



OVERTIME REQUEST FORM

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

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	1.3.25	Zun Phy R	Security	17:00	07:00	Stres	8000-	အရေးကြီးအလုပ်
2	2.3.25	Phant Din	"	07:00	17:00	"	"	အရေးကြီးအလုပ်
3	"	"	"	17:00	07:00	"	"	"
4	"	Zun Phy R	"	17:00	07:00	"	"	"
5	3.3.25	"	"	07:00	17:00	"	"	အရေးကြီးအလုပ်
6	"	Phant Din	"	17:00	07:00	"	"	"
7	4.3.25	Zun Phy R	"	17:00	07:00	"	"	"
8	5.3.25	Phant Din	"	17:00	07:00	"	"	"
9	6.3.25	"	"	17:00	07:00	"	"	"
Total Hours						72hrs	72000-	
Total Amount								

Requested by
 Sign :
 Name : U Zun Phy R
 (Requestor)

Approved by

 (DH)

Approved by
 (GM/AGM/COO)

Checked by

 (HR)


05-CHL-HRM-FRM-020-05

UMG

OVERTIME REQUEST FORM

Sub/BR/DIV Name : (MAE)
 Department Name : Security (HR/GA)
 Reason for Overtime : (Reason: @SOT)


No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	7.3.25	Zan Phys Tr	Security	17:00	07:00	8hrs	8000-	in sm @ SOT
2	8.3.25	"	"	07:00	17:00	"	"	"
3	"	Thant Ch	"	17:00	07:00	"	"	"
4	9.3.25	"	"	07:00	17:00	"	"	"
5	"	Zan Phys Tr	"	17:00	07:00	"	"	"
6	10.3.25	"	"	17:00	07:00	"	"	"
7	"	Thant Ch	"	17:00	07:00	"	"	"
8	11.3.25	Zan Phys Tr	"	07:00	17:00	"	"	"
9	"	Thant Ch	"	17:00	07:00	"	"	"
Total Hours						72hrs	72000-	
Total Amount								

Requested by
 Sign : 
 Name : J Zan Phys Tr
 (Requestor)

Approved by

 (DH)

Approved by
 (GM/AGM/COO)


Checked by

 (HR)

05-CHL-HRM-FRM-020-05

OVERTIME REQUEST FORM

BR/DIV Name : (MAC)
 Department Name : Security (HR/IGA)
 Reason for Overtime : (အိမ်ထောင်ရေးအတွက် / အိမ်ထောင်ရေးအတွက်)


No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	12-3-25	U-Phye Tin	Security	07:00	17:00	8hr	5000	အိမ်ထောင်ရေးအတွက်
2	"	"	"	17:00	07:00	"	"	အိမ်ထောင်ရေးအတွက်
3	"	Phan Tin	"	17:00	07:00	"	"	အိမ်ထောင်ရေးအတွက်
4	13-3-25	"	"	07:00	17:00	"	"	အိမ်ထောင်ရေးအတွက်
5	"	"	"	17:00	07:00	"	"	"
6	"	U-Phye Tin	"	17:00	07:00	"	"	"
7	14-3-25	"	"	07:00	17:00	"	"	အိမ်ထောင်ရေးအတွက်
8	"	Phan Tin	"	07:00	17:00	"	"	အိမ်ထောင်ရေးအတွက်
9	"	"	"	17:00	07:00	"	"	အိမ်ထောင်ရေးအတွက်
Total Hours						72hr	72000	
Total Amount								

Requested by
 Sign : 
 Name : U-Phye Tin
 (Requester)

Approved by

 (DIB)

Approved by
 (GM/AGM/COO)


Checked by

 (HR)

05-CHL-HRM-FRM-020-05

OVERTIME REQUEST FORM

U/BR/DIV Name : (MAC)
 Department Name : Security (HR/GA)
 Reason for Overtime : အစိုးရအဖွဲ့ဝင်များ / အင်အားစုဝင်များ

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	14.3.25	U Can Phyo W	Security	17:00	07:00	8hrs	5000-	အင်အားစုဝင်များ
2	15.3.25	"	"	07:00	17:00	"	"	အစိုးရအဖွဲ့ဝင်များ
3	"	"	"	17:00	07:00	"	"	အင်အားစုဝင်များ
4	"	Mont Rtn	"	17:00	07:00	"	"	အစိုးရအဖွဲ့ဝင်များ
5	16.3.25	"	"	07:00	17:00	"	"	အင်အားစုဝင်များ
6	"	"	"	17:00	07:00	"	"	အစိုးရအဖွဲ့ဝင်များ
7	"	U Can Phyo W	"	17:00	07:00	"	"	အစိုးရအဖွဲ့ဝင်များ
						Total Hours	56hrs	
						Total Amount	56000-	

Requested by
 Sign : 
 Name : U Can Phyo W
 (Requestor)

Approved by

 (DH)

Approved by
 (GM/AGM/COO)

Checked by

 (HR)

05-CHL-HRM-FRM-020-05