



OVERTIME REQUEST FORM

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

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	27.1.25	Chit Oo	-	5:00Pm	8:00Pm	3	3600	Great Mandaing Minor Overhaul (Head bolts installed)
2	27.1.25	Aye Min Thu	-	5:00Pm	8:00Pm	3	3600	
3	27.1.25	Aung Phyoo Thu	-	5:00Pm	8:00Pm	3	3600	
4	29.1.25	Aung Aung Oo	-	8:30Am	6:30Pm	9	10800	Genset unloading 27units & AI Test run & PDI
5	29.1.25	Aye Min Soe	-	8:30Am	6:30Pm	9	10800	
6	29.1.25	Aye Min Thu	-	8:00Am	6:30Pm	9.5	11400	
7	29.1.25	Moe Kyaw Naing	-	8:30Am	5:30Pm	8	9600	
8	29.1.25	Aung Phyoo Thu	-	8:30Am	5:00Pm	8	9600	
						Total Hours	52.5	
						Total Amount	63000	

Prepared By

Name: Chit Pon Su

Knownledged By

Name: Tint Naing

Approved By

Name: Soe Htet Tin

Check By HR

Name: Phyoo Wai Nyein

05-CHL-HRM-FRM-020-04



OVERTIME REQUEST FORM

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

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	30.1.25	Aung Phyoo Thu	-	5:00Pm	8:00Pm	3	3600	Engine assembly for customer Gread Mandaing
2	30.1.25	Chit Oo	-	5:00Pm	8:00Pm	3	3600	
3	30.1.25	Aye Min Thu	-	5:00Pm	8:00Pm	3	3600	
4	31.1.25	Aung Phyoo Thu	-	5:00Pm	8:00Pm	3	3600	
5	31.1.25	Chit Oo	-	5:00Pm	8:00Pm	3	3600	
6	31.1.25	Aye Min Thu	-	5:00Pm	8:00Pm	3	3600	
7	3.2.25	Aung Phyoo Thu	-	5:00Pm	8:00Pm	3	3600	Engine accessories Installation
8	3.2.25	Chit Oo	-	5:00Pm	7:30Pm	2.5	3000	
9	3.2.25	Annt Bhone Maw	-	5:00Pm	8:00Pm	3	3600	Wire line Installation
10	4.2.25	Aung Phyoo Thu	-	5:00Pm	8:00Pm	3	3600	
11	4.2.25	Chit Oo	-	5:00Pm	8:00Pm	3	3600	
12	4.2.25	Annt Bhone Maw	-	5:00Pm	8:00Pm	3	3600	
						Total Hours	35.5	
						Total Amount	42600	

Prepared By

Name: Chit Pon Su

Knownledged By

Name: Tint Naing

Approved By

Name: Soe Htet Tin

Check By HR

Name: Phyoo Wai Nyein

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