

Date : 2.8.2024
 BU/BR/Division : MAC
 Department : Logistics
 Issue Amount : 99,000Ks Kyats / USD
 Budget include (or) Not : ကိုးသောင်းကိုးဆောင်ကျပ်

Yes Budgeted Title and Amount :
 No Reasons for :

Required For:

Payment the OT Charges for Warehouse and Ferry.

မှတ်ချက်:

(၁) အဆင့်ဆင့်သက်ဆိုင်ရာတာဝန်ရှိလူကြီးမင်းများအားလုံး သေချာစွာစုံစမ်းစစ်ဆေးတွက်ချက်ပြီးထားသော ငွေပမာဏဖြစ်ရပါမည်။
 (The amount requested must be properly calculated, checked and verified by respective authorized person)
 (၂) ထုတ်ယူငွေနှင့် ပတ်သက်၍ အမှားအယွင်း၊ လိမ်လည်မှု နှင့် အလွဲသုံးစားမှု တစ်စုံတစ်ရာ ရှိခဲ့ပါက၊ သက်ဆိုင်ရာ တာဝန်ရှိစစ်ဆေးအတည်ပြုသူက အပြည့် အဝ ပြန်လည်ရရှိအောင် တာဝန်ယူ ဆောင်ရွက်ပေးရမည်
 (If there is errors, frauds or misappropriation, the authorized person must take full responsibility to recover the loss)

Request By

Checked By

Checked By

Approved By

Approved By


Requester


2/8/24
Mgr/DH

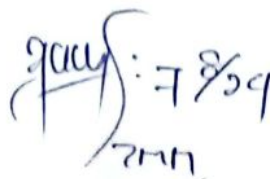

Pyae Phyo Zin
Finance & Account


GM/AGM/COO

CMC/CEO/Chairwoman

Phyo Wai oo Wai Phyo Han Pyae Phyo Zin Seint Seint Thu

04-CFD-CAS-FRM-005-03





OVERTIME REQUEST FORM

BU/BR/DIV Name : **MAC.**
 Department Name : **Logistics**
 Reason for Overtime : **Ferry**

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	1.7.24	Hloing Min Tun	① Man.	6:00 AM	8:00 AM	2	2400	Ferry
2	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
3	2.7.24	"	"	6:00 AM	8:00 AM	2	2400	"
4	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
5	3.7.24	"	"	6:00 AM	8:00 AM	2	2400	"
6	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
7	4.7.24	"	"	6:00 AM	8:00 AM	2	2400	"
8	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
9	5.7.24	"	"	6:00 AM	8:00 AM	2	2400	"
Total Hours						16hr	19200Ks	
Total Amount								

Requested by
 Sign:
 Name: **Hloing Min Tun**
 (Requestor)

Approved by

 Name: **Wai Phyo Han**
 (DH)

Approved by

 (GM/AGM/COO)

Checked by

 Name: **Mya Kay Khading**
 (HR)

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : **MAC.**
 Department Name : **Logistics**
 Reason for Overtime : **Ferry**

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
10	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
11	8.7.24	Hloing Min Tun	① Man.	6:00 AM	8:00 AM	2	2400	Ferry
12	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
13	9.7.24	"	"	6:00 AM	8:00 AM	2	2400	"
14	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
15	10.7.24	"	"	6:00 AM	8:00 AM	2	2400	"
16	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
17	11.7.24	"	"	6:00 AM	8:00 AM	2	2400	"
18	12.7.24	"	"	5:00 AM	6:30 pm	1:30	1800	"
Total Hours						15hr		
Total Amount						30min	18600Ks	

Requested by
 Sign:
 Name: **Hloing Min Tun**
 (Requestor)

Approved by

 Name: **Wai Phyo Han**
 (DH)

Approved by

 (GM/AGM/COO)

Checked by

 Name: **Mya Kay Khading**
 (HR)

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : **MAC**
 Department Name : **Logistics**
 Reason for Overtime : **Feary**

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
19	13.7.24	Hlaing Min Tun	②- Man.	6:00 AM	8:00 AM	2	2400	Feary
20	"	"	"	5:00 PM	6:30 PM	1.30	1800	"
21	15.7.24	"	"	6:00 AM	8:00 AM	2	2400	"
22	"	"	"	5:00 PM	6:30 PM	1.30	1800	"
23	16.7.24	"	"	6:00 AM	8:00 AM	2	2400	"
24	"	"	"	5:00 PM	6:30 PM	1.30	1800	"
25	17.7.24	"	"	6:00 AM	8:00 AM	2	2400	"
26	"	"	"	5:00 PM	6:30 PM	1.30	1800	"
27	18.7.24	"	"	6:00 AM	8:00 AM	2	2400	"
Total Hours						16 hr	19200 Ks	
Total Amount								

Requested by
 Sign:
 Name: **Hlaing Min Tun**
 (Requestor)

Approved by
 Sign:
 Name: **Wai Phye Han**
 (DH)

Approved by
 Sign:
 Name: **GM/AGM/COO**

Checked by
 Sign:
 Name: **Mya Kay Khaing**
 (HR)

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : **MAC**
 Department Name : **Logistics**
 Reason for Overtime : **Feary**

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
28	"	"	"	5:00 PM	6:30 PM	1.30	1800	"
29	22.7.24	Hlaing Min Tun	②- Man.	6:00 AM	8:00 AM	2	2400	Feary
30	"	"	"	5:00 PM	6:30 PM	1.30	1800	"
31	23.7.24	"	"	6:00 AM	8:00 AM	2	2400	"
32	"	"	"	5:00 PM	6:30 PM	1.30	1800	"
33	24.7.24	"	"	6:00 AM	8:00 AM	2	2400	"
34	"	"	"	5:00 PM	6:30 PM	1.30	1800	"
35	25.7.24	"	"	6:00 AM	8:00 AM	2	2400	"
36	"	"	"	5:00 PM	6:30 PM	1.30	1800	"
Total Hours						15 hr	18600 Ks	
Total Amount						30 min		

Requested by
 Sign:
 Name: **Hlaing Min Tun**
 (Requestor)

Approved by
 Sign:
 Name: **Wai Phye Han**
 (DH)

Approved by
 Sign:
 Name: **GM/AGM/COO**

Checked by
 Sign:
 Name: **Mya Kay Khaing**
 (HR)

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : **MAC**
 Department Name : **Logistics**
 Reason for Overtime : **Ferry**

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
37	26.7.24	Hlaing Min Tin	① Man.	6:00 Am	8:00 Am	2	2400	Ferry
38	"	"	"	5:00 pm	6:30 pm	1.30	1800	"
39	27.7.24	"	"	6:00 Am	8:00 Am	2	2400	"
40	"	"	"	5:00 pm	6:30 pm	1.30	1800	"
41	29.7.24	"	"	6:00 Am	8:00 Am	2	2400	"
42	"	"	"	5:00 pm	6:30 pm	1.30	1800	"
43	30.7.24	"	"	6:00 Am	8:00 Am	2	2400	"
44	"	"	"	5:00 pm	6:30 pm	1.30	1800	"
Total Hours						14hr	16,800Ks	
Total Amount								

Requested by
 Sign:
 Name: **Hlaing Min Tin**
 (Requestor)

Approved by

 Wai Phyo Han
 (DL)

Approved by

 (GM/AGM/COO)

Checked by

 Mya Kay Khany
 (HR)

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : **MAC**
 Department Name : **Logistics**
 Reason for Overtime : **Ferry**

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
45	31.7.24	Hlaing Min Tin	① Man.	6:00 Am	8:00 Am	2	2400	Ferry
46	"	"	"	5:00 pm	6:30 pm	1.30	1800	"
47	3.7.24	Myaung Min Thee	① Man.	5:00 pm	6:00 pm	1	1200	600Ks
48	"	S Bo Bo Han	W/L	5:00 pm	6:00 pm	1	1200	"
Total Hours						5hr	6,600Ks	
Total Amount						30min		

Requested by
 Sign:
 Name: **Hlaing Min Tin**
 (Requestor)

Approved by

 Wai Phyo Han

Approved by

 (GM/AGM/COO)

Checked by

 Mya Kay Khany
 (HR)

05-CHL-HRM-FRM-020-05