



OVERTIME REQUEST FORM

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

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	23.8.2024	Aye Min Soe	-	5:00Pm	6:00Pm	1	1200	SDG BR Customer-Moe Food. Model-MC-170BS(Unloading machine)
2	25.8.2024	Aye Min Thu	-	6:30Pm	8:30Pm	2	2400	HPA BR Customer-JIN XIN HOLDING CO.,LTD.Delivery need to parts for Alternator servicing 3units .
3	25.8.2024	Annt Bhone Maw	-	6:30Pm	8:30Pm	2	2400	
						Total Hours	5	
						Total Amount	6000	

Prepared By

Name: Chit Pon Su

Knowledged By

Name:Tint Naing

Approved By

Name:Soe Htet Tin

Check By HR

Name: Zin Mar Kyaw

05-CHL-HRM-FRM-020-04