UMG

OVERTIME REQUEST FORM

BU/BR/DIV Name : Mandalay Resources

Department Name : Service

Reason for Overtime : Machine Need to check the swing bearing

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	19-5-25	Aung Khant Thu	AI	5:00 PM	8:00 PM	3:00	4530	Machine need
2.	"	Min Khant Kg	AI	5:00 "	8:00 "	3:00	4530	to check swing
3.	"	Kyaw Zin Htet	AI	5:00 "	8:00 "	3:00	4530	bearing for
4.	"	Chit Min Oo	AI	5:00 "	8:00 "	3:00	4530	ME220 x 14 #
								SHO2318
					Total Hours	12:00	18,120	
					Total Amount			

Requested by	Approved by	Approved by	Checked by
Sign :			
Name : Thandar Soe	Sai Nan Ko	Aung Thu Lwin	Moe Thazin
(Requestor)	(DH)	(GM/AGM/COO)	(HR)

05-CHL-HRM-FRM-020-05