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REPORT PRACTICAL (ADS666)

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CHAPTER 1: INTRODUCTION OF THE ORGANIZATION

This Department of Agriculture (DOA) is located at the Jln Ilmu, 94700 Serian Sarawak. This Serian DOA is under the Kota Samarahan. This means that, all the task, activities, the management, and all the decisions are link with the Kota Samarahan Agriculture Department. This DOA had been divided into three units such as the Fishery Department, Persatuan Pertubuhan Peladang, Veterinar. This three units or department located separately however; there are links between these three departments. These three departments will be in charge by the DOA. All the activities, the programs, and the decision have to compromise with the DOA.

1.0 Objectives of the Organization

One of the DOA objectives is to support the food production industry in increasing local food production and reducing the food trade deficit. Here, this department will help the farmers to increase their product and make their business commercial by giving their training, courses, and providing good facilities to them such as a good tractor or an advance machine.

Secondly, DOA wants to develop the agriculture entrepreneurs within the smallholder sector means of commercializing smallholder agriculture. By having more Bumiputera involve in business, this department come up with some program such as 1 Azam, Program Pembangunan Usahawan Wanita and Program Pembangunan Pertubuhan Peladang. These programs try to attract the Bumiputera to be an entrepreneur in the SME's. The entrepreneur will get their first capital from this department in order to start their business. For example, this department will supply some crops, and also providing some equipment that the farmers need in order to run their business. Other than that, this department also helps the farmers sell their products.

Then, it also wants to increase rural farm incomes to a level above the poverty line. This department introduces some program in order to increase the number of farmers in which this can be indirectly to decrease the poverty in rural area. By commercialize their production into a big market which have a high competition, the farmers can sell their

product with the higher price based on the market price due to a higher in demand. This finally can help them to increase their incomes and to improve their standard of living. By getting good facilities such as good machine, good fertilizers and also enough knowledge from this department, the farmers can increase their productivity, improve their product quality and increase their product quantity.

Finally, the DOA objective is to promote the conversation and sustainable use of natural resources for agriculture production. Through some program such as 1 Azam, they will create awareness among the farmers in order to promote the conversation and sustainable use of natural resources for agriculture production. This is because; this agriculture sector is the second largest sector that important and contributes to our national income after the industrial sector.

1.1 Mission

DOA is committed to providing excellent services in:

- a. Facilitating the development of a modern, competitive and sustainable food production industry in the state and in
- b. The creation of a community of agriculture-based entrepreneurs from among the farming community to spearhead the commercialization of the smallholder sector.

Besides that, DOA also has a mission for the 9th Malaysian Plan and for the 10th Malaysian Plan.

Mission for 9th Malaysian Plan: Committed to providing excellent services to its clients and fulfil the aspiration of the stakeholders in the transformation of the agriculture sector especially in:

- Increasing income and competitiveness
- Ensuring food security for the state
- Improving balance of trade for food
- Promoting sustainable agriculture

Mission for 10th Malaysian Plan: Committed to providing excellent services in:

- Facilitating the development of a modern competitive and sustainable food production industry in State.
- Facilitating the creation of a community who are able to spearhead the commercialization of the smallholder sector.

1.2 Vision

The Sarawak Department of Agriculture is a respected institution at the forefront of agriculture knowledge and the technology as well as in the provision of agribusiness support services to local food production industry.

Vision of DOA for 9th Malaysian Plan is the DOA want to lead agency in the transformation of agriculture sector into a modern, competitive and sustainable agro industry.

Then, ***vision for 10th Malaysian Plan*** of this Department of Agriculture (DOA) is want to be a respected institution at the forefront of agriculture knowledge and technology as well as in the provision of agribusiness support services to local food production industry and the food production industry in Sarawak in Sarawak is known for its commitment to food safety and sustainable production practices.

1.3 Roles and Function

This department will help in certain roles such as follows:

- Provide sanitary and phytosanitary services to facilitate the export of plant, animal and fish-based products from Sarawak.
- Provide development assistance to farmers for increased agriculture production and farm incomes.
- Facilitate and support the role of private enterprise in developing a vibrant, competitive and sustainable agriculture sector in the state.
- Participate in and contribute to development planning which impact on agriculture.

1.4 Organization Structure

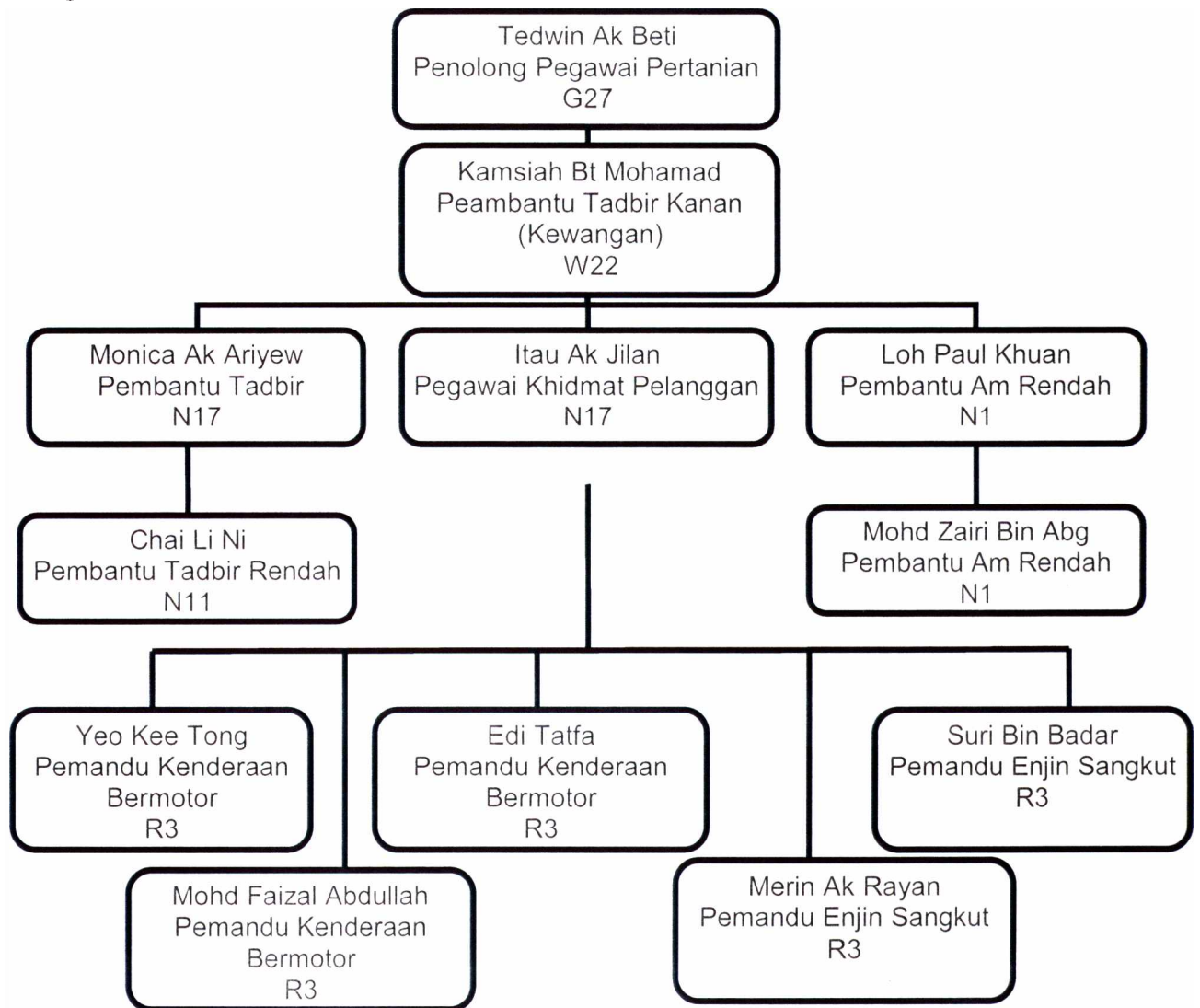


Table 1: DOA Structure

Table 1 here shows the DOA organization structure. This department uses the hierarchy system. It applies the top to bottom system. The top management will give the task to the middle management and finally the instruction will flow to the lower level in the organization.

During my practical training at this department I was under Mdm. Monica Ak Ariyew the Administrative Assistant of the DOA. I had been placed under her because her job is mostly on the administrative matter, similar with my course, therefore she had been selected to be in charge of me.

CHAPTER 2: SCHEDULE OF PRACTICAL TRAINING

2.1 Introduction

For my practical training, I had been trained under the administration department of the Department of Agriculture. During my practical training, I more expose to the learning process rather than working. At this department, I learn orally on how this department conducts the following aspects:-

- Personnel Recruitment
- Salary
- Working Leave
- Record Mail/Filing
- Office Stationery
- Organization Asset

To understand more, they provide me with some books and other references so that it is easier for me to make any record.

2.2 Details routine of my practical training

Week 1

Date: 16 May 2011

On the first day, I got an ice breaking session. I met my host supervisor, Mdm. Monica Ariyew who is the Administrative Assistant in this department. She introduces me with the other staff. Then, she also briefs me on the vision, mission, roles, some approaches and program that this department had been implemented. On that day, I also being ask by my host supervisor to make a formal letter or a reply letter.

Date: 18 May 2011

This day, I am glad to meet our Manager that is Mr. Tedwin. He explained me more on this department. This Department of Agriculture actually divides into three categories which are:-

- Fishery Department- focuses on the fishery activities and helps the fishermen
- Persatuan Pertubuhan Peladang-focuses on farmers, providing some crops and equipment to the farmers.
- Veterinar-provide free livestock and other equipment to the farmers

Date: 19 May 2011-Personnel Recruitment Process

I learned on the personnel recruitment process which had been explained by Mdm. Monica.

Before make any recruitment, this department should give the candidate an *offer letter*. The offer letter will include the personal details, the position, and the date for duty report and also include the income scale. After the department receives the acception from the candidate, then, they will issue the notice of recruitment (notis perlantikan) to the candidate. If the candidates not reply the offer letter in order to accept the offer, the application will be canceled.

Date: 20 May 2011

Mdm. Monica and I having some discussion on what I had learned for the first week.

Week 2

Date: 23 May 2011-24 May 2011

My host supervisor still briefing on the personnel recruitment process. After being appointed, our department will conduct a *trial period* for the new workers. During this trial period, the candidate's performance and attitude will be evaluated. If the candidate passes on the trial period, they will officially become a public servant. Then, if they failed, the organization will give a chance to them by extent for only one term of their trial period.

Date: 25 May 2011

I continue with learning on Law/Act of the Personnel Recruitment Process under Act 25, 26, 27, and 30. These law is important and being a references in order to complete the recruitment process.

- Under the Act 25-Explain on the trial period
- Under the Act 26-The trial period for those who get promoted
- Under Act 27- Focuses on the condition of the recruitment
- Act 30-Including the Pension Act

Date: 26 May 2011

I learn on how the Department of Agriculture (DOA) conducts their *working examination* especially to new workers and it is compulsory to the public servant. This examination divided into three categories which are:-

- Main Subject (Subjek Utama)
- Department Subject (Subjek Jabatan)
- General Subject(Subjek Khusus)

Each examination will have a different syllabus and code. The candidates only can sit only 3 times for this examination. To be a public servant officially, the candidate should pass on the three examinations above.

Date: 27 May 2011-Salary

For the new candidate, they will be explained on the *income scale*. The salary will be given based on the candidate's position and qualification. The income scales are as follows:-

Table 2: Position Scale Based on the Qualification

Qualification	Grade
N1-10	UPSR (Primary 6)
N11-16	PMR (Form 3)
N17-26	SPM (Form 5)
N27-40	Diploma
N41and Above	Degree

Sources: <http://sarawaknet.gov.my>

Then, the *payroll* will be printed for references to the candidates. This payroll will be including certain elements such as:-

- Personal Details
- Amount of Salary
- Additional Incentives
- Services Incentive (Imbuhan Tetap Khidmat Awam)
- Housing Incentive RM180 (Imbuhan Tetap Perumahan)
- EPF/Pension

For the new employees that not stay at the government quarters, they can claim for the housing incentive, RM180. But those who are choose to stay at the government quarters, they cannot claim for the incentive. For the EPF and Pension, the employee can choose

either one. All these will be recorded by the administrative department for their references.

Week 3

Date: 30 May 2011-Working Leave

Firstly, I learned the *maternity leave*. This leave can be given for 60 or 90 days depends on the candidates. There are three different concepts on this maternity leave.

- Maternity leave with full payment/full salary-received full emolument or full salary for those months based on other conditions.
- Maternity leave with half salary paid-only can get half of her salary
- Maternity leave without any payment-the candidates will not get any emolument or payment during her leave especially if she already used the other two leave before.

Then, the *paternity leave* usually taken by the workers when one of their relatives or parents is died. Therefore, the department usually gives 3 days leave without any records. The leave will be started on the date of the incidents happen and it will be begins for the next day when the incidents happen after the working days. For example, the incidents happen on Saturday, the leave will be counted for 3 days started on Monday.

Date: 31 May 2011

I learned on the leave in the organization on this day. Within this DOA, Mdm. Loh Paul Khuan the General Assistant in the administrative department will be responsible to this leave system. She is the one who being conducted me in learning on the leave issue.

Replacement leave can be given in terms of money. The workers can substitute his or her balance leave into money which will be added in their salary or sometimes it will be added in pension.

For this department they used the *Leave Management System (LMS)* for apply any leave. In order to use this system, the each employee will have their own passwords in order to enter their account in this LMS. Through this system, the worker will fill the form in this system and choose which leave they want to get. This system will record all leave

that had been taken by the workers. This LMS will records all leave that had been taken by the employee.

Week 4

Date: 6 June 2011-7 June 2011

On this day, I still continued with the leave issue within the organization. There are two strategies that can be taken by the workers to take leave either they can using a form and get approval from the manager or can use the Leave Management System which is more easily.

To get through into this Leave Management System the workers need to access to the SarawakNet. This websites can help us to access into certain system such as the payroll, leave, working examination and also including the e-pay slip.

Date: 8 June 2011-Record Mail and Filing

For this session, I learned on how this department records their mails by Mdm. Itau Ak Jilan the Manager of the Customer Service within the organization. *Record mail* should contain the date received, subject and the name or the sender. The mail should be records either in the book or in the system. However, this department prefers to record all the mails in the book. After make a record, the mails will be given to the Head of Department for his review. Then, the mails should be taking back after review for filing.

Date: 9 June 2011-Office Stationery

On this day, I learned on the organization stationeries which including the way this stationeries being ordered, how the stationeries being kept by the organization and the other procedures of using all the organization stationeries.

There are several steps that should be followed by the workers who want to *order the office stationeries*. First of all, we need to fill the requisition form and the order form. After that, all the stationeries that we are needed will be listed. Then, get approval of budget from the financial department. The worker need to make a record for all stationeries that are received and it must be similar with the order list. Record also the

date received, the stationeries received and also the quantity into the book records of the office stationery. All the stationeries that had been used or taken out by the staff should be records and they should sign on the books or record.

Date: 10 June 2011

On this day, I have to get finding on the rubber survey, calculate the total for each village which is stated under Serian District. Then, I record all the survey or the findings. All the finding records manually. This finding is useful for one program under the DOA that is the 1 Azam Program. This program tries to increase a number of the entrepreneurs and the farmer within the rural area in order to help those who are ranks in a lower income groups.

Week 5

Date: 13 June 2011-14 June 2011

-Assets Management

This refers to the *government assets* that had been supplied to this department. All the inventories should be manage properly and should be recorded. Those elements should be recorded:-

- Receiving Records
- Registration of the Assets
- The Storage or the Inventory Assets
- Maintenance of the Assets
- Termination of the Assets
- Assets Loss

Date: 15 June 2011-16 June 2011

Our department also supplies other services which let the farmers or the fishermen to renew their license. All the billing or payment should be given to the manager of finance to get approval. After that, all the payment should be recorded.

I also was being explained on the tender issue by our department and the revenue of this Department of Agriculture.

Here, I also learned on how to conduct the counter service and how to deal with people or the customers.

Date: 17 June 2011

Wrapping all I had learned during my practical training. I am having a conclusion and feedback from each other between my supervisor and I related to this training program. Then, I gave the evaluation form in which it has to be filled by my supervisor. I also receive the practical training result from the DOA which had been evaluated by my supervisor, Madam Monica.

CHAPTER 3: ANALYSIS

On this chapter, I will analyze on the certain task as covered in my practical training. This chapter also **reflects on the definition of concept only for one task** also includes the demonstration of my practical training and **theoretical aspects that relates on all concepts that I had learned in the classroom**. Through this chapter also, I will include my **personal experience** during the practical training. Therefore, in this chapter I choose the task which is the Personnel Task in which it includes the Personnel Recruitment and Personnel Selection Process.

Firstly, recruitment is the process of searching the candidates for employment and stimulating them to apply for jobs in the organization. Recruitment also refers to the activity that links the employers and the job seekers. It also refers to the process of finding and attracting capable applicants for employment. The process begins when new recruits are sought and ends when their applications are submitted. The result is a pool of applications from which new employees are selected (Edwin B. Flippo,2007). Recruitment also refers to a process of identifying and hiring the best-qualified candidate from within or outside of an organization for a job vacancy, in a most timely and cost effective manner.

This task actually not new for me, as I had been expose to this personnel knowledge especially in terms of the recruitment and selection process in the organization for subject Personnel Administration that had been taught in the class. Therefore, it is easy for me to understand the process of personnel recruitment in this DOA. In addition, it quite similar with all I had learned before in which starting from process before recruiting the candidate, a process during recruitment until the process after the recruitment.

The process before entering the organization, the candidate should firstly apply for the vacant job. After sending their application, they need to wait for the interviews. All these, refer to the first step that need to be taken by the candidates before the recruitment process done. The candidates will waiting for 1 year for attending the interviews or for certain months depend on the organization. If the candidates do not calling for attending the interview within those period, it means that they are not selected to get the job. This

we called scanning process. The organization do the scanning process is to reduce the number of the candidates that apply for the job. By reducing the number of the candidates, it is easier for them to get best applicants among them. Similar with what I had learned, in order to have a good performance of the organization especially in the increasing productivity, the organization should select the right person, at the right time for the right job. This can reduce the wastage of the resources if the organization selects the wrong person at the wrong time. There will be a redundancy of task due to more workers. Besides that, it will create the unemployment within the organization due too many workers. This happen if there are too many workers employ in order to complete only one task. For example, there are five workers being employed in order to complete the jobs which only required three employees, therefore the other two can be consider unemployment. This creates wastage for the organization in terms of the resources for paying those who are not contribute to the organization. Therefore, the organization should employ new workers based on the needs of the organization.

Then, during the recruitment process, the organization will conducts an interview for all the candidates. There are different types of interview. One of it is a face-to-face interview that mostly done by this organization. In Personnel Administration subject also stated on this interviews. Besides that, there are online interview and telephone interview. These are useful for those candidates that are far from the organization. During this interview the selection process will be start. All requirements that the organization wants will be listed which it will be their guideline or references in order to select the new workers during the interview. All the requirement or the condition need to be suit with the vacant position such as the qualification of the candidate need to be fix with the jobs and the candidate's background in study also need to fit with the task or the position in which it is easier for them to hold the responsible later. During the interview many aspects will be evaluated by the interviewer. For example, the personality, the communication skills and also the attitude of the candidates will be focused by the interviewer. The interviewer will ask on certain question either on the current issue, on their organization and also asking the candidates why they choose that organization. At this time the candidates will try to 'sell' themselves in order to compete with the other candidates and this can be extra marks for them.

Then, after the interview, the candidates who are success in the interview will have an offer later. The organization will provide the offer letter to those candidates who are being successfully selected during the interview. During my class, all this steps also being expose by my lecturer before, and it helps me a lots. After receiving the offer letter the candidate can make a report for duty on the date that had been stated on the offer letter. Once the candidate entering the organization, their salary will be start counted by the organization. Therefore, certain form need to be filled by the candidates such as the form of income data and other forms for records of the organization. all the new candidate's data need to be key in at the system especially in the SarawakNet system which it use for the candidates to apply their leave, e-pay slip and other forms that needed by the public servants.

Besides that, under this personnel task, there are the training and development process within this recruitment and selection process. Before that, the definition concepts of the training and development process is the field which is concerned with organizational activity aimed at bettering the performance of individuals and groups in organizational settings. It has been known by several names, including human resource development, and learning and development (Anthony Landale,1999).

Training and development process is useful for the new candidates and also the candidates that already in the organization. This training and development is useful for the organization in order to identify those workers who are not performs in the organization. By having these two processes, the organization can improve their staff's performance in order to improve their productivity. Other than that, this training and development process also can gain new knowledge and new skills among the new workers due to the globalization that require most organization used the advance technology rather than manually for having a high productivity. Therefore, the employees need to be educated with the new technology, new organization culture and a new system within the organization. Therefore, this is the objective of having the training and development process within the organization. Then, these two processes should be done from time to time in order to have a fits employees which are align with the chances in the organization culture due to the internal and external factors. This also relates to the subject of the

Organizational Behavior. During my practical training, I found that the subject of the organizational behavior is very useful. In order to manage people, the organizations need to change the behaviors of their staff so that the organization can achieve their goals easily. However, changing the people mindsets is not easy. Therefore, this training and development is important for the employees in order to change their perception towards their responsibility and change their behavior in order to have a good performance and high productivity of the organization.

Other than that, in this personnel task, I had been learning on the recruitment filing (fail penjawatan) during my practical training. This recruitment filing consists on the entire document that need in the recruitment process of the DOA. Here, it reminds me on the subject of the office management that I had learned before. In this subject, it emphasize on the file management and filing system. Therefore, in this personnel task, the administrative need to make a records and puts all the documents related to the personnel recruitment in one file. This meant that, one candidate should have one record, or one file in the organization. This will be references for the admin in the recruitment process. In this file of each candidate, it should include the following documents:

- Offer Letter
- Official Memorandum
- Forms of the Income Data
- Accept or Rejection Letter
- Form of the Candidate's Medical Checkup
- Admit Letter-shows the candidates free from any criminal cases
- Recruitment Notice

All these should be organized in the file system. The administrative department will responsible to this personnel data and this personnel recruitment file. It will be placed in the cabinet of the organization. After all this document putting in one file, the data of the new employee will be key in at the SarawakNet ffor the organization's reference.

Personnel task also need me to deals with other staff and acquire me to link with those who are in different job specification. Based on what I learned during the practical training, the recruitment process will includes the other job specification not only emphasize on the administrative but also consist the others such as the operation and human resources department. Even though the organization separate due to different function, each department will link with the others in order to complete certain task. For example, between the administrative department and the financial department of the DOA. These two departments will cooperate together in order to complete the budgeting process. The administrative department needs to give their budgeting to the financial department to make records. Any allocation that needed by the administrative, will be reported to the financial report to get approval.

Finally, during my practical training in the administrative department at the DOA, I found that there are too many procedures that need to be concern before completing certain task. In order to completing certain task, we have to deal with the other staff, communicate with the others who are different level within the organization such as those who are at the top management and also encourage us to work as a team. Before completing the task, we have to know the job specification in which the details of the task and the instruction that need to be followed. For example, the personnel task, there is other subtask under this personnel task which is the recruitment, the training and development and the interview session. Therefore, we have to know the functions of the task before continue in completing it.

Chapter 4: Recommendations

4.1 Introduction

In order to completing the task and the job during my practical training, there are some strength and weaknesses assigned. Due to the task given, I realize there are some weaknesses and strength on the task or on the job required. Based on the task which had been discussed in chapter 3 that is the **task of personnel** which **include** the **personnel recruitment and selection process**, **personnel interview** and finally the **personnel training and development**, there are some strength on this job of tasks.

4.2 Strength on the Task: Personnel Task

The personnel task here includes the **personnel recruitment and selection process**. There is some strength that I realize within the organization in completing this task. The selection process is conducted step by step. Firstly, this will help the organization to have an efficient procedure in order to have a new candidate to enter the organization. Recruiting the candidates without following the procedure or the process in the organization will resulting a difficulties to the organization itself. The organization might select a wrong candidates who are lack of knowledge or experience and also lack of any skills which all these criteria are very important within the candidates in order to have an excellent workers that can bring high performance to the organization. Therefore, having a selection process is an important within the organization in order **to select the right people, for the right job at the right time**.

Then, during this personnel recruitment process, the organization will issue an offer letter after the candidates' success in their interview. This offer letter will include some information such as the position that had been applied, the income received by the candidate and also the date of duty report. This will **help the candidate to know more about their position**. This offer letter will be a symbol to the candidate that they are being recruited and successfully appointed.

Besides that, the recruitment process also includes the working examination that need to be seated by the new employees. This working examination will **help the organization to measure the employee's performance**. This is because, if the candidates success in this examination, they will be officially becomes a public servant. This examination also creates knowledgeable employees. By having this examination, the organization also helps the employees to improve their performance.

Then, there are trial period for the new candidates. This trial period usually conducted for 3 years. During this trial period, the candidates will be supervise and evaluate by their supervisor. This trial period will **help the organization to make their evaluation on the performance of their new candidate especially in terms of their attitudes, their abilities, skills and also their commitment to their jobs**. This also help the organization to select a right candidates who have a good attitudes, high knowledge, multi skills and also have an expertise based on their performance during the trial period.

Then, before appointing the candidates, the organization needs to conduct the **interviews**. This interview will **help the organization to gain more information on the candidates**. The organization will easily collect the information through direct communication during the interview session. In addition, this interview can help the organization to directly interact and knows closely the candidates that will enter into their organization.

From interview, the organization **can make their own evaluation and also make their own expectation after meet the candidate**. Through the interviews, the organization actually can help the organization to know the candidates better especially in terms of their personality. All these could not be done by using forms.

For **training and development process**, the organization also conducts a training and development program for the new staffs. The strength for this task is that, the organization **can improve the skills and also the knowledge of their candidates**. This indirectly helps the organization to have a high quality and productivity due to the expertise of the staff. Due to the emergence of globalization in technologies, the new staff should be educated with the advance technology in order to have a good performance and to

achieve the organization's goals. This training and development program will help the organization to have an employees with a full of skills, abilities and knowledge.

This also **help the employees to complete their task easily** without any difficulties and they can work without any supervision or without any direction from their supervisor as they are able to complete the task independently because they have been trained.

By having this training and development process, the **organization can easily detect the problems that faces by their employees based on their performance**. In order to conduct the development process, the organization has to select those candidates who are not performing very well in the organization. In order to identify this, the organization needs to supervise and make an evaluation from time to time on the employee's performance.

4.3 Weaknesses of the Task: Personnel

Firstly, the weakness of this personnel task is that it needs more **time consuming**. The selection processes which require more than one step before the candidate are officially works within the organization. These selection steps starting from the filing the application form, attend for interview until receiving the offer letter and finally report for duty actually need more than one days in order to complete these steps. This will be difficulties to the candidates and also for the organization itself. This is because, the organization need to conduct all these steps before they entering the new candidates to their organization. This will add the employee's task by conducting this selection steps especially the management that responsible to recruit the new candidates. Other than that, the three years trial period also, I think only wastage to the employees and also to the organization itself. This is because, the candidate will be terminating if they failed during this trial period. This only is a loss to the organization and to the individual itself. Therefore, it is better to retain the employees and just train them to be better than before. Without this trial period, the organization also can make an evaluation on the new candidate by conducting a survey or make a report on them from time to time. This actually can be done less than three years.

Secondly, the other weakness for this task is that, it is **too rigid**. In order to have new candidates within the organization, the recruitment people need to refer to some steps or procedures. All the action needs to fit with the procedure that had been required before selecting the new workers. This makes the process done slowly. The candidates need to meet all the procedure or all the criteria before entering certain organization. This make the candidates feel tight to apply any kinds of job because it needs them to follow certain steps which also take long time to get the answer or the results for the application. This selection process or the recruitment process is too rigid because all the steps are related with one another. For example, the interview session could not be conducted if the first step does not being done by the candidates that is filing the application forms. The organization will do not have the candidate information and could not conduct the interviews if they do not have the name of the candidates that are applying for the vacant post. The first step needs to be done first before the following steps being conducted by the organization. All the steps need to be done one by one.

Then, this personnel task also **too complicated**. There are too many procedures and too many steps that need to be concern in completing this task. Besides that, there are several aspect need to be focus by the organization before they complete this task including the process of selection, conducting interview and implementing the training and development process. All the process includes the interaction between the organization and the employee itself. Both party needs to communicate with each other in order to complete this task. A complicated procedure will make the candidate and also the organization to spend more time in completing all the stage such as the recruitment stages. This also becomes a difficulties to the organization in which there are emergence by having a new candidates within the organization. The administrative people who conducted this personnel task will have to memorize all each procedures in completing their jobs. They are tight to these complicated procedures.

Finally, there are **less responsive** among the employees who are conducting this personnel task. Due to the complicated procedures, the worker who is responsible to this task will complete this job lightly. They found it is a difficulty to follow all the procedures. Therefore, there are lacks of commitment among the workers in completing their jobs. They only just followed the procedure in selecting the new candidates but they will not concern more on the other aspects because they only focusing on the procedures. For example, they will select those candidates who are following the procedure even though they are not meeting the entire requirement or the conditions that had been set by the organization.

4.4 Solution for Improvement

In order to solve all the weaknesses, here are my suggestions or recommendation for improvement to the organization.

Firstly, some stage could be combining in order to save time and to cut off certain procedures. For example the selection process, the organization can conducting the interview once they get the application forms. The candidates can send their application forms directly to the organization itself and having an interview at the same time. For the online application, the interview also should be done after one week. This is because; some organization needs three months or maximum one year for the candidates to have the interview. This makes the candidate to wait for a long time.

Besides that, the three years trial period should be cut off in order to save time, save cost and also save all the resources within the organization. One year trial period actually enough for the organization in order to conduct all the measurement or the evaluation process for the new candidates. Three years is too long because it will bring some loss to the candidates and also to the organization itself. This is because the candidates will being terminated if they are failed during the trial period and also failed for the one term extent of the trial period for those who are failed in the three years trial period. Other than that, there also a trial period for those who get promoted based on Act 26. This will be wastage of time to the candidates. There are no need for the organization to evaluate their performance anymore because they already capable enough to carry those position that is why they are being promoted. So, they should not have the trial period anymore.

Then, the selection process should have a short procedure that need to follows. This is because, it would not being a burden to the candidates and also to the worker who are responsible to this personnel task. Besides that, the selection process also can be done easily and this will be a benefits to those organization that emergence in having a new candidate to post the vacant job. The requirement of the selection process also needs to be reduced in order to reduce the tome consuming and also the complicated of the task. A short procedure will make the candidate feel happy to apply for the job because it does not need more effort to complete the application and also not acquire

them to wait for a long time to receive the results of the application. By reducing the procedure or the task, it also can reduce the multi task or the work overloads among the employees especially those who responsible to this personnel task or those who are conduct the human resources within the organization. Too complicated task will need them too settle more steps and procedures.

Next, regarding the interview, the organization can conduct some types of the interview in order to save time and save cost. For example, they can apply the face to face interview especially to the candidates that are closed with the organization. Other than that, they can conduct the telephone interview for those candidates that are far from the organization. Interview through internet also can be done by the organization in order to save time. This can help the organization to conduct the interview at the same time they receive the application forms. This will reduce the time of waiting among the candidates and this will not waste their time to wait for the organization to accept their application.

Finally, relating to the training and development process within this personnel task should be done once the new candidates enter into the organization. Besides that, it should be conducted in a short period in order to save cost, time and also the resources. It also can have excellent workers with higher skills just in a short term. This can help the organization to improve their productivity and quality. However, mostly, this training and development process will be done to the new workers. In my opinion, it also can be done to those who are already in the organization in order to gain their skills and to improve their specialties based on the changes requirement nowadays due to change in use of technologies in most of the organization. Other than that, this training and development process should not be conducted time to time because the workers will be bored with it and finally they will not care much on their performance. The organization should give time to the employees for them to set their own goals and their own strategy in order to achieve the organization's goals. They should give some time and opportunities to make a corrective action before sending them to attend any training course. This might waste their time and costs to attend the training which need to be attend for along period of time.

As a conclusion, all this personnel task should be done based on certain criteria which can be save time and save cost among the organization and also among the workers itself. Some strategies should be plan in order to improve the process of selection so that it could not too rigid and complicated in order to attract more candidates to apply for the post vacant and the organization also can have the new candidate at the right time for the right job at the time they are required without too relying on the procedures.

Chapter 5: Conclusion

During my practical training I learned new things and I simply apply what I had learned in the class during the practical. I newly know more administrative activities that can be seen in the workplace.

Firstly, I gain more knowledge on the personnel tasks which include the personnel recruitment process and the training and selection process. Here, I identify there are complex steps or procedure in completing the recruitment processes starting from applying the jobs by the candidates until the last procedure that is interview for the jobs until entering the organization. All the steps need to be done consequently based on the procedure. In order to completing this task, I found that, we need to deal with time consuming and chain of commands in the organization. The process of recruiting needs a period of time to complete it.

Then, during my practical training, there are lots of tasks that need me to deal with some people within the organization. For example, the counter service, in which some customers renew their license for their fishery business or deals with the customer who needs, helps in the agriculture sectors. Besides that, in completing the task given by my supervisor, I have to communicate with the other staff in which from different job specification. For example, I have to communicate and discuss some task with the operational department due to the findings of some survey that had been made by them.

Other than that, working in organization also shows how the communication system flows. This is refers to the process of reporting within the organization. Therefore, I found that, each employees need to know to whom they have to listen and to whom they should report. This is because; this will help the organization to complete the task easily and to ensure that all the working process within the organization is done in success. If each employee do not know to whom they should be report their task, they will difficult to achieve the task to the end because they report to wrong person and there will arose the misunderstanding and the task will not receive successfully. This communication flows also refers to the process of top to bottom that had been applied by this DOA. Those who are at the top will decide and give instruction to those who are at the bottom line. Those at

the bottom will obey to that direction and start to complete the task in which finally need to be report back to the top line people.

During my practical training also, I learn on other task in which not only emphasize on the administrative activities, but I also doing some finance task. I learn on how to do the organization budget in terms of buying the organization stationeries. The budget process needs to be followed before making any order. The budget and the account flows need to record. There also record the stationeries that had been used by the employees. In this DOA, I also learn on how this department manages its budget and it account flows.

Then, I also have learned on how to record all the mails and the file management of this DOA. Not only the recruitment and the budgeting have its procedure, but recording all mails and manages the file also based on some procedures. Besides that, this task will be done only by one person in order to avoid any redundancy of task and to have effective results and save time. There will less misunderstanding if the task completed by one person. In this DOA, I learn this task under the Manager of Customer Service.

Therefore, I make my own theory that the entire task within the organization need to be record as a reference for the upper level and should be report to the top line of the organization. In completing these, clear communication flows should be ensure in order to helps the organization achieve its goals effective and efficiently. Then, all the organization department needs to work together even though this DOA's employees separate based on their functions. This is because, some function has to cooperate and links together to complete certain task.

For the overall conclusion, I am glad to do my practical training within this DOA because I learn more and gain more knowledge during this practical training. This practical training among the students should be continued in order to be a preparation for us before we enter into the working environment. Through this practical training, we are now having the additional experience that can be practices in our real work place later on. Therefore, this practical training is very useful to me.

Bil.	Kod	Nama Peperiksaan	Subjek	Untuk Gred
1	100A	Perintah Am Dan Arahan Pentadbiran	Subjek Utama	Semua Pegawai Dalam Kategori V, VI & VII
2	100B	Pekeliling Kemajuan Pentadbiran Awam (PKPA)	Subjek Utama	Semua Pegawai Dalam Kategori V, VI & VII
3	100C	Undang-Undang	Subjek Utama	Semua Pegawai Dalam Kategori V, VI & VII
4	100D	Undang-Undang	Subjek Jabatan	Pegawai Tadbir N41 & Penolong Pegawai Tadbir N27
5	100E	Undang-Undang	Subjek Jabatan	Pegawai Tadbir N41 & Penolong Pegawai Tadbir N27
6	200A(a)	Perintah Am Dan Arahan Pentadbiran	Subjek Utama	Semua Pegawai Dalam Kategori VIII & IX
7	200A(b)	Perintah Am Dan Arahan Pentadbiran	Subjek Utama	Semua Pegawai Dalam Kategori VIII & IX
8	200B	Perintah Am Dan Arahan Pentadbiran	Subjek Jabatan	PEMBANTU TADBIR (PERKERANIAN/OPERASI) N17
9	200C	Kemahiran Komputer	Subjek Jabatan	PEMBANTU TADBIR (PERKERANIAN/OPERASI) N17
10	300A	Perintah Am Dan Arahan Pentadbiran	Subjek Utama	Semua Pegawai Dalam Kategori X & XI
11	300B	Kemahiran Komputer	Subjek Jabatan	PEMBANTU TADBIR RENDAH (JURUTAIP) N11
12	300C	Pekeliling Kemajuan Pentadbiran Awam	Subjek Jabatan	PEMBANTU TADBIR RENDAH (OPERATOR TELEFON) N11
13	400A	Perintah Am Dan Arahan pentadbiran	Khas	PENOLONG PEGAWAI TADBIR N27, 32, 36
14	400B	Pekeliling Kemajuan Pentadbiran Awam (PKPA)	Khas	PENOLONG PEGAWAI TADBIR N27,32,36
15	400C	Undang-Undang	Khas	PENOLONG PEGAWAI TADBIR N27,32,36
16	400D	General Paper	Khas	PENOLONG PEGAWAI TADBIR N27,32,36
17	400E	Intelligence Test	Khas	PENOLONG PEGAWAI TADBIR N27,32,36
18	500A	Perintah Am Dan Arahan Pentadbiran	Khas	PEMBANTU TADBIR (PERKERANIAN/OPERASI) DAN PEMBANTU TADBIR (KESETIAUSAHAAN) N17
19	500B	Undang-Undang	Khas	PEMBANTU TADBIR (PERKERANIAN/OPERASI) DAN PEMBANTU TADBIR (KESETIAUSAHAAN) N17
20	500C	General Paper	Khas	PEMBANTU TADBIR (PERKERANIAN/OPERASI) DAN PEMBANTU TADBIR (KESETIAUSAHAAN) N17
21	600A	Ujian Trengkas Kederasan	Khas	PEMBANTU TADBIR (KESETIAUSAHAAN) N9
22	600B	Pekeliling Kemajuan Pentadbiran Awam	Khas	PEMBANTU TADBIR RENDAH N11
23	700(a)	Perintah Am Dan Arahan Pentadbiran	Khas	PEMBANTU TADBIR RENDAH N11
24	700(b)	Perintah Am Dan Arahan Pentadbiran	Khas	PEMBANTU TADBIR RENDAH N11

Examination Syllabus

100A

Kod Peperiksaan	100A
Nama Peperiksaan	Perintah Am Dan Arahan Pentadbiran
Bahagian Peperiksaan	Bahagian I
Seksyen	A
Subjek	Subjek Utama
Sukatan Peperiksaan	<ul style="list-style-type: none">▶ <u>I. Arahan Perbendaharaan</u>▶ <u>II. Financial Procedure Act 1957</u>▶ <u>III. Syarat Perkhidmatan</u>▶ <u>IV. Syarat kelayakan/kadar Elaun dll</u>▶ <u>V. Syarat Kelayakan Cuti</u>▶ <u>VI. Kelakuan dan Tatatertib</u>▶ <u>VII. Rawatan Perubatan</u>▶ <u>VIII. Waktu pejabat dan Lebih Masa</u>▶ <u>IX. Panduan Keselamatan Kerajaan</u>
Bilangan Soalan	8
Bilangan soalan yang perlu dijawab	5
Masa	2½ jam
Markah	100
Markah Lulus	50% ke atas
Bahasa yang digunakan	Bahasa Melayu
Nota	Calon hanya dibenarkan merujuk kepada dokumen tersebut di atas,
Tarikh Sukatan Diluluskan	16 Febuari 1994
Untuk Gred	Semua Pegawai Dalam Kategori V, VI & VII

Examination Syllabus

100B

Kod Peperiksaan	100B
Nama Peperiksaan	Pekeliling Kemajuan Pentadbiran Awam (PKPA)
Bahagian Peperiksaan	Bahagian I
Seksyen	B
Subjek	Subjek Utama
Sukatan Peperiksaan	 → <u>Pekeliling Kemajuan Pentadbiran Awam (PKPA)</u>
Bilangan Soalan	8
Bilangan soalan yang perlu dijawab	5
Masa	2½ jam
Markah	100
Markah Lulus	50% ke atas
Bahasa yang digunakan	Bahasa Melayu
Nota	Calon hanya dibenarkan merujuk kepada Pekeliling Kemajuan Pentadbiran Awam
Tarikh Sukatan Diluluskan	16 Februari 1994
Untuk Gred	Semua Pegawai Dalam Kategori V, VI & VII

Sukatan Peperiksaan untuk

Kod 100B

Nama Pekeliling Kemajuan Pentadbiran Awam (PKPA)

Nama Pekeliling Kemajuan Pentadbiran Awam (PKPA)

Tajuk ①Pekeliling Kemajuan Pentadbiran Awam Bil.1 Tahun 1991 - "Panduan Meningkatkan Layanan Urusan Melalui Telefon"; ②Pekeliling Kemajuan Pentadbiran Awam Bil.2 Tahun 1991 - "Panduan Pengurusan Mesyuarat dan Urusan Jawatankuasa-jawatankuasa Kerajaan"; ③Pekeliling Kemajuan Pentadbiran Awam Bil.3 Tahun 1991 - "Anugerah Inovasi Perkhidmatan Awam"; ④Pekeliling Kemajuan Pentadbiran Awam Bil.4 tahun 1991 - "Garis Panduan Mengenai Strategi-strategi Peningkatan Kualiti Dalam Perkhidmatan Awam"; ⑤Pekeliling Kemajuan Pentadbiran Awam Bil.5 Tahun 1991 - "Panduan Mengenai Sistem Penjadualan Yang Bersepadu (SIAP)"; ⑥Pekeliling Kemajuan Pentadbiran Awam Bil.6 Tahun 1991 - "Panduan Mengenai Peningkatan Produktiviti Dalam Perkhidmatan Awam"; ⑦Pekeliling Kemajuan Pentadbiran Awam Bil.7 Tahun 1991 - "Panduan Mengenai Kumpulan Meningkatkan Mutu Kerja (KMK)"; ⑧Pekeliling Kemajuan Pentadbiran Awam Bil.10 Tahun 1991 - "Panduan Mengenai Peningkatan Kualiti Perkhidmatan Kaunter"; ⑨Pekeliling Kemajuan Pentadbiran Awam Bil.11 Tahun 1991 - "Panduan Mengenai Tatacara Penggunaan Borang Tindakan Kerja"; ⑩Pekeliling Kemajuan Pentadbiran Awam Bil.1 Tahun 1992 - "Panduan Pengurusan Kualiti Menyeluruh (TQM) Bagi Perkhidmatan Awam"; ⑪Pekeliling Kemajuan Pentadbiran Awam Bil.2 Tahun 1992 - "Garis Panduan Perancang Dan Penyediaan Projek Pembangunan"; dan ⑫Pekeliling-Pekeliling Kemajuan Pentadbiran Awam yang dikeluarkan dari semasa ke semasa

Bahan Rujukan

Examination Syllabus

100C

Kod Peperiksaan	100C
Nama Peperiksaan	Undang-Undang
Bahagian Peperiksaan	Bahagian II
Seksyen	-
Subjek	Subjek Utama
Sukatan Peperiksaan	→ Undang-Undang
Bilangan Soalan	8
Bilangan soalan yang perlu dijawab	5
Masa	3 jam
Markah	100
Markah Lulus	50% Ke atas
Bahasa yang digunakan	Bahasa Melayu/Bahasa Inggeris
Nota	Calon dibenarkan merujuk kepada Undang-Undang di atas semasa peperiksaan. Sekurang-kurangnya satu soalan tetapi tidak lebih daripada 2 soalan akan disediakan daripada tiap-tiap Undang - Undang di atas.
Tarikh Sukatan Diluluskan	16 FEBUARI 1994
Untuk Gred	Semua Pegawai Dalam Kategori V, VI & VII

Sukatan Peperiksaan untuk

Kpd 100C
Nama Undang-Undang

Nama Undang-Undang

Tajuk 1.Federal Constitution of Malaysia ✓

2.Constitution of The State of Sarawak and The Public Service Commission Rules, 1996 (Sarawak L.N.14/96);

3.Interpretation Ordinance (Cap.I);

4.Land Code (Cap.81)Part X;

5.Forest Ordinance (Cap 126) Part II and III;

6.Anti-Corruption Act 1997 (Act 575) and Emergency (Essential Powers) Ordinance 1970 (Ord.No.22/70);

7.Natural Resources and Environment Ordinance (Cap.84) and Environment Quality Act 1974 (Act 127);

8.Criminal Procedure Code (Act 593, Revised 1999); dan

9.Government Contracts Act, 1949 (Revised 1973)(Act 120) and Contracts Act 1950 (Act 136).

Bahan Rujukan -

Examination Syllabus

100D

Kod Peperiksaan	100D
Nama Peperiksaan	Undang-Undang
Bahagian Peperiksaan	Bahagian III
Seksyen	A
Subjek	Subjek Jabatan
Sukatan Peperiksaan	<u>Undang-Undang</u>
Bilangan Soalan	8
Bilangan soalan yang perlu dijawab	5
Masa	2½ jam
Markah	100
Markah Lulus	50% ke atas
Bahasa yang digunakan	Bahasa Melayu/Bahasa Inggeris
Nota	1. Calon hanya dibenarkan merujuk kepada Undang-Undang di atas semasa peperiksaan; 2. Sekurang-kurangnya satu soalan tetapi tidak lebih daripada 2 soalan akan disediakan daripada tiap-tiap Undang-Undang di atas.
Tarikh Sukatan Diluluskan	16 Februari 1994
Untuk Gred	Pegawai Tadbir N41 & Penolong Pegawai Tadbir N27

Examination Syllabus

100E

Kod Peperiksaan	100E
Nama Peperiksaan	Undang-Undang
Bahagian Peperiksaan	Bahagian III
Seksyen	B
Subjek	Subjek Jabatan
Sukatan Peperiksaan	► Undang-Undang
Bilangan Soalan	8
Bilangan soalan yang perlu dijawab	5
Masa	2½ jam
Markah	100
Markah Lulus	50% ke atas
Bahasa yang digunakan	Bahasa Melayu/Bahasa Inggeris
Nota	1. Calon-calon hanya dibenarkan merujuk kepada undang-undang di bawah sahaja atau bahan-bahan rujukan yang akan diberitahu secara berasingan semasa peperiksaan; 2. Sekurang-kurangnya satu tetapi tidak lebih daripada dua soalan akan disediakan daripada tiap-tiap undang-undang/perkara-perkara dibawah
Tarikh Sukatan Diluluskan	16 Februari 1994
Untuk Gred	Pegawai Tadbir N41 & Penolong Pegawai Tadbir N27

JABATAN PERBENDAHARAAN NEGERI SARAWAK
BORANG KEMASUKAN DATA GAJI BAGI LANTIKAN PERTAMA / PERUBAHAN DATA GAJI

A) Tandakan (✓) dalam petak yang berkaitan di bawah.

<input type="checkbox"/> LANTIKAN PERTAMA (Sila lengkapkan semua butiran dalam ruangan di bawah <i>kecuali Nombor Gaji</i>)		
<input type="checkbox"/> PERUBAHAN DATA GAJI		
<input type="checkbox"/> Pemberian Taraf Pencen	<input type="checkbox"/> Cuti Tanpa Gaji/Separuh Gaji	<input type="checkbox"/> Memulakan / Menghentikan Potongan:
<input type="checkbox"/> Tamat Khidmat	<input type="checkbox"/> Peruntukan Rumah Kerajaan	<input type="checkbox"/> Lain-lain (nyatakan)
(Sila lengkapkan Nama dan Nombor Gaji serta Butiran Berkenaan sahaja)		

B) Sila rujuk muka surat sebelah bagi Panduan Kod.

1. BUTIRAN PEGAWAI (*Sila potong yang tidak berkenaan)												
Nama (mengikut Kad Pengenalan)												
No. KP	Baru									Agama	*Islam / Bukan Islam	
	Lama									Nombor Gaji		
Jabatan		Stesen										
Jawatan		Gred										
Bank/Cawangan		Tarikh Lantikan										
No. Akaun										Bulan Kenaikan Gaji		
Taraf Jawatan		*Tetap / Kontrak / Pinjaman / Sementara								Gaji Permulaan		RM
Tarikh Lahir (H/B/T)										Taraf Pencen		*Berpencen / KWSP
Status Perkhidmatan		*Aktif / Kematian / Bersara / Letak Jawatan / Ditamatkan								Tarikh Status Perkhidmatan		
Status Perkahwinan		*Bujang / Berkahwin (Isteri *bekerja / tidak bekerja)								Bilangan Tanggungan Anak		
Kod Status Cukai		Kod Pusat Bayaran										

2. BUTIRAN KEAHLIAN BAGI TUJUAN POTONGAN		
Kod	Butiran	Nombor
57	KWSP	
58	Cukai Pendapatan	

3. PENDAPATAN / POTONGAN MULAI BULAN							
Kod	Mula Kuatkuasa	RM	Sen	Kod	Mula Kuatkuasa	RM	Sen
	Gaji						
	Insentif Wilayah						
	Imbuhan Tetap Khidmat Awam						
	Imbuhan Tetap Perumahan					180	

4. PELARASAN PENDAPATAN / POTONGAN UNTUK BULAN SEMASA									
Dibayar kepada pegawai					Dipotong daripada pegawai				
Kod	Tempoh	Butiran	RM	Sen	Kod	Tempoh	Butiran	RM	Sen

5. PENGESAHAN KETUA JABATAN	
Saya mengesahkan bahawa semua butiran di atas adalah betul.	
Nama:	
Cop Jawatan:	
Tandatangan:	Tarikh:
Pucuk Jabatan:	

UNTUK KEGUNAAN PERBENDAHARAAN NEGERI	
Kod Bank dan Cawangan	-
Tandatangan ringkas penyemak:	Tandatangan ringkas operator data:

PANDUAN KOD

1. KOD PENDAPATAN

- 01 - Gaji
- 02 - Elaun Wilayah
- 03 - Elaun Memangku / Tanggungan
- 05 - Elaun Khas / JUSA
- 04 - Elaun Bahasa
- 06 - Elaun Kritikal
- 07 - Tunggakan Tahun Lepas
- 08 - Tunggakan Sebelum Tahun Lepas
- 10 - Saguhati (Honorarium)
- 12 - Elaun Operator Mesin
- 13 - Elaun Keraian (CMO)
- 14 - Elaun Perumahan
- 15 - Elaun Trengkas
- 17 - Elaun Shorthand
- 19 - Elaun Rumah / ITP
- 20 - Elaun Hidup Susah
- 21 - Elaun Amah
- 22 - DUN
- 23 - Elaun Tambahan
- 25 - Elaun Basikal
- 26 - Elaun Khidmat Awam
- 28 - Elaun Keraian (DUN)

2. KOD POTONGAN

- 51 - Pendahuluan Kenderaan
- 52 - Pendahuluan Petisejuk
- 53 - Insuran (Inchcape)
- 54 - Alotmen
- 55 - Tabung Haji
- 58 - Cukai Pendapatan
- 60 - Pelbagai
- 62 - Perumahan
- 64 - Bayaran Balik
- 67 - Insuran (MNI)
- 68 - Bayaran Balik Pendahuluan Persendirian
- 72 - Bayaran Balik Pinjaman Pelajaran
- 74 - Baitulmal
- 75 - Masjid Baru
- 77 - Takaful
- 78 - Petronesa
- 79 - Interfinance Bhd.
- 80 - Pendahuluan Komputer
- 82 - Pinjaman Persekutuan
- 83 - Advance Finance
- 84 - Pendahuluan Ketuhar
- 86 - Pendahuluan Mesin Basuh
- 88 - ANGKASA

3. KOD STATUS CUKAI

- | | |
|---|---|
| <ul style="list-style-type: none"> 00 - Bujang / Berkahwin Dan Tiada Anak 01 - Berkahwin (Isteri Tidak Bekerja) dan 1 Anak 02 - Berkahwin (Isteri Tidak Bekerja) dan 2 Anak 03 - Berkahwin (Isteri Tidak Bekerja) dan 3 Anak 04 - Berkahwin (Isteri Tidak Bekerja) dan 4 Anak 05 - Berkahwin (Isteri Tidak Bekerja) dan 5 Anak 06 - Berkahwin (Isteri Tidak Bekerja) dan 6 Anak 07 - Berkahwin (Isteri Tidak Bekerja) dan 7 Anak 08 - Berkahwin (Isteri Tidak Bekerja) dan 8 Anak 09 - Berkahwin (Isteri Tidak Bekerja) dan 9 Anak 10 - Berkahwin (Isteri Tidak Bekerja) dan 10 Anak | <ul style="list-style-type: none"> 11 - Berkahwin (Isteri Bekerja) dan 1 Anak 12 - Berkahwin (Isteri Bekerja) dan 2 Anak 13 - Berkahwin (Isteri Bekerja) dan 3 Anak 14 - Berkahwin (Isteri Bekerja) dan 4 Anak 15 - Berkahwin (Isteri Bekerja) dan 5 Anak 16 - Berkahwin (Isteri Bekerja) dan 6 Anak 17 - Berkahwin (Isteri Bekerja) dan 7 Anak 18 - Berkahwin (Isteri Bekerja) dan 8 Anak 19 - Berkahwin (Isteri Bekerja) dan 9 Anak 20 - Berkahwin (Isteri Bekerja) dan 10 Anak |
|---|---|

Nota: Bagi Janda, Duda dan Balu sila gunakan kod

- a) 11 hingga 20 - jika mempunyai anak
- b) 00 - jika tiada anak

**BORANG PERMOHONAN MENGIKUTI
KURSUS INDUKSI KHUSUS DAN UMUM
JENIS KURSUS INDUKSI YANG DIPOHON
(Sila Bulatkan)**

(a) INDUKSI KHUSUS**(b) INDUKSI UMUM**

1. Nama: _____

2. No. Kad Pengenalan: _____ Jantina: _____

3. tarikh Lahir: _____

4. Nama Jawatan Hakiki : _____
Gred Jawatan : _____

5. Tarikh Mula Berkhidmat dengan Kerajaan: _____

6. Tarikh Lantikan ke Jawatan Sekarang atau Tarikh Kenaikan Pangkat Secara
Lantikan ke Jawatan Sekarang:

7. Nyatakan Seksyen dan Alamat Tempat Kerja Sekarang:
Seksyen: _____
Daerah/Bahagian: _____

8. Nombor Telefon Pej: _____ Fax: _____

9. Pengesahan Pemohon:

Saya mengesahkan bahawa semua butiran maklumat yang dinyatakan di atas
adalah benar.

Tarikh: _____ Tandatangan _____

Disemak oleh:

.....
(Tandatangan Ketua Pejabat/Cop Pejabat)