



OVERTIME REQUEST FORM

BU/BR/DIV Name : **ASS BU**
 Department Name : **Service & production**
 Reason for Overtime : **10.3.25 ~ 2.4.25**

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
	10.3.25	Uon Naung		5:00pm	6:30pm	1hr	1800	Machine
	"	Aung Ko Ko		"	"	"	1200	unloading
	"	Zen Man Aung		"	"	"	1200	"
	"	Chit Zaw On		"	"	"	1200	"
	"	Aye Sone Naung		"	"	"	1200	"
	"	Aye Phyo Aung		"	"	"	1200	"
	"	Arker mm		"	"	"	1200	"
	"	Aung Myaw Myint		"	"	"	1200	"
						Total Hours		
						Total Amount		9600

Requested by: **Aye Aye**
 Sign: *[Signature]*
 Name: **Aye Aye** (Requestor)

Approved by: **Uon Naung**
 Sign: *[Signature]*
 Name: **Uon Naung** (DH)

Approved by: **Ma Theint Theint Nwe**
 Sign: *[Signature]*
 Name: **Ma Theint Theint Nwe** (GM/AGM/COO)

Checked by: **Ma Theint Theint Nwe**
 Sign: *[Signature]*
 Name: **Ma Theint Theint Nwe** (HR)

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : **ASS BU**
 Department Name : **Service & production**
 Reason for Overtime : **10.3.25 ~ 2.4.25**

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
	10.3.25	Aung Myaw Myint		5:00pm	6:00pm	1 hr	1800	Machine
	"	Arker mm		"	"	"	1200	installation
	"	Uon Naung		"	"	"	1200	M/S 504
	"	Aung Ko Ko		"	"	"	1200	
	"	Chit Zaw On		"	"	"	1200	
	"	Aye Phyo Aung		"	"	"	1200	
	"	Zen Man Aung		"	"	"	1200	
	"	Maung Aung		"	"	"	1200	
	"	Uon Naung		"	"	"	1200	
						Total Hours		
						Total Amount		90800

Requested by: **Aye Aye**
 Sign: *[Signature]*
 Name: **Aye Aye** (Requestor)

Approved by: **Uon Naung**
 Sign: *[Signature]*
 Name: **Uon Naung** (DH)

Approved by: **Ma Theint Theint Nwe**
 Sign: *[Signature]*
 Name: **Ma Theint Theint Nwe** (GM/AGM/COO)

Checked by: **Ma Theint Theint Nwe**
 Sign: *[Signature]*
 Name: **Ma Theint Theint Nwe** (HR)

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : ASS BU
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No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
	11.3.25	Yi Wei Yan		5:00pm	6:00pm	1hr	1800	Modular installation
	"	Pye Sore Neng		"	"	"	1800	M/S04
	22.3.25	Wm Neng		5:00pm	6:30pm	1.5hr	1800	Use adjuster
	"	Hat Pye Phyo Myaw		"	"	"	1800	the cracker bold
	"	Aeng Wo KO		"	"	"	1800	nuts, check the
	"	Chet Zow Oo		"	"	"	1800	some lag
	"	Zin Mar Aeng		"	"	"	1800	"
	"	Pye Phyo Aeng		"	"	"	1800	"
						Total Hours		
						Total Amount	13200	

Requested by: Meo Sign: Meo Name: Aygn Aygn (Requestor)
 Approved by: ko Aeng Myaw Myaw (DH)
 Approved by: ko many many (GM/AGM/COO)
 Checked by: many Ma Theint Theint Nway (HR)

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : ASS BU
 Department Name : Service & production
 Reason for Overtime : 10.3.25 ~ 2.4.25

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
	22.3.25	Pye Sore Neng		5:00pm	6:30pm	1.5hr	1800	Test on the
	"	Aygn Min		"	"	"	1800	blaster.
	"	Maung Aeng		"	"	"	1800	"
	"	Aeng Myaw Myaw		"	"	"	1800	check the wire line
	31.3.25	Aeng Myaw Myaw		5:00pm	6:00pm	1hr	1800	Operation testing
	"	Hat Pye Phyo Myaw		"	"	"	1800	and accessories
	"	Pye Phyo Myaw		"	"	"	1800	installation.
						Total Hours		
						Total Amount	10800	

Requested by: Meo Sign: Meo Name: Aygn Aygn (Requestor)
 Approved by: ko Aeng Myaw Myaw (DH)
 Approved by: ko many many (GM/AGM/COO)
 Checked by: many Ma Theint Theint Nway (HR)

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : ASS BU
 Department Name : Service department & production
 Reason for Overtime : 10.3.25 ~ 2.4.25

No.	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
	21.3.25	Aeng Kyaw Myint		5:00pm	6:30pm	1.50	1800	MH10828-426	
	"	Pyae Sone Aung		"	"	"	1800	Machine delivery	
	"	Ye Aung Yan		"	"	"	1800	"	
	2.4.25	Htat Aye Phyaw Myint		5:00pm	6:30pm	1.50	1800	Repair the ASI pump	
	"	Aye Phyaw Aung		"	"	"	1800	Section	
	"	Aye Hlon Win		"	"	"	1800	test on the gear	
	"	Pyae Sone Aung		"	"	"	1800	Shift section	
Total Hours								12600	
Total Amount									

Requested by: [Signature] Name: Nyein Nyein (Requestor)
 Approved by: [Signature] Name: Ho Aung Kyaw Myint (DH)
 Approved by: [Signature] Name: Ho Maeng Maeng (GM/AGM/COO)
 Checked by: [Signature] Name: Ma Theint Theint Nyein (HR)

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OVERTIME REQUEST FORM

BU/BR/DIV Name : ASS BU
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No.	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
	2.4.25	Maeng Aeng		5:00pm	6:30pm	1.50	1800	MH10828-426, welding	
	"	Aung Myint		"	"	"	1800	Clutch testing	
	"	Win Aung		"	"	"	1800	"	
	"	Aung Kyaw Myint		"	"	"	1800	MH10828-426	
	"	Aeng Ho KO		"	"	"	1800	Machine test on	
	"	Chan Myint Aung		"	"	"	1800	5 needed the	
	"	Zen Myint Aung		"	"	"	1800	machine	
	"	Chit Zaw Oo		"	"	"	1800	accessories	
Total Hours								14400	
Total Amount									

Requested by: [Signature] Name: Nyein Nyein (Requestor)
 Approved by: [Signature] Name: Ho Aung Kyaw Myint (DH)
 Approved by: [Signature] Name: Ho Maeng Maeng (GM/AGM/COO)
 Checked by: [Signature] Name: Ma Theint Theint Nyein (HR)

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