



OVERTIME REQUEST FORM

BU/BR/DIV Name : PG
 Department Name : Service
 Reason for Overtime : Machine repair

No	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	19.5.25	Aye Min Thu	Mechanic	5:00 PM	8:00 PM	3	4530 ✓	PM625-C (Load Test Run)
2	19.5.25	Aung Phyto Thu	Mechanic	5:00 PM	8:30 PM	3.5	5285 ✓	
3	21.5.25	Aye Min Thu	Mechanic	5:00 PM	7:00 PM	2	3020 ✓	MC-450BS (Canopy Installation)
4	21.5.25	Annt Bhone Maw	Mechanic	5:00 PM	7:00 PM	2	3020 ✓	
5	24.5.25	Aye Min Soe	Mechanic	9:30 AM	8:00 PM	9.5	14345 ✓	MC-450BS (Fuel Tank Cleaning, Sticker, Painting)
6	24.5.25	Aye Min Thu	Mechanic	9:00 AM	7:00 PM	9	13590 ✓	
7	24.5.25	Annt Bhone Maw	Mechanic	9:00 AM	7:00 PM	9	13590 ✓	
8	25.5.25	Aye Min Soe	Mechanic	10:00 AM	12:00 PM	2	3020 ✓	MC-450BS (PDI)
9	25.5.25	Aye Min Thu	Mechanic	10:00 AM	12:00 PM	2	3020 ✓	
10	25.5.25	Annt Bhone Maw	Mechanic	10:00 AM	12:00 PM	2	3020 ✓	
Total Hours						44	66440 ✓	
Total Amount								

Request By

Approved By

Approved By

Check By HR

Requestor

(DH)

(GM/AGM/COO)

(HR)

Aung Phone Myint

Tint Naing

Soe Htet Tin

Phyo Wai Nyein