

OVERTIME REQUEST FORM

BU/BR/DIV Name : ATT
 Department Name : Production
 Reason for Overtime : (2.10.24 ~ 5.10.24)

No.	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
1.	2.10.24	Win Naing		5:00 PM	6:30	1:30	1200	Machine	
	"	Aung Ko Ko		"	"	"	7800	Delivery	
	"	Aung Kyaw Myint		5:00 PM	6:00	1:00	7200	Hydraulic	
		Arker Min		"	"	"	7200	Junction	
		Aung Myo Htet		"	"	"	7200	abnormal	
		Chit Taw Oo		"	"	"	7200	8 finishing	
		Pyae Phyo Aung		"	"	"	7200		
		Pyae Sone Htet Lin		"	"	"	7200		
		Zin Win Htet		"	"	"	1200	We dismantled	
							Total Hours		
							Total Amount	72000	discussor

Requested by Sign: [Signature]
 Name: Thinzar Moe Htet
 (Requestor)

Approved by [Signature]
 (DH)

Approved by [Signature]
 (GM/AGM/COO)

Checked by [Signature]
 Zin Moe Win
 (HR)

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : ATT
 Department Name : Service
 Reason for Overtime : (2.10.24 ~ 5.10.24)

No.	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
	2.10.24	Win Min Aung		5:00 PM	6:00 PM	1:00	1200		
	"	Zin Min Aung		"	"	"	1200		
	"	Pyae Sone Aung		5:00 PM	6:30	1:30	7800	Machine	
	"	Y. Wai Yan		"	"	"	7800	Delivery	
2.	3.10.24	Aung Kyaw Myint		5:00 PM	6:30 PM	1:30	7800	Hydraulic	
		Arker Min		"	"	"	7800	Junction	
		Chit Taw Oo		"	"	"	1800	abnormal	
		Pyae Sone Htet Lin		"	"	"	1800	finishing	
							Total Hours		
							Total Amount	72000	

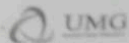
Requested by Sign: [Signature]
 Name: Thinzar Moe Htet
 (Requestor)

Approved by [Signature]
 (DH)

Approved by [Signature]
 (GM/AGM/COO)

Checked by [Signature]
 Zin Moe Win
 (HR)

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : ATT

Department Name : Production

Reason for Overtime : (2-10-24 ~ 5-10-24)

No.	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
2	10-24	Ein Win Hte		5:00 pm	6:50 pm	1:50	7800	We dematched	
	"	Mauw Aung		"	"	"	7800	to rod, cleaning	
	"	Htet Pyae Phyo Kyau		"	6:00 pm	7:00 pm	1:00	1200	Joint
	"	Aung Ko Kb		5:00 pm	6:00	1:00	7800	assembly	
	"	Pyae Phyo Aung		5:00 pm	6:30	1:30	7800		
	"	Nay Htet Win		"	"	"	7800		
Total Hours							10200		
Total Amount							9600		

Requested by

Sign : *[Signature]*
Name : Thinzar Moe Htet
(Requestor)

Approved by

[Signature]
(DH)
AHT

Approved by

(GM/AGM/COO)

Checked by

[Signature]
(HR)

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : ATT

Department Name : Production

Reason for Overtime : (2-10-24 ~ 5-10-24)

No.	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
3	4-10-24	Aung Kyaw Myint		5:00 pm	7:00 pm	2:00	2400	Finishing	
		Arker Min		"	"	"	2400		
		Yi Wai Yan		"	"	"	2400		
		Pyae Sone Htet Lin		"	"	"	2400		
		Mauw Aung		"	"	"	2400	Welding	
		Ein Myo Ka		5:00 pm	6:30 pm	1:30	7800	"	
		Win Aung		5:00 pm	7:00 pm	2:00	2400	Doter	
		Htet Pyae Phyo Kyau		"	"	"	2400	installed & check wire	
Total Hours							18600	Line	
Total Amount									

Requested by

Sign : *[Signature]*
Name : Thinzar Moe Htet
(Requestor)

Approved by

[Signature]
(DH)
AHT

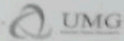
Approved by

(GM/AGM/COO)

Checked by

[Signature]
(HR)

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : AT&T
 Department Name : Production
 Reason for Overtime : 4-10-2024

No.	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
	4-10-24	Aung Ko Ko		5:00pm	7:00pm	2:00	2400	Welder	
	"	Cin Win Hlike		"	"	"	2400	Installed & checked case	
	"	Chit Zaw Oo		"	"	"	2400	Line	
	"	Pyae Phyo Aung		"	"	"	2400	Line	
	"	Cin Min Aung		5:00pm	8:30pm	1:30	1800	over all	
	"	Win Myo Aung		"	"	"	1800	Painting	
	"	Wai Yan		"	"	"	1800		
	"	Pyae Sone Nbing		"	"	"	1800		
Total Hours								76800	
Total Amount									

Requested by
 Sign: *[Signature]*
 Name: Thinzar Moe Htet
 (Requestor)

Approved by
[Signature]
 (DH)
 AT&T

Checked by
[Signature]
 Zin Marwin
 (HR)

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : AT&T
 Department Name : Production
 Reason for Overtime : 5-10-2024

No.	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
4.	5.10.24	Maung Aung		5:00pm	6:00pm	1:00	1200	Welding	
	"	Cin Win Hlike		"	"	"	1200	Machine Delivery	
	"	Aung Myo Htet		"	"	"	1200		
	"	Chit Zaw Oo		"	"	"	1200		
	"	Win Min Aung		"	"	"	1200	over all painting	
	"	Cin Min Aung		"	"	"	1200		
Total Hours								7200	
Total Amount									

Requested by
 Sign: *[Signature]*
 Name: Thinzar Moe Htet
 (Requestor)

Approved by
[Signature]
 (DH)
 AT&T

Checked by
[Signature]
 Zin Marwin
 (HR)

05-CHL-HRM-FRM-020-05

8:30 93%
 ← KM 0-000 Ko Aye Min Htoon
 last seen recently

OT Amount = 78,000/- ထုတ် ယူ ခွင့်ပြုပါ ဆရာ
 9:24 AM ✓✓

Forwarded from
 Thinzar MoeHtet

Sl. No.	Name	2-Oct-24	3-Oct-24	4-Oct-24	5-Oct-24	Total	File
1	Aung Kyaw Myint	1,200	1,800	2,400			
2	Pyae Sone Htun Lin	1,200	1,800	2,400			
3	A Kyaw Min	1,200	1,800	2,400			
4	Zin Win Htike	1,200	1,800	2,400	1,200		
5	Aung Ko Ko	1,800	1,200	2,400			
6	Win Naine	1,800		2,400			
7	Htet Pyae Khin Kyaw	1,800	1,800	2,400			
8	M Aung Aung		1,800	2,400	1,100		
9	Uyi Lant Oo	1,200	1,800	2,400	1,200		2000
10	Zin Min Aung	1,200		1,800	1,200		2000
11	Win Min Aung	1,200		1,800	1,200		
12	Aung Myo Htet	1,200		1,800	1,200		
13	Pyae Phyo Aung	1,200	1,800	2,400			
14	W Wai Yan	1,800		1,800			
15	Zin Myo ko	1,800		1,800			
16	Pyae Sone Nang	1,800	1,800	2,400			
17	Nay Htun Win	1,800	1,800	2,400			
18		18,000	17,400	34,500	7,200	78,000	8000

9:24 AM ✓✓

Aung Kyaw Thu
 Hi ဆရာ Over time Charges Assign MP=18...
 Oct တုန်းက OT ကို အခုမှ ထုတ်မှာလား။
 ဘာလို့ အခုမှ ထုတ်တာလဲ။
 11:03 PM

November 11

Oct' 24 Monthly Budget တင်တုန်းက
 OT တွေ မဆင်းခိုင်းဘူးဆိုပီး
 Monthly budget ထဲ မှာ မတင် လိုက် ပါဘူး ဆရာ
 စက်လွှဲ ဖို့ အရေးကြီး ပီး မပီး တော့
 OT ဆင်း ခိုင်း လိုက် ရပါ တယ်
 ခု Nov'24 Monthly budget မှာ မှ OT ကြေး
 ထည့် တင် လိုက် လို့ပါ ဆရာ
 8:04 AM ✓✓

Aung Kyaw Thu
 Hi ဆရာ Over time Charges Assign MP=18...
 Please proceed MMK 78,000.
 8:23 AM

Message