

## OVERTIME REQUEST FORM

BU/BR/DIV Name : IS  
 Department Name : Administration  
 Reason for Overtime : အင်အားမလုံအတွက် OT

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
	28.5.25	ဦးအောင်ကျော်	S	17:00	07:00	1N	8000	အင်အားမလုံအတွက် OT
	29.5.25	"	S	"	"	1N	8000	" OT
	31.5.25	"	S	07:00	17:00	D1	8000	" OT
<b>Total Hours</b>						26hr	24000	
<b>Total Amount</b>							24000	

Requested by  
 Sign : *[Signature]*  
 Name : Ukyi Moe  
 (Requestor)

Approved by  
*[Signature]*  
 (DH)

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

Checked by  
*[Signature]*  
 (HR) Thae Nu Klat



### OVERTIME REQUEST FORM

BU/BR/DIV Name : IS  
 Department Name : Administration  
 Reason for Overtime : ဒါဒ်ဒ်ဒ်၊ ဇူလိုင် + ဒီဇင်ဘာ + နိုဝင်ဘာ ၀၉

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	5-5-25	U Kyi Moe	S	07:00	17:00	DI	8000	ဒါဒ်ဒ်ဒ် (၇) ၀၉ OT
2	8-5-25	"	S	17:00	07:00	IN	8000	" OT
3	9-5-25	"	S	"	"	IN	8000	" OT
4	10-5-25	"	S	07:00	17:00	DI	8000	" OT
5	11-5-25	"	S	"	"	DI	8000	ဒီဇင်ဘာ OT
6	11-5-25	"	S	17:00	07:00	IN	8000	မေ့ဆင် (၇) ၀၉ OT
7	12-5-25	"	S	07:00	17:00	DI	8000	ဒါဒ်ဒ်ဒ် (၇) ၀၉ OT
8	12-5-25	"	S	17:00	07:00	IN	8000	ဒီဇင်ဘာ OT
9	13-5-25	"	S	"	"	IN	8000	ဒါဒ်ဒ်ဒ် (၇) ၀၉ OT
Total Hours						72hr	72000	
Total Amount								

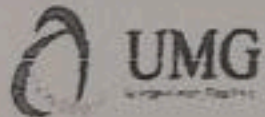
Requested by  
 Sign : U Kyi Moe.  
 Name : U Kyi Moe.  
 (Requestor)

Approved by  
 Sign :  
 (DH)

Approved by  
 Sign :  
 (GM/AGM/COO)

Checked by  
 Sign :  
 (HR) Thee Nu Klat

05-CHL-HRM-FRM-020-05



### OVERTIME REQUEST FORM

BU/BR/DIV Name : IS  
 Department Name : Administration  
 Reason for Overtime : ဒါဒ်ဒ်ဒ်၊ ဇူလိုင် + ဒီဇင်ဘာ ၀၉

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	14-5-25	U Kyi Moe	S	17:00	07:00	IN	8000	ဒီဇင်ဘာ OT
2	15-5-25	"	S	07:00	17:00	DI	8000	ဒါဒ်ဒ်ဒ် (၇) ၀၉ OT
3	16-5-25	"	S	"	"	DI	8000	" OT
4	17-5-25	"	S	"	"	DI	8000	" OT
5	19-5-25	"	S	17:00	07:00	IN	8000	" OT
6	21-5-25	"	S	07:00	17:00	DI	8000	ဒီဇင်ဘာ OT
7	22-5-25	"	S	"	"	DI	8000	ဒါဒ်ဒ်ဒ် (၇) ၀၉ OT
8	24-5-25	"	S	17:00	07:00	IN	8000	" OT
9	26-5-25	"	S	07:00	17:00	DI	8000	" OT
Total Hours						72hr	72000	
Total Amount								

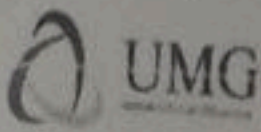
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 Sign :  
 (HR) Thee Nu Klat

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# OVERTIME REQUEST FORM

BU/BR/DIV Name : IS  
 Department Name : Administration  
 Reason for Overtime : အိမ်ထောင်ရေး OT

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	25.5.25	U Kyi Moe	S	07:00	17:00	D	8000	အိမ်ထောင်ရေး OT
2	27.5.25	"	S	17:00	07:00	N	8000	" OT
3	30.5.25	"	S	07:00	17:00	D	8000	" OT
1.3.5.25	Ye Htut	S		17:00	07:00	N	8000	အိမ်ထောင်ရေး OT
							2	
Total Hours						32 hr	32000	
Total Amount								

Requested by  
 Sign : *U Kyi Moe*  
 Name : U Kyi Moe.  
 (Requestor)

Approved by  
*U Kyi Moe*  
 (DH)

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

Checked by  
*[Signature]*  
 (HR) Thee Nee Lda

05-CHL-HRM-FRM-020-05



# OVERTIME REQUEST FORM

BU/BR/DIV Name : IS  
 Department Name : Administration  
 Reason for Overtime : အိမ်ထောင်ရေး + အိမ်ထောင်ရေး OT

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	1.5.25	U Kyi Moe	S	07:00	17:00	D	8000	အိမ်ထောင်ရေး OT
2	1.5.25	"	S	17:00	07:00	N	8000	အိမ်ထောင်ရေး OT
3	2.5.25	"	S	17:00	07:00	N	8000	" OT
4	7.5.25	"	S	17:00	07:00	N	8000	" OT
5	9.5.25	"	S	07:00	17:00	D	8000	အိမ်ထောင်ရေး OT
6	17.5.25	"	S	17:00	07:00	N	8000	အိမ်ထောင်ရေး OT
7	18.5.25	"	S	07:00	17:00	D	8000	" OT
8	20.5.25	"	S	"	"	D	8000	" OT
9	23.5.25	"	S	"	"	D	8000	" OT
Total Hours						32 hr	72000	
Total Amount								

Requested by  
 Sign : *U Kyi Moe*  
 Name : U Kyi Moe.  
 (Requestor)

Approved by  
*U Kyi Moe*  
 (DH)

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

Checked by  
*[Signature]*  
 (HR) Thee Nee Lda

05-CHL-HRM-FRM-020-05



### OVERTIME REQUEST FORM

BU/BR/DIV Name : IS

Department Name : Administration

Reason for Overtime : 32 နံနက် ၅ နာရီ ပိုဝင်ရက် + အင်အားဖြည့် OT

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	1-5-25	ဦးမြင့်စွယ်	S	17:00	07:00	.N	8000	အလုပ်အကိုင် OT
2	6-5-25	"	S	07:00	17:00	D.	8000	အင်အားဖြည့် OT
3	10-5-25	"	S	17:00	07:00	.N	8000	" OT
4	11-5-25	"	S	07:00	17:00	D.	8000	" OT
5	11-5-25	"	S	17:00	07:00	.N	8000	အလုပ်အကိုင် OT
6	12-5-25	"	S	07:00	17:00	D.	8000	အင်အားဖြည့် OT
7	13-5-25	"	S	"	"	D.	8000	အလုပ်အကိုင် OT
8	13-5-25	"	S	17:00	07:00	.N	8000	အင်အားဖြည့် OT
9	14-5-25	"	S	"	"	.N	8000	" OT
<b>Total Hours</b>						72hr	72000	
<b>Total Amount</b>								

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Name : U Kyi Moe  
(Requestor)

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(HR) Thae Nu Wai

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BU/BR/DIV Name : IS BU

Department Name : Administration

Reason for Overtime : အင်အားဖြည့် OT

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	15-5-25	ဦးမြင့်စွယ်	S	17:00	07:00	.N	8000	အင်အားဖြည့် OT
2	18-5-25	"	S	"	"	.N	8000	" OT
3	20-5-25	"	S	"	"	.N	8000	" OT
4	21-5-25	"	S	07:00	17:00	D.	8000	" OT
5	23-5-25	"	S	17:00	07:00	.N	8000	" OT
6	25-5-25	"	S	"	"	.N	8000	" OT
7	27-5-25	"	S	07:00	17:00	D.	8000	" OT
8	28-5-25	"	S	"	"	D.	8000	" OT
9	30-5-25	"	S	17:00	07:00	.N	8000	" OT
<b>Total Hours</b>						72hr	72000	
<b>Total Amount</b>								

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