

OVERTIME REQUEST FORM

BU/BR/DIV Name : (MAC)
 Department Name : Security (HR/BA)
 Reason for Overtime : (အင်အား / အဆိုရှင်ပိတ်ရက် OT)

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	3.1.25	Zar Phyo Th	Security	07:00	17:00	8hrs	8000	အင်အားပိတ် OT
2	4.1.25	Phant Tin	"	07:00	17:00	8hrs	8000	အင်အားပိတ် OT
3	"	Hlay Hlay	"	07:00	17:00	8hrs	8000	အင်အားပိတ် OT
4	"	Zar Phyo Th	"	17:00	07:00	8hrs	8000	အင်အားပိတ် OT
5	"	Hlay Hlay	"	17:00	07:00	8hrs	8000	"
6	5.1.25	Phant Tin	"	17:00	07:00	8hrs	8000	အင်အားပိတ် OT
7	6.1.25	Aung Kyaw Win	"	17:00	07:00	8hrs	8000	"
8	7.1.25	Zar Phyo Th	"	17:00	07:00	8hrs	8000	"
9	8.1.25	Zar Phyo Th	"	07:00	17:00	8hrs	8000	"
						Total Hours	72hrs	
						Total Amount	72000	

Requested by
 Sign :
 Name : U Zar Phyo Th
 (Requestor)

Approved by

 (DH)

Approved by
 (GM/AGM/COO)

Checked by

 (HR)

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : (MAC)
 Department Name : Security (HR/GA)
 Reason for Overtime : (Security @ OT)

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	9.1.25	Hday Hday	Security	07:00	17:00	8hrs	5000	Security @ OT
2	10.1.25	Car Phys R	"	07:00	17:00	"	"	"
3	"	Plant Op	"	17:00	07:00	"	"	"
4	11.1.25	Hday Hday	"	07:00	17:00	"	"	"
5	"	Car Phys R	"	17:00	07:00	"	"	"
6	12.1.25	Hday Hday	"	17:00	07:00	"	"	"
7	13.1.25	Car Phys R	"	07:00	17:00	"	"	"
8	"	Plant Op	"	17:00	07:00	"	"	"
9	14.1.25	Hday Hday	"	07:00	17:00	"	"	"
Total Hours						72hrs	70000	
Total Amount								

Requested by
 Sign :
 Name : W Car Phys R
 (Requestor)

Approved by

 (DH)

Approved by
 (GM/AGM/COO)

Checked by


 (HR)

05-CHL-HRM-FRM-020-05

OVERTIME REQUEST FORM

BU/BR/DIV Name : (MAC)
 Department Name : Security (HR/GA)
 Reason for Overtime : (30000 @ OT)

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	15.1.25	Can Phys R	Security	07100	17100	8hrs	8000	Security OT
2	"	"	"	17100	07100	"	"	"
3	16.1.25	Hday Hday	"	07100	17100	"	"	"
4	"	Can Phys R	"	17100	07100	"	"	"
5	18.1.25	"	"	07100	17100	"	"	"
6	"	Hand Ch	"	17100	07100	"	"	"
7	19.1.25	Hday Hday	"	07100	17100	"	"	"
8	20.1.25	Can Phys R	"	07100	17100	"	"	"
9	"	"	"	17100	07100	"	"	"
Total Hours						72hrs	72000	
Total Amount								

Requested by
 Sign : 
 Name : U Can Phys R
 (Requestor)

Approved by

 (DH)

Approved by
 (GM/AGM/COO)

Checked by

 (HR)

05-CHL-HRM-FRM-020-05