



CASH CLAIM FORM

Date : 4.7.2024

BU/BR/Division : Renewable Energy

Department : Service

Issue Amount : 68,600 Kyats/.....USD

Budget include (or) Not :

Yes

Budgeted Title and Amount : Over Times charges

No

Required For:

Cash claim for over times charges, Jun '24.

မှတ်ချက်။

(၁) အဆင့်ဆင့်သက်ဆိုင်ရာတာဝန်ရှိသူကြီးမင်းများအားလုံး သေချာစာရင်းစစ်ဆေး၊ 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၊ တာဝန်ရှိစေအတည်ပြုသူက 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

Phway Yu Mon
4/7/24

Phway Yu Mon

Requester

Checked By

Aung Ko Ko Oo

Aung Ko Ko Oo

Mgr/DH

Checked By

Nway Nway

Nway Nway

Finance & Account

Approved By

Phyo Thu
5/8/24

Phyo Thu

GM/AGM/COO

Approved By

Amila
5/8/24

CMC/CEO/Chairwoman

Ujein Ei Ei Khary May Myint Thu
5/7/24

04-CFD-CAS-FRM-005-0



OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy
 Department : Service
 Reason for Overtime : Cheese O' tea တွင် battery and inverter inspection
 အတွက် OT ဆင်းပါသည်။

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	11.6.2024	Ywet Nu Wai ✓		5:00PM	8:30PM	3.5 ✓	4200	
						Total Hours	3.5	
						Total Amount	4,200	

Prepared By Phway Yu Mo Knowledge By Aung Ko Ko Oo Approved By Phyo Thu Check By HR Nyein Ei Ei Khain
 Name: Phway Yu Mo Name: Aung Ko Ko Oo Name: Phyo Thu Name: Nyein Ei Ei Khain
 05-CHL-HRM-FRM-020-04



OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy
 Department : Service
 Reason for Overtime : Audit checking အတွက် OT ဆင်းပါသည်။

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	12.6.2024	Thet Khine Htwe		5:00PM	7:30PM	2.5 ✓	3000	✓
2	12.6.2024	Cho Zin Thet		5:00PM	7:30PM	2.5	3000	
3	12.6.2024	Wai Phyo		5:00PM	7:30PM	2.5	3000	
4	12.6.2024	Shwe Sin Htike		5:00PM	7:30PM	2.5	3000	
						Total Hours	10 ✓	
						Total Amount	12,000	

Prepared By Phway Yu Mo Knowledge By Aung Ko Ko Oo Approved By Phyo Thu Check By HR Nyein Ei Ei Khain
 Name: Phway Yu Mo Name: Aung Ko Ko Oo Name: Phyo Thu Name: Nyein Ei Ei Khain
 05-CHL-HRM-FRM-020-04



OVERTIME REQUEST FORM

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

Reason for Overtime :Ho တွင် Solar packing ထုတ်ရန်, inverter စစ်ရန်နှင့် ပစ္စည်းလွှဲရန်အတွက် OT ဆင်းပါသည်။

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	2.6.2024	Cho Zin Thet		8.00AM	4.00PM	7	8400	✓
2	2.6.2024	Myo Thandar Kyaw		8.00AM	4.00PM	7	8400	
3	2.6.2024	Shwe Sin Htike		8.00AM	4.00PM	7	8400	
4	2.6.2024	Win Kyaw		8.00AM	4.00PM	7	8400	
5	2.6.2024	Soe Lin Aung		8.00AM	4.00PM	7	7000	
6	2.6.2024	Nyein Ko Ko Win		8.00AM	4.00PM	7	7000	
Total Hours						42	47,600	✓
Total Amount								

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



OVERTIME REQUEST FORM

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

Reason for Overtime :Audit checking အတွက် OT ဆင်းပါသည်။

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	4.6.2024	Ei Ei Theint		5:00PM	9:00PM	4	4800	✓
Total Hours						4	4,800	✓
Total Amount								

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

Date	Name	Time		Hours	Amount	Total Hrs	Total Amt	Reasons
		From	To					
2.6.2024	Cho Zin Thet	8:00AM	4:00PM	7	8400	28	33600	Ho တွင် Solar packing ထုတ်ရန်, inverter စစ်ရန်နှင့် ပစ္စည်းလွှဲရန်အတွက် OT ဆင်းပါသည်။
2.6.2024	Myo Thandar Kyaw	8:00AM	4:00PM	7	8400			
2.6.2024	Shwe Sin Htike	8:00AM	4:00PM	7	8400			
2.6.2024	Win Kyaw	8:00AM	4:00PM	7	8400			
2.6.2024	Soe Lin Aung	8:00AM	4:00PM	7	7000	14	14000	
2.6.2024	Nyein Ko Ko Win	8:00AM	4:00PM	7	7000			
4.6.2024	Ei Ei Theint	5:00PM	9:00PM	4	4800	4	4800	Audit checking အတွက် OT ဆင်းပါသည်။
11.6.2024	Ywet Nu Wai	5:00PM	8:30PM	3.5	4200	3.5	4200	Cheese O' tea တွင် battery and inverter inspection အတွက် OT ဆင်းပါသည်။
12.6.2024	Thet Khine Htwe	5:00PM	7:30PM	2.5	3000	10	12000	Audit checking အတွက် Tool List စစ်ရန် OT ဆင်းပါသည်။
12.6.2024	Cho Zin Thet	5:00PM	7:30PM	2.5	3000			
12.6.2024	Wai Phyo	5:00PM	7:30PM	2.5	3000			
12.6.2024	Shwe Sin Htike	5:00PM	7:30PM	2.5	3000			