



OVERTIME REQUEST FORM

BU/BR/DIV Name : CECU

Department Name : GA

Reason for Overtime : ဆက်လက်အလုပ်

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	15.1.25	ဦးစွန်း		17:00	07:00		8000	ဆက်လက်အလုပ်
2.	16.1.25	ဦးစွန်း		17:00	07:00		8000	-
3.	17.1.25	ဦးစွန်း		17:00	07:00		8000	-
4.	20.1.25	ဦးစွန်း		17:00	07:00		8000	-
5.	21.1.25	ဦးစွန်း		07:00	17:00		8000	-
6.	22.1.25	ဦးစွန်း		17:00	07:00		8000	-
7.	26.1.25	ဦးစွန်း		17:00	07:00		8000	-
8.	27.1.25	ဦးစွန်း		17:00	07:00		8000	-
9.	30.1.25	ဦးစွန်း		07:00	17:00		8000	-
Total Hours							72000	
Total Amount							72000	

Requested by

Sign :

Name :

(Signature)
ဦးစွန်း (Requestor)

Approved by

(Signature)
(DH)

Approved by

(Signature)
(GM/AGM/COO)

Checked by

(Signature)
(HR) *(Signature)*

05-CHL-HRM-FRM-020-05

OVERTIME REQUEST FORM

U/BR/DIV Name : CEC(2)
 Department Name : GA
 Reason for Overtime : 3000:00 01

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	31.1.25	[Signature]		07:00	17:00		8000	3000:00 01
2	1.2.25	[Signature]		17:00	07:00		8000	- -
3	4.2.25	[Signature]		07:00	17:00		8000	- -
4	4.2.25	[Signature]		17:00	07:00		8000	- -
5	5.2.25	[Signature]		17:00	07:00		8000	- -
6	6.2.25	[Signature]		07:00	17:00		8000	- -
7	7.2.25	[Signature]		07:00	17:00		8000	- -
8	10.2.25	[Signature]		17:00	07:00		8000	- -
9	11.2.25	[Signature]		17:00	07:00		8000	- -
Total Hours							72000	
Total Amount								

Requested by
 Sign : [Signature]
 Name : [Signature]
 (Requestor)

Approved by
 [Signature]
 (DH)

Approved by
 [Signature]
 (GM/AGM/COO)

Checked by
 [Signature]
 (HR) ei ei nang

05-CHL-HRM-FRM-020-05

