



OVERTIME REQUEST FORM

BU/BR/Div Name : PG BU

Department : Rental

Reason for Overtime : Machine Return Inspection , Urgent Job , Regular Service. (Bago ,N-Okkala , Nawaday HTY ,Htantapin

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
4	17.08.2024	Pyae Phyo Kyaw	1200	9:00AM	9:00PM	11	13200	Anita Asia , Voltage adjustment , North Okkala Stone Wall ,Machine Return , Nawaday
5	17.08.2024	Aung Aung	1200	9:00AM	9:00PM	11	13200	
6	17.08.2024	Yan Myo Aung	1000	9:00AM	9:00PM	11	11000	
1	19.08.2024	Pyae Phyo Kyaw	1200	5:00PM	8:00PM	3	3600	Myanmar CP Live Stock Bago Job Site Engine Can't Start Problem
2	19.08.2024	Aung Aung	1200	5:00PM	8:00PM	3	3600	
3	19.08.2024	Yan Myo Aung	1000	5:00PM	8:00PM	3	3000	
7	25.08.2024	Min Khant Kyaw	1200	7:43AM	8:24PM	11.5	13800	Myanmar Sinyoung - Regular Service , Htantapin May Kha San , Fuel Filter and Fuel Line Cleaning ,HTY Job Site
8	25.08.2024	Toe Wai Phyo	1200	7:43AM	8:24PM	11.5	13800	
9	25.08.2024	Yan Myo Aung	1000	7:43AM	8:24PM	11.5	11500	
Total Hours						76.5	86700	
Total Amount								

Prepared By

Name: Hnin Yu Yu Khine

Knownledged By

Name: Aung Ko Oo

Approved By
(GM/AGM/COO)

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Name: Soe Htet Tin

k,

Check By HR

Name: Zin Mar Kyaw

05-CHL-HRM-FRM-020-04