

Date 20 Aug 2024

BU/BR/Division Sawee

Department Service

Issue Amount, 151000 Kyats/ USD

Budget include (or) Not :

Yes Budgeted Title and Amount :

No Reasons for :

Required For:

Sawee to long long Customer Shin Mauw Bogoda MC-GOTS Generator Under Frequency, Radiator Installation and Regular Service job used car Ticket, Taxi charges and Travelling charges.

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 အပြည် အပ 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

Nyein Nyein Thet
Requester

Naw Ol Khin
Mgr/DH

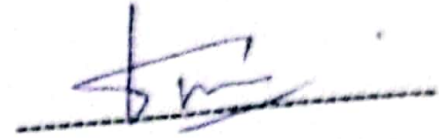
U Myat Naing
Finance & Account

[Signature]
GM/AGM/COO

CMC/CEO/Chairwoman

TA PREPARE FORM

REQUESTER SIGN



TOTAL MAN POWER : Toe Tet Lin Zan Ye Myint Aung

DATE & TIME (GO & BACK) : 17-Aug-24

CUSTOMER : Shin Maw Pagoda

SITE LOCATION : Shin Maw

MACHINE MODEL : Mc-60TS

MACHINE SERIAL NO : 18100360

W/NW : NW

HOUR METER : 11560 hrs

MILES : Over 40 miles

PROBLEM : Generator Under Frequency, Regular Service
Radiator Installation.

SERVICE ADMIN SIGN



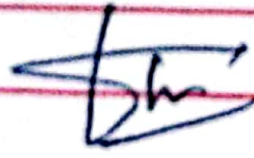

စွန့်ခွာစာရင်းပြစာရွက်

ရက်စွဲ

17. 8. 24

အရက်အမျိုးအစား

၇

အမှတ်	အကြောင်း	ဖွဲ့စည်း	အရက်
1	Dawei - Shinmaw	2 ယာ	80000 ✓
	မှတ်ချက်:		
	Dawei		
	to		
	- Shin maw pagoda		
	- Gen Underfrequency		
	- MC-GOTS		
	- Car tickets Charges		
	- TTL, ZYMA		
			
			

လက်မှတ်



စုစုပေါင်း

20000



TAXI CHARGES FORM

BU/BR DIV Name :

Department Name : *Service*

No.	Date	Name	Description	Departure Time	Routes		Cost	Remark	
					From	To			
1	20.8.24	<i>Toe Ted Lin Zon Ye Mjind Ang</i>	<i>302 fyo or goj: to office Taxi Charges</i>	9:15 AM	<i>302 fyo or goj:</i>	<i>Office</i>	6000		
Total Taxi Charges								6000	

Requested by
 Sign : *[Signature]*
 Name : *Toe Ted Lin*
 Dept. : *Service*
 (Requestor)

Acknowledged by
 Sign : *[Signature]*
 Name : *Kaw Ni Pandas Ang*
 Dept. : *Adh*
 (HR/Admin)

Acknowledged by
 Sign : *[Signature]*
 Name : *[Signature]*
 Dept. : *[Signature]*
 (DH)

Approved by
 Sign :
 Name :
 Dept. :
 (ABOH/BOH/AGM/GM)


Acknowledged by
 Sign :
 Name :
 Dept. :
 (HO-GA)

05-CHL-GAV-FRM-018-01

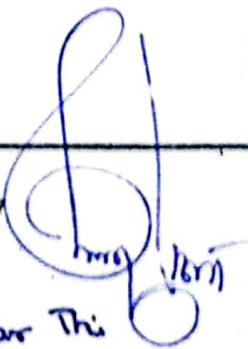
Date : 20. Aug. 2024

Report To	20. Aug. 2024	
Employee Name	Tee Tet Lin, Zan Ye Meint Aung	
Position	Service	
Department	Service	
Business	Dawei	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	17. Aug. 2024	20. Aug. 2024
Total Days		
Trip Information	1. From Dawei To Shin Mass village	
	2. From Shin Mass village To Dawei	
	3. From To	
Purpose For Travelling		
Travel Date	Activities	Remark
17. Aug. 2024	Dawei to Shin Mass (Generator Under Frequency)	Customer Shin Mass Pagoda Modal
18. Aug. 2024	Radiator Installation	MC-60TS, Generator
19. Aug. 2024	Radiator Installation Regular Service	Under Frequency, Radiator Installation and Regular Service
20. Aug. 2024	Shin Mass to Dawei - Car Ticket charges - Taxi charges - Travelling charges.	Job used go to Shin Mass Job Site Service Team.

Reported by

Sign : 
 Name : TTE, ZYMA
 Position : Service

Checked by

Sign : 
 Name : Min Mar Thi
 Position : ABOH

(DI/AGM/GM)

Approved by

Sign :
 Name :
 Position :

(COO)

05-CHL-HRM-FRM-064-01



TRAVEL ADVANCE CLEAR FORM

Job Details		Employee Name: <u>Ue Tet Yin Ton Ya Myint Aye</u>		Estimated Date of Travel: <u>17.8.24 (10:00am) to 20.8.24 (9:30am)</u>	
Position Rank: <u>Service</u>		Total Day: <u>3 1/2 day</u>		Origin: <u>Saasei</u>	
Destination: <u>Saasei to Shin Maw</u>		Remarks: <u>Spoke to Shin Maw Village Co-ordinator Shin Maw Agoda Mc-60 TS. Labelhooking job used car ticket, taxi charges and TA charges.</u>			
Actual Date & Time of Travel: <u>17.8.24 (10:00am) to 20.8.24 (9:30am)</u>		Total Day: <u>3 1/2 day</u>		HR Name: <u>Naw Ni Nabor Aye</u>	
Authorized Person Name: <u>Khin Mar Thi</u>		Authorized Person: <u>[Signature]</u>			
Advance Clear		Actual Date & Time of Travel: <u>17.8.24 (10:00am) to 20.8.24 (9:30am)</u>		Total Day: <u>3 1/2 day</u>	
Departure Date & Time: <u>17.8.24 (10:00am)</u>		Arrival Date & Time: <u>20.8.24 (9:30am)</u>			
Date	Description	Total Amount			
		Kyats	USD		
<u>17.8.24 to 20.8.24</u>	<u>Car Ticket charges</u>	<u>40000</u>	<u>1</u>		
<u>17.8.24 to 20.8.24</u>	<u>TTL</u>	<u>52500</u>			
<u>17.8.24 to 20.8.24</u>	<u>ZYMA</u>	<u>52500</u>			
<u>20.8.2024</u>	<u>Taxi charges</u>	<u>6000</u>			
Total Expense (Kyats/USD)		151000			
Cash Advance (Kyats/USD)					
Balance Refund/Additional (Kyats/USD)					
Job Report Status					
Authorization	Name	Position	Date	Sign	
Prepared By	<u>Nyein Nyein Thot</u>	<u>Sale & Service</u>	<u>20. Aug. 24</u>	<u>[Signature]</u>	
Approved By Dept Head					
Approved By GM/AGM/COO	<u>Khin Mar Thi</u>	<u>ABOH</u>	<u>20. Aug. 24</u>	<u>[Signature]</u>	
Acknowledged by related Superior for Job Report					
HR Check & Approved	<u>Naw Ni Nabor Aye</u>	<u>HR, GA, Cash</u>	<u>20. Aug. 24</u>	<u>[Signature]</u>	
Cash Received					
Remark: <u>Saasei to laung lone Customer Shin Maw Agoda Mc-60 TS, Generator Under Frequency, Radiator Installation and Regular Service job used car ticket, taxi charges and TA charges.</u>					