



OVERTIME REQUEST FORM

BU/BR/DIV Name : JSBU

Department Name : Administration

Reason for Overtime : ဒုတိယနေ့၊ 1320:00 ဝင် OT / တပ်မတော်ရန်ပုံငွေလုပ်ငန်း / မြေအလုပ် / ကမ်းခြေ OT / အချိန်အားဖြင့်

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	1.11.24	Myo Zaw Aung		07:00	07:00	D+N	16000	ဒုတိယနေ့ OT အားဖြင့်
2	2.11.24	"		"	"	D+N	16000	ဒုတိယနေ့ OT
3	7.11.24	"		07:00	17:00	D	8000	" OT
4	15.11.24	"		07:00	07:00	D+N	16000	တပ်မတော်ရန်ပုံငွေလုပ်ငန်း
5	23.11.24	"		07:00	17:00	D	8000	မြေအလုပ် OT
6	25.11.24	"		07:00	17:00	D	8000	ကမ်းခြေ OT
7	25.11.24	"		17:00	07:00	N	8000	အချိန်အားဖြင့် OT

Total Hours	80000	145
Total Amount		

Requested by
 Sign :
 Name :
 (Requestor)

Approved by

 (DH)

Approved by

 (GM/AGM/COO)

Checked by

 (HR)





OVERTIME REQUEST FORM

BU/BR/DIV Name : JSBU

Department Name : Administration

Reason for Overtime : 30/11/24 07:00-17:00 / 30/11/24 17:00-07:00 / 30/11/24 07:00-17:00

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	1-11-24	Kyi Moe		07:00	07:00	D+N	16000	30/11/24 07:00-17:00 OT
2	15-11-24	"		07:00	17:00	D	8000	07/11/24 07:00-17:00 OT
3	17-11-24	"		07:00	07:00	D+N	16000	30/11/24 07:00-17:00 OT
4	23-11-24	"		07:00	17:00	D	8000	07/11/24 07:00-17:00 OT
5	25-11-24	"		07:00	07:00	D+N	16000	30/11/24 07:00-17:00 OT
6	27-11-24	"		17:00	07:00	N	8000	30/11/24 17:00-07:00 OT
7	30-11-24	"		17:00	07:00	N	8000	"

Total Hours	72000
Total Amount	80,000

Requested by

Sign :

Name :

(Requestor)

Approved by

(DH)

Approved by

(GM/AGM/COO)

Checked by

(HR)

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : JSBU
 Department Name : Administration
 Reason for Overtime : 3201:05:071 @ 07:00:00 to 07:00:00 / 07:00:00 to 07:00:00

No.	Date	Name	Position Level	Time		Hours	Amount	Remarks
				From	To			
1	06-11-24	0088.639		07:00	17:00	D	2000	07:00:00 OT
2	13-11-24	"		"	"	D	2000	" OT
3	15-11-24	"		07:00	17:00	D	2000	07:00:00 OT
4	15-11-24	"		17:00	07:00	N	2000	07:00:00 OT
5	24-11-24	"		07:00	17:00	D	2000	07:00:00 OT
6	28-11-24	"		"	"	D	2000	07:00:00 OT
Total Hours							42000	42
Total Amount								

Requested by: *[Signature]*
 Sign: *[Signature]*
 Name: *[Signature]* (Requestor)
 Approved by: *[Signature]* (DH)
 Approved by: *[Signature]* (GM/AGM/COO)
 Checked by: *[Signature]* (HR)
 0543H-IRM-FRM-029-00



OVERTIME REQUEST FORM

BU/BR/DIV Name : JSBU
 Department Name : Administration
 Reason for Overtime : 3201:05:071 @ 07:00:00 to 07:00:00 / 07:00:00 to 07:00:00

No.	Date	Name	Position Level	Time		Hours	Amount	Remarks
				From	To			
1	7-11-24	Mysini Thangal		17:00	07:00	N	2000	07:00:00 OT
2	13-11-24	"		"	"	N	2000	" OT
3	15-11-24	"		17:00	07:00	N	2000	07:00:00 OT
4	24-11-24	"		07:00	17:00	D	2000	07:00:00 OT
5	28-11-24	"		17:00	07:00	N	2000	07:00:00 OT
Total Hours							40000	40
Total Amount								

Requested by: *[Signature]*
 Sign: *[Signature]*
 Name: *[Signature]* (Requestor)
 Approved by: *[Signature]* (DH)
 Approved by: *[Signature]* (GM/AGM/COO)
 Checked by: *[Signature]* (HR)
 0543H-IRM-FRM-029-00