



**UNIVERSITI TEKNOLOGI MARA
FACULTY OF ADMINISTRATIVE SCIENCE & POLICY STUDIES
BACHELOR IN ADMINISTRATIVE SCIENCE (HONS)**

**Title of Report:
INSTITUT TADBIRAN AWAM NEGARA (INTAN)
ASSET MANAGEMENT SYSTEM (SPA)**

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1.2 INTRODUCTION

INTAN has evolved over the years into a centre of excellence for the training of Malaysian public officials in order to meet the challenges of a nation moving rapidly towards a developed nation status. A framework encompassing four pillars of national transformation has been constructed by the government in order to move the country forward and achieve Vision 2020.

INTAN, as the premier training arm of the Public Service Department of Malaysia, has taken the leading role in transforming and enhancing public sector capabilities and effectiveness through its various training programmes and initiatives. Within the Civil service, change is underway in learning and development too.

INTAN's main core business is to enhance the development of human capital in the public sector and will help deliver greater value from learning and development. This organization's major role is to disseminate skill and knowledge through its numerous training programmes and activities. INTAN will also try to develop the right attitude towards public sector transformation. The mission of INTAN is to develop talented and "thinking civil servants" with the aim of creating public sector officers who are knowledgeable, skilled, creative and innovative.

Apart from that, INTAN also has a unique window into the public service, with access to decision-makers and specialists who have in-depth knowledge of government priorities and learning requirements. Relevant learning opportunities are made available by drawing on the insiders' view. Colleagues from across departments and agencies can be brought together, from coast to coast, in the classroom and online.

INTAN, with the cooperation of the Public Services Department, have played crucial roles in not only providing civil servants with the necessary facilities and training, but also scholarships, allowances, grants, and so on, for further education and career advancement (Jeong, 2007).

INTAN is headed by a Director General, and assisted by eight Deputy Directors. Each Deputy Director heads a Center. Essentially, there are eight centers under INTAN. They are Quality Management, Financial Management, Economic

CHAPTER 2

SCHEDULE OF PRACTICAL TRAINING

2.0 Schedule of practical training

2.1 WEEK 1

2.1.1 30 January 2012 (Monday)

On our first day in INTAN, we were asked to introduce ourselves to the Regional Director of INTAN. However, their Regional Director was just transferred to other branch of INTAN in West Malaysia. So, we are expected to meet the new Regional Director of INTAN in the afternoon as he was report for duty on the same day as we were. Encik Abang Zulkarnain bin Abang Haji Ibrahim was the officer in charge to brief us about INTAN and which department we will be attached to. Encik Abang is the Assistant Registrar of the Administration Department. He was also our supervisor-in-charge during our practical training in INTAN.



Figure 1 Refreshment after the short briefing in Cafeteria

First of all, we were asked to join a short briefing in the Auditorium Hall which were conducted every Monday of the week for the participants who participated in the seminars and courses held in INTAN. The briefing was about the dos and the don'ts when we were there. The participants were briefly explained about the history of INTAN, the facilities, the seminar and courses conducted in INTAN, rules and regulations. It will help the participants to know briefly about INTAN, and guide them where to go when they are there. The speaker was Encik Yusof Mok. He was one of the Administrative Officer of the campus. It was very fun and enjoyable speech given by him. We can learn a lot on how to give public speaking in front of the audience whom have more experiences or might have a higher position than us.



Figure 2 Updating the current inventories in the Green Cards

CHAPTER 3

ANALYSIS

3.0 INTRODUCTION

On this chapter, I will analyze on the certain task as covered in my practical training. This chapter also reflects on the definition of concept only for one task also includes the demonstration of my practical training and theoretical aspects that relates on all concepts that I had learned in the classroom. Through this chapter also, I will include my personal experience during the practical training. Therefore, in this chapter I choose the task which is the Administration task in which it includes the Office Administration, File Management and Process Flow of Government Inventory Management (Sistem Pengurusan Aset Kerajaan).

Referring to the Treasury Circular Volume 5 (2009) (KK/BKP10/535/36-B (38)), it is to organize and standardize the Government Inventory Management Procedures which is implemented in the government agencies started from the year of 2009.

3.1 DEFINITION OF CONCEPT

3.1.1 Administration

Administration is an act of administering, government of public affairs, the service rendered, or duties assumed, in conducting affairs, the conducting of any office or employment; direction; management. The executive part of government are the persons collectively who are entrusted with the execution of laws, the superintendence of public affairs and the chief magistrate and his cabinet or council.