

## ADVANCE CLEAR VOUCHER

Requestor Name : Ei Thwel Phyto	Budget Type : Include Budget
Department Name :	Payment Type : Advance Clearing
Payment Date : 2024-10-25	Advance No : ADV-REN-2024-09-00068 ✓
Payment Voucher : AC-REN-2024-10-00043 ✓	Prepared By : REN Budget Requestor
No	Superior Approved : REN Service Dept
Payment Method : Cash/Bank	By
Payment Amount : 320000.0	Last Approved By : REN Service Dept ✓
Currency : MMK ✓	
Exchange Rate : 4,800.0	

No.	Description	Department	Request Amount	Remark
1	Advance clear TA charges for Solar watt power 11.4kW and inverter capacity 20kW Ongrid (Three Phase) solar energy system at U San Maung (Myeik).ADV-REN-2024-09-00068(ADV-350,000/-,EXP-320,000/-,REF-30,000/-) PIC-Thet Khine Htwe	Service Department(RE)	320,000.00	Advance clear

Expense Total	320,000.00 K
Advance Total	350,000.00 K
Refund	30,000.00 K

Note: .....

<b>Superior Check By</b>	<b>F&amp;A</b>	<b>GM/AGM</b>	<b>COO</b>
Name : <u>Aung Hkeko</u>	Name : <u>Meng Meng</u>	Name : <u>Phyo Thu</u>	Name : <u>Uye Mon Htoon</u>
NRC No : .....	NRC No : .....	NRC No : .....	NRC No : .....
Date : <u>25.10.24</u>	Date : .....	Date : .....	Date : .....
Remark : .....	Remark : .....	Remark : .....	Remark : .....

*(Signature)*

*(Signature)*  
Ei Thwel Phyto



### TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Net Rhone Htwe	Estimated Date of Travel	24.9.24 to 13.10.24	
Position Rank	MCDD	Total Day	20 Days	
BU/BR/DIV, Dept	RE Service	Destination		
Purpose	To install 20 kw Solar System & 80kw Solar System U San Mgs T8 Mjei			
Travelling Permit				
Arrival Place	Myeik			
Actual Date & Time of Travel	24.9.24 to 13.10.24			
Total Day	20 days.			
HR Name	Bae Hye Aung			
HR Sign				
BOH/Authorized Person Name	Moe Mon Oo			
BOH/Authorized Person				
Advance Clear				
Actual Date & Time of Travel	24.9.24 to 13.10.24		Total Day	20 Days
Departure Date & Time	24.9.24		Arrival Date & Time	13.10.24
Date	Description	Total Amount		
		Kyats	USD	
24.9.24 to 13.10.24	TA Charges (20 x 15000) 1 Person Net Rhone Htwe.	300000		
	Per diem charges	20000		
<b>Total Expense (Kyats/USD)</b>		<b>320000</b>		
<b>Cash Advance (Kyats/USD)</b>		<b>350000</b>		
<b>Balance Refund/Additional (Kyats/USD)</b>		<b>30000</b>		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Et Thwe Phyo	Admin	28.10.24	
Approved By Dept Head	Aung Ko Ko Oo	ADH	24.10.24	
Approved By GM/AGM/COO	Phyo Thu	AGM	24.10.24	
Acknowledged by related Superior for Job Report	Aung Hein Win	GM		
HR Check & Approved	Ayein E E Khin	HR	24.10.24	
Cash Received				
Remark				



No 589 592,Bo Aung Kyaw Street,Yangon Patheingyi High Way Road,Hlaing Thar Yar Township, Yangon, Myanmar

Print Date : 23-Oct-2024

Taxi (Bus,Motorcycle,3-wheel etc...) Charges Form

No	Date	Holding Business	Department	Name	Rental Purpose	Departure Time	Start Location	End Location	Claim Amount	Allowed Amount	State	Remark
1	2024-10-13	Renewable Energy	Service	Thet Khaing Htwe	Went to Myeik For installation solar system	14:15	Airport	အမှတ်(၁)ရပ်ကွက် (HTY)	20,000	20,000	GA Manager Approved	Tools and package
2	<del>2024-08-28</del>	<del>Renewable Energy</del>	<del>Service</del>	<del>Thet Khaing Htwe</del>	<del>Went to Myeik for installation 20kW solar system</del>	<del>03:00</del>	<del>Aone Taw (အမှတ်(၁)ရပ်ကွက်)HTY</del>	<del>Airport</del>	<del>22,000</del>	<del>22,000</del>	<del>GA Manager Approved</del>	<del>Lots of tools &amp; package</del>
3	<del>2024-09-02</del>	<del>Renewable Energy</del>	<del>Service</del>	<del>Aung Than Kyaw (2) , Thet Khaing Htwe</del>	<del>To carry Pipe &amp; Other accessories</del>	<del>09:15</del>	<del>အမှတ်(၁)ရပ်ကွက် Home Mart(Myeik)</del>	<del>U Than Htun Oo Site(Myeik)</del>	<del>10,000</del>	<del>10,000</del>	<del>GA Manager Approved</del>	<del>To carry Pipe &amp; Other accessories</del>
4	2024-09-04	Renewable Energy	Service	Aung Than Kyaw (2) , Thet Khaing Htwe	Come back Office ( Myeik Branch)	17:15	U Than Htun Oo 20kW installation Site (MYEIK)	Myeik Branch	5,000	5,000	GA Manager Approved	Toolboxes ( Did't have car in branch that time)
5	<del>2024-09-09</del>	<del>Renewable Energy</del>	<del>Service</del>	<del>Aung Than Kyaw (2) , Thet Khaing Htwe</del>	<del>Come back Office ( Myeik Branch)</del>	<del>17:15</del>	<del>U Toe Ice factory(Myeik)</del>	<del>Myeik Branch</del>	<del>-</del>	<del>10,000</del>	<del>GA Manager Approved</del>	<del>Toolboxes ( Did't have car in branch that time)</del>
6	<del>2024-10-09</del>	<del>Renewable Energy</del>	<del>Service</del>	<del>Aung Ko Ko Oo</del>	<del>Went to MDY For training to Delar customer</del>	<del>06:00</del>	<del>Mee Khwet zay</del>	<del>Aungmingalar Highway</del>	<del>22,000</del>	<del>22,000</del>	<del>GA Manager Approved</del>	<del>Training to Delar Customer in MDY.</del>
7	<del>2024-10-12</del>	<del>Renewable Energy</del>	<del>Service</del>	<del>Aung Ko Ko Oo</del>	<del>Went to MDY For training to Delar customer</del>	<del>18:45</del>	<del>Aungmingalar Highway</del>	<del>Mee Khwet Zay</del>	<del>22,000</del>	<del>22,000</del>	<del>GA Manager Approved</del>	<del>Training to Delar Customer in MDY.</del>

**Requisition Date** 10/15/2024  
**Requestion Name** Ei Thwe Phyo  
**Holding Business** Renewable Energy  
**Department** Service  
**HR Acknowledge** Nyein Ei Ei Khaing  
**Total Charges** 20,000.00

Taxi Claim Charges Details


#	Date	Employee N...	Departure TI...	Start Locatio...	End Locatio...	Claim Amou...	Allowed Am...	GA Feedback...	Rental Purp...	Remark
1	10/13/2024	Thet Kha...	14:15	Airport	အမှတ်တံဆိပ် (HTY)	20,000.00	20,000.00		Went to Myeik For installation solar system	Tools and package

Add a line

Send message   Log note    Schedule activity


0   Following   1

October 22, 2024


 **Maung Maung Htwe(2)** - now  
 • State: Related HR → GA(GM/AGM)

October 21, 2024

 **Phyo Thu** - now  
 • State: Related Manager → Related HR

 **Phyo Thu** - now  
 • State: Submit → Related Manager

October 15, 2024

 **Zin Zin Oo** - now  
 • State: Draft → Submit

 **Zin Zin Oo** - now  
 Taxi Chrages Claim Form created



# TRAVELLING REPORT

Date: 4.10.21

Report To	Aung Ro Ro Oo	
Employee Name	Thet Khone Htwe	
Position	MCOP	
Department	Service	
Business	RE	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	24.9.21	13.10.21
Total Days	20 days	
Trip Information	1. From Mgeik	To VGN
	2. From	To
	3. From	To
Purpose For Travelling	To install 20 kW on grid solar system in San Maung Mgeik.	
Travel Date	Activities	Remark
	The daily report attached by below.	

Reported by

Sign : *Atwe*  
 Name : Thet Khone Htwe  
 Position : MCOP

Checked by

Sign : *ARRO*  
 Name : Aung Ro Ro Oo  
 Position : ADU

(DH/AGM/GM)

Approved by

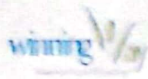
Sign :  
 Name : U Aye Mon Htoon  
 Position :

(COO)

05-CHL-HRM-FRM-064-01

No.	Date	Status	Job Types/Number
1	24.9.24	Attend	Morning exercises, Morning meeting Myeik brand solar panel 32pcs, washed and cleaned, inverter and battery wiring connections checked, battery breaker(1)pcs burnt.
2	25.9.24	Attend	Made morning exercise and attended meeting at Myeik branch.Checked solar cable way, piping and connected inverter and battery at Myeik branch.Measured and cutted earth cable 185m to transfer HO.Delivered earth cable drum 185m to Sin Min station.
3	26.9.24	Attend	Went to 1MW site from Myeik branch.Checked panel room and inverter panel.Resolved inverter common alarm and change ID NO for inverter 10 pcs at 1MW site.120 ohm installed for communication error in terminal block at No 10 panel.
4	27.9.24	Attend	Checked panel room and inverter panel.Cleaned the panel room and inverter panel.Cleaned air con 2 pcs and washed air filter at 1MW site panel room.
5	28.9.24	Holiday	At the 1MW site, the earth points under the solar plant were painted. Checked panel room and inverter panel .Checked the power output load and wifi connection at 1MW site.
6	29.9.24	Holiday	Checked panel room and inverter panel.Checked encombi panel ,encombi communication and the power output load at 1MW site.Checked and counted stock list at 1MW site.
7	30.9.24	Attend	Myeik customer U San Maung site 1MW came back to the Myeik office: I met with the person who cut down the trees at the customer U San Maung site 20kw and gave me the solar panel dimensions.I went to myeik car park to pick up the items sent from yangon.
8	1.10.24	Attend	Made morning exercise and attended meeting at Myeik branch.Went to customer U Than Htun Oo site.Installed CT coin for Eastron to breaker and AC cable.Produced needed accessories for Customer U San Maung site from Myeik branch.
9	2.10.24	Attend	Myeik customer U Than Htun Oo site 20kw ongrid system test run, it's fine. The solar 2 pallet & inverter 30kw sent by truck to Yangon are placed at the ongrid myeik office. We do T8 site servy and see the rooftop dimensions and where to put the inverter.Myeik brand new battery breaker 2pcs installed.
10	3.10.24	Attend	Myeik customer U San Maung is doing site structure. We take the product from the car and send it to the site.Look at the Luck Moon site for the inverter & solar panel and measure the width of the building.
11	4.10.24	Attend	Made morning exercise and attended meeting at Myeik branch.Bought needed accessories for Customer U San Maung 20kw ongird site.Went to customer U Toe Gold factory and checked inverter and output load.Checked and measured the battery voltage and solar input voltage at Myeik branch.

12	5.10.24	Attend	Made morning exercise and attended meeting at Myeik branch. Went to Customer U Toe Ice factory .Installation of 20kw ongrid system at Myeik customer U San Maung site. Inverter panel breaker wiring connections are installed.
13	6.10.24	Holiday	Myeik customer U San Maung site 20kw ongrid system install solar breaker panel and many wiring connections. Eastron meter & wiring cables installed MC4 installed
14	7.10.24	Attend	Made morning exercise and attended meeting at myeik brand. Myeik customer U San Maung site 20kw ongrid system Earth type inverter The building is smooth inside and out, so the rest of the parts can't be done. To install Lucky Moon 20kw ongrid system solar panel, I met with the structure engineer and told him the dimensions.
15	8.10.24	Attend	I think with laborer for scaffolding at T8 site. I met with the fireman to adjust the load. Generator & Solar output wiring connections are checked at Customer U Toe Site
16	9.10.24	Attend	Myeik customer U Aung Myo site servy. Customer U San Maung site 20kw ongrid system is not structuredJust have to send the pistols. Checked cable drums for 100kw for Dawein. Went to meeting for U Toe solar extension
17	10.10.24	Attend	Morning exercise and Morning meeting at Myeik brand. For Dawei customer Ko Mg Mg 100kw ongrid installation solar cable 6qmm (R+B) =3000M is prepared.I called to ask if there is a structure for the U San Maung site 20kw Ongrid system. I will do the structure tomorrow.
18	11.10.24	Attend	Morning exercise,Morning meeting Myeik brand. -We produce accessories for customer U San Maung site 20kw ongrid system installation. We produce accessories for T8 Hair salon 30kw ongrid system installation
19	12.10.24	Attend	Morning exercise and Morning meeting Myeik brand. T8 Hair salon 30kw ongrid system installation kit. U San Maung site 20kw ongrid system installation structure is being done and we went to see it
20	13.10.24	Holiday	Myeik brand returns to Yangon.



### ADVANCE REQUEST FORM

Requester Name: E Thant Phyo      Budget Type: In-Cash Budget  
 Department Name:      Payment Type: Advance Payment  
 Payment Date: 2024-09-23      Advance Due Date: 10/03/2024  
 Payment Voucher No: ADV-REN-2024-09-00048      Prepared By: REN Budget Requestor  
 Superior Approved By: REN Service Dept  
 Payment Method: Cash/Bank  
 Payment Amount: 350,000.00      Last Approved By: REN Service Dept  
 Currency: MMK  
 Exchange Rate: 5.210-0

No	Description	Department	Request Amount	Remark
1	Advance Request TA charges for Solar watt power 11.4kW and inverter capacity 20kW On-grid (Three Phase) solar energy system at U San Maung (Myeik) Total amount MMK 350,000.00 P/C: Thet Khine Htwe	Service Department(RE)	350,000.00	Advance request

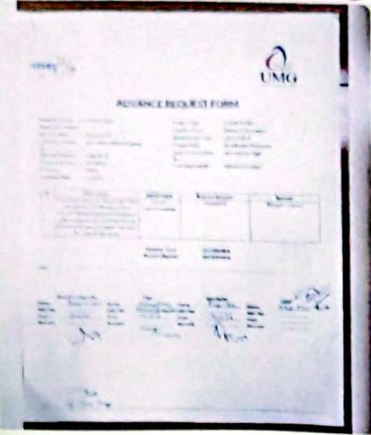
Expense Total: 350,000.00 K  
 Amount Remain: 350,000.00 K

Signature section with fields for Superior Clerk By, FGA, GM/AGM, and COO, including names, NRC No, and dates.

E. Thant Phyo

၁) အမည် - Thet Khine Htwe  
 ရာထူး - MCDP  
 ဌာန - Service  
 ၂) သွားရောက်သည့် ဝန်ထမ်း အမည်တွက် - ၁၈၁၀၀၀၀  
 ၃) ဆိုင်းသွားသည့်နေရာ - Myeik  
 ၄) ဆိုင်းသွားသည့် အကြောင်းအရာ - Watt Power 11.4kW and Inverter Capacity 20kW On Grid ( Three Phase) Solar Energy System at U San Maung Myeik  
 ၅) စတင်သွားရောက်မည့် နေ့ရက် - 28.8.2024 (U Than Htun Oo 20kW installation) မှ သွားပြီး U San Maung (solar watt power 11.4kW inverter capacity 20kW On Grid (Three Phase) Solar system. အတွက် ထပ် မှား နေပါသဖြင့်  
 ဆန်းစစ် နေ့ 14 ရက် ခန့် ကြို မှီ ပြင်ပါသည်။ မှီတွင် အဆင် မပြေပါက မှီတွင် တည်ပါမည်။ အဆင်မပြေပါက စေ့နုန်သည့်တိုင် အဆင် မပြေပါက မှီတွင် တည်ပါမည်။  
 Adv- 350,000 ထုတ်ခွင့်ပြုပါရမည်။

မကြီးမို (MD)  
online



Dear MD,  
(၁) အမည်- Thet Khine Htwe

ရာထူး - MCDP

ဌာန - Service

(၂) သွားရောက်သည့် ဝန်ထမ်း

အရေအတွက် - 1 ယောက်

(၃) ခရီးသွားသည့်နေရာ - Myeik

(၄) ခရီးသွားသည့် အကြောင်းအရာ -

မကြီးမို (MD)  
last seen recently

အရေအတွက် - 1 ယောက်

(၃) ခရီးသွားသည့်နေရာ - Myeik

(၄) ခရီးသွားသည့် အကြောင်းအရာ -  
Solar watt power 11.4kW and inverter capacity 20kW Ongrid (Three Phase) solar energy system at U San Maung (Myeik).

(၅) စတင်သွားရောက်သည့် နေ့ရက်  
-28.8.2024(U Than Htun Oo 20kW installation)မှ စသွားပြီး U San Maung (solar watt power 11.4kWp inverter capacity 20kW On Grid (Three Phase) Solar system ထပ် တပ်ဆင်ရန် အတွက်

ခန့်မှန်းခြေ 14ရက်ခန့်ကြာနိုင်ပါသည်။ ရုံးတွင်တည်းပါမည်။

Adv- 350,000/- ထုတ်ခွင့်ပြုပါခင်ဗျာ။

7:53 AM



မကြီးမို (MD)  
last seen recently

Taunggyi club coffee Battery inspection.

(၅) စတင်သွားရောက်မည့် နေ့ရက်  
-25.9.2024

ခန့်မှန်းခြေ 7ရက်ခန့်ကြာနိုင်ပါသည်။ ရုံးတွင်အဆင်ပြေပါကရုံးတွင်တည်းပါမည်။အဆင်မပြေပါက ဈေးနှုန်းသင့်တင့်သောနေရာတွင်တည်းပါမည်။ လိုင်းကားဖြင့်သွားပါမည်။

Adv-400,000/- ထုတ်ခွင့်ပြုပါခင်ဗျာ။

7:58 AM

Unread Messages

Phyo Thu  
Dear MD, (၁) အမည်- Aung Than Kyaw ရာထူး - ...  
Pls process 8:21 AM

Phyo Thu  
Dear MD, (၁) အမည်- Thet Khine Htwe ရာထူး - ...  
Pls process 8:21 AM

Phyo Thu  
Dear MD, (၁) အမည်- Kyaw Naing Soe, Aung P...  
Pls process 8:21 AM

Thanks MD 8:24 AM