



**UNIVERSITI TEKNOLOGI MARA
FAKULTI SAINS PENTADBIRAN DAN PENGAJIAN POLISI**

**PRACTICAL TRAINING REPORT
SIBU RURAL DISTRICT COUNCIL
(SRDC)**

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JULY 2017

STUDENT'S DECLARATION

I hereby declare that the work contained in this practical report is an original work except those as cited in the references. It is the result of student work, with the help of organization, lecturer and other references. The industrial training report has not been submitted to any other academic or non-academic institution. Any form of plagiarism, copying and publishing is prohibited and requires the consent of the student and should be taken against the Academic Regulation of UiTM.

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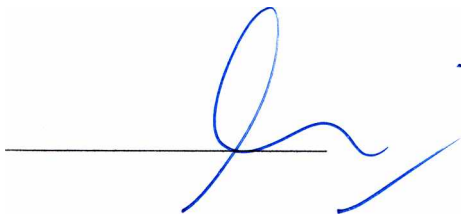
Date:

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

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Name of Student : ANGELIA ANNE ANAK KULEH

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



(DR NONI HARIANTI BINTI JUNAIDI)

Date: 18/7/2017

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CHAPTER ONE

INTRODUCTION

1.1 Introduction

Practical Training is a compulsory course for all degree students of Administration Science. It is a requirement that need to be fulfil for the course in order to complete the degree. The training refers to work experience at an organization that is relevant to professional development prior to graduation. For Administration Science students, they are provided with eight weeks period for training at certain organization chosen by students themselves. No restriction is imposed on them whether they want to work in the government agencies or private organization.

For the past semester, I, Angelia Anne Ak Kuleh (2015237978), has started practical training at Public Work Department of Sibul Rural District Council (SRDC) from the 23rd January 2017 until 17th March 2017.

1.2 Background of the Organization

The overall administrative regions Sibul Rural District Council with an area of 5,869.35 kilometre square after the entry of Selangau into SRDC custody in 2002.

During the early day of the council, the SRDC split by ward system, where originally there were 22 wards. However, due to a specific review done on the border areas, wards 16 (the area near the border of Sibul Municipal Council) have been brought under the administration of Sibul Municipal Council in 1981. As well as wards 1, where the area known as the Igan Area also formally taken over by the Matu-Daro District Council in October, 1991. Therefore, the

administration of SRDC has now been reduced to 20 wards, but the area is 25 times the size compared to the Sibul Municipal Council.

Today, with the strength of 76 staff, SRDC oversee two (2) local administrative area of Sibul and Selangau which covers an area of nearly 6,000 square kilometres, with a total current population is nearly 60,000 people, consist of the Iban and other indigenous people in rural areas, while the Chinese people live in cities and other settlements along the Rejang River. In 1997, the council has required effort to achieve municipal status by 2010.

In order to administer the rural areas, SRDC require strong cooperation of human resources, machinery and finance to provide effective services and understanding by the public and receive whatever positive changes brought by SRDC in an effort to bring development and improve people's standard of living.

(Source: www.srdc.gov.my)

1.3 Objective of the Organization

Kementerian Kerajaan Tempatan dan Pembangunan Komuniti dan Pihak Berkuasa Tempatan are committed towards providing quality basic services in a professional manner in accordance with the quality objectives for customer satisfaction and improved.

This policy can be achieved through:-

1. Continuous improvement of basic services in the jurisdiction in accordance to the government policies and goals
2. Comply with the Quality Management System Standard (MS ISO 9001:2008)
3. Creating a conducive working atmosphere
4. Improve the quality of human resources and competent

1.4 Logo



Figure 1.1: SRDC Logo

The logo is form from three (3) basic circles, where the lowest measured as site consolidated for two (2) circles on it. This shows that the council has received the revenue from government grants, rating evaluation and licences fee.

The green colour indicates the efforts of the council in order to beautify and preserve the environment.

The circle shape (mini globe) represents the existence of the council and the breakdown in the middle symbolizes the diversity of functions performed by the council. It also reflects the efforts of the council to develop the rural areas in Sibü.

The orange colour is a symbolic of the presence of diversity of the culture. Meanwhile the blue colour symbolizes the feeling of oneness that owned and enjoyed by the council.

The three lanes leading upward symbolize the council vision. It illustrates the ambition and the ongoing efforts to achieve excellence. The vertical lines represent the support of the people.

(Source: www.srdc.gov.my)

1.5 Vision

The vision of Sibul Rural District Council is 'Local Authorities as model centres of community advancement by 2020.'

1.6 Mission

The mission of Sibul Rural District Council is 'We are committed to transform Local Authorities through good governance and effective policy formulation and implementation.'

1.7 Slogan

'AN HONOUR TO SERVE'

(Source: www.srdc.gov.my)

1.8 Strategic Direction

SRDC strategic direction explained the vision and empowered with the mission and objectives of the strategic which comprises five components consist of:- governance and regulatory; enforcement; stakeholder engagement and municipal services.

Strategic direction contained in the document's strategic plan and activities to be undertaken by SRDC in the next five years.

1.9 Quality Assurance

Ministry of Local Government Community Development and Local Authorities are committed towards providing quality basic services in a professional manner in accordance with the quality objectives for customer satisfaction and improved.

This policy can be achieved through:-

1. Continuous improvement of basic services in the jurisdiction in accordance to government policies and goals.
2. Comply with the Quality Management System Standard (MS ISO 9001:2008).
3. Creating a conducive working atmosphere.
4. Improve the quality of human resources and competent.

1.10 Organization structure

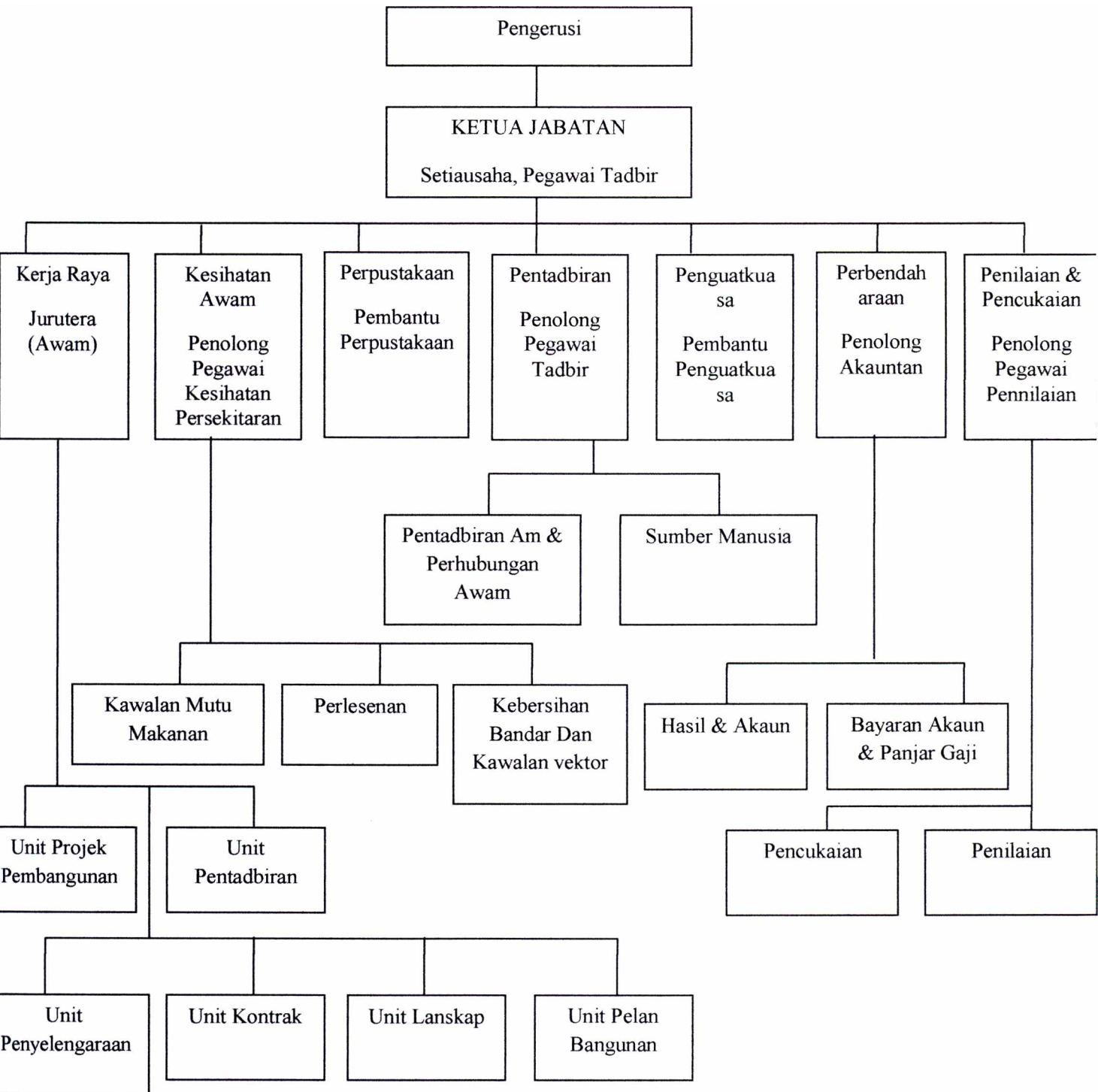


Figure 1.2 Sibuluhuru Rural District Council Organization Chart

Source: Sibuluhuru Rural District Council (2017)

1.11 Head of Department

Secretary:	Encik Justani Haji Joni (Pegawai Tadbir, N48)
General Administration:	Encik Anis Abdullah (Penolong Pegawai tadbir N36)
Human Resources Department:	Encik Anis Abdullah (Penolong Pegawai tadbir N36)
Treasury Department:	Puan Rapidah binti Haji Hifni (Penolong Akauntan W32)
Public Work Department:	Ir. Goh Thiam Ho (Jurutera J44)
Public Health Department:	Puan Lentina anak Maringgai (Penolong Pegawai Kesihatan Persekitaran U32)
Assessment & Taxation Department:	Puan Fatin Flora Abdullah (Penolong Pegawai Penilaian W27)
Enforcement Department:	Encik Affindie Razali (Pembantu Penguatkuasaan N22)
Library Department:	Puan Roswati binti Mid (Pembantu Perpustakaan S22 (TBK))

1.12 Services Provided

There is different type of services that are offer and provided by the Sibul Rural District Council. Each department in the SRDC have offer and provided different types of services in order to fulfil the needs of the public. Sibul Rural District Council has been provided service especially for the public which they focus at the rural area at Sibul.

One of the services that are provided by the SRDC is building control. Under the building control, they are in charge in giving the approval for the Building Plan. Besides, they also give preliminary approval of the beginning of construction work. Other than that, they also the one that are in charge in OP Production and also monitoring the renovation building without the approval. These usually handle by the Public Work Department. The Public Work Department also the one who will handle the construction project management which involve the project planning, project procurement Tender or Quotation. They are also the one that will in charge in monitoring project supervision and payment and also the post management project.

On the other hand, the Public Health Department is to in charge in the solid waste management. They will be the one that controls are new citations, domestic waste, city cleaning, bulk waste cleanup and maintenance of landfill. They are also to handle the infrastructure maintenance and public facilities. They are the one that mostly in charge in the beauty and health of the city. Aside from that, they are also in charge in the licensing where the acceptance of the license application, inspection of premises, production license certificate, licence renewal, change of name, address and cancellation and also permit management.

As for the Administration Department, they are the one that are in charge on the office management and also enforcement of legislation and regulation of Local Authority. The service

that they provide is the customer satisfaction survey, complaints management, files management, control of internal and external document and also acquisition.

Meanwhile for the Library, there are the one that will be in charged in accepting of the book, purchase of the library book, book processing, book borrowing, book returning, stock take, disposal of library materials and also study the effectiveness of library materials collection. Followed by the Evaluation and Rating Department, they are in charge in checking, evaluation by Local Authority, do the amendment to the valuation list, print billing rates, objections to the valuation list, estimated tax collection, enforcement and also write-off.

1.13 Client Charter

-SRDC client charter are as below;

1. Respond to the complaint within 24 hours and the status of implementation of the action on the complaint within three (3) working days of the date complaint receipt.
2. The building application will be processed and submitted to external agencies or relevant internal section for review within 14 working days.
3. The building plan was brought to the Council Committee Meeting within a period not exceeding 4 working days after approval of all relevant agencies for approval.
4. Occupation permit shall be issued within two (2) working days.
5. All payment claims are paid within 10 working days.
6. Domestic waste is collected at least twice a week and according to the schedule set by the quotations in the council.
7. New books acquired through the acquisition of Local Authorities and the loan is processed and displayed in groups for a loan within two months from the date of receipts.
8. Take action within three (3) working days of each offense / [misdemeanour] violation of law.
9. The decision of business license application is being issued within three (3) working days.
10. Estimated tax bill is sent to the customer at the latest on April 30 and September 30 in each year.
11. Minutes of the Council shall be prepared and distributed within seven (7) working days.
12. At least 95% of the officer with grade 22 and above attends training for at least 42 hours a year.

13. Implement community development programs with the residents/non-governmental organizations in accordance with the planned schedule and can be implemented in the current year 85 %.
14. At least 85% of total approved development projects completed in the current year.

1.14 Conclusion

This chapter discusses about the background of the organization which is Sibul Rural District Council. This chapter overall discuss about the organization which includes the vision, mission, objective which they are to achieve to fulfil the needs of public. Moreover, there also have the organization structure of Sibul Rural District Council and also the service that each organization has provided to the public. Finally, the client charter of the organization also been discussed in this chapter.

CHAPTER TWO

TASKS ASSIGNED

2.1 Introduction

During the eight weeks practical training period, I, Angelia Anne Ak Kuleh is assigned into the Public Work Department. I spend all eight weeks at the department with various tasks given by the host supervisor and also the colleague where I have done my practical training. The tasks that are given to me which some are relevant to my degree while others are the purpose of exposure to other fields that are semi-related. Besides, I have learned to improve my soft skills as well as management technique when dealing with superiors, subordinates, contractors and the public.

2.2 Tasks and Assignment in Weekly Basis

2.2.1 1st Week (23rd January – 27th January 2017)

On the first day of my practical training, I am reporting duty with another practical student with En. Anis bin Abdullah at 8:40am. He then explains everything about the organization and what are the things to be done in the organization. I was then sent to the Public Work Department where it is one of the department under Sibu Rural District Council (SRDC) that are mainly involve with the public request and project regarding on the road, streetlight and so on. En Anis then introduced me to my host supervisor which is Ir. Goh Thiam Ho.

After that Ir. Goh then explains what are the department main activity and then instruct one of his staff to introduce me to the colleague that are under Public Work. The first task that is given by Ir. Goh is to key in the Data of SRDC Bawang Assan Rural Development Proposal Project for Bawang Assan/ Nangka, 2016 in Project Proposed by Public folder.

The next day, I continue to key in the Data of SRDC Bawang Assan Rural Development Proposal Project for Bawang Assan/ Nangka, 2016. After I am done key in the data, I was then request by my host supervisor to record the incoming letters in SRDC files which is specific for Public Work only. After lunch hour, the staffs from the Administration ask me to join for the preparation of Sibu Rural District Council (SRDC) Appreciation Night at RH Hotel. I have been instructed to help with the tagging and the decoration. At night, I attend the Dinner of SRDC Appreciation Night at RH Hotel. During the dinner, me and one of the practical student been requested by the in charge person to help to distribute gift to the staff and also the councillor that attend the dinner

On 27th January, they gave me the task to record the incoming letters in SRDC files specific for Public Work only. Then the Administration asks me to send a letter to the Treasury department.

2.2.2 2nd Week (30th January – 3rd February 2017)

On the 31st January, they gave me the task to record the incoming letters in SRDC files which are specific for the Public Work and on the 2nd February is the same task have been given. On Friday which is 3rd February, the staff requested me to do filing where I need to put the entire past document and letter in specific files.

2.2.3 3rd Week (6th February – 10th February 2017)

On 6th February before lunch hour, Ir. Goh Thiam Ho instructed me to key in the list of Communication Tower in Sarawak in Microsoft Excel with a guide to form a table. The next day, I continue key in the list of Communication Tower in Sarawak. After I finish with my task, I

was then given the task to record the incoming letters in SRDC files that are specific for the Public Work only.

The following day, Ir. Goh Thiam Ho then requested me to photocopy the letter head for letter that are needed to be sent. He then asks me to update the list of Telecommunication Tower in Sarawak. After that he asks me to update the Data of SRDC Bawang Assan Rural Development Proposed Project for Bawang Assan / Nangka, 2016. The next day, I continue to update the Data of Bawang Assan Proposed Project and after I am done, I sent it to Ir. Goh office.

The next day, he then instructed me to update the list of public request to public work in Sibuluan Rural District Council (SRDC) and check if there any error and changing.

2.2.4 4th Week (13th February – 17th February 2017)

On the first day of my 4th week practical at SRDC, I was called by the Administration to take the incoming letters for Public Work from Madam Rose Wong. On the 15th, I have been instructed by the one of my colleague at Public Work to send documents from Public Work to the Administration. Later that day, my host supervisor asked me to key in the Data of *Jalan Bandaran SRDC & Kawasan Perumahan Kos Rendah SRDC* in Inventory list for Road & Drain.

The next day I continue to key in the Data of *Jalan Bandaran SRDC & Kawasan Perumahan Kos Rendah SRDC* in Inventory list for Road & Drain. The next day, Ir. Goh Thiam Ho ask me to update the Data of *Jalan Bandaran SRDC & Kawasan Perumahan Kos Rendah SRDC* in Inventory list for Road & Drain before he went to travelling at Kuching to attend meeting.

After the lunch break, I was then called by the Administration staff to help with the preparation for *Majlis Makan Malam Tahunan Kelab Majlis Daerah Luar Bandar Sibu (MDLBS) Ke-10* at RH Hotel. I was requested to help with the decoration and also with the hampers and gift. All the practical students are request to perform during the dinner and we also have the dance rehearsal at RH Hotel for *Majlis Makan Malam Tahunan Kelab MDLBS Ke-10* for the performance.

At night, I attend the *Majlis Makan Malam Tahunan Kelab MDLBS Ke-10* at RH Hotel and we, the practical students perform a Bollywood dance that night for our performance.

2.2.5 5th Week (20th February – 24th February 2017)

On the 5th week of my practical training, I was assigned to be involving in counter services where I need to serve the customer which they ask on the things regarding on the proposal for things related to road and also streetlight. Some of the customer asks on the tender for land and shop load. After that, I sign the incoming mails form for the Public Work where the form is use when the department have received the mails or letters from the Administration. Then, they gave me the task to photocopy on some document needed and after that I continue to record the incoming letters or documents from Administration in record book. After that, I was request by the colleague to send letter of *Permohonan Bagi Pesanan Kerajaan* to Treasury department. Then, I was instructed to look for building plan in the file room to hand it over to the Rating department.

The next day, they have given me the task to record the incoming letters in SRDC files specific for Public department. Besides, they also ask me to records the incoming letters or

documents from Administration in the record book. Then, I serve the customer again at the counter service where the customer asks for the form to request for grass cutting.

On the 22nd February, I was instructed to photocopy the grass cutting report from year 2014 until year 2016 for audit purpose. After that, I was directed by Ir. Goh Thiam Ho to photocopy a certificate he need to hand over for the Counsellor. Then, he asks me to prepare the template for *Penyenaraian Projek-Projek di bawah State Transformation Initiative 2017 dalam Rancangan Malaysia Ke-Sebelas (RMKe-11)*. Then I involve in the counter service where I need to listen to the customer request where they request to meet the engineer assistant.

After that, I was told to arrange the maintenance work and Development Project Report after it was photocopy by one of the staff there. The next day, I proceed to arrange the remaining report because it is need to be used for the meeting on that particular day which is on 23rd February. After I am done with the arrangement, I was then proceed to serve the customer regarding on their request then follow by proceeding to do my task in recording the incoming letters or documents from Administration.

The next day which is on Friday 24th February, I have been given the task to send document to Treasury for En Muhammad bin Mut to sign then I proceed to send the letter to Administration for Secretary En Justani Haji Joni to sign.

2.2.6 6th Week (27th February – 3rd March 2017)

On my sixth week of training at Sibu Rural District Council, I was told to stamping the incoming letters or documents receive from the Administration where the letter is received by the Public Work. After stamping the letters, I was then instructed to proceed on recording the incoming letters or documents from Administration in the record book. Then, Ir. Goh my host supervisor

instructed me to record the coordinate of the roads that are listed under Sibu Rural District Council through Google map. Besides that, he also instructed me to record and updates the length of the sidewalk of the road.

On 1st March, my host supervisor asks me to update the list of Road Information in Malaysian Road Records Information System (MARRIS). The system is where I need to key in the data of the road under Sibu Rural District Council for audit purpose and also for allocation of budget for the purposed project. During updating the list of the MARRIS, there are some of the road that still does not have a proper name where I need to update the name with Ir. Goh Thiam Ho and one of the engineer assistant which is Madam Uniece Watson Dian. She then proceeds to send the name to the rating department for approval. Then I proceed to key in the road name in MARRIS system.

The next day, I was given the task to record the incoming letters in SRDC files that are specific for Public Work only and the next task that I have done is to send letter to the Administration.

2.2.7 7th Week (6th March – 10th March 2017)

The task that I have been instructed to do on the 6th March is to photocopy 60 set of letter that are used for the meeting. Then, I have been given the task to record the incoming letters in SRDC files that are specific for Public Work. After that, they ask me to take incoming letter for Public Work from Administration at Madam Rose Wong office. Then I have to send the letter to En Muhammad bin Mut at the Treasury and En Muhammad Radhi at Administration. After done sending the letter to the department, I was then proceeded to distribute the incoming letter to

public work staff. Besides, I have been directed to serve the customer at counter service and also receive calls.

The next day, I was assigned by one of the staff at public work to sign the incoming mails form for the Public Work to receive letter. Then, they asked me to check the building plan comment between the original writing letters with the new printed letters. After checking the comment, I have to give the building plan comment to E.A. Ismailie bin Sallehuddin to sign. After that, I have to send a letter to the Rating department for Madam Fatin Flora to sign. After she sign the letter, I need to photocopy the letter in 30 set for the use of the Dialog event.

Later that day, I need to highlight the name of the people which includes the counsellors, the chairman and all the head of the department to attend the Dialog in the invitation letter. After that, I have to send the invitation letter to Administration for them to call the counsellors mention in the list regarding on the invitation to attend the dialog. Then, after asking them to do it, I have to distribute incoming letter to the public work staff which I receive from the Administration. After that, I have to send the building plan comment to the Administration for them to fax it to the Land & Survey.

The next day, I have to send the building plan comment cover letter to the Administration for stamping and then send letters to each department in SRDC regarding on the invitation to attend club meeting. After that, my host supervisor asked me to get all the agreement of shop houses from E.A. Ismailie bin Sallehuddin.

The following days, I have been instructed to go through the Maintenance of Council's Property (Rental Agreement / Utilities Bill) file to check on the expired agreement. Later that day, I have been asked to sign the incoming mails form from the Administration for the Public

Work to receive the letters. After that, I have to photocopy the document and the letters for Ir. Goh Thiam Ho. Then, I was instructed to update the new agreement between SRDC with Dinamik Bumimas Sdn. Bhd. and Ting Enterprise.

I need to print out the Tenancy Agreement between SRDC with Dinamik Bumimas Sdn. Bhd. and Ting Enterprise so that they will have to renew their contract in renting the building from SRDC with the new date and time period.

2.2.8 8th Week (13th March – 17th March 2017)

On the last week of my practical training at Sibu Rural District Council (SRDC), the task that I need to do is to record the incoming letters in SRDC files that are specific for Public Work. Then I need to send the letter to Administration and also take the meeting minutes from the Administration.

The next day, I need to sign the incoming mails form for the Public Work received later. The following day I need to photocopy a letter that are used for the meeting. Then I need to go to the meeting room to distribute the minutes to the people involved. After distribute the minutes, and then I ask to receive the call. Then I was asked to record the incoming letters in SRDC files that are specific for the Public Work only. Then I need to sign for the incoming mails foam again later that day.

16th March 2017, I need to send a letter to Administration and then record the incoming letters in SRDC files that are only for the Public Work. After that, I was asked to sign the incoming letters for Public Work.

The next day, I have been asked to photocopy 50 sets of letters that are going to be used for the meeting. Then I was call to the Administration to have a farewell party and to deliver the

certificates. After having the farewell party, I went back to the Public Work to record the incoming letters in SRDC files.

2.3 Conclusion

In this chapter, I had explained about the task and assignment that I did during my practical training at Sibul Rural District Council. Moreover, I have experience different tasks and activities during my practical training at the office. Therefore, it is a valuable experience that can be gaining from the internship program where all the task that are being given by the supervisor can prepare the trainee for the reality of working environment in the future. It is important for me to learn any type of tasks or assignment that are given in order to know what are the opportunity and threat that need to undertake in the future when they are working.

CHAPTER THREE

ANALYSIS

3.1 Introduction

In this chapter, I am going to explain about the main task and job that I have been ask to do during my practical training at Sibu Rural District Council. The task that is mostly done by me during my practical training is involved with the administration task. The administration task is included office management, file management and also process flow. I was given the task to arrange the file and also to key in all the data that are required at Public Work department. This chapter will focus on the student personal experience during the training at the organization

3.2 Administration Task

Administration task is much more than just general an office clerks, administrative assistants and human resources assistants that provide essential administrative support to the executives and department managers of any business. According to Workable (2017), they are responsible to coordinate office activities and operations to secure efficiency and compliance to company policies. Marume (2016) define administration as the organisation and direction of human and material resources to achieve desired end.

It is the art of administration is the direction, coordination and control of many persons to achieve some purpose or objective. They are also the one that create and update records and databases with personnel, financial and other data. Other than that, they also to submit timely reports and prepare presentations or proposals as assigned. Administration assistants also may be

required to prepare, file or archive documents that receive or send out from the organization which is also the incoming mails.

3.3 Office Administration

According to S.A. Sherlekar (cited in S.K. Sharma, 2008), office is that unavoidable part of business house which is entrusted with different organising and co-ordinating activities where administrative policy of that business organization is framed. The office is the administrative centre of a business. The purpose of an office has been defined as the providing of a service of communication and record (Mills and Standingford cited in J.N. Jain, P.P. Singh and S.K. Bhatia, 2007).

The activities or the task that are needed to be done in the office administration are to process the incoming and outgoing mail, typing, printing, copying, filing and many more. The job of the office administrator is to ensure that the flow in the office is going smoothly. J.N. Jain et al (2007) define office as where business is carried on. They have explained that the office performs the functions of eyes, ears and brain of the organization.

As mention in V. Shanthi., V. Sumathy., D. Vaijyanthi., Hema Malini .S., and M.A. Zehrajabeen (2011) the basic function of office administration are to receive and collecting information, maintaining a record of the information, systematic arrangement and analysis information and so on. Receive and collecting information can be applied in the Siburu Rural District Council because the way the organization receive the information is by the public request. The trainee has experience it during her training at SRDC. The counsellor would come to the organization bringing the complaint or request of the public to the organization on the need and demand of the public.

V. Shanthi et al. (2011) also mention that the maintaining record of the information is where the office is to record the information in written form. It could be in term of reports, circulars, statement, list, chart and so on. At Sibu Rural District Council (SRDC), they also apply the same things where all the complaint and request receive is written down in term of listing system. This is to know which one are the priorities that are urgently need to be done. In Sibu Rural District Council, the task that are given for the office administration is as mention which is to record incoming and outgoing mails, typing, printing, copying, filing and many more. The typing also involve in key in the record of project and also public request that are consent with the department at SRDC.

J.N. Jain et al. (2007) mention in their book that one of the objectives of office is to handle the mails. In SRDC also applied the same things where they set up to handle both the incoming and outgoing mail where large number of mails or letter received and sent every day. They also recorded and collected information that receive in making decision and also to prepare for future policy. They will record every mail that received in a book then they will show it to the head of department before proceed to filing it. As mention in the chapter two which is on the task assigned, mostly the task that have assigned to me is the record of the outgoing and incoming mail received and need to be send to other organizations.

Other than that, one of the objectives include in the books of J.N Jain et al (2007) is to preserve records. It is important for the office or the organization to preserve records in order for their future references. The organization needs to record all of the correspondence and kept with the office and are made available to other departments. The records are to be preserved systematically so that they could be retrieved without any delay and need to arrange or process the information where it will convert it in form of notes, report in order to showing different

aspect of business. They will be filing the mail or document in the specific files that related to it after review by the head of department.

Sibu Rural District Council also communicates the record and arranges information promptly. They will make copies of the document and send it to different department that are related to the topic. For example, when the public work supply the information on the budget, they will send a copy to the financial to notice them regarding on the information. The head of department will also need to notify the staff regarding on the information so that they will acknowledge on the information.

The general concept of the office is where there are routine clerical function that performed and they resist to change and prefer to work on dotted lines. Furthermore, Leffingwell and Robinson states in their book that book that the office is refers on recording and preserving them for future reference. Besides, Sibu Rural District Council also focuses on the procedure of modern office which on the incoming letters and outgoing letters.

3.4 File Management

In the text book of office assistantship on unit five which the topic is record management have defines the filing as a form of record-keeping. Documents are filed in order that they may be available for use at some future data, which is the precise purpose of making records. According to V. Shanthi et al. (2011), most of the records have to be preserve in order for the reference in the future purpose and at the same time they must be kept where it easily available. Zane K. Quible (20041) define filing as one of the activities in the record management programme that are involve systematically classifying, coding, arranging and placing records in storage.

As mention by J.N. Jain et al. (2007), there are several classifications of files which are alphabetically, numerically, geographically, chronologically and last are the combination of different methods. Classification on the basis of various combinations of above method is also and classification has been discussed which these methods should be adopted depending on the nature, requirements and the standard that are set up by the organization.

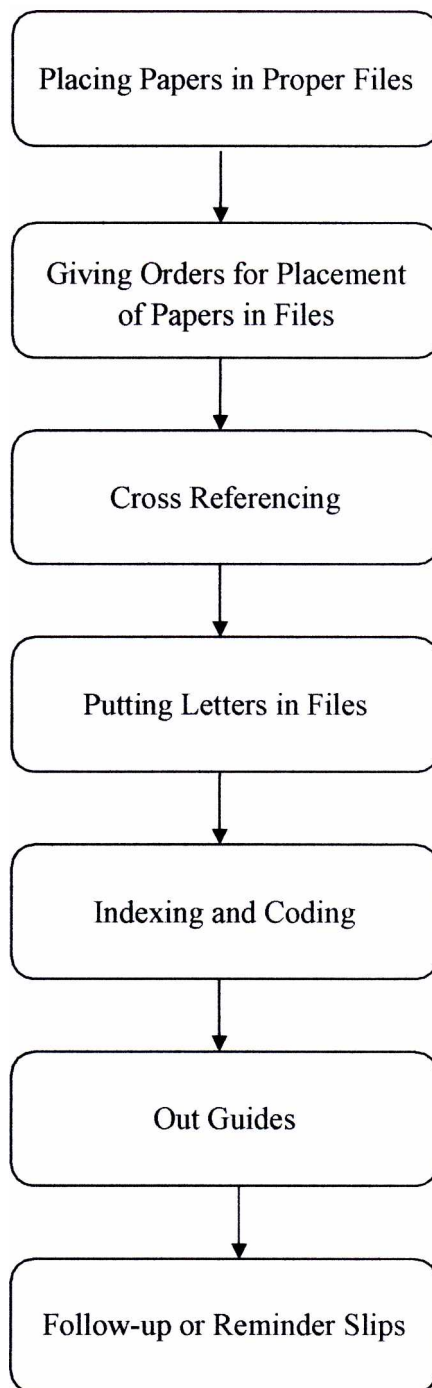
The first system which is filing by date is the documents are filled in date order which also known as chronologically. They arrange it according to the oldest year document to the newest year document which also known as the chronological order. The second classification of the files is geographically. This is where this method is arranged based on geographical region or area. It related to the arrangement of the district of the states and it is arranged separately. For example, files of customer from Sadongjaya and Asajaya. Another classification of filing is alphabetically which the file are arrange according to the first alphabet of the files. This method is simple and easy to operate and it is also flexible because during add in a new find it will not disturb another files that have previously been set up.

Sibu Rural District Council (SRDC) used both old and new filing method and equipment in their organization. According to J.N. Jain et al. (2007), the old method of the filing method is through guard and metal holders, bound book, pigeon-holes filing or docketing, concertina files and so on. The method that apply by SRDC is pigeon-holes filing method. This method involves cupboard divided into a number of small compartments. The cupboard is open from one side and the compartments are square holes which also known as the pigeon-holes. When the letters are received, they are sorted out according to the first alphabet or the numerical depends on what the classification the organization used. As for SRDC, they use numerical as their subject to inserted into the respective pigeon holes.

As for the modern method, Sibu Rural District Council (SRDC) used the modern method which is vertical filing. Under this method, the files are kept and arrange in a thick paper folder and place in vertical upright position in the cupboard. On top of each folder, there are projected tags which are the indication on what are the files stands for. There are several compartments on the cupboard and the files are kept on the compartment with five or more folder in each. As apply by SRDC, they put five to six files in each compartment of the cupboard prepared. The equipment that involve in vertical filing consist of folders and cabinet. The folders are made of strong manila papers and it is in white in colour. This also applied the same to SRDC and the back of the folder or a tag attached to it is slightly higher than the front sheet.

The filing routine means there will be order placing in the files. It is necessary to follow the routine strictly in order to maintain the files in proper manner and avoid from misfiling and misplacement. An effective way and efficient way to handling the files in proper manner have several steps.

Figure 3.1: File Management Flow Chart



The first step is placing papers in proper files which they need to be marked on the paper before the papers are sent to the filing section. The person in charge of the filing needs to decide and arrange on which particular files that the paper should be placed. This also applies at SRDC where there is a person in charge on the incoming letters and outgoing letters.

The second step is giving orders for placement of papers in files. This step is where they will receive necessary orders by the authorised officer. The order for filing of papers should be given by the responsible executive. As for SRDC, the head of each department has written down in which files the outgoing and incoming letter should be placed. The person that is responsible in the filing will need to follow the order.

Followed by step three which is on the cross referencing that refers to when the papers are related to more than one file. Therefore, the person that is in charge needs to make a copy or more on the letter received. On each copy of the letter, the responsible person has to put some remarks on which are the files of the original copy have been kept. This also applies by SRDC where when there are letters that related to more files, the admin assistant of the department has to make a copy and the head of department put remarks on the letter.

Next step that are followed is by putting letters in files. After the filing order, the papers or the letters have to be kept in the files that have been classified and indexed. Sibuland Rural District Council also follows the step where they put the letter and the paper in the respective file that has been classified.

After the letter has been classified in each respective file, the next step is to indexing and coding. This is where the person that is responsible in the filing section needs to put on the code

number of the file in which the paper to be filled. This step also followed by SRDC where after they put the papers or letters in respective files, they will put on the code on the files.

Another step that is followed by SRDC is out guides. This step basically explained that the senior clerk is generally responsible in maintaining the control over the files that have been taken out. If the files are taken by other staff, the responsible person have to ensure that the files taken have been put notice before send to other or particular department.

Lastly, the step that needs to be applied is follow-up or reminder slips where the people who take the files or the letter need to make a reminder slip to the clerk in charge. The clerk has to record the code of the files taken out. For example, when the file is taken out for a week, the clerk has to record the code and the time that the files are sending out. This applied also to SRDC which the other department request to take out the letter or building plan, the person in charge write down the code and the time they borrowed it.

3.5 Conclusion

As the conclusion, I have explained on the tasks that are assigned to me in daily during my practical training at Sibul Rural District Council (SRDC). I have explained on the method that use by the organization and the classification that applied by the organization. Besides, I have also explained on what are the function of office administration and that are applied when I was training at Sibul Rural District Council.

CHAPTER 4

RECOMMENDATION

4.1 Introduction

In this chapter, I am going to explain on the strength of the task assigned by the organization and on the organization. I will also include in this chapter on the weaknesses of the task assigned and also on the organization. Besides, I also provide some recommendation to the chapter regarding on the task and also the organization. The last section of this chapter will be on the conclusion for the chapter.

4.2 Strength

4.2.1 Strength of Office Administration

Firstly, the strength of the task assigned which is on the office administration. The strength of the task assigned is I can learn on what is the actual task on the office administration. This is where I experience on the real situation on how to handle the office administration task. The task assigned is where is can communicate with client or customer which I involve in the counter service task. Aside from that, I could also learn on how to handle the task given such as to record the data which the host supervisor request and instructed me to do.

The office administration in the organization where I have my practical training is systematic where they have appointed each of the staff handle on which job. This ways, there will be no confusion on who are going to in charge in which job. For example at Sibu Rural

District Council, the public work have different section where will be in charge by the engineer assistant.

4.2.2 Strength of File Management

Another strength of task assigned which is on the file management is that I can learn on how to arrange the files accordingly and arrange or kept the incoming letter and outgoing letter in the files. Besides, the method and the classification that the organization use which is Sibuland Rural District Council is simple and easy. It is also visible and flexible to the other staff where they could get the folder or the letter as their references from the cabinet that had been prepared by the organization.

The file management practice by the organization is neat and placed in order has been arrange by the admin assistant. The purpose of the file management of the organization is to be convenience of ready references and proper manner in handling the mails. I could also learn in which file that the outgoing mails and incoming mails receive from other organization in their respective files.

4.2.3 Strength of the Organization

Next is on the strength of the organization where the staffs in the organization are welcoming and friendly. During the first day of my practical training, the staff there welcoming us with open arm and smile. This shows that the organization have ethical and are practice by the staff. Besides the one that in charge on the practical student also kind and generous where he spent his time to explain what the organization about and what are the services that they offer and what are the department in the organization.

Besides, the strength of the organization is the communication between the top management and the lower management is in a good term. This is where I could see that they are having daily two ways communication with the top management especially with the Secretary of the organization which is SRDC. They could communicate with each other even in informally term and they even went out to have lunch together. I could see the relationship between the staff also good where they do not just speak among their respective department but also with other department.

Furthermore, the strength of the organization is the time management where the working hour of the organization is systematic. This is where during my first day of practical, my host supervisor has mention that the working hour is from eight in the morning until five in the evening which is approximately in eight hours a day. The staffs there arrive even before eight and follow the rule systematically. At Sibu Rural District Council the thumbprint system is use by the organization to take the attendance and is place at the administration department.

4.3 Weaknesses

4.3.1 Weaknesses of Office Administration

On the other hand, even though there are several strengths in the organization that have been listed down, there are also weaknesses behind all of it. One of the first weaknesses is regarding the task assigned of office administration. One of the weaknesses is there is no system prepared or created by the organization to key in the data and to update the data. They basically just ask me to key in or record the data in Microsoft Excel. Besides, in terms of the photocopier machines, each department has been provided with two photocopier machines but the department of public health would always come to the public work to photocopy letters for them.

4.3.2 Weaknesses of File Management

Another weakness of the organization is on the task assigned of file management. In terms of the file management, there are disadvantages in using the method applied by the organization. The method that they use is expensive since they are using cabinets to keep the files. The method of using the vertical upright position also brings disadvantages because the materials they use are hard paper manila but still when there are many letters in one file, it will cause the folder or the file to still be torn. The organization should limit how many papers need to be kept in the folder so that the files will not be torn because of too many letters.

4.3.3 Weaknesses of the Organization

Next is the weakness of the organization where the first is lack of communication between the head of department in public work, the place where I trained and the staffs at public work. I could see that sometimes through their meeting, the engineer would not understand what the staff

mean are by when explaining on the work they did. This happen especially when the head of department is Chinese and the staff is bumiputeras. The lack of communication can also be seen especially when the head of department is giving the work to the staff but only briefly explained what they need to do and when any mistake made, he would scold them.

Another weakness of the organization is lack of discipline. This could be seen especially among the baby boomers that are at the age of 45 and above. They would come to the office at eight or even before that only for attendance and then they would go out for their breakfast for a long time then coming back to the office before lunch break. The discipline issue also can be seen when there is no respect of the staff among themselves. Even thought they are close to each other, the bickering between the staff is also happening especially in doing their work.

Last but not least the weakness of the organization is lack of motivation especially at the department where I was appointed to. The head of department seldom having conversation with the staff and they would have to talk to him in formal way. It was like he set a barrier between the staff and the boss relationship. This also can be seen when the older staff does not receive work from the head of department and this cause them to always spend their time in lazing around and spend their break more that what have set up.

4.4 Recommendations

4.4.1 Recommendation of Office Administration

The first recommendation is for the task assigned which is on the office administration and file management. The office administration should be update a system where they could key in all the data that have record so that there is no difficulty in creating any new column and excel to key in the data. The organization should be better when they have a system where they could key in the public request and the things that have been recorded so that is will be easy for them to open the files anytime when they need references for future.

Another recommendation for the office administration is the office should provide better and enough equipment to the staff in each department. Sometime when there are many people need to key in their data for the meeting purpose or audit purpose, they have to share the computer among themselves where they take turn to key in. Besides that, the organization could also ensure that the machines that use by the staff is in good condition and always repair any defects happen.

4.4.2 Recommendation of the Organization

The next recommendation is on the organization where they should ensure that the workers discipline is in monitor. The department should have thumbprint system in each so that every time they went out of the office, the record is there. This could prevent any disciplinary issue of absenteeism of the staff during working hour. The head of department should also monitor the schedule of the staff so that he or she knows what the times of the worker break are and what the times of their field work are.

Other than that, the recommendation to the organization for future improvement is for the head of department to communicate and built better relationship with the staff especially at the public work. The head of department should build trust to the staff so that it will be easier for the staff to work and communicate with his. The head of department should also motivate the staff where he could spend some time to talk to them and listen to what are their needs and concern regarding on their job.

4.4 Conclusion

As the conclusion of this chapter, I have explained on the strength of the organization and also the task assigned. I have also included the weaknesses of the organization in order to know what the areas that need to be improved are. Besides that, I have also provided some recommendation on what the organization could do in the future in order for them to improve their weaknesses. The recommendation is based on my personal opinion which I see from my practical training at the organization that needs to be improved.

CHAPTER FIVE

CONCLUSION

In this chapter the trainee will conclude every chapter that have explained previously in chapter one until chapter four.

During the past eight weeks that the trainee spent at Sibul Rural District Council, she has gain a lot of experience not only from the host supervisor but also from the colleagues at the organization. Through the industrial training, she has gained an exposure of how the real working environment and situation on how to handle the threat and opportunities.

In chapter one where I explained on the background and the objective of the organization which she get from the official website of Sibul Rural District Council. Besides, I also include on chapter one with the logo of SRDC and also the vision, mission and the slogan that every public organization use which is 'an honour to serve'. I continue the chapter one by explaining the strategic direction and quality assurance. The organization structure, head of department, service and client charter are also the important element that she include in chapter one. In this chapter, I could have the idea on what is Sibul Rural District Council and the function of the organization to the public.

In chapter two, I explained on the task and assignment that she has done for the past eight weeks at Sibul Rural District Council. I has explained it based on daily basis where I concludes the entire task for each week. The task or assignments are given by the host supervisor which is Ir. Goh Thiam Ho and also the colleagues at Public Work department. I have learned different type of task that has been assign to me. I am able to understand on the working environment and

the culture of the organization. In this chapter I able to experience on what are the daily task that have been done by the staff at Sibu Rural District council and I could gain experience on how to work in real environment in the future.

In chapter three is the related concept of the main task that the trainee does on daily basis during my practical training. I am able to understand more on the administration task that have been teach during the past semester and also I could learn more that are not include in my subject. I am also able to compare the theory and the application of the concept that I have learn from the practical training. I also explained on the office administration which the main task that are given by the host supervisor and also the file management which are teach by her colleagues that are assign by the host supervisor. With the task assigned to me, I could learn in detail on the office administration and on the file management on what are the methods to be used. Besides, i could also learn on how to deal with the work in the future without being nervous.

In chapter four, the main focus is to provide recommendation on the strength and weaknesses of the job or the tasks assign during the training. I also includes the recommendation and provides some solutions that are for the improvement purpose. I have provides some recommendation that can be taken by the organization to enhance their weaknesses and improve the services that are to be provided by the organization. In this chapter, I could learn on what should be improved in the future and take the weaknesses as the lesson that need to be change.

During the practical training at Sibu Rural District Council, the trainee has gain a lot of experience where by the task and assignment that are given by either the host supervisor or also the colleagues. The purpose is for the trainee to learn what are the actual situation at the work environment in any organization either the public agencies or private organization. The gains

will aid her in the future choice of career, therefore this practical training is to prepare her with essential skills that may be need for future deeds. As a result, this practical training did bring a lot of benefit to the trainee in order to assist her in embracing the future career path.

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APPENDICES



Sijil Penghargaan

MAJLIS DAERAH LUAR BANDAR SIBU
Merakamkan Setinggi-Tinggi Penghargaan
Kepada

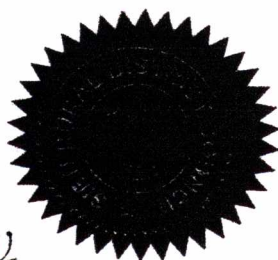
ANGELIA ANNE ANAK KULEH

(940429-13-5734)

Di Atas Khidmat Bakti
Sebagai

Pelatih Program Latihan Industri Pelajar dari UITM

Dari 23 Januari 2017 Hingga 17 March 2017




(JUSTANI BIN JONI)

Setiausaha
Majlis Daerah Luar Bandar Sibu



PELAN STRATEGIK



MAJLIS DAERAH LUAR BANDAR SIBU
LEVEL 17 & 18, WISMA SANYAN
NO 1 JALAN SANYAN 96000 SIBU
TEL: 084336077 FAX 084 324694
WEBSITE: WWW.SRDC.GOV.MY

MOTTO
Bersama Menuju
kecermalangan

MAJLIS DAERAH LUAR BANDAR SIBU

VISI

*Pengerak Transformasi
Kehidupan Berharmoni*

MISI

*Kami Komited Untuk Menyediakan
Dan Meningkatkan System
Penyampidan Perkhidmatan*

LATARBELAKANG JABATAN

Keseluruhan kawasan pentadbiran Majlis Daerah Luar Bandar Sibul (MDLBS) terletak di dalam Bahagian Pentadbiran Daerah Sibul yang keluasan 5,869.35 kilometer persegi selepas kemasukan Daerah Selangau ke dalam kawasan jaguan MDLBS pada 2002. Pada awal penubuhan Majlis ini, kawasan MDLBS dibahagi mengikut sistem wad, di mana pada asalnya terdapat 22 wad. Walaubagaimanapun, disebabkan oleh pengajian semula khas ke atas perbatasan kawasan sempadan, wad 16 (kawasan jaguan yang berhampiran sempadan Majlis Perbandaran Sibul) telah dimasukkan kepada kawasan pentadbiran Majlis Perbandaran Sibul pada 1981. Begitu juga, Wad 1, di mana kawasan yang dikenali sebagai Kawasan Igan juga diambil-alih secara rasminya oleh Majlis Daerah Matu-Daru pada Oktober, 1991. Oleh demikian, kawasan pentadbiran MDLBS kini telah dikurangkan kepada 20 wad, namun begitu keluasan kawasan adalah 25 kali ganda luasnya jika dibandingkan dengan kawasan pentadbiran Majlis Perbandaran Sibul.

NILAI-NILAI BERSAMA

MESRA

Setiap anggota MDLBS sentiasa memberikan perkhidmatan dengan mesra kepada pelanggan.

DEDIKASI

Mempunyai rasa tanggungjawab dan akauntabiliti tinggi terhadap setiap tugas yang diamanahkan.

ADIL

Mengutamakan keadilan dalam setiap keputusan yang dibuat dan dilaksanakan.

BERPASUKAN

Sentiasa mengutamakan prinsip keiktian dan semangat muhibah di kalangan anggota-anggota MDLBS dan masyarakat setempat.

SETIA

Mengutamakan prinsip setia terhadap organisasi dengan meningkatkan tahap disiplin dan sentiasa menjaga imej serta prestasi Majlis.

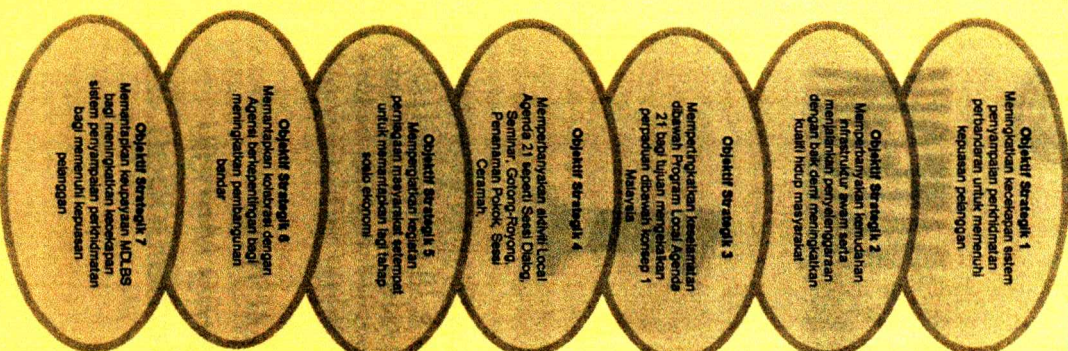
FUNGSI UTAMA JABATAN

- a) Menyediakan kemudahan infrastruktur asas yang mencukupi termasuk pembinaan dan penambahbaikan jambatan, jalan, jeti dan titi.
- b) Meyediakan kemudahan awam yang merangkumi tandas awam, perpustakaan awam, taman permainan kanak-kanak, dewan serbaguna dan tapak perniagaan seperti Tamu, Pasar malam dan Pasar basah.
- c) Mengindahkan dan membuat seni taman di kawasan awam seperti di tepi jalan utama, pekan, pangkalan feri dan estet-estet perumahan.
- d) Memasang dan menyediakan perkhidmatan lampu jalan di sepanjang jalan utama.
- e) Menyediakan perkhidmatan pengutipan dan perputusan sampah-sarap.
- f) Melalui usaha bersama dengan Kementerian Kesihatan Malaysia, bahagian kesihatan awam di Majlis juga menjalankan pemeriksaan rutin ke atas kebersihan premis makanan dan kesihatan persekitaran bagi memastikan penguatkuasaan Undang-undang dan peraturan-peraturan kesihatan dilaksanakan.

PIAGAM PELANGGAN

- I. Melayan aduan yang realistik dalam tempoh tidak melebihi tiga (3) hari bekerja. Pelan Bangunan diululuskan dalam tempoh empat puluh lima (45) hari bekerja dengan disertakan dokumen-dokumen yang lengkap dan mendapat kelulusan dan agensi-agensi yang berkaitan.
- III. Pengehutan surat kelulusan pelan bangunan akan dibuat dalam masa empat belas (14) hari bekerja sebaik sahaja lanya diululus oleh Jawatankuasa yang berkaitan. Pembayaran pesanan barang/kerja akan dibayar dalam tempoh empat belas (14) hari bekerja sebaik sahaja semua butiran pembayaran diterima.
- IV. Permohonan kutipan sisa pepejal yang baru akan diproses dalam masa tujuh (7) hari bekerja dalam kawasan perkhidmatan kutipan yang sedia ada.
- V. Setiap urusan pinjaman dan pemulangan buku akan dilakukan dalam tempoh tiga (3) minit untuk sebuah buku.
- VII. Mengurangkan kadar kelewatan pemulangan buku kepada 10 peratus daripada jumlah pinjaman yang dibuat sebulan.
- VIII. Mengambil tindakan dalam tempoh tiga (3) hari bekerja ke atas setiap kesalahan / pelanggaran undang-undang hasil daripada permantauan.
- IX. Surat makluman keputusan permohonan lesen perniagaan akan dikeluarkan dalam masa empat belas (14) hari bekerja setelah diputuskan oleh mesyuarat majlis.
- X. Semua pegangan yang telah disukat akan dikemukakan ke Bahagian Penilaian dan Kadaran Kementerian dalam masa satu (1) bulan dari tarikh / tempoh pegangan tersebut disukat.

OBJEKTIF STRATEGIK



Ref: SRDC/PW/PSM/47(66)

Tarikh : 7 Mac, 2017

Kepada: Lihat Agihan

Tuan/Puan,

NOTIS MESYUARAT KAKITANGAN BAHAGIAN KERJA RAYA, MDLBS BIL. 2/2017

Dengan hormatnya tuan/puan dijemput hadir ke mesyuarat tersebut di atas seperti tarikh, masa dan tempat berikut:-

Tarikh : 10 Mac, 2017 **[JUMAAT]**

Masa : 8:30 Pagi

Tempat: Bilik Mesyuarat Bahagian Kerja Raya, MDLBS

Sekian, terima kasih.

"BERSATU BERUSAHA BERBAKTI"

"AN HONOUR TO SERVE"

Yang benar,



(SAING ANAK INTANG)
b.p. (Ir. GOH THIAM HO)
Jurutera/Ketua Bahagian
Bahagian Kerja Raya, MDLBS

s.k. Setiausaha, MDLBS

SENARAI AGIHAN:-

1. EN. ISMAILIE BIN SALLEHUDDIN
2. EN. SA'AT BIN OMAR
3. EN. SAING AK INTANG
4. PN. UNIECE WATSON DIAN
5. PN. NURULAIN NABILA BTE MOHAMAD ISHAK
6. EN. LIPA AK MAING
7. EN. NICHOLAS JOSEPH JALIN
8. EN. HO TENG BENG
9. EN. HAMZAH MOHAMAD
10. EN. MOHD. NAZREE
11. EN. MOHD. FAIZAL
12. EN. WAHAB BIN MALET
13. EN. MOHD. LATEP BIN SARUJI
14. CIK ANGELIA (PRACTICAL STUDENT)

Ref: SRDC/PW/PSM/47(66)

Tarikh : 1 Mac, 2017

Kepada: Lihat Agihan

Tuan/Puan,

NOTIS MESYUARAT KAKITANGAN BAHAGIAN KERJA RAYA, MDLBS BIL. 2/2017

Dengan hormatnya tuan/puan dijemput hadir ke mesyuarat tersebut di atas seperti tarikh, masa dan tempat berikut:-

Tarikh : 6 Mac, 2017 **[ISNIN]**

Masa : 8:30 Pagi

Tempat: Bilik Mesyuarat Bahagian Kerja Raya, MDLBS

Sekian, terima kasih.

"BERSATU BERUSAHA BERBAKTI"

"AN HONOUR TO SERVE"

Yang benar,



(Ir. GOH THIAM HO)
Jurutera/Ketua Bahagian
Bahagian Kerja Raya, MDLBS

s.k. Setiausaha, MDLBS

SENARAI AGIHAN:-

1. EN. ISMAILLIE BIN SALLEHUDDIN
2. EN. SA'AT BIN OMAR
3. EN. SAING AK INTANG
4. PN. UNIECE WATSON DIAN
5. PN. NURULAIN NABILA BTE MOHAMAD ISHAK
6. EN. LIPA AK MAING
7. EN. NICHOLAS JOSEPH JALIN
8. EN. HO TENG BENG
9. EN. HAMZAH MOHAMAD
10. EN. MOHD. NAZREE
11. EN. MOHD. FAIZAL
12. EN. WAHAB BIN MALET
13. EN. MOHD. LATEP BIN SARUJI
14. CIK ANGELIA (PRACTICAL STUDENT)

TENANCY AGREEMENT

A TENANCY AGREEMENT made this 28th day of December, 2011 between SIBU RURAL DISTRICT COUNCIL of Level 17 & 18, Wisma Sanyan, 96000 SibU [hereinafter called "the Landlord" which expression shall where the context so admits include its successors and assigns] of the one part and DINAMIK BUMIMAS SDN. BHD, a company incorporated in Malaysia and having its registered office at LOT 837 SEDUAN LAND, SIBU JAYA 96000 SIBU, SARAWAK [hereinafter called "the Tenant", which expression shall where the context so admits included their successors and assigns] of the other part.

WHEREAS

- [1] The Landlord is the registered proprietor of the parcel of land together with the building thereon and appurtenances thereof situate next to Multi Purpose Hall No. 2, Lot 5247, Block 1 Menyan Land District SibU Jaya, 96000 SibU [hereinafter called the said Multi-purpose building].
- [2] The Landlord is desirous of letting to the Tenant and the Tenant is desirous of taking from the Landlord of where Ground Floor and First Floor of the said Multi - purpose building containing 81 square metres more or less each floor [hereinafter called "the Demised Premises"] on the terms and conditions appearing.

1 NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:-

- [1] The Landlord hereby let to the Tenant and the Tenant hereby takes from the Landlord the Demised Premises to be held by the Tenant for a period of Three (3) years commencing from the 1st day of January, 2012 and expiring on the 31st day of December, 2014.
- [2] The monthly rental shall be the sum of MALAYSIAN RINGGIT FIVE HUNDRED ONLY [RM500.00]. The rental shall be payable within the first seven (7) days of each calendar month, the first rental to be payable on or before the 7th day of January,

2012.

Perkara: daripada Duti Setem oleh PENGECAALIAN:
A.M. JADUAL FERTAMA (SEK. 35) AKTA SETEM
1969
(Signature)
146,
Timb. Pemungut Duti Setem, SibU
LHDN/W.60/SR02/12/68-135

Tidak terkena Duti Setem mengikut Bahiran 49(a)(i)
Jucuat Pertama, Akta Setem 1969
()
Timb. Pemungut Duti Setem, SibU
LHDN/W.60/SR02/12/68-048

FEE (RM.00) 1200 (60135) 6 dd 13/8/12
DEED NO. 443/12
(Signature)
REGISTERED
Sibu District

Original Copy

78



TENANCY AGREEMENT

A TENANCY AGREEMENT made this 1st day of August 2013 between **SIBU RURAL DISTRICT COUNCIL** of Level 17 & 18, Wisma Sanyan, 96000 Sibü [hereinafter called "the Landlord" which expression shall where the context so admits include its successors and assigns] of the one part and **TING ENTERPRISE**, a company incorporated in Malaysia and having its registered office at No.2G, Lorong 5, Jalan Kulas, 96000, Sibü [hereinafter called "the Tenant", which expression shall where the context so admits included their successors and assigns] of the other part.

WHEREAS

- [1] The Landlord is the registered proprietor of the parcel of land together with the building thereon and appurtenances thereof situate at No. 1st Floor, 2nd floor and 3rd floor, Lane 4, Jalan Tuanku Osman, 96000 Sibü [hereinafter called the said Shop house].
- [2] The Landlord is desirous of letting to the Tenant and the Tenant is desirous of taking from the Landlord of where 1st, 2nd and 3rd floor of the said Shop house containing 111.4 square meters per floor, more or less [hereinafter called "the Demised Premises"] on the terms and conditions appearing.

1 NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:-

- [1] The Landlord hereby let to the Tenant and the Tenant hereby takes from the Landlord the Demised Premises to be held by the Tenant for a period of THREE [3] years commencing from the 1st day of August, 2013 and expiring on the 31st day of July 2016.
- [2] The monthly rental shall be sum of MALAYSIAN RINGGIT ONE THOUSAND ONLY (RM1000.00) *(ONE THOUSAND & ONE HUNDRED)*. The rental shall be payable within the first seven [7] days of each calendar month, the first rental to be payable on or before the 7th day of August 2013.

REG. FEE (\$5.00) R/N/O	<i>6480229</i>	<i>28 AUG 2013</i>
SIBU DEED NO:	<i>465/13</i>	<i>[Signature]</i>
Date: <i>28 AUG 2013</i>	REGISTRAR, Sibü District Office.	

[Handwritten mark]

Laporan Bantuan FAQ

Nama Jalan : Kat



SISTEM MAKLUMAT REKOD-REKOD JALAN RAYA MALAYSIA

:: MENU UTAMA

WORKSPACE: KEMASUKAN DATA

- o Jalanraya Negeri
 - Senarai JRN
 - Dalam Proses
 - Ditolak/Dibatalkan
- o Jalanraya Perbandaran
 - Kemasukan Baru
 - Senarai JRB tidak lengkap
 - Senarai JRB
 - Dalam Proses
 - Ditolak/Dibatalkan
- o Lorong Belakang
 - Kemasukan Baru
 - Senarai PLB
 - Dalam Proses
 - Ditolak/Dibatalkan
- o Jln Kawasan Perumahan Rendah
 - Kemasukan Baru
 - Senarai JKPR
 - Senarai Mengikut Nama Jalan
 - Dalam Proses
 - Ditolak/Dibatalkan
- o Jalan Kampung
 - Kemasukan Baru
 - Senarai JKPG
 - Senarai Mengikut Nama Jalan
 - Dalam Proses
 - Ditolak/Dibatalkan

KEMASKINI MAKLUMAT JALANRAYA BANDARAN

NEGERI : SARAWAK
 DAFRAH : SIBU
 PIHAK BERKUASA : MAJLIS DAERAH
 PENGUASA TEMPATAN : MAJLIS DAERAH LUAR BANDAR SIBU
 TAHUN DAFTAR : 2016
 NAMA JALAN : I. RAFFLESIA 2

Maklumat GPS

Koordinat Mula Latitude : 2.173820 ° Longitude : 111.552100 °
 Koordinat Akhir Latitude : 2.174100 ° Longitude : 111.551460 °

Maklumat Jalan

DARI : 0.000 KM
 KE : 0.209 KM
 PANJANG JALAN : 0.209 KM
 JENIS CARRIAGE WAY : SINGLE
 I = Single, 2 = DUAL.
 BIL. LORONG PER CARRIAGE WAY : 2
 LEBAR PER LORONG : 2.375 M
 LEBAR JALAN : 4.750 M
 Jenis Carriage way X Bil. Lorong Per Carriage way X Lebar Per lorong
 LEBAR REZAB JALAN : 10.000 M
 JENIS JALAN (SRT) : BITUMEN
 LEBAR PEMBAHAGI JALAN : 0.000 M
 JENIS PEMBAHAGI JALAN : TIADA REKOD
 Maklumat Bahu Jalan
 LEBAR BAHU JALAN KEDUA-DUA BELAH : 3.750 M
 JENIS BAHU JALAN : GRASS
 JENIS LONGKANG TEPI JALAN : BITUMEN
 LEBAR LALUAN MOTOSIKAL : 0.000 (Masukkan "0" Sekiranya Tiada)
 CATATAN

:: Senarai Pegawai

- Pegawai JKR | HQ | Pegawai Pakar

:: MAKLUMAT LOGIN

Nama : USR770709135705
 IP : 58.26.203.16
 Tarikh : 28/02/2017

Kembali | Reset | Simpan