



# OVERTIME REQUEST FORM

BU/BR/DIV Name : (MAC)  
 Department Name : Secretaries (HR-GA)  
 Reason for Overtime : (အလုပ်အကိုင်အတွက်)

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	17-3-25	Zun Phygy W	Secretaries	07:00	17:00	5hrs	8000	အလုပ်အကိုင်အတွက်
2	"	Phan Myint Shwe	"	17:00	07:00	"	"	"
3	18-3-25	Zun Phygy W	"	07:00	17:00	"	"	"
4	"	Phan Myint Shwe	"	17:00	07:00	"	"	"
5	"	Phan Myint Shwe	"	17:00	07:00	"	"	"
6	19-3-25	Zun Phygy W	"	07:00	17:00	"	"	"
7	"	Phan Myint Shwe	"	07:00	17:00	"	"	"
8	20-3-25	Zun Phygy W	"	07:00	17:00	"	"	"
9	"	Phan Myint Shwe	"	17:00	07:00	"	"	"
Total Hours						72hrs	72000	
Total Amount								

Requested by  
 Sign :   
 Name : U Zun Phygy W  
 (Requestor)

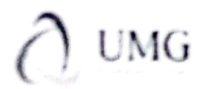
Approved by  
 (DH)

Approved by  
 (GM/AGM/COO)

Checked by  
  
 (HR)

05-CHL-HRM-FRM-020-05

OVERTIME REQUEST FORM



# OVERTIME REQUEST FORM

BU/BR/DIV Name : (MAC)  
 Department Name : Security (HR/CA)  
 Reason for Overtime : (325m/1000T)

No.	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
1	21-3-25	Zu Png Tu	Security	17:00	07:00	8hrs	8000	325m/1000T	
2	"	Tan Myat She	"	17:00	07:00	"	"	"	
3	22-3-25	Zu Png Tu	"	17:00	07:00	"	"	"	
4	22-3-25	Tan Myat She	"	17:00	07:00	"	"	Host	
5	22-3-25	Zu Png Tu	"	07:00	17:00	"	"	325m/1000T	
6	23-3-25	Tan Myat She	"	07:00	17:00	"	"	"	
7	"	Tan Myat She	"	07:00	17:00	"	"	Host	
8	"	Zu Png Tu	"	17:00	07:00	"	"	325m/1000T	
						Total Hours	64hrs	64000	
						Total Amount			

Requested by  
 Sign :   
 Name : U Zu Png Tu  
 (Requestor)

Approved by  
 (DH)

Approved by 64hrs 64000  
 Checked by   
 (HR)