



### CASH ADVANCE CLEAR FORM

Date : 24.5.24

BU/BU/Division : Remon

Department : Administration

Advance Issue : 700,000/Kyats/.....USD

No	Issue Time	Date	Payment Voucher No	Amount		Descriptions
				USD	Kyats	
1	1 <sup>st</sup> Time Advance	14/5/24	Pv/REM/2024		700,000	Adv. Clear Security
2	2 <sup>nd</sup> Time Advance		15/052			of for (24.4.24 to
3	3 <sup>rd</sup> Time Advance					23.5.24) @ J.E.
Total Advance					700,000	
Total Actual					640,000	
Balance Refund/Additional					60,000	

Request By

Checked By

Checked By

Approved By

Approved By

Naw Ahi Moo yar

Zaepor Lin

Khin Swe Win

Mawng Mawng

Requester















Mgr/DH

Finance & Account

GM/AGM/COO

CMC

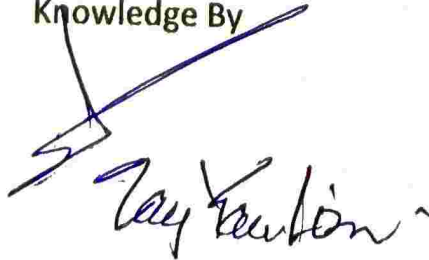
### Recon Security Ot For (24.4.24 To 23.5.24)

No	Name	Amount	Sign	Remark
1	Myaing	24000		
2	Myat Soe	8000		
3	Arkar Soe	40000		
4	Nay Win	40000		
5	Htay Aung	80000		
6	Si Thu Hein	80000		
7	Zaw Moe	56000		
8	Wai Yan Phyoo	32000		
9	Thet Naing Htun	56000		
10	Win Naing Oo	48000		
11	Thant Zaw Oo	64000		
12	Aung Thu	48000		
13	Than Htike Lin	48000		
14	Thein Htwe	16000		
		<b>640000</b>		



Prepared By

Knowledge By



Approved By



UMG

# OVERTIME REQUEST FORM

BU/BR/DIV Name : *Recor*  
 Department Name : *Administration*  
 Reason for Overtime :

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	18.5.2024	<i>၆၅၆၅၅၅</i> ✓	<i>Security</i>	17:00	07:00	8	8000/	<i>ကော်မရှင်</i>
2.	19.5.2024	<i>၆၅၆၅၅၅</i> ✓	<i>u</i>	17:00	07:00	8	8000/	<i>ကော်မရှင်</i>
3.	22.5.2024	<i>၆၅၆၅၅၅</i> ✓	<i>u</i>	07:00	17:00	8	8000/	<i>ကော်မရှင်</i>
4.	22.5.2024	<i>၆၅၆၅၅၅</i> ✓	<i>u</i>	07:00	17:00	8	8000/	<i>ကော်မရှင်</i>
5.	22.5.2024	<i>၆၅၆၅၅၅</i> ✓	<i>u</i>	17:00	07:00	8	8000/	<i>ကော်မရှင်</i>
6.	22.5.2024	<i>၆၅၆၅၅၅</i> ✓	<i>u</i>	17:00	07:00	8	8000/	<i>ကော်မရှင်</i>
7.	22.5.2024	<i>၆၅၆၅၅၅</i> ✓	<i>u</i>	17:00	07:00	8	8000/	<i>ကော်မရှင်</i>
8.	22.5.2024	<i>၆၅၆၅၅၅</i> ✓	<i>u</i>	17:00	07:00	8	8000/	<i>ကော်မရှင်</i>
						Total Hours	<b>64</b>	
						Total Amount	<b>64000/</b>	

Requested by : *[Signature]*  
 Name : *U Aikar Soe* (Requestor)

Approved by : *[Signature]* (DH)

Approved by : *[Signature]* (GM/AGM/COO)

Checked by : *[Signature]* (HR)



# OVERTIME REQUEST FORM

BU/BR/DIV Name : Recon'  
 Department Name : Administration  
 Reason for Overtime :

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	21.11.21	Dy. Secy	Security	07:00	17:00	8	8000	memo
2	26 " "	"	"	17:00	07:00	8	8000	"
3	28 " "	"	"	07:00	17:00	8	8000	"
4	1.5.2021	"	"	17:00	07:00	8	8000	"
5	3.5. " "	"	"	17:00	07:00	8	8000	"
6	10 " "	"	"	07:00	17:00	8	8000	"
7	16 " "	"	"	07:00	17:00	8	8000	"
						Total Hours	56	
						Total Amount	56000/-	

Requested by: *[Signature]*  
 Name: U Ar Lakshmi Sae (Requestor)  
 Approved by: *[Signature]* (DH)  
 Approved by: *[Signature]* (GM/AGM/COO)  
 Checked by: *[Signature]* (HR)

05-CHL-HRM-FRM-020-05



# OVERTIME REQUEST FORM

BU/BR/DIV Name : Recon'  
 Department Name : Administration  
 Reason for Overtime :

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	25.11.2021	Dy. Secy	Security	17:00	07:00	8	8000	memo
2	29. " "	"	"	07:00	17:00	8	8000	"
3	30 " "	"	"	17:00	07:00	8	8000	"
4	1.5.2021	"	"	07:00	17:00	8	8000	"
5	1. " "	"	"	17:00	07:00	8	8000	"
6	5 " "	"	"	07:00	17:00	8	8000	"
7	8 " "	"	"	17:00	07:00	8	8000	"
8	13 " "	"	"	17:00	07:00	8	8000	"
						Total Hours	64	
						Total Amount	64000/-	

Requested by: *[Signature]*  
 Name: U Ar Lakshmi Sae (Requestor)  
 Approved by: *[Signature]* (DH)  
 Approved by: *[Signature]* (GM/AGM/COO)  
 Checked by: *[Signature]* (HR)

05-CHL-HRM-FRM-020-05



# OVERTIME REQUEST FORM

BU/BR/DIV Name : *Recon*  
 Department Name : *Administration*  
 Reason for Overtime :

No.	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
1	30.4.2024	<i>Sumoq</i>	<i>Security</i>	07:00	17:00	8	8000	<i>MEMORANDUM OF</i>	
2	1.5.2024	"	<i>Head</i>	07:00	17:00	8	8000	<i>MEMORANDUM OF</i>	
3	4.5.2024	"	"	07:00	17:00	8	8000	<i>MEMORANDUM OF</i>	
							7		
Total Hours							24	24000/-	
Total Amount									

Requested by: *[Signature]*  
 Name: *U As Khan Soe* (Requestor)  
 Approved by: *[Signature]* (DH)  
 Approved by: *[Signature]* (GM/AGM/COO)  
 Checked by: *[Signature]* (HR)

05-CHL-HRM-FRM-020-05



# OVERTIME REQUEST FORM

BU/BR/DIV Name : *Recon*  
 Department Name : *Administration*  
 Reason for Overtime :

No.	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
1	1.5.2024	<i>As Khan Soe</i>		17:00	07:00	8	8000	<i>MEMORANDUM OF</i>	
2	6. " "	"		07:00	17:00	8	8000	<i>MEMORANDUM OF</i>	
3	10. " "	"		07:00	17:00	8	8000	<i>MEMORANDUM OF</i>	
4	10. " "	"		17:00	07:00	8	8000	<i>MEMORANDUM OF</i>	
5	11.5.2024	<i>As Khan Soe</i>		07:00	17:00	8	8000	<i>MEMORANDUM OF</i>	
6	12. " "	"		17:00	07:00	8	8000	<i>MEMORANDUM OF</i>	
7	17. " "	"		07:00	17:00	8	8000	<i>MEMORANDUM OF</i>	
Total Hours							56	56000/-	
Total Amount									

Requested by: *[Signature]*  
 Name: *U As Khan Soe* (Requestor)  
 Approved by: *[Signature]* (DH)  
 Approved by: *[Signature]* (GM/AGM/COO)  
 Checked by: *[Signature]* (HR)

05-CHL-HRM-FRM-020-05

UMG

OVERTIME REQUEST FORM

1

BU/BR/DIV Name : Remon BC
Department Name : Administration
Reason for Overtime : SHANTUJ 13 02 2023 ...

Table with columns: No., Date, Name, Position Level, Time (From, To), Hours, Amount, Remark. Contains 8 rows of overtime data and a summary row for Total Hours (64) and Total Amount (64000/-).

Requested by: [Signature]
Name: [Name]
(Requestor)

Approved by: [Signature]
(DH)

Approved by: [Signature]
(GM/AGM/COO)

Checked by: [Signature]
(HR)

05-CHL-HRM-FRM-020-05

UMG

OVERTIME REQUEST FORM

2

BU/BR/DIV Name : Remon BC
Department Name : Administration
Reason for Overtime : SHANTUJ 13 02 2023 ...

Table with columns: No., Date, Name, Position Level, Time (From, To), Hours, Amount, Remark. Contains 8 rows of overtime data and a summary row for Total Hours (64) and Total Amount (64000/-).

Requested by: [Signature]
Name: [Name]
(Requestor)

Approved by: [Signature]
(DH)

Approved by: [Signature]
(GM/AGM/COO)

Checked by: [Signature]
(HR)

05-CHL-HRM-FRM-020-05



UMG

### OVERTIME REQUEST FORM

BU/BR/DIV Name : Person. BU

Department Name : Administration

Reason for Overtime : SHANTUJ. [3000 3000] 0720:00 08:00 09:00

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	18.5.24	<u>[Signature]</u>	<u>Security</u>	07:00	17:00	8	8000	<u>SHANTUJ</u>
2	19.5.24	<u>[Signature]</u>	<u>"</u>	07:00	17:00	8	8000	<u>U</u>
3	20.5.24	<u>[Signature]</u>	<u>"</u>	07:00	17:00	8	8000	<u>U</u>
4	21.5.24	<u>[Signature]</u>	<u>"</u>	07:00	17:00	8	8000	<u>U</u>
5	22.5.24	<u>[Signature]</u>	<u>"</u>	07:00	17:00	8	8000	<u>U</u>
6	U	<u>[Signature]</u>	<u>"</u>	07:00	17:00	8	8000	<u>U</u>
7	U	<u>[Signature]</u>	<u>"</u>	07:00	17:00	8	8000	<u>U</u>
8	U	<u>[Signature]</u>	<u>"</u>	07:00	17:00	8	8000	<u>U</u>
9	U	<u>[Signature]</u>	<u>"</u>	17:00	07:00	8	8000	<u>U</u>
Total Hours						<u>72</u>	<u>72000/-</u>	
Total Amount								

Requested by  
 Sign : [Signature]  
 Name : Mujib Saeed  
 (Requestor)

Approved by  
[Signature]  
 (DH)

Approved by  
[Signature]  
 (GM/AGM/COO)

Checked by  
[Signature]  
 (HR)



## OVERTIME REQUEST FORM

BU/BR/DIV Name : Ramon BU  
 Department Name : Administration  
 Reason for Overtime : အဝိဇ္ဇာ: ၀၇၂၀၂၁ နေ့ကျော်များ

No.	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
1	22.5.24	ဒေါ်ခင်နု	Security	17:00	07:00	8	8000	SHANTLI	
2	22.5.24	ဒေါ်ခင်နု	Security	17:00	07:00	8	8000	SHANTLI	
3	22.5.24	ဒေါ်ခင်နု	Security	17:00	07:00	8	8000	SHANTLI	
4	23.5.24	ဒေါ်ခင်နု	Security	07:00	17:00	8	8000	SHANTLI	
							7		
<b>Total Hours</b>							<b>32</b>	<b>32000</b>	
<b>Total Amount</b>									

Requested by  
 Sign :   
 Name : Myping  
 (Requestor)

Approved by  
  
 (DH)

Approved by  
  
 (GM/AGM/COO)

Checked by  
  
 (HR)

