



CASH CLAIM FORM

Date : 2/12/2024
 BU/BR/Division : CE-5
 Department : Administration
 Issue Amount : 312,000⁰⁰ Kyats/ USD

Budget include (or) Not :

Yes Budgeted Title and Amount : Security OP , 312,000⁰⁰ ✓
 No Reasons for :

Required For:
 Security OP (Replacement Reason) - CE-5

မှတ်ချက်။
 (၁) အဆင့်ဆင့်သက်ဆိုင်ရာတာဝန်ရှိသူကြီးမင်းများအားလုံး သေချာစွာစုံစမ်းစစ်ဆေးတွက်ချက်ပြီးထားသော 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	Checked By	Checked By	Approved By	Approved By
Requester	Mgr/DH	Finance & Account	GM/AGM/COO	CMC/CEO/Chairwoman
ei ei naino	Pho Aunh.	Tin Za Hlong.	Aung Thu Win	

04-CFD-CAS-FRM-005-03



OVERTIME REQUEST FORM

BU/BR/DIV Name : CE2BU
 Department Name : security
 Reason for Overtime : အားထုတ်

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	16.11.24	Win Naing Tun		17:00	07:00	14:00	80000	အားထုတ် OT
2.	17.11.24	"		17:00	07:00	"	80000	"
3.	18.11.24	"		07:00	07:00	24:00	160000	"
4.	19.11.24	"		07:00	17:00	10:00	80000	"
5.	20.11.24	"		07:00	17:00	"	80000	"
6.	21.11.24	"		07:00	17:00	"	80000	"
7.	22.11.24	"		07:00	07:00	24:00	160000	"
8.	23.11.24	"		17:00	07:00	14:00	80000	"

Total Hours	
Total Amount	900000

Requested by
 Sign :
 Name : Win Naing Tun
 (Requestor)

Approved by

 (DH)

Approved by

 (GM/AGM/COO)

Checked by

 (HR) Ma Thazin

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : CF 2 BU
 Department Name : security
 Reason for Overtime : အဝေးခရီး OT

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	16.11.24	Aung Kyaw Mint		17:00	07:00	14:00	80000/	အဝေးခရီး OT
2.	18.11.24	"		07:00	17:00	20:00	80000/	"
3.	20.11.24	"		07:00	07:00	24:00	160000/	"
4.	21.11.24	"		17:00	07:00	14:00	80000/	"
5.	22.11.24	"		17:00	07:00	"	80000/	"
6.	23.11.24	"		07:00	17:00	10:00	80000	"
						Total Hours	560000/	✓
						Total Amount		

Requested by
 Sign :
 Name : U Win Nainy Teen
 (Requestor)

Approved by

 (DH)

Approved by

 (GM/AGM/COO)

Checked by

 (HR) *Proe Phain*

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : CE2BU
 Department Name : Security
 Reason for Overtime : စာအုပ်အိတ်

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	24.11.24	Win Naing Tun		17:00	07:00	14:00	80000	စာအုပ်အိတ်
2.	24.11.24	Aung Kyaw Myit		07:00	17:00	10:00	80000	✓
3.	25.11.24	Win Naing Tun		07:00	17:00	10:00	80000	✓
4.	25.11.24	Aung Kyaw Myit		07:00	17:00	10:00	80000	✓
5.	26.11.24	Win Naing Tun		07:00	17:00	10:00	80000	✓
6.	26.11.24	Aung Kyaw Myit		07:00	17:00	10:00	80000	✓
7.	26.11.24	u		17:00	07:00	14:00	80000	✓
8.	27.11.24	Win Naing Tun		07:00	17:00	10:00	80000	✓
Total Hours							640000	✓
Total Amount								✓

Requested by
 Sign :
 Name : Win Naing Tun
 (Requestor)

Approved by
 (DH)
 W Aung Ko Do

Approved by
 (GM/AGM/COO)

Checked by
 (HR)
 Aung Chinn



OVERTIME REQUEST FORM

BU/BR/DIV Name : CE2 BU
 Department Name : Security
 Reason for Overtime : အားနည်း OT

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	27.11.24	Aung Kyaw Myit		17:00	07:00	14:00	80000/	အားနည်း OT
2.	28.11.24	Win Naing Tun		07:00	17:00	10:00	80000/	✓
3.	28.11.24	✓		17:00	07:00	14:00	80000/	✓
4.	28.11.24	Aung Kyaw Myit		17:00	07:00	14:00	80000/	✓
5.	29.11.24	Win Naing Tun		17:00	07:00	14:00	80000/	✓
6.	29.11.24	Aung Kyaw Myit		07:00	17:00	10:00	80000/	✓
7.	30.11.24	Win Naing Tun		17:00	07:00	14:00	80000/	✓
8.	30.11.24	Aung Kyaw Myit		07:00	17:00	10:00	80000/	✓
Total Hours							640000/	✓
Total Amount								

Requested by:
 Sign :
 Name : Win Naing Tun
 (Requestor)

Approved by:
 (DH)
 U Aung Ko Oo

Approved by:
 (GM/AGM/COO)

Checked by:
 (HR) Ma Chan

05-CHL-HRM-FRM-020-05