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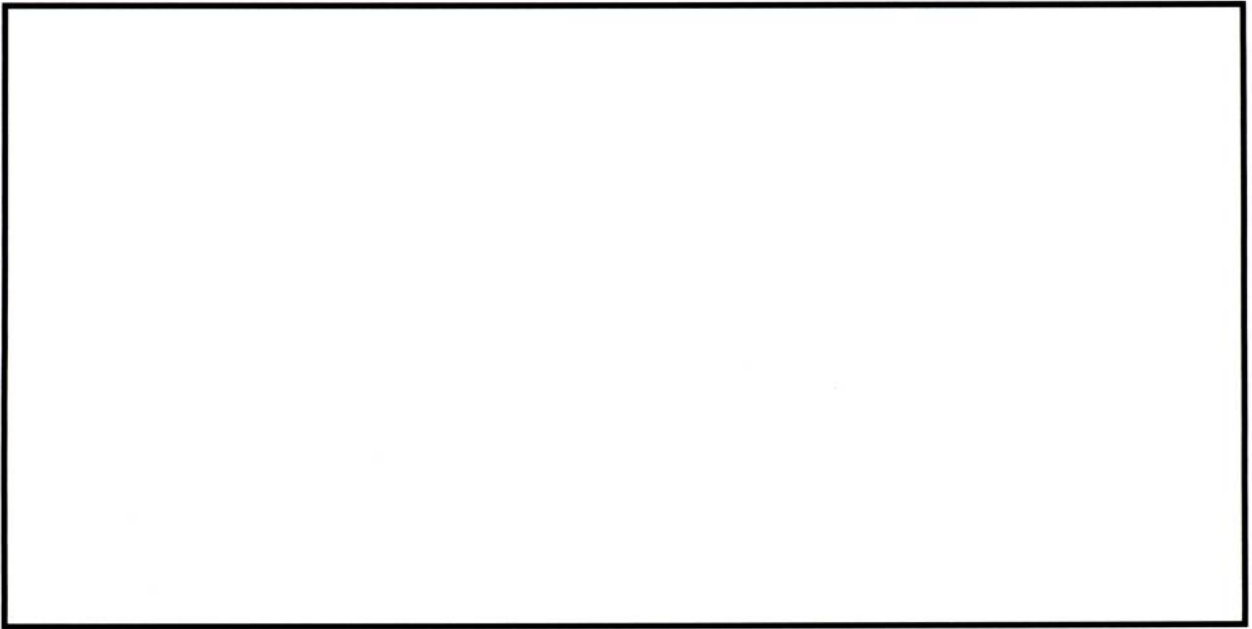


**PRACTICAL TRAINING REPORT:
MACHANG DISTRICT COUNCIL**

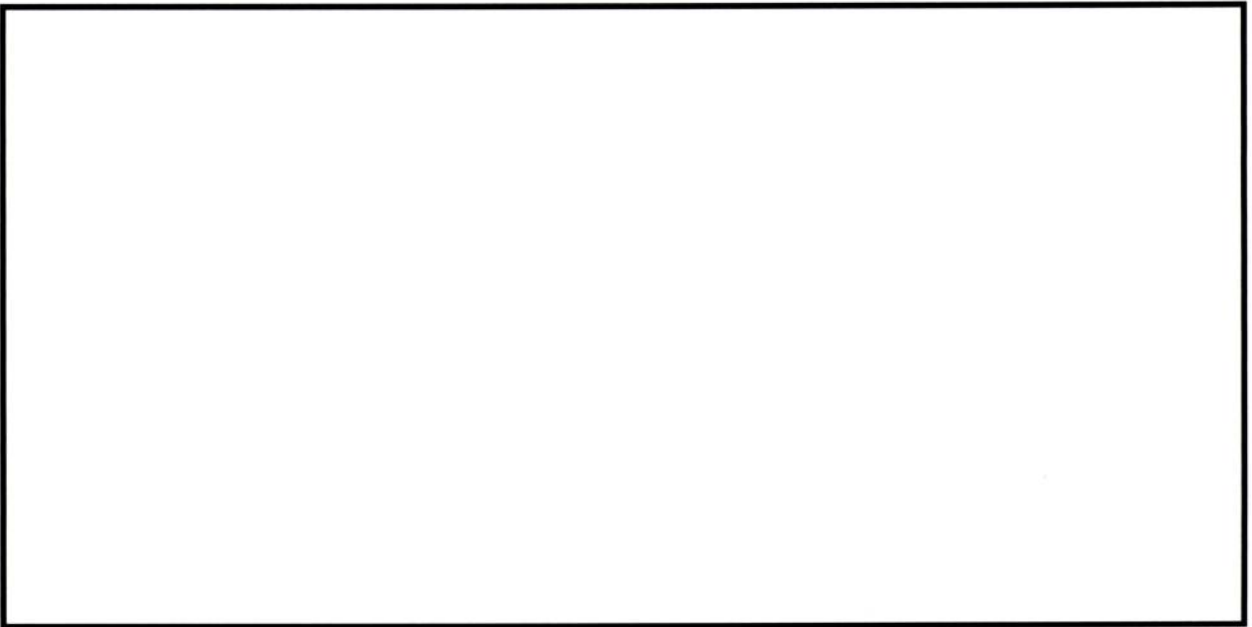
**MUHAMAD FADHIL AMRI BIN JA'AFAR
2012985935**

DECEMBER 2014

Supervisor's Comments

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Moderator Comments

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

Name of Supervisor: Madam Noorfadhleen binti Mahmud

Place: Machang District Council, Machang Kelantan

Name of Student: Muhamad Fadhil Amri bin Ja'afar

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

.....
(Madam Noorfadhleen binti Mahmud)

Date:

Declaration

I hereby want to declare that the work contained in this report practical is have been duty identified and acknowledge. If I am later found to have committed plagiarism or others forms of academic dishonesty, action can be taken against under the Academic Regulations of UiTM's.

Signed



(Muhamad Fadhil Amri bin Ja'afar)

Acknowledgement

First of all I would like to say thank the almighty God, because for his blessings that gave me a chance to finish my practical training in Machang District Council started from 21st July 2014 till 28th August 2014 and giving me a good health along this practical training. With his blessings and consent, I have managed to finish my practical training successfully in Machang District Council. After that, I would like to say thank to my mother because she always give me support to finish my practical training.

Secondly, I would like to express a million thanks to Machang District Council because gave me a chance to complete my practical training there. This organization is the best organization that I have chosen to do my practical training. Besides that, I also would like to express my appreciation to my supervisor in Machang District Council, Mr. Che Pasli bin Che Mustapha as the Evaluation Officer and to other staff in Evaluation and Property Management Units for giving me a lot of knowledge, support and also teach me how to work in the real work life. To coordinator of my practical training, Mr. Fairuz Hidayat Merican Wan Merican, I also want to express my appreciation to him.

Lastly, to Madam Noorfadhleen Mahmud, I would like to show my appreciation for being my supervisor who gave me support, guidance and advice for me to complete my practical training. I also would like to say thanks to my friends that always support me to complete my practical training. With all the support from them, I manage to complete my practical training successfully

Muhamad Fadhil Amri bin Ja'afar
Bachelor of Administrative Science (Honours)
Faculty of Administrative Science and Policy Studies
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Chapter 1

Introduction of the organization

1.0 Background of Machang District Council

Machang District Council was established on January 1st 1979 under the Local Government Act 1976 (Act 171). It was formed through the merger of the Machang Municipal Board, and the Local Councils of Temangan and Pulai Chondong. The jurisdiction of the Machang District Council covers an area of 130 km² from the territory's total 545 km². Machang District Council serves as a third tier administration after the Federal and State Governments. It is responsible in all socio-economic and political aspects related to the development of the local community.

The Territory of Machang got its name from a village named Kampung Machang. This village was opened in 1880 by a group of villagers from Pasir Tumboh in Kota Bharu, led by one Mr. Senik. Early in its inception, the villager's main economic activity consisted of agriculture and commerce.

Geographically, the Machang Territory lies right in the centre of Kelantan Darul Naim. Kota Bharu borders it to the north, to the south is the Territory of Kuala Krai, to the west is the Territory of Tanah Merah while the Territory of Pasir Puteh can be found in the east. Around 1949, Machang was delineated as a minor Territory. Then on January 1st 1952. Due to the rapid pace of development and its active economic sector, Machang was made a full Territory.

(Sources from: <http://www.mdmachang.gov.my/>)

1.2 Logo Definition of Machang District Council



(Sources from: <http://www.mdmachang.gov.my/>)



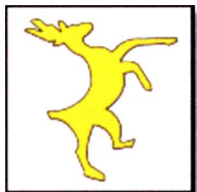
A symbol of the Kelantan State Government



The Machang District Council Flag



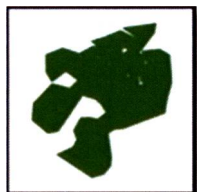
The Territory of Machang District Council Flag



Represents the Regalia of the State of Kelantan



**Establishment of Machang District Council
(1 JANUARY 1979)**



Machang District Council Operational Area Map



Symbolises Development and Industrialisation

1.3 Vision and Mission

Vision

To provide the best service to the community particularly in terms of promoting public health and raising the quality of life

Mission

Making Machang a tranquil and comfortable place to live

1.4 Client Charter of Machang District Council

- i. We promise to provide warm service and remain ever helpful in receiving and processing your complaints with regards to our services.
- ii. We will approve all private home construction applications and housing projects within eleven weeks, on the condition that all supporting documents are complete.
- iii. Waste collection will be carried out 4 times a week, quickly and efficiently
- iv. We guarantee adequate vehicle parking spots.
- v. We will approve the business license application within four weeks if they meet the conditions set.
- vi. We promise to prioritize services in taxable locations.
- vii. We guarantee to provide basic facilities and services in all areas under the jurisdiction of the
- viii. We promise to act promptly all complaints and problems presented by the public

1.4.1 Client Charter of Valuation and Property Management Unit

- i. All property will be subject to the enforcement of the Evaluation List within six (6) months
- ii. All applications for claims/remission of rates to be decided upon within two (2) months
- iii. All applications for exclusion from assessment tax to be decided upon within two (2) months
- iv. All applications for change of ownership to be decided upon within two (2) months
- v. All search requests and queries on assessment tax payments to be replied to upon within seven (7) days
- vi. All requests for corrections on the evaluation list to be decided upon within seven (7) days
- vii. Applications for the rental of Council property to be decided upon within one (1) month
- viii. Certify and validate the issuance of Certificates for the Fitness of Occupancy of Building for the OSC and Building Department to be decided upon within seven (7) days from accepting a memo from the OSC and Building
- ix. Review/technical views to be submitted in fourteen (14) days
- x. Prepare payment vouchers to be submitted to the Finance Unit within seven (7) days from accepting an invoice
- xi. Complaints received will be acted upon two (2) days and a reply to be delivered within seven (7) days
- xii. Prepare reports on the collection of quit rent every month
- xiii. Submit reports on the collection of quit rent once a month

- xiv. Issue an E notice to the errant property owner who fails to make repayment as scheduled, every six (6) months

1.4.2 Client's Charter Achievement

Below is the Machang District Council's Client Charter Achievement

Report for 2012:-

- MACHANG DISTRICT COUNCIL'S CLIENT CHARTER ACHIEVEMENT
FOR MONTH ENDED DECEMBER 2012

It is been state that the Machang District Council's Client Charter Achievement Report is issued annually.

1.5 Organizational Policy

1.5.1 Function of Machang District Council

Handle all tasks related to administration, sanitation, street lighting, building and maintaining roads and drainage systems, maintaining public health, and the processing and issuance of business licenses.

1.5.2 Function of Valuation and Property Management Unit

- i. Manage all methods regarding to the tax payment.
- ii. Performing the re-evaluation regarding to the District belonging when needed.

- iii. Enforce the by-law of the District regarding to the evaluation unit.
- iv. Manage the methods of District building rental and determine the price.
- v. Claiming the unpaid rental.
- vi. Managing all the fixed assets of the District to maintain the safety of the assets.
- vii. Decide the evaluation in order to help in claiming the state and federal
Property

1.5.3 Objectives

Machang District Council set up to planning, coordinate and implement human settlement more perfect and complete with infrastructural facility, economy social service and opportunities enough. The objectives to achieve the above goals.

- i. To keep Government policy which required that later it's each land inch in Peninsular Malaysia this placed beneath efficient administration.
- ii. To increase local superintendent superintendent organization standard is today to better status.
- iii. Increase local government service quality to public in meaning more gratifying and more far-reaching.
- iv. Capacity-enhancing and enable local superintendent superintendent make, arrange, arrange and implement suitable planning planning according to need and current needs pressure.

- v. Overcoming weaknesses found and viable organization and administration agency and development.

1.5.4 Machang District Council Units

- i. Administrative and Human Resources Unit
- ii. Administrative and Human Resources Division
- iii. Information Technology Division
- iv. Enforcement Division
- v. Treasury Unit
- vi. Evaluation and Property Management Unit
- vii. Development Planning Unit
- viii. Development and Engineering Unit
- ix. Public Health Division Unit
- x. Public Relation Unit
- xi. Enforcement and Licensed Unit
- xii. One Stop Center (OSC)

1.5.5 Acts

i. Local Government Act, 1976 (Act 171)

To provide Efficient and Effective Municipal Service:

- Solid Waste Management
- Area Cleaning and Beautification
- Drains and Ditches Maintenance
- Road Construction and Maintenance
- Public Buildings Maintenance
- Public Areas Maintenance
- Public Health Protection and Control
- Cemetery Land Maintenance

To manage and Control all Financial Allocation Received:

- Assessment Tax
- Payment of Licences & Penalties
- Annual Grants Using the Balanced Method
- Grants for Development Projects
- Road Maintenance Grant
- Road maintenance grant

To Implement Development Projects at the local Level:

- Housing
- Industry & Commerce
- Recreational Facilities

ii. Town and Country Planning Act, 1976 (Act 172)

- To play a Role as a Local Planning Authority for the Administrative Area.
- To organise, Control and Plan Land and Building Development and Reuse in its area.
- To operate, Assist and Encourage Collection, Maintenance and Publishing of Drafts, Bulletins and Monographs and others relating to town and country planning, and the methodologies.
- To carry out any other duties entrusted by the state authorities from time to time

iii. Street, Drainage and Building Act, 1974 (Act 133)

- To approve building Plans
- To monitor in ensuring that the earthworks conducted complies with the stipulated requirements.
- To ensure building constructions are according to the approved plan.
- To ensure the building usage is as approved by the local authority
- To monitor the use of flammable materials in the construction of the building.
- To provide infrastructure for development.
- To monitor buildings in dangerous areas.
- Scheduled examination on finished buildings.
- To issue the Building Certificate of Fitness for Occupation (CFO).

1.5.6 By Laws

i. Uniform Building By-laws (UKBS 1986)

- UKBS Amendment 2012
- UKBS Amendment 2007
- UKBS Amendment 1992

ii. Anti-Littering By Law 1983

- By-law put under gazette on the 1st of July 1983. The by-law was established to ensure the MDM remains clean. It is enforced across the MDM jurisdiction, under the allocation of Section 3 of the Local Government Act 1976, Among actions deemed as inappropriate:
- Placing, collecting, dumping or voluntary permission to clean the car, in a public place.
- Drying foodstuff and other items, at the beach
- Dispose of food and place scraps properly, and don't forget to get your bag for litter, or spilling liquids like blood, saltwater at the dump sites at public areas.

iii. Barber and Hairstylists By-Law

Gazetted under Section 103 Local Government Act 1976, and implemented from January 1st 1988. Each business premise owner must adhere to the following:

- Barbers and stylists must be clean and sanitary when dealing with customers, at all times.
- Coat or overall is a must when servicing customers (white cloth or in soft pastels).
- Health check-ups to be done once a year.

iv. Business Trade and Industry By-Law

Gazetted in 1987 under Section 102 Local Government Act 1976. For use within the confines of the MDM only. Each license holder must adhere to the following:

- Fire extinguishers with capability that meets the standards of the council president
- Adequate stairs and exits, which are also easily serviceable
- All stairs, paths, platforms and exits must always be free of obstacles and ready to be used in an emergency.

v. Roaming Grazing Animals By-Law 1983

• The Roaming Grazing Animals By-law 1983 was gazetted under Section 3 of the Local Government Act 1976. The by-law was enforced from the 1st of July 1976.

It outlines offences by owners and herders, should the grazing animals enter public areas

- Permission to detain, shoot and slaughter roaming animals are as follows:
- Council President, Secretary or any MDM officer can order the seizure or detention of animals caught roaming in public areas
- If the animals put people in public areas at risk, it can be shot and slaughtered, or the carcass disposed of according to procedure, and at a location determined by the Council President and the MDM Secretary.

1.5.7 Circulars

- i Municipal Circular Num. 6 - 1995
 - Malaysian Treasury Housing Loan Conditions

- ii Municipal Circular Num. 4 - 1995
 - Rates and conditions for allowance claims, facilities and payment of civil Service officers who have to shift address or move.

- iii Treasury Circular Num. 6 - 2002
 - Rules for sourcing of uniforms for office staff

- iv Treasury Circular Num. 3 - 2003
 - Rates and conditions for allowance claims, facilities and payment of civil service officers who undertake out responsibilities (not inclusive of Military and police personnel).

- v Municipal Circular Num. 8 - 2004
 - Establishment for a finance and accounts committee at a Federal agency

- vi Municipal Circular Num. 2 - 2006
 - Amendment to Municipal Circular Num. 3 - 2003 and Municipal Circular Num.4 - 2004 on mileage allowance.

vii Services Circular Letter 16 - 2007

- Amendment to the fixed housing allowance rate.

viii Services Circular Letter 15 - 2007

- Explanation for the execution of facilities and official dress, claims for black tie attire and payment for official events.

ix Services Circular Letter 11 – 2007

- Increase in the service payment for officers on Contract For Service

x Services Circular Letter 3 - 2007

- Reduction in authority for placement and transfers of common share federal officers

1.6 Secretary of Machang District Council



Name : Nik Rahimin Bin Wan Hussin

Position : Secretary (State Admin Officer N41)

Place Of Birth : Kota Bharu

Academic :

1. Bank Management Diploma 1997
Institut Teknologi Mara
2. Human Resource Management 2000
Universiti Utara Malaysia (UUM)

(Sources from: <http://www.mdmachang.gov.my/>)

1.7 Secretary Profile

- i Assistant Territory Head (Development Ii)
Jeli Land & Territory Office
16.4.2001 – 31.12.2005

- ii Assistant Director Kelantan
State Economic Planning Unit (UPEN)
01.01.2006 – 15.04.2007

- iii Assistant Director Kelantan
State Economic Planning Unit (UPEN)
16.04.2007 – 15.07.2007

- iv Assistant Territory Head (Physical Development)
Pasir Mas Land & Territory Office
16.07.2007 – 15.03.2008

- v Assistant Secretary (Protocol)Kelantan
State Government Secretary's Office
16.03.2008 – 15.04.2009

- vi Secretary Kuala Krai District Council
16.04.2009 – 15.07.2011

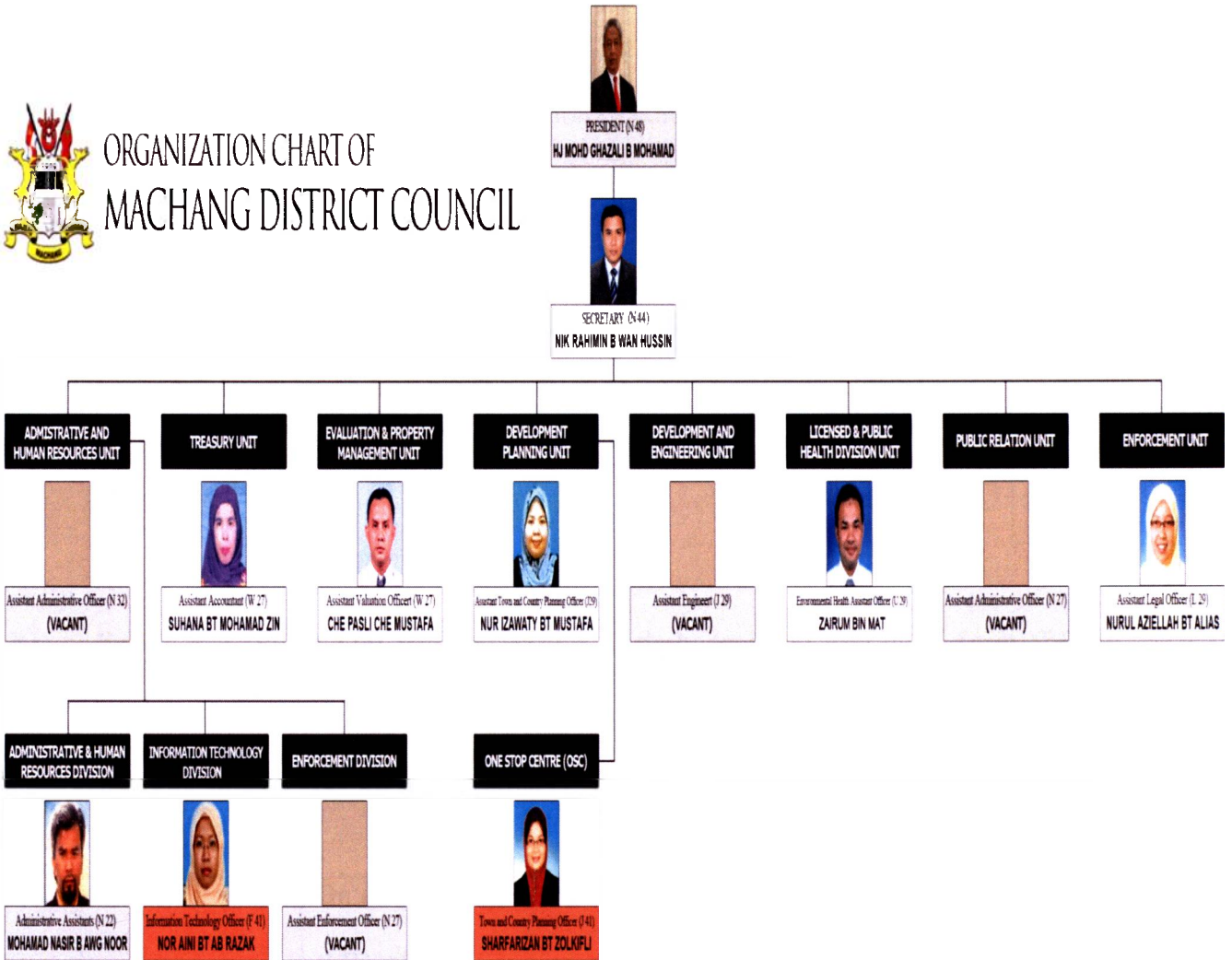
vii Secretary Machang District Council

16.07.2011 – Now

1.8 Organizational Structure



ORGANIZATION CHART OF MACHANG DISTRICT COUNCIL



(Sources from: <http://www.mdmachang.gov.my/>)

Chapter 2

Schedule of Practical Training


2.0 Introduction

Practical training is compulsory for the Bachelor in Administrative Science students before they graduated. Internship student had been given period of time to complete their practical training in the organization or company that they had chosen. Actually, the duration given for the internship student to complete their practical training around 6 weeks, started from 21st July 2014 to 28th August 2014. The internship students need to follow all the rules and regulation of the organization that they had chosen. They also need to undergo their practical training according to the office hours, which is from Sunday to Thursday.

2.1 Below is a report and summarization of daily training extracted from the log book

Day/Date	Job Description
Day 1 (21 July 2014) Monday	On the first day, 21 of July 2014, I attend to the Machang District Council (MDM) office to undergo the practical training. Firstly, I make the self-report in the Human Resources Department and met the Chief Clerk, Mr Nasir bin Awang Noor. After that, he brings me to the Valuation and Property Management Unit. In the Valuation and Property Management Unit, I met Mr Che Pasli bin Che Mustapha as a Assistant Valuation Officer and also my supervisor during my practical training. I also been

	<p>introduced to all the places in the organization and also been introduced with all the staff in under Valuation and Property Management Unit. Then, I learned about what I have to do under this department. For example, how to deal with the customer and how to print the tax assessment bill.</p>
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<p>Day 2 (22 July 2014) Tuesday</p>	<p>On the second day, I being explain about the 5s which is the system that had been implemented in this department. After that, Mdm Adawiyah is the one of the senior staff explain about the 5s system that had been use in the Valuation and Property Management Unit. She also shown the organization chart for the implementation and administration of the use and responsibility to control and monitor of the use of 5s in the organization as whole. Then, she also shown the achievement and award had been received by the Valuation and Property Management Unit.</p> 
<p>Day 3 (23 July 2014) Wednesday</p>	<p>On the third day, I need to record all the information and necessity about what the Machang District Council want in order to make all the place in Machang area stay clean and health. I had been learned from</p>


	<p>Mdm Adawiyah. One of the incentives to settled the assessment bil when it any of the owners and tenants in the residential area paying at least three year minimum is eligible to receive free dustbin from Machang District Council with the sticker that need to be posted in the dustbin. After performing Zohor prayers, I need to attend “Tazkirah” session. (only for the month of Ramadhan)</p>
<p>Day 4 (24 July 2014) Thursday</p>	<p>In the fourth day, I need to insert all the forms and document into the files according to the specific areas. At the same times, I need to deals with the owners and tenants that came to the Valuation Counters to pay the tax assessment or to print the tax assessment bill only. I also learned how to record all the data and information of the owners and tenants that have been settled the tax assessment and distribute the dustbin to the owners and tenants. In addition, I need to update all the data and information of all the owners and tenants that have yet paid the tax assessment in year 2014.</p>
<p>Day 5 (27 July 2014) Sunday</p>	<p>Every Sunday, all the staff in Machang District Council needs to attend the short assembly before start working. After that, I need to fill all the valuation forms that need to insert in the files and need to be submitted to Mr. Che Pasli. I also need to make the advertisement to the public about the shop for rent if any public interested for it.</p>


<p style="text-align: center;">Day 6 (30 July 2014) Wednesday</p>	<p>In this day, I need to calculate the valuation form in order to set the rental rate that needs to pay by the tenants. In afternoon, I followed the valuation staff, Mr Ghazali to hanging the banner about the incentives tax for the year 2014 at Temangan, Pulai Chondong and some area in Machang. After that, I need to update the dustbin report in all area in Machang. I also need to key in all the data of the tenants and owners into computer system with using the “oracle for routine” in order to make the staff easy to find the information about them.</p>
<p style="text-align: center;">Day 7 (3 August 2014) Sunday</p>	<p>I need to attend the short assembly before all the staff in Machang District Council returned back to their department. (Compulsory event every Sunday). After finished the short meeting, I need to arrange and separate all the valuation files according each area in Machang. After that, I was asked by Mdm Adawiyah to make a copy of evaluation forms of 50 pieces and was help by Mr Mahmood.</p>
<p style="text-align: center;">Day 8 (4 August 2014) Monday</p>	<p>In this day, I need to update all the information of the owners and tenants that have not yet paid the tax assessment. After that, I need to issues the notice E and F to the owners and tenants of the premises and has assisted by Valuation staff, Mdm Adawiyah. Then, I have checked the dustbin report in Machang areas and identify the owners and tenants who have yet to get the dustbin and sticker. Besides that, I need to deals with the public that coming to the valuation counter to buy the plastic bag.</p>


<p style="text-align: center;">Day 9 (5 August 2014) Tuesday</p>	<p>On this day, I do the daily routines work in this department which is arrange all the files according their respective areas. After that, I need to make a review of all the area and shop that have not been assessed to the tax assessment. I also need to make a review of the new shop that have been completed because this shop will be measure and evaluate in order to set up the assessment rate. Then, when the public people come in to the valuation counter to get the tax assessment bill, I need to print it.</p>
<p style="text-align: center;">Day 10 (6 August 2014) Wednesday</p>	<p>In the morning, my supervisor Mr. Che Pasli told me to make a review and list down all name of the homeowners shop in Machang, Pulai Chondong and Temangan in order to identify whether the homeowners have tax arrears or not. After that, senior staff in this department Mdm Adawiyah asked me to calculate the width of the new completion house in Taman Bina Alam which is PT 1187, PT 1177 and PT 1178. Calculations made in order to set the tax rate that will be charged.</p>
<p style="text-align: center;">Day 11 (7 August 2014) Thursday</p>	<p>Mr. Ghazali told me to open new files for the area and house that have new completion in Machang. I need to ensure that the files contain the house plan, tax assessment rate, house valuation forms and the width of the house. After that, I helped him to provide the rental bill to the tenants for the month of August 2014. Around 50 rental bill of the premises have been done and will send to the tenants. Before the end of working hour, I need to update the application forms of the rental shop in Machang that was filled in by the public.</p>


<p style="text-align: center;">Day 12 (10 August 2014) Sunday</p>	<p>As usual, every Sunday all the staff needs to attend the short assembly and motivation session before start working. After finished the short meeting, Mdm Adawiyah told me to prepare the notice E by using the Microsoft word. Around 50 notices had been prepared to all the tenant and owner. After that, I need to make a review towards the owners and tenants who have paid the assessment tax or not.</p>
<p style="text-align: center;">Day 13 (11 August 2014) Monday</p>	<p>Start of the work in this day with updated the name of the tenants and owners of the premises who have paid the assessment tax after receive the notice E. (notice E as a reminder notice to all the tenant and owner in order to ensure they paid the tax arrears). After that, I need to finish the rental bill because it should be sent to all tenants if they still not pay the rent for the month of July and August 2014. Then, Mdm Adawiyah told me to calculate the new house and shop because it will send to the Mr. Che Pasli (Penolong Pegawai Penilaian). Before finished the work in this day, I need to print the new tax assessment bill to the owners and tenants.</p>
<p style="text-align: center;">Day 14 (12 August 2014) Tuesday</p>	<p>In this day, Mr. Khairul one of the senior staff told me to arrange all the file according their areas in order to ensure all the file easy to find when it's needed. After that, Mdm Adawiyah told me to prepare the notice E. Almost 23 noticed was issued that involving the Pulau Chondong area only and submit all the copy of this notice to the enforcement department for the action. Then, i need to deal with the public when they come to the Valuation counter to get the sticker in</p>

	<p>order to posted in the dustbin.</p>
<p>Day 15 (13 August 2014) Wednesday</p>	<p>Early in the morning, I need to conduct an inspection towards the dustbin outside the office whether in a good condition or not. The dustbin will be given to the public if they have paid the assessment tax.</p> <p>Around 10 in the morning, I was out with Mr. Ghazali and Mr. Khairul to the premises in Jalan Pasir Puteh to measures the width in order to set the tax rate for that premises. When I'm back to the office, I need to identify the information of the owners and tenants who have already paid the assessment tax from 26/6/2014 till 12/8/2014 involving some area in Machang which is Taman Al-Abbas, Taman Sri Ela, Taman Madani and Taman Cahaya Warna.</p> 

<p style="text-align: center;">Day 16 14 August 2014 Thursday</p>	<p>On this day, I conduct second time inspection towards all the notice that have already issued. After that, around 11 in the morning, I was out with Mr. Ghazali and Mdm. Adawiyah to submit the notice E in Machang areas and Pulai Chondong. There are 9 notices submitted in Pulai Chondong and 3 notices in Machang. After I'm come back to the office, I record all the information about the distribution of the dustbin to the public who have paid the assessment tax. As usual, in this day also I have to deal with the public that come in to the Valuation counter.</p> 
<p style="text-align: center;">Day 17 (17 August 2014) Sunday</p>	<p>As usual in every Sunday, all the staff needs to attend the short assembly and motivation session before they start working. After finished the short meeting, I print all the notice E that have already finished in order submitting to the owners and tenants that have tax arrears. Then, Mdm Adawiyah was asked me to make a copy all the document that have already use in the Valuation counter.</p>

<p style="text-align: center;">Day 18 (18 August 2014) Monday</p>	<p>Early in the morning, I make a daily routines work where is I need to arrange all the file according their respective areas. After that, helping the public that come to the Valuation counter regarding the issues of the shop rental and the process to change the owner’s name. After lunch hour, all staff who have not involve in the counter need to attend one program organize by Machang District Council which is motivation talk program. The talk represented by Ustaz Robby Tandang (celebrities TV Al-Hijrah).</p> 
<p style="text-align: center;">Day 19 (19 August 2014) Tuesday</p>	<p>Helping Mdm Adawiyah to prepare some letters about the meeting on Thursday (28/8/2014). The letters should be submitted to all the councilors. After that, I print all the assessment tax bill because need to update. Around 9 in the morning, i need to attend “gotong-royong” program at Taman Tanjung Chat, Kota Bharu. This program was held because of the increasing the dengue cases in Kelantan. All district in Kelantan was involved in this program and Machang District Council sent 10 Staff as a representatives.</p>

	
<p>Day 20 (20 August 2014) Wednesday</p>	<p>Mr. Che Pasli was asked me to find out and list down the name of the owners and tenants who have not yet pay the assessment tax for the year 2014. Around 10 in the morning, I was out with valuation staff Mr. Ghazali to submit the notice E in Machang area and Temangan area. All the notice should be receive by the owners and they need to take urgent action in order to avoid any problem that might be happen. After that, Mdm Adawiyah was asked me to calculate the width and length of the building that have already measures in order to set the assessment tax rate for the next year.</p>


	
<p>Day 21 (21 August 2014) Thursday</p>	<p>Was asked by Mr.Ghazali to fax all document that have need by the by the owners and tenants. On this day, I need to work in the valuation counter because a few staff in valuation and property management takes a leave. After that, I make a revision about the total number of the dustbin that have already distribute to all the house owners. In addition, I make a copy towards all the form that use by this department such as valuation form and measurement form.</p>
<p>Day 22 (24 August 2014) Sunday</p>	<p>Every Sunday, all the staff need to attend the short assembly and motivation session before start working. After that, I was asked by valuation staff to update all information of the owner and tenant who not yet paid assessment tax. After lunch hour, I was out with Mr. Che Pasli (Penolong Pegawai Penilaian) and Mdm Adawiyah to measure the width of the “Kweng Design” building in order to set the rate of assessment tax.</p>



Day 23
(25 August 2014)
Monday

On this day, I start a work with checking all documents before sent to the owner and tenant in order to make sure all the information is completed. After that, I checked all dustbins outside in the valuation office in order to make sure it's clean and in a good condition. Around 10 in the morning, Machang District Council held a celebration feast. All the staff should be involved in order to make sure this event run smoothly.



<p style="text-align: center;">Day 24 (26 August 2014) Tuesday</p>	<p>In this day, Mdm Adawiyah was asked me to prepare a letter to the tenants and owners about their premises need to be measured. After that, one of the owners comes to make an agreement because he wants to pay the assessment tax in installment. So that, I need to prepare the document for him. After lunch hour, I was out with the valuation staff, Mr. Khairul to the site in order to measure the width and length of the building in Batu 23. After back from the site, I checked all rental file in order to know all document contains inside this files.</p> 
<p style="text-align: center;">Day 25 (27 August 2014) Wednesday</p>	<p>Early in the morning on this day, a few public come to the valuation counter to get the dustbin. When they have paid the assessment tax, I should give to them one dustbin. After that, I need to record the information and sticker number of the dustbin in Microsoft excel. This is because, the dustbin that have already given to the public need to be record in order to know the quantity of the dustbin that we still have. In the evening, my supervisor was asked me to list down the name of the public and checked the application form of the shop under Machang District Council.</p>

<p>Day 26 (28 August 2014) Thursday</p>	<p>In the last day, I do my work as usual. I checked all dustbins whether in a good condition or not. In addition, I have worked in the valuation counter because a few staff involves in meeting and outside work. Before finished my practical training, I need to complete all the document, letter that need to be sign by my supervisor, Mr. Che Pasli such as practical training feedback, host supervisor evaluation form and etc. I have done my practical training in Machang District Council start from 21/7/2014 till 28/8/2014.</p>
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Chapter 3

Analysis

3.0 Introduction

Analysis of training specifically focused on one area of task as covered in the practical training handbook. This chapter also should reflect definition of concept. Besides that, demonstration of practical and theoretical aspects as how student relates all concepts learned in classroom at work place; and how students transform knowledge gained at workplace to reinforce understanding on the concepts learned in classroom. This chapter also should be able to demonstrate a reflection of student's personal experience during the training.

3.1 Total Quality Management (ADM 510)

Total quality management (TQM) can be defined as wide performance excellence rather than based on the disciplined only. Which means quality must developed widely in organization not just to one department or group of people only. Other than that, Total Quality Management also is the integration of all functions and process within an organization in order to achieve continuous improvement of the quality of good and services. The goal of the Total Quality Management is the customer satisfaction.

In Machang District Council, mostly I need to work at the counter services. This means, I need to work in the valuation counter in my department. Machang District council had many departments such as Valuation and Property Management Department, License Department, and Financial Department. This department has

their own counter services. I need to work in the Valuation and Property management Department. My department actually is very important to the Machang District Council because every day we need to deals with the public. Mostly, when the public came to Valuation Counter, they want the tax assessment bill, shop rental bill and to pay the assessment tax. On other sides, my department is the major revenue for the Machang District Council because we need to collect the assessment tax from the public, owners of the shop and also the tenants.

Actually, Valuation and Property Management Department have four staff. Each of them needs to work in valuation Counter according the schedule set up by Department. When the staff take a leave or have emergency, I need to replace them to work in Valuation Counter. Mdm Adawiyah is the one of the senior staff in my department always help me and teach me how to deals with the public. She always told me that we need to be more patient when deals with the public because different people have different attitudes. Besides that, there many conditions that I need to face in the Valuation Counter such as listening the complaint make by the public. I need to have listening skill to make the public confident with our services. Whatever questions asked by the public, I need to try answered and uses the nice word to make them feel comfortable and satisfied with our services. Other than that, I try to solve the problem that faced by the public. If i cannot solve their problem, I will bring them to my supervisor to take further action.

3.2 Organizational Behavior (ADM 501)

Organizational behavior (OB) can be defined as the study of what people think, feel and do in and around organizations. It looks at employee behavior, decisions,

perceptions and emotional responses. The Greek philosopher Plato wrote about the essence and leadership. In 1776, Adam Smith discussed the benefits of job specialization and the division of labour. Max Weber wrote about rational organizations, the work ethic and charismatic leadership. Then, industrial engineer Frederick Winslow Taylor proposed systematic ways to organize work process and motivate employees through goal setting and rewards. Australian-born Harvard professor Elton Mayo and his colleagues establish the 'human relation' school of management, which emphasized the study of employee attitudes and informal group dynamics in the workplace. In the late 1930s, Chester Barnard wrote insightful views regarding organizational communication, coordination, leadership and authority, organization as open system and team dynamics.

Besides that, Organizational Behavior also helps us to make sense of and predict the world in which we live not just what goes inside organization. Organizational behavior knowledge also helps people to interact each other effectively. Other than that, OB also can build the high performance of the workers, can build disciplined workers, can handled the problem happen in the workplace, can motivate the workers and also make the situation in the organization more harmony. When the workers have the organizational behavior knowledge, they can work each other as teamwork and also can cooperate and tolerate each other when faced any problem at the workplace. Therefore, organizational behavior concepts need to be practices by all the workers because it will leads to the successful of the organization.

In Machang District Council, there are so many new thing that I had learned during my practical training. Before this, I never had experienced of working in an organization. When I attend the practical training, I got a lot of experience that I never could before this. In Machang District Council, I need to work in organization and

need to work in a team. I need to understand the work culture practice in the Valuation and Property Management Department. Mdm Adawiyah always help me and teach me how to do the job very well. I need to understand how the staffs in my department work and how they survive in their department. During my practical training, I always had been asking to follow other staff to do the outside job such as measure the perimeter of the new house and shop, sending the E and F notice and so on. They always asked me if I not understand of the certain work in the office. In fact, they want to help and guide me to do the job very well. For example, they always told me that how to deals with the people and make people satisfied with our services. This is the good behavior that shown by the senior staff where they always help the new staff understands their job and the culture of work in the workplace.

3.3 Ethics and Administration Theory (ADS 452)

According to Richard Paul and Linda Elder, 1998, ethics is a branch of philosophy which seeks to address morality. In other words, it is the moral jurisdiction and consideration for decisions and actions made during the completion of daily duties when working to provide the general nature of morals and of the specific moral choices to be made by a person; moral philosophy. Ethic is no right or wrong. Ethics is the rules or standards governing the conduct of a person or the members of a profession. Decisions are based upon ethical principles, which are the perception of what the general public would views as correct.

Ethics is very important in our daily life especially for the human. As a worker, ethics in the workplace is needed to be practice because it will leads to the successful of the organization or not. Most of the workers do their job very well but they do not

practice the ethics in the workplace such as in term of communication, disciplined and dressing and so on. In order to make the public satisfied with our services, we need to show some respect to them because the public can judge how we work and what kind of organization are we whether good or bad organization. Some workers do not show their respect to the public and most of them use the harsh word when dealing with the public. So, the organization needs to overcome this problem because it will give bad reputation to the company.

Based on my experience when I had my practical training in Machang District Council, I need to follow all the procedure, rules and regulation of the organization. For example, I need to be punctual, disciplined and show some respect to each other. Besides that, I also need to practice the ethics in the workplace. In other word I have learnt to act in ethical manner. One of the examples that I have learnt in the workplace about the ethics is the dressing. I need to dress according to the dress code set up by the organization. In Machang District Council, all staff should wear appropriate clothing when it comes to the workplace. For example, every Sunday all staff needs to wear the organization's uniform and rest of the day, they need to wear the corporate uniform. I also need to wear the appropriate attire when go to the office during my practical training. Another example is when I work in the Valuation Counter; I need practice the ethics when dealing with the public. I need to use nice word when dealing with the public. So, the practices of ethics in workplace is important in order to ensure the organization have a good reputation.

3.4 Project Management (ADS 512)

In general, project management can be defined as an endeavor or a journey from one point (the beginning) to the other to fulfill a given objective or goal. Project management is carefully planned and organized effort to accomplish a specific one time effort. Project management includes developing a project plan, which includes defining project goals and objectives, specifying tasks or how goals will be achieved, what resources are needed, and associating budgets and timelines for completion. Project management is also defined as “the application of modern management techniques and system to the execution of a project from start to finish in order achieving predetermined objectives of scope, quality, time and cost, to the equal satisfaction of those involved.

Other than that, project management also is the disciplined of organizing and managing resources in a way that the project is completed within defined scope, quality, time and cost constraints. A project is a temporary and one-time endeavor undertaken to create a unique product and service, which brings about beneficial change or added value. This property of being a temporary and one time undertaking contrasts with processes, or operations, which are permanent or semi-permanent ongoing functional work to create the same product or service over and over again. The management of these two systems is often very different and requires varying technical skills and philosophy, hence requiring the development of project managers to lead projects.

In Machang District Council, there are some events that need to be organized by our department. For example, Machang District Council need to organized celebration feast. All units in Machang District Council have been divided to each task

that needs to be set up during the celebration. For the Evaluation and Property Management Units, we need to provide variety of drinks during the celebration. My supervisor, Mr Che Pasli divided the task to all staff in Evaluation and Property Management Units. We need to provide variety of drinks to all the staff and invited guest and make them satisfied with the drinks. In order to make all staff and guest enjoyed with the drinks, we discuss what type of drinks that the other staff and guest preferred. We have been divided to several tasks by Mr. Che pasli to ensure all staff and guests feel satisfied with our service. So, this type of event or program actually want to identify whether all staff can manage the task that been given in order to make sure all the customer or people satisfied with our service.

3.5 Public Finance (ADS 652)

In general, public finance is the government financial administration. It's refers to the revenue and the expenditure of the government. Other than that, public finance is a field of economics concerned with paying for collective or governmental activities, and with the administration and design of those activities. The field is often divided into question of what the government collective organizations should do or are doing and question on how to pay for those activities.

According to the Hyman, field of the economics that studies government activities and the alternative means of financing government expenditure. As we all know, local government need to find their own revenues. Article 96 of the Federal Constitution stated that, no tax or rate shall be levied by or for the purpose of the federation except authorized by the federal law. All proceeds of revenue are due to the Federal Government except those that are assigned to the State under article 110 of the

Federal Constitution and those that are collected by the local authorities and the religious department. The sources of revenue for the local government under the local government act 1976 (section 39, Part v). Example of the revenue received by the local government which is from Grants from Federal and States, Invest on property, parking fees, stall rentals, Municipal Court, pass exhibition, compound and assessment rate. These sources actually give the revenue to the local government.

In Machang District Council, some of revenues come from the various sources such as tax, compound, parking fees, shop rentals and so on. In Evaluation and Property Management Units, our task every day is need to deals with the people. Some people or public come to our counter want to pay the assessment tax. Assessment tax is the one of the major revenue of the local government. All people need to pay assessment tax for their house or shop. If not, it is our duty to give them warning notice and seize their property. Besides that, some people come to our counter to settle their shop rental. We will provide shop rental bill to them and they need to pay within 15 day from the bill was issued. Shop rental also want of the sources of revenue for the local government. So, this subject is clearly related with our task every day during my practical training because in the local government gets their revenue from the assessment tax, shop rental, parking fees and so on.

Chapter 4

Recommendations

4.0 Introduction

This chapter will discuss about the strengths and weaknesses of the tasks that had been given by department. In any organization, there are many strengths and weaknesses that the organization need to faced. All the weaknesses need to have proper solution to overcome and to make improvements of the organization. Besides that, I also come out with the proper solution in order to make improvement of the organization and overcome the obstacles tasks. Based on my experienced and observation during practical training in Machang District Council, there are several strengthens and weaknesses of task and scope of job given by Valuation and Property Management Department. So, I was conducting the external and internal analysis whereby I analyze the strengths, weakness, opportunity and threat (SWOT) analysis. Based on the analysis, I can come out with the recommendations or suggestions to overcome the weaknesses of the task given by Valuation and Property Management Department.

4.1 Strengths of Jobs

The first strength of a tasks given by the organization is complete the task step by step. Meaning that, in Valuation and Property management Department, they assign me to do a several task and I need to complete it before do another tasks. For example, I need to list down the name of the owners and tenants that have yet pay the tax assessment in year 2014. There 13 areas that I have need to find the name of the

owners and tenants. When all name of the owners and tenants that have find out, I need to key in into the Microsoft excel and submit the report to my supervisor. This is easy task for me because I had been given the time to complete it.

The second strengths of a task given by the organization are related to my course and easy to understand. In Machang District Council, they assign the internship student according their course. I had been placed in Valuation and Property Management department because it related with my course. I need to work in the counter and all the task is related with my subject. For example, if the internship student takes an administration course, they assign the student into administration department. It difficult for the student if they need to work in the department that not suitable for their course.

Besides that, the third strengths of a task given by the organization are can improve my communication skill, listening skill and also my interpersonal skill. During my practical training, communication is very important because I need to deal with the people. When I work in the Valuation Counter, I need to communicate with the public, listen their complaint and use my skill to settle their problem. I have learnt how to communicate very well with the public and how to handle the problem when the public make a complaint. So, the task given can improve my communication skill and interpersonal skill.

Lastly, the fourth strengths of a task given by the organization are given the opportunity to perform the outside work. In my department, we need to do outside work such as send a notice, send the shop rental bill and so on. During my practical training, I have given a chance to follow senior staff to perform outside work. When

the internship students have a chance to do outside work, it will give a great experienced for them because they can know the situation happen, the physical and mental need more strength and so on. I think that, when internship student have a chance to perform outside work, we can know whether they can survive it or not.

4.2 Weaknesses of jobs

The first weakness of jobs in my practical training is lack of communication between the senior staff and internship students. Meaning that, senior staffs do not like to communicate with the internship students when they have free time. They prefer to do their own work. In other words, some of senior staff is not friendly with the internship students. For me, it is not suitable if senior staff do not care about the internship student because they do not know anything about the working environment. Thus, it will lead to several mistakes in performing several tasks if the internship students do not communicate with the senior staff.

The second weakness of jobs in my practical training is lack of storing data. In Machang District Council, they still use traditional method in recording the data and information of the owners and tenants. There are a lot of files that need to be arranged according their specific area. Sometimes, when the people came to the office and asked for some document, the staff needs to find so many files in rack and will take a long time to found it. Besides that, some files are not in the right place and it will difficult to the staff to found it.

The third weakness of jobs in my practical training is the work environment is not conducive. Based on my experienced during my practical training, Machang District Council has some units or departments. In Valuation and Property

Management Units, all staff needs to work together in one small office. Meaning that, some of staff needs to share their table and chair to perform their task. They are not provided with adequate facilities to do their job. Sometimes, the staff cannot perform their job well because the condition of the workplace is not comfortable.

Lastly, the fourth weakness of jobs in my practical training is the lack of appreciation from senior staff to the internship students. Meaning that, when the internship students performing their job very well, no words such as well done, good job or you did very well come from the supervisors or senior staff which make them less motivated. As an internship student, I feel very disappointed when the supervisor and senior staff not appreciate what I have done. Thus, the supervisor or senior staffs need to give feedback or comment what have done by the students.

4.3 Recommendation

Based on my experienced and my observation during my practical training in Machang District Council, I found that, there are some weaknesses that need to be improved by the management in order to ensure all staff can perform their job well. During my practical training, I had learned more about the administration and how the local government gets the revenues. But, some of obstacles can be a big problem to this organization to gain their revenues. Here, I come out with some recommendation that can be used by Machang District Council to improve their performance.

Firstly, it is about the facilities and equipment in Machang District Council. In small district, the revenue gain by the local government is not sufficient in providing good facilities and enough equipment to their organization. They need to put much effort in order to gain a lot of revenues as much as possible. When they have sufficient

fund, the organization can provide good facilities such as new office, new building and can provide enough equipment such as computer, table and chair to the staff. So, in order to get a lot of revenue, they need to force and take legal action towards the people who declined to pay the assessment tax.

Secondly, I found that some problem happen in the valuation counter when dealing with the people. I would like to recommend the service in the valuation counter need to be improved and make people more comfortable with our services. Before this, when the people come to the valuation counter, they need wait for their turn before they are treated by the staff. So, in order to settle this problem, this organization need to provide more counter and employed more staff in each department. Besides that, the new staff needs to show good attitude when dealing with the people in the counter.

Thirdly, I would like to recommend about the allowance for the internship students. As we know, anyone can be more motivated when they heard about money. Some of organizations do not give allowance for the internship student. When the organizations pay the allowance for the internship students, they will perform their job very well because they think that when they perform the task better, they will be paid for allowance. So, the organization must think that about the allowance for the internship students and make them feel happy to work in the organization.

Lastly, I want to recommend about the rules and regulation in this organization. The management needs to make amendment about the rules and regulation during working hours. Some of the rules and regulation in Machang District Council is not efficient more and should be modified in order to ensure all staff will follow it. In Machang District Council, I found that, some staff does not obey the rules

and regulation of the organization. They can do anything that they like, they can go to take a lunch and breakfast without permission from supervisor and so on. Thus, the organization need to be more sensitive about the discipline of the staff and cannot be tolerating about the certain thing.

Chapter 5

Conclusion

Practical training is very important for the student and should be included in the syllabus. It is the best ways for the student in higher education to gets the experienced and develop their skill. Actually, six week duration of practical training is not enough for the student to show their skill and ability in solve the problem and to generate new idea for the organization. Other than that, students can practice all the theory they learned into practical training in order to know their own strength. So, based on my practical training in Machang District Council, I get a lot of new experiences that I never get before. Besides that, i also learn how to deals with the public in real working environment. I can conclude that my practical training was interesting. Thus, I would conclude the report based on each chapter.

Chapter 1

In chapter 1, I have explained the background of Machang District Council. The logo definition of Machang District Council; the vision and mission; client charter of Machang District Council; client charter of Evaluation and Property Management Unit; and client's charter achievement. After that, I have explained about the organizational policy in Machang District Council. Under the organizational policy include that the function of Machang District Council; function of Evaluation and Property Management Unit; objectives; Machang District Council Units, and the acts practiced in Machang District Council. I also have explained the circular and secretary profile of Machang District Council.

Chapter 2

In chapter 2, I have explained on the scheduled of training. Based on the scheduled, I have explained on the task that I have been done in each day which is from day 1 (21/7/2014) until day 26 (28/8/2014). In Machang District Council, I need to do a lot of task. The major task that I need to do during my practical training is work in Evaluation Counter, when I work in Evaluation Counter, I need to deals with the publics about the shop rental and assessment tax. Besides that, I also need to print the assessment tax and distribute the dustbin to public. Do the outside work also is my major task in Evaluation and Property Management Units. For example, hanging the banner, measure the perimeter of the shop and house in Machang area and send E and F notice to the owners and tenants. While, some of the minor task that I need to do in Evaluation and Property Management Units like update the dustbin report, prepared shop rental bill, issued the E and F notice and conduct an inspection towards the dustbin. During my practical training, communication skill is important because need to deals with the public. So, it will increase my communication skill because I talk with the public every day.

Chapter 3

In chapter 3, I have explained on the analysis of the task given by the organization. The analysis must be related with the subject that was learned in the classroom. Thus, based on the requirement, I have related those tasks that I have done in the organization with the subjects that I have learned in classroom. The first subject that I can relate with the task in organization is the Total Quality Management (ADM 510). The second subject is Organizational Behavior (ADM 501). The third subject is Ethics and Administration Theory (ADS 512). The fourth subject is Project Management and the fifth subject is Principle of Public Finance.

Chapter 4

In chapter 4, I have applied SWOT analysis as a tool to identify the strength and weakness of the Machang District Council. Based on my observation, I can conclude that there are some strength and some weakness in this organization. In every organization, there will be a strength and weakness of the organization. So, in order to know the strength and weakness of this organization, I have apply the SWOT analysis because this analysis can improve the organization to become one of the successful District in Kelantan. After I found the weakness in this organization, I provide the recommendation and suggestion for the better improvement in the future.

Chapter 5

In chapter 5, I have concluded all the report by each chapter from chapter 1 until chapter 5. In this chapter, I make a conclusion by each chapter because easy to understand the scenario and situation happen in Machang District Council especially in workplace. Based on the understanding, we can apply into the real workplace situation.

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Appendixes

5S in Machang District Council



Achievements received by Machang District Council



Celebration Feast in Machang District Council



Send E and F notice to the Tenants



Measure the Perimeter of the Building and Shop



Motivation Talk (Ustaz Robby Tandang)



“Gotong-Royong” Program



Environment in the Office





مجلس دائره ماچنڠ، ماچنڠ، كلنتن
MAJLIS DAERAH MACHANG

Sijil Penghargaan

Adalah dengan ini disahkan bahawa

MUHAMAD FADHIL AMRI BIN JA'AFAR

(926621-03-5043)

Telah menjalani latihan praktikal di Majlis Daerah Machang

pada 21 Julai, 2014 – 28 Ogos, 2014 dengan jayanya.

En. Che Pali b. Che Mustapha
Penolong Pegawai penilaian,
Majlis Daerah Machang,
Kelantan.

Nik Rahimin b. Wan Hussin
Setiausaha,
Majlis Daerah Machang,
Kelantan.

Date	Weekday	Day Type	Schedule	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark
01/08/2014	Friday	CUTI MINGGU	0											
02/08/2014	Saturday	CUTI MINGGU	0											
03/08/2014	Sunday	HARI KERJA	0	07:56			17:05			9.00	0.05			
04/08/2014	Monday	HARI KERJA	0	07:55			17:03			9.00	0.03			
05/08/2014	Tuesday	HARI KERJA	0	07:56			17:02			9.00	0.02			
06/08/2014	Wednesday	HARI KERJA	0	07:55			17:03			9.00	0.03			
07/08/2014	Thursday	HARI KERJA	0	07:55			15:32			7.30	0.02			
08/08/2014	Friday	CUTI MINGGU	0											
09/08/2014	Saturday	CUTI MINGGU	0											
10/08/2014	Sunday	HARI KERJA	0	07:56			17:03			9.00	0.03			
11/08/2014	Monday	HARI KERJA	0	07:54			17:02			9.00	0.02			
12/08/2014	Tuesday	HARI KERJA	0	07:53			17:03			9.00	0.03			
13/08/2014	Wednesday	HARI KERJA	0	07:56			17:04			9.00	0.04			
14/08/2014	Thursday	HARI KERJA	0	07:57			15:32			7.30	0.02			
15/08/2014	Friday	CUTI MINGGU	0											
16/08/2014	Saturday	CUTI MINGGU	0											
17/08/2014	Sunday	HARI KERJA	0	07:55			17:03			9.00	0.03			
18/08/2014	Monday	HARI KERJA	0	07:58			17:02			9.00	0.02			
19/08/2014	Tuesday	HARI KERJA	0	06:53			13:04			5.04	0.03	3.56		
20/08/2014	Wednesday	HARI KERJA	0	07:49			17:03			9.00	0.03			
21/08/2014	Thursday	HARI KERJA	0	07:53			15:34			7.30	0.04			
22/08/2014	Friday	CUTI MINGGU	0											
23/08/2014	Saturday	CUTI MINGGU	0											
24/08/2014	Sunday	HARI KERJA	0	07:54			17:04			9.00	0.04			
25/08/2014	Monday	HARI KERJA	0	07:58			17:02			9.00	0.02			
26/08/2014	Tuesday	HARI KERJA	0	08:00			17:02			9.00	0.02			
27/08/2014	Wednesday	HARI KERJA	0	07:56			17:02			9.00	0.02			
28/08/2014	Thursday	HARI KERJA	0	08:00			15:33			7.30	0.03			
29/08/2014	Friday	CUTI MINGGU	0											
30/08/2014	Saturday	CUTI MINGGU	0											
31/08/2014	Sunday	CUTI UMMU	0											

Day Type	Total Days	Present	Absent	Work	Overtime	Short	Work	Overtime	Short	Leave Taken	Remark
HARI KERJA	20	20		170.04	0.54	3.56					
CUTI UMMU	1										
CUTI MINGGU	10										
	31	20	0	170.04	0.54	3.56					

Supervisor /Date: MUHAMMAD FADHIL AMRI B JA'AFAR /Date: MAULIS DAERAH MACHANG 0.000

203

✓ = Excused

MUHAMMAD FADHIL AMRI B JA'AFAR

Date	Weekday	Day Type	Schedule	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark
21/07/2014	Monday	HARI KERJA	0	08:08			16:05			7.57		1.03		
22/07/2014	Tuesday	HARI KERJA	0	07:48			16:06			8.06		0.54		
23/07/2014	Wednesday	HARI KERJA	0	07:47			16:04			8.04		0.56		
24/07/2014	Thursday	HARI KERJA	0	07:49			14:33			6.33		0.57		
25/07/2014	Friday	CUTI MINGGU	0											
26/07/2014	Saturday	CUTI MINGGU	0											
27/07/2014	Sunday	HARI KERJA	0	07:54			16:02			8.02		0.58		
28/07/2014	Monday	CUTI UMUM	0											
29/07/2014	Tuesday	CUTI UMUM	0											
30/07/2014	Wednesday	HARI KERJA	0	07:56			17:03			9.00	0.03			
31/07/2014	Thursday	HARI KERJA	0										CUTI REHAT	
Total Days		Present	Absent	Work	Overtime	Short								
7		6	1	47.42	0.03	4.48								
CUTI MINGGU 1		2												
CUTI MINGGU 1		11	6	1	47.42	0.03	4.48							

MAULIS DAERAH MACHANG

MUHAMMAD FADHIL AMRI B JA'AFAR /Date:

Supervisor /Date:

1.000

TIDAK HADIR
CUTI REHAT
SAKIT KERAJAUAN
SAKIT SWASTA
GANTIAN
LAIN-LAIN
TANPA REKOD

KURSUS/BENGGEL
MESYUARAT
BERSALIN
ISTERI BERSALIN
SHIFT PETANG
SHIFT KOLAM

**BORANG PENGESAHAN
KEHADIRAN PELAJAR LATIHAN PRAKTIKAL**

Ketua Program AM228
Fakulti Sains Pentadbiran dan Pengajian Polisi
Universiti Teknologi MARA
Jalan Meranek
94300 Kota Samarahan
SARAWAK
u.p: Penyelaras Latihan Praktikal AM228/AM225*

Tuan

**PENGESAHAN KEHADIRAN PELAJAR PRAKTIKAL
FAKULTI SAINS PENTADBIRAN DAN PENGAJIAN POLISI
UNIVERSITI TEKNOLOGI MARA, SARAWAK- SESI SEPTEMBER 2011 –
JANUARI 2012**

Dengan hormatnya perkara tersebut di atas adalah berkaitan dan dirujuk.

2. Sukacita dimaklumkan bahawa organisasi kami dengan ini mengesahkan bahawa pelajar-pelajar berikut dari program Ijazah Sarjana Muda Sains Pentadbiran (AM228)/Ijazah Sarjana muda Pentadbiran Korporat (AM225)* telah hadir dan melaporkan diri bagi maksud menjalani Latihan Praktikal di organisasi kami. Ini adalah selaras dengan ketetapan yang dinyatakan di dalam surat kami bil. MDM 200/5/5/2010 JLD. 3 (31) bertarikh 12.5.14 tempohari.

3. Sayugia pelajar ini bakal menjalani latihan praktikal yang disyaratkan untuk tempoh mulai dari 21 Julai 2014 sehingga 29 Ogos 2014. Maklumat pelajar yang melapor diri untuk menjalani latihan praktikal adalah seperti berikut:-

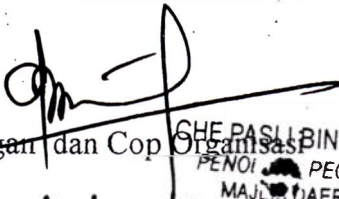
Bil	Nama Pelajar	No Matrik	Tarikh Lapor Diri
1	MUHAMMAD FADHIL AMFI B. SAAFAR	2012985935	21 / 7 / 2014
2	MUHAMMAD FAIZAL B. FHALID	2012975133	21 / 7 / 2014
3			
4			
5			

6			
7			
8			

4. Sehubungan dengan itu sebagaimana dikehendaki, maka berikut dikemukakan maklumat ini untuk simpanan pihak Fakulti.

Sekian, terima kasih.

Yang benar




Tandatangan dan Cop Organisasi
 Nama: SHE PASLI BIN CHE MUSTAPHA
 PENOLAK PEGAWAI PENILAIAN
 MAJLIS DAERAH MACHANG

Tarikh: 21/7/2014

*Sila potong mana yang tidak berkenaan.

Pohon difakskan surat ini ke nombor 082-677320/678091

u.p: Penyelaras Latihan Praktikal AM228/AM225*

Sebarang kemuskilan sila berhubung dengan:

Encik Fairuz Hidayat Merican Wan Merican
 Penyelaras Latihan Praktikal AM228
 No Telefon: 013-8231312

YANG DIPERTUA N48
MOHD GHAZALI B MOHAMMAD
SETIA USAHA N44
NIK RAHIMIN B WAN HUSSIN

1. JAB. PERTADBIRAN & SIMBER MANSISA.
PEMBANTU TADBIR KAMAL NIZAM6 MOHAMMAD NASIR AWC NOOR

PEMBANTU TADBIR (P/O) NIZAM2
1. NOOR HAQATI BT ISA (GTAD) (KUP)
2. MOHD AMIN B ISMAIL (PKHD)
3. KOSONG (HARMS)
4. CHE ISMAIL B HASSAN (SETOR)
5. SARIINA BT MOHD ASHARI (SN)

PENGANTAR NOTIS NIZAM2
1. MUSTAFA B ZAKARIA ***
PEMBANTU OPERASI NIZAM2
1. MAHMOOD B SULAIMAN
PEMBANTU KENDERAAN HILIA (Raman 2)
1. ZIKRI BIN BAHIN
2. MOHAMMAD B YA
3. AMRU ISAM B ABDULLAH
4. YUSOF B SALLEH
PEMBANTU AIRKAM HILIA (Raman 2)
1. SENAWATI BT JUSOH

2. JAB. PENGUATKUSAMAAN (KOSONG)
PEM. PEGAWAI PENGUATKUSAMAAN NIZAM2 (KOSONG)

PEMBANTU PENGUATKUSAMAAN KAMAL NIZAM2
1. KOSONG
2. KOSONG
PEMBANTU TADBIR (P/O) NIZAM2
1. RUDIAH BT ZAKARIA
PEMBANTU PENGUATKUSAMAAN NIZAM2
1. MOHD FAKARI B YUSOF
2. AB GHANI B DEYAMAN
3. RUSMIE B LONG
4. ELIFATIREE MD ZAIN
5. SAPUDIN B RAMLI
6. SYAMSURI B ISMAIL
7. MOHD SANUSI B ABDUL RAHMAN ***
8. MOHD YUSRIE B ABU BAKAR ***
9. ZUL AZHAR B MOHAMMAD ***
10. MOHD HAFIZZY B KAMARI **

PEMBANTU KENDERAAN HILIA
1. ROZAHAN B MAT NOR
PEMBANTU AIRKAM HILIA (Raman 1)
1. EPPUNDI ISHAK
2. ROHANI BT YUSOF
3. MOHD REDDYWAN B ABDULLAH
4. RIZALWADI B CHE RAMLI (KOP)

3. UNIT PUSAT SEHENTI (PSC)
PEG. PERANCANG BANDAR & DESA JUI @ SHAHABUZZAN BT ZULKIFLI

PERKONG JURUTERA AIRKAM JUI36
1. NIK AHMAD ANIZAN B NIK AZIZIN
PEMBANTU TADBIR (P/O) NIZAM2
1. MOHD AKB B BUDHAKMAD ***

PEMBANTU KENDERAAN HILIA
1. KOSONG

4. JAB. TEKNOLOGI MAKLUMAT
PEG. TEKNOLOGI MAKLUMAT FUI @ NOR AMI BT AB BAZAK

JURUTERIK KOMPUTER FT17 FT22
1. NORIDZAH ROHMAN B OTHMAN

PEMBANTU AIRKAM HILIA
1. AZMI B ISMAIL
2. MOHD AZAM BIN UMOR
3. KOSONG

5. JAB. PEMBENDAHARAAN
PENKONG AKUNTANAN W27W32 SUHANA BT MOHAMMED ZIN (KUP)

PEMBANTU TADBIR (P/O) NIZAM2
1. KOSONG
2. ADNAN B M. ARRETEEN (GASIH)
3. KOSONG
PEMBANTU TADBIR (P/O) NIZAM2
1. ASWADI B HASSAN (KOP) (KUP)
2. NUR HANIZAH BT ABDULLAH ***

PEMBANTU AIRKAM HILIA
1. AZMI B ISMAIL
2. MOHD AZAM BIN UMOR
3. KOSONG

6. JAB. PENJAJAN & PENGURUSAN HARTA
PENKONG PEGAWAI PENJAJAN W77W32 CHE PASLI B CHE MUSTAFA

PEMBANTU TADBIR (P/O) NIZAM2
1. GHAZALI B MOHAMMAD ***
PEMBANTU PENJAJAN W77W32
1. MOHAMMAD KHAN B CHE KHALID
2. ADYAWAH BT HASSAN

PEMBANTU AIRKAM HILIA
1. AZMI B ISMAIL
2. MOHD AZAM BIN UMOR
3. KOSONG

9. JAB. PELESENAN & KES. AWAM
PEG. PEG. KES. PELESENAN U29U32
1. ZAIRIN BIN MAT

PEMBANTU TADBIR (P/O) NIZAM2
1. HANISA BT MOHAMMAD (KUP)
2. ROZELIA BT CHE WEL. USEEN ***
PEMBANTU KESIHATAN AIRKAM U27U32
1. MOHD KAMADAN B ISMAIL @
PEMBANTU KENDERAAN HILIA (Raman 9)
1. MOHAMMAD ADAM B MALID ***
2. MOHD FIAH B MAT SEMAN
3. KAMARUDDIN B MOHD NOR
4. MAT HUSAN B MAT LAZIM
5. JAFRUDIN BIN YUNUS (KUP)
6. W. SARIP. SYARIZAN B W. MD
7. MATJALS B MOHAMMAD
8. AZMI BIN SALLEH
PEMBANTU AIRKAM HILIA (Raman 22)
1. SYED ALI B ISMAIL (GASANDOR)
2. CHE TA B ISMAIL (GASANDOR)
3. AHMAD GHAZALI B AB KADIR
4. MAT. NASSIR B YUSOF
5. AZRI B MAZAH
6. AB GHANI B HASSAN
7. ZUHARI B MOHAMMAD (KUP)
8. AZMI B RASID
9. MOHD ZUKI B ISMAIL (KUP)
10. BAHRI B ISMAIL
11. ASRI B ISMAIL (KUP)
12. IBRAHIM B DOLLAH
13. ZAKMUDIN B GHAZALI
14. MOHD YAKRUB B ARIFEN
15. MD SAMIN B MAHMOOD
16. HUSAN B WISA (KUP)
17. MOHD SYAFIQ B DEYAMAN (KUP)
18. MOHD SYAFIQ B DEYAMAN (KUP)
19. ABDULLAH SANI B MOHD NOR (KUP)
20. KASIMANI BT SHAJIE
21. MOHD HAFIRAM B MAHADI
22. NOOR ZADI B YATVA (KUP)
23. MD HAZDIL HAKIMI B ABDULLAH **
24. ROKHAN BT SUT. AMKAN **
25. RUTEN B MAKAT **
26. ZULKIFLI MOHAMMAD B CHE OTTMAN **

11. JAB. PERUNDANGAN
PEM. PEGAWAI UNDANG-UNDANG U29U32
NORUL AZELIAH BT AILAS ***
PEMBANTU TADBIR (P/O) NIZAM2
1. KOSONG

10. JAB. PERHUBUNGAN AWAM
PENKONG PEGAWAI TADBIR W27W32 KOSONG
PEMBANTU TADBIR (P/O) NIZAM2
1. KOSONG
PEG. KHIDMAT PELANGGAN NIZAM2
1. SUWABAH BT HASSAN ***

8. JAB. PEMBANGUNAN & KEDUTERAN
PENKONG JURUTERA JAB29U36 KOSONG

PERKONG JURUTERA AIRKAM J29U36
1. NIK AMAN (TERBANGAL)
2. KOSONG (GASANDOR)
PEMBANTU TADBIR (P/O) NIZAM2
1. MOHD ZIFRI YAMAN (SN) (KUP)
PEMBANTU KENDERAAN HILIA
1. SYED STAFFA B SYED HUSIN
2. KOSONG
PEMBANTU KENDERAAN KAMAL HILIA
1. KOSONG
2. KOSONG
PEMBANTU AIRKAM HILIA
1. AZHARI B HANATI (KUP)
2. KOSONG
4. KOSONG

7. JAB. PERANCANGAN PEMBANGUNAN
PEG. PERANCANG BANDAR & DESA JUI34 KOSONG

PEG. PERANCANG BANDAR JA29U36
1. NUR IZAWATI BT MUSTAFA
2. NUR HAZWATI BT AHMED
PELUSUS PELAJAR U27U32
1. KOSONG
PEG. PEG. PEMBANGUNAN G29G32
1. MOHD AZMAN B AB AZIZ
PEMBANTU TADBIR (P/O) NIZAM2
1. KOSONG
PEMBANTU KENDERAAN HILIA
1. ASRI BT AB GHANI (KUP)
2. ZULKARNAIN B SALLIH
3. MOHD YUSOF B SALLIH
PEMBANTU AIRKAM HILIA (Raman 11)
1. ROZLI B YUSOFF (MANDUD)
2. CHE ZAINAL ABDIN MAT
3. MOHD YAKCUB B MALID ***
4. ZAMRI B MOHAMMAD
5. TN MOHD B TN YUSOF (KUP)
6. MOHD SHARIL B MOHD NOR
7. NIK RADUAN B ISA
8. MOHD FADEL B MAWAN
9. TN MOHD KHAIYR N AB HALIM (KUP)
10. N. MOHD ZULKIFLI B ISMAIL #
11. MOHD ZULKIFLI B ISMAIL #
12. MOHAMMAD AZLI B ABDULLAH #
13. JAWAHIR BT DEYAMAN #
14. MOHD SYAFIQ B DEYAMAN #
15. AHMAD KHORI B CHE YU #
16. MOHD KHAIYR B ZULKIFLI #
17. MOHD AZIZI B AZIZ #

Nota:
*** - Kontak berween
** - Sambilan berween
- Sambilan Tanpa waran
@ - Pnjanman
Jawatan tetap - 128
Jawatan tetap - 84
Kosong - 44
Jawatan Kontrak - 12
Jawatan Sambilan - 13
Jawatan Pnjanman - 3
KUP - Kelas Urutk
Penjonding

Sumber : JPA (Waran S.K.P. Bil. P 000 / 2014)
Tarikh kemaskini : 1.8.2014

FINJAJAN @

CARTA ORGANISASI ZON 1
PROGRAM PERSEKITARAN BERKUALITI 5S

KETUA ZON

CIK. NUR IZAWATY BT. MUSTAFA
(PEN.PEG PERANCANG)

PENOLONG KETUA ZON

PN. NOR AINI BT. AB.RAZAK
(PEGAWAI IT)

BENDAHARI

EN. NUR DARNIE ROHAJMAND B.
OTHMAN
(JURUTEKNIK KOMPUTER)

SETIAUSAHA

PN. ADAWIAH BT HJ. HASSAN
(PEMB. PENILAIAN)

AUDIT DALAMAN 1

EN. CHE PASLI B. CHE MUSTAPHA
(PEN. PEG. PENILAIAN)

AUDIT DALAMAN 2

EN. ASMADI B. HASSAN
(PEMB. TADBIR)

AHLI-AHLI

Cik Hjh Suhana binti Mohamed Zin
Pn.Rohani bt Had
En. Mohd Azam bin Umar
En. Nik Amizan bin Nik Azizin
Cik Roziela bt Che Wil

En. Mohd Ziferi bin Manan
En. Muhd Khairul bin Che Khalid
Cik Nur Hazwani binti Ahmed
Cik Nur Hafizah binti Abdullah
En.Ghazali bin Mohamad
En. Adanan bin Mat Ariffen
En. A'zmi bin Ismail
Pn. Sharfarizan binti Zolkifli



مجلس دائره ماچانگ

MAJLIS DAERAH MACHANG

18500 MACHANG, KELANTAN TEL: 09-9751076

BIL CUKAI BANDAR

(SEKSYEN 146, AKTA KERAJAAN TEMPATAN 1976)

NAMA & ALAMAT PEMILIK	NO. RUJ :
	NO. BIL :
	TARIKH :
	TEMPOH :

NAMA & KETERANGAN HARTA	JENIS	KADAR	NILAIAN TAHUNAN
	TAKSIRAN TAHUNAN		

BAYARAN
HASIL TAKSIRAN
TUNGGAKAN HASIL
TUNGGAKAN NOTIS
JUMLAH

SILA LIHAT DI BELAKANG UNTUK PERATURAN BAYARAN

UNTUK KEGUNAAN PEJABAT SAHAJA

NAMA ALAMAT	NO. RUJ :		
	NO. BIL :		
	TARIKH :		
	TEMPOH :		
BAYARAN	JENIS	KADAR	NILAIAN TAHUNAN
	TAKSIRAN TAHUNAN		
	TAKSIRAN TAHUNAN		
HASIL TAKSIRAN			
TUNGGAKAN HASIL			
TUNGGAKAN NOTIS			
JUMLAH			

JIKA TUAN/PUAN SUDAH MEMBAYAR, SILA ABAIKAN BIL INI.



مجلس دائره مباح

MAJLIS DAERAH MACHANG
JALAN TOK KEMUNING,
18500 MACHANG,
KELANTAN.

Pejabat Am : 09-975 1076
 Setiausaha : 09-975 1363
 Yang Dipertua : 09-975 1260
 Fax : 09-975 1431
 Laman Web : www.mdmachang.gov.my
 Email : mdm@kelantan.gov.my



BIL SEWAAN PREMIS MAJLIS DAERAH MACHANG.

NAMA DAN ALAMAT SEWAAN

NIK ISMAIL BIN NIK HUSIN
 NO 6 (3190)
 DATARAN HIJAU
 BATU 30, MACHANG, KELANTAN

Kod Akaun : 00149

PERINGATAN:

1. Sekiranya tidak dibayar dalam tempoh 14 hari, maka MDM berhak untuk mengambil tindakan mengunci, menahan barang-barang dalam premis dan mengosongkan premis tersebut.
2. Sekiranya tidak menjalankan perniagaan dalam tempoh 14 hari berturut tanpa makluman kepada MDM secara bertulis, maka perjanjian ini terbatal.

Tarikh	Kenyataan	Jumlah / (RM)
	TUNGGAKAN	340.00
1-08-14	Sewa bagi bulan 8/2014 NO 6 B30 B30	140.00
JUMLAH		480.00

Bayaran yang awal sangat-sangat dihargai dan terlebih dahulu diucapkan terimakasih

b/p Setiausaha
 MAJLIS DAERAH MACHANG



مجلس دائره مباح

MAJLIS DAERAH MACHANG
JALAN TOK KEMUNING,
18500 MACHANG,
KELANTAN.

Pejabat Am : 09-975 1076
 Setiausaha : 09-975 1363
 Yang Dipertua : 09-975 1260
 Fax : 09-975 1431
 Laman Web : www.mdmachang.gov.my
 Email : mdm@kelantan.gov.my



BIL SEWAAN PREMIS MAJLIS DAERAH MACHANG.

NAMA DAN ALAMAT SEWAAN

NIK ISMAIL BIN NIK HUSIN
 NO 6 (3190)
 DATARAN HIJAU
 BATU 30, MACHANG, KELANTAN

Kod Akaun : 00149

Tarikh	Kenyataan	Jumlah (RM)
	TUNGGAKAN	340.00
8/ 1/2014	Sewa bagi bulan 8/2014 NO 6 B30 B30	140.00
JUMLAH		480.00



مجلس دائره ماچنڠ

MAJLIS DAERAH MACHANG
JALAN TOK KEMUNING,
18500 MACHANG,
KELANTAN.

Pejabat Am : 09-975 1076
Setiausaha : 09-975 1363
Yang Dipertua : 09-975 1260
Fax : 09-975 1431
Laman Web : www.mdmachang.gov.my
Email : mdm@kelantan.gov.my



Rujukan Kami : MDM 400/1/14
Bertarikh : 17hb. Ogos, 2014
21 Syawal 1435H

Kemajlis,

En. Hj Wan Mohd Zain
Lot 1649, Pekan Pulau Chondong,
16600 Pulau Chondong,
Kelantan

Tuan,

**NOTIS E - TUNTUTAN TUNGGAKAN CUKAI PINTU MENGIKUT SEKSYEN 148
AKTA KERAJAAN TEMPATAN 1976**

Dengan segala hormatnya perkara di atas adalah dirujuk.

2. Sukacita dimaklumkan bahawa bersama-sama ini dilampirkan Notis E supaya pihak tuan membayar tunggakan cukai sebanyak RM 4,136.40 dalam tempoh 15 hari dari surat ini diterima.

3. Pihak Majlis akan mengambil tindakan selanjutnya di atas kegagalan menangani masalah yang telah dinyatakan.

Sekian dimaklumkan, terima kasih

~~ ISLAM DIHAYATI, RAJA DITAATI, RAKYAT DINAUNGI ~~

*** MEMBANGUN BERSAMA ISLAM-KELANTAN MENERAJUI PERUBAHAN ***

Yang menurut perintah,

(NIK RAHIMIN BIN WAN HUSSIN)

Setiausaha
Majlis Daerah Machang

s.k

Pen. Pcg. Undang-Undang



MAJLIS DAERAH MACHANG
AKTA KERAJAAN TEMPATAN 1976
WARAN TAHANAN (SEKSYEN 148)
BORANG F

Kepada:

.....

.....

Bahawasanya melalui suatu Notis No..... yang diposkan/diserahkan pada/...../ 20..... pemunya/penduduk telah dikehendaki membayar di pejabat **Majlis Daerah Machang** sebagai tunggakkan Cukai Taksiran dan bahawasanya wang sebanyak RM yang tersebut belum dibayar.

Ini adalah memerintahkan kamu menahan harta alih pemunya/penduduk yang tersebut di mana sahaja harta alih itu boleh dijumpai dalam kawasan **Majlis Daerah Machang** yang tersebut dan juga apa-apa harta alih kepunyaan sesiapa jua yang dijumpai pada pegangan itu (perihal di sini pegangan atau pegangan-pegangan itu) dan melainkan wang sebanyak RM yang tersebut bersama dengan RM iaitu kos bagi tahanan ini dibayar, supaya menahannya sehingga diberi perintah selanjutnya.

Selanjutnya kamu adalah diperintahkan mengembalikan Waran ini pada atau sebelum/...../ 20..... dengan suatu catitan memperakui tarikh dan cara bagaimana Waran ini telah dilaksanakan atau mengapa Waran ini tidak dilaksanakan.

BUTIRAN TUNGGAKKAN CUKAI TAKSIRAN :

Cukai Taksiran Semasa bagi ½ tahun RM

Tunggakan Cukai dari tahun RM

Bayaran dibawah Seksyen 147 RM

Bayaran Tahanan RM _____

JUMLAH RM

Lot :

Tempat :

Mukim :

Tarikh : ____ / ____ / 20____

Tandatangan : _____

b.p Yang DiPertua
 Majlis Daerah Machang



MAJLIS DAERAH MACHANG
AKTA KERAJAAN TEMPATAN 1976
WARAN TAHANAN (SEKSYEN 148)
BORANG G

Kepada :

.....

.....

Sila ambil perhatian bahawa saya telah pada hari ini menahan harta yang dinyatakan dalam inventori yang dinyatakan di bawah kerana wang sebanyak RM iaitu tunggakan dan kos yang boleh dituntut di bawah Akta Kerajaan Tempatan, 1976 sebagaimana ditunjukkan di bawah dan bahawa melainkan kamu membayar kepada pejabat **Majlis Daerah Machang** amaun yang kena dibayar itu beserta kos bagi tahanan ini dalam tempoh 7 hari dari tarikh notis ini, harta itu akan dilelong / dijual.

INVENTORI
(HARTA ALIH YANG DISITA)

Bil. Barang	Perihal Harta

Lot :

Tempat :

Mukim :

Tarikh : ___/___/20__

Tandatangan : _____

b.p Yang Dipertua
Majlis Daerah Machang



AKTA KERAJAAN TEMPATAN, 1976
BORANG J
NOTIS
(Seksyen 160)

.....

.....

Saya/Kami

beralamat:

dengan ini memberi notis sebagaimana dikehendaki di bawah seksyen-kecil (2) Seksyen 160 Akta Kerajaan Tempatan, 1975 mengenai pindahmilik yang berikut::

1. Hakmilik Pegangan:

2. Perihal dan Tempat:
Letak Pegangan No. Lot/PT Seksyen/Mukim:

Alamat:

3. Nama Pemunya sebelum perpindahan:

Nama Pemunya sekarang:

Alamat:

4. Nombor atau Simbol Suratcara .. Ruj: Jilid Pindamilik
..... Folio

Tarikh suratcara di daftarkan:

5. Lain-lain hal:

Harga beli: Tarikh beli:

Bertarikh: haribulan 20

.....
Tandatangan

Rujukan Kami : MDM 400/1/14
Bertarikh : 04hb. Disember, 2013
01 Safar 1434H

Kemajlis,

Tuan Punya Premis

.....
.....
.....

Tuan,

PEMBERITAHUAN: TAKSIRAN NILAI TAHUNAN BAGI HARTA YANG DINYATAKAN DI ATAS

Segala hormatnya perkara di atas adalah dirujuk.

2. Adalah dimaklumkan, pegangan tuan masih lagi tidak ditaksirkan untuk tujuan mendapatkan nilai tahunan oleh pihak Majlis Daerah Machang.

3. Oleh yang demikian, melalui Seksyen 140 (1) berkenaan dengan penyata boleh dikehendaki untuk membenarkan kakitangan kami dari Unit Penilaian Dan Pengurusan Harta melakukan kerja-kerja ukur periksa terhadap bangunan beralamat seperti di atas.

4. Pihak kami akan melakukan lawat periksa pada tarikh dan masa adalah seperti berikut:

Tarikh :
Masa :

Jika tuan/puan tidak dapat mengiringi pihak kami menjalankan kerja-kerja ukur periksa, sila sediakan wakil semasa kerja-kerja ini dijalankan atau menghubungi pihak kami di talian 09-9751076 sambungan 106 atau 119, Unit Penilaian dan Pengurusan Harta MDM untuk sebarang pertanyaan.

5. Disamping itu pihak kami amat berbesar hati sekiranya pihak tuan dapat membekalkan salinan pelan bangunan kediaman yang terlibat.

Sekian dimaklumkan, terima kasih.

~~ ISLAM DIHAYATI, RAJA DITAATI, RAKYAT DINAUNGI ~~
*** MEMBANGUN BERSAMA ISLAM ***

Yang menurut perintah,

(NIK RAHIMIN BIN WAN HUSSIN)

Setiausaha

Majlis Daerah Machang



مجلس دائره ماچانج

MAJLIS DAERAH MACHANG
JALAN TOK KEMUNING,
18500 MACHANG,
KELANTAN.

Pejabat Am : 09-975 1076
Setiausaha : 09-975 1363
Yang Dipertua : 09-975 1260
Fax : 09-975 1431
Laman Web : www.mdmachang.gov.my
Email : mdm@kelantan.gov.my



SURAT AKUJANJI

Bahwasanya saya

No. Kad Pengenalan Adalah pemilik / penyewa * premis

kediaman / perniagaan yang beralamat di

..... dengan ini bersetuju dan membuat

akujanji akan membuat pembayaran sebanyak RM sebulan bagi setiap bulan mulai

..... bagi menjelaskan **Tunggakan Cukai Taksiran** premis tersebut dengan Majlis

Daerah Machang.

Sekiranya saya gagal mematuhi atau melanggar syarat **akujanji** ini, maka saya bersetuju tindakan

menyita / menahan harta alih atau apa-apa tindakan yang sewajarnya boleh diambil oleh pihak

Majlis daerah Machang. Saya juga bersetuju tidak akan mengambil apa-apa tindakan undang-undang

terhadap Majlis Daerah Machang bersabit dengan tindakan tersebut.

Yang Benar,

.....

Nama:

No. Kad Pengenalan:

No. telefon:

Tarikh:

Disaksikan Oleh:-

.....

Nama:

Tarikh:

** potong mana yang tidak berkenaan.

(Sila catat rujukan kami apabila berhubung)

BORANG PENILAIAN

NO. FAIL : 431 / 102 / 88 / 05

NO. BANGUNAN : PT 2383

NO. AKAUN :

NO. HAK MILIK / GERAN: _____

1. Semakan telah dilakukan ke atas harta di alamat:

PT 2383, TAMAN DESA BAKTI, BT. 23,

18500 MACHANG, KELANTAN

2. 2.1 Jenis Bangunan : RUMAH KEDIAMAN BERKEMBAR SETINGKAT

2.2 Keadaan Bangunan / Struktur : BAIK

3. Perbandingan : Sila Rujuk Fail Kawalan :

4. Nilai MFA	:-	...51.30...m ²	X	RM :1.00/m ²	=	RM51.30.....
Bangunan Luar AFA	:	... 9.29..... m ²	X	RM :0.50/m ²	=	RM.....4.65.....
Anggaran Sewa Sebulan						RM.....55.95.....
Sewaan Sebulan (digenapkan)						RM60.00.....
Nilai Tahunan						RM720.00.....
Diskaun						RM
Kadar						%6%.....
Cukai Setahun						RM43.00.....

5. Dinilai Oleh :-

..... Tarikh :

(CHE PASLI BIN HJ CHE MUSTAPHA)

Penolong Pegawai Penilaian

Majlis Daerah Machang

Catatan :PERBANDINGAN:

1) TAMAN DESA HIDAYAH, NILAIAN TAHUN 2008

(MFA: RM1.00/m², AFA: RM0.50/m²)

2) TAMAN DESA ARIFF, NILAIAN TAHUN 1997

(MFA: RM1.00/m², AFA: RM0.20/m²)

3) TAMAN WARNA, NILAIAN TAHUN 2007

(MFA: RM1.30/m², AFA: RM0.40/m²)

MEMO

Daripada : PPKP MDM

Bertarikh: 18.08.2014

Kepada :

- 1) En. Shukri bin Ramli
- 2) En. Ramadan bin Ismail
- 3) En. Mohd Zuki bin Ismail
- 4) En. Muhamad Faizal bin Khalid
- 5) En. Mohd Fadil Amri bin Jaafar
- 6) En. Razman bin Mohd Nor (Pemandu DBS 7226)

} Pelajar praktikal



PROGRAM GOTONG ROYONG PERDANA “ KE ARAH KELANTAN BEBAS DENGGI “ PERINGKAT NEGERI KELANTAN PADA 19 OGOS 2014 DI KAWASAN RUKUN TETANGGA TANJUNG CHAT KOTA BHARU

Sehubungan dengan itu, tuan diminta berkumpul di Majlis Daerah Machang pada pukul 7.00 pagi.

Sekian, terima kasih.

(ZAIRUM BIN MAT)

Penolong Pegawai Kesihatan Persekitaran
Majlis Daerah Machang

s.k : Tuan Setiausaha

Muhammad Fadil
Sila hadir.

[Signature]
18/8/14



Rujukan Kami : MDM 400/3/4
Bertarikh : 28 Syawal 1435H
24hb. Ogos, 2014

Kemajlis,

Tuan Hj Zakaria bin Yaacob	-	Pengerusi
Encik Ab. Rahman bin Majid	-	Timb. Pengerusi
Puan Mainun binti Mahmud	-	Ahli
Encik Mohd Radzi bin Mohd Yusof	-	Ahli
Kapt (B) Tuan Hj Mohd @ Shamsudin bin Yusof	-	Ahli
Tuan Hj Hamzah bin Hassan	-	Ahli

Tuan/Puan,

**MESYUARAT JAWATANKUASA KECIL TEMUDUGA GERAJ KALI KEDUA
TAHUN 2014**

Adalah saya dengan hormatnya merujuk kepada perkara di atas.

2. Sukacita dimaklumkan bahawa temuduga tersebut akan diadakan sebagaimana berikut:

- 2.1. Tarikh : 28hb Ogos 2014M / 02 Zulkaedah 1435H (Khamis)
2.2. Masa : 11.30 pagi
2.3. Tempat : Bilik Mesyuarat MDM

3. Agenda mesyuarat adalah seperti berikut:

- 3.1 Ucapan Pengerusi
3.2 Menemuduga Permohonan Tukar Nama Penyewa
3.2.1 Tepi Padang Bola
3.2.2 Depan BHP
3.3 Menemuduga dan Memilih Dua Orang Penyewa Bagi Kiosk (No. 2B & 2A) Stesen Kereta Sewa

**** MEMBANGUN BERSAMA ISLAM ****

- 3.4 Menemuduga dan Memilih Seorang Penyewa Bagi Kiosk Kampung Pek
- 3.5 Menemuduga dan Memilih Seorang Penyewa Bagi Kedai No. 13, Bundle Wakaf Bata
- 3.6 Lain-Lain Hal

- a. Permohonan Pengurangan Sewa:
- i. Tapak Kereta Sewa
 - ii. Gerai Jalan Dato' Hashim dan Dewan Utama
 - iii. Gerai No. 1A Dalam Pasar Labok
 - iv. Gerai Bundle Wakaf Bata
- b. Permohonan Pertukaran Hak Penyewaan
- c. Permohonan Pertukaran Nama Penyewa Kedai PTB 32, (Tingkat Atas) Jalan Pasir Puteh
- d. Permohonan Pembayaran Balik Kos Penyediaan Kemudahan Asas Kedai No. 2 (Atas) Sebelah Stesen Minyak Esso.
- e. Permohonan Pembayaran Balik Kos Pembayaran Bil Letrik Tertunggak (Setor Pasar Machang)

4. Tuan/Puan dengan segala hormatnya dijemput hadir.

Sekian, terima kasih.

**** ISLAM DIHAYATI, RAJA DITAATI, RAKYAT DINAUNGI ****
~~ SEMOGGA ALLAH MELINDUNGI TUANKU DUNIA DAN AKHIRAT ~~

Yang menurut perintah,


(NIK RAHIMIN BIN WAN HUSSIN)

Setiausaha
Majlis Daerah Machang

s.k

1. PSU Penilaian dan Pengurusan Harta

**** MEMBANGUN BERSAMA ISLAM ****