



### OVERTIME REQUEST FORM

BU/BR/DIV Name : Chrysanthemum Wealth  
 Department Name : Production  
 Reason for Overtime : Prepare for machine delivery (SE210\*000482, SE290\*000025)

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	22.6.25	Aung Myo Htaz	SH	8:00	4:00	7.5 Hr	11,325/-	Cleaning Fuel Line/
2.	"	Hein Min Htet	Sr. Mechanic	"	"	"	11,325/-	Wiring
3.	"	Si Tho Aung	Mechanic	"	"	"	11,325/-	Check Oil leakage
4.	"	Aung Kyaw Kyaw	"	"	"	"	11,325/-	Check Aircon function
5.	"	The Zaw Latt	SH	"	"	"	11,325/-	Mount Head
6.	"	The Wai Phye	Mechanic	"	"	"	11,325/-	and testing
7.	"	Pot Naing On	"	"	"	"	11,325/-	
8.	7.6.25	Sein Htet	Welder	9:00	4:00	6.5 Hr	9,815/-	CE-3/ Bucket/Repair
Total Hours						59 Hr	89,090/-	✓
Total Amount								

Requested by  
 Sign: *Ni Lar*  
 Name: Ni Lar Thein (Requestor)

Approved by  
 Sign: *Aung Kyaw Thu*  
 Name: Aung Kyaw Thu (DII)

Approved by  
 Sign: *Maung Maung*  
 Name: Maung Maung (GM/AGM/COO)

Checked by  
 Sign: *Khaing Nyein Aye*  
 Name: Khaing Nyein Aye (HR)

05-CHL-HRM-FRM-020-05



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No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	23.6.25	The Wai Phye	Mechanic	5:00 PM	7:00 PM	2:00 Hr	3,020/-	Turbo Change/
2.	"	Hein Min Htet	Sr. Mechanic	"	"	"	3,020/-	Install hand lever
3.	"	Aung Myo Htaz	SH	"	"	"	3,020/-	and wiper/
4.	"	Phyo <sup>2</sup> Maung	Mechanic	"	"	"	3,020/-	Mount Alternator
5.	"	Pot Naing On	"	"	"	"	3,020/-	Check Oil leakage
6.	"	Aung Myo Min	"	"	"	"	3,020/-	Wiring
7.	"	Ngji Ngji Ken	"	"	"	"	3,020/-	Painting
Total Hours						14 Hr	21,140/-	✓
Total Amount								

Requested by  
 Sign: *Ni Lar*  
 Name: Ni Lar Thein (Requestor)

Approved by  
 Sign: *Aung Kyaw Thu*  
 Name: Aung Kyaw Thu (DII)

Approved by  
 Sign: *Maung Maung*  
 Name: Maung Maung (GM/AGM/COO)

Checked by  
 Sign: *Khaing Nyein Aye*  
 Name: Khaing Nyein Aye (HR)

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