

OVERTIME REQUEST FORM

BU/BR/DIV Name : ATT  
 Department Name : Production  
 Reason for Overtime : (19.11.2024 to 30.11.2024)

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
	19.11.24	Win Naing	✓	5:00 PM	6:00 PM	1:00	1200	Machine
	"	Htet Pye Phyo Kyaw	✓	"	"	"	1200	Delivery
	"	Chit Zaw Oo	✓	"	"	"	1200	
	"	Pye Phyo Aung	✓	"	"	"	1200	
	20.11.24	Htet Pye Phyo Kyaw	✓	5:00 PM	7:30	2:30	5000	Job site
Total Hours							7800	
Total Amount								

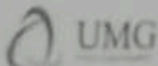
Requested by: *[Signature]*  
 Name: Thinzar Moe Htet (Requestor)

Approved by: *[Signature]*  
 Name: Ko Aung Myaw Thu (DH)

Approved by: *[Signature]*  
 Name: Ko Mawng<sup>2</sup> (GM/AGM/COO)

Checked by: *[Signature]*  
 Name: Zin Moe Win (HR)

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : ATT  
 Department Name : Production  
 Reason for Overtime : (19.11.2024 to 30.11.2024)

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
	19.11.24	Aung Ko Ko	✓	5:00 PM	6:30 PM	1:30	1800	Stamped Roof
	"	Zin Tin Aung	✓	"	"	"	1800	Marked Screen box
	"	Win Min Aung	✓	"	"	"	1300	Painting
	"	Win Naing	✓	"	"	"	1200	
	"	Maung Aung	✓	"	"	"	1200	
	"	Chit Zaw Oo	✓	"	"	"	1800	
	"	Zin Myo Zin	✓	"	"	"	1800	
Total Hours							12600	
Total Amount								

Requested by: *[Signature]*  
 Name: Thinzar Moe Htet (Requestor)

Approved by: *[Signature]*  
 Name: Ko Aung Myaw Thu (DH)

Approved by: *[Signature]*  
 Name: Ko Mawng<sup>2</sup> (GM/AGM/COO)

Checked by: *[Signature]*  
 Name: Zin Moe Win (HR)

05-CHL-HRM-FRM-020-05

UMG

### OVERTIME REQUEST FORM

BU/BR/DIV Name : ATT  
 Department Name : Production  
 Reason for Overtime : (19.11.2024 to 30.11.2024)

No.	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
	26.11.24	Htet Pyae Phyo Kyau		5:00 PM	6:30 PM	1:30	1800	job site welding	
	23.11.24	Auker Min		8:30 AM	4:00 PM	7:00	8400	Disassembled	
	"	Aung Ko Ko		"	"	"	8400	Reassembled 8 front	
	"	Pyae Phyo Aung		"	"	"	8400	wheel 1 & 2 R change	
Total Hours							27000		
Total Amount									

Requested by: *hms*  
 Name: **Thinzar Moe Htet** (Requestor)

Approved by: *[Signature]*  
 Name: **Ko Aung Kyaw Thu** (DH)

Approved by: *[Signature]*  
 Name: **Ko Maung<sup>2</sup>** (GM/AGM/COO)

Checked by: *[Signature]*  
 Name: **Zin Mar Win** (HR)

05-CHL-HRM-FRM-020-05

UMG

### OVERTIME REQUEST FORM

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 Department Name : Production  
 Reason for Overtime : (19.11.2024 to 30.11.2024)

No.	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
	23.11.24	Win Naing		8:30 AM	4:00 PM	7:00	8400	wire check around	
	"	Zin Min Aung		"	"	"	8400	the machine	
	"	Chit Taw Oo		"	"	"	8400		
	"	Maung Aung		"	"	"	8400	welding	
	"	Htet Pyae Phyo Kyau		"	"	"	8400		
	27.11.24	Auker Min		5:00 PM	6:00 PM		1200	mounted front	
	"	Aung Ko Ko		"	"	"	1200	axle & wheel 1 left	
	"	Pyae Phyo Aung		"	"	"	1200		
Total Hours							45600		
Total Amount									

Requested by: *hms*  
 Name: **Thinzar Moe Htet** (Requestor)

Approved by: *[Signature]*  
 Name: **Ko Aung Kyaw Thu** (DH)

Approved by: *[Signature]*  
 Name: **Ko Maung<sup>2</sup>** (GM/AGM/COO)

Checked by: *[Signature]*  
 Name: **Zin Mar Win** (HR)

05-CHL-HRM-FRM-020-05



5:44

88%



Ko Aye Min Htoon

last seen recently

Total	1200	5400	33400	1200	1200	

Hi ဆရာ

Production Department

Man Power=10 Person

(19.11.24 to 30.11.24)

Overtime Charges=104400/- ထုတ် ယူ ခွင့်ပြုပါ ဆရာ

10:11 PM

	19-Nov-2*	20-Nov-0*	21-Nov-2*	23-Nov-2*	27-Nov-2*	30-Nov-2*	Total
			1800	8400	1200		11400
	1200		1800	8400	1200	1800	14400
အားပေး	1200	3000	1800	8400	1200	1800	17400
	1200		1800	8400	1200		13600
			1800	8400	1200	1800	14400
			1800	8400			10200
	1200			8400	1200		10800
			1800		1200		3000
			1800				1800
	4,800	3,000	14,400	67,200	9,600	5,400	114,400

Aung Kyaw Thu

Hi ဆရာ New Machine(To Show Customer)\_

Please proceed advance MMK 140,000.

10:52 PM

Aung Kyaw Thu

Hi ဆရာ Service Department Man Power=5\_

Please proceed advance MMK 46,200.

10:53 PM

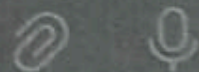
Aung Kyaw Thu

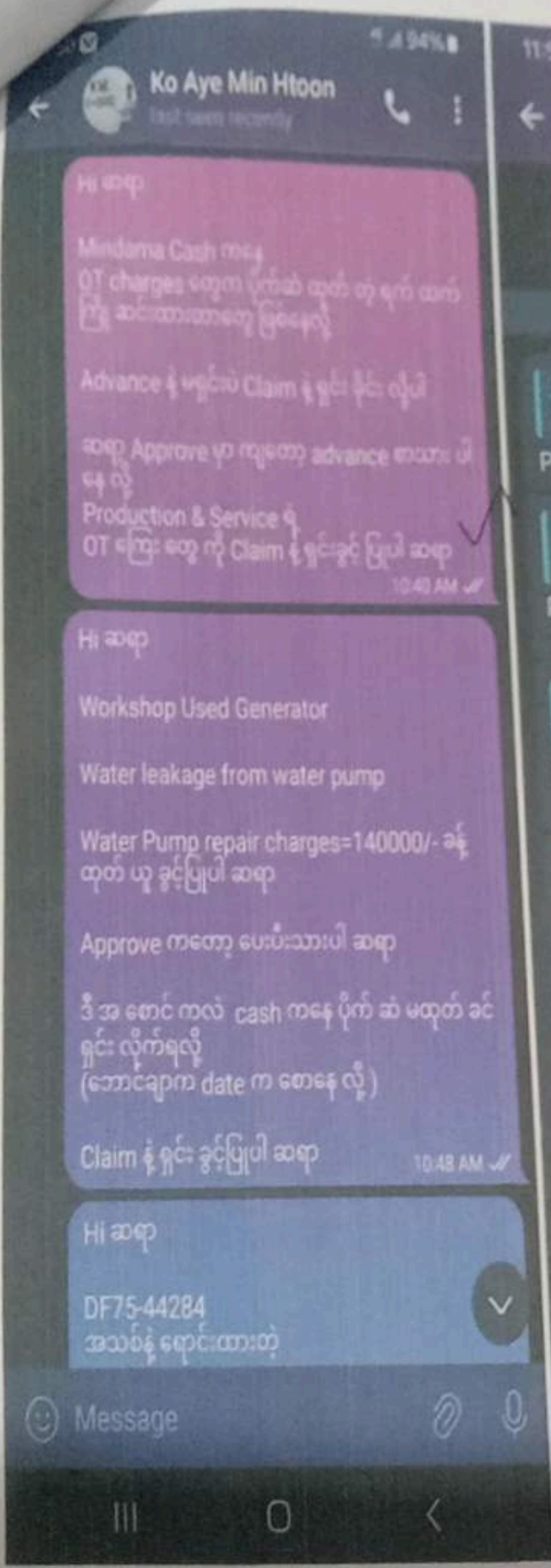
Hi ဆရာ Production Department Man Powe...

Please proceed advance MMK 104,400.

10:53 PM

Message

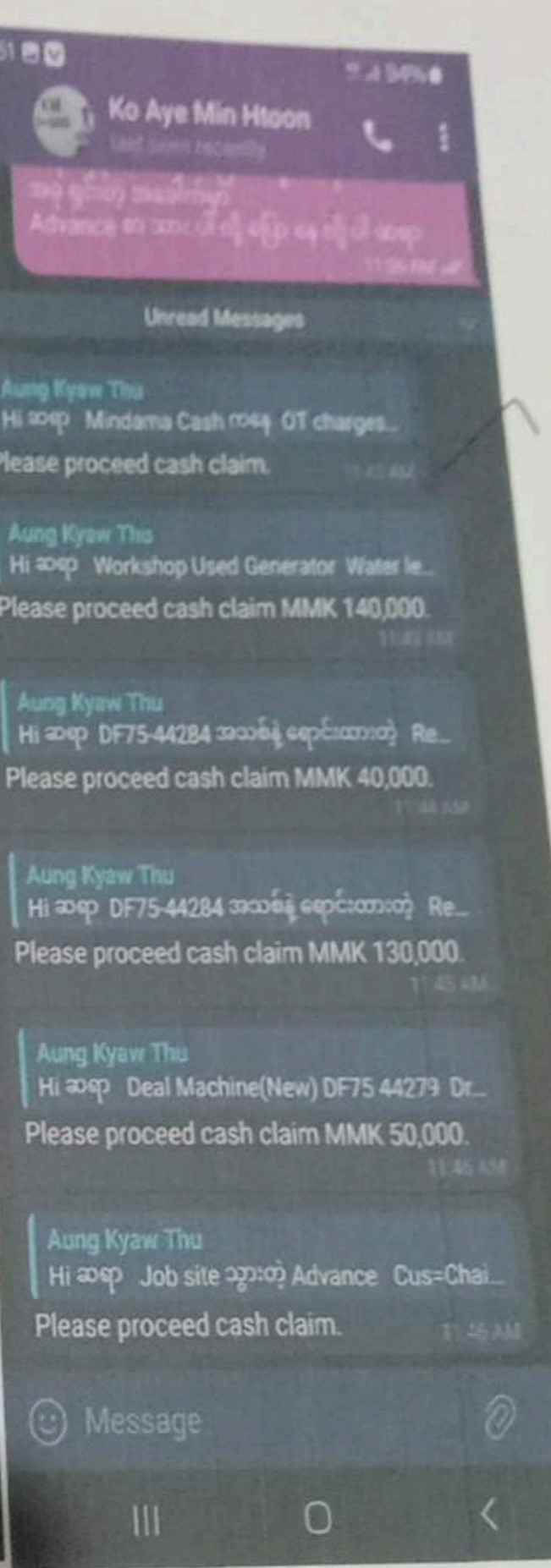




Hi ဆရာ  
Mindama Cash ကေး  
OT charges ကေးက ပိုက်ဆံ ထုတ်တဲ့ ရက် ထက်  
ပြီး ဆင်းထားတာတွေ ပြန်နေလို့  
Advance နဲ့ မရှင်းပဲ Claim နဲ့ ရှင်း နိုင် လို့ပါ  
ဆရာ Approve မှာ ကျွန်တော့် advance စာထား ပါ  
နေ လို့  
Production & Service ရဲ့  
OT ကေး တွေ ကို Claim နဲ့ ရှင်းခွင့် ပြုပါ ဆရာ

Hi ဆရာ  
Workshop Used Generator  
Water leakage from water pump  
Water Pump repair charges=140000/- ခန့်  
ထုတ် ယူ ခွင့်ပြုပါ ဆရာ  
Approve ကတော့ ပေးပံ့ထားပါ ဆရာ  
ဒီ အ စောင် ကလဲ cash ကနေ ပိုက် ဆံ မထုတ် ခင်  
ရှင်း လိုက်ရလို့  
(ဘော့capm date က စောနေ လို့)  
Claim နဲ့ ရှင်း ခွင့်ပြုပါ ဆရာ

Hi ဆရာ  
DF75-44284  
အသစ်နဲ့ ရောင်းထားတဲ့



Hi ဆရာ  
Advance စာ ထား ပါ လို့ မရှိ ပဲ ကျွန်တော့်  
11:36 AM

Unread Messages

Aung Kyaw Thu  
Hi ဆရာ Mindama Cash ကေး OT charges...  
Please proceed cash claim. 11:37 AM

Aung Kyaw Thu  
Hi ဆရာ Workshop Used Generator Water le...  
Please proceed cash claim MMK 140,000. 11:38 AM

Aung Kyaw Thu  
Hi ဆရာ DF75-44284 အသစ်နဲ့ ရောင်းထားတဲ့ Re...  
Please proceed cash claim MMK 40,000. 11:39 AM

Aung Kyaw Thu  
Hi ဆရာ DF75-44284 အသစ်နဲ့ ရောင်းထားတဲ့ Re...  
Please proceed cash claim MMK 130,000. 11:45 AM

Aung Kyaw Thu  
Hi ဆရာ Deal Machine(New) DF75 44279 Dr...  
Please proceed cash claim MMK 50,000. 11:46 AM

Aung Kyaw Thu  
Hi ဆရာ Job site သွားတဲ့ Advance Cus=Chai...  
Please proceed cash claim. 11:46 AM