



اَبُو سَيِّدِي تَيْكُو لَو كِي مَارَا  
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TEKNOLOGI  
MARA

**SAMARAHAN CAMPUS**  
**FACULTY OF ADMINISTRATIVE SCIENCE AND POLICY STUDIES**

**BACHELOR OF ADMINISTRATIVE SCIENCE (HONS)**  
**(AM228)**

**PRACTICAL TRAINING REPORT:**  
**SIMUNJAN DISTRICT OFFICE**

**PREPARED BY:**  
**MOHD AFIQ BIN ATAN**  
**(2011771193)**

**GROUP:**  
**AM228 6A**

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Mohd Afiq Bin Atan

Bachelor of Administrative Science (Hons)

Faculty of Administrative Science & Policy Studies

Universiti Teknologi MARA, Sarawak.

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## CHAPTER 1

### 1.0 Introduction of the Organization

#### 1.1 Background

Simunjan district is one of the district administrations under the Samarahan division. Simunjan district is an area of approximately 2077 square miles. It is located about 176 km from Kuching City by road and 103 km by road water (river). Sebuyau and Gedong is under district administration Simunjan.

Development on Simunjan district is undeniable presence in Malaysia since 45years ago. Various infrastructure and basic amenities enjoyed by residents' Simunjan. For example, ferry, hospital, markets, public toilet, district council, schools, multipurpose hall, library, recreation park and many more.

Important towns under Simunjan administration is Simunjan, Gedong, Sebang and Sebuyau. The total population of the district Simunjan is 37,561.00 (*Source: Statistics 2000*). Consist of various culture, multiracial and religion. Overall, the main occupation of the population is farmers and fishermen.

Efforts to develop the economy Simunjan district are being planned and implemented so as not left behind in development. Basic amenities are now given special attention so that all economic activities can be successfully aligned with the stimulus package.

## Chapter 2

### **Schedule of the organization**

#### **2.0 Introduction**

In this chapter, I will summarize the daily training activities extracted from the practical training log book according to the core functions and supporting functions of the section which I am attached to.

#### **2.1 First Week (22.07.2013-26.07.2013)**

On my first day practical training, I've been introduced by assistant of administrative officer Miss Patricia anak Ngali (N27) to difference department in the organization. I've been introduce to the staffs in every of department by him. After that, Miss Patricia anak Ngali briefly explain on my job description in Simunjan district office and what I'm going to do for the whole period of my practical training. She told me that I would be place in any department regardless of work nature and time. If any department need helps I will be there. On the other hand, my job will be mingling around. Apart from that Miss Patricia anak Ngali also will be my supervisor for practical training at Simunjan district office. On the first day there is nothing much I can do because Miss Patricia have not decide yet what task should be done by me.

My first task started after afternoon break at 2.00 pm. My first task given by Miss Patricia was to handle Bantuan Rakyat 1 Malaysia (BR1M). I don't know much about that but I'm glad Mr Lenry, one of the staffs at Simunjan district office give me support and teach me on how to do so. He told me that there are two types of BR1M. One is for bachelor and one is for married person. The amount of BR1M received also different between bachelors and married. For the bachelor the amount is RM250 while married is RM500. He also told me that BR1M divided into group. Each bachelor and married is divided in group.

This is because there are stages in implementation for the distribution of BR1M. For example group 1 until group 6. Group 1 will received early and other group must wait for next announcement.

Apart from that recipient can change the voucher at Bank Simpanan Nasional(BSN), Maybank and others but we recommend them to go to BSN.