



OVERTIME REQUEST FORM

BU/BR/Div Name : MIAC
 Department : Security (HR/G4)
 Reason for Overtime : *ပေးအပ်ထားသော အလုပ်အကိုင်အတွက်*

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1.	16-10-24	U Theant Zin		07:00 Am.	17:00 pm	8	8000	<i>ပေးအပ်ထားသော အလုပ်အကိုင်အတွက်</i>
2.	16-10-24	" Zee Phys Ther		17:00 pm	07:00 Am.	"	"	"
3.	"	" Kyaw Kyaw Co		17:00 pm	07:00 Am.	"	"	"
4.	17-10-24	U Theant Zin		07:00 Am.	17:00 pm	"	"	"
5.	"	" Hteay Hteay		07:00 Am.	17:00 pm	"	"	"
6.	"	" Kyaw Kyaw Co		17:00 pm	07:00 Am.	"	"	"
7.	18-10-24	" Zee Phys Ther		07:00 Am.	17:00 pm	"	"	"
8.	"	" Hteay Hteay		07:00 Am.	17:00 pm	"	"	"
9.	"	" Theant Zin		17:00 pm	07:00 Am.	"	"	"
Total Hours						72 hrs	72000	
Total Amount								

Prepared By

Knownledged By

Approved By
(GM/AGM/COO)

Check By HR

Name: U Theant Zin

Name: Aung Thiha Myo

Name:

Name:

05-CHL-HRM-FRM-020

SR/Div Name : MIAC.
 Department : Security - HR / Co A
 Reason for Overtime : Reason: O.T.

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1.	1-10-24	LL Heng Heng		07:00 Am	17:00 pm	8	8000	Reason: O.T.
2.	2-10-24	" Zee Phyp Thun		17:00 pm	07:00 Am	"	"	"
3.	3-10-24	" "		17:00 pm	07:00 Am	"	"	"
4	3-10-24	" Kyaw Kyaw Oo		17:00 pm	07:00 Am	"	"	"
5	5-10-24	" Heng Heng		07:00 Am	17:00 pm	"	"	"
6	6-10-24	" "		07:00 Am	17:00 pm	"	"	"
7	7-10-24	" Kyaw Kyaw Oo		07:00 Am	17:00 pm	"	"	"
8	7-10-24	" Zee Phyp Thun		17:00 pm	07:00 Am	"	"	"
9	8-10-24	" Kyaw Kyaw Oo		17:00 pm	07:00 Am	"	"	"
Total Hours						72 hrs	720000	
Total Amount								

Prepared By

Knownledged By

Approved By
(GM/AGM/COO)

Check By HR

S
Name: Ue Trent Zi

[Signature]
Name: Aung Thiha myo

.....
Name:

[Signature]
Name:
05-CHL-HRM-FRM-020-

BR/Div Name : MAC.
 Department : Security HR / GA.
 Reason for Overtime : MESA - GNS OT.

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1.	10.10.2024	U. Zaw Phya Thee		07:00-AM	17:00-PM	8	8000	MESA: GNS OT.
2.	11.10.24	" Hsey Hloing		07:00-AM	17:00-PM	"	"	"
3	12.10.24	" Theant Zin		17:00-PM	07:00-AM	"	"	"
4	13.10.24	" Kyaw Kyaw Oo		17:00-PM	07:00-AM	"	"	"
5	15.10.24	" Zaw Phya Thee		07:00-AM	17:00-PM	"	"	"
6	16.10.24	" Kyaw Kyaw Oo		07:00-AM	17:00-PM	"	"	"
7	17.10.24	" Theant Zin		17:00-PM	07:00-AM	"	"	"
8	18.10.24	" Kyaw Kyaw Oo		17:00-PM	07:00-AM	"	"	"
9.	20.10.24	" Zaw Phya Thee		07:00-AM	17:00-PM	"	"	"
Total Hours						72 hrs.	720000	
Total Amount								

Prepared By

Knownledged By

Approved By
(GM/AGM/COO)

Check By HR

Name: U. Theant Zin

Name: Aung Thiha Myo

Name:

Name:

05-CHL-HRM-FRM-020-

OVERTIME REQUEST FORM

A/Div Name : MAC
 Department : Security KR-1 GA.
 Reason for Overtime : Security B2507.

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1.	21-10-24	U Kyaw Kyaw Oo		07:00 AM	12:00 PM	5	8000	Security B2507
2.	22-10-24	" Theat Zin		12:00 PM	07:00 AM	1	1	"
3.	23-10-24	" Htay Hlaing		17:00 PM	07:00 AM	1	1	"
4.	25-10-24	" Kyaw Kyaw Oo		07:00 AM	12:00 PM	1	1	"
5.	26-10-24	" Htay Hlaing		07:00 AM	17:00 PM	1	1	"
6.	27-10-24	" Theat Zin		12:00 PM	07:00 AM	1	1	"
7.	28-10-24	" Kyaw Kyaw Oo		12:00 PM	07:00 AM	1	1	"
8.	30-10-24	" Zee Phyo Thu		07:00 AM	17:00 PM	1	1	"
9.	31-10-24	" Htay Hlaing		07:00 AM	17:00 PM	1	1	"
Total Hours						72 hrs	720000/	
Total Amount								

Prepared By

Knowledge By

Approved By
 (GM/AGM/COO)

Check By HR

Name: U Theat Zin

Name: Aung Thiha myo

Name: _____

Name: _____

05-CHL-HRM-FRM-020-04



Security Report

74 members



Ko Aung Ko Oo

အကြောင်းအရာ။ လုံခြုံရေးတစ်ဦးစီးဌာနပေးရန်။

(1) UMG Group of Companies

၏အဌမအကြိမ်မြောက်

စုပေါင်း

မဟာဘုံကထိန်အားသောင်ကြီး
ဘုန်းကြီးကျောင်း၌ကျင်းပပြု
လုပ်မည်ဖြစ်ပြီးအဆိုပါအခမ်း
အနားတွင်ကားများသွားလာမှု

အ

ဆင်ပြေစေရေး၊ အန္တရာယ်ကင်း
ရှင်းရေးအတွက်လုံခြုံရေးဝန်
ထမ်းတစ်ဦးစီးအားယူနီဖောင်းအ
ပြည့်အစုံဖြင့်(5-11-2024)ရက်
နံနက်(7:00)Amအရောက်H0သို့
စေလွှတ်ပေးရန်အကြောင်းကြား
ပါသည်-

(က) UD BU

(ခ) MAC BU

(ဂ) CE-2 BU

(ဃ) HO

(2) Dutyထွက်Securityများအားဦး

စားပေးစေလွှတ်ရန်နှင့်၎င်းတို့
အားသက်ဆိုင်ရာBUအလိုက်OT
တင်ပေးသွားရန်။

(3) ရကြောင်းပြန်။

U Aung Ko Ko Oo

Security Head

2 edited 7:49 PM



Message

