



# OVERTIME REQUEST FORM

BU/BR/Div Name : PG BU  
 Department : Rental Department  
 Reason for Overtime : Visit job site and regular service inspection

No	Date	Name	Position level	Time		Hours	Amount	Remark
				From	To			
1	27.3.2025	Toe Toe	Operator	7:30 AM	2:30 PM	6.5	7800	Visit job site and regular service inspection, overall washes cleaning and oil filter 3 units new change, fuel filter 2 units new change and Engine oil new change Customer- Myanmar Sinyoung Location- Htantapin Model - VP370 Serial - 2012651922 Volvo 350 KVA
2		Aung Aung	Operator	7:30 AM	2:30 PM	6.5	7800	
3		Yan Myo Aung	Daily Worker	7:30 AM	2:30 PM	6.5	6500	
Total Hours						19.5	22100	
Total Amount								

Requested by  
 Sign   
 Name Hsu Yee Htet  
 (Requestor)

Approved by  
  
 Aung Ko Oo  
 (DH)

Approved by  
  
 Soe Htet Tin  
 (GM/AGM/COO)

Checked by  
  
 Soe Loe Nandae Tun  
 (HR)

05-CHL-HRM-FRM-020-05