



TRAVEL ADVANCE CLEAR FORM

Cash Advance		Avg Phyo Thu		13.5.25 to 26.5.25	
Employee Name	Aung Chan Kyaw	Estimated Date of Travel	13.5.25 to 28.5.25		
Position Rank	STDP, STDP	Total Day	16 days / 14 days		
BU/BR/Div, Dept	EE Service	Destination	12 283		
Purpose	Glu Solar System Installation & Battery Installation				
Traveling Period					
Arrival Place	Meiktila - Pyawbwe - Myittha				
Actual Date & Time of Travel	13.5.25 to 28.5.25				
Total Day	16 days				
HR Name	Thant Thant Thu				
HR Sign					
BOH/Authorized Person Name	Aung Mya Swe				
BOH/Authorized Person					

Advance Clear			
Actual Date & Time of Travel	13.5.25 to 28.5.25	Total Day	16 days
Departure Date & Time	13.5.25	Arrival Date & Time	28.5.25
Date	Description	Total Amount	
		Kyats	USD
13.5.25 to 28.5.25	CTA Charges (16 days x 15,000K) For APT	240,000K	
13.5.25 to 26.5.25	TAC Charges (4 days x 15,000K) For ATK	20,000K	
	✓ Bus ticket	89,000K	
	✓ Transportation Charges	15,000K	
	✓ Cycle fuel Charges	5,000K	
	✓ Car Rental Charges (Meiktila to Pyawbwe)	60,000K	
	✓ Taxi Charges	110,000K	
	✓ Guest House Charges	150,000K	
Total Expense (Kyats/USD)		879,000K	
Cash Advance (Kyats/USD)		900,000K	
Balance Refund/Additional (Kyats/USD)		21,000K	

Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	E Aung Phyo	Admin	31.5.25	
Approved By Dept Head	Aung Ro Ko Oo	ADH	31.5.25	
Approved By GM/AGM/COO	Phyo Thu	AGM	26.25.	
Acknowledged by related Superior for Job Report	U Aye Man Htoon			
HR Check & Approved	Ayein E ² Khaing	HR	31.5.25	
Cash Received				

Remark

From (မှ) Yangon To (သို့) Meiktila

Traveller (သို့မဟုတ်) Aung Tran Kyaw, Aung Phyo Thu
 Contact (ဖုန်းနံပါတ်) 09751380199

Seat(s) (ပုံနှိပ်ခေါင်းစဉ်) G1, G1

Class/Type 3+2+1 - Higher (2+1) Bus No. (ကားနံပါတ်)

Booking Reference 9038-2948 Status CONFIRMED

Departure (ထွက်ခွာ) May 13, 8:30 AM Gate (ခိတ်) Aung Mingalar Bus Terminal

Special Request (ပုဂ္ဂိုလ်ရေး)

Printed Time : May 13, 7:46 AM

Passengers Total 2
 72,000

NPIC or Passport is necessary to travel

မှတ်တမ်း ဝယ် ဖြစ်ပါက ဖြည့်ပါ။

58000

Check-in 30 min before the departure time.
 ကားထွက်ခွာ 30 မိနစ် အတိုင်း ဖြည့်ပါ။

Each passenger is allowed one carry-on baggage.
 မိန့်တစ်ဦးတည်း တစ်ဦးတည်း ဝယ်ယူခွင့် ရှိပါသည်။

No refund will be issued after the departure.
 ကားထွက်ခွာပြီး နောက်တွင် ဝယ်ယူခွင့် မရှိပါ။

ကမ်းခြေ ဝယ်ယူခွင့် ရှိပြီး မကမ်းခြေ ဝယ်ယူခွင့် မရှိပါ။
 ဤစည်းကမ်းချက်များကို ဝယ်ယူခွင့် ရရှိပြီးနောက် ဝယ်ယူခွင့်
 မှတ်တမ်း ဝယ်ယူခွင့် မရှိပါ။

Contact Phone: Call Center-09722 689
 ၀၀၅, Yeh-095010101, NPT-0975125127, Meiktila-09786
 8856671407, 09402651991, Bagan-09429291000, PCL-09
 Pakke-09 7735 45 566, Myingyan-09 771 9680
 2, Mayway 00 2300 83 236, Lakkone-094480 11 956

Handwritten notes at the top of the page.

မန္တလေး

mandalayairline.com.mm

From (မှ) Mandalay To (သို့) Yangon

Traveler (ခရီးသည်) Aung Phyo Thu Contact (ဖုန်းနံပါတ်) 09581568557

Seat(s) (နံပါတ်များ) 10

Class/Type ဝိုင်းစီး (Business Class) Tablet + ခရီးတင်ခံပါ Booking Reference 5751-2988 Bus No. (ကားနံပါတ်) 50-4292 Status CONFIRMED

Departure (ထွက်ခွာ) May 28, 7:30 PM Gate (ဂိတ်) Chan Mya Shwe Pyi Bus Terminal

Special Request (မှတ်ချက်)

Printed Time : May 28, 6:59 PM

Passengers Total 1 31 000

MRC or Passport is necessary to travel *မှတ်ပုံတင် ဝါးစီနပ်စ်နှင့် ပြုပါမည်*

Check-in 30 min before the departure time. ကားထွက်ခွာ 30 မိနစ်ကြိုကပ်ရောက်ရှိချိန် လိုက်ရပါမည်။

Each passenger is allowed one carry-on luggage. ခရီးသည်တစ်ဦးတစ်ဦးအတွက် တစ်ခုတည်းကပ်ဆောင်ခွင့်ရှိပါသည်။

No refund will be issued after the departure. ကားထွက်ခွာပြီးနောက် ချမ်းသာမှုမရှိပါက ဝေငွေမပြန်ပေးပါ။

လုပ်ငန်းလက်မှတ်ထုတ်ပြန် မှားယွင်းပါက မိမိနှင့် အတူပါလာသော ဝန်ထုပ်များ မိမိနှင့် တစ်တည်း တာဝန်ရှိပါ။ လျှောက်ပေးပါက တားမြစ်ပေးပါမည်။

Contact Phone: CallCenter 09772 889 098, YGN-095020181, MPT-09251251277, Menkhtila- 09788 885587, MDY-0940265199, Bagan-09429291000, PDL-09 885587, Pakkoku-09 7233 45 666, Myingyan-09 771 9680 78, Magway-09 2560 83 936, Tatkhone-094480 12 51 6

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1416948

ဝိပဿနာစင်တာ (ရန်ကင်း)

မန္တလား

www.dhammadownload.com

မန္တလား

ဝိပဿနာစင်တာ (ရန်ကင်း) - ဖုန်း: 09-42291000

မန္တလား - ဖုန်း: 09-42291000

Reference No
7570-3209

ရက်စွဲ
May 13 8:08 AM

ရန်ကင်း
(ဝိပဿနာစင်တာ)

မန္တလား
(ဝိပဿနာစင်တာ)
(A-1) မိတ္ထီလာအစောင့်ပြေး
ကားလမ်း၊ ကောက်စင်နန်း၊ အလွန်
အလွန် ကမ္ဘာ့
အလွန် (၇) အနီး)

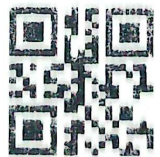
ပို့သူ
3R-1340
12345678

လက်ခံသူ
No-G-2
12345678

အမျိုးအစား
ပစ္စည်း

အမျိုးအစား
3

ကုန်အခ	15,000
ကျသင့်ငွေ	15,000
ရှင်းပြီး	15,000
စုစုပေါင်းကျသင့်ငွေ	0



Handwritten signature

ကုန်စာရင်းလွှဲသွင်းသူ
lupin@car200
မှတ်ချက်
လူပါ

ကုန်စာရင်းမရရှိရန်
no data
Printed Time
May 13 8:08 AM

ဝိပဿနာစင်တာ (ရန်ကင်း) ဝိပဿနာစင်တာ (ရန်ကင်း)

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ကျော်

ဝက်သုံးဆီအရောင်းဆိုင်
မြစ်သားမြို့
၀၆၆-၆၀၀၃၆

ဝယ်ယူအမည်

ရက်စွဲ

23.5.2025

အမျိုးအစား

-

(၅၃၂)

ငါလံ

-

ဈေးနှုန်း

-

ကျသင့်ငွေ

-

5000 %



လက်မှတ်

GENERAL EXPENSE CLAIM FORM



Unit : RE
 Unit Name : Service

No.	Date	Name	Description	Amount	Remarks
1.	14.5.25	Aung Phyo Thu Aung Chan Kyaw		60,000	Blg. 2nd fl. garden house mango tree sp. of house
			Meiktila g Pyawbwe St. 20000		
Total Amount				60,000	

Requested by	Approved by	Checked by	Approved by	Approved by
Sign :				
Name : E. Aung Phyo (Requester)	Aung Loke Oo (Department Head)	Zon Aye in Aye (Related FNA/Corp FNA)	Phyo Thu (OM/AGM/GM)	(ACOO/COO/MD/VCN)

02-REN-FNA-FRM-002-01



2025-05-30

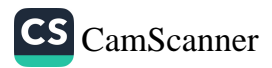


No.589-592,Bo Aung Kyaw Street,Yangon Pathwin High Way Road,Hlaing Thar Yar Township, Yangon, Myanmar.

Print Date : 31-May-2025

Taxi (Bus,Motorcycle,3-wheel etc...) Charges Form

No	Date	Holding Business	Department	Name	Rental Purpose	Departure Time	Start Location	End Location	Claim Amount	Allowed Amount	Status	Remark
1	2025-05-30	Renewable Energy	Service, Service & Installation	Nay Win Myint(2), Nyein Ko Ko Win, Win Kyaw, Zwel Nyein Aung	GO TO BAHAN, FOR BATTERY REPLACEMENT.	09:00	HO	BAHAN (NEAR SHWE KAUNG HOTPOT)	20,000	20,000	GA Manager Approved	NO CAR IN BU, BATTERY
2	2025-05-30	Renewable Energy	Service, Service & Installation	Nay Win Myint(2), Nyein Ko Ko Win, Win Kyaw, Zwel Nyein Aung	GO TO BAHAN, FOR BATTERY REPLACEMENT.	13:30	BAHAN (NEAR SHWE KAUNG HO		20,000	20,000	GA Manager Approved	NO CAR IN BU, BATTERY
3	2025-05-13	Renewable Energy	Service	Aung Phyo Thu (2) , Aung Than Kyaw (2)	Went to Meiktila - Pyawbwe - Myinttar, for Solar System Installation.	07:30	UMG Bogyoke Hostel (Hlaing Thar Yar)	Aung Min Galar Highway	25,000	25,000	GA Manager Approved	Tools box-3box, package and other accessories.
4	2025-05-15	Renewable Energy	Service	Aung Phyo Thu (2) , Aung Than Kyaw (2)	for installation	07:30	Lamin Paing Guest House (Pyawbwe)	U Myo Myint Myat Job site (Pyawbwe)	5,000	5,000	GA Manager Approved	Go to Job site
5	2025-05-15	Renewable Energy	Service	Aung Phyo Thu (2) , Aung Than Kyaw (2)	for installation	18:00	U Myo Myint Myat Job site (Pyawbwe)	Lamin Paing Guest House (Pyawbwe)	5,000	5,000	GA Manager Approved	come back from job site
6	2025-05-16	Renewable Energy	Service	Aung Phyo Thu (2) , Aung Than Kyaw (2)	for installation	07:30	Lamin Paing Guest House (Pyawbwe)	U Myo Myint Myat Job site (Pyawbwe)	5,000	5,000	GA Manager Approved	Go to Job site
7	2025-05-16	Renewable Energy	Service	Aung Phyo Thu (2) , Aung Than Kyaw (2)	for installation	17:30	U Myo Myint Myat Job site (Pyawbwe)	Lamin Paing Guest House (Pyawbwe)	5,000	5,000	GA Manager Approved	come back from job site
8	2025-05-17	Renewable Energy	Service	Aung Phyo Thu (2) , Aung Than Kyaw (2)	for installation	07:30	Lamin Paing Guest House (Pyawbwe)	U Myo Myint Myat Job site (Pyawbwe)	5,000	5,000	GA Manager Approved	Go to Job site
9	2025-05-17	Renewable Energy	Service	Aung Phyo Thu (2) , Aung Than Kyaw (2)	for installation	17:30	U Myo Myint Myat Job site (Pyawbwe)	Lamin Paing Guest House (Pyawbwe)	5,000	5,000	GA Manager Approved	come back from job site
10	2025-05-18	Renewable Energy	Service	Aung Phyo Thu (2) , Aung Than Kyaw (2)	for installation	07:30	Lamin Paing Guest House (Pyawbwe)	U Myo Myint Myat Job site (Pyawbwe)	5,000	5,000	GA Manager Approved	Go to Job site
11	2025-05-18	Renewable Energy	Service	Aung Phyo Thu (2) , Aung Than Kyaw (2)	for installation	17:00	U Myo Myint Myat Job site (Pyawbwe)	Lamin Paing Guest House (Pyawbwe)	5,000	5,000	GA Manager Approved	come back from job site
12	2025-05-13	Renewable Energy	Service	Aung Phyo Thu (2) , Aung Than Kyaw (2)	Went to Meiktila - Pyawbwe - Myinttar, for Solar System Installation.	17:30	Meiktika Highway	Meiktika BR	20,000	20,000	GA Manager Approved	Tools box-3box, package and other accessories.
13	2025-05-29	Renewable Energy	Service	Aung Phyo Thu (2)	Come Back from MDY	09:00	Aung Mingalar Highway	UMG Bogyoke Hostel	25,000	25,000	GA Manager Approved	Tools box-3box, package and other accessories.



လမ်းပန်းဆိုင်


တည်းခိုရိပ်သာ

ထောင်ကြီးလမ်းဆုံအနီး၊ အားထောင်ကျေးရွာ၊ ပျော်ဘွယ်မြို့။
 ဖုန်း: ၀၉-၇၇၅ ၄၇၅ ၀၀၃၊ ၀၉-၇၀၆ ၁၃၃ ၃၂၁၊ ၀၉-၄၀၂၅၂၀ ၁၁၀

အမည် winning way နေ့စွဲ _____
 နေရပ် _____

စဉ်	အမျိုးအမည်	နှုန်း	သင့်ငွေ
၁၂	A-4	30000	150000
	(14-5-2025 - 18-5-2025)	အောက်မြို့သူ အောက်သုံးကျပ်	7
	5၇၀		
	paid		
	မန်နေဂျာ		150000
	လမ်းပိုင် - တည်းခိုရိပ်သာ		

ရန်ကုန် - မန္တလေး ကားလမ်းတေး၊ ပျော်ဘွယ်မြို့
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 Ngwestar (Pyawbwe)

စုစုပေါင်း -
 APV + AVK 



TRAVELLING REPORT

Date: 30.5.2025

Report To	Ko Aung Ko Ko Go	
Employee Name	Aung Mye Thu / Aung Htoo Kyin	
Position	STDP-3	
Department	Service	
Business	NI	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	13.5.25	28.5.25
Total Days	16 days	
Trip Information	1. From	To
	Yangon	Meiktila
	2. From	To
Pgawbwe	Myittha	
3. From	To	
Purpose For Travelling	Solar System installation 6kw & 12kw	
Travel Date	Activities	Remark
13.5.2025	-Went to Meiktila from Yangon for job site.	T①
14.5.2025	Made morning exercise, SS and attending meeting at Meiktila branch. -Went to Pgawbwe customer U Myo Myint Myat job site. -checked the needed accessories for the site and list & bought needed accessories.	T②

Reported by
 Sign: *[Signature]*
 Name: Aung Mye Thu
 Position: STDP-3

Checked by
 Sign: *[Signature]*
 Name: Aung Ko Ko Go
 Position: AD11

Approved by
 Sign: *[Signature]*
 Name: U Aye Man Htoon
 Position:

[Signature]
 Aung Htoo Kyin
 31/6/2025

(DH/AGM/GM) (COO)

05-CHL-HRM-FRM-064-01

Proper lead time { Total 16 days - Travelling - 5 days

{ YGN - MTL
 MTL -> PB
 MTL -> MT
 MT -> MDL
 MDL -> YGN.

Site survey is not done on site with MTL and some in mt.



TRAVELLING REPORT

Date: 30.5.2025

Report To	Ko Aung Ya Ko Oo	
Employee Name	Aung Phyo Thu / Aung Than Kyaw	
Position	STPP-3	
Department	Service	
Business	RE	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	13.5.25	28.5.25
Total Days	16 days	
Trip Information	1. From	To
	Pyawbwe	Myattha
	2. From	To
3. From	To	
Purpose For Travelling	Solar system installation @ 12kw	
Travel Date	Activities	Remark
15.5.2025	- Installed L-Feet, rail rods for solar panel 14 pcs. Installed solar panel 14 pcs. - Measured and set up solar cable way.	
16.5.2025	- At Pyawbwe customer U Myo Min Myat site, made earthing system and run for solar cable piping way. Then set up inverter, battery breaker and bus-bar box on the board.	

Reported by

Sign : *[Signature]*
 Name : Aung Phyo Thu
 Position : STPP-3

Checked by

Sign : *[Signature]*
 Name : Aung Ko Ko Oo
 Position : ADU

(DH/AGM/GM)

Approved by

Sign : *[Signature]*
 Name : U Aye Mon Htoon
 Position :

(COO)

[Signature]
 Aung Han Ulin
 31/6/25

05-CHL-HRM-FRM-064-01

TRAVELLING REPORT

 Date: 30.5.2025

Report To	Ko Aung Ko Ko Oo	
Employee Name	Aung Phyo Thu / Aung Than Kyaw	
Position	STP-3	
Department	Service	
Business	RF	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	18.5.25	28.5.25
Total Days	16 days	
Trip Information	1. From <u>YK.R.</u> To <u>Meiktila</u>	
	2. From <u>Pyawbwe</u> To <u>Myittha</u>	
	3. From To	
Purpose For Travelling	Solar System installation 6kw & 12kw	
Travel Date	Activities	Remark
17. 5. 2025	Set up AC in doud cable termination and finished the installation. Then test the solar voltage with meter in the fuse. It is ok. Made the system is normal.	
18. 5. 2025	- At Pyawbwe customer U Myo Myint Myat site, we test run loads with solar and EPC. It was ok connected with monitoring system. Wrote the service report and take the custome sign.	

Reported by

 Sign : [Signature]
 Name : Aung Phyo Thu
 Position : STP-3
Checked by

 Sign : [Signature]
 Name : Aung Ko Ko Oo
 Position : ADN

(DH/AGM/GM)

Approved by

 Sign :
 Name : U Aye Men Htun
 Position :

(COO)

05-CHL-HRM-FRM-064-01



TRAVELLING REPORT

Date: 30.5.2025

UMG

Report To
Employee

Report To	Ko Aung Ko Ko Oo	
Employee Name	Aung Phyo Thun / Aung Thun Kyaw	
Position	STOP-3	
Department	Service	
Business	RE	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	18.5.25 12:00pm	28.5.25
Total Days	10 days	
Trip Information	1. From	To
	Pyawbwe	Meiktila
	2. From	To
Pyawbwe	Myitttha	
3. From	To	
Purpose For Travelling	Solar System Installation 6kw & 12kw	
Travel Date	Activities	Remark
19.5.2025	- checked the battery charging with solar and BPC and loads usage. It was ok. Explained to customer how to use the system well. Then we go back from Pyawbwe to Meiktila.	
20.5.2025	- Made morning exercise, 5s and attended meeting - checked the voltage of 12V 200 Ah gel battery - 13.5 8 pcs. Went to Myitttha job from Meiktila branch.	

Reported by

Sign :

Name : Aung Phyo Thun

Position : STOP-3

Checked by

Sign :

Name : Aung Ko Ko Oo

Position : ADH

Approved by

Sign :

Name : U Aye Man Htoon

Position :

(DH/AGM/GM)

(COO)

05-CHL-HRM-FRM-064-01

TRAVELLING REPORT

Date: 30.5.2025

Report To	KO Aung KO KO Oo	
Employee Name	Aung Phyo Thu Aung Than Kyaw	
Position	SIDP-3	
Department	SERVICE	
Business	RE	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	18.5.25	28.5.25
Total Days	16 days	
Trip Information	1. From	To
	Yegon	Makhta
	2. From	To
Pgambue	Myitar	
3. From	To	
Purpose For Travelling	Solar System installation. 3kw & 12kw	
Travel Date	Activities	Remark
21.5.2025	<p>• Discuss with Iron Frame maker and gave him the structure design. List and calculate the job site needed accessories and bought needed. Then set up ML 3kw off-grid inverter, and 200AH classic battery unit. Ess system is all finished.</p>	
22.5.2025	<p>• Made the earthing system and measure the ohm. It is ok And made solar cable piping ways and earthing cable ways.</p>	

Reported by

Sign : *[Signature]*
 Name : Aung Phyo Thu
 Position : SIDP-3

Checked by

Sign : *[Signature]*
 Name : Aung Ko Ko Oo
 Position : AOH

(DH/AGM/GM)

Approved by

Sign : *[Signature]*
 Name : U Aye Mon Htoon.
 Position :

(COO)

05-CHL-HRM-FRM-064-01

TRAVELLING REPORT

Date: 30.5.2025

Report To	Ko Aung Ko Ko Oo	
Employee Name	Aung Phyo The / Aung Than Kyaw	
Position	STDP-3	
Department	Service	
Business	RF	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days	18.5.25 16 days	28.5.25
Trip Information	1. From	To
	2. From	To
	3. From	To
Purpose For Travelling	Solar System installation 6kw & 12kw	
Travel Date	Activities	Remark
28.5.2025	- Installed L-foot an, rail rods and solar panel 6 pcs. Made an solar cable way and piping way. The earth cable was about 10 meters long. So we've asked the Meiktila branch for help. We will be able to finish it tomorrow if we get the rope.	

Reported by

Sign : *[Signature]*
 Name : Aung Phyo The
 Position : STDP-3

Checked by

Sign : *[Signature]*
 Name : Aung Ko Ko Oo
 Position : AOH

(DH/AGM/GM)

Approved by

Sign : *[Signature]*
 Name : U Aye Mon Htoon
 Position :

(COO)

05-CHL-HRM-FRM-064-01

RT
 Date: 30.5.2025
 Htoo Kyaw

TRAVELLING REPORT

Date: 30.5.2025

Report To	Ko Nung Ko Ko Oo	
Employee Name	Aung Phyo Thu / Aung Thari Kyaw	
Position	STP-3	
Department	SERVICE	
Business	RE	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	18.5.25	28.5.25
Total Days	16 days	
Trip Information	1. From	To
	Yan	Meiktila
	2. From	To
Pyanbue	Myittha	
3. From	To	
Purpose For Travelling	Solar System installation 6kW & 12 kW	
Travel Date	Activities	Remark
24.5.2025	- Went to take the earth cable at Myittha mini bus station. And we continue run for solar cable ways and finished. Test run loads and charging with solar and epe - it was ok.	
25.5.2025	- Watched and checked the system is normal. It's ok. And changed with a new VA protector for output. Then, test the loads with it. It's good. So that all the processes are fully done.	

Reported by
 Sign : *[Signature]*
 Name : Aung Phyo Thu
 Position : STP-3

Checked by
 Sign : *[Signature]*
 Name : Aung Ko Ko Oo
 Position : ADH

Approved by
 Sign : *[Signature]*
 Name : U Aye Mya Htoon
 Position :

(DH/AGM/GM)


(COO)

05-CHL-HRM-FRM-064-01

Date: 30.5.2025

Report To	Ko Aung Ko Ko Co	
Employee Name	Aung Phyo The / Aung Than Kyaw	
Position	STDP-3	
Department	Service	
Business	RE	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	18.5.25	28.5.25
Total Days	6 days	
Trip Information	1. From	To
	2. From	To
	3. From	To
Purpose For Travelling	Solar system installation 6kW & 12kW	
Travel Date	Activities	Remark
26/5/2025	-Checked the tools and accessories as a list. Then watched the system's normal working. It's good. Went to Mandalay from Myittha for helping job site.	(A)
27/5/2025	-Went to customer U Ko Ko Oyi site, installed inverter to AC/PC breaker and made wiring system. Set up battery cables to battery bus-bar and connected the ML 200Ah battery units. Run solar cable ways and test the inverter is normal. It's normal. Test run leads with Epc. It's ok. We didn't test with the solar because it's raining. Job was done.	

Reported by


Sign : 
 Name : Aung Phyo The
 Position : STDP-3

Checked by

Sign : 
 Name : Aung Ko Ko Co
 Position : ADH

(DH/AGM/GM)

Approved by

Sign : 
 Name : U Aye Man Htoon
 Position :


(COO)


05-CHI-HRM-FRM-064-01

TRAVELLING REPORT


Date: 30.5.2025

Report To	Ko Aung Ko Ko Oo	
Employee Name	Aung Phyo Thra Aung Thra Kyaw	
Position	STOP-3	
Department	Service	
Business	RE	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	18.5.25	28.5.25
Total Days	16 days	
Trip Information	1. From	To
	Karw	Mektila
	2. From	To
Pganbae	Mgitar	
3. From	To	
Purpose For Travelling	Solar System installation 6kw & 2kw	
Travel Date	Activities	Remark
28/5/2025	- Checked the batteries at the Mandalay branch. It's fine.	
29/5/2025	- Went back to Yangon from Mandalay at 7:30pm.	← T(5)

Reported by
 Sign : 
 Name : Aung Phyo Thra Aung Thra Kyaw
 Position : STOP-3

Checked by
 Sign : 
 Name : Ko Aung Ko Ko Oo
 Position : ADH

(DH/AGM/GM)

Approved by
 Sign : 
 Name : U Aye Man Htoon
 Position :

(COO)

05-CHL-HRM-FRM-064-01