



OVERTIME REQUEST FORM

BU/BR/DIV Name : PG
 Department Name : Service
 Reason for Overtime : Machine repair

No	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
1	29.4.25	Thae Oo	Mechanic	5:00 PM	6:30 PM	1.5	1800 ✓	Wiring Installation	
2	29.4.25	Annt Bhone Maw	Mechanic	5:00 PM	7:00 PM	2	2400 ✓		
3	29.4.25	Moe Kyaw Naing	Mechanic	5:00 PM	6:30 PM	1.5	1800 ✓		
4	30.4.25	Aye Min Thu	Mechanic	5:00 PM	7:30 PM	2.5	3000 ✓	PDI (VP-770S)	
5	30.4.25	Moe Kyaw Naing	Mechanic	5:00 PM	7:30 PM	2.5	3000 ✓		
6	30.4.25	Thae Oo	Mechanic	5:00 PM	7:30 PM	2.5	3000 ✓		
7	30.4.25	Annt Bhone Maw	Mechanic	5:00 PM	7:30 PM	2.5	3000 ✓		
8	30.4.25	Aung Phone Myint	Admin	5:00 PM	7:30 PM	2.5	3000 ✓	MC-110TS (Under Voltage Inspection)	
9	30.4.25	Aung Phyo Thu	Mechanic	5:00 PM	7:30 PM	2.5	3000 ✓		
10	30.4.25	Phyo Nyein Khant	Mechanic	5:00 PM	7:30 PM	2.5	2500 ✓		
11	30.4.25	Aung Aung Oo	Mechanic	5:00 PM	7:30 PM	2.5	3000 ✓	MC-110TS (Load Test Run)	
12	30.4.25	Aye Min Soe	Mechanic	5:00 PM	7:30 PM	2.5	3000 ✓		
13	1.5.25	Aye Min Thu	Mechanic	8:00 AM	12:30 PM	4.5	6795 ✓		
14	1.5.25	Aung Phyo Thu	Mechanic	8:30 AM	12:30 PM	4	6040 ✓		
						Total Hours	36	45335 ✓	
						Total Amount			

Request By

 Requestor

Approved By

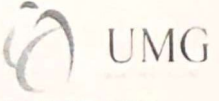
 (DH)

Approved By
 (GM/AGM/COO)

Check By HR

 (HR)

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : PG
 Department Name : Service
 Reason for Overtime : Machine repair

No	Date	Name	Rank	Time		Hours	Amount	Remark	
				From	To				
1	1.5.25	Phyo Nyein Khant	Mechanic	8:30 AM	12:30 PM	4	4000 ✓	MC-110TS (Load Test Run)	
2	2.5.25	Annt Bhone Maw	Mechanic	5:00 PM	6:00 PM	1	1510 ✓	Rental Machine (Injector Installation)	
3	2.5.25	Aye Min Thu	Mechanic	5:00 PM	6:00 PM	1	1510 ✓	MC-66BS (Trouble Shoot for Low Pressure Alarm)	
4	4.5.25	Annt Bhone Maw	Mechanic	1:30 PM	7:00 PM	5	7550 ✓		
5	4.5.25	Aung Phyo Thu	Mechanic	12:30 PM	7:00 PM	6	9060 ✓	Oil Leakage Inspection	
6	6.5.25	Aung Aung Oo	Mechanic	5:00 PM	8:00 PM	3	4530 ✓		
7	6.5.25	Aung Phyo Thu	Mechanic	5:00 PM	8:00 PM	3	4530 ✓		
8	6.5.25	Aye Min Thu	Mechanic	5:00 PM	10:30 PM	5	7550 ✓		
9	6.5.25	Annt Bhone Maw	Mechanic	5:00 PM	8:00 PM	3	4530 ✓		
						Total Hours	31	44770 ✓	
						Total Amount			

Request By

 Requestor

Approved By

 (DH)

Approved By
 (GM/AGM/COO)

Check By HR

 (HR)

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name PG
 Department Name :Service
 Reason for Overtime :Machine repair

No	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
1	10.5.25	Annt Bhone Maw	Mechanic	10:30 AM	8:00 PM	8.5	12835 ✓	MC-350BS (Canopy Installation)	
2	12.5.25	Annt Bhone Maw	Mechanic	5:00 PM	7:30 PM	2.5	3775 ✓	MC-350BS (Canopy Installation)	
3	12.5.25	Aung Phyto Thu	Mechanic	5:00 PM	7:30 PM	2.5	3775 ✓		
4	12.5.25	Aye Min Thu	Mechanic	5:00 PM	8:00 PM	3	4530 ✓	MC-66BS(Oil Leakage Inspection)	
5	12.5.25	Aung Aung Oo	Mechanic	5:00 PM	8:00 PM	3	4530 ✓		
6	9.5.25	Aye Min Thu	Mechanic	5:00 PM	8:00 PM	3	4530 ✓	MC-450S (Breaker Installation)	
7	9.5.25	Annt Bhone Maw	Mechanic	5:00 PM	8:00 PM	3	4530 ✓		
8	12.5.25	Phyo Nyein Khant	Mechanic	5:00 PM	7:30 PM	2.5	2500 ✓	MC-220DS (Inspection)	
9	15.5.25	Annt Bhone Maw	Mechanic	5:00 PM	9:00 PM	4	6040 ✓	PM625-C (Engine Can't Start)	
10	15.5.25	Aung Phyto Thu	Mechanic	5:00 PM	9:00 PM	4	6040 ✓		
						Total Hours	36	53085 ✓	
						Total Amount			

Request By

 Requestor

Approved By

 (DH)

Approved By
 (GM/AGM/COO)

Check By HR

 (HR)