



OVERTIME REQUEST FORM

BU/BR/Div Name : PG BU
 Department : Rental Department
 Reason for Overtime : Pre delivery inspection

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	20.03.2025	Toe Wai Phyo	1200	5:00PM	9:00PM	4.0	4800	Matador 150 KVA PDI and test run inspection load site check late Customer-Synetgy plus Location-Mingalartawnyunt
2		Yan Myo Aung	1000	5:00PM	9:00PM	4.0	4000	
3	17.3.2025	Pyae Phyo Kyaw	1200	5:00PM	10:00PM	4.5	5400	Matador 250kva load test run and turbo checking Location - HO Matador 60kva PDI Customer-Chaw Su Khaing Location - Pyi Road
4		Aung Aung	1200	5:00PM	7:30PM	2.5	3000	
Total Hours						15.0	17200	
Total Amount								

Prepared By

Hsu Yee Htet

Knownledged By

Name: Aung Ko Oo

Approved By
(GM/AGM/COO)

Name: Soe Htet Tin

Check By HR

Name: Phyo Wai Nyein
05-CHL-HRM-FRM-020-05