



OVERTIME REQUEST FORM

BU/BR/DIV Name : Mandalay Resources

Department Name : Service

Reason for Overtime : Machine Need to check the swing Bearing Dismounting & Clearing

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	19-5-25	Aungkhant Thu	AI	5:00 PM	8:00 PM	3:00	4530	Machine need
2.	"	Min Khant kg	AI	5:00 "	8:00 "	3:00	4530	to check swing
3.	"	Kyaw Zin Htet	AI	5:00 "	8:00 "	3:00	4530	bearing for
4.	"	Chit Min Oo	AI	5:00 "	8:00 "	3:00	4530	ME220 x 14 #
								SHO2318
								(Reposes Machine)
						Total Hours	12:00	18,20
						Total Amount		

Requested by

Approved by

Approved by

Checked by

Sign :

Name : *Thanda Soe*
(Requestor)

Sai Non ko
(DH)

Aung Thu win
(GM/AGM/COO)

Moe Thazin
(HR)