



OVERTIME REQUEST FORM

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

Reason for Overtime : OT down due for firmware upgrade 16S2P battery 2pc of Ko Phyo Maung Maung Nyunt at Ho with anydesk.

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	1-Apr-25	Ywet Nu Wai		5:00PM	7:00PM	2	2400	
Total Hours						2	2,400	
Total Amount								

Prepared By

Knownleged By

Approved By
(GM/ADM/COO)

Check By HR

Phway Yu Mon
Name Phway Yu Mon

Aung Ko Ko Oo
Name: Aung Ko Ko Oo

Phyo Thu
Name: Phyo Thu

Nyein Ei Ei Khaing
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 : OT down due for 10kW ESS installation at customer U Kyaw Min Than (South Oakala)

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	1-Apr-25	Chit Ko Ko Min		5:00PM	8:00PM	3	3600	
2	1-Apr-25	Cho Zin Thet		5:00PM	8:00PM	3	3600	
3	1-Apr-25	Nyein Ko Ko Win		5:00PM	8:00PM	3	3000	
Total Hours						9	10,200	
Total Amount								

Prepared By

Knownleged By

Approved By

Check By HR

Phway Yu Mon
Name Phway Yu Mon

Aung Ko Ko Oo
Name: Aung Ko Ko Oo

Phyo Thu
Name: Phyo Thu

Nyein Ei Ei Khaing
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 : OT down due for customer U Hla Kyi 16S2P battery 3pc to delivery and check at the Winfoo

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	3-Apr-25	Chit Ko Ko Min		5:00PM	8:00PM	3	3600	
2	3-Apr-25	Nay Shine Lwin		5:00PM	8:00PM	3	3600	
3	3-Apr-25	Hein Zaw Latt		5:00PM	8:00PM	3	3600	
4	3-Apr-25	Nyein Ko Ko Win		5:00PM	8:00PM	3	3000	
Total Hours						12	13,800	
Total Amount								

Prepared By

Knowledgeled By

Approved By
(GM/MGM/COO)

Check By HR

Name: Phway Yu Mon

Name: Aung Ko Ko Oo

Name: Phyo Thu

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 : OT down due for PMC solar installation to shoot earth rod at Zone 5..

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	6-Apr-25	Chit Ko Ko Min		9:00AM	12:00PM	3	3600	
2	6-Apr-25	Nyein Ko Ko Win		9:00AM	12:00PM	3	3000	
Total Hours						6	6,600	
Total Amount								

Prepared By

Knowledgeled By

Approved By

Check By HR

Name: Phway Yu Mon

Name: Aung Ko Ko Oo

Name: Phyo Thu

Name: Nyein Ei Er Khaing
05-CHL-HRM-FRM-020-04



OVERTIME REQUEST FORM

Winfook

R/Div Name : Renewable Energy
 Department : Service
 Reason for Overtime : OT down due for customer U San Hla 10kW ESS installation at North Dagon.

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	8-Apr-25	Chit Ko Ko Min		5:00PM	9:00PM	4	4800	
2	8-Apr-25	Thet Khine Htwe		5:00PM	9:00PM	4	4800	
3	8-Apr-25	Win Htut Aung		5:00PM	9:00PM	4	4800	
4	8-Apr-25	Aung Phyoe Thu		5:00PM	9:00PM	4	4800	
Total Hours						16	19,200	
Total Amount								

Prepared By : *Phway Yu Mon*
 Name: Phway Yu Mon

Knowledge By : *Aung Ko Ko Oo*
 Name: Aung Ko Ko Oo

Approved By : *Phyo Thu*
 (GM/AGM/COO)
 Name: Phyo Thu

Check By HR : *Nyein Ei Ei Khaing*
 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 : OT down due for customer U San Hla 10kW ESS installation at North Dagon.

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	9-Apr-25	Chit Ko Ko Min		5:00PM	9:00PM	4	4800	
2	9-Apr-25	Thet Khine Htwe		5:00PM	9:00PM	4	4800	
3	9-Apr-25	Aung Phyoe Thu		5:00PM	9:00PM	4	4800	
Total Hours						12	14,400	
Total Amount								

Prepared By : *Phway Yu Mon*
 Name: Phway Yu Mon

Knowledge By : *Aung Ko Ko Oo*
 Name: Aung Ko Ko Oo

Approved By : *Phyo Thu*
 Name: Phyo Thu

Check By HR : *Nyein Ei Ei Khaing*
 Name: Nyein Ei Ei Khaing
 05-CHL-HRM-FRM-020-04



OVERTIME REQUEST FORM

UMG
BU/Div Name
Department

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

Reason for Overtime : OT down due for arrival stock battery and inverter to load at the Winfood.

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	9-Apr-25	Shoon Lae Oo		5:00PM	8:00PM	3	3600	
2	9-Apr-25	Nay Shine Lwin		5:00PM	8:00PM	3	3600	
3	9-Apr-25	Win Htut Aung		5:00PM	8:00PM	3	3600	
4	9-Apr-25	Aung Than Kyaw		5:00PM	8:00PM	3	3600	
5	9-Apr-25	Nyein Ko Ko Win		5:00PM	8:00PM	3	3000	
						Total Hours	15	
						Total Amount		17,400

Prepared By

Knowledge By

Approved By
(GM/AGM/COO)

Check By HR

Name: Phway Yu Mon

Name: Aung Ko Ko Oo

Name: Phyo Thu

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 : OT down due for site survey 2 places & troubleshoot 2places.

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	22-Apr-25	Chit Ko Ko Min		5:00PM	6:00PM	1	1200	
2	22-Apr-25	Arkar Kyaw		5:00PM	6:00PM	1	1200	
3	22-Apr-25	Win Yan Paing		5:00PM	6:00PM	1	1200	
						Total Hours	3	
						Total Amount		3,600

Prepared By

Knowledge By

Approved By

Check By HR

Name: Phway Yu Mon

Name: Aung Ko Ko Oo

Name: Phyo Thu

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 : OT down due for solar load and unload at the Ho and Winfood.

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	25-Apr-25	Kyaw Swar Myint		5:00PM	8:00PM	3	3600	
2	25-Apr-25	Aung Than Kyaw		5:00PM	8:00PM	3	3600	
3	25-Apr-25	Shoon Lae Oo		5:00PM	8:00PM	3	3000	
4	25-Apr-25	Nyein Ko Ko Win		5:00PM	8:00PM	3	3600	
5	25-Apr-25	Hein Zaw Latt		5:00PM	8:00PM	3	3600	
Total Hours						15	17,400	
Total Amount								

Prepared By: Name: Phway Yu Mon
 Knowledge By: Name: Aung Ko Ko Oo
 Approved By: (GM/AGM/COO) Name: Phyo Thu
 Check By HR: 2/5/25 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 : OT down due for customer U Aung Pyae Shan 12kW Solar Installation at North Dagon.

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	26-Apr-25	Aung Than Kyaw		8:00AM	8:00PM	11	13200	
2	26-Apr-25	Win Kyaw		8:00AM	8:00PM	11	13200	
3	26-Apr-25	Nyein Ko Ko Win		8:00AM	8:00PM	11	11000	
4	26-Apr-25	Hein Zaw Latt		8:00AM	8:00PM	11	13200	
Total Hours						44	50,600	
Total Amount								

Prepared By: Name: Phway Yu Mon
 Knowledge By: Name: Aung Ko Ko Oo
 Approved By: Name: Phyo Thu
 Check By HR: 2/5/25 Name: Nyein Ei Ei Khaing

OVERTIME REQUEST FORM

R/Div Name : Renewable Energy
 Department : Service
 Reason for Overtime : OT down due for customer U Aung Pyae Shan 12kW Solar Installation at North Dagon.

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	27-Apr-25	Kyaw Swar Myint		8:00AM	8:00PM	11	13200	
2	27-Apr-25	Aung Than Kyaw		8:00AM	8:00PM	11	13200	
3	27-Apr-25	Win Kyaw		8:00AM	8:00PM	11	13200	
4	27-Apr-25	Hein Zaw Latt		8:00AM	8:00PM	11	11000	
5	27-Apr-25	Nyein Ko Ko Win		8:00AM	8:00PM			
Total Hours						55	63,800	
Total Amount								

Prepared By

Knownledged By

Approved By
(GM/AGM/COO)

Check By HR

Name: Phway Yu Mon

Name: Aung Ko Ko Oo

Name: Phyo Thu

Name: Nyein Ei Ei Khaing
05-CHL-HRM-FRM-020-04

Over Times Charges Record

	Name	Time		Hours	Amount	Total Hrs	Total Amount	Reasons
		From	To					
Apr-25	Ywet Nu Wai	5:00PM	7:00PM	2	2400	2	2400	OT down due for frimware upgarde 16S2P battery 2pc of Ko Phyo Maung Maung Nyunt at Ho with anydesk.
1-Apr-25	Chit Ko Ko Min	5:00PM	8:00PM	3	3600	9	10200	OT down due for 200Ah battery installation to replace at CWO's House.
1-Apr-25	Cho Zin Thet	5:00PM	8:00PM	3	3600			
1-Apr-25	Nyein Ko Ko Win	5:00PM	8:00PM	3	3000			
3-Apr-25	Chit Ko Ko Min	5:00PM	8:00PM	3	3600	12	13800	OT down due for customer U Hla Kyi 16S2P battery 3pc to delivery and check at the Winfood.
3-Apr-25	Nay Shine Lwin	5:00PM	8:00PM	3	3600			
3-Apr-25	Hein Zaw Latt	5:00PM	8:00PM	3	3600			
3-Apr-25	Nyein Ko Ko Win	5:00PM	8:00PM	3	3000			
6-Apr-25	Chit Ko Ko Min	9:00AM	12:00PM	3	3600	6	6600	OT down due for PMC solar installation to shoot earth rod at Zone 5.
6-Apr-25	Nyein Ko Ko Win	9:00AM	12:00PM	3	3000			
8-Apr-25	Chit Ko Ko Min	5:00PM	9:00PM	4	4800	16	19200	OT down due for customer U San Hla 10kW ESS installation at North Dagon.
8-Apr-25	Thet Khine Htwe	5:00PM	9:00PM	4	4800			
8-Apr-25	Win Htut Aung	5:00PM	9:00PM	4	4800			
8-Apr-25	Aung Phyo Thu	5:00PM	9:00PM	4	4800			
9-Apr-25	Chit Ko Ko Min	5:00PM	9:00PM	4	4800	12	14400	OT down due for customer U San Hla 10kW ESS installation at North Dagon.
9-Apr-25	Thet Khine Htwe	5:00PM	9:00PM	4	4800			
9-Apr-25	Aung Phyo Thu	5:00PM	9:00PM	4	4800			
9-Apr-25	Shoon Lae Oo	5:00PM	8:00PM	3	3600	15	17400	OT down due for arrival stock battery and inverter to load at the Winfood.
9-Apr-25	Nay Shine Lwin	5:00PM	8:00PM	3	3600			
9-Apr-25	Win Htut Aung	5:00PM	8:00PM	3	3600			
9-Apr-25	Aung Than Kyaw	5:00PM	8:00PM	3	3600			
9-Apr-25	Nyein Ko Ko Win	5:00PM	8:00PM	3	3000			

22-Apr-25	Chit Ko Ko Min	5:00PM	6:00PM	1	1200	3	3600	OT down due for site survey 2 places & troubleshoot 2places.
22-Apr-25	Arkar Kyaw	5:00PM	6:00PM	1	1200			
22-Apr-25	Win Yan Paing	5:00PM	6:00PM	1	1200			
25-Apr-25	Kyaw Swar Myint	5:00PM	8:00PM	3	3600	15	17400	OT down due for solar load and unload at the Ho and Winfood.
25-Apr-25	Aung Than Kyaw	5:00PM	8:00PM	3	3600			
25-Apr-25	Shoon Lae Oo	5:00PM	8:00PM	3	3600			
25-Apr-25	Nyein Ko Ko Win	5:00PM	8:00PM	3	3000			
25-Apr-25	Hein Zaw Latt	5:00PM	8:00PM	3	3600			
26-Apr-25	Aung Than Kyaw	8:00AM	8:00PM	11	13200	44	50600	OT down due for customer U Aung Pyae Shan 12kW Solar Installation at North Dagon.
26-Apr-25	Win Kyaw	8:00AM	8:00PM	11	13200			
26-Apr-25	Nyein Ko Ko Win	8:00AM	8:00PM	11	11000			
26-Apr-25	Hein Zaw Latt	8:00AM	8:00PM	11	13200			
27-Apr-25	Kyaw Swar Myint	8:00AM	8:00PM	11	13200	55	63800	OT down due for customer U Aung Pyae Shan 12kW Solar Installation at North Dagon.
27-Apr-25	Aung Than Kyaw	8:00AM	8:00PM	11	13200			
27-Apr-25	Win Kyaw	8:00AM	8:00PM	11	13200			
27-Apr-25	Hein Zaw Latt	8:00AM	8:00PM	11	13200			
27-Apr-25	Nyein Ko Ko Win	8:00AM	8:00PM	11	11000			
Total						189	219400	