .
.2024	Ko Chit Ko Ko Min	8:00AM	5:00PM	8	9600	8	9600	OT down due to solar system installation at Ko Bo Bo Min Thu( South Dagon ) .
.2024	Kyaw Swar Myint	8:00AM	2:00PM	5.5	6600	16.5	19800	OT down due to solar system installation at Ko Bo Bo Min Thu( South Dagon ) .
.2024	Maung Maung	8:00AM	2:00PM	5.5	6600			
.2024	Win Kyaw	8:00AM	2:00PM	5.5	6600			
<b>Total</b>						<b>114.5</b>	<b>137400</b>	