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PRACTICAL TRAINING REPORT
SARAWAK CHIEF MINISTER DEPARTMENT

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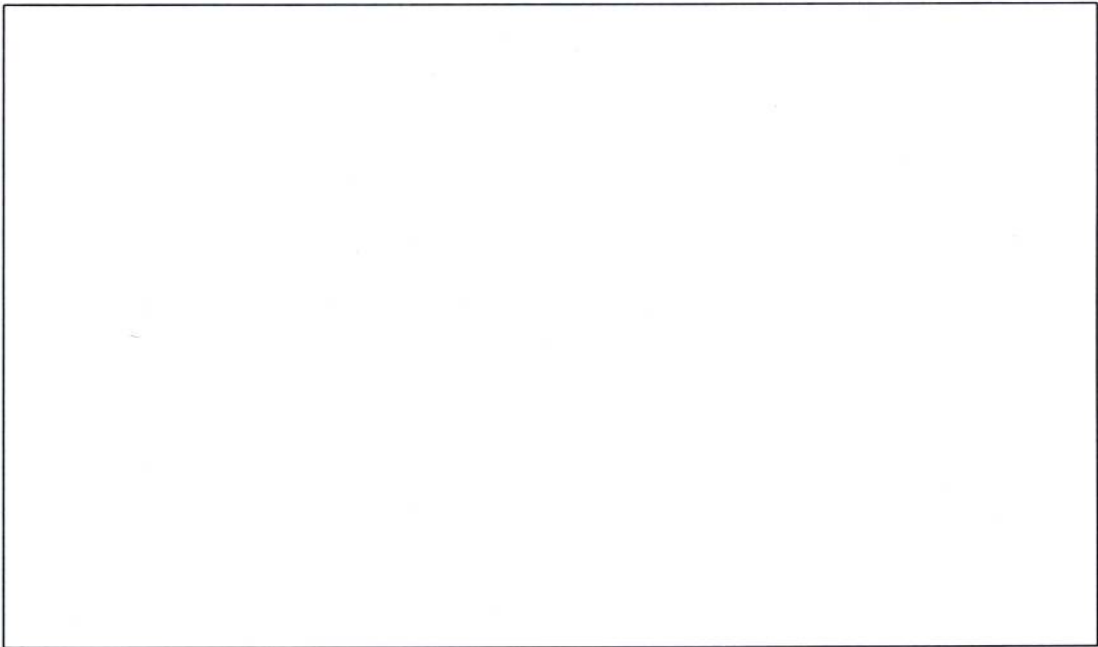
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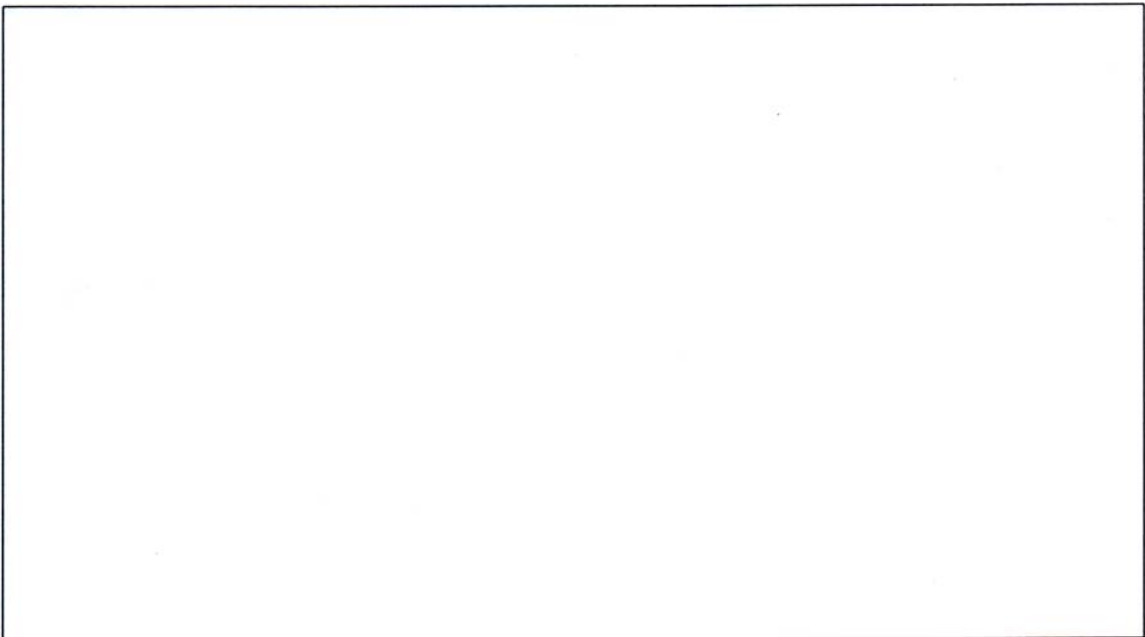
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Supervisor's Comments

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Moderator's Comment

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CLEARANCE FOR SUBMISSION OF THE PRACTICAL TRAINING REPORT BY THE SUPERVISOR

Name of Supervisor : Madam Nadrawina Bt Isnin
Title of Report : Practical Training Report in Sarawak Chief Minister
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I have reviewed the final and complete practical training report and approve the submission of this report for evaluation.

(Madam Nadrawina Bt Hj. Isnin)

Acknowledgement

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

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

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

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Declaration

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

Signed,

-Fela-

Noor Fadziela Binti Iswandy

CHAPTER 1: INTRODUCTION OF THE ORGANIZATION

1.1 An overview of the government bodies of Sarawak

Sarawak's State Legislative Assembly, the oldest legislature in Malaysia, was established after its first inaugural meeting at Bintulu on 8th September 1867. Its first 21-member Sarawak General Council, headed by Rajah Charles Brooke, consisted of six of Brooke's officers and 16 local community leaders. In 1903, the General Council was renamed Council Negri.

In 1941, Brooke's son, Vyner, established a written constitution known as the Constitution Order in Council during the 100th anniversary celebration of the Brookes' rule in Sarawak. As a result, the Council Negri membership numbers were increased to 24. Instead of Vyner Brookes (in his role as Rajah) the Chief Secretary was appointed to preside over the Council Negri.

In 1963, the Council Negri's membership increased to 42. Since then, it rose incrementally to 48 in 1968, 56 in 1989, 62 in 1996 and 71 in 2006. In 1976, the Council Negri was renamed the Dewan Undangan Negeri (DUN).

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

Sources: www.sarawaknet.gov.my

1.2 Human Resource Management (HRM) Department

State Public Service before has been divided into 2 parts which were Secretariat and District. In 1937, Secretariat was the main body that managed administration. It were led by two European and helped by a Malay clerk, three Chinese clerks and three general workers. During the earlier establishment of Malaysia, Sarawak State Civil Service started with 2,599 workers. The amount was kept on increasing to 13,060 public servants whose are from different categories, levels and schemes.

The Human Resource Management Department was introduced on 25 August 2001. This department is led by the Senior Assistant Director which the unit department are divided into 8 sections which are:

- 1) Audit and Organization Development Section;
- 2) Position Management Section;
- 3) Service and Career Management Section;
- 4) Customer Relations Management Section;
- 5) Facilities and Privileges Section
- 6) Competency Level of Evaluation Management Section; and
- 7) Management of Discipline & Integrity Section.

Each section is led by Head of Assistant Director. The specific arrangement of those functions will make it easier for department to achieve its mission, vision and objectives effectively and efficiently.

1.3 Functions of Human Resource Management (HRM) Unit

The functions of Human Resource Management Unit in Chief Minister's Department are:

1. Analyzing and improving the organization structures.

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

1.4 Vision & Mission

1.4.1 Vision

High Performing Organization Spearheading the Transformation of Sarawak

1.4.2 Mission

We take the lead in the planning and implementation of administrative, development and public policies through a world-class delivery system that meets the expectations of the People

1.5 Organization Structure

Illustrated below is the Human Resources Management Unit's organizational structure that described each section in the Human Resource Management Unit.

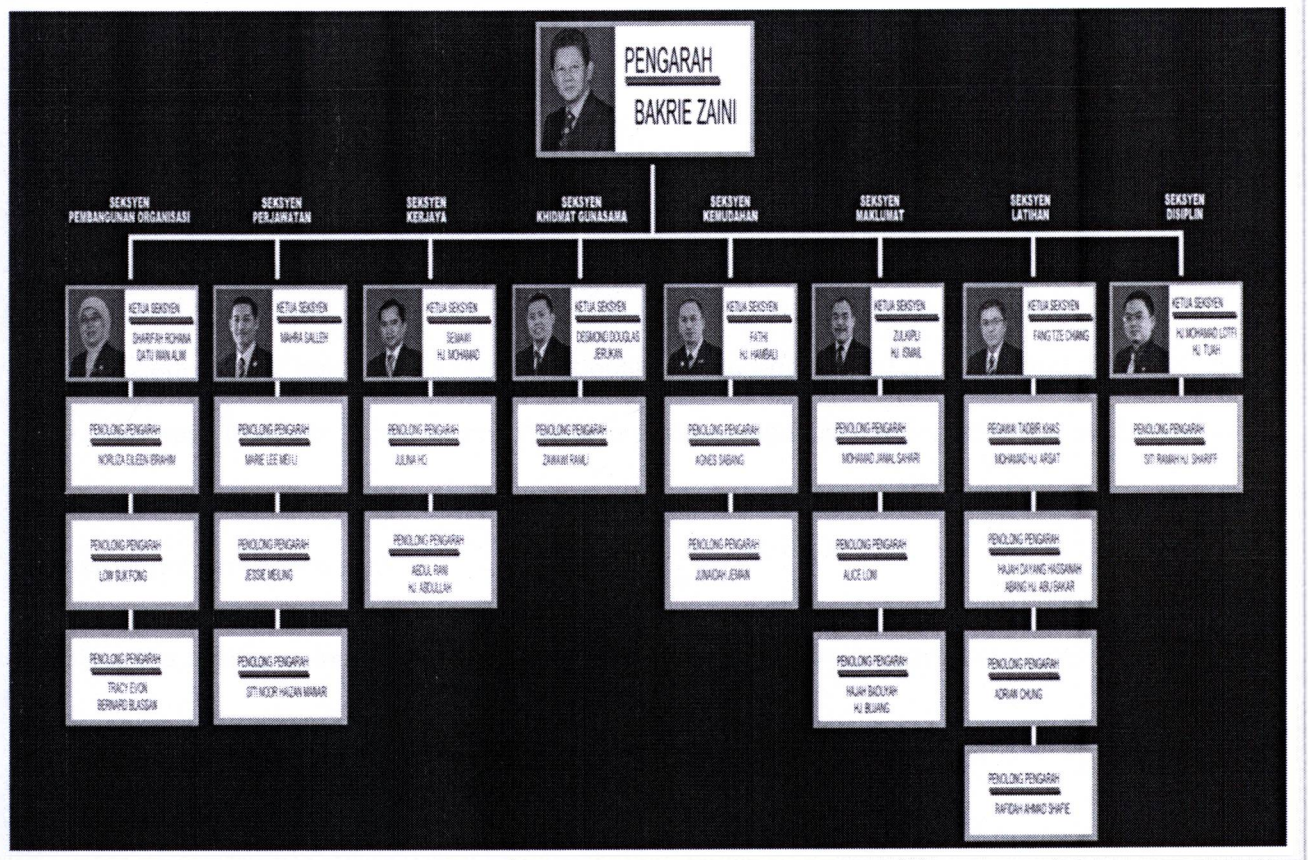


Figure 1 Organization chart

Sources: www.sarawaknet.gov.my

1.6 Goals of Human Resource Management (HRM) Unit

To achieve its mission and vision effectively, the unit has set up four goals that need to be achieved. These goals are:

1. First Class Mentality Workforce;
2. Happy and Highly Productive Workforce;
3. First Class Delivery System; and
4. Good Governance.

1.7 Client Charter

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

1. Filling the positions under State Secretary within 90 days after the advertisement;
2. Confirmation for Sarawak State Civil Servants and process it from the date received and will be completed within 14 days;
3. Action to customers' complaint will be taken from the date received within 3 days;
4. Confirmation retirement of Sarawak State Civil Servants will be processed within 14 days after the date received;
5. Premature retirement of Sarawak state civil servants will be processed within 180 days from the date received if the documents received are complete;

6. To make sure that the loans for private transportations and other equipments for those that are eligible to receive will be given within 30 days from the date received; and
7. The results of the Competency Level of Evaluation test will be announced to the candidates within 90 days after the test.

1.8 Quality Policy of Human Resource Management (HRM) Unit

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

This quality policy can be achieved by ensuring that:

1. Every departments and agencies in Sarawak State Civil Service having proper and systematic organization structure as well as to have optimum amount of civil servants according to the goals and objective of the organization.
2. The recruitment and appointment will be done fairly in order to have a professional and quality service in government sector.
3. Every confirmation of positions, continuing trial time and retirement will be managed according to schedule.
4. The members of the Human Resource Management Department will receive continuous training and supports.
5. Every request to Facilities and Privileges Section will be entertain according to time scheduled.
6. Formal events will be managed and organized efficiently and systematically.

7. The Competency Level of Evaluation tests and practical will be managed properly and systematically, and continuous improvement is to be done.

8. Observing the *Pelan Integriti Nasional* (PIN) in Sarawak State level, ensuring the activities organized are full of integrity and moving actively throughout Government levels, Federal, Local Government and District Council as well as by giving awareness to rural officer about the concerns of the state government to exercise PIN. Besides that, talks and briefing been organized regarding on the disciplines of the Sarawak State Civil Servants.

1.9 Objectives of Human Resource Management (HRM) Unit

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

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

CHAPTER 2: SCHEDULE OF PRACTICAL TRAINING

2.1 Introduction

During five weeks of my practical training in Facilities and Privileges Section also known as Section 5 at the Chief Minister's Department, I have been exposed to the core functions of the section and the section are divided into three (3) team; Leave and Facilities team, Award and Retirement Management team, and Account team. I was assigned in the Leave and Facilities team where I also learned about the supporting function of the section such as, processing leave application, loan application and medical claim application for the civil servant. Therefore, in this chapter, I will summarize the daily training activities extracted from the practical training log book according to the functions of the section which I have been attached to.

2.2 Week 1 (16/7/2012 - 20/7/2012)

When I arrived on the first day of my practical training at Human Resources Management Unit, we was instructed to do a registration to verify our practical training in our unit and then we were free to do our own task. At 2.30 pm we have a briefing with the host supervisor which is Mr. Desmond Jarukan where he introduced us about the Chief Minister's Department and the Human Resources Management Unit. He explained about the objective, mission and vision, section in the human resources department, structure of the organization and the background of the Human Resources Management Unit. At the end of the meeting, we were divided into different section and I was attached in Section 5 or Facilities and Privileges Section.

On the second day, I started my duty in the Section 5 where I have been attached to. I was introduced to the staffs in that section and also introduced to the Head of Assistant

Director, En Fathi bin Hambali as well. He briefly explained about the function of the section and asked me to study briefly on overall function of Section 5. After that, Assistant Director, Madam Agnes Sabang assigned me to find information relating on the background of the Human Resource Management Unit via website at www.sarawaknet.gov.my . She also assigned me to read the Manual Book 'Permohonan Pembiayaan Rawatan Perubatan' which explained about the guidelines that need to be followed in processing the application for the offices. The applications for Medical Treatment Allowances need to go through different steps depend on the cases. Different cases will go through different step and procedures.

On the third day of my practical training at Chief Minister's Department, I have been assigned to do the checklist for the Medical Treatment Allowances/Claim Form which every forms need to be checked and ensure all the form have been fulfilled and meet the requirement that need by the officer before the next procedure can be proceed. The form must be completed and must be filled by the patient and get approval from hospital before it can be proceed. Only the completed form qualified to receive the fund. After that, I have been assigned to update the Manual Book for the Medical Treatment Allowances Application where I need to update and organize the Manual Book to ensure it is easier and convenience to be referred by the officer and the staff. It is also to ensure that every procedure that needs to be followed in processing any application forms are organized and accordingly to the Manual Book. I also read the case study relating to the Medical Treatment Allowances Application to ensure I get more input and understanding about the process and types of illness or sickness that can be applied for the claim of the medical treatment allowances.

On the fourth day of the first week, I started to learn on the new case which is studied on the leaves cases. Leaves are entitled to all the staff according to their grades and there are nine categories of leave that are eligible for the officers which are, vacation leave, half-pay leave,

unpaid leave, leave on medical grounds, leave for nursing baby, pilgrimage leave, study leave, unrecorded leave, and paternity leave. At first, I only focused on the Cuti Tanpa Rekod (CTR) or unrecorded leave in which unrecorded leave are only entitled for the officer who is selected to participate in any games or sport, competition at state, national, region, or international level and the unrecorded leave shall not exceed 21 days in one calendar year but in exceptional cases, it can be extended for such further period as the state secretary may consider appropriate. After that, I also learned and read on the General Order which shows the guideline and matter related to the law regarding to the officers conduct and discipline, leave, welfare, allowances, specialty, medical and health, and so on.

On the last day of the first week, all practical students from UiTM in Chief Minister's Department attend a meeting with Mr. Desmond Jarukan, our host supervisor. We made a discussion on the work flow for the five week practical in Chief Minister's Department and he also explained to us about how to conducting a formal meeting format. He explained what we should do before, during and after the meeting and this is very important especially when conducting the formal government meeting. We also had given the 'Panduan Pengurusan Mesyuarat, Pekeliling Kemajuan Pentadbiran Awam Bil 2 / 1991' or also known as a minute sheet. In this meeting, Mr Desmond exposed to us on how to prepare a formal presentation format in the government department. From the meeting, I have gained more informative knowledge on how to conduct a formal meeting and how to prepare a formal presentation with the government agencies in which I have never done before.

2.3 Week 2 (23/7/2012 – 27/07/2012)

On the first day of the second week of my practical training, I have learned about how to do a minute for Unrecorded Leave or also known as CTR. The minute was used to get approval from the Head of Assistance Director after the application for unrecorded leave has been

processed. The second task for today is to learn how to do the Official Memorandum for unrecorded leave. Official Memorandum is a document that is used to inform the applicant or the Head of Department of the applicant that whether their application has been approved or not.

On the second day of the second week, my tasks are to help the officer to make the minute and the official memorandum for the unrecorded leave that I have learned on the previous day. The task for me is to make minute and official memorandum for the case of Jabatan Kerja Raya where the Head of Department asked for approval for their officer's unrecorded leaves to allow them to join futsal competition in Sibul.

On the third day of this week, I studied on the Government Loan Application in which the government officer are entitled to make a loan for certain equipment such as computer, car, motorcycle, ice fridge, freezer, boat, washing machine and microwave. According to the General Order (table 219 A), an officer who has confirmed in his appointment and has completed not less than 3 year service, is eligible to apply for a loan to enable him to acquire his own house subject to such term and condition of the government officer's Building Loan Scheme. The loan must not exceed one third of the officer's salary who wishes to apply for the loan.

On the next day, I continued on the study of Government Loan Application processes. The first step involved is; we received the application form from the officer. The second step is to process the application form involved to make sure the entire particular detailed have been completed before we can proceed to the next step. Next step is, the application must be sent to the discipline section to ensure the applicant is free from discipline problem. After that, we received a feedback from the discipline section, if the record is clear, we can precede the application for the approval. The last step is approval in which the application will be sent to the treasury for the claim. On the afternoon, Madam Agnes Sabang informed me to attend a talk on

“Pengukuhan Integriti Perkhidmatan Awam” by Ustaz Haji Rimi bin Haji Sahari from Dakwah Department, JAIS. The talk was focus on the concept of integrity which is divided into two part; ethic and value. Individual integrity can be define as performing roles and task with full responsibility according to the rules and regulation either success or failure.

On the last day of this week, I have been assigned to do a checklist for a claim voucher which is used for medical treatment claim. The claim voucher report must be recorded properly to ensure easy for the officer to check how much claim has been issued in a year. When the applicant has submitted their application form, the officer will process the application to ensure whether the applicant is qualified or not to receive the allowances. After the application has been approved, the application will be sent to the account team to prepare for the voucher then the voucher will be given to the applicant. The voucher that has been issued must be recorded properly for further reference.

2.4 Week 3 (30/7/2012 – 3/8/2012)

My task for the first day of the third week is to do a checklist for the 'Gantian Cuti Rehat' or replacement for vacation leave where all the application must be check properly and all the required particular must be filled by the applicant before it can be proceed to the next step. After that, I was assigned to do a stamping for the vacation leave application where all the application that has been process must be stamp before it can be signed by the Head of Assistant Director.

On the second day of the third week, I was assigned to make a checklist and data entry in the Impian System in which it is a system that is used for the officer to record all the data and detail about all the staff of the State Government. All the leave taken by the officer must be recorded properly in a system for further reference. According to the General Order, chapter 3, under section (114) (1), when in any one calendar year, the qualifying service of an officer is

less than the full year, the vacation leave for which the officer is eligible shall be proportionate to the length of that qualifying service only.

On the third day, I was assigned to make a checklist on vacation leave and sorting all the form in an organize way. A vacation leave for an officer are vary depend on their grade and tenure of services. After that I was assigned to complete a photocopy for an account statement for a medical treatment allowances. The photocopy for the account statement will be kept in a personal file in which a file belongs to a personal person who gets the medical allowances.

On Thursday, I was assigned to do a stamping on a loan application form in which the application must be stamp to confirm that it has been processes. On the afternoon, I was assigned to make labeling and sorting on the account statement for 'Tabung Skim Insuran Perlindungan Peribadi Secara Berkelompok'. This is to ensure all the insurance that has been issued in a year are kept properly and easy for further reference.

On the Friday, all the practical students from UiTM had a meeting with Mr. Desmond Jarukan to discuss on the progress of our presentation that is held on the 14 August 2012 with the visiting lecturer. Mr. Desmond Jarukan wants our presentation in a formal format according to the standard government presentation. On the afternoon, I continued my task on stamping on the loan application and make a photocopy for the record. The photocopy of the loan will be compiling in a personal file as a record. This loan will be update in the Impian System for further reference.

2.5 Week 4 (6/8/2012 – 11/8/2012)

On the first day of the third week of my practical training at Chief Minister's Department, all the practical students from UiTM have a meeting in which we discussed about the flow of our

final presentation and what should be include in the presentation according to the guideline that has been given by our host supervisor, Mr. Desmond before this.

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

On the third day, I was assigned to do a checklist for a vacation leave for an officer and also to calculate the amount of vacation leave that has been taken by the officer by refer in the Impian System. All the leave taken by an officer including vacation leave, sick leave and unrecorded leave must be recorded in the Impian System and it must be update and counted properly. Different grades of an officer will get a different amount of leave per year. My second task for today is to help the officer in my section to dispatch an official memorandum to every department in the Chief Minister's Department for the program 'Mengimarahkam Ramadhan' which was held at the mosque in Chief Minister's Department. The memorandum must be sent to all departments in Chief Minister's Department to inform them about the program and also to invite them to join this program.

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

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

2.6 Week 5 (13/8/2012 – 15/8/2012)

On the first day of the final week of my practical training, I was assigned to update a data of vacation leave in Impian System where I need to record all the vacation leave application of the officer who wishes to take their vacation leave. Before the application can be approved, their balance of leave for a year must be calculated first before it can be proceed to the next step. My second task for today is to process an unrecorded leave application forms for the officer who wish to sit for the exam. Unrecorded leave are entitled for an officer who are going to sit for the final exam.

For the second day, all the practical students from UiTM had a final presentation on Mini Dynamist UPSM with the visiting lecturers. The presentation is about presenting and explaining the overall function of every section in the Human Resources Management Department. I explained on the overall function of section five where I was attached to perform my practical training. On the afternoon, I helped the officers in my section to arranged and organize activity for a Program Mengimarahkan Ramadhan for Chief Minister's Department in which the program was held to encourage all the Chief Minister's Department staff to appreciate the fasting month. As a secretariat for the program, my task are started from sending the memorandum or invitation letter to all the department, and then prepared a souvenir for the participant of the program

On the final day of my practical training, I do not have any task to perform. However, my duty is to prepare all documents and soft copies of my job that will be handed to my host supervisor later. We, all the practical training student from UiTM has given an early holiday for the coming Hari Raya.

CHAPTER 3: ANALYSIS OF TRAINING

3.1 Introduction

During my five weeks practical training at Human Resource Management Unit, in Chief Minister's Department, I have been attached to Section 5 in the Human Resource Management Unit which is also known as Facilities and Privileges Section. The main functions of the section are to handle on the benefits, leave and allowances, account and award of the Sarawak State's civil servant.

Section 5 or known as Facilities and Privileges Section is the section that handles issues related to the benefit, leave and allowances, account and award. All the problem related to the benefit and compensation of the Sarawak State's civil servant will be handled by section 5 specifically handled by leaves and benefit team in which I was attached to.

In this chapter, I will analyze the theory that we have learned in the classroom on the benefit and compensation system which is will focus more on the benefit system that are entitled by the Sarawak State's civil servant. The focus of this chapter is on benefit system and the reason for this focus is because throughout my practical training in Human Resource Management Unit, I was exposed more to benefit system as compared to other function.

3.2 Definition of Human Resources Management

Human resources management refers to the practice and policies you need to carry out the personnel aspect of your management job, specifically, acquiring, training, appraising, rewarding and providing a safe and fair environment for your company's employees. (Gary Dessler, 2009).

3.3. Definition of Reward System

Employee reward systems can be referring to programs set up by a company to reward performance and motivate employees on individual or group levels. They are normally considered separate from salary but may be monetary in nature or otherwise have a cost to the company.

According to Bratton, J., & Gold, J. (2007), there are two types of reward system which is extrinsic and intrinsic reward system. There are, extrinsic rewards, which cover the basic needs of income to survive (to pay bills), a feeling of stability and consistency (the job is secure), and recognition (my workplace values my skills). In Maslow's Hierarchy of Needs, these are at the lower end. We could also call these the financial rewards.

On the other hand, there are intrinsic rewards, the most important of which is probably job satisfaction, a feeling of completing challenges competently, enjoyment, and even perhaps the social interactions which arise from the workplace. These are at the upper, self-efficacy end of the need hierarchy. We could also call these psychological rewards.

The expression "compensation and benefits" has given way to "total rewards" in which it encompasses not only compensation and benefits but also personal and professional growth opportunities and a motivating work environment for example, recognition, valued job design, and work/life balance of the employees.

According to Robert Heneman, 2007, Total Rewards Program consists of four phases. The process starts with assessment. In this phase, the project team gathers data to evaluate the effectiveness of the organization's current total rewards system. The data guides the design phase, during which the team identifies and analyzes potential reward strategies. In the

execution phase, total reward strategies are put into operation. Last, the team evaluates the effectiveness of the strategies that have been executed.

3.3.1 Total Reward Strategy

Total Reward Strategy	Definition
<p>Compensation</p> <ul style="list-style-type: none"> • Base pay • Merit pay • Incentives • Promotions • Pay increases 	<ul style="list-style-type: none"> • Wages and salaries • Base-pay increases based on employee performance • Cash bonuses based on employee performance • Base-pay increases based on potential to perform new job • Base-pay increases based on length of service with the organization
<p>Benefit</p> <ul style="list-style-type: none"> • Health and welfare • Paid time off • Retirement 	<ul style="list-style-type: none"> • Payment for injuries and illness both on and off the job • Payment for vacation time or excused days from work • Payment for work no longer performed based on length of employment
<p>Personal growth</p>	

<ul style="list-style-type: none"> • Training • Career development • Performance management 	<ul style="list-style-type: none"> • Skill development through on- or off-the-job instruction • On-the-job coaching to develop skills • Ongoing goal setting and feedback to develop skills
--	--

3.3.2 Designing Effective Reward System

3.3.2.1 The criteria for building effective reward system should be:

- Specific. A line of sight should be maintained between rewards and actions.
- Meaningful. The achievements rewarded should provide an important return on investment to both the performer and the organization.
- Achievable. The employee's or group's goals should be within the reach of the performers.
- Reliable. The program should operate according to its principles and purpose.
- Timely. The recognition/rewards should be provided frequently enough to make performers feel valued for their efforts.

3.3.2.2 An effective reward system should consist of:

- Performance payoff must be a major, not minor, piece of total compensation package.
- Incentive plan should extend to all managers & employees.
- System must be administered with scrupulous care & fairness.
- Incentives must be linked tightly to achieving only performance targets in strategic plan.

3.4 Employees Benefit

Employees benefit can be defined as indirect monetary and nonmonetary payment an employee receives for continuing to work for the organization. Benefits include such things as time off with pay, health and life insurance, and child-care facilities (Gary Dessler, 2009).

3.4.1 Types of Benefit

Benefit is one of the elements in the reward system. Now I will focus more on the benefit in which it is related to the task that I have done during my practical training.

3.4.1.1 Pay for Time Not Worked

Supplemental pay benefit, or pay for time not worked, are typically one of an employer's most expensive benefit because of all the time off that employees receive. Common time-off with-pay benefit include holidays, vacations leave, sick leave, maternity leave, jury duty and unemployment insurance payment for laid-off or terminated employees. During my five week practical training, I was assigned to process the application form for the vacation leave application. According to the General Order, an officer is eligible to apply for vacation leave according to the period he/she has serve in the government depend on their grade. In this process, the applicant must submit their application form to the Section 5 which is handled all the leave system for the Sarawak State government. The application form will be process and the leave that the applicant has taken on the year will be calculated in order to identify how many days he/she eligible to take for the vacation leave. When the application for vacation leave has been approved, it must be stamp and signed by the Assistant Director of Section 5. According to the General Order, vacation leave for each year may be taken at any time during the year subject to the eligibility of leave of the officer, and the exigencies of the service. According to memorandum volume 20/2005, the rate qualification for vacation leave are, differ

depend on the officer grade. For the higher management officer, they eligible to take 30 days vacation leave in one calendar year. For the grade 31-54, the vacation leave eligible by them are 30 days, 25 days vacation leave for the officer from grade 21-30, and for the grade 1-20, the vacation leave eligible for them are 20 days. If the employee wishes to take the annual leave, they must apply at least one week in advance by fill in the specific forms. Annual leave for each year may be taken at any time during the year subject to the eligibility of leave of the officer, and also the exigencies of the service. A head of Department who wishes to spend the whole or part of his annual leave outside the state shall obtain permission of the State Secretary. Among one of the task that has been assigned to me related to the employees benefit is processing vacation leave for the officer which is the same to the pay for time not worked.

3.4.1.2 Sick Leave

Sick leave provides pay to employees when they are out of work because of illness. Most sick leave policies grant full pay for specified number of permissible sick days, usually up to about 12 days per year. The sick days often accumulate at the rate of approximately 1 day per month of service. . (Gary Dessler, 2009).

Sick leave pay has caused many problems for the employer. The problem is that although many employees use their sick days only when they are legitimately sick, other than that take advantage of sick leave by using it as if it's extra vacation time, whether they are sick or not.

Sick leave depends to some extent on the Family and Medical Leave Act of 1993 (FMLA). Among its provisions, the law stipulates that:

- I. Private employers of 50 or more employees must provide eligible employees up to 12 weeks of unpaid leave for their own serious illness, the birth od adoption of child, or the care of a serious ill child, spouse or parent.

- II. Employers may acquire employees to take any unused paid sick leave or annual leave as part of the 12 week leave provided in the law.
- III. Employees taking leave are entitled to receive health benefit while they are on unpaid leave under the same term and condition as when they were on the job.
- IV. Employer must guarantee most employees the right to return to their previous or equivalent position with no loss benefits at the end of the leave.

3.4.1.3 Workers' Compensation

Workers' compensation laws are aimed at providing sure, prompt income and medical benefits to work related accident victims or their dependents, regardless of fault. Workers; compensation benefit can be either monetary or medical. In the event of a worker's death or disablement, the person or his or her beneficiary is paid a cash benefit based on prior earning in which usually one half or two third of the worker's average weekly wage, per week of employment.

For an injury or illness to be covered by workers' compensation, the employee need only prove that it arose while he or she was on the job. It does not matter that the employee may have been at fault or disregarded instruction. If he or she was on the job when the injury occurred, he or she is entitled to workers' compensation.

3.4.1.4 Hospitalization, Medical and Disability Insurance

Health care benefits are among the most employees' desired benefit. Many employees consider that health care benefits are the most important benefit that the employer should provide to their employees. Most employers therefore offer their employees some types of hospitalization, medical and disability insurance. Many offer membership in a health maintenance organization (HMO) as a hospital or medical option. The HMO is a medical organization consisting of numerous specialists such as surgeon and psychiatrists which operating out of community-based health care centre. Subsidized or free exercise facilities are also provided with the intention of ensuring the health of the employees.

During 5 week of my practical training at Chief Minister Department, I have been assigned at Leave and Benefit team in which, one of my major tasks is to process and sort all the application form of Medical Claim Allowances for the officer grade 41 and above. Among the cases that are eligible for the allowances are:

- a. For buying special lenses
- b. Supply of medical treatment equipment
- c. Medical treatment in abroad
- d. Expertise in private hospital
- e. Reference case in Malaysia and abroad
- f. Reference case in Normah Medical Specialist Hospital
- g. Buying implant equipment
- h. Medicines
- i. Emergency case in private clinic/hospital
- j. Reference case to Institut Jantung Negara (IJN)
- k. Hemodialisis

I. Reference case in domestic

According to the General Order, the officers and members of their families shall be entitled to receive free of charge such medical or dental treatment and medication, including the free supply of orthopedic appliances, artificial limbs, special type of glasses prescribed by a Government medical officer and equipment for sustaining specialized treatment approved by Government but excluding the supply of dentures inlays, crowns, bridges and orthodontic appliances, artificial eye-balls, audio-hearing aids, spectacles and other equipment supplied by Government hospital.

The step involved in the processing the application form for medical treatment allowances are firstly, we received the application form from the applicant. Then the application form will be checked and sort out to ensure all the particular document such as medical report of the patient has been included in the application form. The application form must also been completed by the applicant or the patient, or the officer before they submit the form. The next step is, the document closed with the application form must be checked and it must have a reference from the hospital to validate that the officer or their family members have been diagnosed to the disease. For the final step is, after make sure the application form has been completed, it will be signed by Head of Assistant Director for the claim. For the Sarawak State civil servant, they are eligible to get a free medical treatment in the General Hospital, however for the officer grade 41 and above, they are eligible to acquire the medical treatment at Normah Medical Specialist Hospital and they can claim for the treatment bills. For an example is in the case of Puan Hayati Binti Sahlan where she is the wife of one of the government's officer, and she acquire the medical treatment in Normah Medical Specialist Centre. Her application for medical treatment allowances/ claim has been approved amounted RM6,936.58 after all the requirement has been fulfilled in the application form.

Another example of one case that I have handled and for the case study is the case of Ang Hoi Poh whereby he had his left eye operation done on June 2012 at Sarawak General Hospital. His medical bills was amounted RM 540 for the cost of purchasing special lenses which is Alcon Acrysof MN +22.0D IOL & Viscoelastic Gel that is needed for his cataract surgery. He makes the claim for the cost for the operation and his application has been approved after he had submit all the requirement needed in the application form.

3.4.1.5 Financial services

Some organizations will provides loan services to their employees for example are houses loan, cars, and other items such as computers and so on. According to the General Order, under the 12th schedule, the loan shall be such rates and subject to such term and condition. An officer who has confirmed in his appointment and has completed not less than three years service, is eligible to apply for a loan to enable him to acquire his own house subject to such term and condition of the government officers' Building Loan Scheme. The loan must not exceed one third of the officer's monthly salary. Among of the item listed are:

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

There are several steps in the government loan application. Firstly, we received application form from the applicant, and the second step is, the application form will be sort out and checked to ensure all the particular detail has been completed. After all the required material has been processed, the application form will be submitted to the Discipline Section to make sure that the applicant is free from any disciplinary action. The next step is, received a feedback from the Discipline Section, in which if the applicant has no disciplinary action,

his/her application will be proceed for the approval. If the applicant has a disciplinary action, the application will be postpone or cancelled.

In the Loan Application procedure, it involved several sections such as Discipline Section and Account Section. Discipline Section is to make sure the applicants are not involve in disciplinary action for example is absent without any reasonable cause, while account section involved in the payment or make the payment voucher after the application has been approved.

CHAPTER 4: RECOMMENDATION

In this chapter, I will discuss on the strength and weaknesses of my job during my practical training in Chief Minister's Department which is focuses more on employees benefit especially for medical treatment allowances and leave system.

4.1 Strength of Employees Benefit

4.1.1 Improve Performance of the Employees

Employees benefit is designed to give benefit and reward for the employees and it is also can encourage employees to improve their work performance as they realize that what they do for the organization will be rewarded. In the Chief Minister's Department, they provide medical allowances claim for their officer in which the government will support their treatment expenses for the officer grade N41 and above including their family in which they are qualified to get the treatment at Normah Medical Specialist Centre. For the staff below the grade N41, they are qualified to get a free medical treatment at Sarawak General Hospital. This types of reward will bring many benefit for the employees in which they know that their welfare is been taken care of their employer and this also will increase their performance of their job. Employees performance will be improve when they feel that they welfare and health condition is guaranteed. Besides that, a vacation leaves that is eligible for the employees has also improve their work performance since after they take their vacation leave, they can be more focus on their job performance.

4.1.2 Increase Commitment

When the State Government provide employees benefit especially medical treatment allowances for their staff, consequently it will increase commitment among the

staff where it will encourage them to work hard as they know that their future will be guaranteed. Every staff will commit to their work and job without need to worry about their health problem because the state government will provide a free medical treatment for them and this will enhance their commitment toward their job and also to their employer. Other than that, the vacation leave that is provided to the employees also has contribute for increasing commitment among the employees where after taking the vacation leave, they will feel more refresh to start their work and task.

4.1.3 Increase Loyalty

Free medical treatment and leave system provided by the state government for their staff basically become attraction for the staff and this also create loyalty among the staff. This is because not many organizations can provide a free medical allowance for their staff especially when it comes to a large amount of money or expenses that need to be bear by the patient. Employee's loyalty also will be increase when the organizations provide a conducive working environment for the staff in order to avoid any accident may happen to the employees.

4.1.4 Motivation to the Employees.

Medical treatment allowances provided by the state government for their staff not only eligible for the staff himself only but the allowances also eligible for the family also. This will give a motivation for the staff to work hard for the organization because they realize that the state government taken care of their family's welfare also. Not only that, the staff also eligible for maternity and paternity leave in which it give a chances for the staff to spent time with their family. Besides that, vacation leave can motivate the employees after they have done too much work and they may have their vacation leave. When the staffs are happy, they will feel motivated to perform their job after they come back from their leave.

4.2 Weaknesses of Reward System

4.2.1 Delayed in Processing the Claim

As the medical treatment allowances involve a large amount of money, so it need a specific requirement or step in processing the application. Only a qualified applicant may receive the allowances. The process need a lot of procedure that need to be follow before the application can be proceed. So, this will cause a problem for the applicant because their application been delayed. Besides that, as I can see in the section that I have been attached to, only one person handled the case of medical allowances and she handle all the cases for the whole Sarawak state government's staff. This also one of the reasons why the applications has been delayed and in some cases, the patient has been died because waiting for so long to get the medical claim to be approved.

4.2.2 Complain from Applicant

Due to the delayed in processing the medical claim, it has caused many complaint from the customers or the applicant. This is because of the work load carried out by only one staff handled the medical claim cases. Many complaints have been received complaining about this section especially for the medical claim allowances because many of the cases, the claim are delay in getting approval. The procedure in processing the application form involved many steps that need to be follow and it must be fully completed by the applicant. The applicant need to get a letter from the hospital, letter from the Head of Department and approval from their department in order to filled the application form. This complaint is only for those who are eligible to receive a medical treatment at the Normah Medical Specialist Centre which is its only eligible the officer grade N41 and above only. For the other staffs which are grade below the grade N41, there are eligible to get free medical treatment at Sarawak General Hospital.

4.2.3 Workload

The employees benefit provided by the Sarawak State Government for their management level staff has caused workload for the section in which I was attached to. This is because; there are only one person who handled all the medical treatment allowances for the whole Sarawak State Government and this has cause workload for the employees. When workload cannot be managed effectively, it can contribute for many other problems such as stress to the staff and also works done are not efficiently by the staff.

4.3 Areas of Improvement

Most of the staff of Sarawak State Government gets more benefit from the reward system that has been provided to them. However, this reward system also has a positive and negative impact for the staff as overall. So, here I would like to give my opinion on how to improve the negative effect or the reward system especially for the medical treatment allowances.

4.3.1 Increase on Numbers of Employees

The state government should increase their number of employees in handling the cases of medical treatment allowance in order to avoid burden bear by one staff only. Besides that, the state government also can implement divisional of work where all division in Sarawak has their own person in-charge to handle the cases of medical treatment allowances. The Sarawak State government should recruit more employees especially from the undergraduate staff under the program of CBG or Capacity Building Graduate in which many of the staff under this program has service for more than a year in the department. This means they already have many experience in handling the task. . This is to avoid delayed in performing their task and the medical treatment allowances application can be process faster and more efficiently. This also can help to reduce the number of critical patient to pass away before they received the

allowances or claim in which it is believed can help to lessen the burden bear by the patient or their family's members.

4.3.2 Reduce Workload

State government should implement distribution of work in which each division will have their own personal who will handle matter related to the employees benefit. This will lessen the burden that have to be bear by a certain group of employees in the Chief Minister's Department. This will reduce the workload of the staff and besides that; it also will help the staff to more focus in his/ her task or job. Workload can cause many problems to the employees for examples; it may cause stress, decreasing in work performance, inefficiency, delay in completing task, and many other problems. If this problem happens, it will bring a burden to the organization where the staff cannot perform their job in efficiency because they have a lot of work to be done in a short time.

CONCLUSION

In the first chapter, I have highlight on the introduction of the organization where I have done my practical training. In this chapter, I have focus more on history of State Public Administration in Sarawak, human resource management unit, vision & mission, function of human resource management unit, organization structure, goal of human resources management unit, client charter, and objective of human resources management unit.

In the second chapter, I have focus on the schedule of my five week practical training in Chief Minister's Department. On the first week, I was introduced to the background of the organization, meet all the officers in the department, and also introduction of what are the major task in the section in which I was attached to. On the second week, my task are focus more on the loan application that are eligible to the Sarawak State civil servant, besides that I have also learned about other thing that related to the benefit that received by the employees. However, on the third week, my tasks are more on the leave system and other related field in the benefit that are eligible by the employees. On the fourth week, all the practical student from UiTM has been assigned by Mr. Desmond to attend a program hosted by the government which is "The Importance of Understanding a Moral Value in Public Administration" and "Government Transformation Program". On the last week of my practical training, my task is more focus on the preparation for the final presentation for the visiting lecturers in which I explained all the major task of the Section 5.

In the chapter 3, I have highlight on the analysis of training specifically focuses on the benefit that are eligible received by the Sarawak State civil servant. This chapter focus on the definition of the reward system and the benefit in which all the theoretical aspect learned in the classroom are relate with the task practice in the work place.

In the chapter 4, I have discuss on the strength and weaknesses of my job during my practical training in Chief Minister's Department in which it is focuses more on employees benefit especially for medical treatment allowances and leave system, and also I have discuss on the solution for improvement for the weaknesses.

During my five weeks internship with Facilities and Privileges Section, I had improved a lot of skills as such emotional intelligence, psychology, level of confidence, maturity as well as organizing skills. What I've learnt in higher education is different from work life. Hence, there is insufficient time of internship for a practical student like me who loves to learn something new.

Besides, the practical training also helped me in enhancing my communication skills and my performance in practicing some administrative work such as Photostatting, data entry in a system, do a minutes for memorandum, dealing with people from various levels of management, and so forth. Data entry is another task that I have learned during my five weeks practical training. The purpose of data entry is to make record regarding the applicant for the vacation leave and so on. This will ensure proper record keeping for all applicants.

For the conclusion, the practical training gives a lot of benefit in which the student are being exposed with the new environment which definitely different from campus life. In addition, the students are gaining new experience regarding with the work life experience and a little bit giving give ideas on how to answer the questions in exam paper.

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KERAJAAN SARAWAK

**PERMOHONAN PEMBIAYAAN KOMPUTER BAGI
ANGGOTA PERKHIDMATAN AWAM**

(Diisi sebanyak 3 salinan)

Bahagian I: (Diisi oleh Pemohon)

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

10. Tempoh pembayaran Bulan. (Maksimum 48 bulan)

11. Maklumat pembiayaan terakhir jika ada:

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

Tarikh:

.....
Tandatangan Pemohon

Bahagian II (Diisi oleh Ketua Jabatan semasa mengemukakan permohonan)

Kepada: Rujukan:

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

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

Tarikh:

.....
Tandatangan Ketua Jabatan

Nama Penuh

Jawatan

Bahagian III (Diisi oleh Pegawai yang meluluskan pembiayaan)

Kepada: Rujukan:

.....

.....

(a) *Pembiayaan sebanyak RM diluluskan dengan bayaran balik
sebanyak RM selama bulan

(b) *Pembiayaan tidak diluluskan.

Tarikh:
.....

Tandatangan

Nama Penuh

Jawatan

b.p. Setiausaha Kerajaan Sarawak

Bahagian IV (Untuk Kegunaan Jabatan Perbendaharaan Negeri)

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

Tarikh:
.....

b.p. Akauntan Negeri

* Potong di mana tidak berkenaan.

KERAJAAN NEGERI SARAWAK

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

(Diisi sebanyak 3 salinan)

Setiausaha Kerajaan, Sarawak

BAHAGIAN I (DIISI OLEH PEMOHON)

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

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

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

(i) Jenis, Model dan Buatan : _____

(ii) Harga Pembelian : _____
(Kembarkan invoice asal/dokumen jualan asal)

(iii) Baru atau sudah dipakai : _____
(Jika sudah dipakai kembarkan Sijil Nilai/ Laporan daripada Jabatan Kerja Raya)

(iv) *Sukatan Silinder : _____

(v) Nama dan alamat pembekal : _____

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

(i) Tarikh pinjaman terakhir diberi : _____

(ii) Jumlah pinjaman : RM _____

(iii) Baki (jika ada) : RM _____

10. *Sebab-sebab mengapa pinjaman baru dikehendaki

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

Apabila permohonan saya ini diluluskan, saya bersetuju:-

- (a)* Bahawa Buku Pendaftaran *Kereta/*Motosikal yang berkenaan dicatatkan “Hak Milik Dituntut Oleh Kerajaan Negeri Sarawak” oleh pihak Jabatan Pengangkutan Jalan; dan
- (b) Mematuhi syarat-syarat yang terkandung di dalam Surat-surat Pekeliling Kerajaan Negeri Sarawak yang berkuatkuasa.

Tarikh:

.....

Tandatangan Pemohon

BAHAGIAN II

(DIISI OLEH KETUA JABATAN ATAU RESIDEN)

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

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

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

Sebab-sebab:

(Tandatangan)

Nama Penuh : _____

Jawatan : _____

Kementerian/
Jabatan : _____

Tarikh: _____

BAHAGIAN III

(DIISI OLEH PEGAWAI YANG MELULUSKAN PINJAMAN)

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

Tarikh

.....
Setiausaha Kerajaan, Sarawak

BAHAGIAN IV

(DIISI OLEH AKAUNTAN NEGERI)

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

Tarikh

.....
Akauntan Negeri

*Potong mana yang tidak berkenaan

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

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

PERINGATAN

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

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

Semakan
oleh JKM

Ya(✓) Tidak(X)

1. BORANG PERMOHONAN :

1.1 Adakah borang permohonan telah lengkap diisi dengan betul ?

1.2 Adakah penyata gaji bulan terakhir disertakan ?

1.3 Adakah invoice asal (bagi peralatan baru) dilampirkan ?

1.4 Adakah surat perakuan harga (bagi peralatan terpakai) daripada Ketua Jabatan dilampirkan ?

 TB

2. PERMOHONAN :

2.1 Adakah amaun dipohon tidak melebihi RM2,000.00 atau 90% daripada kos sebenar, mengikut mana yang lebih rendah ?

2.2 Adakah tempoh pembayaran balik tidak melebihi 60 bulan ?

2.3 Adakah pembayaran balik pinjaman tidak melebihi 1/3 daripada gaji pokok pegawai ?

2.4 Adakah jumlah potongan bulanan tidak melebihi 60% daripada jumlah gaji dan elaun-elaun pegawai ? (Jumlah potongan bulanan hendaklah termasuk bayaran balik pinjaman ini)

2.5 Untuk permohonan kedua dan seterusnya, adakah pinjaman lama bagi peralatan yang sama telah selesai dibayar balik dan mencukupi tempoh 5 tahun ?

SENARAI SEMAKAN BAGI PERMOHONAN PINJAMAN/PEMBIAYAAN MEMBELI KOMPUTER

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

PERINGATAN

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

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

1. BORANG PERMOHONAN :

1.1 Adakah borang permohonan telah lengkap diisi dengan betul ?

1.2 Adakah penyata gaji bulan terakhir disertakan ?

1.3 Adakah invois asal dilampirkan ?

2. PERMOHONAN :

2.1 Adakah pemohon seorang pegawai tetap ?

2.2 Adakah amaun dipohon tidak melebihi RM5,000.00 atau kos sebenar, mengikut mana yang lebih rendah ?

2.3 Adakah tempoh pembayaran balik tidak melebihi 48 bulan ?

2.4 Adakah pembayaran balik pinjaman tidak melebihi 1/3 daripada gaji pokok pegawai ?

2.5 Adakah jumlah potongan bulanan tidak melebihi 60% daripada jumlah gaji dan elaun-elaun pegawai ? (Jumlah potongan bulanan hendaklah termasuk bayaran balik pinjaman ini)

2.6 Untuk permohonan kedua dan seterusnya, adakah pinjaman lama telah selesai dibayar balik dan mencukupi tempoh 4 tahun ?

Semakan
oleh JKM

Ya(✓) Tidak(X)

SENARAI SEMAKAN BAGI PERMOHONAN PINJAMAN/
PENDAHULUAN KHAS MEMBELI KENDERAAN

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

PERINGATAN

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

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

Semakan
oleh JKM

Ya(✓) Tidak(x)

BAHAGIAN A (Bahagian ini hendaklah diisi oleh semua pemohon)

I BORANG PERMOHONAN :

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

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

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

BAHAGIAN B (Isikan semakan ruangan untuk salah satu kategori yang berikhtisar sahaja)

I BAGI PERMOHONAN PERTAMA (KERETA BARU) :

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

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

2 BAGI PERMOHONAN KEDUA DAN SETERUSNYA (KERETA BARU) :

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

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

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

3.1 Adakah amaun dipohon tepat berdasarkan kelayakan ?

3.2 Adakah tempoh pembayaran balik tidak melebihi :

3.2.1 60 bulan (motosikal) ?

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

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

4.1 Adakah amaun dipohon tepat berdasarkan kelayakan ?

4.2 Adakah tempoh pembayaran balik tidak melebihi :

4.2.1 60 bulan (motosikal) ?

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

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

tempoh 3 tahun ?

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

5.1 Adakah pemohon dalam Kategori VIII dan ke atas ?

5.2 Adakah amaun dipohon tepat berdasarkan kelayakan ?

5.3 Adakah tempoh pembayaran balik tidak melebihi 60 bulan ?

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

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

5.6 Adakah salinan perakuan pendaftaran kenderaan yang disahkan dilampirkan ?

5.7 Adakah pemohon bukan suami/isteri kepada penjual ?

6 BAGI KENDERAAN (MOTOSIKAL) TERPAKAI :

6.1 Adakah amaun dipohon tepat berdasarkan kelayakan ?

6.2 Adakah tempoh pembayaran balik tidak melebihi 36 bulan ?

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

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

6.5 Adakah salinan perakuan pendaftaran kenderaan yang disahkan dilampirkan ?

6.6 Adakah pemohon bukan suami/isteri kepada penjual ?

KERAJAAN NEGERI SARAWAK

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

(Diisi sebanyak 3 salinan)

Setiausaha Kerajaan, Sarawak

BAHAGIAN I (DIISI OLEH PEMOHON)

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

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

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

(i) Jenis, Model dan Buatan : _____

(ii) Harga Pembelian : _____
(Kembarkan invoice asal/dokumen jualan asal)

(iii) Baru atau sudah dipakai : _____
(Jika sudah dipakai kembarkan Stijil Nilaiian/Laporan daripada Jabatan Kerja Raya)

(iv) *Sukatan Silinder : _____

(v) Nama dan alamat pembekal : _____

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

(i) Tarikh pinjaman terakhir diberi : _____

(ii) Jumlah pinjaman : RM _____

(iii) Baki (jika ada) : RM _____

10. *Sebab-sebab mengapa pinjaman baru dikehendaki

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

Apabila permohonan saya ini diluluskan, saya bersetuju:-

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

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

Tarikh:

.....

Tandatangan Pemohon

BAHAGIAN II

(DIISI OLEH KETUA JABATAN ATAU RESIDEN)

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

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

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

Sebab-sebab:

(Tandatangan)

Nama Penuh : _____

Jawatan : _____

Kementerian/
Jabatan : _____

Tarikh: _____

BAHAGIAN III

(DIISI OLEH PEGAWAI YANG MELULUSKAN PINJAMAN)

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

Tarikh

.....
Setiausaha Kerajaan, Sarawak

BAHAGIAN IV

(DIISI OLEH AKAUNTAN NEGERI)

Nombor Baucar Bayaran	Pokok RM	Faedah RM	Jumlah RM	Tempoh Bayaran
				Bulan

Jumlah Pinjaman				
Bayaran Balik Sebulan				

Tarikh

.....
Akauntan Negeri

*Potong mana yang tidak berkenaan

KERAJAAN SARAWAK

**PERMOHONAN PEMBIAYAAN KOMPUTER BAGI
ANGGOTA PERKHIDMATAN AWAM**

(Diisi sebanyak 3 salinan)

Bahagian I: (Diisi oleh Pemohon)

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

10. Tempoh pembayaran Bulan. (Maksimum 48 bulan)

11. Maklumat pembiayaan terakhir jika ada:

(i) Tarikh Pembiayaan diterima

(ii) Jumlah pembiayaan RM

(iii) Jumlah baki RM

Tarikh:
.....

Tandatangan Pemohon

Bahagian II (Diisi oleh Ketua Jabatan semasa mengemukakan permohonan)

Kepada: Rujukan:

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

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

Tarikh:
.....

Tandatangan Ketua Jabatan

Nama Penuh

Jawatan

* Potong di mana tidak berkenaan

Bahagian III (Diisi oleh Pegawai yang meluluskan pembiayaan)

Kepada: Rujukan:
.....
.....

(a) *Pembiayaan sebanyak RM diluluskan dengan bayaran balik
sebanyak RM selama bulan

(b) *Pembiayaan tidak diluluskan.

Tarikh:
.....
Tandatangan

Nama Penuh

Jawatan
b.p. Setiausaha Kerajaan Sarawak

Bahagian IV (Untuk Kegunaan Jabatan Perbendaharaan Negeri)

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

Tarikh:
.....
b.p. Akauntan Negeri

* Potong di mana tidak berkenaan.

13. Dokumen Sokongan Yang Disertakan

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

BAHAGIAN III

14. Pengesahan Pegawai/ Pesara

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

Tandatangan _____ Tarikh _____
(_____)
(*nama penuh*)

BAHAGIAN IV

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

15. Nama/ Jenis Penyakit Yang Dihidapi Oleh Pesakit

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

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

18. Perakuan Dan Pengesahan Pegawai/ Pakar Perubatan Kerajaan

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

Tandatangan _____
(_____)
(*nama penuh*)

Jawatan _____
Tarikh _____

Nama & Cop Rasmi Pegawai/ Pakar Perubatan

BAHAGIAN V

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

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

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

Tandatangan _____
(_____)
(*nama penuh*)

Jawatan _____
Tarikh _____

Cop Rasmi KKM/ Pengarah Hospital Universiti

* *potong mana yang tidak berkenaan*

BAHAGIAN VI

20. Pengesahan Dan Keputusan Ketua Jabatan

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

Nama & Cop Rasmi

Tandatangan

(_____)

(nama penuh)

Jawatan

Tarikh

* potong mana yang tidak berkenaan

KERAJAAN SARAWAK

**PERMOHONAN PEMBIAYAAN KOMPUTER BAGI
ANGGOTA PERKHIDMATAN AWAM**

(Diisi sebanyak 3 salinan)

Bahagian I: (Diisi oleh Pemohon)

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

Bahagian III (Diisi oleh Pegawai yang meluluskan pembiayaan)

Kepada: Rujukan:

.....

.....

(a) *Pembiayaan sebanyak RM diluluskan dengan bayaran balik
sebanyak RM selama bulan

(b) *Pembiayaan tidak diluluskan.

Tarikh:

Tandatangan

Nama Penuh

Jawatan

b.p. Setiausaha Kerajaan Sarawak

Bahagian IV (Untuk Kegunaan Jabatan Perbendaharaan Negeri)

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

Tarikh:

b.p. Akauntan Negeri

KERAJAAN NEGERI SARAWAK

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

(Diisi sebanyak 3 salinan)

Setiausaha Kerajaan, Sarawak

BAHAGIAN I (DIISI OLEH PEMOHON)

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

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

BAHAGIAN II

(DIISI OLEH KETUA JABATAN ATAU RESIDEN)

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

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

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

Sebab-sebab:

(Tandatangan)

Nama Penuh : _____

Jawatan : _____

Kementerian/

Jabatan : _____

Tarikh: _____

BAHAGIAN III

(DIISI OLEH PEGAWAI YANG MELULUSKAN PINJAMAN)

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

Tarikh

.....
Setiausaha Kerajaan, Sarawak

BAHAGIAN IV

(DIISI OLEH AKAUNTAN NEGERI)

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

Tarikh

.....
Akauntan Negeri

*Potong mana yang tidak berkenaan

KERAJAAN SARAWAK

**PERMOHONAN PEMBIAYAAN KOMPUTER BAGI
ANGGOTA PERKHIDMATAN AWAM**

(Diisi sebanyak 3 salinan)

Bahagian I: (Diisi oleh Pemohon)

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

10. Tempoh pembayaran Bulan. (Maksimum 48 bulan)

11. Maklumat pembiayaan terakhir jika ada:

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

Tarikh:

Tandatangan Pemohon

Bahagian II (Diisi oleh Ketua Jabatan semasa mengemukakan permohonan)

Kepada: Rujukan:

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

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

Tarikh:

Tandatangan Ketua Jabatan

Nama Penuh

Jawatan

* Potong di mana tidak berkenaan

KERAJAAN NEGERI SARAWAK

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

(Diisi sebanyak 3 salinan)

Setiausaha Kerajaan, Sarawak

BAHAGIAN I (DIISI OLEH PEMOHON)

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

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

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

- (i) Jenis, Model dan Buatan : _____
- (ii) Harga Pembelian : _____
(Kembarkan invoice asal/dokumen jualan asal)
- (iii) Baru atau sudah dipakai : _____
(Jika sudah dipakai kembarkan Sijil Nilaiian/ Laporan daripada Jabatan Kerja Raya)
- (iv) *Sukatan Silinder : _____
- (v) Nama dan alamat pembekal : _____

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

- (i) Tarikh pinjaman terakhir diberi : _____
- (ii) Jumlah pinjaman : RM _____
- (iii) Baki (jika ada) : RM _____

10. *Sebab-sebab mengapa pinjaman baru dikehendaki

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

Apabila permohonan saya ini diluluskan, saya bersetuju:-

- (a)* Bahawa Buku Pendaftaran *Kereta/*Motosikal yang berkenaan dicatatkan “Hak Milik Dituntut Oleh Kerajaan Negeri Sarawak” oleh pihak Jabatan Pengangkutan Jalan; dan
- (b) Mematuhi syarat-syarat yang terkandung di dalam Surat-surat Pekeliling Kerajaan Negeri Sarawak yang berkuatkuasa.

Tarikh:

.....
Tandatangan Pemohon

*Potong mana yang tidak berkenaan

10. Tempoh pembayaran Bulan. (Maksimum 48 bulan)

11. Maklumat pembiayaan terakhir jika ada:

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

Tarikh:

Tandatangan Pemohon

Bahagian II (Diisi oleh Ketua Jabatan semasa mengemukakan permohonan)

Kepada: Rujukan:

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

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

Tarikh:

Tandatangan Ketua Jabatan

Nama Penuh

Jawatan

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

- (i) Jenis, Model dan Buatan : _____
- (ii) Harga Pembelian : _____
(Kembarkan invoice asal/dokumen jualan asal)
- (iii) Baru atau sudah dipakai : _____
(Jika sudah dipakai kembarkan Sijil Nilai/Laporan daripada Jabatan Kerja Raya)
- (iv) *Sukatan Silinder : _____
- (v) Nama dan alamat pembekal : _____

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

- (i) Tarikh pinjaman terakhir diberi : _____
- (ii) Jumlah pinjaman : RM _____
- (iii) Baki (jika ada) : RM _____

10. *Sebab-sebab mengapa pinjaman baru dikehendaki

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

Apabila permohonan saya ini diluluskan, saya bersetuju:-

- (a)* Bahawa Buku Pendaftaran *Kereta/*Motosikal yang berkenaan dicatatkan "Hak Milik Dituntut Oleh Kerajaan Negeri Sarawak" oleh pihak Jabatan Pengangkutan Jalan; dan
- (b) Mematuhi syarat-syarat yang terkandung di dalam Surat-surat Pekeliling Kerajaan Negeri Sarawak yang berkuatkuasa.

Tarikh:

.....
Tandatangan Pemohon

*Potong mana yang tidak berkenaan

BAHAGIAN II

(DIISI OLEH KETUA JABATAN ATAU RESIDEN)

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

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

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

Sebab-sebab:

(Tandatangan)

Nama Penuh : _____

Jawatan : _____

Kementerian/

Jabatan : _____

Tarikh: _____

BAHAGIAN III

(DIISI OLEH PEGAWAI YANG MELULUSKAN PINJAMAN)

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

Tarikh

.....
Setiausaha Kerajaan, Sarawak

BAHAGIAN IV

(DIISI OLEH AKAUNTAN NEGERI)

Nombor Baucar Bayaran	Pokok RM	Faedah RM	Jumlah RM	Tempoh Bayaran
				Bulan

Jumlah Pinjaman				
Bayaran Balik Sebulan				

Tarikh

.....

Akauntan Negeri

*Potong mana yang tidak berkenaan

Bahagian III (Diisi oleh Pegawai yang meluluskan pembiayaan)

Kepada: Rujukan:

.....
.....

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

Tarikh:

Tandatangan

Nama Penuh

Jawatan

b.p. Setiausaha Kerajaan Sarawak

Bahagian IV (Untuk Kegunaan Jabatan Perbendaharaan Negeri)

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

Tarikh:

b.p. Akauntan Negeri

* Potong di mana tidak berkenaan.

RINGKASAN CUTI TANPA REKOD

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

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

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

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

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

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

KOPERASI [149(1)(d)]

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

PEPERIKSAAN [149(1)(e)]

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

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

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

SUKAN [149(1)(g)]

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

KERTAS MINIT
MINUTE SHEET

Encik Kameri Bin Haji Affandi

Unit Pembangunan Usahawan Bumiputera,
Jabatan Ketua Menteri.

Tuan,

**PERMOHONAN PEMBIAYAAN KOS RAWATAN PERUBATAN KEPAKARAN RUJUKAN
SEBAGAI PESAKIT DALAM DI PUSAT PAKAR PERUBATAN NORMAH**

Saya merujuk kepada kertas minit Ruj. UPUB/2/1-24 bertarikh 11 Jun 2012 berkenaan dengan perkara di atas.

2. Sukacita memaklumkan bahawa pejabat ini bersetuju untuk membiayai kos rawatan perubatan kepakaran rujukan pesakit dalam **isteri tuan Puan Hayati Binti Sahlan** yang berjumlah **RM6,936.58** di Pusat Pakar Perubatan Normah pada 27.3.2012 hingga 28.3.2012 seperti butir-butir berikut selaras dengan Surat Pekeliling (Perj.Bil.9/1996) rujukan 39/EO/3177/A bertarikh 6 Mac 1996.

Jenis Pembayaran	Amaun Yang Boleh Dibayar (RM)
No. Inbois 2856331 dd. 28.3.2012	
Pharmacy Charges	399.05
CSSD/Consumable Charges	570.28
Room Charges (RM160.00* x 1 Night + 6% (GST)) - RM10.00** x 1 night)	106.60
Theatre Fees	1,442.95
SP Proc-All Others	280.00
Pharmacy Charges	25.00
Laboratory	254.00
Proc - Ent	3,350.00
Consultation Fees	200.00
Medical Gases	105.82
Monitoring Charges	104.88
CSSD Supplies	95.00
Other Consumables	3.00
Jumlah	6,936.58
* Kadar Bayaran Wad – Bilik 2 katil	
** Kadar Bayaran Wad Yang Perlu Dibayar Oleh Pegawai	

KERTAS MINIT
MINUTE SHEET

**PERMOHONAN PEMBIAYAAN KOS RAWATAN PERUBATAN KEPAKARAN RUJUKAN
SEBAGAI PESAKIT DALAM DI PUSAT PAKAR PERUBATAN NORMAH**

3. Pembayaran berjumlah **RM6,936.58** akan dibayar kepada Pusat Pakar Perubatan Normah (Sarawak Medical Centre Sdn. Bhd.) **setelah ditolak kadar bayaran wad berjumlah RM10.00** (RM6,946.58 – RM6,936.58) dan **pegawai hendaklah menjelaskan baki pembayaran tersebut.**

4. **Sila k selanjemukakan resit baki pembayaran** dengan segera ke pejabat ini untuk tindakanutnya.

Sekian, terima kasih.

" BERSATU BERUSAHA BERBAKTI "

" AN HONOUR TO SERVE "

(FATHI BIN HAJI HAMBALI)

Unit Pengurusan Sumber Manusia
b.p Setiausaha Kerajaan
Sarawak

Ruj. Kami : /P/3265

Tarikh :

s.k Pusat Pakar Perubatan Normah, Kuching
(Sarawak Medical Centre Sdn. Bhd.)

Pasukan Akaun

Pegawai Seranta : Pn. Candida Sibong
No. Telefon : 082 - 319595

Statistik Laporan Kemudahan Rawatan Perubatan Bagi Kakitangan Perkhidmatan Awam Negeri Sarawak Termasuk Pesara Bagi Tahun 2012 (setakat 30.6.2012)

Jenis/Kategori Kemudahan Rawatan Perubatan	Jumlah Kelulusan Berdasarkan Permohonan Pembiayaan	Jumlah Kelulusan Bagi Pesara	Jumlah Kelulusan Bagi Pegawai	Jumlah Perbelanjaan bagi Pesara	Jumlah Perbelanjaan Bagi Pegawai	Jumlah Perbelanjaan Bagi Pesara Dan Pegawai
Hemodialisis/Continuous Ambulatory Peritoneal Dialysis [CAPD]	48	18	30	584,808.00	927,497.00	1,512,305.00
Pembekalan/Pembelian Alat Sokongan (Implan/Anggota Palsu)	34	22	12	147,849.00	115,450.00	263,299.00
Pembekalan/Pembelian Ubat	25	9	16	261,680.00	212,297.00	473,977.00
Pembekalan/Pembelian Kata Mata Khas (Intra-Ocular Lens)	49	42	7	32,870.00	5,850.00	38,720.00
Rawatan Rujukan Ke Pusat Pakar Perubatan Normah (NMSC)	9	0	9	0.00	68,312.98	68,312.98
Rawatan Kecemasan Di Hospital Swasta Dalam Malaysia	4	1	3	37,958.00	25,555.08	63,513.08
Rawatan Kecemasan Di Luar Negara	1	0	1	0.00	37,545.95	37,545.95
Rawatan Rujukan Di Hospital Swasta Dalam Malaysia	4	2	2	8,019.85	1,400.00	9,419.85
Rawatan Rujukan Ke Luar Negeri Sarawak Dalam Malaysia	5	1	4	0.00	0.00	0.00
Rawatan Rujukan Dalam Negeri Sarawak	15	14	1	0.00	0.00	0.00
Rawatan Rujukan Ke Institut Jantung Negara (IJN)	4	3	1	0.00	0.00	0.00
Jumlah Keseluruhan	198	112	86	1,073,184.85	1,393,908.01	2,467,092.86

MEMORANDUM RASMI

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

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

Dengan hormatnya saya merujuk perkara di atas.

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

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

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

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

"BERSATU BERUSAHA BERBAKTI"

"AN HONOUR TO SERVE"



(BAKRIE ZAINI)

Pengarah Unit Pengurusan Sumber Manusia
b.p Setiausaha Kerajaan Negeri

LAMPIRAN A

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

Senarai agihan:

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

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

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

2.00 petang - Ketibaan para jemputan

2.30 petang - Program bermula

- Tazkirah

- Majlis Khatam Al-Quran

- Tahtim

4.09 petang - Solat Asar berjemaah

- Pengagihan makanan

- Majlis selesai

BORANG PENGESAHAN KEHADIRAN PROGRAM MENGIMARAHKAN RAMADHAN

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

UNIT/JABATAN: _____

Bil	Nama Pegawai	No Tel

Wakil Pembaca (Khatam Al-Quran)

Bil	Nama Pegawai	No Tel

Sila kembalikan @ email borang pengesahan kepada pegawai seperti dibawah:

Dayang Normala binti Abang Mohd Ariff
No Faxes: 082-447414
 e-mail: normalaa@sarawak.gov.my
hasanahb@sarawak.gov.my

Sila lihat Senarai Agihan.

Tuan/Puan,

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

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

Dengan segala hormatnya perkara di atas adalah dirujuk.

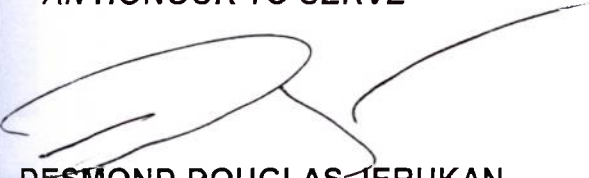
2. Sukacita dimaklumkan bahawa pelajar latihan industri di seksyen tuan/puan di jemput untuk menghadiri program tersebut di atas, pada **9 Ogos 2012 (Khamis) jam 8.30 hingga 10.30 pagi bertempat di Auditorium, Sarawak Islamic Information Centre Jalan Ong Tiang Swee, Kuching** oleh Y.Bhg Datuk Haji Nik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

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

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

Sekian.

" BERSATU BERUSAHA BERBAKTI "
" AN HONOUR TO SERVE "


DESMOND DOUGLAS JERUKAN
Ketua Penolong Pengarah
Seksyen Khidmat Gunasama

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



ISO 9001:2008 Certified

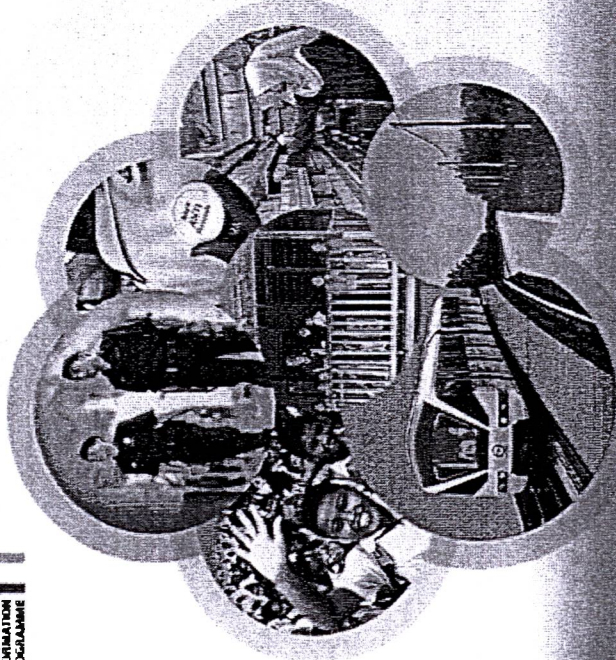


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- About GTP
GTP in A Nutshell
- What Are NKRA's
Our Initiatives & Efforts
- Persepectives
Read What People Say
- Recipients Portal
Witness The Impact
- Media Library
Check Out GTP in Action

GOVERNMENT TRANSFORMATION PROGRAMME

THE ROADMAP 2.0

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



Catalysing Transformation for a Brighter Future

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

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

Reducing Crime	Raising Corporate Governance	Improving Basic Infrastructure	Improving Urban Public Transport	Addressing Cost of Living
753 Balai Police Ranked & awarded	Raising Living Standards of IUM	RT @gtp_roadmap : #GTPRoadmap2 di Kuching pada Jumaat 10 Ogos ini. Kongsi maklumbalas anda terhadap serua inisiatif di bawah NKRA: http://t.co/1lkjyFs	VIEW OUR Touching Lives Portal	NOT A MEMBER? Join Us To Play A Role
Results are from Jan - Dec 2011	RT @gtp_roadmap : #GTPRoadmap2 di Kuching pada Jumaat 10 Ogos ini. Kongsi maklumbalas anda terhadap serua inisiatif di bawah NKRA: http://t.co/1lkjyFs	FOLLOW US		

Your Feedback Matters. Participate in A Survey

SENARAI SEKSYEN

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

8.0 Kadar Kelayakan Cuti Rehat

Kadar Kelayakan Cuti Rehat Mengikut Pekeliling Bil. 4/2002
(Berkuatkuasa mulai 1 November 2002)

Kumpulan/Gred SSM & Setaraf	Kadar Cuti Rehat (Hari)	
	Kurang 10 Tahun Perkhidmatan	Genap 10 tahun Perkhidmatan
Pengurusan Tertinggi	30	35
Gred 31 - 54 *	30	35
Gred 21 - 30	25	30
Gred 1 - 20	20	25

Kadar Kelayakan Cuti Rehat Mengikut Pekeliling Bil. 20/2005
(Berkuatkuasa mulai 1 September 2005)

Gred	Kadar Cuti Rehat (Hari)	
	Kurang 10 Tahun Perkhidmatan	Genap 10 tahun Perkhidmatan
Pengurusan Tertinggi	30	30
Gred 31 - 54	30	30
Gred 21 - 30	25	30
Gred 1 - 20	20	25

Kumpulan/Gred SSM & Setaraf	Kadar Cuti Rehat (Hari) Bagi Pegawai Perkhidmatan Awam Lantikan Tetap & Berpencen atau memilih KWSP & JBC					
	Dilantikan Sebelum 1.9.2005 & Memilih Untuk Kekal Kelayakan		Dilantikan Pada /Selepas 1.9.2005 & sebelum 1.1.2009 & Memilih Untuk Kekal Kelayakan		Dilantikan Baru Mulai 1.1.2009 atau sebelum 1.1.2009 tetapi Memilih Untuk Menerima Kadar Cuti Rehat Baru Di Bawah PP 14/2008(mulai 1.1.2009)	
	Kurang 10 Tahun Perkhidmatan	Genap 10 tahun Perkhidmatan	Kurang 10 Tahun Perkhidmatan	Genap 10 tahun Perkhidmatan	Kurang 10 Tahun Perkhidmatan	Genap 10 tahun Perkhidmatan
Pengurusan Tertinggi	30	35	30	30	25	25
Gred 31 - 54	30	35	30	30	25	25
Gred 21 -30	25	30	25	30	25	25
Gred 1 - 20	20	25	20	25	20	25

Kadar Cuti Rehat Tahunan Bagi Pegawai Perkhidmatan Awam Lantikan Kontrak & Sementara	
Kumpulan/Gred SSM	Kadar Cuti Rehat (Hari)
Pengurusan Tertinggi	25
Gred 31 - 54	25
Gred 21 -30	25
Gred 1 - 20	20

9.0 Formula Pengiraan Pembayaran GCR

Gaji Pokok Akhir + semua Imbuan Tetap X Jumlah GCR Terkumpul

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Jenis-jenis Imbuan Tetap yang Diambilkira:

Imbuan Tetap Perumahan/Imbuan Tetap Khidmat Awam/Imbuan Tetap Keraian/Imbuan Tetap Jawatan Utama Gred Khas