



اَوْنَبُوْكَرٌ سَيِّدِيْ تَبِيْكَوْ لُوْ كِنْ مَرْاَدَا
UNIVERSITI
TEKNOLOGI
MARA

**FACULTY OF ADMINISTRATIVE SCIENCE AND POLICY
STUDIES**

BACHELOR IN ADMINISTRATIVE SCIENCE

ADS 666

PRACTICAL TRAINING REPORT

TOPIC:

ADMINISTRATIVE WORK IN HUMAN RESOURCE MANAGEMENT

PREPARED BY:

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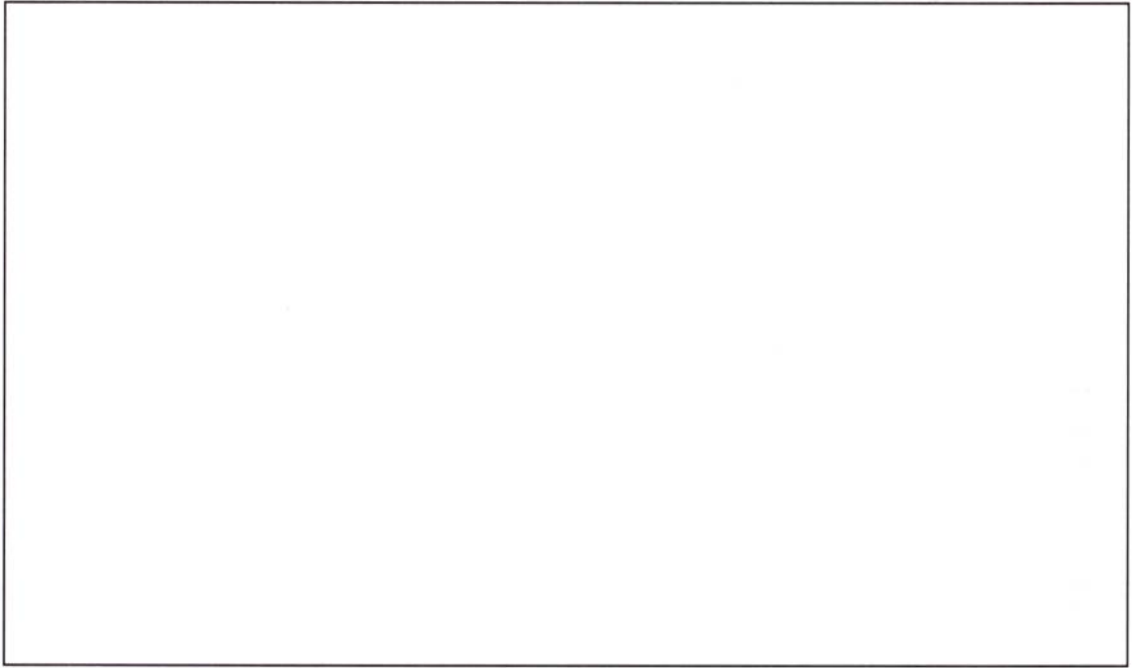
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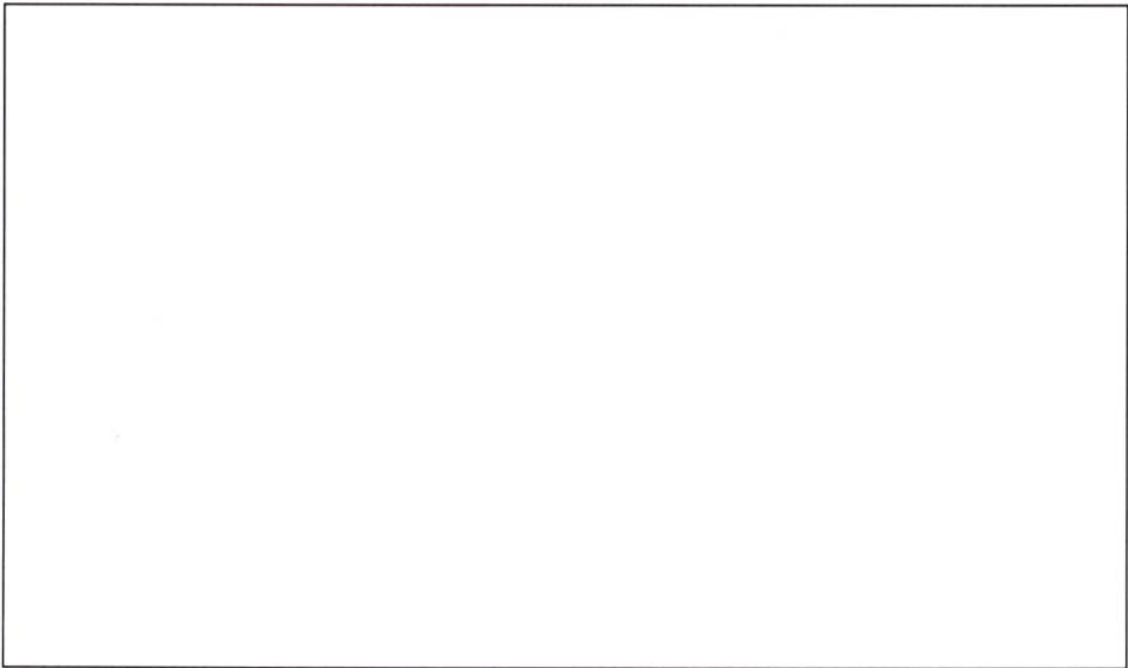
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Supervisor's Comments

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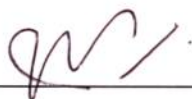
**CLEARANCE FOR SUBMISSION OF THE PRACTICAL TRAINING REPORT BY
THE SUPERVISOR**

Name of Supervisor : Madam Nadrawina Bt Hj Isnin

Title of Report : Practical Training Report in Chief's Minister
Department (Human Resouce Management
Department)

Name of Students : Nur Amira Bt Mustapha

I have reviewed the final and complete practical training report and approve the
submission of this report for evaluation.



(Madam Nadrawina Bt Hj. Isnin)

Acknowledgement

I praised the almighty Allah for giving me the strength and patience to complete the report on "Practical Training Report in Human Resource Management at Chief's Minister Department".

With this opportunity, I would like to express my heartiest gratitude to Madam Nadrawina Bt Hj. Isnin for his willingness to become my supervisor for the whole semester and also not to forget her kindness and fullest efforts in guiding, advising and sharing useful information with me in my way to complete this practical training report. I would also like to thank Mr. Fairuz Hidayat Merican Bin Wan Merican for being the coordinator for this subject which is Practical Training (ADS666) and also for his efforts in giving us a lot of guidance on how to carry out the practical training effectively. Last but not least, I would like to thank my parents for giving me a lot of supports which is both in terms of financial as well as morale support. Not to forget, I also would like to thank all our respective friends and colleagues for their cooperation during the conduct of the practical training program.

Lastly I would like to apologize for any weakness or mistakes that I have made throughout the process of making this practical training report into reality.

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Declaration

I hereby declared that the work contained in this practical training report is my own except those which have been duly identified and acknowledged. If I was later found to have committed plagiarism or other forms of academic dishonesty, action can be taken against me under the Academic Regulations of UiTM.

Signed,

Nur Amira Bt Mustapha

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Chapter 1: Introduction of the organization

1.1 History of State Public Administration in Sarawak

Sarawak State Civil Service is closely related with the establishment of Sarawak State Assembly as the oldest legislative body in Malaysia (An overview of the government body of Sarawak, 2010). The assembly has been in existence since 8 September 1867 during the first meeting at Bintulu. On 8 September 1867 the legislators consist of 21 council members led by Raja Charles Brooke. 6 of Brooke's officers and local leaders were also involved in the meeting.

In the year 1903, the assembly was renamed as State Council and just before the war in 1941, Prince Brooke Vyner has established written constitution and during the 100 years of Brooke administration in Sarawak, the membership of the council has increased to 24 members. The King's position has been replaced by the Chief Secretary as the chairman. The numbers of council members keep on increasing from 1963 to 2006 where it has reached a total of 71 council members. In 1976, the State Council has been renamed as State Legislative Council.

Chief Minister's Department is at Wisma Bapa Malaysia. The building was officiated on 17 August 1976 and taking the name of the first Prime Minister of Malaysia, Tunku Abdul Rahman Putra Al Haj as the "Father of Independence". Besides the Chief Minister's Office, the building also accommodates two Deputy Chief Ministers, young ministers, and State high ranking officers such as the State Secretary, State Finance Secretary, State Attorney General, and directors from various units and departments under the supervisions of Chief Minister Department (Sarawak Minister's Department, 2012)

1.1.1 Vision

- A world class civil service

1.1.2 Mission

- To transform the civil service through High Performance Team and Excellent Service Delivery.

1.2 Background of Human Resource Management (HRM) Department

Generally, the State Civil Service is divided into two parts which were District and Secretariat. In 1937, the Secretariat is the administrative centre and it led by two European and assisted by a Malay Clerk, three Chinese Clerks and three general workers. During the formation of Malaysia, Sarawak State Civil Service started with 2,599 workers. The numbers was kept increasing to 14,300 public servants in 2011 whose are from different categories, levels and schemes.

Before this, the office was situated next to Central Police Station. In 1996, the original office of the Secretariat has moved to the Secretariat Building but unfortunately the building was taken over by Yayasan Sarawak on 23 November 1976. Now, Sarawak State Civil Service operates at Wisma Bapa Malaysia. Wisma Bapa Malaysia was completed in 1976 and officiated by the former Chief Minister of Sarawak, Tun Rahman Yaakub. The building has 22 storey and among the highest building during that time. The main purpose of the building was to become the central of administration for Sarawak State Government and also Chief Minister Office. Wisma Bapa Malaysia is situated next to the former State Legislative Assembly building in Petra Jaya, Kuching, Sarawak. After 5 years, the organization of Chief Minister Department was restructured and the Human Resource Management Department was introduced on 25 August 2001. This department is led by the Senior Assistant Director and there are eight sections in this Human Resource Department which are:

- a) Organization Development Section
- b) Position Management Section
- c) Service and Career Management Section
- d) Corporate Management Section
- e) Facilities and Privileges Section & Research of Human Resource & Human Resource Information System (HRMIS);
- f) Competency Level of Evaluation Management Section; and
- g) Management of Discipline & Integrity Section.

Every section has their own functions and at the same time easy for the department to achieve their vision and mission. Head of Assistant Director who is the one responsible for every section.

1.2.1 Vision

“Among The Best Civil Service in The World”

1.2.2 Mission

“To be the Leader in Managing World Class Workforce”

1.2.3 Objectives of Human Resource Management (HRM) Department

In line with its quality objectives, goals, mission, and vision, the unit has established five objectives as a path to achieve all of the above. The objectives are:

1. Ensuring that the Sarawak State Civil Service is competence and balanced;
2. Developing the skills;
3. Delivering the excellence services;
4. Optimizing abilities; and
5. Achieving high performance

1.2.4 Functions of Human Resource Management (HRM) Department

Currently, the Human Resource Management Unit in Chief Minister's Department serves nine core functions in its operations. These functions are:

1. Analyzing and improving the organization structures.
2. Planning the human resource requirements for every agency.
3. Observe on the field of job status.
4. Managing the recruitment and selection of State Civil Servants.
5. Dealing with confirmation, compulsory and premature retirement, transfer, promotion, competency.
6. Dealing with expenses, leave, facilities or amenities, information, recognition and public servants' records.
7. Observe the development and update the information of Majlis Bersama Jabatan for Sarawak State Civil Service.
8. Update the information of the Sarawak State Civil Servants, Statutory Bodies and Local Government through HRMIS and e-Recruitment.
9. Managing examinations, practical and Competency Level of Evaluation courses in Sarawak State Civil Service.

1.2.5 Organization Culture of Human Resource Management (HRM) Department

As we all know, every organization has different culture. These cultures will help the organization to create the norms and values within the organization. In Human Resource Management Unit, the organization culture emphasize on:

1. Integrity
2. Fast and Accurate
3. Hospitality
4. Appreciation

1.2.6 Client Charter

Client charter serves as a document outlining the principles, functions, and organization of a corporate body. In other words it is a promise made by the organization in delivering services to the clients. Below are the client charter of the Human Resource Management Unit and they are:

1. Filling the positions under State Secretary within 90 days after the advertisement;
2. Confirmation for Sarawak State Civil Servants and process it from the date received and will be completed within 14 days;
3. Action to customers' complaint will be taken from the date received within 3 days;
4. Confirmation retirement of Sarawak State Civil Servants will be processed within 14 days after the date received;
5. Premature retirement of Sarawak state civil servants will be processed within 180 days from the date received if the documents received are complete;
6. To make sure that the loans for private transportations and other equipments for those that are eligible to receive will be given within 30 days from the date received; and
7. The results of the Competency Level of Evaluation test will be announced to the candidates within 90 days after the test.

1.2.7 Quality Policy of Human Resource Management (HRM) Department

Human Resource Management Department is committed in managing its human resource effectively, efficiently and practicing excellent working culture as well as to entertain the customers with integrity.

This quality policy can be achieved by ensuring that:

1. Every departments and agencies in Sarawak State Civil Service having proper and systematic organization structure as well as to have optimum amount of civil servants according to the goals and objective of the organization.
2. The recruitment and appointment will be done fairly in order to have a professional and quality service in government sector.
3. Every confirmation of positions, continuing trial time and retirement will be managed according to schedule.
4. The members of the Human Resource Management Department will receive continuous training and supports.
5. Every request to Facilities and Privileges Section will be entertain according to time scheduled.
6. Formal events will be managed and organized efficiently and systematically.
7. The Competency Level of Evaluation tests and practical will be managed properly and systematically, and continuous improvement is to been done.
8. Observing the *Pelan Integriti Nasional* (PIN) in Sarawak State level, ensuring the activities organized are full of integrity and moving actively throughout Government levels, Federal, Local Government and District Council as well as by giving awareness to rural officer about the concerns of the state government to exercise PIN. Besides that, talks and briefing been organized regarding on the disciplines of the Sarawak State Civil Servants.

1.2.8 Organization Chart of Human Resource Management Department

DIREKTORI PENGURUSAN 2012



BAKRE ZAINI
PENGARAH
UNIT PENGURUSAN SUMBER MANUSIA



MALCOLM YONG KAR SIEW

TIMBALAN PENGARAH
UNIT PENGURUSAN SUMBER MANUSIA



MOHAMAD ABDUL RAHMAN

PENGAWAI TADBIR KHAS
UNIT PENGURUSAN SUMBER MANUSIA

1 **SHARIFAH ROHANA BT DATU WAN ALWI**
Seksyen Pembangunan Organisasi

2 **HAJAH HAMDIAH BINTI HAJI BAKIR**
Seksyen Perjawatan

3 **SEMAWI MAJI MOMAMAD**
Seksyen Kerjaya

4 **DESMOND ANAK DOUGLAS JERUKAN**
Seksyen Korporat

5 **FATINI HAMBALI (Menjalan Tugas)**
Seksyen Kemudahan

6 **MOHAMAD JAMAL BIN SAWARI (Menjalan Tugas)**
Seksyen Maklumat

7 **MOHAMAD BIN HAJI ARSAT**
Seksyen Latihan

8 **HAJI MOHAMAD LOTFI BIN HAJI TUAH**
Seksyen Disiplin

KETUA PENOLONG PENGARAH



1



2



3



4



5



6



7



8

(Source: www.hrm.sarawak.gov.my)

Chapter 2: Schedule of Practical Training

2.1 Introduction

Practical training is functioned to train the student in order to face the working environment after they had graduated. It is compulsory for the student to do practical training because it is in the syllabus. By having this practical training also, it will give benefits whereby we have chance to learn many things and also maintain the relationship between the organization and university. Therefore, the students is well prepared for the future working environment and at the same time already have the big picture of what exactly they got to face.

2.2 Schedule of Practical Training

Week 1 (16/7/2012 – 20/7/2012)

Today is my first day to attend the practical training at Chief's Minister Department Actually, this is my second time to attend the practical training whereby before this I already attend the practical training at Sarawak Health Department at diploma level and of course I have a little bit of experience from the past practical training. I hope that I can get and learn more knowledge here (Chief's Minister Department). Today, eleven of us need to register at Chief's Minister Department as a practical student from University Teknologi Mara Campus Kota Samarahan. In the letter that given by Sir Fairuz informs that we need to go Human Resource Department at level 10. This section is the one that manage the practical training. However, I was attached at Section 5 in the Human Resource Department.

Today my first task is to do checklist for the medical claim form. The main reasons why the officer needs to do the checklist because the officer wants to make sure that all the requirement that needed in the form complete or not. The checklist will be attached in front of all the application form. If not complete, the officer will call the person or department who in charges and inform them that the form is no complete and at the same time the officers cannot process the form and of course it can occur delay because of the uncompleted data. In my opinion, sometimes the public cannot easily blame the public servant because what can I see from this practical training, sometimes just because of the uncompleted form and also the requirement, the officer cannot process that form especially to the people who not really understand the requirement that needed. Besides that, I also read the procedure or requirement that make civil servant and also the public pensioner can claim for the medical purpose.

Besides that, I also study on the contents of minute sheet for the medical application. Based on the explanation from one officer in this section, she told me that this minute sheet must be given to the Director of Human Resource Management for the endorsement. The director will go through the minute sheet and give approval. After the approval from the Director of the Human Resource Management, the formal letter will given to the applicants to inform that the application is approve. In other word, give feedback to the applications so that they will not keep on asking.

Today, I read and study also on the application of unrecorded leave. However, there are several requirements that make the public servant can take the unrecorded leave such as examination and sports. Only State Sarawak Secretary who has authority to do the approval on the application of unrecorded leave for the activity that include in the paragraph 1 Section (149) in the State Public Service General Orders 1996.

Today is Friday, all the practical students attend meeting with Mr. Desmond at Bilik Serbaguna 1, Level 10. We have discussed on the progress of our training for the first week. During this meeting also, Mr. Desmond explains on how to conduct meeting such as what should have before and after the meeting. In other word, the step that need to be taken. He also shows us the "Panduan Pengurusan Mesyuarat, Pekeliling Kemajuan Pentadbiran Awam Bil 2/1991" or also known as minute sheet. He also teaches us the format of presentation in the government department.

In the afternoon, I read the manual books on the types of benefits that eligible received by the civil servant and at 3:30 p.m having discussion with Madam Agnes Sabang and Miss Junaidah Jemain who is Deputy Director in Section 5. We discuss on the challenges and strength of this section and also discuss on the organizations and working environment.

Week 2 (23/7/2012 – 27/07/2012)

Today, I read and study on the memorandum and also the minute sheet of unrecorded leave. Actually, in the BEL classes, Madam Afidah already teaches us on how to do the memorandum. The main purpose of the memorandum is to inform people and also it is simple and easy to understand. Miss Junaidah Jemain gives me the example of the minute sheet and also the memorandum of unrecorded leave. The minute sheet and also the memorandum must be done based on the leave application. For example, the officers who want to apply unrecorded leave because they want to attend examination during working hour. They only can apply the unrecorded leave for only a day they attend the examination. The examination slip and also the examination schedule must be attached with the application leave form. Based on the State Public Service General Orders, Section 149 (1) (e), when the officer sits for any examination which the Head of Department considers would improve the career prospects of such officer, the unrecorded leave granted shall be limited to the days necessary sitting such examination only.

Besides that, this section 5 also involve in loan. The officer may apply for the loan for the purchase of under (Section 103, General Order)

- a) A motorcar, motorcycle, bicycle, inboard or outboard engine or a boat hull
- b) A refrigerator or freezer, washing machine and cooking stove or oven
- c) A computer or
- d) Such other household appliances as the State Secretary may approve from time to time

The loans shall be such rates and subject to such terms and conditions as set out the Twelfth Schedule.

At 3:00 p.m until 4:30 p.m, I was attending the "Taklimat Modul Pengukuhan Integriti Perkhidmatan Awam" by Ustaz Haji Rimi B. Haji Sahari from Sarawak Islamic Religious Department. Every section must choose two people to attend this talk. So, Madam Agnes chooses NurFadziela and me who from section 5 to involve in this talk. In this talk, Ustaz Haji Raimi mentioned about integration. Integration can involve value and ethic. There are several challenges of integration which involve system and procedure, the weaknesses of individual itself and so on. In the value term, everyone has their own religion and the religion teach us to do the right thing only. It is like a guideline in our life while ethic refers to the way that we used in order to make sure the things are good or wrong. For example, as a civil servant officer, they must come to work on time and also always smile in order to serve the customer especially the one who works at the counter. As we all know, the salary that given

to the civil servant come from the public, therefore, they should give a good service to the people. As an individual also, they must do the work with full responsibility based on the rule and regulations. Besides that, Ustaz also mentioned about the current issue that happen among the civil servant which is corruption. As a public servant, they should not involve in the corruption. Actually, this is already breaks the rule and regulation or in other word, it was a wrong manner. They must honest while doing their job.

Do checklist on the payment voucher that made by the account section to the applicants. Actually it is 2011 payment voucher whereby the officer who in charge in this section must do the report in order to calculate the entire amount that made in that year. This report must be done every year. It is like a financial budget that needs to be submits to the "Senior Assistant Manager" and he will submit it to section "gunasama" in order to comply with ISO documentation.

Week 3 (30/7/2012 – 3/8/2012)

Today my task is do stamping on the date and also the name and position of the officer that responsible to sign the form for the vacation leave application form. For section 5, Miss Junaidah Jemain is the one who responsible to sign the application for. Before Miss Junaidah Jemain sign the form for the approval, Madam Dyg Normala Abg Mohd Arif must go through all the application to make sure the applicants clear from discipline cases and also all the requirement needed must be completed.

My second task for today is do checklist on the leave application form. I also calculate the numbers of leave that taken by the officers for a year. The number of leave must be update so that the officer knows the balance days left.

In this practical training, I was introduced system that I never know before this. It was known as IMPIAN system and it was my first time to use this system. In my understanding, IMPIAN system is a system that includes all the data of the state government officers only such as the number of leave that taken by the employee, loan and so on. All the data is very confidential. Before using this system, every employee has their own file that includes all the data and it is manual way to find the information. In my section, have one file room that includes all the file of the employees. For me, by using IMPIAN system, it gives more benefits because it can save time and also easy to find information of all the public servant's state, for example, sometimes the officer call Section 5, to ask the balance days of their

leave. Just enter the name of the person, all the information appears in the screen and no need to go file room to find the information that needed by the officer.

My second task for today is help Madam Dyg Zamsamariah Awg Zain who in charge for the leave application to update the leave of the public servant in the IMPIAN System that includes all the public servant's state. Some of their leave information still not up to date. Generally, every grade of the position will get different days of leave per year. For example, grade 1 to 20 will get 20 days annual leave while grade 21 to 54, they will get 25 days. Every year, the number of leave must be update and the balance must be carry forward for next year.

Today, my task is arranges the form based on the number of file or in other word, do filling. The main purpose is easy for the officers to find the number of file. Every officer has their own file which includes all their data. This is similar to the IMPIAN system but this is manual ways. Sometimes, in case blackout or cannot find the information from the IMPIAN system, we can refer to the file. Actually, I arrange the memorandum on the appointed notice of the officer that includes all the data of the officer. This memorandum also includes the date of appointed of the officer. Usually, the date of the appointed will be used in order to calculate the leave. For example:

Date of appointed: 1 November 2011

Grade N17

So in order to calculate the leave for the year 2011, we must use this formula:

Period of service x annual leave per year = _____ days

365 days per year

1 November 2011-30 November 2011 = 30 days

1 December 2011-31 December 2011= 31 days

30 days + 31 days = 61 days

61 days x 20 (Grade 1-20) = 3.34 days = 3 days

365 days

So in year 2012, the officer only can take 23 days of leave. The 3 days left in 2011 must be carrying forward to the year 2012.

My second task for today is doing photocopy for the account statement for the medical treatment claim. This section must have the photocopy of the statement for the record.

Today, I continued my task on Monday whereby do stamping on the loan application form. Besides that, I also do labelling on "Penyata Akaun Tabung Skim Insuran Perlindungan Kemalangan Peribadi Secara Berkelompok". Every year, the statement of account must be label in order to know which year of the statement for. This "Tabung Skim Insuran Perlindungan Kemalangan Peribadi Secara Berkelompok" must be update from year to year. Besides that it also includes all the statement account payment for the year 2001 to 2011.

Today is Friday; we have meeting and discussion with Mr. Desmond Douglas Jerukan. We discuss on the progress of the final presentation. Presentation will be held on 14 July 2012 and also our lecture will come on that day. Mr. Desmond also mentions that, in the presentation slide, the colour must be standardized. Make sure the entire colours are same. For me, this presentation is very important for all of us in order to know more about all the section in the human resource management. NurFadziela and I will present on Section 5.

In the afternoon, I still continuing do stamping on the loan application form. Besides that, I do photocopy of the form for the record purpose. The photocopy of the loan application form must be includes in the personal file for a record. Not only that, this application of loan must be update in the IMPIAN System so that easy for the officer to check.

Week 4 (6/8/2012 – 11/8/2012)

On the first day of the third week of my practical training at Human Resource Department, all the practical students from UiTM have a meeting in which we are discussed about the flow of our final presentation and what should be include in the presentation according to the guideline that has been given by our host supervisor, Mr. Desmond before this.

On the second day, I started to prepare the slide and material for our final presentation such as find an organizational chart for Section 5 and get information about the strength and weaknesses of this section. On the afternoon, I continued to learn on the leave and reward system and focus more on unrecorded leave.

On the third day, I was assigned to do a checklist for a vacation leave for an officer and also to calculate the amount of vacation leave that has been taken by the officer by refer in the IMPIAN System. All the leave taken by an officer including vacation leave, sick leave and unrecorded leave must be recorded in the IMPIAN System and it must be update and

counted properly. Different grades of an officer will get a different amount of leave per year. My second task for today is to help the officer in my section to dispatch an official memorandum to every department in the Chief Minister's Department for the program 'Mengimarahkam Ramadhan' which was held at the mosque in Chief Minister's Department. The memorandum must be sent to all departments in Chief Minister's Department to inform them about the program and also to invite them to join this program.

On the fourth day in this week, all the practical students from UiTM were assigned by Mr. Desmond to attend a talk on 'the Important of Understanding a Moral Value in Public Administration' which was held at Islamic Information Centre. In this talk, it focuses more on what are the moral values that need to be implemented by all the civil servant in order to serve the people. Morale value is very important in dealing with their daily task to ensure efficiency and effectiveness in managing the people.

On the last day of this week, we are attending a Government Transformation Program the Road Map 2.0 which was held at Pullman Hotel.

Week 5 (13/8/2012 – 15/8/2012)

This is last week for me to attend the practical training in this section. Today, I update the vacation leave for the officer who grade N41 in the IMPIAN System. The officer gets 25 days of the vacation leave for a year. In the afternoon, I process unrecorded leave application form for the officer. This officer applies the unrecorded leave because they want to attend the examination. The unrecorded leave only will give for the day of the examination only. The officers must attach the examination slip or the examination timetable together with the application form.

Today, visiting lecturers come to evaluate us and we have final presentation whereby each of us needs to present on the challenges, strength, and also the function of every section. I will present my own section. From this presentation also, all of us know more about every section in Human Resource Management Department such as what are the function and at the same time what are they doing. For me, this is very interesting presentation because all of us need to manage this presentation as if like a formal meeting that officer usually attends in the organization. Every one of us has our own responsibility such as who in charge in protocol and so on.

Today is my last day in Section 5. For me, by having this practical training, I have learned something new and at the same time get a lot of knowledge. It is good to have this practical training so that the student able to prepared themselves before entering the job later.

Chapter 3: Analysis

3.1 Introduction

During my five weeks practical training at Section 5, Human Resource Management Unit, I have been attached to Section 5 in the Human Resource Management Unit. The main functions of the section are to handle on the benefits, leave, allowances, account and award.

However, in this chapter I will focus on the first function of the section which is handling the benefits such as unrecorded leave, health care and financial services.

3.2 Definition of the concepts

Human Resource Management can be defined as the process of acquiring, training, appraising, and compensating employees, and attending to their labour relations, health and safety, and fairness concern (Dessler, Human Resource Management, 2003, p. 2). Human Resource Management also provides the concepts and techniques that need to carry out the "people" or personnel aspects of management job that include:

- a. Conducting job analysis
- b. Planning labour needs and recruiting candidates
- c. Selecting candidates
- d. Orienting and training new employees
- e. Managing wages and salaries
- f. Providing incentives and benefits
- g. Appraising performance
- h. Communicating
- i. Training and developing managers
- j. Building employee commitment

However, the Human Resource Management in the public sector in Malaysia is under responsibility of the Public Services Department (PSD). The Public Services Department (PSD) or also known as "Jabatan Perkhidmatan Awam" was placed under the Prime Minister's Department since the Independence of Malaya 1957. Public Services Department as government agency or body and it has eight division as stated below:

- a) Recruitment division
- b) Services Division
- c) Training and Career Development Division
- d) Remuneration and Allowances Division

- e) Pension Division
- f) Consultation Division
- g) Institut Tadbiran Awam Negara (INTAN)
- h) Administration Divison

All the eight divisions of the PSD as specific above are very important in order to make sure all the works run smoothly. Besides that, this division also important because to ensure the optimal efficiency and effective operation of the PSD. However, the Public Services Department (PSD) in Malaysia has the following objectives or functions as stated below:

- a) To formulate and implement policies
- b) To store and update employment records of public servants
- c) To provide training opportunities

So, the first and preliminary selections of public workers or also known as civil servants are done by the Public Service Departments. Thereafter, the civil servants are sent to various parts of Malaysia and sometimes overseas, depending on their job-scopes or specialization.

Besides that, according to Robert D. Gatewood, Human Resource management or sometimes also known as Personnel Management is defined as all activities that forecast on the number and type of employees an organization will need and then find, and develop employees with the necessary skills (Hai & Nor, 2007) while Nicholas Henry defined human resource management in the public sector as concerning both the management of and the policymaking for people, and positions in the government bureaucracy (Hai & Nor, 2007).

However, today it is normal for the employees to receive both wages and benefits as compensation for their labour. In fact, the value of the benefits package may be equivalent to the amount of wages received. Benefits can be both financial and non financial and they can be statutorily required or optional. Benefits are given to employees by the employer under the former's contract of employment. Over and above the benefits provided to employees, rewards may also be given. Benefits are normally given to all the employees although different benefits may be given to those in different categories. Benefits can be divided into two which are Statutory Benefits and Non-Statutory Benefits.

3.3 Types of Benefits

3.3.1 Statutory Benefits or Legally Required Benefits

Statutory benefits can be defined as benefits that are mandated by federal or state laws such as The Employment Act, Maternity Protection, The Employees Provident Fund Act and The Employees Social Security Act 1969.

3.3.1.1 The Employment Act

The Employment Act 1955 provides that employers must give certain benefits to the employees who are covered in this Act. While, the person who earned more than RM1,500 per month are excluded from coverage by the Act. Besides that, all the benefits listed in the Act are commonly extended to all employees. Of course some of the groups of employees may receive more from the employer to motivate the staff.

3.3.1.2 Maternity Protection

Under the Employment Act 1955, Section 37-44 stated that every female employee is entitled to receive at least 60 consecutive days of paid maternity leave after the birth of a child. This leave also can begin anytime within 30 days prior to the employee's confinement. At present, women civil servants can take maternity leave of 60 days with full pay five times during their tenure employment. After the 60 days, they can opt for 90 days' unpaid leave in order to look after their child. The unpaid leave must start on the 61st day and any portion of the 90 days not used is automatically forfeited. The main reason why the government gives this flexibility for women in the civil service is to ensure that attention is given to the children's early education with proper guidance, nurturing and love, so that the children will become better people. Besides that, female employees are also eligible for the maternity allowance and it must be based on the ordinary rates and qualifications under the Employment Act. This allowance is payable even if the employee resigns from her employment within months of her confinement providing she has informed her employer of her impending confinement.

3.3.1.3 The Employees Provident Fund

The EPF is a social security institution formed according to the Laws of Malaysia, Employees Provident Fund Act 1991 (Act 452) which provides retirement benefits for members through management of their savings in an efficient and reliable manner. Malaysia has no statutory retirement age but the normal practice is to require employees to retire at 55 years of age. This is because at this age employees are allowed to withdraw their savings from the fund. Actually, this Employees Provident Fund was a compulsory savings system for the workers so that they would not be impoverished and dependent on the state once they retired from the work-force.

Every employer must register with the Employees Provident Fund (EPF) Board on setting up business. Any employer who fails to register, the employer is liable to imprisonment of up to three years or a fine up to RM 10, 000 or both. The employer is further required to keep a register of all payment to workers. Inspectors of the EPF will periodically check this register to ensure the Act is being complied with

A contribution constitutes the amount of money credited to members' individual accounts in the EPF. The amount is calculated based on the monthly wages of an employee. Current contribution rate is in accordance with wage/salary received. For employees who receive wages/salary of RM5,000 and below, the portion of employee's contribution is 11% of their monthly salary while the employer contributes 13%. For employees who receive wages/salary exceeding RM5, 000 the employee's contribution of 11% remains, while the employer's contribution is 12%. Domestic servants, expatriates and government servants on a pension scheme are the only employees who exempted from the Act. However, there is provision for self-employed people, partners in a business or a sole proprietor and pensionable employees in the public sector to contribute if they wish.

Generally, the employees can withdraw all funds in their accounts once they retire, or for certain limited purposes such as house purchase, payment of medical bills, payment towards tertiary education fees and investment in approved trust funds may take out money earlier.

There is increasing concern that sometime in the future the Employee Provident Fund may no longer be able to fulfill the objective for which it was established, namely to ensure that workers have sufficient funds to last them throughout their post-retirement period. If workers after retirement rely entirely upon their EPF savings and have no other sources of income, it is possible that poverty levels amongst the elderly will rapidly increase. This is because:

- i. People are living longer after retirement but at the same time, medical costs are increasing.
- ii. Many employees withdraw their money from the fund when they reach 55 years of age and then spend most or all of the money within one or two years.
- iii. Some of the employees do not have large amount in their EPF account, especially if they withdrawn some of the money for other purposes during their working years and at the same time their wages relatively low during their working years.

Therefore, just because of the fear that elderly people may be left without an adequate income, workers are encouraged to save and invest while they are still able to do so. As employers, they are encouraged to offer pension plans as an extra benefit to employees over and above the Employees Provident Fund contributions that they are required to make every month.

3.3.1.4 The Employees Social Security Act 1969

This Act provides social security in certain contingencies and to make provision for certain other matters in relation to it. The main objective of the Employees Social security Act 1969 is to provide employees with benefits should they be involved in an accident at work, contract an occupational disease or become an invalid (from whatever cause).

The scheme is administered by the Social security Organization (SOCSO) which is responsible to ensure employees register with the Organizations and pay contributions as required by the act. Besides that, SOCSO also pays out benefits to claimants. Employees who earned RM 3,000 and below per month are required to make contributions. However, the principle of 'once in, always in' applies in that once an employer is liable to continue contributing on his behalf even if his wages increase beyond the RM 3,000 level. The monthly rates are roughly 1.25% (employer's contribution) and 0.5% (employee's contribution) of the employee's wages. There are several benefits that the organization provides are:

- i. Medical benefit for those who suffer from an employment injury
- ii. Disablement benefit for those who suffer from an employment injury
- iii. Invalidity pension
- iv. Funeral benefit
- v. Constant attendance allowance
- vi. Facilities for rehabilitation

The employer will get more advantage if they register his eligible employees under the Social Security scheme because once a worker insured with SOCSO he loses the right to sue the employer for damages for any work related injury or disease that they may contract.

3.3.1.5 Time-Off Payments

Time-off payments policies compensate employees when they are not performing their primary work duties. Private Sector U.S companies offer most time-off payments benefits to employees working in the United States or its territories on a discretionary basis without the government intervention. However, in Malaysia, there are several types of paid leave provided in the Employment Act such as public holidays, sick leave, annual leave and weekly rest day. Besides that, Section 60 entitles all workers covered by the Act to 10 paid gazette public holidays per year such as National Day, the YDPA's Birthday, Labor Day and the State Ruler's Birthday.

Usually, the problems may arise from the declaration of holidays by the government on an ad hoc basis. Apart from the normal gazette holidays, the government will announce a public holiday to create some special event. Frequently, this announcement is made through the mass media such as television and radio on the eve of the holiday. On these occasions employers have the discretion whether or not to grant the holiday.

Besides that, in order to safeguard worker's health, they are not only entitled to a weekly rest day but they are also eligible for the annual leave during which time they can re-energize themselves. An employee has the right to apply for the annual leave after he or she has completed one year of service with an organization. Section 60 E of the Act provides that paid annual leave shall be given as follows:

- I. For service of less than two years – 8 days leave per year
- II. For two to five years' service – 12 days leave per year
- III. For more than five years' service – 16 days leave per year

If the contract of employment is terminated by either the employer or the employee for any reason except dismissal for misconduct and the point of time the annual leave entitlement due in the year has not been used up by the employee, he shall be paid an amount equivalent to his ordinary rate of pay for each day not taken.

If the employee wishes to take the annual leave, they must apply at least one week in advance by fill in the specific forms. Annual leave for each year may be taken at any time during the year subject to the eligibility of leave of the officer, and also the exigencies of the service. A head of Department who wishes to spend the whole or part of his annual leave outside the state shall obtain permission of the State Secretary. the officer in the State Service who Grade 27 is entitle for the 25 days of annual leave per year. For example, the officer in the State Service servants, are eligible for annual leave for each year of service at such rats and subject to such conditions as set out in the General Order. Any balance of annual leave in the first year may be allowed to be carried forward to the second year.

Employers are entitled to paid sick leave, where no hospitalization is necessary, for 14 days per year if the worker has less than two years' service, 18 days if his service is between two and five years, and 22 days for those who have more than five years' service. Usually, when an employee needs to be hospitalized, they can take up to 60 days sick leave per year. The employee is only entitled for the sick leave benefits if they are certified sick by a panel doctor, or if no panel doctor has been appointed or in an emergency, by any registered medical officer. All the fees for the doctor's examination of the employee will be paid by the employer. Besides that, the officers also eligible for the unrecorded leave. The State Secretary may grant unrecorded leave to an officer under any of the following circumstances (Section 149(1), The State Public service, general orders):

- i. When the officer sits for any examination which the Head of Department considers would improve the career prospects of such officer, the unrecorded leave granted shall be limited to the days necessary for sitting such examination only (Section 149(1)(e), The State Public Service, general Orders)
- ii. When the officer is selected to participate in any games or sports competition at state, national, regional or international level, the unrecorded leave granted shall not normally exceed twenty-one days in one calendar year but may, in exceptional cases, be extended for such further period as the State Secretary may consider appropriate (Section 149(1)(g), The State Public Service, general Orders)
- iii. When the officer, who is a member of a professional association, is required to attend the Annual General Meeting and Extraordinary General Meeting of such association, the unrecorded leave granted shall be limited to the days necessary for such meeting only (Section 149(1)(f), The State Public Service, general Orders)

3.4 Non-Statutory Benefits

Non-Statutory Benefits are organizations voluntarily provide numerous other benefits. These benefits usually result from unilateral management decisions in some firms and from union-management negotiations in others. Usually, wide ranges of this benefit are given to the employees. It is common practice for employers to provide different benefits to different levels of workers. More benefits are usually offered to management and executive level staff. However, there are several types of Non-Statutory Benefits such as Health Care, Financial services, Time-Off Payments, Allowances, Educational Facilities and Refund and so on.

3.4.1 Health care

Health benefits are important part of an employee's indirect financial compensation. Mostly, the private and public sector spend a lot of money per year in order to provide health care for their employees. Specific areas include various forms of health, dental and vision care. Subsidized or free exercise facilities are also provided with the intention of ensuring the health of the employees.

3.4.2 Financial services

Usually, the organization will provides loan to the employees such as loans to buy houses, cars, and other items such as computers and so on. Usually, the interest rates are lower than those charged by the banks. For example, during the practical training, in this section 5 also involve in loan. The officer may apply for the loan for the purchase of under (Section 103, General Order)

- e) A motorcar, motorcycle, bicycle, inboard or outboard engine or a boat hull
- f) A refrigerator or freezer, washing machine and cooking stove or oven
- g) A computer or
- h) Such other household appliances as the State Secretary may approve from time to time

The loans shall be such rates and subject to such terms and conditions as set out the Twelfth Schedule.

3.4.3 Time-off payments

Besides the sick leave, maternity leave, annual leave guaranteed under the Employment Act, many organization offer other types of leave, especially to unionized workers and management. These include leave for the purpose of

- I. Marriage
- II. Emergencies
- III. Studies
- IV. Death of a relative

3.5 Practices at Section 5 in Human Resource Management Department

As mentioned in the previous point, benefits play a big role in the organization because it can motivate the employee. In this Section 5 at Human Resource Department, they involve in several benefits and they are the one who involve in the process such as unrecorded leave, health care and financial services.

3.5.1 Unrecorded Leave

During 5 weeks in the organization, I have seen a lot of example of the application form of the unrecorded leave. Besides that, I also update the unrecorded leave in the IMPIAN System and also in the employees file. For example, Miss Junaidah ask me to do the "Memorandum Rasmi" based on the unrecorded leave application whereby the officer from Public Work Department apply two days unrecorded leave because they want to attend "Pertandingan Futsal Anjuran Maksak Wanita Bahagian Sibul" at Stadium Bukit Lima Sibul. The memorandum is to inform the approval of the unrecorded leave. This memorandum will be send to the department that applies this unrecorded leave. For this case, the memorandum will send to Public Work Department. Based on the officer who apply for two days unrecorded leave because they want to attend the futsal match, the application is approved because under Section 149(1)(g) stated that, when the officer is selected to participate in any games or sports competition at state, national, regional or international level, the unrecorded leave granted shall not normally exceed twenty-one days in one calendar year but may in exceptional cases, be extended for such further period as the state secretary may consider appropriate

3.5.2 Health Care

Madam Saptuyah Bujang and Madam Agnes Sabang are the staff that involve in the health care benefits in this section. Madam Saptuyah Bujang said the pensioner also can claim for the health care benefits. For example, within 5 weeks doing the practical training I For example, I have gone though on the case of the Ang Hoi Poh whereby he had his left eye operation done the 28th June 2012 at Sarawak General Hospital. He had paid RM 540 for the cost of purchasing Alcon Acrysof MN +22.0D IOL & Viscoelastic Gel needed for his cataract surgery. He makes the claim for the cost and at the same time all the requirement needed is complete such as the copy of the retirement card, bill and so on. Actually Ang Hoi Poh is already retired. Besides that, I also study on the contents of minute sheet for the medical application. Based on the explanation from one officer in this section, she told me that this minute sheet must be given to the Director of Human Resource Management for the endorsement. The director will go through the minute sheet and give approval. After the approval from the Director of the Human Resource Management, the formal letter will given to the applicants to inform that the application is approve. In other word, give feedback to the applications so that they will not keep on asking.

3.5.3 Financial Services

This section also involve in the process of financial services such as loan of computer and so on. I was inform by Madam Mala, the one who in charge in this loan that, the interest is more cheaper than we loan from outside. An officer, who has confirmed in his appointment and has completed not less than three years services is eligible to apply for a loan to enable him to acquire his own house subject to such terms and conditions of the Government officers' Building Loans Scheme.

Actually, in the case of applying loan, there are involve several section such as Discipline Section and also Account Section. Discipline Section is to make sure the applicants are not involve in discipline cases absent without any reasonable reason and so on, while account section involve in the payment or the one who do the payment voucher. However, before this section does the approval, the office that uncharged in this loan will do the minute sheet and submit to the discipline section. Actually in the minute sheet it includes all the name of the loan applicants and it will submit to the discipline section so that they can check whether or not the applicants involve in discipline case. If yes, the loan will rejected if not the loan will be proceed.

Chapter 4: Recommendations

4.1 Introduction

This chapter will show the example on the strength and weaknesses with the example of job or tasks assigned during the practical training. In this chapter also, there are several recommendation that the organization can take for the improvement.

4.2 Strength of benefits

4.2.1 Attract people to join the organization

By giving the benefits, it can attract people to join the organization. The more attractive the package, the more applications will be received from potential employees and the more choice the organisation will have when filling its vacancies. Usually, the employees will choose the organization that gives a lot of benefits to them. As we all know, the public sector and the private offer different types of benefits such as in the public sector, after the employee retired, the government will pay the pension to them but in the private organization, there are no pension for the retired employee. As an organization, they must offer at least life, medical and dental coverage. For example, the organization has their own clinic panel so that the employee can only get the medical treatment in that clinic. Besides that, all the expenses will support by the organization.

4.2.2 Increase morale of employees which lead to higher productivity

Usually, the employers provide benefits to their employees because it can increase morale of employees that can lead to higher productivity. Now days, we can see that, sometimes the salary that given to the employees are not enough to support themselves. By giving this benefit it can directly help them in order to improve their standard of living. For example, in term of medical treatment purpose, sometimes they do not have enough money in order to get the medical treatment. So, by having the benefits it can increase morale of employees whereby it can encourage them to work harder and at the same time it can increase their productivity. As we all know, productivity is very important in the organization because it can give impact in term of profit especially in the private organization. The main goal of the private organization is to get more profits rather that the public organization.

4.3 Weaknesses of the benefits

4.3.1 Unfair distribution of the benefits

As we all know, usually the lower will get low income rather than the top management. During the practical training in the Section 5 I can see that the top management is given some of the different benefits from others. For example, when they are go for travelling they will get business class accommodation such as 5 star hotels. For me, it is not fair because they already get a high income and at the same time they get more benefits from lower staff.

4.3.2 Red tape

During the practical training, I can see that there is a lot of procedure or requirement in order to apply for the benefits. For example, if the employees want to apply for the unrecorded leave and go for examination. The employees need to fill up the form and also the examination must be attached together. Not only that, if the employees from other department it will takes a lot of time because they need to fax the form to Section 5. After that, the officer who in charge will gone through the form and submit it to the Deputy Director in this section in order for endorsement. So, it will take a lot of time just to wait for endorsement. Sometimes, the Deputy Director usually not in the office because go for travelling, meeting and so on. Therefore, sometimes the employees get late feedback from this section.

4.3.3 Lack of employees

Lack of employees in this Section 5 also the weaknesses whereby only one and two officer that involve in application for the benefits. For example, in Section 5, only Madam Dyg Zamsamariah Awg Zain that handle on the loan application. If in case she is going for travelling, all the process of application will delay because only she is the one who handle the loan application. Besides that, it will give burden to him because there are a lot of works to do. Usually, by having this problem also, it can make the process takes a lot of time and at the same time the applicants need to wait for the approval. During the practical training, I can determine that, some of the applicants do not full fill the requirement that needed such as do not attached their pay slip, the information is not complete and so on. Sometimes, the applicants should not easily blame the officer because without the complete information, the officer cannot proceed to the process. Not only that, the officer will become more stress if the applicants always call and keep asking about the application of their loan. Actually, there is a lot of process that involved in the loan application. Therefore, the lack of employees can give a lot of impact to the organization.

4.4 Solutions

The organization must provide equal benefits to all the employees. This is because the staffs in the lower management are the one who contribute more in the organization. Usually, the top management only give instruction to them and they will act based on the instruction that given to them. So, as an organization, the employees should get the same benefits even though they are in lower management. It is not unfair for them because they are the one who work harder than the top management. Besides that, it can increase the number of turnover if the employees do not satisfied with the benefits that given to them and at the same time of course the people will find the organization that give a lot of benefits to them.

Besides that, the organization should implement system so that the employee can apply through online and at the same time they do not have to fill in the form and to wait for a long time just for approval. Why not the employees go online and it will submit directly to the Deputy Director. So that, even though the Deputy Director not in the office, they can do endorsement directly. Now days, everything is technology. Of course everyone has smart phone so easy for them to do their work everywhere. Therefore, the employees do not have to wait for a long time. May be one for two hour later, the employees can check their status whether the application acceptable or rejected. Besides that, it also can decrease the cost because it can save the paper and at the same time save the environmental also. Actually, the use of computer and other information technology has led to more efficient, effective, and time saving administration of public affairs. With the introduction of IT and ICT into government administration of public organization has changed dramatically from a typewriter-based to a computer-based environment. This has also indirectly led to change in the mind set of civil servants, from the mediocre simple administration mind set to one that is highly competitive and modern.

As an organization, they must increase the number of employees. This is very important because if one of the officers goes for travelling, so it still have one officer that can handle the work. For example, in this Section, there are two officer that in charge in the health care benefits. If one of the officer go for travelling, so the one who in the office can take over the work. For me, this is better to have a lot of employees so the work can be done on time and at the same time the applicants do not have wait for a long time in order to get the medical claim. Therefore, the organization must know how many employees that needed in the organization so that the work will run smoothly. Besides that, it can create satisfaction to the public because no need to wait for a long time because the civil servant provide faster services to them.

Chapter 5: Conclusion

5.1 Summary

In this chapter, it includes the summary of discussion of each chapter in the report and also includes the conclusion.

5.1.1 Introduction of the organization (Chapter 1)

In Chapter 1 of Introduction, it discussed on the Human Resource Management Department that was introduced on 25 August 2001. This department is lead by a Director. There are 8 sections and each section is lead by Head of Assistant Director.

The Vision of Human Resource Management Department is to be "Among the Best Civil Service in the World" and the mission of Human Resource Management Department is "To Be the Leader in Managing World Class Workforce".

The functions of Human Resource Management (HRM) Unit are such as analyzing and improving the organization structures, planning the human resource requirements, observe the field of job status, managing the recruitment and selection, dealing with confirmation, compulsory and premature retirement, transfer, promotion, competency, dealing with expenses, leave, facilities or amenities, information, recognition and public servants' records and finally Managing examinations, practical and Competency Level of Evaluation courses in Sarawak State Civil Service.

The objectives of Human Resource Management (HRM) Section are ensuring that the Sarawak State Civil Service is competence and balanced, developing the skills, delivering the excellence services, optimizing abilities and finally achieving high performance of service management.

5.1.2 Schedule of Practical Training (Chapter 2)

Within five weeks doing practical training report, there are a lot of works that I have done and learned such as how to make memorandum, minute sheet for medical application, update the vacation leave in the IMPIAN system and also do filling.

5.1.3 Analysis of training report (Chapter 3)

In this chapter, it includes the definition of human resource management whereby it means managing people. It means that human resource management includes human resource planning, job analysis, job design, compensation, benefits and rewards and so on. Besides that, this chapter also includes the types of benefits which are statutory benefits and non-

statutory benefits. In this chapter also, I was focus on the benefits that eligible for the employees in public sector.

5.1.4 Recommendations (Chapter 4)

This chapter includes the strength and weaknesses of the benefits. The benefits are important because it can attract more people to work in our organization. Besides that, this chapter also includes the recommendation that can help the organization in future.

5.2 Conclusion

As conclusion, practical training is very important for the student as to make them familiar with working environment later before graduating. Besides that, they also can apply what they have learned in class during the practical training. Actually it is good to have practical training so that the students are prepared before entering the job market. The experience that they gathered during practical training also makes the students would be able to adapt the changes and challenges.

Therefore, real working environment will be more challenging as the students will confront with a lot of adaptations on policies and bureaucracies in administration. As government servants, they need to be ready with any changes made by the top management and political governance. They should portray discipline civil servants by practicing ethical conduct of behaviours.

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Appendixes

KERTAS MINIT
MINUTE SHEET

Sila Lihat Senarai Agihan

Tuan/Puan

TAKLIMAT MODUL PENGUKUHAN INTEGRITI PERKHIDMATAN AWAM BIL.6/2012

Dengan hormatnya saya merujuk kepada perkara tersebut di atas.

2. Sukacita dimaklumkan, Seksyen Disiplin akan mengadakan taklimat Program Pengukuhan Integriti Perkhidmatan Awam (PIPA) kepada kakitangan Unit kita pada masa dan tempat seperti berikut:-

Tarikh	Masa	Tempat
26 Julai 2012 (Khamis)	3.00 hingga 4.30 petang	Bilik Mesyuarat Utama, Tingkat 10, Wisma Bapa Malaysia

3. Untuk makluman tuan, objektif program ini diadakan adalah untuk meningkatkan kesedaran dan penghayatan nilai-nilai murni warga UPSM selaku pegawai perkhidmatan awam. Melalui latihan ini juga, diharapkan supaya nilai-nilai integriti dapat diserapkan di dalam budaya kerja warga UPSM.

4. Sehubungan dengan itu, pihak kami ingin memohon kerjasama dan jasa baik tuan untuk memilih dan menjemput sekurang-kurangnya **dua (2)** orang wakil peserta daripada setiap Seksyen UPSM yang **belum pernah** menyertai taklimat ini untuk menghadiri program tersebut.

5. Dikepilkan bersama Aturcara tentatif (**Lampiran A**) untuk tindakan tuan selanjutnya. Pihak kami memohon kerjasama pihak tuan untuk memaklumkan nama-nama peserta berkenaan kepada pegawai seranta di bawah melalui **Borang B** sebelum atau pada **25 Julai 2012 (Rabu)** untuk tindakan selanjutnya.

Sekian, harap maklum dan terima kasih.

"BERSATU BERUSAHA BERBAKTI"
"AN HONOUR TO SERVE"



HAJI MOHAMAD LOTFI BIN HAJI TUAH
Ketua Penolong Pengarah
Seksyen Disiplin

20/7/2012
PP Agam
26 Komite
20/7/2012

Rujukan: 68 EO/3533/PIPA
Tarikh: 20/7/2012



Encik Norulhardi bin Haji Ismailly Yakub
Encik Abdul Emizan bin Razali

Pegawai Seranta:
Tel: 082-445310
Tel: 082-319947

Senarai Agihan

1. Ketua Penolong Pengarah
Seksyen Pembangunan Organisasi
 2. Ketua Penolong Pengarah
Seksyen Perjawatan
 3. Ketua Penolong Pengarah
Seksyen Kerjaya
 4. Ketua Penolong Pengarah
Seksyen Khidmat Gunasama
 5. Ketua Penolong Pengarah
Seksyen Kemudahan
 6. Ketua Penolong Pengarah
Seksyen Maklumat
 7. Ketua Penolong Pengarah
Seksyen Latihan
-

Lampiran A

Aturcara Taklimat Modul Pengukuhan Integriti Perkhidmatan Awam 2012

MASA		ATUR CARA
2.45 – 3.00 petang	-	Kehadiran Peserta
3.00 – 4.30 petang	-	Ceramah Integriti oleh Penceramah Jemputan Ustaz Haji Rimi bin Sahari Jabatan Agama Islam Sarawak
	-	Bersurai

BORANG PENGESAHAN KEHADIRAN

TAKLIMAT MODUL PENGUKUHAN INTEGRITI PERKHIDMATAN AWAM
(PIPA)
BIL. 6/2012

PADA 26 JULAI 2012
BILIK MESYUARAT UTAMA, TINGKAT 10
WISMA BAPA MALAYSIA


Bil.	Nama	Jawatan	No. Telefon/E-mel
1.	Noor Fadziela bt Iswandy		016-8973042
2.	Nur Amira Bt Mustapha		016-8943712

Tandatangan : 

Nama : Agnes Sabang

Jawatan : Penolong Pengarah

Jabatan : Seksyen Kemudahan

Cop Jabatan : 

Tarikh : 26 JULAI 2012

Sila kembalikan Borang Pengesahan Kehadiran ini sebelum atau pada
25 Julai 2012 (Rabu) melalui faks: 082-312923.

Pegawai Seranta:-

1. Encik Norulhardi bin Haji Ismailly Yakub
2. Encik Abdul Emizan Razali

E-mel norulhib@sarawak.gov.my Tel: 082-445310
E-mel emizanr@sarawak.gov.my Tel: 082-319947

MEMORANDUM RASMI

DIRIPADA Setiausaha Kerajaan, Sarawak	KEPADA Sila lihat senarai agihan		
PERKARA Sila rujuk di bawah	SALINAN KPD. Pegawai Tadbir Khas kepada Setiausaha Kerajaan Negeri		
RUJ. KAMI 55 /Surau Ar-Rahman	TARIKH 08 AUG 2012	RUJ. TUAN	TARIKH

PROGRAM MENGIMARAHKAN RAMADHAN – JABATAN KETUA MENTERI DAN JABATAN-JABATAN DI WISMA BAPA MALAYSIA

Dengan hormatnya saya merujuk perkara di atas.

2. Adalah dimaklumkan bahawa Jabatan Ketua Menteri dengan kerjasama Surau Ar-Rahman, Wisma Bapa Malaysia akan menganjurkan Program Mengimarahkan Ramadhan pada butiran seperti berikut:

Tarikh: 14 Ogos 2012 (Selasa)
Masa: 2.30 petang
Tempat: Surau Ar-Rahman, Tingkat 15, Wisma Bapa Malaysia

3. Sehubungan itu, pihak kami menjemput pegawai-pegawai muslim di jabatan YBhg. Dato Sri/YBhg. Datu/Tuan/Puan untuk hadir ke majlis tersebut.

... 4. Bersama-sama ini dikepilkan **aturcara majlis, jadual pembahagian surah dan borang pengesahan kehadiran** untuk tindakan pihak YBhg. Dato Sri/YBhg. Datu/Tuan/Puan selanjutnya. Kehadiran dan kerjasama pihak YBhg. Dato Sri/YBhg. Datu/Tuan/Puan amat kami alu-alukan dan didahului dengan ucapan terima kasih.

"BERSATU BERUSAHA BERBAKTI"

"AN HONOUR TO SERVE"



(BAKRIE ZAINI)

Pengarah Unit Pengurusan Sumber Manusia
b.p Setiausaha Kerajaan Negeri

LAMPIRAN A

GILIRAN BACAAN	PEJABAT	SURAH	WAKIL
1.	Pejabat Setiausaha Kerajaan Negeri, Sarawak	ADH DHUHA	
2.	Pejabat Timbalan Setiausaha Kerajaan Negeri (Sumber Manusia)	AS SYARAH	
3.	Pejabat Peguam Besar Negeri	AT-TIN	
4.	Setiausaha Kewangan Negeri, Sarawak	AL-ALAQ	
5.	Unit Pemodenan Perkhidmatan dan Kualiti	AL-QADR	
6. 7.	Unit Pengurusan Sumber Manusia	AL-BAYYINAH AZ-ZALZALAH	
8.	Unit Perhubungan Awam dan Hal Ehwal Korporat	AL-A'DIAT	
9.	Unit Pentadbiran	AL-QARIAH	
10.	Unit Audit Dalam	AT-TAKATSUR	
11.	Unit Perancang Negeri	AL-ASR	
12.	Unit Pemantauan dan Pelaksaaan Negeri	AL-HUMAZAH	
13.	Unit Teknologi Maklumat dan Komunikasi	AL-FIL	
14.	Unit Keselamatan	QURAI SY	
15.	Unit Pembangunan Keusahawanan Bumiputera	AL-MAAUN	
16.	Unit Makmal Penyelidikan Tanah Gambut Tropika	AL-KAUTSAR	
17.	Unit Halal Hub	AL-KAAFIRUN	
18.	Unit Pembangunan Tenaga Kerja	AN-NASr	
19.	Pusat Latihan Pembangunan Belia	AL-MASAD	
20.	Jabatan Pembangunan Negeri	AL-IKHLAS	
21.	Majlis Keselamatan Negeri Sarawak	AL-FALAQ	
22.	Sarawak Information System Sdn. Bhd. (SAINS)	AN-NAS	
JUMLAH KESELURUHAN JUZUK			

Senarai agihan:

BIL	PEJABAT	JUMLAH JEMPUTAN
1.	Pejabat Setiausaha Kerajaan Negeri, Sarawak	2
2.	Pejabat Timbalan Setiausaha Kerajaan Negeri (Sumber Manusia)	2
3.	Pejabat Peguam Besar Negeri	5
4.	Setiausaha Kewangan Negeri, Sarawak	5
5.	Unit Pemodenan Perkhidmatan dan Kualiti	5
6.	Unit Pengurusan Sumber Manusia	5
7.	Unit Perhubungan Awam dan Hal Ehwal Korporat	5
8.	Unit Pentadbiran	5
9.	Unit Audit Dalam /	5
10.	Unit Perancang Negeri	5
11.	Unit Pemantauan dan Pelaksanaan Negeri	5
12.	Unit Teknologi Maklumat dan Komunikasi	5
13.	Unit Keselamatan	5
14.	Unit Pembangunan Keusahawanan Bumiputera	5

15	Unit Makmal Penyelidikan Tanah Gambut Tropika ✓	3
16.	Unit Halal Hub ✓	3
17.	Unit Pembangunan Tenaga Kerja	3
18.	Pusat Latihan Pembangunan Belia ✓	5
19.	Jabatan Pembangunan Negeri	3
20.	Majlis Keselamatan Negeri Sarawak	3
21.	Sarawak Information System Sdn. Bhd. (SAINS)	3
	JUMLAH KESELURUHAN	87

**ATURCARA PROGRAM MENGIMARAHKAN RAMADHAN
TARIKH: 14 OGOS 2012 (SELASA)
TEMPAT: SURAU AR-RAHMAN WISMA BAPA MALAYSIA**

2.00 petang - Ketibaan para jemputan

2.30 petang - Program bermula

- Tazkirah

- Majlis Khatam Al-Quran

- Tahtim

4.09 petang - Solat Asar berjemaah

- Pengagihan makanan

- Majlis selesai

BORANG PENGESAHAN KEHADIRAN PROGRAM MENGIMARAHKAN RAMADHAN

TARIKH: 14 OGOS 2012 (SELASA)
TEMPAT: SURAU AR-RAHMAN, WISMA BAPA MALAYSIA

UNIT/JABATAN: _____

Bil	Nama Pegawai	No Tel

Wakil Pembaca (Khatam Al-Quran)

Bil	Nama Pegawai	No Tel

Sila kembalikan @ email borang pengesahan kepada pegawai seperti dibawah:

Dayang Normala binti Abang Mohd Ariff

No Faxes: 082-447414

e-mail: normalaa@sarawak.gov.my

hasanahb@sarawak.gov.my

KERTAS MINIT
MINUTE SHEET

20120808004

Sila lihat Senarai Agihan.

Tuan/Puan,

1) PROGRAM CERAMAH NILAI MURNI BERTAUK "PENTINGNYA MENGHAYATI NILAI MURNI DI DALAM PERKHIDMATAN AWAM" PADA 9 OGOS 2012

2) GOVERNMENT TRANSFORMATION PROGRAMME THE ROADMAP 2.0 PADA 10 OGOS 2012

Dengan segala hormatnya perkara di atas adalah dirujuk.

2. Sukacita dimaklumkan bahawa pelajar latihan industri di seksyen tuan/puan di jemput untuk menghadiri program tersebut di atas, pada **9 Ogos 2012 (Khamis) jam 8.30 hingga 10.30 pagi bertempat di Auditorium, Sarawak Islamic Information Centre Jalan Ong Tiang Swee, Kuching** oleh **Y.Bhg Datuk Haji Nik Mustapha Bin Haji Nik Hassan, Ketua Pengarah, Institusi Kefahaman Islam (IKIM)** dan juga pada **10 Ogos 2012 (Jumaat) jam 2.00 hingga 4.00 petang di Pullman Hotel, Kuching.**

3. Sehubungan itu, mohon pihak tuan/puan, untuk memberi pelepasan kepada para pelajar latihan industri seperti di lampiran.

4. Kerjasama dan perhatian tuan/puan amatlah dihargai dan didahului dengan ucapan terima kasih.

Sekian.

" BERSATU BERUSAHA BERBAKTI "
" AN HONOUR TO SERVE "


DESMOND DOUGLAS JERUKAN
Ketua Penolong Pengarah
Seksyen Khidmat Gunasama

No Rujukan : 37/EO/3494/Jld.4
Tarikh : 8 Ogos 2012



ISO 9001:2008 Certified

SENARAI SEKSYEN

- 1 Ningkan bin Aziz
- 2 Syarifah Raudhah binti Wan Abdillah
Melalui: KPP, Seksyen Pembangunan Organisasi
- 3 Siti Alisiah binti Ramli
Melalui: KPP, Seksyen Perjawatan
- 4 Nur Hassanah binti Hipni
Melalui: KPP, Seksyen Kerjaya
- 5 Jackson Gerasi anak Henry
- 6 Siti Azyinie binti Sabri
Melalui: KPP, Seksyen Khidmat Gunasama
- 7 Noor Fadziela binti Iswandy
- 8 Nur Amira binti Mustapha
Melalui: KPP, Seksyen Kemudahan
- 9 Nurul Atikah binti Zainal Abidin
Melalui: KPP, Seksyen Maklumat
- 10 Akmal Farid bin Bujang
Melalui: KPP, Seksyen Latihan
- 11 Alif Akram bin Mohammad
Melalui: KPP, Seksyen Disiplin

**Ceramah Bertajuk :- Pentingnya Menghayati Nilai-Nilai Murni di Dalam
Perkhidmatan Awam”**

**Oleh YBhg Datuk Nik Moustpha bin Hj Nik Hassan,
Ketua Pengarah, Institut Kefahaman Islam Malaysia (IKIM)**

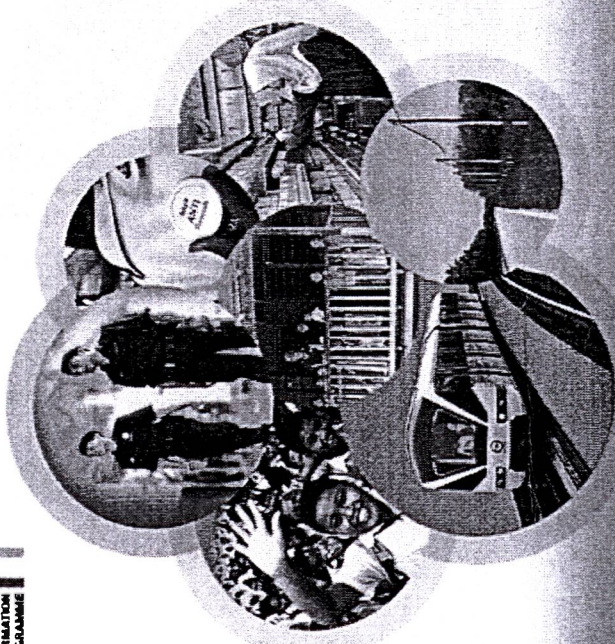
Pada Hari Khamis, 9 Ogos 2012

Di Islamic Information Centre, Kuching

8.00 – 8.30 pagi	Pendaftaran Para Peserta
8.50 pagi	Ketibaan YBhg Datu Hj Misnu bin Hj Taha, Timbalan Setiausaha Kerajaan Negeri (Sumber Manusia)
8.55 pagi	Bacaan Doa oleh Jabatan Agama Islam Sarawak
9.00 pagi	Ucapan Aluan oleh YBhg Datu Hj Misnu bin Hj Taha, Timbalan Setiausaha Kerajaan Negeri (Sumber Manusia)
9.10 pagi	Ceramah :- Pentingnya Menghayati Nilai-Nilai Murni di Dalam Perkhidmatan Awam” oleh YBhg Datuk Nik Moustpha bin Hj. Nik Hassan, Ketua Pengarah, Institut Kefahaman Islam Malaysia (IKIM)
10.30 pagi	Majlis Tamat



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- What Are NGRAs** | Our Initiatives & Efforts
- Perspectives** | Read What People Say
- Recipients Portal** | Witness The Impact
- Media Library** | Check Out GTP in Action



GOVERNMENT TRANSFORMATION PROGRAMME

THE ROADMAP 2.0





















10 AUGUST 2012 (9am - 4pm)
KUCHING | Pullman Hotel

Catalysing Transformation for a Brighter Future

Join us at the GTP Roadmap 2.0 Open Days to learn about the lab recommendations for the second horizon of the GTP, and share your feedback on how to create a better Malaysia for all.

[Click here to find out more >>](#)

1 | 2

 Reducing Costs	 Fighting Corruption	 Improving Students' Outcomes	 Raising Living Standards of Life	 Improving Social Basic Infrastructure	 Improving Urban Public Transport	 Addressing Cost of Living
<p>753 Balai Police Ranked & awarded</p> <p><i>Results are from Jan - Dec 2011</i></p>			<p>RT @gtp_roadmap : #GTPRoadmap2 di Kuching pada Jumaat 10 Ogos ini. Kongsi kan maklumbalas anda terhadap semua inisiatif di bawah NKRA: http://t.co/1lkjyFs</p> <p>RT @gtp_roadmap : #GTPRoadmap2 di Kuching pada Jumaat 10 Ogos ini. Kongsi kan maklumbalas anda terhadap semua inisiatif di bawah NKRA: http://t.co/1lkjyFs</p> <p>FOLLOW US </p>		<p>VIEW OUR Touching Lives Portal</p> 	<p>NOT A MEMBER? Join Us To Play A Role</p> 

Your Feedback Matters. Participate in A Survey

RINGKASAN CUTI TANPA REKOD

PASUKAN SUKARELA SEPerti JEJADUAL I JADUAL KE-13 [149(1)(a)]

- menghadiri latihan tahunan atau perkhemahan tahunan.
- **tidak boleh melebihi 30 hari dalam 1 tahun.** 2 hari tambahan untuk perjalanan pergi dan balik.

PERTUBUHAN / PERSATUAN SEPerti DALAM JEJADUAL II JADUAL KE-13 ATAU PERTUBUHAN / PERSATUAN YANG DILULUSKAN OLEH SUK [149(1)(b)]

- menghadiri mesyuarat agung tahunan atau luar biasa, kursus latihan, perkhemahan tahunan, seminar, bengkel atau menyertai aktiviti kesukanan di peringkat negeri atau kebangsaan.
- **tidak boleh melebihi 14 hari dalam 1 tahun** dengan 2 hari tambahan diberi untuk perjalanan pergi dan balik ke tempat latihan atau perkhemahan atau mesyuarat.

KURSUS, LATIHAN, BENGKEL, SEMINAR, PERSIDANGAN KESATUAN SEKERJA [149(1)(c)]

- pegawai yang dikehendaki menghadiri Kursus, Latihan, Bengkel, Seminar, Persidangan Kesatuan Sekerja yang diadakan di seberang laut yang diluluskan oleh Kementerian yang bertanggungjawab atas pembangunan sumber manusia, **cuti tidak boleh melebihi 14 hari dalam 1 tahun.**

KOPERASI [149(1)(d)]

- i. pegawai yang menjadi ahli dan memegang jawatan dalam koperasi dan dipilih untuk menghadiri kursus di sebuah Maktab Koperasi, **cuti tidak boleh melebihi 60 hari** pada mana-mana satu masa.
- ii. pegawai yang menjadi ahli sesuatu koperasi dipilih untuk menghadiri apa-apa kursus latihan, seminar atau mesyuarat koperasi di dalam atau di luar Malaysia yang diluluskan oleh Ketua Pengarah Pembangunan Koperasi, **cuti tidak boleh melebihi 30 hari dalam 1 tahun.**

PEPERIKSAAN [149(1)(e)]

- mesti mempunyai slip kebenaran menduduki peperiksaan dan jadual peperiksaan.
- **hanya diberi pada hari menduduki peperiksaan.**

MESYUARAT PERSATUAN PROFESIONAL [149(1)(f)]

- ahli sesuatu persatuan profesional dikehendaki menghadiri Mesyuarat Agung Tahunan dan Mesyuarat Agung Luar Biasa.
- **cuti hanya terhad kepada bilangan hari yang diperlukan** untuk mesyuarat itu.

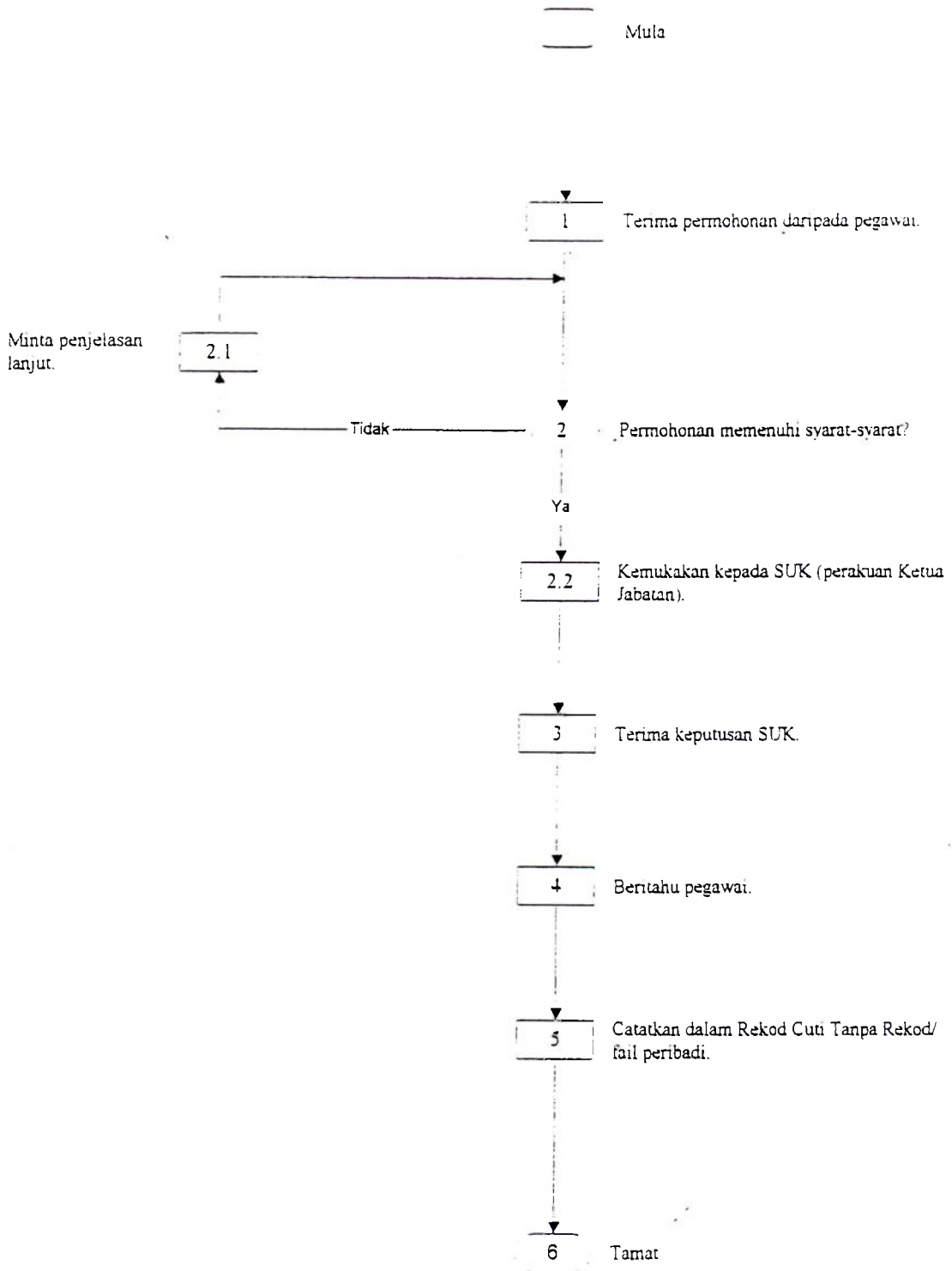
SUKAN [149(1)(g)]

- hanya sukan anjuran kerajaan sahaja yang dibenarkan.
- anjuran kampung tidak dibenarkan seperti Pusat Pertubuhan Desa (PPD).
- **tidak boleh melebihi 21 hari dalam 1 tahun** tapi boleh dilanjutkan dengan kebenaran SUK.
- kemudahan diberikan apabila pegawai :
 - menjalani latihan intensif dan membuat perjalanan bagi pertandingan itu
 - menjadi seorang ahli mana-mana Majlis atau jawatankuasa Pertandingan Negeri, Kebangsaan, Wilayah atau Antarabangsa dan dikehendaki menghadiri mesyuarat majlis atau jawatankuasa yang diadakan sebelum atau selepas sesuatu pertandingan
 - menjadi pegawai sukan atau jurulatih sukan pertandingan itu dan tidak lebih daripada **3 kali dalam 1 tahun.**

PROSES KERJA

BIDANG PERJAWATAN	KOD: JN 10.3		
AKTIVITI: CUTI	SUB-AKTIVITI: PERMOHONAN CUTI TANPA REKOD		
PROSES KERJA	BORANG	UNDANG-UNDANG	JAWATAN
<p><u>PERKARA-PERKARA PENTING</u></p> <p>Cuti tanpa rekod boleh dipohon atas sebab-sebab seperti menjalankan tugas separuh rasmi seperti kegiatan sukan untuk kepentingan negeri, menghadiri aktiviti-aktiviti pertubuhan seperti di Jadual XIII kepada Perintah Am 1996.</p> <hr/> <ol style="list-style-type: none">1. Terima surat permohonan daripada pegawai yang mengandungi surat dari pertubuhan/persatuan/organisasi yang memerlukan khidmat dan kehadiran pegawai.2. Semak permohonan sama ada ia lengkap dan memenuhi syarat-syarat berikut:-<ol style="list-style-type: none">a. Tujuan/maksud cuti yang harus diterangkan ada diperuntukkan dalam P.A. atau surat-surat pekeliling:b. Tempat bagi cuti itu ada dinyatakan.c. Tempoh cuti (tarikh dan waktu) ada diberi dan tidak melebihi had yang ditetapkan dalam P.A.2.1 Jika tidak lengkap dan tidak memenuhi syarat-syarat, rujuk balik kepada (agensi/pertubuhan) pegawai yang memohon cuti untuk mendapatkan maklumat/penjelasan lanjut.2.2 Jika lengkap dan memenuhi syarat-syarat, kemukakan permohonan kepada SUK dengan perakuan Ketua Jabatan untuk pertimbangan.3. Terima keputusan daripada SUK.4. Beritahu keputusan SUK kepada pegawai yang memohon.5. Catatkan cuti tanpa rekod yang telah dilulus dalam Rekod Cuti Tanpa Rekod/fail peribadi pegawai.6. Tamat.		<p>P.A. 149 (Jadual XIII), Perintah Am 1996</p> <p>S/P 19/CSO 7773 bertarikh 10 1.63</p> <p>S/P 59/CSO 7773 bertarikh 26 8.63</p> <p>S/P/ EO/1174 bertarikh 26 6.75</p> <p>S/P/ 115/EO/2694 bertarikh 30 6.75</p>	

JN 10.3 PERMOHONAN CUTI TANPA REKOD



KERTAS MINIT
MINUTE SHEET

PP Cik Junaidah Jemain

Puan,

PERMOHONAN CUTI TANPA REKOD (CTR)

Bersama-sama ini dikemukakan Memo CTR dari pelbagai Jabatan untuk tandatangan puan jika setuju dan pegawai-pegawai berkaitan adalah seperti berikut:

Bil.	No. Fail	Nama	Jabatan
1	F/59412	Cik Fauslina Puyang Emang	JKR Mukah
2	F/61217	Cik Norkhalipah binti Che'Don	JKR Mukah
3	F/59406	Puan Eszmil Melissa binti Zaini	JKR Mukah
4	F/59906	Cik Noor Harliza binti Hanafi	JKR Mukah

Tarikh : 23.07.2102

MEMORANDUM RASMI

DARIPADA Setiausaha Kerajaan, Sarawak	KEPADA Pengarah Kerja Raya Sarawak
PERKARA Permohonan Cuti Tanpa Rekod	SALINAN KPD.
RUJ. KAMI /F/61217 TARIKH	RUJ. TUAN PWD/F/11047(4 8) TARIKH 11.07.2012

Dengan hormatnya saya merujuk kepada permohonan Cik Norkhalipah Binti Che'Dom mengenai perkara di atas.

2. Sukacita menyampaikan **kelulusan** kepada **Cik Norkhalipah Binti Che'Dom** untuk bercuti tanpa rekod selama **dua (2) hari** pada **06 dan 09 Julai 2012** untuk membolehkan beliau menghadiri Pertandingan Futsal Anjuran Maksak Wanita Bahagian Sibu di Stadium Bukit Lima Sibu.

Sekian, terima kasih.

"BERSATU BERUSAHA BERBAKTI"

"AN HONOUR TO SERVE"

(JUNDAIDAH BT JEMAIN)
Unit Pengurusan Sumber Manusia
b.p. Setiausaha Kerajaan
Sarawak

MEMORANDUM RASMI

RIPADA Setiausaha Kerajaan, Sarawak	KEPADA Pengarah Jabatan Kerja Raya, Sarawak
RKARA Permohonan Cuti Tanpa Rekod	SALINAN KPD.
J. KAMI /F/59406 TARIKH	RUJ. TUAN PWD/F/10603(TARIKH 11.07.2012 78)

**PERMOHONAN CUTI TANPA REKOD – PUAN ESZMIL
MELISA BINTI ZAIMI**

Dengan hormatnya saya merujuk kepada permohonan Puan Eszmil Melisa Binti Zaimi mengenai perkara di atas.

2. Sukacita menyampaikan kelulusan kepada **Puan Eszmil Melisa Binti Zaimi** untuk bercuti tanpa rekod selama **dua (2) hari** pada **06 dan 09 Julai 2012** bagi membolehkan beliau menghadiri Pertandingan Futsal anjuran Maksak Wanita Bahagian Sibul di Stadium Bukit Lima Sibul.

Sekian, terima kasih.

"BERSATU BERUSAHA BERBAKTI"

"AN HONOUR TO SERVE"

(JUNAIDAH BINTI JEMAIN)

Unit Pengurusan Sumber Manusia
b.p. Setiausaha Kerajaan
Sarawak



KERAJAAN NEGERI SARAWAK

Borang Permohonan Cuti

Bahagian A (Diisi oleh Pemohon)

No. Fail Pemohon:

Nama Penuh
(Huruf Besar)

Tarikh Permohonan

 - -

No. KP

Cuti Terkumpul

Bagaimana anda boleh dihubungi

Alamat

Mulai

 - -

Hingga

 - -

Telefon

Jumlah Cuti Diambil

Destinasi

Baki Cuti

Jenis cuti yang dipohon*

Cuti Rehat

Cuti Isteri Bersalin

Permohonan untuk tambang/elaun*

Elaun cuti 3 tahun sekali

Tambang ke kampung halaman

Tambang Percuma sekali Dalam Tempoh Perkhidmatan

Tambang 3 tahun sekali (A atau B)

Nama Isteri/Suami

Tandatangan Pemohon

Nama Anak

Bahagian B (Diisi oleh Penyelia)

Nama Penyelia

Tandatangan Penyelia

Tarikh

 - -

Keputusan*

Sebab permohonan ditolak

Dilulus

Ditolak

Tarikh Pemohon bertugas semula

 - -

Pegawai Memangku

Pegawai Menjalankan Kerja Jawatan

* Pegawai Memangku/Pemohon

[Sila batalan yang tidak berkenaan]

Nama

Nama

No. KP

No. KP

Tandatangan Penyelia

Catatan

Bahagian C (Disemak oleh Penyelaras Cuti)

Nama Penyelaras Cuti

Tandatangan Penyelaras Cuti

Tarikh

 - -

Catatan

Panduan untuk mengisi Borang Permohonan Cuti

<u>KP</u>	Format untuk nombor Kad Pengenalan adalah seperti berikut: K12134567. Format untuk nombor Kad Pengenalan Baru 841101-13-1234.
<u>kh Permohonan</u>	Tarikh pada hari Pemohon memohon cuti
<u>i Terkumpul</u>	Baki cuti pada hari pemohon memohon cuti
<u>ai</u>	Tarikh Cuti Pemohon bermula
<u>gga</u>	Tarikh Cuti Pemohon berakhir
<u>lah Cuti Diambil</u>	Jumlah hari Pemohon bercuti [tidak termasuk hari Ahad dan Cuti Awam]
<u>i Cuti</u>	Baki cuti Pemohon selepas permohonan ini iaitu [Cuti Terkumpul - Jumlah Cuti Diambil]
<u>mat</u>	Alamat dimana Pemohon boleh dihubungi jika terdapat kecemasan di pejabat
<u>fon</u>	Nombor telefon dimana Pemohon boleh dihubungi jika terdapat kecemasan
<u>stinasi</u>	Tempat ditujui jika Pemohon meninggalkan Negeri Sarawak
<u>Fail</u>	No. Fail Peribadi Pemohon
<u>kh Pemohon bertugas semula</u>	Tarikh pada hari Pemohon kembali bertugas selepas mengambil cuti

arat-syarat Permohonan untuk Tambang dan Elaun

memohon hanya layak meminta satu jenis tambang sahaja

Memudahkan	Pegawai yang layak
Elaun Cuti 3 tahun sekali	Pegawai yang menjawat jawatan dalam Bahagian I dan Bahagian II yang menerima gaji pokok melebihi RM660.00 sebulan sebelum 2 November 1971
Tambang Percuma sekali dalam Tempoh Perkhidmatan	Pegawai yang menjawat jawatan yang tetap dalam Bahagian I, Bahagian II dan Bahagian III yang menerima gaji pokok melebihi RM625.00 sebulan sebelum 2 November 1971
Tambang ke Kampung Halaman	Pegawai yang dilantik sebelum 2 November 1971
Tambang Percuma 3 tahun sekali (A) untuk perjalanan/lawatan ke mana-mana tempat di luar stesen bertugas	Pegawai yang dilantik sebelum 2 November 1971 dan tidak layak untuk Elaun Cuti
Tambang Percuma 3 tahun sekali (B) untuk lawatan ke mana-mana tempat di Semenanjung Malaysia	Pegawai yang dilantik ke Kumpulan Professional dan Pengurusan, Kumpulan Eksekutif dan Sub-Professional dan Kumpulan Teknikal dan Perkeranian selepas 1 November 1971 dan sebelum 1 Julai 1978

sertakan nama isteri/suami dan anak di ruangan yang disediakan jika memohon tambang/elaun.

Bahagian A

- Pemohon perlu mengisi Bahagian ini
- Pemohon dikehendaki untuk mengisi maklumat tentang Destinasi yang ditujui jika beliau akan meninggalkan Negeri Sarawak
- Format untuk semua tarikh adalah "hh-bb-tttt" iaitu 08-02-1998
- Permohonan cuti harus dikemukakan kepada Penyelia untuk keputusan
- Kelulusan untuk bercuti oleh Penyelia menandakan bahawa permohonan cuti telah diluluskan

Bahagian B

- Bahagian ini perlu diisi oleh Penyelia Pemohon tersebut
- Permohonan cuti yang tidak diluluskan harus diberi catatan.
- Penyelia harus memberi nama Pegawai [berdasarkan Jadual Memangku/Menjalankan Kerja (ACNL) Jabatan] yang akan memangku menjalankan kerja jawatan jika diperlukan
- No. KP Pegawai yang memangku/menjalankan tugas harus disediakan di ruangan yang dikhaskan untuk memudahkan kerja pemohon
- Penyelia Pemohon dikehendaki mengisi ruangan **Tarikh Pemohon bertugas semula** pada **Salinan untuk Penyelia**. Salinan tersebut perlu diserahkan kepada Penyelaras Cuti untuk pengemaskinian rekod

Peringatan Penting

- Pemohon harus mendapat **Salinan untuk Pemohon** selepas mendapat kelulusan dari Penyelia
- Salinan untuk Penyelaras** harus dihantar ke Penyelaras Cuti untuk tindakan seterusnya
- Salinan untuk Penyelia** harus dihantar ke Penyelaras Cuti untuk pengemaskinian rekod selepas ruangan **Tarikh Pemohon bertugas semula** diisi



KERAJAAN NEGERI SARAWAK

Borang Permohonan Cuti

Bahagian A (Diisi oleh Pemohon)

No. Fail Pemohon:

Nama Penuh
(Huruf Besar)

Tarikh Permohonan

 - -

No. KP

Cuti Terkumpul

Bagaimana anda boleh dihubungi

Alamat

Mulai

 - -

Hingga

 - -

Telefon

Jumlah Cuti Diambil

Destinasi

Baki Cuti

Jenis cuti yang dipohon*

Cuti Rehat

Cuti Isteri Bersalin

Permohonan untuk tambang/elaun*

Elaun cuti 3 tahun sekali

Tambang ke kampung halaman

Tambang Percuma sekali Dalam Tempoh Perkhidmatan

Tambang 3 tahun sekali (A atau B)

Nama Isteri/Suami

Tandatangan Pemohon

Nama Anak

Bahagian B (Diisi oleh Penyelia)

Nama Penyelia

Tandatangan Penyelia

Tarikh

 - -

Keputusan*

Sebab permohonan ditolak

Dilulus

Ditolak

Pegawai Memangku

Pegawai Menjalankan Kerja Jawatan

* Pegawai Memangku/Pemohon

(*Sila batalkan yang tidak berkenaan)

Nama

Nama

No. KP

No. KP

Bahagian C (Disemak oleh Penyelaras Cuti)

Nama Penyelaras Cuti

Tandatangan Penyelaras Cuti

Tarikh

 - -

Catatan

Panduan untuk mengisi Borang Permohonan Cuti

<u>No. KP</u>	Format untuk nombor Kad Pengenalan adalah seperti berikut: K12134567. Format untuk nombor Kad Pengenalan Baru 841101-13-1234.
<u>Tarikh Permohonan</u>	Tarikh pada hari Pemohon memohon cuti
<u>Cuti Terkumpul</u>	Baki cuti pada hari pemohon memohon cuti
<u>Mulai</u>	Tarikh Cuti Pemohon bermula
<u>Hingga</u>	Tarikh Cuti Pemohon berakhir
<u>Jumlah Cuti Diambil</u>	Jumlah hari Pemohon bercuti [tidak termasuk hari Ahad dan Cuti Awam]
<u>Baki Cuti</u>	Baki cuti Pemohon selepas permohonan ini iaitu [Cuti Terkumpul - Jumlah Cuti Diambil]
<u>Alamat</u>	Alamat dimana Pemohon boleh dihubungi jika terdapat kecemasan di pejabat
<u>Telefon</u>	Nombor telefon dimana Pemohon boleh dihubungi jika terdapat kecemasan
<u>Destinasi</u>	Tempat ditujui jika Pemohon meninggalkan Negeri Sarawak
<u>No. Fail</u>	No. Fail Peribadi Pemohon
<u>Tarikh Pemohon bertugas semula</u>	Tarikh pada hari Pemohon kembali bertugas selepas mengambil cuti

Syarat-syarat Permohonan untuk Tambang dan Elaun

Pemohon hanya layak meminta satu jenis tambang sahaja

Kemudahan	Pegawai yang layak
Elaun Cuti 3 tahun sekali	Pegawai yang menjawat jawatan dalam Bahagian I dan Bahagian II yang menerima gaji pokok melebihi RM660.00 sebulan sebelum 2 November 1971
Tambang Percuma sekali dalam Tempoh Perkhidmatan	Pegawai yang menjawat jawatan yang tetap dalam Bahagian I, Bahagian II dan Bahagian III yang menerima gaji pokok melebihi RM625.00 sebulan sebelum 2 November 1971
Tambang ke Kampung Halaman	Pegawai yang dilantik sebelum 2 November 1971
Tambang Percuma 3 tahun sekali (A) untuk perjalanan/lawatan ke mana-mana tempat di luar stesen bertugas	Pegawai yang dilantik sebelum 2 November 1971 dan tidak layak untuk Elaun Cuti
Tambang Percuma 3 tahun sekali (B) untuk lawatan ke mana-mana tempat di Semenanjung Malaysia	Pegawai yang dilantik ke Kumpulan Professional dan Pengurusan, Kumpulan Eksekutif dan Sub-Professional dan Kumpulan Teknikal dan Perkeranian selepas 1 November 1971 dan sebelum 1 Julai 1977

Sila sertakan nama isteri/suami dan anak di ruangan yang disediakan jika memohon tambang/elaun.

Bahagian A

1. Pemohon perlu mengisi Bahagian ini
2. Pemohon dikehendaki untuk mengisi maklumat tentang Destinasi yang ditujui jika beliau akan meninggalkan Negeri Sarawak
3. Format untuk semua tarikh adalah "hh-bb-tttt" iaitu 08-02-1998
4. Permohonan cuti harus dikemukakan kepada Penyelia untuk keputusan
5. Kelulusan untuk bercuti oleh Penyelia menandakan bahawa permohonan cuti telah diluluskan

Bahagian B

1. Bahagian ini perlu diisi oleh Penyelia Pemohon tersebut
2. Permohonan cuti yang tidak diluluskan harus diberi catatan.
3. Penyelia harus memberi nama Pegawai [berdasarkan Jadual Memangku/Menjalankan Kerja (ACNL) Jabatan] yang akan memikul tugas jawatan jika diperlukan
4. No. KP Pegawai yang memangku/menjalankan tugas harus disediakan di ruangan yang dihaskan untuk memudahkan kerja pemohon selepas elaun
5. Penyelia Pemohon dikehendaki mengisi ruangan **Tarikh Pemohon bertugas semula** pada **Salinan untuk Penyelia**. Salinan ini perlu diserahkan kepada Penyelaras Cuti untuk pengemaskinian rekod

Peringatan Penting

- Pemohon harus mendapat **Salinan untuk Pemohon** selepas mendapat kelulusan dari Penyelia
- **Salinan untuk Penyelaras** harus dihantar ke Penyelaras Cuti untuk tindakan seterusnya
- **Salinan untuk Penyelia** harus dihantar ke Penyelaras Cuti untuk pengemaskinian rekod selepas ruangan **Tarikh Pemohon bertugas semula** diisi

Panduan untuk mengisi Borang Permohonan Cuti

<u>No. KP</u>	Format untuk nombor Kad Pengenalan adalah seperti berikut: K12134567. Format untuk nombor Kad Pengenalan Baru 841101-13-1234.
<u>Tarikh Permohonan</u>	Tarikh pada hari Pemohon memohon cuti
<u>Cuti Terkumpul</u>	Baki cuti pada hari pemohon memohon cuti
<u>Mulai</u>	Tarikh Cuti Pemohon bermula
<u>Hingga</u>	Tarikh Cuti Pemohon berakhir
<u>Jumlah Cuti Diambil</u>	Jumlah hari Pemohon bercuti [tidak termasuk hari Ahad dan Cuti Awam]
<u>Baki Cuti</u>	Baki cuti Pemohon selepas permohonan ini iaitu [Cuti Terkumpul - Jumlah Cuti Diambil]
<u>Alamat</u>	Alamat dimana Pemohon boleh dihubungi jika terdapat kecemasan di pejabat
<u>Telefon</u>	Nombor telefon dimana Pemohon boleh dihubungi jika terdapat kecemasan
<u>Destinasi</u>	Tempat ditujui jika Pemohon meninggalkan Negeri Sarawak
<u>No. Fail</u>	No. Fail Peribadi Pemohon
<u>Tarikh Pemohon bertugas semula</u>	Tarikh pada hari Pemohon kembali bertugas selepas mengambil cuti

Syarat-syarat Permohonan untuk Tambang dan Elaun

Pemohon hanya layak meminta satu jenis tambang sahaja

Kemudahan	Pegawai yang layak
Elaun Cuti 3 tahun sekali	Pegawai yang menjawat jawatan dalam Bahagian I dan Bahagian II yang menerima gaji pokok melebihi RM660.00 sebulan sebelum 2 November 1971
Tambang Percuma sekali dalam Tempoh Perkhidmatan	Pegawai yang menjawat jawatan yang tetap dalam Bahagian I, Bahagian II dan Bahagian III yang menerima gaji pokok melebihi RM625.00 sebulan sebelum 2 November 1971
Tambang ke Kampung Halaman	Pegawai yang dilantik sebelum 2 November 1971
Tambang Percuma 3 tahun sekali (A) untuk perjalanan/lawatan ke mana-mana tempat di luar stesen bertugas	Pegawai yang dilantik sebelum 2 November 1971 dan tidak layak untuk Elaun Cuti
Tambang Percuma 3 tahun sekali (B) untuk lawatan ke mana-mana tempat di Semenanjung Malaysia	Pegawai yang dilantik ke Kumpulan Professional dan Pengurusan, Kumpulan Eksekutif dan Sub-Professional dan Kumpulan Teknikal dan Perkeranian selepas 1 November 1971 dan sebelum 1 Julai 1978

Sila sertakan nama isteri/suami dan anak di ruangan yang disediakan jika memohon tambang/elaun.

Bahagian A

1. Pemohon perlu mengisi Bahagian ini
2. Pemohon dikehendaki untuk mengisi maklumat tentang Destinasi yang ditujui jika beliau akan meninggalkan Negeri Sarawak
3. Format untuk semua tarikh adalah "hh-bb-tttt" iaitu 08-02-1998
4. Permohonan cuti harus dikemukakan kepada Penyelia untuk keputusan
5. Kelulusan untuk bercuti oleh Penyelia menandakan bahawa permohonan cuti telah diluluskan

Bahagian B

1. Bahagian ini perlu diisi oleh Penyelia Pemohon tersebut
2. Permohonan cuti yang tidak diluluskan harus diberi catatan.
3. Penyelia harus memberi nama Pegawai [berasaskan Jadual Memangku/Menjalankan Kerja (ACNL) Jabatan] yang akan memangku/menjalankan kerja jawatan jika diperlukan
4. No. KP Pegawai yang memangku/menjalankan tugas harus disediakan di ruangan yang dikhaskan untuk memudahkan kerja pemangku/elaun
5. Penyelia Pemohon dikehendaki mengisi ruangan **Tarikh Pemohon bertugas semula** pada **Salinan untuk Penyelia**. Salinan tersebut perlu diserahkan kepada Penyelaras Cuti untuk pengemaskinian rekod

Peringatan Penting

- Pemohon harus mendapat **Salinan untuk Pemohon** selepas mendapat kelulusan dari Penyelia
- **Salinan untuk Penyelaras** harus dihantar ke Penyelaras Cuti untuk tindakan seterusnya
- **Salinan untuk Penyelia** harus dihantar ke Penyelaras Cuti untuk pengemaskinian rekod selepas ruangan **Tarikh Pemohon bertugas semula** diisi

**SENARAI SEMAKAN BAGI PERMOHONAN PINJAMAN/
PENDAHULUAN KHAS MEMBELI PETI SEJUK/PETI DINGIN BEKU,
DAPUR MASAK/KETUHAR DAN MESIN BASUH**

[Rujukan : Perintah Am 103(1)(B) & 103(2)]

PERINGATAN

- *Permohonan oleh pegawai yang sedang dikenakan tindakan disiplin/tatatertib atau sedang dalam siasatan tersebut tidak akan dipertimbangkan*

Lengkapkan senarai semakan di bawah dengan menandakan (✓) atau (X) pada ruangan yang disediakan	Semakan oleh JKM	
	Ya(✓)	Tidak(X)
1. BORANG PERMOHONAN :		
1.1 Adakah borang permohonan telah lengkap diisi dengan betul ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.2 Adakah penyata gaji bulan terakhir disertakan ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.3 Adakah invoice asal (bagi peralatan baru) dilampirkan ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.4 Adakah surat perakuan harga (bagi peralatan terpakai) daripada Ketua Jabatan dilampirkan ?	<input type="checkbox"/>	<input checked="" type="checkbox"/> TB
2. PERMOHONAN :		
2.1 Adakah amaun dipohon tidak melebihi RM2,000.00 atau 90% daripada kos sebenar, mengikut mana yang lebih rendah ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.2 Adakah tempoh pembayaran balik tidak melebihi 60 bulan ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.3 Adakah pembayaran balik pinjaman tidak melebihi 1/3 daripada gaji pokok pegawai ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.4 Adakah jumlah potongan bulanan tidak melebihi 60% daripada jumlah gaji dan elaun-elaun pegawai ? (Jumlah potongan bulanan hendaklah termasuk bayaran balik pinjaman ini)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.5 Untuk permohonan kedua dan seterusnya, adakah pinjaman lama bagi peralatan yang sama telah selesai dibayar balik dan mencukupi tempoh 5 tahun ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

SENARAI SEMAKAN BAGI PERMOHONAN PINJAMAN/PEMBIAYAAN MEMBELI KOMPUTER

[Rujukan : Perintah Am 103(1)(c) & 103(c)]

PERINGATAN

- Permohonan oleh pegawai yang sedang ditelanai tindakan disiplin/tatatertib atau sedang dalam siasatan tersebut tidak akan dipertimbangkan

Lengkapkan senarai semakan di bawah dengan menandakan (✓) atau (X) pada ruangan yang disediakan	Semakan oleh JKM	
	Ya(✓)	Tidak(X)
1. BORANG PERMOHONAN :		
1.1 Adakah borang permohonan telah lengkap diisi dengan betul ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.2 Adakah penyata gaji bulan terakhir disertakan ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.3 Adakah invoice asal dilampirkan ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. PERMOHONAN :		
2.1 Adakah pemohon seorang pegawai tetap ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.2 Adakah amaun dipohon tidak melebihi RM5,000.00 atau kos sebenar, mengikut mana yang lebih rendah ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.3 Adakah tempoh pembayaran balik tidak melebihi 48 bulan ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.4 Adakah pembayaran balik pinjaman tidak melebihi 1/3 daripada gaji pokok pegawai ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.5 Adakah jumlah potongan bulanan tidak melebihi 60% daripada jumlah gaji dan elaun-elaun pegawai ? (Jumlah potongan bulanan hendaklah termasuk bayaran balik pinjaman ini)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.6 Untuk permohonan kedua dan seterusnya, adakah pinjaman lama telah selesai dibayar balik dan mencukupi tempoh 4 tahun ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

SENARAI SEMAKAN BAGI PERMOHONAN PINJAMAN/
PENDAHULUAN KHAS MEMBELI KENDERAAN

[Rujukan : Perintah Am 103(1)(a) & 103(2)]

PERINGATAN

- Permohonan pinjaman kenderaan (kereta) oleh pegawai dalam Kategori IX - XI dapat dipertimbangkan dengan syarat gaji pokok pegawai tersebut mencapai RM 1320.00 dan keatas.
- Permohonan oleh pegawai yang sedang dikenakan tindakan disiplin/ataertib atau sedang dalam siasatan tersebut tidak akan dipertimbangkan
- Hanya permohonan yang memenuhi salah satu daripada Kategori No.1 hingga No. 6 di Bahagian B layak memohon pinjaman/pendahuluan khas membeli kenderaan
- Permohonan pinjaman Kerajaan oleh pegawai bagi kenderaan (kereta) yang telah didaftarkan atas namanya atau pasangannya (suami/steri) di Jabatan Pengangkutan Jalan tidak akan dipertimbangkan kecuali telah mendapat kelulusan bertulis daripada Pejabat Setiausaha Kerajaan Negeri

Lengkapkan senarai semakan di bawah dengan menandakan (✓) atau (X) pada ruangan yang disediakan

Semakan
oleh JKM

Ya(✓) Tidak(X)

BAGIAN A (Bahagian ini hendaklah diisi oleh semua pemohon)

1 BORANG PERMOHONAN :

- 1.1 Adakah borang permohonan telah lengkap diisi dengan betul ?
- 1.2 Adakah penyata gaji bulan terakhir disertakan ?
- 1.3 Adakah invoice asal/'letter of undertakings' dilampirkan ?
- 1.4 Adakah jumlah potongan bulanan tidak melebihi 60% daripada jumlah gaji dan elaun-elaun

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Pegawai? (Jumlah potongan bulanan hendaklah termasuk bayaran balik pinjaman ini).

BAGIAN B (Isikan semua ruangan untuk salah satu kategori yang berkenaan sahaja)

1 BAGI PERMOHONAN PERTAMA (KERETA BARU) :

- 1.1 Adakah pemohon dalam Kategori VIII dan ke atas ?
- 1.2 Adakah amaun dipohon tepat berdasarkan kelayakan ?
- 1.3 Adakah tempoh pembayaran balik tidak melebihi 96 bulan ?

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

2 BAGI PERMOHONAN KEDUA DAN SETERUSNYA (KERETA BARU) :

- 2.1 Adakah pemohon dalam Kategori VIII dan ke atas ?
- 2.2 Adakah amaun dipohon tepat berdasarkan kelayakan ?
- 2.3 Adakah tempoh pembayaran balik tidak melebihi 96 bulan ?
- 2.4 Adakah pinjaman lama telah selesai dibayar balik dan mencukupi tempoh 3 tahun ?

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

3 BAGI PERMOHONAN PERTAMA (MOTOSIKAL, BASIKAL, BOT DAN ENJIN MOTO SANGKUT BARU) :

3.1 Adakah amaun dipohon tepat berdasarkan kelayakan ?

3.2 Adakah tempoh pembayaran balik tidak melebihi :

3.2.1 60 bulan (motosikal) ?

3.2.2 20 bulan (basikal, bot dan enjin moto sangkut) ?

4 BAGI PERMOHONAN KEDUA DAN SETERUSNYA (MOTOSIKAL, BASIKAL, BOT DAN ENJIN MOTO SANGKUT BARU) :

4.1 Adakah amaun dipohon tepat berdasarkan kelayakan ?

4.2 Adakah tempoh pembayaran balik tidak melebihi :

4.2.1 60 bulan (motosikal) ?

4.2.2 20 bulan (basikal, bot dan enjin moto sangkut) ?

4.3 Adakah pinjaman lama bagi sebarang kenderaan telah selesai dibayar balik dan mencukupi

tempoh 3 tahun ?

5 BAGI KENDERAAN (KERETA) TERPAKAI/RE-COND :

5.1 Adakah pemohon dalam Kategori VIII dan ke atas ?

5.2 Adakah amaun dipohon tepat berdasarkan kelayakan ?

5.3 Adakah tempoh pembayaran balik tidak melebihi 60 bulan ?

5.4 Adakah usia kenderaan tidak melebihi TUJUH (7) tahun daripada tarikh pendaftaran ?

5.5 Adakah laporan mekanikal JKR disertakan dan menunjukkan kenderaan dalam keadaan baik?

5.6 Adakah salinan perakuan pendaftaran kenderaan yang disahkan dilampirkan ?

5.7 Adakah pemohon bukan suami/isteri kepada penjual ?

6 BAGI KENDERAAN (MOTOSIKAL) TERPAKAI :

6.1 Adakah amaun dipohon tepat berdasarkan kelayakan ?

6.2 Adakah tempoh pembayaran balik tidak melebihi 36 bulan ?

6.3 Adakah usia kenderaan tidak melebihi TUJUH (7) tahun daripada tarikh pendaftaran ?

6.4 Adakah laporan mekanikal JKR disertakan dan menunjukkan kenderaan dalam keadaan baik?

6.5 Adakah salinan perakuan pendaftaran kenderaan yang disahkan dilampirkan ?

6.6 Adakah pemohon bukan suami/isteri kepada penjual ?

**PERMOHONAN PERBELANJAAN KEMUDAHAN PERUBATAN
DI BAWAH PEKELILING PERKHIDMATAN BILANGAN 21 TAHUN 2009**

UBAT/ ALAT/ PERKHIDMATAN PERUBATAN/ RAWATAN

- Arahan:**
- i. Maklumat hendaklah dilengkapkan dengan **jelas** dan menggunakan **huruf besar**.
 - ii. Sila rujuk **panduan** yang disediakan bagi butiran yang berkaitan.

BAHAGIAN I

Butiran Diri Pegawai/ Pesara

1. Nama Penuh (*seperti dalam kad pengenalan/ pasport*)

2. No. Kad Pengenalan/ Pasport

3. Skim Perkhidmatan/ Gred

4. Pegawai Di Bawah SSB/ SSM

Ya Tidak

Butiran Diri Pesakit (*sekiranya pesakit bukan pegawai/ pesara*)

5. Nama Penuh (*seperti dalam kad pengenalan/ pasport/ sijil kelahiran*)

6. No. Kad Pengenalan/ Pasport/ Sijil Kelahiran

7. Hubungan Pesakit Dengan Pegawai/ Pesara

8. Maklumat Tambahan Bagi **Anak**

- i. Umur

 tahun

 bulan
- ii. Daif

 Ya

 Tidak
- iii. Masih Bersekolah

 Ya

 Tidak

BAHAGIAN II

Butiran Rawatan Dan Tuntutan Perbelanjaan

9. Rawatan Di Hospital/ Klinik Kerajaan

i. Nama & Alamat Hospital/ Klinik Kerajaan

ii. Tarikh Rawatan

<i>(hari)</i>	<i>(bulan)</i>	<i>(tahun)</i>	

10. Pembekal Kemudahan Perubatan

i. Nama & Alamat Hospital/ Agensi Swasta

ii. Tarikh Kemudahan Perubatan Diperolehi

<i>(hari)</i>	<i>(bulan)</i>	<i>(tahun)</i>	

11. Kategori Tuntutan

i.

 ii.

iii.

 iv.

12. Senarai Tuntutan (*sila gunakan lampiran sekiranya perlu*)

Bil.	Nama Ubat/ Alat/ Perkhidmatan Perubatan/ Rawatan	No. Rujukan Dokumen Kewangan	Harga (RM)

13. Dokumen Sokongan Yang Disertakan

- Surat Pengesahan Pegawai/ Pakar Perubatan
- Surat Pengesahan Kementerian Kesihatan Malaysia
- Surat Ketua Pengarah Kesihatan Malaysia
- Surat Pengesahan Institusi Pendidikan/ Pengajian Tinggi
- Dokumen Kewangan (*contoh: resit, invois, sebut harga atau dokumen kewangan lain yang berkaitan*)

BAHAGIAN III

14. Pengesahan Pegawai/ Pesara

“Saya dengan ini mengesahkan bahawa maklumat sebagaimana yang dinyatakan di **Bahagian I** dan **Bahagian II** di atas adalah **benar** belaka. Berkaitan itu, saya memohon supaya perbelanjaan bagi maksud kemudahan perubatan yang diperolehi sebanyak **RM** _____ adalah ditanggung oleh Kerajaan.”

Tandatangan

(_____)

(*nama penuh*)

Tarikh

BAHAGIAN IV

Perakuan Dan Pengesahan Oleh Pegawai/ Pakar Perubatan Kerajaan (*sila gunakan lampiran sekiranya perlu*)

15. Nama/ Jenis Penyakit Yang Dihidapi Oleh Pesakit

16. Nama Atau Jenis Ubat/ Alat/ Perkhidmatan Perubatan/ Rawatan Yang Diperakukan Kepada Pesakit

17. Sebab-sebab Ubat/ Alat/ Perkhidmatan Perubatan/ Rawatan Yang Diperlukan Oleh Pesakit Tidak Dapat Dibekal/ Disediakan Oleh Hospital/ Klinik Kerajaan

18. Perakuan Dan Pengesahan Pegawai/ Pakar Perubatan Kerajaan

“Saya dengan ini memperakukan bahawa kemudahan perubatan seperti di **butiran 16** di atas diperlukan oleh pesakit berdasarkan penyakit yang dihidapinya. Saya juga mengesahkan bahawa kemudahan perubatan berkenaan tidak dapat dibekal/ disediakan oleh pihak hospital/ klinik atas sebab-sebab seperti yang dinyatakan dalam **butiran 17** di atas.”

Tandatangan

(_____)

(*nama penuh*)

Jawatan

Tarikh

Nama & Cop Rasmi Pegawai/ Pakar Perubatan

BAHAGIAN V

Kelulusan Penggunaan Ubat (*ubat yang tidak disenaraikan dalam senarai ubat-ubatan KKM/ hospital universiti sahaja*)

19. Kelulusan Penggunaan Ubat Oleh Kementerian Kesihatan Malaysia/ Pengarah Hospital Universiti

“Penggunaan ubat yang **tidak disenaraikan** dalam senarai ubat-ubatan Kementerian Kesihatan Malaysia/ hospital universiti seperti di **butiran 16** di atas adalah ***DILULUSKAN / TIDAK DILULUSKAN.**”

Cop Rasmi KKM/ Pengarah Hospital Universiti

Tandatangan

(_____)

(*nama penuh*)

Jawatan

Tarikh

* *potong mana yang tidak berkenaan*

BAHAGIAN VI

20. Pengesahan Dan Keputusan Ketua Jabatan

“Saya dengan ini mengesahkan bahawa permohonan pegawai/ pesara mematuhi syarat-syarat dan peraturan-peraturan sebagaimana yang ditetapkan dalam Perintah Am Bab F Tahun 1974 dan Pekeliling Perkhidmatan Bilangan 21 Tahun 2009. Berkaitan itu, permohonan perbelanjaan bagi maksud kemudahan perubatan yang diperolehi sebanyak RM _____ adalah *DILULUSKAN / TIDAK DILULUSKAN.”

Nama & Cop Rasmi

Tandatangan

(_____)

(nama penuh)

Jawatan

Tarikh

* potong mana yang tidak berkenaan

--

KERAJAAN NEGERI SARAWAK

PERMOHONAN PINJAMAN UNTUK MEMBELI * KERETA/*MOTOSIKAL/*ENJIN
SANGKUT/*BOT/*BASIKAL/*PETI SEJUK/*PETI DINGIN BEKU/*MESIN BASUH/
*DAPUR MASAK/*KETUHAR

(Diisi sebanyak 3 salinan)

Setiausaha Kerajaan, Sarawak

BAHAGIAN I (DIISI OLEH PEMOHON)

1. Nama Penuh (Huruf Besar seperti dalam Kad Pengenalan) : _____
2. Nombor Kad Pengenalan : _____
3. Tarikh Lahir : _____
4. (i) Tarikh Perlantikan : _____
(ii) Jawatan Yang Disandang : _____
(iii) Gred Jawatan : _____
(iv) Taraf Pegawai (tetap/kontrak/sementara) : _____
5. (i) Kementerian/Jabatan : _____
(ii) Alamat Penuh Tempat Bertugas : _____

6. (i) Gaji Bulanan (Bersih) : RM _____
(Kembarkan slip gaji terakhir)
(ii) Nombor Gaji : _____
7. (i) Jumlah Pinjaman Dimohon : RM _____
(ii) Tempoh Pembayaran Balik : _____ (Bulan)

8. Butir-butir *Kereta/*Motosikal/*Enjin Sangkut/*Bot/*Basikal/*Peti Sejuk/*Peti Dingin Beku/*Mesin Basuh/*Dapur Masak/*Ketuhar

(i) Jenis, Model dan Buatan : _____

(ii) Harga Pembelian : _____

(Kembarkan invoice asal/dokumen jualan asal)

(iii) Baru atau sudah dipakai : _____

(Jika sudah dipakai kembarkan Sijil Nilai/Laporan daripada Jabatan Kerja Raya)

(iv) *Sukatan Silinder : _____

(v) Nama dan alamat pembekal : _____

9. *Jika pernah diberi pinjaman serupa sebelum ini nyatakan:

(i) Tarikh pinjaman terakhir diberi : _____

(ii) Jumlah pinjaman : RM _____

(iii) Baki (jika ada) : RM _____

10. *Sebab-sebab mengapa pinjaman baru dikehendaki

11. *Jenis kenderaan yang digunakan sekarang semasa menjalankan tugas rasmi

Apabila permohonan saya ini diluluskan, saya bersetuju:-

(a)* Bahawa Buku Pendaftaran *Kereta/*Motosikal yang berkenaan dicatatkan "Hak Milik Dituntut Oleh Kerajaan Negeri Sarawak" oleh pihak Jabatan Pengangkutan Jalan; dan

(b) Mematuhi syarat-syarat yang terkandung di dalam Surat-surat Pekeliling Kerajaan Negeri Sarawak yang berkuatkuasa.

Tarikh:

.....
Tandatangan Pemohon

BAHAGIAN II

(DIISI OLEH KETUA JABATAN ATAU RESIDEN)

Disahkan bahawa butir-butir yang diberikan oleh pemohon telah diselidiki dan didapati benar.

Saya *tidak berpuas hati/*berpuas hati bahawa pembayaran balik pinjaman ini tidak akan menyebabkan kesusahan kewangan kepada pemohon.

Saya *tidak menyokong permohonan ini/*menyokong penuh bahawa sebuah *Kereta/*Motosikal/*Enjin Sangkut/*Bot/*Basikal/*Peti Sejuk/*Peti Dingin Beku/*Mesin Basuh/*Dapur Masak/*Ketuhar adalah sangat perlu untuk pegawai ini.

Sebab-sebab:

(Tandatangan)

Nama Penuh : _____

Jawatan : _____

Kementerian/
Jabatan : _____

Tarikh: _____

BAHAGIAN III

(DIISI OLEH PEGAWAI YANG MELULUSKAN PINJAMAN)

Permohonan *diluluskan/tidak diluluskan sebanyak RM.....
untuk dibayar balik kesemua wang yang dipinjam di dalam tempoh
.....bulan.

Tarikh

.....
Setiausaha Kerajaan, Sarawak

BAHAGIAN IV

(DIISI OLEH AKAUNTAN NEGERI)

Nombor Baucar Bayaran _____	Pokok RM	Faedah RM	Jumlah RM	Tempoh Bayaran
				Bulan
Jumlah Pinjaman				
Bayaran Balik Sebulan				

Tarikh

.....
Akauntan Negeri

*Potong mana yang tidak berkenaan

KERAJAAN SARAWAK

**PERMOHONAN PEMBIAYAAN KOMPUTER BAGI
ANGGOTA PERKHIDMATAN AWAM**

(Diisi sebanyak 3 salinan)

Bahagian I: (Diisi oleh Pemohon)

1. Nama penuh (Huruf Besar)
2. Nombor Kad Pengenalan
3. (i) Tarikh Lahir (ii) Umur pada Tarikh Memohon
4. (i) Gelaran Jawatan Sekarang
- (ii) Kumpulan Perkhidmatan
- (iii) Gred Pegawai
5. (i) Kementerian
- (ii) Jabatan
- (iii) Alamat Penuh Tempat Bertugas
6. (i) Taraf Jawatan (Tetap/Kontrak/Sementara)
7. (i) Gaji Pokok
- (ii) Jumlah Elaun-Elaun RM
- (iii) Jumlah Potongan RM (sertakan slip gaji terakhir)
8. Harga komputer yang hendak dibeli (sertakan sebutharga yang mengandungi butir-butir perkakasan/perisian)
RM
9. Jumlah pembiayaan yang diminta RM Ringgit:

10. Tempoh pembayaran Bulan. (Maksimum 48 bulan)

11. Maklumat pembiayaan terakhir jika ada:

- (i) Tarikh Pembiayaan diterima
- (ii) Jumlah pembiayaan RM
- (iii) Jumlah baki RM

Tarikh:
.....

Tandatangan Pemohon

Bahagian II (Diisi oleh Ketua Jabatan semasa mengemukakan permohonan)

Kepada: Rujukan:

.....

Disahkan bahawa butir-butir yang diberikan oleh pemohon telah diselidiki dan didapati benar.

- (i) Saya telah semak buku perkhidmatannya dan mendapati beliau layak memohon kemudahan ini.
- *(ii) Saya berpuas hati bahawa pembayaran balik pembiayaan ini tidak akan menyebabkan kesusahan kewangan kepada pemohon.
- *(iii) Saya tidak berpuas hati terhadap kedudukan kewangan pemohon di mana pembayaran balik pembiayaan akan menyebabkan kesusahan kewangan kepada pemohon.

Tarikh:
.....

Tandatangan Ketua Jabatan

Nama Penuh

Jawatan

Bahagian III (Diisi oleh Pegawai yang meluluskan pembiayaan)

Kepada: Rujukan:

.....

.....

- (a) *Pembiayaan sebanyak RM diluluskan dengan bayaran balik
sebanyak RM selama bulan
- (b) *Pembiayaan tidak diluluskan.

Tarikh:

.....
Tandatangan

Nama Penuh

Jawatan

b.p. Setiausaha Kerajaan Sarawak

Bahagian IV (Untuk Kegunaan Jabatan Perbendaharaan Negeri)

Nombor Baucar Pembayaran	Prinsipal		Keuntungan		Jumlah		Tempoh Pembayaran balik Pendahuluan
	RM	Sen	RM	Sen	RM	Sen	
Amaun Pendahuluan							
Pembayaran balik bulanan							

Tarikh:

.....
b.p. Akauntan Negeri