



## OVERTIME REQUEST FORM

BU/BR/Div Name : PG BU  
Department : Rental Department  
Reason for Overtime : Water pump repair for 350 KVA

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	12.1.2025	Toe Wai Phyto	1200	8:00 AM	1:30PM	5.0	6000	Volvo 350KVA Model-MVP370S, Sr no-2012651908 water pump repair leakage modifile test run checking
2	12.1.2025	Toe Toe	1200	8:30 AM	1:30 PM	4.5	5400	
Total Hours						9.5	11400	
Total Amount								

Prepared By

Name: Kyal Sin Thway

Knownledged By

Name: Aung Ko Oo

Approved By  
(GM/AGM/COO)

Name: Soe Htet Tin

Check By HR

Name: Phyo Wai Nyein

05-CHL-HRM-FRM-020-04