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& POLICY STUDIES
UNIVERSITI TEKNOLOGI MARA**

**SARATOK DISTRICT OFFICE
ADMINISTRATIVE DEPARTMENT**

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Thank You.

Saratok District Office

CHAPTER 1: INTRODUCTION OF THE ORGANIZATION

1.0 BACKGROUND

Saratok is one of the districts in Betong Administration. Saratok has an area of 1,686.68 sq km and has two (2) Sub-District, namely “Daerah Kecil Roban” and “Daerah Kecil Kabong”. Saratok District Office is located in the heart of the city on the SAGATOK Hill which is a historic building of Saratok District Office. Saratok District Office has been in operation since before independence which is estimated to have been in existence since 1888 in the same building until 2008. The office has moved to a new office which is about 200 meters from the original building and was officially launched on August 30, 2009 on land Lot 42 Saratok Town District.

1.1 VISION

Resident Office and Betong District is committed to be a leading and progressive organization to catalyze change towards sustainable development and a harmonious.

1.2 MISSION

Meanwhile the missions of Saratok District Office are to strengthening efficiency, transparency, trust and effectiveness against customers in conveying warmth and Administration Development Services.

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1.3 CLIENTS' CHARTERS

Saratok District Office is committed to providing efficient, effective and friendly services to customers by:

- Application Letter of Administration (LA), Probate Wills to be completed within fourteen (14) working days if accompanied by all the documents related complete;
- Adoption applications received will be completed within fourteen (14) working days, provided all parties present with complete documents and satisfy the procedures set;
- Managing the Business Names Registration, Renewal and Issuance Managing Trade, Production Extract, Amendment and Cancellation Details of Business Names will be completed within seven (7) working days, provided all the documents submitted are complete;
- Registration of Court Cases and Civil and Bumiputeras' Court will be completed within one (1) working day;
- Application to Purchase Permits for shotgun shells (shotgun) will be completed within one (1) working day if they meet the rules set;
- Renewal of Title Shotgun be completed within ten (10) days after completing all the prescribed conditions and the approval of the Resident;
- Application for Transfer of Ownership Shotgun be completed within seven (7) working days if they meet the regulations;
- Receipt of payment will be issued in a half (1/2) day for all the revenue from the public;

Saratok District Office

1.4 CORE BUSINESS OF THE ORGANIZATION

1.4.1 PROBATE

Probate is a process by which a deceased person's property is administered and transferred to heirs or other parties. In Sarawak, the administration of the estate is governed by the provisions of the Administration of Estates Ordinance (Administration of Estates Ordinance) (Chap. 80) and the collection of estate duty is governed by the provisions of the Estate Duty Ordinance (Estate Duty Ordinance) (Chap.29).

Letters of Administration means giving formal representation issued to the representative of a person who dies without a will. Grant of Probate means the official who issued the grant of representation to one representative of the intestate died. Saratok District Officer is Probate Officer for Saratok District.

1.4.1.1 WHO ARE ENTITLED TO APPLY LETTERS OF ADMINISTRATION

People who are entitled to be granted Letters of Administration according to priority under Section 8 of the Administration of Estates Ordinance as follows:-

- i. Widower (husband/wife) of the deceased
- ii. Daughter/Son of the deceased
- iii. Father of the deceased
- iv. Siblings of the deceased
- v. Immediate family of the deceased
- vi. Debtor of the deceased

1.4.1.2 PROCEDURES

Applicants should bring the following documents:-

- The original death certificate or a statutory declaration if death occurs before 09/16/1963.
- A list of assets and original documents related.
- Letter of Agreement or Letter of Administration Letter of Claim Releasing and from next of kin who are unable to attend

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- Community leaders for the area should also be present to verify the reports.

Applicants must bring the original will if it is not stored by the Probate Officer or the Chief Race of Saratok. Community leaders for the region must be present to confirm the reports made unless the application is submitted through a lawyer. All estate duty payable shall be paid before the Letter of Probate or Letters of Administration to be issued.

All applications with supporting documents will be approved within one week of the application submitted at the District Office Saratok and one month for an application submitted at the District Office Roban and Kabong subject to the attendance Probate Officer of Saratok.

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1.4.2 ADOPTION REGISTRATION

Adoption in Sarawak is governed by the Adoption Ordinance (Chapter 91). Relationship between the adopted child and the adoptive parents are the same as biological children and enjoy all the rights and privileges of a legitimated child in terms of parental obligations. The parents lost the control or the rights of the child that has been adopted and foster child were also not entitled to claim inheritance of property by parents.

Subject to the provisions of the Adoption Ordinance, anyone can pick up children by meeting the following conditions:-

- Mother of the adoptive father is healthy and sane for take care someone adopted child.
- Adoptive parents have the ability cause to support adoption by social status of the adoptive parents until the child reaches the age of 18.
- The adoptive parent must be a partner with legal marriage or otherwise.
- Adoptive parents must be at least 21 years of age and at least 20 years older than the adopted child.

1.4.2.1 PROCEDURES

Parents or legal guardians of a child who would like to be lifted and adoptive parents need to be present at the District Office or Minor District Office in the district of residence of the adoptive parents.

Original documents and photocopy to be brought is as follows: -

- Birth Certificate of the child to be adopted.
- Identity Card parents or legal guardians and foster parents.
- Marriage Certificate of the adoptive parents (If the applicant is married).

All applications with supporting documents that are complete and approved by parents or legal guardians and foster parents will be approved within one day of application submitted to Saratok District Office and one month for an application submitted in District Office Kabong and Roban subject to Saratok District Officer was in office at the time.

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1.4.2.2 REVOCATION OF ADOPTION

No adoption may be revoked unless ordered by the High Court or the following reasons: -

- Adoptive parents are treating foster child adoptions resulting health risk.
- Adoptive parents are not able to feed and care for the child or
- In all cases where adoption should be canceled in the interest of the child.
- If an adoption has been canceled by the Court, all rights adopted children and adoptive parents will be deleted and the child will be returned to its original status as a legitimate child to the natural parents.

1.4.3 SHOTGUN LICENSE TRANSFER THROUGH PROBATE

Transfer Conditions Shotgun through Probate refers to the circular No.36/2005 by letter no. JKM.P/SEC/01/003/10 reference dated 02.09.2005;

Probate transfer is allowed only limited to your son or daughter ONLY with the following conditions;

- The son or daughter must have passed the security clearance from the Police;
- Son or daughter has been certified fit to use a shotgun Medical officer of the Hospital or Clinic Government;
- Shotgun had been confirmed was safe for use by police, and
- Terms of use shotguns shall remain as the original use conditions.

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1.4.4 MINI RURAL PROJECT (PROJEK KECIL LUAR BANDAR)

Planning and coordination of Rural development such as Infrastructure Projects / Infrastructure - Roads, Water Supply, Electricity, Public Facilities); definition of Mini Rural Project (MRP) stands for projects worth small which is not exceeding RM 100,000.00. This project is the short term that should be implemented within one year. Among other objectives the implementation of MRP is to provide opportunities for residents.

1.4.4.1 PROCEDURES

People can apply for MRP implementation through:

Development and Security Committee (JKKK)

- Organization / Association
- The committee set up to organize an activity

Applications must be submitted to the District Officer or the State Assemblyman of Saratok to coordinate and prioritize projects. Each proposed project must be planned carefully and have complete information such as:

- Reason - because the project requested
- The estimated cost of the project
- Allocation amount applied for
- Existing financial resources
- Scope of the project
- Project site
- Map sketch / drawing / picture (where applicable)
- Other information related to the project

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1.4.4.2 TYPES OF PROJECT

Types of permitted projects to be funded by the State provisions are:

- Assistance to small infrastructure projects (bridges / piers / path / prayer)
- Assistance to the synagogue
- Mutual cooperation project
- Assistance to government agencies / departments
- Including computer-aided training
- Assistance to victims of natural disasters
- The purchase and maintenance of generator sets

Types of projects that are not allowed to be funded by the State provisions are:

- Trophy / medal / souvenir
- Uniform association
- Dishes
- Musical instruments
- Sportswear / sports equipment
- Land compensation
- Outboard engine
- Chainsaw

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1.4.4.3 ROLES OF SARATOK DISTRICT OFFICE

Saratok District Office perform better coordinate and monitor the implementation and performance of development projects implemented in the district Saratok. The approaches used are:

- Saratok District Office after reviewing the project proposal and give an estimate of the price received from residents. The list of projects will be submitted to the Department of State Development (SDO) through Betong Resident after discussion with the representatives of the people.
- Approved projects to be implemented from the top and small projects in particular the provisions of a Member of Parliament and Member of the Legislative Assembly and other resources.

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1.4.5 NATIVE COURTS

Native Courts governed by the provisions of the Native Courts Ordinance 1993 1992. Rules of Native Courts & Customs Iban 1993 for Saratok District.

Native Courts are divided into several classes as follows: -

- Headman's Court
- Chief's Court
- Chief's Superior Court
- District Native Court
- Resident Native Court
- Native Court of Appeal

1.4.5.1 CIVIL CLAIMS SUBMISSIONS

Plaintiff must take the following action: -

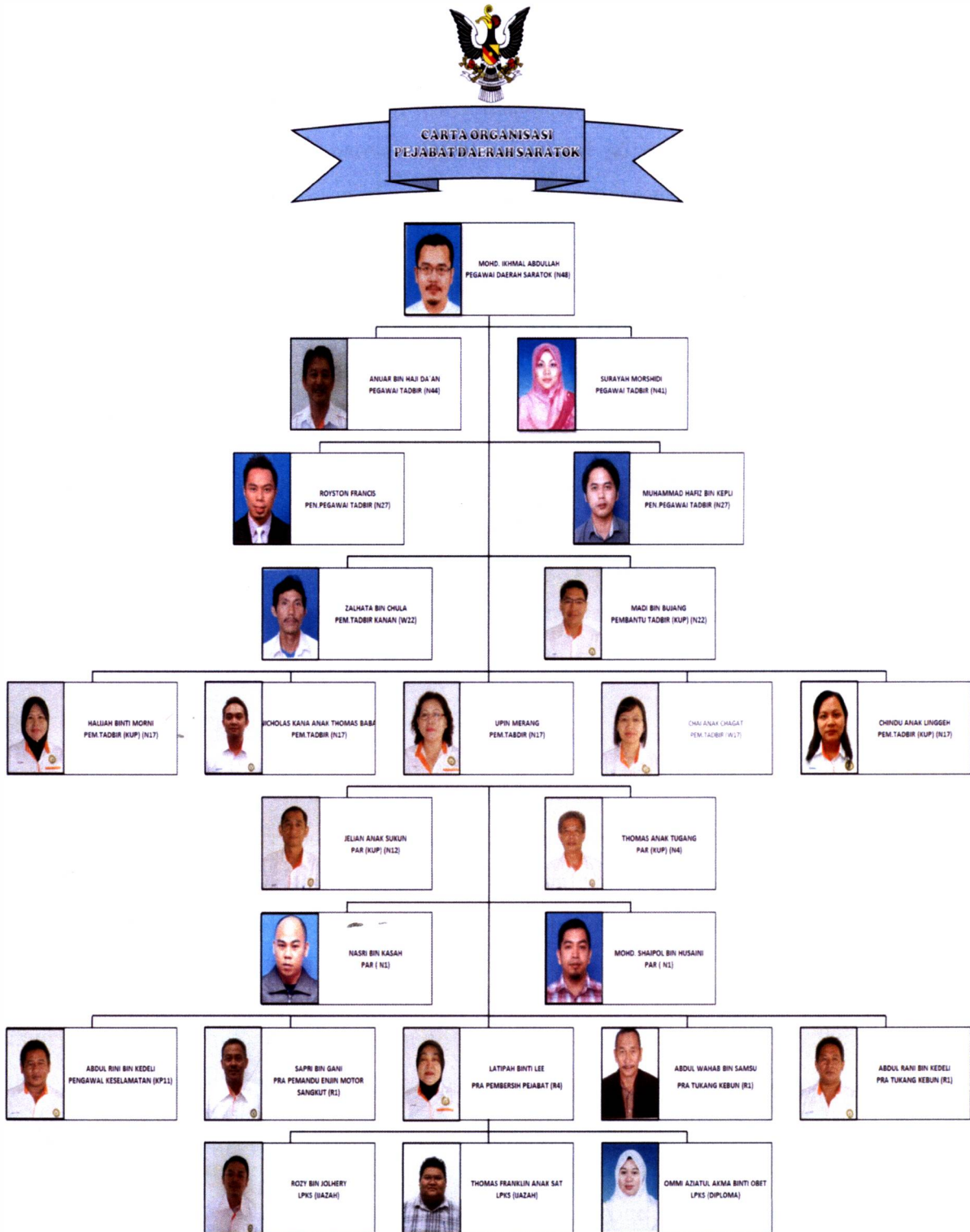
- Submit the completed Form A in 4 copies of the documents accompanied by the relevant supporting.
- Pay a fee of RM16.00

1.4.5.2 COMPLAINT BREACH LAWS & CUSTOMS BUMIPUTERA

Forms A & B will be presented to the defendant and he is required to submit Form B to the Registrar of the Court of Natives within 28 days. The complainant must submit a completed Form H in 4 copies.

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1.5 ORGANIZATION CHART



Saratok District Office

CHAPTER 2: SCHEDULE OF PRACTICAL TRAINING

2.0 INTRODUCTION

Saratok District Office is an organization which responsible in handling different tasks such as probation, adoption registration, native's court cases and so on. Saratok District Office is committed to providing efficient, effective and friendly service to customers by their clients' charter. Saratok District Office divided into three departments which are Administration Department, Accounting Department and Native and Bumiputeras Court Department. These three departments are operating under one building. Each department has their own roles and tasks. Administration Department involve with the administrative tasks such as probation, the adoption registration, the shotgun license renewal and so on.

Meanwhile, Accounting Department involve with all the payment process and Native Court Department will handle the matters regarding with the complaint breach of laws and customs Bumiputeras and so on. During the practical training, I was assigned in the administration departments that involved different tasks. My practical training period was started from 22nd July 2013 until 30th August 2013.

2.1 FIRST WEEK

During my first day of practical training, I was introduced to all staff and had been briefed about the background of the agency and all core activity in the agency. The core activity of the agency such as Probate, Adoption Registration, Shotgun License Transfer, Mini Rural Project, and acting as Native Court. I have been briefed about the probation and adoption registration.

Probate is a process by which a deceased person's property is administered and transferred to heirs or other parties. In Sarawak, the administration of the estate is governed by the provisions of the Administration of Estates Ordinance and the collection of estate duty is governed by the provisions of the Estate Duty Ordinance. Letters of Administration means giving formal representation issued to the representative of a person who dies without a will. Grant of Probate means the official who issued the grant of representation to one representative of the intestate died.

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Meanwhile, the Adoption in Sarawak is governed by the Adoption Ordinance (Chapter 91). Relationship between the adopted child and the adoptive parents are the same as biological children and enjoy all the rights and privileges of a legitimated child in terms of parental obligations. The parents lost the control or the rights of the child that has been adopted and foster child were also not entitled to claim inheritance of property by parents.

During my second day of practical, I have been assigned at customer service counter to help other staff. I have been given a task to analyze the record of customer service counter for administration unit and come out with some graph. By doing the task, I have found that the organization has deals with different customers and services. The services that available at Saratok District Office Customer Service Counter are Probate, e-Kasih, Adoption, Mini Rural Projects, shotgun license, purchase permit for shotgun shells, declaration, and JKJK.

Besides that, I was assigned to recreate a new format for AKPANS HRM (Human Resource Management) and also have been given the task about the list of PBR (Program Bantuan Rumah) recipients. PBR is a program that provides financial and management assistance to enable the target groups to inhabit houses that are much safer and comfortable compared to their previous residences. The goal of the program is to promptly improve their quality of life. I also assigned to do some filings.

2.2 SECOND WEEK

First day of my second week, I was assigned to do some probation. This is the first time Probate is a process by which a deceased person's property is administered and transferred to heirs or other parties. By doing this, I have gained useful knowledge that I thought I will never get from other organization.

The next day, I have been assigned by my supervisor to analyze the record of "Rekod Kursus / Seminar / Bengkel / Taklimat Kakitangan Pejabat Daerah Saratok 2012/2013". For this task, I have to divide the staff according to their scale. After that, I have to calculate how frequent the staff for training within a year.

Besides that, I also have been assigned to write some letters which is "Kursus Asas Pelan Tindakan". The letter was written to inform those JKJK (Jawatankuasa Kemajuan Kampung)

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about the course training. The course training was sponsored by “Institut Kemajuan Desa (INFRA), Kementerian Luar Bandar dan Wilayah”. The training was held at Victoria Inn, Saratok for four days. I also have been assigned to do some data key-in and update the database of “Jawatankuasa Kemajuan Kampung” (JKKK), Directory and the account number of each JKKK.

2.3 THIRD AND FOURTH WEEK

During my third week of practical training, we are celebrating our Eid Festival. Meanwhile, during my fourth week of practical training, my overall task is to do probation matters and also some filings. I have been assigned to list down the “Senarai Tugas Kakitangan Pejabat Daerah Saratok” for the year 2012.

2.4 FIFTH WEEK

During my fifth week, the first task that I have to do is to update the Probate Book and list down the name of the deceased, probate matter number, the heir of the deceased or the Letter of Administration to be granted to, and also the assets of the deceased in the probate matter books (PM 46/2012-PM 26/2013 Vol. 2). The next following days, I have been assigned to attend a meeting together with the SAO at Residence Office which is located at Betong District. The meeting was held at “Bilik Konferens Kenyalang, Aras 3, Pejabat Residen Bahagian Betong, Menara Utama KPKN”, 09:00 a.m, on 21st August 2013. Saratok District Office was involved in manage the invitation and was assigned to assemble at least 30 contingents for the Independence Parade that will be held on the 16th September 2013. The last day of the week, I have been given the task to call a lawyer regarding information given by him in the declaration form that has been submitted by one of the customer. This is to ensure that all the information is true and there's no confusion. Besides that, I have called the Letter of Administration holder to collect the Letters of Administration from the organization.

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2.5 SIXTH WEEK

My last week for practical training started on 26th August 2103 until 30th August 2013. As usual, my core task is probation. I have to fill in the Affidavit and record all the information in the Affidavit into Probate Book. The next day, I have written a form which is “Borang Permohonan untuk Pengecualian Prosedur Tender / Sebut Harga”. Besides that, I give some help with the lists of telephone and faxes number for the agency or Government Department in Betong and also the name lists of Head of Department in Betong District.

2.6 CONCLUSION

As a conclusion, during my six weeks of practical training at Saratok District Office, I have found that I was assigned with different tasks and my core task is probation. All the experiences that I got from this organization will give me lots of benefit in the future. I have gained different knowledge from each department which is useful in the future. These experiences have exposed me with team-working environment, made excellent communication skills, being responsible in doing my task and given me intuition on strong analytical.

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CHAPTER THREE: ANALYSIS

3.0 INTRODUCTION

One of the tasks that have been given to me during my practical training was filing and sorting. Basically, filing system is a system that involves classifying documents into a file. Each file consists of separate information of an individual or documents. This file system may be arranged alphabetically or numerically. Sorting is an action of arranging systematically in groups; separate according to type, class. Usually, this process is done after doing the filing work. Saratok District Office Sarawak is an organization that accentuates the filing system in their work. The filing system in this organization is based on the paper-based filing system.

Documents are very important to every organization. They contain information that is critical to the smooth operation of the organization. There are many types of documents. Invoices, purchase orders, reports, loan application forms, contracts and employee records are just a few examples of documents. Organizations use documents to keep records, convey information and run day-to-day business processes. Filing systems are used to keep documents organized and easy to find for employees. A filing system is set up and employees follow the system being used. In this organization, they are using paper-based filing system. Paper-based filing system is also known as traditional file organization which is describe as storing data in paper files, within folders and filing cabinets. Besides that, Saratok District Office is an organization that practises the 5S system in their work.

3.1 THE FIVE PILLARS OF 5S

A Five-S or 5S program is used by many large companies to maintain their inventory and keep everything at their fingertips, while saving time, space, and cost. The list describes how to organize a work space for efficiency and effectiveness by identifying and storing the items used, maintaining the area and items, and sustaining the new order. The decision-making process usually comes from a dialogue about standardization, which builds understanding among employees of how they should do the work.

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3.1.1 SEIRI (SISIH)

This principle involves eliminate all unnecessary tools, parts, and instructions. Go through all tools, materials, and so forth in the plant and work area. Keep only essential items and eliminate what is not required, prioritizing things per requirements and keeping them in easily-accessible places. Everything else is stored or discarded. The first step that I need to do is that going through and checking out all the files in the file section. In this section, the files are divided into several file system. For example, the file of “Ketua Masyarakat”, “Penerima Bantuan Rumah (PBR)” and so on. I need to eliminate any file that has been terminated. The system that they have suggested is that sorting the file based on the numeric system. Hence, each file has their own reference number that representing each of the section. Having an efficient filing system in place will enable you to find the information you need, when you need it.

3.1.2 SEITON (SUSUN)

This principle involves arranging the work, workers, equipment, parts, and instructions in such a way that the work flows free of waste through the value added tasks with a division of labor necessary to meet demand. When applied correctly with flow established this step eliminates the majority of the non-value-added time and allows the rest of the zero defect philosophy to be enabled. The application of this principle can be seen after the first step is accomplished. As mention earlier, each section is represented by different reference number of files. The files can be easily arranged based on the reference number. Thus, this shows that the filing system of the organization is systematic and clean. Besides using the reference number system, each file is arranged based on the alphabetical order of the names of the applicants which is also provided at the side of the files. Furthermore, this will help the worker to find specific file based on the arrangement that has been made.

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3.1.3 SEISO (SAPU)

After the two steps are accomplished, then only this step can be implemented which is making sure that everything is cleaned and functioning properly. This principle involves inspection and implementing the other two steps to make sure that it is done accordingly. Since my core task is probation and updating the “Penerima Bantuan Rumah (PBR)”, in the organization, the inspection is done through updating the files which consist of the applicant information. This information is updated every time as there are customer apply for it as this is crucial in regards of having the latest information in order to keep track on each application form received and other matters.

3.1.4 SEIKETSU (SERAGAM)

This principle involves ensuring uniform procedures and setups throughout the operation to promote interchangeability. This is done through maintaining the same procedure in every department, specifically in the filing system which is using reference number and alphabetical order.

3.1.5 SHITSUKE (SENTIASA AMAL)

This principle is to ensure disciplined adherence to rules and procedures to prevent backsliding. As for this organization, in order to always sustain the effectiveness of 5S system, the organization is organizing 5S contest among the department. Also, the District Officer will come to the office to ensure that the organization is maintaining this 5S system in their daily work life. This will help to ensure that every department is maintaining their 5S system and implement each principle continuously.

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3.2 FORMALIZATION

Formalization is the degree to which organization standardize behavior through rules, procedures, formal training, and related mechanisms. In other words, companies or organizations become more formalize as they increasingly rely on various forms of standardization to coordinate work. Older agencies or organizations tend to become more formalized because work activities become routinized, making them easier to document into standardized practices.

Saratok District Office typically has a high degree of formalization because they rely on standardization of work processes as a coordinating mechanism. In this organization, employees have precisely defined roles, rules, procedures, formal training and so on. We can see this through the task that has been given to me which is the probation matter. In this matter, it is compulsory for the applicants to follow the procedure before they apply for Letters of Administration or Grant of Probate. For example, the Probate Officer should give the applicants a form of checklist in order to ensure the applicant brings the needed documents. After that, applicants must bring the original will if it is not stored by the Probate Officer or the Chief Race of Saratok. Community leaders for the region must be there to confirm the reports made unless the application is submitted through a lawyer. All estate duty payable shall be paid before the Letter of Probate or Letters of Administration to be issued.

Besides that, the employees also precisely attend the formal training. During my practical training, I have been assigned by my supervisor to analyze the record of "Rekod Kursus / Seminar / Bengkel / Taklimat Kakitangan Pejabat Daerah Saratok 2012/2013". By doing this, I have found out that Saratok District Office has a high degree of formalization.

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3.3 DEPARTMENTALIZATION

Departmentalization establishes the chain of command whereby the system of common supervision among positions and units within the organization. It frames the membership of formal work teams and typically determines which positions and units must share resources. Thus, departmentalization establishes interdependencies among employees and subunits.

Departmentalization focuses people around common mental models or ways of thinking, such as serving clients, developing products, or supporting a particular skill set. This focus is typically anchored around the common budgets and measures of performance assigned to employees within each departmental unit.

Departmentalization encourages coordination through informal communication among people and subunits. With common supervision and resources, members within each configuration typically work near each other, so they can use frequent and informal interaction to get the work done.

Saratok District Office is one of an organization that practices departmentalization in their organizational structure. This is show when they work in teams and typically determines which positions and units must share resources. Saratok District Office has divided into 3 units which are Administration Unit, Accounting Unit, and Native Court Unit. These 3 units of the organization they are typically share the same resources. Besides that, their ways of thinking such as serving clients. In this organization, each employee has been assigned with their own specific task. For example the matters of probation. The Application Letter of Administration (LA), Probate Wills to be completed within fourteen (14) working days if accompanied by all the documents related complete. Another example is the customer service counter. When the customers come to the organization, they have to fill in the form. This is to ensure that they are served rightly. I have been given a task to analyze the record of customer service counter for administration unit and come out with some graph. By doing the task, I have found that the organization has deals with different customers and services.

Saratok District Office also encourages coordination through informal communication among people and subunits. With common supervision and resources, members within each configuration typically work near each other, so they can use frequent and informal interaction

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to get the work done. In this organization, the table arrangements are near each other as you can see at the picture 1.

Picture 1



Picture 1: Shows how the arrangement of the tables.

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CHAPTER FOUR: RECOMMENDATION

4.0 INTRODUCTION

Documents are very important to every organization. They contain information that is critical to the smooth operation of the organization. There are many types of documents. Invoices, purchase orders, reports, loan application forms, contracts and employee records are just a few examples of documents. Organizations use documents to keep records, convey information and run day-to-day business processes. Filing systems are used to keep documents organized and easy to find for employees. A filing system is set up and employees follow the system being used. In this organization, they are using paper-based filing system. Paper-based filing system is also known as traditional file organization which is describe as storing data in paper files, within folders and filing cabinets.

4.1 ADVANTAGES OF PAPER-BASED FILING SYSTEM

Paper-based filing systems have many benefits. The advantages of paper-based filing system are as follows;

4.1.1 EASY TO ACCESS

Traditional file organization is easy to access. Files are physically in a central location. If you can't find something, you can spend as long as you need going through each file until you find exactly what you're looking for. The ability to see, touch and read your files whenever you need to may help you think about how to innovate aspects of your business. In this organization, it was easy for me to access all the files which I have to change the listing as I can detect and read the all the files. It was also easier for me to insert a new detail and updating the content.

Saratok District Office

4.1.2 ENSURE SAFETY

Many filing cabinets, especially steel ones, can be locked. This helps to better ensure safety when it comes to credit card information, birth certificates, insurance information and other important papers. In addition, these papers can all be color-coded or filed in alphabetical order so that items can be found easily in an emergency. This organization is using steel cabinets which are locked as they are keeping all the confidential documents using filing system. Thus, the safety of all the documents is ensured.

4.1.3 EASY TO UNDERSTAND

Traditional filing systems are typically easy to understand and learn. Files can be arranged in several ways, including alphabetically, numerically, color coding or by location. Hence, this organization is using the filing system based on alphabetically and numerically which in my opinion easy to understand as I was able to do the filing system in a correct way.

Saratok District Office

4.2 DISADVANTAGES OF PAPER-BASED FILING SYSTEM

A paper-based filing system has several shortcomings. Without a good system, documents are hard to find, hard to share and easily lost. Some lost documents are impossible to reproduce. Actually they are costing a lot more in money, time and man-power.

4.2.1 LACK OF SPACE AND EFFICIENCY

Traditional file organization can get out of hand. The number of files to organize grows with your business; it can be a pain in the database to find space for all that paperwork. Filing items efficiently can also become a challenge. During the filing task, some of the files section is already compact and dense with the documents. Thus, this files take up some space which sometimes can be a little inconvenience and troublesome.

4.2.2 ORDER OF DATA

Data can get out of order in traditional filing systems. If someone accidentally puts a file in the wrong place, or takes a file out of a cabinet and forgets to put it back, it can lead to lost data or the creation of additional copies of files. For example, I did face this situation whereby some of documents are misfiled. The documents that supposed to be in PDS01 were found in PDS02's file. This problem is time consuming because it takes me quite some times to find and search for the specific file.

4.2.3 SLOW ACCESS

Finding and retrieving a document using a paper-based system is slow. In situations where information contained in a document is required immediately to response to a customer's request, the delay may cause customer dissatisfaction. In addition, re-filing paper documents wastes time and may result in misplacement of the files. In the filing process, I was asked to re-filing paper documents which in my opinion is also time consuming due to slow access.

Saratok District Office

4.2.4 SECURITY ISSUE

It is hard to keep track of who has used or copied which paper documents. Paper documents are often maintained with very low security control. Your company risks leaking critical information to unauthorized personnel.

4.2.5 HARD TO SHARE

Paper-based filing systems allow paper documents to reside in only one place at a time. To share documents, office workers generally make their own copies. For example, when a recipient needs a receipt so the worker has to go through the specific file one by one in order to retrieve the receipt and make a copy. In my opinion, it is time consuming to do so.

Saratok District Office

4.3 RECOMMENDED SOLUTION

Electronic document management system is a common alternative to paper filing. In today's world, organization is made simple for us through the use of computers and electronic filing systems. This filing system is also known as paperless office. Wikipedia defined paperless as a work environment in which the use of paper is eliminated or greatly reduced. This is done by converting documents and other papers into digital form. Proponents claim that "going paperless" can save money, boost productivity, save space, make documentation and information sharing easier, keep personal information more secure, and help the environment.

With an electronic document management system, the efficiency of a business increases tenfold. Search time is greatly reduced with the use of searchable digital files, so employees waste less time. The occurrence of unidentifiable information or destroyed document is also reduced with the use of digital files, saving the company time and money.

Electronic document management improves work efficiency as well; the use of digital files facilitates collaboration by streamlining document workflow and offering employees an easy method to share information and work in partnership. Paper copies can become easily outdated and edits/changes on a paper can easily fall out-of-sync with an up-to-date copy; electronic documents improve the flow of information and supports real-time updates and enables group collaboration. When using traditional filing systems, workers are metaphorically tethered to a filing cabinet; using an electronic system, workers have wider accessibility and can access documents from remote locations, making it possible to work from home.

A paperless office staff strives to use ever-present technology to lessen the need for paper. Invoices and receipts are easily transformed into email format. Files are saved using an electronic filing system. Portable computer tablets are used instead of a pad of paper. Electronic faxes are sent much like emails. Bills, invoices and receipts are sent via email and archived files are scanned and backed up on computers. A paperless office saves money in printing, envelopes, postage and ink. It also boosts productivity because employees are not going back and forth to printers, fax machines and file cabinets. Space is obviously saved in the office environment and information sharing is completed with just a click of a button.

Saratok District Office

Electronic document management systems also provide an extra level of security that traditional paper filing systems simply can't. While filing cabinets may be able to lock, with a bit of force, anybody can gain access to sensitive files. Electronic systems offer password protection to prevent unauthorized viewers and can limit accessibility to confidential information. Paper can be easily destroyed or lost, which can cost the company a great deal. Saving a document digitally will significantly decrease that risk. Although there is no way for an organization to go completely paperless, the adoption of an electronic document management system could have many benefits. It will improve your bottom line, office efficiency and security, as well as help the environment.

Saratok District Office

CHAPTER 5: CONCLUSION

Saratok District Office is an organization which responsible in handling different tasks. Saratok District Office is committed to providing efficient, effective and friendly service to customers by their clients' charter. . Saratok District Office divided into three departments which are Administration Department, Accounting Department and Native and Bumiputeras Court Department. These three departments are operating under one building. Each department has their own roles and tasks. Administration Department involve with the administrative tasks such as probation, the adoption registration, the shotgun license renewal and so on. Meanwhile, Accounting Department involve with all the payment process and Native Court Department will handle the matters regarding with the complaint breach of laws and customs Bumiputeras and so on. During my time here, I was assigned in the administration departments that involved different tasks. Besides that, I have been assigned at customer service counter to help other staff. I have been given a task to analyze the record of customer service counter for administration unit and come out with some graph. By doing the task, I have found that the organization has deals with different customers and services.

Besides that, I was assigned to recreate a new format for AKPANS HRM (Human Resource Management) and also have been given the task about the list of PBR (Penerima Bantuan Rumah) recipients. I also assigned to do some filings.

Second week of my practical training, I was assigned to do some probation. Probate is a process by which a deceased person's property is administered and transferred to heirs or other parties. By doing this, I have gained useful knowledge that I thought I will never get from other organization. Besides that, I have been assigned by my supervisor to analyze the record of "Rekod Kursus / Seminar / Bengkel / Taklimat Kakitangan Pejabat Daerah Saratok 2012/2013". I also assigned to do data key-in and update the database of "Jawatankuasa Kemajuan Kampung" (JKKK), Directory and the account number of each JKKK.

Meanwhile, during my fourth and fifth week of practical training, my overall task is to do probation matters and also some filings. I have to update the Probate Book and list down the name of the deceased, probate matter number, the heir of the deceased or the Letter of

Saratok District Office

Administration to be granted to, and also the assets of the deceased in the probate matter books (PM 46/2012-PM 26/2013 Vol. 2).

Besides that, I was assigned to attend meeting together with the SAO at Residence Office which is located at Betong District. The meeting was held at "Bilik Konferens Kenyalang, Aras 3, Pejabat Residen Bahagian Betong, Menara Utama KPKN", 09:00 a.m, on 21st August 2013. Saratok District Office was involved in manage the invitation and was assigned to assemble at least 30 contingents for the Independence Parade that will be held on the 16th September 2013.

My last week for practical training started on 26th August 2103 until 30th August 2013. As usual, my core task is probation. I have to fill in the Affidavit and record all the information in the Affidavit into Probate Book. During my last week of practical training, I have found that I was assigned with different tasks and my core task is probation.

The significant this practical training to my study is all the experiences that I got from this organization will give me lots of benefit in the future. I have gained different knowledge from each department which is useful in the future. These experiences have exposed me with team-working environment, made excellent communication skills, being responsible in doing my task and given me intuition on strong analytical.

REFERENCES

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APPENDICES

Affidavit

(For Use in ascertaining Probate Duty)

ADMINISTRATION OF ESTATES ORDINANCE S.S. 12, 34.

IN THE
ESTATE OF (deceased)
Address
Occupation

who died on at

(Here insert the names, addresses, occupations, and relationship to the deceased of all the persons making this affidavit).

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

do hereby make oath and state as follows:—

I/We desire to obtain grant of

Strike out } PROBATE OF THE WILL
the one }
not required } LETTERS OF ADMINISTRATION

of the above Estate, there being no other persons having a prior claim.

And I/We swear that will faithfully administer the Estate and will exhibit a true account of the administration unto this Office whenever required so to do.

And I/We further state that the accounts hereto annexed are to the best of belief true and have not in any way directly or indirectly hidden or concealed any of the assets or overestimated any of the debts due by the deceased.

The gross value of the Estate (p. 3) is RM
The total amount of debts (p. 4) is RM
NET VALUE OF THE ESTATE RM

chargeable with probate duty @%

In Witness whereof I/We have hereto set hands the day of 20.....

Before me

.....
Probate Officer

ACCOUNT (PART 1)

FULL DETAILS OF ALL ASSETS

House Property, Land and Gardens:—

Note 1.— Source of valuation to be noted. When possible values to be checked by local authority.

Note 2.— To be shewn separately in detail and any mortgage thereon to be deducted giving particulars and amount of the Mortgage Deed.

Stocks and shares to be valued at market price at date of death.

Carried forward

Estate of: ANTHONY ANDANG ANAK LIBAN (501222-13-5409)

House Property, Land and Garden:-

1. All that parcel of land situate in the Awik-Krian Land District and known as Lot 463 Block 8 containing 158.60000 sq. metres, more or less. (share 1/1)
-

Stock and Share:-

1. Hong Leong Bank Berhad Current Account under membership account number 07800010334, bank book balance as at 04/07/2013 RM 34,324.67.
 2. Hong Leong Bank Berhad Saving Account under membership account number 078-50-01999-0, bank book balance as at 30/06/2013 RM 331.11.
 3. Malaysian Banking Berhad Saving Account under membership account number 161136260694, bank book balance as at 30/06/2013 RM 20.59.
 4. Skim Amanah Saham Bumiputera Saving Account under membership account number 176035994, bank book balance as at 02/08/2013 RM 54,503.81.
 5. Bank Simpanan Nasional Saving Account under membership account number 13129-29-85124158-3, bank book balance as at 02/08/2013 RM 1838.30.
 6. Jabatan Perkhidmatan Awam Malaysia, Penyata Bayaran PENCEN under membership account number 030008686910, File Number JPA/SWK1750/0006550, payment statement as at 21/01/2013 RM 17,450.40.
-

Motorcars:-

1. One unit of Isuzu Pick-Up under registration number QRE 5286.
-

Bill Notes as per statement attached:-

1. Electricity Bill Statement, contract account number: 513025233107.
 2. Saratok Water Authority, account number: 11020203861 (SR/B/711) 4.
 3. Koperasi Saratok Berhad, registered in the Register of Members of the Society under number SD/2005(257).
 4. Sijil Pendaftaran, Ordinan Nama-Nama Perniagaan (BAB 64), number: GB2009012, Perniagaan Kontraktor Binaan, Pembekal & Perkhidmatan Awam, registered at Saratok on 19/05/2009. Extract from Borang Pendaftaran Nama-Nama Perniagaan (BAB 64), ANTHONY AND SONS ENTERPRISE, registered number: GB2009012, shares Of 60%, our reference: PDS/03/03(480) on 24.08.2010.
 5. Petikan Pendaftaran Nama-Nama Perniagaan, No. Sijil: SA2008923, Pembahagian Saham: 60%.
-

Brought forward

Cash in the house
Cash at Bank :—on current c/c.
on deposit
Money out on Mortgage, Bill, Notes as per statement attached
Book debts owing to deceased
Other debts (as per list attached)
Life Insurance Policies
Household goods
Gold, jewellery &c.
Stock in trade
Motor cars
Launches, Vessels, &c.
Goodwill of Business
Profits of Business to date of death for current year

Deceased's share in firm of

as per balance sheet or statement of account annexed, signed by the surviving partners.

Other property not comprised under the foregoing heads:—

Gross value of Estate (carried to page 1) RM

In the event of further assets being discovered, I undertake to declare same in a further affidavit and to pay duty on same, if any.

I also undertake to pay such further duty when it becomes payable in the event of the within valuation being subsequently found incorrect.

ACCOUNT (PART 2)

FULL DETAILS OF ALL DEBTS OWING BY DECEASED

Note 1.— Mortgages on houses and land should have already been deducted from the value of same in p. 2

Note 2.— Reasonable funeral expenses may be allowed but these are not to exceed 2½% of the net value of the estate or RM1,000 in all whichever is the smaller.

Name, Address and Description of Creditor	Description of Debt	Amount
Total of debts (carried to page 1).		RM

LETTERS OF ADMINISTRATION

Strike out
whichever is
inapplicable.

(ADMINISTRATION OF ESTATES ORDINANCE, SECTIONS 12 AND 34:)

SARATOK

IN THE DISTRICT OFFICE AT

IN THE OFFICE OF THE REGISTRAR OF THE SUPREME COURT AT
KUCHING

IN THE ESTATE OF SIBAT @ POLLY ANAK UNDAL (670214-13-5131/K0172862) (deceased)

BE IT KNOWN that at the date hereunder written, Letters of Administration of
SIBAT @ POLLY ANAK UNDAL (670214-13-5131/K0172862)
all the within-mentioned Property of

late of RH. NGALONG, BAJAU KRIAN, 95400 SARATOK, SARAWAK

who died INTESTATE on the 3 day of JULAI 2013

at RH. NGALONG, BAJAU KRIAN, 95400 SARATOK, SARAWAK with the Jurisdiction

of the said Office were granted under Section 3 of the Administration of Estates
Ordinance to

SULAN ANAK LAJAN (350907-13-5078)
Being the mother of the deceased

having been first sworn well and faithfully to administer the same by paying the
just debts of the said INTESTATE and distributing the residue of the said Estate ac-
cording to law, and to exhibit a true and perfect inventory and render a just account
of administration unto the said Officer whenever required to do so.

AND IT IS HEREBY CERTIFIED that an affidavit in verification of the account of the
said Estate has been delivered duly stamped wherein it is shewn that the net value
Gross RM of the said Estate amounts to RM on which Estate Duty at the rate
Debts RM of per sen has been paid amounting to RM
Net RM of

Receipt No. (.....)

22 JUL 2013

Dated the day of 20.....

RF/um



(JULAIHI BIN KADIR)
Probate Officer

P.T.O.

The following summary of the account submitted shows the assets declared. This letter gives authority to deal with these items only and no others.

HOUSE PROPERTY, LAND and GARDENS: — Declared value
 RM

STOCKS and SHARES to be valued at Market price at date of death

Cash at Bank: — on current a/c
 on deposit

Money out on mortgage

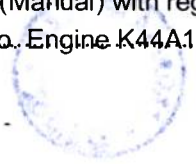
Other debts owing to deceased

Life Insurance Policies

OTHER ASSETS: —

- 1. Hong Leong Bank under membership account No.087-51-02026-3
 Bank book balance as at 28.01.2011 RM460.34
- 2. Amanah Saham Bumiputera (ASB) under membership account No. 144340011
 Bank book balance as at 16.05.2013 RM7,616.11
- 3. Kumpulan Wang Simpanan Pekerja (KWSP) under membership No.
 No. 71155455, balance as at 22.07.2013 RM58,608.66
- 4. Zurich Insurance Malaysia Berhad, with policy number 010600325921-07
- 5. 1 unit Modenas Kriss AN110E with registration number QRB7791, No. Casis
 PMNAN110E3MLY0939 and No. Engine AN110EELY2568
- 6. 1 unit of PERODUA VIVA – 850 EX (Manual) with registration number QRF2740,
 No. Casis PM2L252S002084376 and No. Engine K44A19J.....

Total Assets RM _____





LEASE OF CROWN LAND

KNOW ALL MEN BY THESE PRESENTS that I, KUEH CHIOK KIA,

Superintendent of Lands and Surveys, Second Division,
(hereinafter called "the said Superintendent") in consideration* (of the payment of dollars
fifteen only (\$15.-)

*Omit if no pre-
mium is imposed.

and) of the rent hereinafter reserved and of the restrictions and the conditions hereinafter
imposed do hereby under and by virtue of the powers conferred on me by the Land Code on
behalf of the Governor of Sarawak lease unto LETAN ANAK LEMBAT (NRICS.261599)

all that piece of land situate in the AWIK-KRIAN LAND
District and known as Lot Number 456 (~~in Block/Section Number~~)

containing 1.8089 ha 4.47 acres, more or less,

and which is more precisely delineated on Survey Plan Number W36-16-1 MB-5-2

deposited in the office of the said Superintendent to hold from the eighteenth day of
September, 1963 for the term expiring on the thirty-first day of

December, 2023 subject to the payment therefor of the annual rent of dollars
fifteen only (\$15.-)

or to the payment of such revised rent as may hereafter be determined under section 30 of the
Land Code and subject also to the implied conditions and restrictions contained in the Land
Code and to the express conditions hereunder written.

RESTRICTIONS AND SPECIAL CONDITIONS

(including any modification of implied conditions and restrictions)

- (i) This land is to be used only for agricultural purposes;
- (ii) This land is to be used only for the cultivation of rubber in a manner prescribed by the Director of Agriculture; and
- (iii) This land shall not be transferred for a period of five years from the initial date of registration of this title without the approval of the Director of Agriculture.

In witness whereof I the said Superintendent have hereunto set my hand and seal of
office this eighteenth day of September, 1963
One thousand nine hundred and sixty-three.



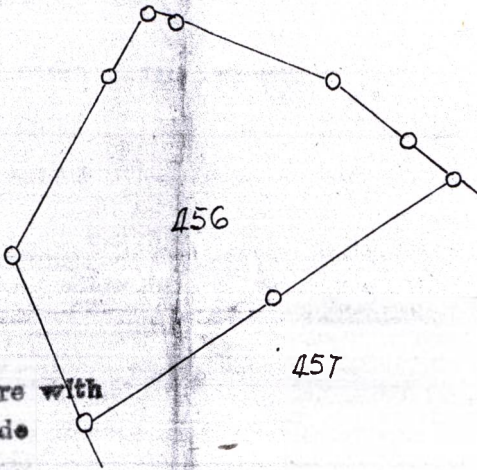
Superintendent of Lands and Surveys
Land Registry Office

REGISTERED at the Simanggang
this 19th day of September,



Registrar

Locality: Bukit Pantu,
Temudok,
Saratok.



Annual Rent revised to \$ 1.00 Per acre with
effect from 1st day of January, 1974 vide
L. 512/1973.

Sgd. M. Chua
Asst. Registrar.

(113168) *[Signature]*
Assistant Registrar

Scale: chains to an inch.

Transmitted to JELIMI (F) ANAK
OSEN (BIC.K.298038)(as
representative) vide Instrument
No.L.874/1984 registered on
25.5.1984 at 3:00 p.m.

[Signature]
Asst. Registrar

Transferred to JELIMI (F) ANAK
OSEN (BIC.K.298038)(as beneficiary
vide Instrument No.L.875/1984
registered on 25.5.1984 at
3:00 p.m.

[Signature]
Asst. Registrar



ORDINAN PENGANGKATAN [BAB. 91]

PERMOHONAN UNTUK PENDAFTARAN ANAK ANGKAT

[Seksyen 3(1)]

Kepada: Pegawai Daerah,
Daerah.....

BAHAGIAN A
(Untuk diisi oleh Pemohon)

1. Menurut seksyen 3(1) Ordinan Pengangkatan [Bab. 91], saya/kami dengan ini memohon untuk mendaftarkan pengangkatan kanak-kanak yang berikut:

- (i) Nama kanak-kanak : _____
- (ii) Umur : _____
- (iii) Tarikh Lahir : _____
- (iv) Tempat Lahir : _____
- (v) No. Sijil Kelahiran/
No. Kad Pengenalan : _____
- (vi) Nama anak angkat : _____

2. Butir-butir ibu bapa angkat/pemohon:

(a) **Bapa Angkat**

- (i) Nama : _____
- (ii) No. Kad Pengenalan/
No. Pasport : _____
- (iii) Umur : _____
- (iv) Tarikh Lahir : _____
- (v) Tempat Lahir : _____
- (vi) Bangsa : _____
- (vii) Warganegara : _____
- (viii) Agama : _____
- (ix) Alamat tempat tinggal
sekarang & No. Tel. : _____
- *(x) Tempoh tinggal di Sarawak : _____
- (xi) Pekerjaan : _____
- (xii) Taraf perkahwinan : _____

(xiii) Butir-butir anak dalam tanggungan (jika ada) : _____

(b) **Ibu Angkat**

- (i) Nama : _____
- (ii) No. Kad Pengenalan/
No. Pasport : _____
- (iii) Umur : _____
- (iv) Tarikh Lahir : _____
- (v) Tempat Lahir : _____
- (vi) Bangsa : _____
- (vii) Warganegara : _____
- (viii) Agama : _____
- (ix) Alamat tempat tinggal
sekarang & No. Tel. : _____
- *(x) Tempoh tinggal di Sarawak : _____
- (xi) Pekerjaan : _____
- (xii) Taraf perkahwinan : _____

3. Alasan-alasan untuk mengambil anak angkat:

.....

.....

4. Butir-butir ibu bapa kandung atau penjaga kanak-kanak:

(a) **Bapa/Penjaga***

- (i) Nama : _____
- (ii) No. Kad Pengenalan/
No. Pasport : _____
- (iii) Umur : _____
- (iv) Tarikh Lahir : _____
- (v) Tempat Lahir : _____
- (vi) Bangsa : _____
- (vii) Warganegara : _____
- (viii) Agama : _____
- (ix) Alamat tempat tinggal
sekarang & No. Tel. : _____
- (x) Pekerjaan : _____

- (a) **Ibu**
- (i) Nama : _____
- (ii) No. Kad Pengenalan/
No. Pasport : _____
- (iii) Umur : _____
- (iv) Tarikh Lahir : _____
- (v) Tempat Lahir : _____
- (vi) Bangsa : _____
- (vii) Warganegara : _____
- (viii) Agama : _____
- (ix) Alamat tempat tinggal
sekarang & No. Tel. : _____
- (x) Pekerjaan : _____

5. Dokumen/ maklumat yang diperlukan untuk menyokong permohonan ini:

- (a) Salinan Sijil Kelahiran kanak-kanak.
- (b) Salinan Kad Pengenalan atau Pasport ibu bapa kandung dan ibu bapa angkat.
- (c) Salinan Sijil Perkahwinan ibu bapa angkat.
- *(d) Sijil/Bukti Pengangkatan mengikut Adat Resam.
- *(e) Salinan Status Warganegara/Penduduk Tetap.
- *(f) Sijil dari Suruhanjaya Tinggi/Kedutaan (untuk Pemohon yang tidak mempunyai tali perhubungan dengan Sarawak).
- (g) Lain-lain (sila nyatakan):

Tarikh:

Tandatangan/Cap Ibu jari Pemohon (-Pemohon):

Bapa Angkat:

Ibu Angkat:

(*Potong mana yang tidak berkenaan)

BAHAGIAN B
(Untuk kegunaan pejabat)

6. *Ibu bapa kandung / Penjaga dan Ibu bapa angkat kanak-kanak
tersebut telah hadir di hadapan saya dan telah memberikan tanda persetujuan mereka yang
ikhlas terhadap pendaftaran pengangkatan kanak-kanak tersebut di bawah seksyen 3(2)
Ordinan Pengangkatan seperti berikut:

- (a) (i) Nama Bapa Kandung/Penjaga : _____
Tandatangan : _____
- (ii) Nama Ibu Kandung : _____
Tandatangan : _____
- (iii) Nama Saksi : _____
No. Kad Pengenalan : _____
Tandatangan : _____
- (b) (i) Nama Bapa Angkat : _____
Tandatangan : _____
- (ii) Nama Ibu Angkat : _____
Tandatangan : _____
- (iii) Nama Saksi : _____
No. Kad Pengenalan : _____
Tandatangan : _____

7. *Kehadiran / Persetujuan *ibu bapa kandung / penjaga kanak-kanak tersebut seperti berikut
telah diketepikan menurut seksyen 3(3) *dan / atau seksyen 3(4)(b) Ordinan Pengangkatan:

- (a) Nama *Bapa / Ibu / Penjaga:.....
- (b) Alasan:
-

Bertarikh pada haribulan 20

Dihadapan saya,

Nota: Permohonan ini *DILULUSKAN/
TIDAK DILULUSKAN
No. Sijil Anak Angkat

.....
(Nama dan Tandatangan Pegawai Daerah)

Daerah

(*Potong mana yang tidak berkenaan)



**PEJABAT DAERAH SARATOK,
BAHAGIAN BETONG,
LOT 42, Saratok Town District,
Jalan Muhibah,
95400 Saratok
SARAWAK.**

<http://www.saratok.sarawak.gov.my>

Telefon: 083-436103 / 083-436467

Fax: 083-436463

Untuk Kegunaan Pejabat

P.M. No

Lampiran II

Buku No..... [Melayu/Dayak]

PERMOHONAN SURAT KUASA MENTADBIR & SURAT PROBET

Nama Simati :

Nama Pemohon :

Alamat :

No. Tel:

DOKUMEN DOKUMEN YANG DIPERLUKAN

- | | | |
|----|--|--------------------------|
| 1. | Sijil Kematian [2 salinan termasuk asal dibawa bersama] | <input type="checkbox"/> |
| 2. | Temenggong / Pemanca / Ketua Masyarakat / Ketua Kaum dikehendaki hadir bersama Waris simati bagi tujuan pengesahan dalam buku daftar probet. | <input type="checkbox"/> |
| 3. | Surat Izin Persetujuan daripada waris-waris untuk melantik Pentadbir [Saksi haruslah Daripada Temenggong / Pemanca / Ketua Masyarakat / Ketua Kaum dsb.] | <input type="checkbox"/> |
| 4. | Surat Wasiat Asal [3 salinan termasuk asal / jika ada] | <input type="checkbox"/> |
| 5. | Surat Sumpah [Bagi Kes Berwasiat hendaklah daripada 2 saksi] | <input type="checkbox"/> |
| 6. | Kad Pengenalan Waris terdekat [salinan fotostat] | <input type="checkbox"/> |
| 7. | Sijil Nikah | <input type="checkbox"/> |
| 8. | ASFT Semua harta benda yang dibawah nama gemulah simati [salinan fotostat]:- | |
| | a) Harta Tak Ali Geran Tanah, Memorandum Pindah Milik cagaran, sewaan Kaeat P.A. | <input type="checkbox"/> |
| | b) Akaun Barik Penyata Akuap Semasa buku Akaun Simpanan Resit Akaun Simpanan Tetap, Resit Pen Deposit. | <input type="checkbox"/> |
| | c) Saham [Sijil Saham & Surat Pengesahan nilai saham pada tarikh kematian gemulah dsb]. | <input type="checkbox"/> |
| | d) Insuran [Surat pengesahan amaun tuntutan dari Syarikat Insuran] | <input type="checkbox"/> |
| | e) Perniagaan [Penyata Kunci kira-kira Akaun Keuntungan & Kerugian pada tarikh kematian] | <input type="checkbox"/> |
| | f) Kumpulan Wang Simpanan Pekerja [EPF] Surat drp. Pej. KWSp mengosahkan jumlah tuntutan . | <input type="checkbox"/> |
| | g) Kenderaan [dokumen pendaftaran] | <input type="checkbox"/> |
| | h) Senjata Api [Lesen pendaftaran] | <input type="checkbox"/> |
| 9. | Surat Akaun [Surat Sumpah] sekiranya tiada Sijil Kemuliaan bagi yang meninggal Sebelum Hari Malaysia dsb. | <input type="checkbox"/> |

SEMUA DOKUMEN HENDAKLAH DISEMAK DAN TERCATUR

Usar/Cajalv/Probet1.doc

NOTA: Pastikan pemohon adalah terdiri daripada waris terdekat si mati, yang dewasa mengikut turutan berikut :-
Waris yang dewasa (18 tahun ke-atas) dan waras berhak untuk memohon dan diberi kuasa Pentadbir mengikut keutamaan di bawah SEKSYEN 8, ORDINAN PENTADBIRAN HARTA PUSAKA seperti berikut: 1. Duda Si mati 2. Anak Lelaki Si mati 3. Bapa Si mati 4. Adik-beradik Lelaki Si mati 5. Balu Si mati 6. Saudara-Mara Lelaki Si Mati yang terdekat 7. Saudara_Mara Perempuan Si Mati yang terdekat 8. Pemiutang Si Mati

Untuk Kegunaan Pejabat
 P.M. NO.....
 Buku.....[Melayu/Dayak]

SURAT PERSETUJUAN

[Surat Persetujuan ini untuk waris yang tidak hadir (absent)]

.....
 [Nama Simati]
 Telah meninggal dunia tanpa wasiat/berwasiat
 pada.....

NAMA PEMEGANG KUASA [Surat Kuasa Mentadbir]

BIL	NAMA	NO. KPT	PERSAUDARAAN	T/TANGAN/CAP JARI

Bahawasanya kami waris-waris simati yang bertandatangan di bawah ini bersetuju memberi kebenaran kepada nama(-nama)* tersebut di atas untuk mewakili kami mentadbir (-harta)* pusaka milik simati seperti berikut dan memohon Surat Kuasa Mentadbir dikeluarkan kepada/mereka.*

Hartanah:-

LOT NO/O.T NO	BLOCK NO	LOKALITI	DAERAH	KELUASAN

[Sila gunakan lampiran sekiranya tidak mencukupi]

Lain-lain:-

.....

SENARAI NAMA WARIS

BIL	NAMA	NO.KPT	PERSAUDARAAN	T/TANGAN/CAP JARI

(Sila gunakan lampiran sekiranya tidak mencukupi]

Disaksikan oleh:

Tandatangan saksi & cop rasmi :

Nama saksi :

No. Kad Pengenalan :

Pekerjaan :

Alamat :

Tarikh :

Nota:

Saksi terdiri daripada Ketua Masyarakat, Ketua Kaum, Persuruhjaya Sumpah, Peguam, Pegawai Bahagian A atau B.

*Sila lampirkan salinan Kad pengenalan waris dan saksi.



**PEJABAT RESIDEN
BAHAGIAN BETONG**

Aras 2-3, Menara Utama
Kompleks Pejabat Kerajaan Negeri, Bahagian Betong,
Kawasan Bandar Baru, Jalan Setia Raja,
95700 Betong,
SARAWAK



Ruj. Kami: RBB/11/7-3

Tarikh: 15 Ogos 2013

Kepada

**SEGERA/
URGENT**

Sila Lihat Senarai Agihan

Tuan/Puan,

**MESYUARAT PENYELARASAN AKTIVITI SAMBUTAN PERAYAAN 50 TAHUN SARAWAK MERDEKA DALAM MALAYSIA
PERINGKAT BAHAGIAN BETONG BIL.4/2013**

Dengan segala hormatnya, perkara di atas adalah dirujuk.

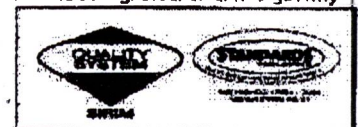
2. Bersempena dengan sambutan Perayaan 50 Tahun Sarawak Merdeka Dalam Malaysia Tahun 2013, Pameran 50 Tahun Sarawak Gemilang dan Sambutan Hari Malaysia akan diadakan di setiap bahagian di Sarawak. Sehubungan itu, tuan/puan dijemput untuk menghadiri mesyuarat tersebut pada tarikh, masa dan tempat seperti dibawah;

Tarikh : 21hb Ogos 2013 (Rabu)
Masa : 09.00 Pagi
Tempat : Bilik Konferens Kenyalang, Aras 3, Pejabat Residen Bahagian Betong,
Menara Utama KPKN

3. Diantara agenda mesyuarat ialah;

- 3.1 Kata Alu-Aluan Pengerusi
3.2 Pengesahan Minit Mesyuarat Bil.3/2013
Laporan Dari Setiap Jawatankuasa/Jabatan Berkenaan Persiapan Untuk Pameran 50 Tahun Sarawak Gemilang [13 September 2013 hingga 3 Oktober 2013 (3 Minggu)] dan Perhimpunan dan Perarakan [16 September 2013]
- | | |
|---|--|
| 3.2.1 Kelengkapan dan Persiapan | - Jabatan Kerja Raya Bahagian Betong |
| 3.2.2 Jamuan | - Jabatan Pertanian Bahagian Betong |
| 3.2.3 Perarakan | - Jabatan Tanah dan Survei Bahagian Betong |
| 3.2.4 Sambutan dan Protokol | - Pejabat Daerah Betong |
| 3.2.5 Kebersihan dan Keceriaan | - Majlis Daerah Betong |
| 3.2.6 Persembahan dan Hiburan | - Pejabat Daerah Kecil Kabong |
| 3.2.7 Peralatan Saraya dan Juruaacara
Majlis | - Jabatan Penerangan Daerah Betong |

Telefon: 083-472866/472766/471563(Pejabat Am) Faksimili : 083-472966 (Pejabat Am) Laman Web: www.betongro.sarawaknet.gov.my



Certified To ISO 9001 : 2008
Cert. No. : AR 4874

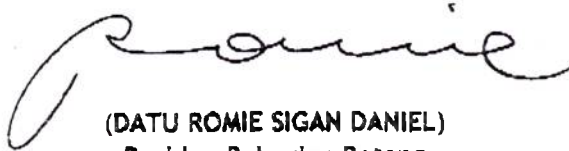
16/8/2013
pps/08/02 @ PAO Hady
Rayston
pl attend

19/8
3. Sila hadiri Nuayyan
Sila hadiri Sarong
20-8-13

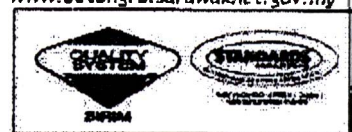
- 3.2.8 Keselamatan dan Trafik
 - 3.2.9 Perubatan dan Kecemasan
 - 3.2.10 Urus Setia Induk
 - 3.3 Hal-Hal Lain
- IPD Betong
 - Jabatan Kesihatan Bahagian Betong
 - Pejabat Residen Bahagian Betong

4. Perhatian dan kehadiran tuan/puan adalah sangat dihargai dan didahului dengan setinggi-tinggi penghargaan terima kasih.

Sekian, terima kasih.
"BERSATU BERUSAHA BERBAKTI"
"AN HONOUR TO SERVE"



(DATU ROMIE SIGAN DANIEL)
Residen Bahagian Betong



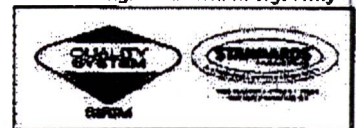
Senarai Agihan:

1. Jurutera Bahagian, JKR Bahagian Betong
2. Pen. Pengarah Pertanian Bahagian Betong
3. Penguasa, Jabatan Tanah dan Survei Bahagian Betong
4. Ketua Polis Daerah Betong
5. Ketua Polis Daerah Saratok
6. Setiausaha, Majlis Daerah Betong
7. Setiausaha, Majlis Daerah Saratok
8. Pegawai Penerangan Daerah Betong
9. Pegawai Kesihatan Bahagian, Jabatan Kesihatan Bahagian Betong
10. Pegawai Belia & Sukan, JBS Bahagian Betong
11. Pen. Pegawai Kebudayaan, PPS Betong
12. Pengawal Penyiaran, RTM Sri Aman
13. Jurutera Pengairan & Saliran Bahagian Betong
14. Pegawai Pelajaran Daerah Betong
15. Komandan Kem PLKN Bukit Saban
16. Guru Besar, SK Abang Leman, Kabong

Agihan Dalaman:

1. Timbalan Residen Pembangunan
2. Timbalan Residen Sosial
3. Pegawai Daerah Betong
4. Pegawai Daerah Saratok
5. Penolong Pegawai Tadbir Menguasa, PDK Kabong
6. AO Roni Ah Hin
7. AO Hayati Sahari
8. AO Nurul Azura
9. AAO Harry Don Bosco Biscop
10. AAO Denny Lim
11. Encik Dennis Chungat
12. Encik Faridzul
13. Encik Walter Samuel

Telefon: 083-472866/472766/471563(Pejabat Am) Faksimili: 083-472966 (Pejabat Am) Laman Web: www.betongro.sarawaknet.gov.my



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Cert. No. : AR 4874

MINIT MESYUARAT
MESYUARAT PENYELARASAN AKTIVITI SAMBUTAN PERAYAAN 50 TAHUN SARAWAK MERDEKA DALAM MALAYSIA
PERINGKAT BAHAGIAN BETONG BIL.3/2013



Pejabat Residen Betong
RBB/11/7-3 [82]

Tarikh : 25 Julai 2013 (Khamis)

Masa : 09.00 Pagi

Tempat : Bilik Konferens Kenyalang, Tingkat 3, Menara Utama KPN, Pejabat Residen Bahagian Betong

SENARAI KEHADIRAN

1.	Datu Romie Sigan Daniel, Residen Bahagian Betong, Pejabat Residen Bahagian Betong	- Pengerusi
2.	Encik Julaihi Bin Kadir, Pegawai Daerah Saratok, Pejabat Daerah Saratok	- Ahli
3.	Encik Akoi Ejau, Wakil Pegawai Daerah Betong, Pejabat Daerah Betong	- Ahli
4.	Encik Bujang Ladi, Pegawai Tadbir Menguasa, Pejabat Daerah Kecil Spaoh	- Ahli
5.	Encik Laga Kueh, Pegawai Tadbir Menguasa, Pejabat Daerah Kecil Roban	- Ahli
6.	Encik Nazari Bin Haji Bujang, Penolong Pegawai Tadbir Menguasa, Pejabat Daerah Kecil Kabong	- Ahli
7.	Dr. James Luing, Penolong Pegawai Tadbir Menguasa, Pejabat Daerah Kecil Debak	- Ahli
8.	Encik Awang Mohd Shukri, Penolong Pegawai Tadbir Menguasa, Pejabat Daerah Kecil Pusa	- Ahli
9.	Encik Nelson Brandah, Pegawai Tadbir, Pejabat Residen Bahagian Betong	- Ahli
10.	Encik Roni Ah Hin, Pegawai Tadbir, Pejabat Residen Bahagian Betong	- Ahli
11.	Puan Hayati Binti Sahari, Pegawai Tadbir, Pejabat Residen Bahagian Betong	- Ahli
12.	Encik Denny Lim, Penolong Pegawai Tadbir, Pejabat Residen Bahagian Betong	- Ahli
13.	Puan Lim Kiew Leng, Penolong Pegawai Tadbir, Pejabat Residen Bahagian Betong	- Ahli
14.	Encik Anthony Aboi, Penguasa, Jabatan Tanah dan Survei Bahagian Betong	- Ahli
15.	Encik Faizal B. Sufian, Wakil Jurutera Bahagian, Jabatan Kerja Raya Bahagian Betong	- Ahli
16.	Puan Dewiza Khalimatul Jamisa Binti Jamaia, Wakil Jurutera Bahagian, Jabatan Pengairan dan Saliran Bahagian Betong	- Ahli
17.	Encik Teo Chong Howe, Wakil Pengarah Pertanian, Jabatan Pertanian Bahagian Betong	- Ahli
18.	Inspektor Kisam Wa, Wakil Ketua Polis Daerah Saratok, IPD Saratok	- Ahli
19.	Encik Jannis Gait, Wakil Setiausaha, Majlis Daerah Betong	- Ahli
20.	Encik George Kayong, Wakil Setiausaha, Majlis Daerah Betong	- Ahli

SENARAI KEHADIRAN

21.	Cik Lily Saing, Wakil Setiausaha, Majlis Daerah Saratok	- Ahli
22.	Cik Francesca Wennie, Wakil Setiausaha, Majlis Daerah Saratok	- Ahli
23.	Encik Philip Galang, Wakil Pegawai Pelajaran Daerah, Pejabat Pelajaran Daerah Betong	- Ahli
24.	Encik Sarip Liam, Wakil Pegawai Penerangan, Jabatan Penerangan Malaysia Daerah Betong	- Ahli
25.	Encik Rawing Uking, Penolong Pegawai Belia dan Sukan, Jabatan Belia dan Sukan Betong	- Ahli
26.	Encik Francis Linggie, Wakil Pengurus, RTM Sri Aman.	- Ahli
27.	Encik Faridzul Bin Kasim, Pejabat Residen Bahagian Betong	- Ahli
28.	Encik Walter Samuel, Pejabat Residen Bahagian Betong	- Ahli

URUS SETIA

1.	Cik Nurul Azura Binti Sabang, Pegawai Tadbir (Unit Sosial), Pejabat Residen Bahagian Betong
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BIL.	PERKARA	TINDAKAN
1.0	<u>Kata Alu-Aluan Pengerusi</u>	Makluman semua
1.1	YBhg. Datu Pengerusi mengalu-alukan kehadiran semua ahli mesyuarat pada hari ini. Semua ahli mesyuarat mengambil maklum bahawa;	Makluman semua
1.1.1	Pada 24 Julai 2013, Perdana Menteri telah mengumumkan Bayaran Bantuan Khas Kewangan RM500 sebagai persiapan Hari Raya kepada penjawat awam bagi Gred 1 hingga Gred 54. Perdana Menteri turut mengumumkan Bayaran Bantuan Khas Kewangan RM250 kepada pesara kerajaan.	Makluman semua
1.1.2	Kedua-dua Timbalan Residen tidak dapat hadir pada hari ini kerana menghadiri mesyuarat di Kuching.	Makluman semua
1.1.3	Pada 22 Julai 2013, satu sambutan khas sempena Hari Kemerdekaan negeri Sarawak telah diadakan di Kuching.	Makluman semua
1.1.3.1	Kepentingan tarikh 22 Julai 1963 adalah kita warga Negeri Sarawak telah dibebaskan dari Pentadbiran Koloni dan Negeri Sarawak telah mencapai kebebasan (Independent). Maka mulai tarikh tersebut, kita mempunyai Kabinet Negeri dan YB Encik Stephen Kalong Ningkan dilantik sebagai Ketua Menteri Sarawak pertama.	Makluman semua
1.1.3.2	Tarikh 16 September 1963 adalah tarikh dimana Sarawak, Sabah (North Borneo), Singapura dan Semenanjung Malaysia telah membentuk Negara Malaysia. Oleh kerana Sarawak telah mencapai taraf 'Independent' pada 22 Julai 1963, ia memberi makna Sarawak tidak masuk Malaysia, sebaliknya kita membentuk Negara Malaysia.	Makluman semua
2.0	<u>Pengesahan Dan Maklum Balas Minit Mesyuarat Bil.2/2013</u>	Makluman semua dan tindakan Seksyen Kewangan, Pejabat Residen Bahagian Betong
2.1	Maklum balas bagi perkara 1.3 adalah seperti berikut;	Makluman semua dan tindakan Seksyen Kewangan, Pejabat Residen Bahagian Betong
Bil.	Perkara	Makluman semua dan tindakan Seksyen Kewangan, Pejabat Residen Bahagian Betong
1.	Pen khas bersempena dengan Sambutan Perayaan 50 Tahun Sarawak Merdeka Dalam Malaysia telah siap dibuat. Manakala, harga bagi seunit plak masih belum diketahui lagi.	Makluman semua dan tindakan Seksyen Kewangan, Pejabat Residen Bahagian Betong
2.	Berkenaan dengan bil astro, pihak Seksyen Kewangan, Pejabat Residen memaklumkan telah menerima waran sebanyak RM4000.00 yang akan digunakan untuk membayar bil tersebut.	Makluman semua dan tindakan Seksyen Kewangan, Pejabat Residen Bahagian Betong
3.	Berkenaan bil-bil program 'My Beautiful Malaysia - IM4U', pihak seksyen kewangan masih dalam proses pembetulan prosedur tender disebabkan dokumen untuk 'waiver of tender' sebelum ini tidak lengkap. Pembayaran yang masih tergendala ialah di peringkat catering sahaja.	Makluman semua dan tindakan Seksyen Kewangan, Pejabat Residen Bahagian Betong
2.2	Maklum balas bagi lawatan YAB Perdana Menteri ke Rumah Wilson Begat, Penom, Ulu Paku, Spaoh sempena sambutan Gawai Dayak adalah seperti berikut;	Makluman semua dan tindakan Seksyen Kewangan, Pejabat Residen Bahagian Betong
2.2.1	Makanan yang disediakan tidak mencukupi disebabkan ramai orang awam yang datang iaitu lebih kurang 4000 orang.	Makluman semua dan tindakan Seksyen Kewangan, Pejabat Residen Bahagian Betong

<p>2.2.2 YAB Perdana Menteri datang lewat sedikit pada hari tersebut. Walaubagaimanapun, majlis tersebut berjalan dengan lancar dan menepati tiga (3) KPI yang ditetapkan oleh YAB Perdana Menteri iaitu;</p> <p>2.2.2.1 Jumlah kehadiran orang ramai.</p> <p>2.2.2.2 'Sound' atau 'PA System' yang bagus.</p> <p>2.2.2.3 Program berjalan dengan lancar.</p>	Makluman semua
<p>2.3 Maklum balas berkenaan pengelolaan Pameran 50 Tahun Sarawak Gemilang adalah seperti berikut;</p> <p>2.3.1 Anggaran perbelanjaan bagi pameran tersebut masih belum ditetapkan lagi.</p> <p>2.3.2 Pihak Urus Setia telah melakukan semua persiapan seperti yang dirancang dan hanya menunggu peruntukan sahaja.</p>	Makluman semua dan tindakan Urus Setia
<p>2.4 Maklum balas berkenaan pengelolaan Sambutan Hari Malaysia adalah seperti berikut;</p> <p>2.4.1 Tiada perkembangan terkini mengenai pengelolaan sambutan ini.</p>	Makluman semua dan tindakan Urus Setia
<p>2.5 Maklum balas berkenaan pengelolaan Spak River Safari adalah seperti berikut;</p> <p>2.5.1 Pihak Pejabat Daerah Betong telah mengadakan mesyuarat jawatankuasa induk aktiviti tersebut pada 19 Julai 2013 yang lepas.</p> <p>2.5.2 Tarikh yang dicadangkan untuk pengelolaan aktiviti tersebut ialah pada 27 hingga 29 September 2013. Tarikh tersebut dipilih dengan mengambil kira faktor keadaan cuaca.</p> <p>2.5.3 Acara tersebut akan bermula di Rumah Naing, Muman, Spak Betong sebagai lokasi pertama untuk pelepasan dan akan berakhir di Rumah Nanga Spak, Betong.</p> <p>2.5.3.1 Pihak Pejabat Daerah Betong masih dalam proses perbincangan dengan pihak rumah panjang yang terlibat berkenaan aktiviti-aktiviti yang perlu diadakan pada sebelah malam.</p> <p>2.5.4 Setakat ini, pertandingan tersebut hanya terbuka kepada warga Bahagian Betong sahaja. Walaubagaimanapun, pihak Kementerian Pelancongan Sarawak dan Pejabat Residen Bahagian Sri Aman turut berminat untuk menyertai aktiviti tersebut.</p> <p>2.5.4.1 Perkara ini akan dibincangkan pada mesyuarat jawatankuasa induk yang seterusnya.</p> <p>2.5.5 Pihak Pejabat Daerah Betong juga memaklumkan pemenang bagi pertandingan tersebut ditentukan berdasarkan kiraan masa disebabkan faktor saiz sungai yang kecil.</p>	Makluman semua dan tindakan Urus Setia
<p>2.6 Maklum balas berkenaan pengelolaan Ekspedisi Bukit Sadok adalah seperti berikut;</p> <p>2.6.1 Pihak Majlis Daerah Betong dan Majlis Daerah Saratok telah mengadakan mesyuarat yang pertama pada 19 Julai 2013 yang lepas.</p>	Makluman semua

2.6.2 Tarikh bagi ekspedisi tersebut masih belum ditetapkan lagi. Walaubagaimanapun, pihak MDB/MDS telah melantik seorang kaunselor dari MDS iaitu Encik Stephen Gura untuk meninjau keadaan tempat tersebut. Laporan tinjauan tersebut akan dimaklumkan pada mesyuarat yang seterusnya.

2.6.3 Pihak MDB/MDS juga telah menghantar permohonan peruntukan ke pihak Kementerian.

2.7 Maklum balas berkenaan pembahagian peruntukan adalah seperti berikut;

2.7.1 Baki bagi peruntukan khas dari JKM/SFS selepas ditolak daripada perbelanjaan pelaksanaan Majlis Pelancaran Sambutan Perayaan 50 Tahun Sarawak Merdeka Dalam Malaysia Peringkat Bahagian Betong ialah lebih kurang RM100,000.00.

2.7.2 Merujuk kepada minit mesyuarat bil.2/2013 yang lepas bagi perkara 5.1, pihak pejabat ini memohon jabatan/agensi yang berkenaan untuk menyalurkan semula peruntukan program/aktiviti yang diterima ke akaun Jawatankuasa Perayaan dan Program Pembangunan Bahagian Betong [JPPPBB].

Makluman semua dan Tindakan Urus Setia

Makluman semua dan tindakan Urus Setia/Jabatan atau Agensi Berkenaan

3.0 Penutup

3.1 Datu Pengerusi mengucapkan ribuan terima kasih kepada semua ahli mesyuarat yang hadir pada hari ini.

3.2 Mesyuarat ditangguhkan pada jam 09.45 pagi.

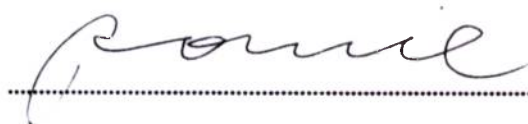
Makluman semua

Minit dicatat dan disediakan oleh;



(Nurul Azura Binti Sabang)
Pegawai Tadbir (Unit Sosial)
Pejabat Residen Bahagian Betong
Tarikh: 29 Julai 2013

Minit disemak dan disahkan oleh;



(Datu Romie Sigan Daniel)
Residen Bahagian Betong
Pejabat Residen Bahagian Betong
Tarikh: 29 Julai 2013

KERTAS MINIT
Minute Sheet

Sila lihat senarai agihan

Tuan/Puan/Cik :

MAJLIS HARI RAYA TAHUN 2013 DAN MAJLIS PERPISAHAN

Dengan segala hormatnya saya merujuk kepada perkara li atas.

2. Sukacita dimaklumkan bahawa tuan/puan/cik adalah dijemput hadir ke Majlis Hari Raya Aidifitri Tahun 2013 dan Majlis Perpisahan Saya - Encik Julaihi bin Kadir pada butiran di bawah :

Tarikh : 21.08.2013 (Rabu)

Masa : 12.30 Tengahari

Tempat : Hotel Victoria Inn

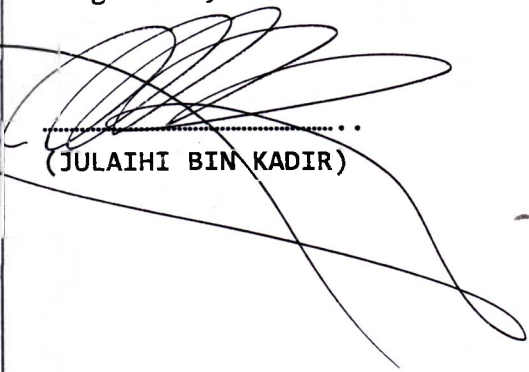
3. Kehadiran tuan/puan amatlah dihargai.

Sekian, terima kasih.

“BERSATU BERUSAHA BERBAKTI”

“AN HONOUR TO SERVE”

Yang Benar,


.....
(JULAIHI BIN KADIR)

KERTAS MINIT
Minute Sheet

Senarai Agihan:

1. En. Anuar bin Daan
2. Pn. Surayah binti Morshidi
3. En. Royston Francis
4. En. Hafiz bin Kepli
5. En. Madi Bin Bujang
6. Pn. Halijah Morni
7. En. Zalhata bin Chula
8. Pn. Chindu Linggeh
9. Pn. Upin Merang
10. En. Nicholas Kana anak Thomas Babai
11. Cik Chai anak Chagat
12. En. Jelian Sukun
13. En. Thomas Tugang
14. En. Nasri bin Kasah
15. En. Rozy bin Jolhery
16. En. Thomas Franklin
17. Pn. Ommi Aziatul Akmal bin Obet
18. En. Mohomad Shaipol bin Husaini
19. En. Abdul Rani bin Kedeli
20. En. Abdul Rini bin Kedeli
21. Encik Sapri bin Gani
22. Encik Abdul Wahab bin Samsu
23. Pn. Latifah binti Lee
24. Cik Joycelene
25. Cik Siti Hajjar binti Mat Dahlahan
26. Cik Siti Khairunnisa
27. Cik Nurasyikin

KERTAS MINIT
Minute Sheet

Sila lihat senarai agihan

Tuan/Puan/Cik :

**MAJLIS PELANCARAN KEMERDEKAAN KE-56 DAN KEMPEN KIBAR JALUR
GEMILANG PERINGKAT BAHAGIAN BETONG TAHUN 2013**

Perkara di atas adalah dirujuk

2. Sukacita dimaklumkan bahawa Tuan/Puan/Cik adalah *diwajibkan* untuk menyertai kontinjen /pasukan Pejabat Daerah Saratok pada ketetapan seperti di bawah :

Tarikh : 16 Ogos 2013 (Jumaat)

Masa : 6.30 petang

Tempat : Dataran Medan, Bandar Baru Betong

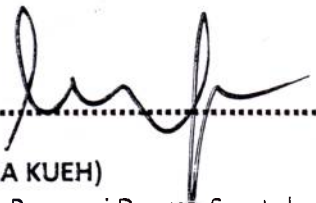
3. Bersama-sama ini juga dilampirkan Aturcara Program dan Lakaran Perarakan sebagai rujukan dan makluman. Ahli kontinjen adalah digalakan memakai pakaian korporat Biru pejabat.

4. Komitmen kehadiran dan kerjasama daripada Tuan/Puan/Cik amatlah dihargai dan didahului dengan ucapan ribuan terima kasih.

Sekian.

"BERSATU BERUSAHA BERBAKTI"

"AN HONOUR TO SERVE"



.....

(LAGA KUEH)

Pem. Pegawai Daerah Saratok

Ruj : PDS /08 /01(16)

Tarikh: 13/08/2013

ATURCARA PROGRAM

Majlis Pelancaran Kemerdekaan Ke-56 dan Kempen Kibar
Jalur Gemilang Peringkat Bahagian Betong Tahun 2013

Tarikh : 16 Ogos 2013 (Jumaat)

Masa : 7.30 malam

Tempat : Dataran Medan, Bandar Baru
Betong

- 7.30 mlm : Ketibaan orang ramai dan para jemputan
- : Bacaan Doa
 - : Ucapan oleh YBhg. Datu Romie Sigan Daniel,
Residen Bahagian Betong
 - : Ucapan oleh Yang Berhormat Datuk Patinggi Tan
Sri (Dr.) Alfred Jabu Ak.Numpang
Timb.Ketua Menteri Sarawak, Menteri
Permodenan Pertanian/Menteri Pembangunan
Luar Bandar Sarawak
 - : Upacara Simbolik Penyerahan Jalur Gemilang
kepada setiap wakil
 - : Nyanyian lagu Negaraku dan upacara menaikkan
Jalur Gemilang
 - : Perarakan Jalur Gemilang bermula
 - : Berkumpul semula di Dataran Medan
 - : Deklamasi sajak dan persembahan hiburan

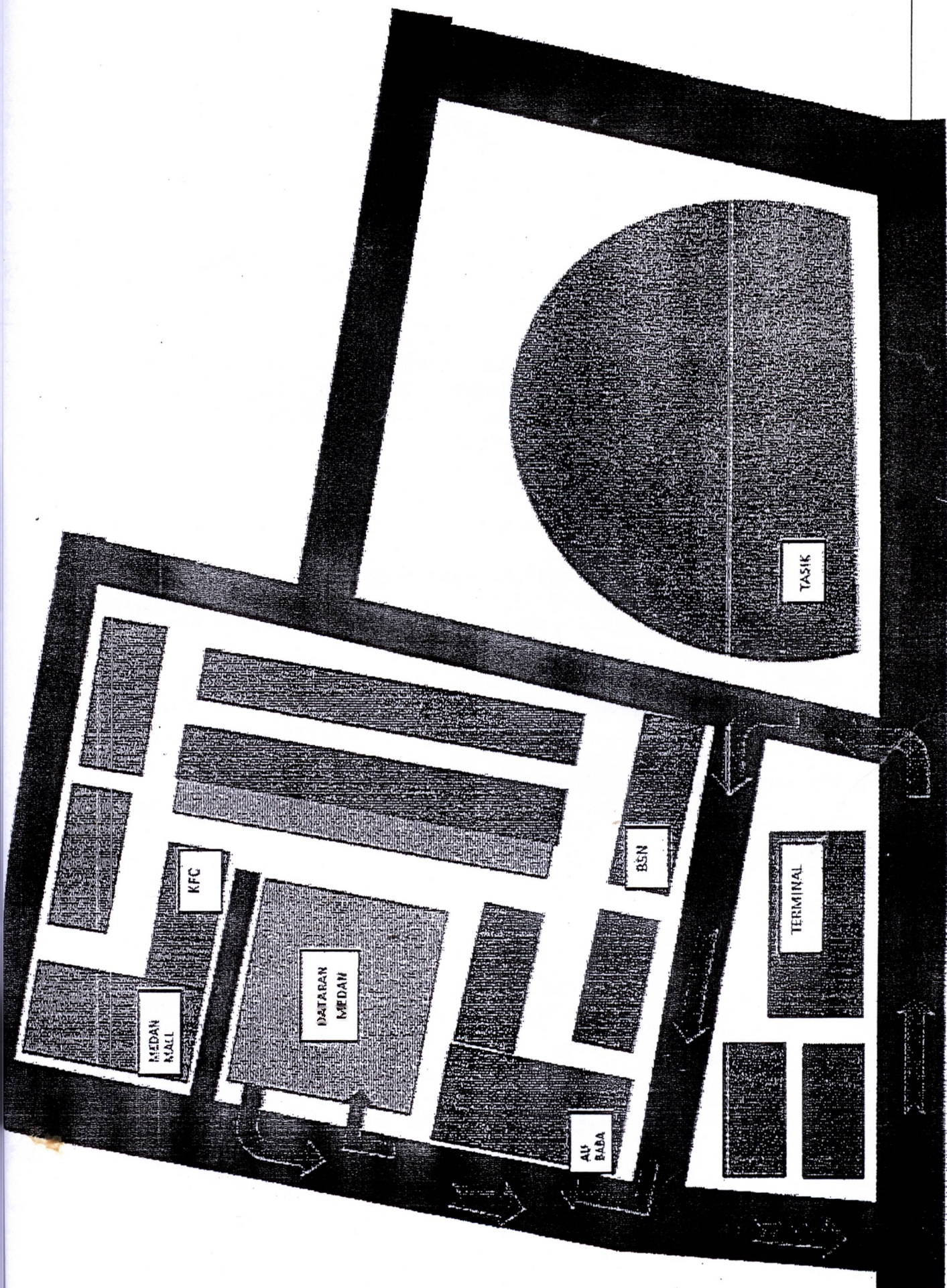
Jalur Gemilang/2013

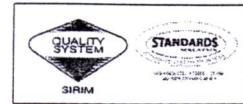
: Cabutan Tiket Nombor Bertuah

: Jamuan Ringan

10.30 : Bersurai

mlm.





Certified to ISO 9001:2008
Cert. No. : AR 4874G. 4

MEMORANDUM RASMI

DARIPADA Pegawai Daerah Saratok	KEPADA Jurutera Daerah Saratok, 6083-43612 Setiausaha Majlis Daerah Saratok, 6436104 Pen. Pegawai Pertanian Saratok, 6436128
PERKARA Sila rujuk di bawah	SALINAN KPD Residen Bahagian Betong
RUJ. KAMI PDS/GEN/13 ()	RUJ. TUAN
TARIKH 21.09.2013	TARIKH

**KONTINJEN PELBAGAI JABATAN BAHAGIAN BETONG UNTUK HARI
KEBANGSAAN, ISTIADAT PERBARISAN DAN RAPAT RAKSASA
BERSEMPENA DENGAN SAMBUTAN HARI JADI KE-92 TUAN TUAN YANG
TERUTAMA YANG DI-PERTUA NEGERI SARAWAK TAHUN 2013 DAN
PERARAKAN HARI MALAYSIA**

Dengan segala hormatnya perkara di atas adalah dirujuk.

2. Lanjutan daripada Surat Rasmi **Ruj.No RBB/11/7-3/88** bertarikh **19 Ogos 2013** daripada Pejabat Residen Bahagian Betong yang berketerangan sendiri dikepilkan bersama-sama ini, mohon perhatian dan kerjasama untuk menyenaraikan **Enam (6) orang** Kakitangan daripada pejabat tuan/puan berserta dengan saiz baju korporat pada Borang Peserta yang dikepilkan bersama-sama ini. Sila kemukakan Borang tersebut kepada pejabat ini sebelum atau selewat-lewatnya pada 22.08.2013 jam 11.00 pagi untuk tindakan selanjutnya.

3. Perhatian dan kerjasama pihak tuan berhubung perkara di atas amatlah dihargai.

Sekian, terima kasih.

**'BERSATU BERUSAHA BERBAKTI'
"AN HONOUR TO SERVE"**

(ANNUAR BIN HJ. DAAN)
b.p. Pegawai Daerah Saratok





**PEJABAT RESIDEN
BAHAGIAN BETONG**

Aras 2-3, Menara Utama
Kompleks Pejabat Kerajaan Negeri, Bahagian Betong,
Kawasan Bandar Baru, Jalan Setia Raja,
95700 Betong,
SARAWAK



Ruj. Kami: RBB/11/7-3 / 88

Tarikh: 19 Ogos 2013

Kepada

**SEGERA/
URGENT**

Pegawai Daerah Betong
Pegawai Daerah Saratok

Tuan,

KONTINJEN PELBAGAI JABATAN BAHAGIAN BETONG UNTUK HARI KEBANGSAAN PADA 31/8/2013, ISTIADAT PERBARISAN DAN RAPAT RAKSASA BERSEMPENA DENGAN SAMBUTAN HARI JADI KE-92 TUAN YANG TERUTAMA YANG DI-PERTUA NEGERI SARAWAK TAHUN 2013 DI STADIUM NEGERI SARAWAK PADA 14/9/2013 & PERARAKAN HARI MALAYSIA DI PADANG MERDEKA, KUCHING SARAWAK PADA 16/9/2013

Dengan segala hormatnya dimaklumkan bahawa Pejabat Residen Bahagian Betong akan menghantar KONTINJEN PELBAGAI JABATAN seramai 40 orang peserta mewakili Bahagian Betong untuk Hari Kebangsaan di Sri Aman pada 31 Ogos 2013, Istiadat Perbarisan dan Rapat Raksasa Bersempena dengan Sambutan Hari Jadi Ke-92 Tuan Yang Terutama Yang Di-Pertua Negeri Sarawak Tahun 2013 di Stadium Negeri Sarawak, Kuching pada 14 September 2013 dan Perarakan Hari Malaysia di Padang Merdeka, Kuching Sarawak pada 16 September 2013 seperti di bawah:

Program : Perbarisan Hari Kebangsaan 2013
Tarikh : 31 Ogos 2013 (Sabtu) ✓
Masa : 7.00 pagi-12.30 Tengahari
Tempat : Kompleks Sukan Sri Aman, Sarawak

Program : Istiadat Perbarisan Dan Rapat Raksasa Bersempena Dengan Sambutan Hari Jadi Ke-92 Tuan Yang Terutama Yang Di-Pertua Negeri Sarawak Tahun 2013
Tarikh : 14 September 2013 (Sabtu)
Masa : 7.00 pagi-12.30 Tengahari
Tempat : Stadium Negeri Sarawak, Kuching

Program : Perarakan Hari Malaysia
Tarikh : 16 September 2013 (Isnin)
Masa : 7.00 pagi-12.30 Tengahari
Tempat : Padang Merdeka, Kuching, Sarawak

2. Sehubungan itu, pihak tuan adalah dikehendaki untuk mendapatkan penyertaan daripada Daerah masing-masing dengan seramai 20 orang daripada setiap Daerah iaitu Daerah Betong 20 orang penyertaan dan Daerah Saratok 20 orang penyertaan. Kos Pengangkutan dan Penginapan adalah di bawah tanggungan Jabatan/Agensi

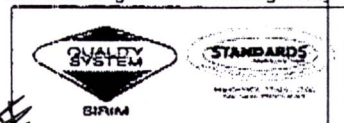
Terima pada 19/8/2013
Telefon: 083-472866/472766/471563 (Pejabat Am)

Faksimili : 083-472966 (Pejabat Am) Laman Web: www.betongro.sarawaknet.gov.my

Kepada 205/08/01

- Sila ambil tindakan
 Untuk makluman perhatian
 Fail

FAXED



Certified To ISO 9001 : 2008

Rozstan Hafiz
Sila pilih Peserta
terd pegawai kerajaan
U R the Ketua
Rombongan
2/2/13

BORANG PESERTA**SENARAI NAMA PESERTA****PERBARISAN HARI KEBANGSAA 2013**

TARIKH : 31 OGOS 2013
 MASA : 7.00 pagi hingga 12.30 Tengahari
 TEMPAT : KOMPLEKS SUKAN SRI AMAN, SARAWAK

**ISTIADAT PERBARISAN DAN RAPAT RAKSASA BERSEMPENA DENGAN
 SAMBUTAN HARI JADI KE-92 TUAN YANG TERUTAMA YANG DI-PERTUA
 NEGERI SARAWAK TAHUN 2013**

TARIKH : 14 SEPTEMBER 2013
 MASA : 7.00 pagi hingga 12.30 Tengahari
 TEMPAT : STADIUM NEGERI SARAWAK

PERARAKAN HARI MALAYSIA

TARIKH : 16 SEPTEMBER 2013
 MASA : 7.00 pagi hingga 12.30 Tengahari
 TEMPAT : PADANG MERDEKA, KUCHING, SARAWAK

JABATAN/AGENSI : _____

BIL	NAMA	JAWATAN	SIZE BAJU	NO.TELEFON
1.				
2.				
3.				
4.				
5.				
6.				

Diluluskan oleh :

Tandatangan :

Nama : _____

Jawatan : _____





**PEJABAT DAERAH SARATOK,
BAHAGIAN BETONG,
Jalan Edward Jerah
95400 Saratok
SARAWAK.**



SARAWAK MAJU DALAM MALAYSIA

Bil. Kita: PDS / 09/02 ()

Bil. Tuan:

Tarikh: 01.08.2013

<http://www.saratokdo.sarawak.gov.my>

Telefon: 083-436103 / 083-436467

Fax: 083-436833

Kepada:

**JKKK KAMPUNG MELANGO LAMA SARATOK
NAIM BIN SUHAILI
WAHID @ SHARKAWI BIN SUHAILI
HJ. HAMDI BIN ALI**

Tuan/ Puan

TAWARAN MENGHADIRI KURSUS ASAS PELAN TINDAKAN DESA SIRI 3/2013

Saya mohon merujuk kepada perkara di atas.

2. Sukacita dimaklumkan bahawa **Institut Kemajuan Desa (INFRA), Kementerian Kemajuan Luar Bandar dan Wilayah** akan melaksanakan kursus **Asas Pelan Tindakan Desa Siri 3/2013**.

3. Sehubungan itu, tuan/puan dipilih untuk mengikuti kursus tersebut. Sekiranya tuan/puan kakitangan kerajaan, tuan/puan berkelayakan untuk mendapatkan Cuti Tanpa Rekod mengikut Perintah Am Bab 'C' 42 (a). Maklumat kursus adalah seperti berikut:

Kursus	:	Asas Pelan Tindakan Desa
Siri	:	3/2013
Tarikh	:	23 hingga 26 September 2013
Tempat Kursus	:	Victoria Inn, Saratok, Sarawak
Pendaftaran	:	23 September 2013 (Isnin) (2.00-4.00 Petang)

4. Untuk maklumat tuan/puan, keseluruhan kos pelaksanaan program latihan ini akan dibiayai oleh INFRA iaitu penginapan, makan-minum dan peralatan kursus serta bayaran tunai tambang-menambang dan elaun hilang punca pendapatan mengikut kelayakan peserta.

Sekian terima kasih.

“BERKHIDMAT UNTUK NEGARA”

Saya yang menurut perintah,

(.....)

SENARAI NAMA PESERTA KURSUS

NAMA KURSUS : ASAS PELAN TINDAKAN DESA
SIRI TARIKH : 3/2013
TEMPAT : VICTORIA INN, SARATOK
TARIKH DAFTAR : 23 - 26 SEPTEMBER 2013
MASA DAFTAR : 2.00 PETANG HINGGA 4.00 PETANG
PENDAFTARAN : 23 SEPTEMBER 2013
 (ISNIN JAM 2.00 - 4.00 PETANG)

KETUA MASYARAKAT : ABU SAMAT BIN HJ JELI
KAWASAN : KAMPUNG NYABOR, KABONG.
NAMA JKKK : J.K.K.K. KAMPUNG BARU NYABOR.
ALAMAT : J.K.K.K. KAMPUNG BARU NYABOR.

1	PENGERUSI	:	BAKIHAN BIN NANI
	NO KAD PENGENALAN	:	530612-13-5159.
	ALAMAT	:	KAMPUNG BARU NYABOR, 95300 ROBAND
	NO. TELEFON	:	01119682426.
	PEKERJAAN	:	KETUA KAMM.
	ANGARAN TAMBANG	:	Rm. 20
2	SETIAUSAHA	:	ABDUL WAHAB BIN SAMSU
	NO KAD PENGENALAN	:	600412-13-5593
	ALAMAT	:	KAMPUNG BARU NYABOR, 95300 ROBAND
	NO. TELEFON	:	013-5670879
	PEKERJAAN	:	PEKERJA AM RENDAH
	ANGARAN TAMBANG	:	RM 20
3	BENDAHARI	:	RADUAN BIN JUNAIDI
	NO KAD PENGENALAN	:	520602-13-5143
	ALAMAT	:	KAMPUNG BARU NYABOR, 95300 ROBAND
	NO. TELEFON	:	0198941089
	PEKERJAAN	:	PESARA.
	ANGARAN TAMBANG	:	RM. 20.

Borang Permohonan Untuk Pengecualian Prosedur Tender/Sebut Harga

NO	PERMOHONAN UNTUK PENGEUALIAN PROSEDUR SEBUT HARGA/TENDER
1	Jabatan
	PEJABAT DAERAH SARATOK, BAHAGIAN BETONG
2	Objektif Permohonan:
	Memastikan kuaters/berek/flat kediaman yang didiami lebih selamat dan selesa serta peruntukan yang telah disalurkan ke Pejabat ini untuk tujuan berkenaan dibelanjakan sewajarnya sebelum penutupan tahun kewangan 2012.
3	Latarbelakang Projek/Perkhidmatan/Bekalan
	<p>Kuaters dan berek yang dicadang untuk baikpulih didiami pegawai-pegawai daripada pelbagai jabatan (Negeri/Persekutuan) serta keluarga di Daerah Saratok.</p> <p>Keseluruhan kerja-kerja penyelenggaraan adalah mengganti baru atau memperbaiki pintu, tangga, pendawaian elektrik, <i>window frame</i> dan <i>mosquito netting</i>, tandas dan <i>flush tank</i>, siling, saluran paip yang pecah dan rosak, bumbung dan sinki yang bocor, kipas siling yang telah lama gagal berfungsi dan sebagainya.</p>
4	Maklumat Mengenai Latarbelakang Kontraktor/Pembekal Yang Diperlukan
	<p>Firma-firma yang telah dicadangkan seperti berikut:</p> <ul style="list-style-type: none">i. Jelimin Enterpriseii. Dana Enterpriseiii. LR Juliana Enterprise <p>Kesemua firma ini hingga ini diprakui Jabatan Kerja Raya Daerah Saratok mempunyai reputasi yang baik dan berkeupayaan melaksanakan kerja-kerja yang bertempoh singkat dengan spesifikasi kerja/kualiti yang telah ditetapkan selain berkemampuan dari segi kepakaran, kewangan, tenaga buruh serta peralatan.</p>
5	Justifikasi Permohonan
	Sebut harga tidak dapat dilakukan kerana pejabat ini tidak mempunyai kepakaran dari segi teknikal untuk penyediaan <i>Bill of Quantity (BQ)</i> dengan segera. Sebaik sahaja waran

	<p>peruntukan diterima, pihak kami perlu memohon daripada Jabatan Kerja Raya untuk mengenal pasti kuaters/berek/flat kediaman yang harus dibaiki segera seterusnya mengeluarkan BQ.</p> <p>Faktor masa yang singkat tidak mengizinkan untuk melalui proses sebut harga. Pihak kami terpaksa menunggu spesifikasi kerja dan BQ daripada JKR Saratok dimana mereka juga terikat dengan komitmen projek-projek lain di Daerah Saratok. Selain itu, dikhuatiri kualiti kerja kontraktor terlibat akan terjejas dan tidak menepati spesifikasi kerana terpaksa membuat kerja dalam tempoh singkat dengan tergesa-gesa.</p> <p>Oleh yang demikian, saya sangat berbesar hati permohonan ini mendapat kelulusan segera daripada pihak tuan.</p>
6	<p>Implikasi Kewangan</p> <p>Dengan peruntukan mengurus di bawah Kod Akaun B14000002301020028101 berjumlah RM 30,000.00 yang disalurkan kepada Pejabat Daerah Saratok, senarai kuaters dan berek kediaman yang dicadangkan untuk dibaikpulih bersama dengan kos bersesuaian dan munasabah adalah seperti pada Lampiran B yang dilampirkan bersama. Penetapan kos-kos tersebut dibuat setelah pemeriksaan terperinci dilakukan oleh Pegawai saya yang dipertanggungjawabkan bersama Pegawai Teknikal Jabatan Kerja Raya Saratok ke setiap kuaters dan berek yang didiami.</p>
7	<p>Perakuan Jabatan/Agensi</p> <p>Saya akui bahawa semua butiran di atas adalah benar dan semua kerja-kerja baikpulih yang terlibat harus dilaksanakan dengan segera pada masa yang telah ditetapkan bagi menjamin keselamatan dan keselesaan semua penghuni-penghuni kuaters dan berek kediaman dari semasa ke semasa.</p> <p style="text-align: right;"> MUHD. IKMAL ABDULLAH PEGAWAI DAERAH SARATOK Tandatangan Ketua Jabatan/Wakil </p> <p>Tarikh : 27.08.2013</p>

Nota: Borang ini boleh diubahsuai jika ruang tidak mencukupi tetapi formatnya hendaklah dikekalkan.

SENARAI SEMAK PEMBANGUNAN SUMBER MANUSIA

PERKARA		PRB		PDS		PDB		CATATAN
		YA	TIDAK	YA	TIDAK	YA	TIDAK	
1	PENGURUSAN SUMBER MANUSIA							
1.1	Dasar / Strategi Pengurusan Sumber Manusia							
	Aspek yang dinilai:							
	i. Adakah Pelan Strategik Sumber Manusia disediakan?							
	ii. Adakah Pelan Strategik Sumber Manusia yang disediakan selaras dengan Pelan Strategik Organisasi?							
	iii. Adakah rekod pengisian jawatan yang akan kosong (akibat penamatan perkhidmatan dan sebagainya) dibuat dan dilaporkan kepada JKM/SPA 6 bulan sebelum kekosongan berlaku?							
1.2	Pengurusan Panel Pembangunan Sumber Manusia							
	Aspek yang dinilai:							
	i. Adakah Panel Pembangunan Sumber Manusia ditubuhkan?							
	ii. Adakah Pelan Operasi Latihan disediakan?							
	iii. Adakah keberkesanan Latihan dinilai?							
	iv. Adakah program Montering/Coaching dilaksanakan?							
1.3	Pengurusan Latihan							
	i. Adakah agensi membuat analisis keperluan latihan (TNA) merangkumi kompetensi yang diperlukan oleh organisasi?							
	ii. Adakah pelan disediakan?							
	iii. Berapakah peratus anggota yang							

			mengikuti latihan seperti di dalam pelan latihan?						
		iv.	Adakah kajian keberkesanan latihan dijalankan?						
		v.	Adakah jawatankuasa Latihan ditubuhkan?						
		vi.	Peruntukan latihan minimum bersamaan 1% daripada emolument (PP Bil.6/2005)						
		vii.	Berapakah peratusan pegawai yang mengikuti kursus 7 hari dalam setahun (PP Bil.6/2005)						
1.4	Pengurusan Nilai dan Etika								
	Pelan Integriti Organisasi:								
		i.	Adakah agensi menyediakan Pelan Integriti Organisasi(PIO)?						
		ii.	Berapakan program di bawah PIO yang telah dilaksanakan?						
		iii.	Adakah agensi memantau pelaksanaan PIO?						
		iv.	Adakah agensi mengkaji semula pelaksanaan PIO?						
		v.	Apakah kekerapan Jawatankuasa Keutuhan Tadbir Urus (JKTU) bersidang?						
		vi.	Berapakah bilangan laporan JKJU yang dikemukakan kepada SPRM/JKTU di peringkat lebih tinggi?						
		vii.	Adakah Laporan JKJU yang dihantar kepada SPRM/ peringkat yang lebih tinggi meliputi 7 tema rujukan JKJU?						
		viii.	Apakah peratus Nilai Komposit yang diperoleh dari Audit Nilai yang dijalankan?						
		ix.	Berapa lamakah tempoh yang diambil bagi penyelesaian kes-kes tatatertib						

			biasa?							
		x.	Apakah peratus penyelesaian kes-kes tatatertib biasa yang tertunggak pada tahun semasa?							
	1.5	Program Kaunseling / Motivasi								
		i.	Adakah agensi mempunyai mekanisme untuk melaksanakan program kaunseling/rakan pembimbing?							
		ii.	Berapakah aktiviti/ program kaunseling yang dilaksanakan di agensi?							
	1.6	Hubungan Harmoni dan Anggota Organisasi (Work Life Balance)								
		i.	Berapa jenis saluran diwujudkan bagi anggota menyalurkan masalah/cadangan? (Contohnya seperti mesyuarat-mesyuarat, Sistem Cadangan Q, Peti Cadangan, Majlis Bersama Jabatan dan Kaunselor Jabatan)							
		ii.	Adakah wujud sistem perkongsian maklumat dan institutional memory di dalam agensi?							
		iii.	Sejauh mana usaha-usaha bagi meningkatkan semangat berpasukan dan rasa kekitaan di kalangan anggota. Contohnya program kecergasan, aktiviti kelab sukan dan kebajikan, sambutan Hari Kualiti Jabatan dan PUSPANITA							
		iv.	Apakah usaha-usaha bagi meningkatkan kualiti persekitaran tempat kerja yang bersih, ceria dan selamat untuk memastikan kesejahteraan dan keselesaan anggota-anggota di tempat							

			kerja. Contohnya dengan melaksanakan pertandingan keceriaan pejabat, amalan 5S, OHS.						
	1.7	Penilaian dan Pengiktirafan kepada Anggota							
		i.	Apakah pengiktirafan yang disediakan kepada warga organisasi? Contohnya Anugerah Khidmat Cemerlang, surat penghargaan, anugerah pegawai contoh bulanan, penghargaan kepada idea dan inovasi yang dicadangkan dan lain-lain anugerah khas.						
		ii.	Berapakah bilangan pengiktirafan yang telah diberi, kepada warga organisasi?						
	1.8	Maklumat Sumber Manusia							
		Aspek yang dinilai:							
		i.	Adakah maklumat dalam Buku Rekod Perkhidmatan warga organisasi dikemaskinikan?						
		ii.	Adakah maklumat sumber manusia dalam <i>Human Resource Management Information System (HRMIS)/MPIAN</i> dikemaskinikan?						

DATABASE JKKK - DIREKTORI DAN NO. AKAUN

Bil	Kampung/ Rimb Panjang	Pengerusi	No. Tel	Setiausaha	No. Tel	Bendahari	No. Tel	No. Akaun	Bank	Catatan
1	Kampung Melango Baru	Hj. Masdi B. Daham	019-8495409	En. Nasir B. Mamup	019-8890597	En. Mustapa B. Seri	019-4384048	2-00-2261-00003451-7	Bank Pertanian Malaysia Berhad	
2	Rh. Asol Tabau	Tr. Asol Ak. Empadang	019-4538798	Limbau Ak. Bundak	0111-584663	Thian Yun Kim	0111-5214301	2-00-2261-00010358-0	Bank Pertanian Malaysia Berhad	
3	Rh. Jabu	Tr. Jabu Ak. Chuandi	0111-584663	Namang Ak. Tayai	014-5892176	John Jeffery Dinda	0111-5214301	2-00-7261-00002228-7	Bank Pertanian Malaysia Berhad	
4	Rh. Katom	Tr. Katom Ak. Natihu		Wong Lee Bu		Karim Ak. Lepoh		2-00-7261-00005812-3	Bank Pertanian Malaysia Berhad	
5	Rh. Naing Se. Meliak	Tr. Naing Ak. Anyi	016-8640327	Meramat Ak. Jabu		Dagi Ak. Ligat		2-00-2261-00004775-5	Bank Pertanian Malaysia Berhad	
6	Rh. Katoil Kangan	Tr. Katoil Ak. Tutom	013-8324256	Entingkie Ak. Tamin	010-9852657	Mary Ak. Brookie	019-8281459	2-00-2261-00011952-1	Bank Pertanian Malaysia Berhad	
7	Rh. Sagi	Tr. Sagi Ak. Apau		Rampay Ak. Ijoie	014-5918970	Mutok Ak. Seliman	019-7240250	078-58-03958-5	Hong Leong Bank Berhad	
8	Rh. Chendang	Tr. Chendang Ak. Andrew	019-8765061	Jehn Ak. Naleng	010-7855508	Marfuri Ak. Budang	013-8388209	078-50-04523-2	Hong Leong Bank Berhad	
9	Rh. Ngalong	Tr. Ngalong Ak. Matu	019-8590178	Sumbang Ak. Ningkan		Gidhi Ak. Luyoh		2-00-7261-00002083-6	Bank Pertanian Malaysia Berhad	
10	SK, Kampung Paloh	Abg Morsihdi B. Abg Bustrah		Intan Bi. Sebeli		Harmidah Bt. Ibrahim		2-00-7261-00000086-3	Bank Pertanian Malaysia Berhad	
11	Rh. Mawan Kavut	Tr. Mawan Ak. Igah						078-50-04047-1	Hong Leong Bank Berhad	
12	Rh. Balaiji	Tr. Balaiji Ak. Galau						2-00-7261-00000779-8	Bank Pertanian Malaysia Berhad	
13	Rh. Naing	Tr. Naing		Nyelang Ak. Bilun	019-8350205	Embuayang		078-50-05422-3	Hong Leong Bank Berhad	
14	Rh. Tajak	Tr. Tajak Ak. Anggun	016-5795424	Chendai Ak. Jambu	013-3386209	Baif Yap	019-8240281	2-00-7261-00002615-4	Bank Pertanian Malaysia Berhad	
15	Rh. Johnny							078-51-01097-4	Hong Leong Bank Berhad	
16	Kampung Perpat							2-00-7261-000006380-7	Bank Pertanian Malaysia Berhad	
17	PIBG SMK Kabong							078-00-00325-5	Hong Leong Bank Berhad	
18	Rh. Buayih Ak Muan	Tr. Buayih Ak Muan		Majit Ak. Usin	013-5678240	Unyi Ak. Rundang		078-50-07544-6	Hong Leong Bank Berhad	
19	Rh. Lemai	Tr. Lemai Ak. Bedassang	014-8834331	Hendry Ganda Ak. Keloi	019-8140458	Stephen Ak. Libau		2-00-7261-000006633-7	Bank Pertanian Malaysia Berhad	
20	Rh. Joan	Tr. Joan Ak. Jantai		Galau Ak. Edward	014-8876820	Maria Ak. Jantai	019-4840729	2-00-7261-00004772-6	Bank Pertanian Malaysia Berhad	
21	Rh. Natihu	Tr. Natihu Ak. Bang	013-8389678							
22	Kampung Melango Lama	Hj. Naim B. Hj. Subhali	013-8222806	Hj. Hamdi B. Ali	014-3903110	Sharkawi B. Hj. Subhali	019-8052021	078-00-01327-6	Hong Leong Bank Berhad	

PENGURUSAN HARTANAH ORANG YANG TELAH MENINGGAL DUNIA

BIL	NAMA SIMATI & NO. KAD PENGENALAN	PERKARA PROBATE / TARIKH	WARIS	HARTANAH
1	MORSHIDI BIN NOR 320206-13-5019	01/2013 01/03/2013	MASLUYOH @ MASLUYAH BT HJ MAHTA (380126- 13-5056)	<p>1. ALL THAT PARCEL OF LAND SITUATE IN THE SARATOK TOWN DISTRICT AND KNOWN AS LOT NUMBER 1279 IN BLOCK/ SECTION NUMBER 0 CONTAINING 129.3 SQ M, MORE OR LESS.</p> <p>2. ALL THAT PARCEL OF LAND SITUATE IN THE AWIK-KRIAN DISTRICT AND KNOWN AS LOT NUMBER 20 IN BLOCK/ SECTION NUMBER 0 CONTAINING 650 SQ M, MORE OR LESS.</p> <p>3. ALL THAT PARCEL OF LAND SITUATE IN THE SEBLAK LAND DISTRICT AND KNOWN AS LOT NUMBER 34 IN BLOCK/ SECTION NUMBER 6 CONTAINING 4.02 ACRES, MORE OR LESS.</p> <p>4. ALL THAT PARCEL OF LAND SITUATE IN THE SARATOK TOWN DISTRICT AND KNOWN AS LOT NUMBER 1280 IN BLOCK/ SECTION NUMBER 0 CONTAINING 555.45SQ M, MORE OR LESS.</p>
2	UMAN AK BOONDAL 310326-13-5014	02/2013 01/03/2013	LIM HI KHENG @ LIM HUI CHING (510916-13-5192)	
3	LEBISTER LUAT AK ABONG 950419-13-5713	03/2013 21/02/2013	ABONG AK SULO (601213-13-5093)	
4	LADI AK KEDAWA 290609-13-5289	04/2013 21/02/2013	SITI AK LADI (551023-13-5428)	1. ALL THAT PARCEL OF LAND SITUATED IN THE BUKIT BIRUP, TEMUDOK SARATOK CONTAINING AN AREA OF 8820 SQ. M MORE OR LESS DISCRIBED AS LOT NUMBER 478 BLOCK 13 AWIK-KRIAN LAND DISTRICT

5	SUJAR BIN JAPAR 541220-13-5719	05/2013 22/01/2013	MASNI BT OLOK (540915-13-5120)	
6	TIAH BT SAUTI 591019-13-5018	06/2013 21/01/2013	SAUTI BT KARIM (250620-13-5195)	
7	WONG YIK CHIEU	07/2013 22/01/2013	WONG LING HOE (480726-13-5197) WONG LING TUNG (560314-13-5051)	
8	CHUKUT AK MINDA (581226-13-5070)	08/2013 22/02/2013	EDWARD @ BUYENG AK PAVIS (590106-13-5185)	
9	ROSE AK JARAGAN (671115-13-5296)	09/2013 22/02/2013	DUIH AK JERANGAN (550114-14-5082)	1. ALL THAT PARCEL OF LAND SITUATED IN THE SUNGAI BABANG, KRIAN, SARATOK AND KNOWN AS LOT 182, BUDU LAND DISTRICT CONTAINING AN AREA 1.61060 HA, MORE OR LESS.
10	LAI NAM JOON @ LAI NAM JUN (311028-13-5045)	10/2013 22/02/2013 G.N 6984	LAI FAH SHOON (560713-13-5147) LAI FAH SIONG (601229-13-5143)	ALL THAT PARCEL OF LAND SITUATE IN THE AWIK-KRIAN LAND DISTRICT AND KNOWN AS NO.26 IN BLOCK NO.8 CONTAINING 1.2869 HA, MORE OR LESS.
11	HAMIDAH BT BUJANG (300604-13-5016)	11/2013 22/02/2013	JAMIN BIN BUJANG (300701-13-5149)	

12	MUSTAPA BIN AHMAD (600525-13-5725)	12/2013 23/02/2013	ARASMI BT BUSRI (550804-13-5602)	1. ALL THAT PARCEL OF LAND SITUATE AT KAMPUNG MESJID HILIR AND KAMPUNG BUNG ARAYA HILIR, SARATOK (SARATOK TOWN LAND DISTRICT) AND KNOWN AS LOT 1242 IN BLOCK/SECTION NO. 0 CONTAINING 87.3 SQ. M, MORE OR LESS.
13	GAWAN ANAK DATOH (560731-13-5159)	13/2013 18/03/2013	LEMBU AK JUAN (560731-13-5159)	1. ALL THAT PARCEL OF LAND SITUATE AT SADAI SUNGGANG, ABU, SARATOK, (AWIK-KRIAN LAND DISTRICT) AND KNOWN AS LOT NO. 242 IN BLOCK/SECTION NO.20 CONTAINING 1.764 HA, MORE OR LESS.
14	RAYAH BT AHA (380504-13-5150)	14/2013 20/03/2013	ROKIAH BT SALLEH (590729-13-5050)	1. ALL THAT PARCEL OF LAND SITUATED IN THE SARATOK TOWN LAND DISTRICT AND KNOWN AS LOT NUMBER 1283 IN BLOCK/SECTION NUMBER 0 CONTAINING 366.9 SQ. M MORE OR LESS.
15	ANOR BT UMI (380427-13-5092)	15/2013	RASLI BIN HAJI BUJANG (380101-13-5113)	
16	MARKI BIN SUHAI (591024-13-5661)	16/2013 22/03/2013	NUSI BIN SUHAI (551109-13-5533)	
17	PAH BT ALI (280422-13-5102)	17/2013 22/03/2013	MAHRIN BIN ALI (460601-13-5187)	1. ALL THAT PARCEL OF LAND SITUATE AT JERAYA TELEPHONE LAMA, SARATOK (AWIK-KRIAN LAND DISTRICT) CONTAINING 5.463 HA, MORE OR LESS AND DISCRIBE AS LOT 20 BLOCK 18. (550/1372 TH UNDIVIDED SHARE). ALL THAT PARCEL OF LAND SITUATE AT SUNGAI TALI PAUN LAMA, SARATOK (AWIK-KRIAN LAND DISTRICT AND KNOWN AS LOT NO.35 IN BLOCK NO.18 CONTAINING 600 SQ. M MORE OR LESS.
18	THIAN TZU HUA (620703-13-5874)	18/2013 01/04/2013	DUNKONG ANAK MUTIH (440606-13-5428)	

REKOD KURSUS / SEMINAR / BENGKEL / TAKLIMAT KAKITANGAN PEJABAT DAERAH SARATOK 2012

KUMPULAN	BIL	NAMA	TEMPOH KURSUS	TEMPOH KURSUS SETAHUN	PERATUSAN
PROFESSIONAL	1	JULIAH BIN KADIR			
	2				
	3	SURAYAH BINTI MORSHIDI			
SIKONGAN	1	ABU BAKAR BIN YAMIN	4	7	57.14%
	2	ROYSTON ANAK FRANCIS	11	7	157.10%
	3	MADI BIN BUJANG	-	7	-
	4	CHAI ANAK CHAGAT	5	7	71.43%
	5	UPIN MERANG	-	7	-
	6	NICHOLAS KANA ANAK THOMAS BABA	-	7	-
	7	HALIJAH BINTI MORNI	1	7	14.29%
	8	CHINDU ANAK LINGGEH	-	7	-
	9	THOMAS ANAK TUGANG	5	7	71.43%
	10	JELIAN SUKUN	3	7	42.86%
	11	NASRI BIN KASAH	4	7	57.14%
	12	ABDUL RINI BIN KEDELI	5	7	71.43%
	13	ABDUL WAHAB	3	7	42.86%
	14	ABDUL RANI BIN KEDELI	-	7	-
	15	SAPRI BIN GANI	-	7	-
	16	LATIPAH BINTI LEE	-	7	-

REKOD KURSUS / SEMINAR / BENGKEL / TAKLIMAT KAKITANGAN PEJABAT DAERAH SARATOK 2013

KUMPULAN	BIL	NAMA	TEMPOH KURSUS	TEMPOH KURSUS SETAHUN	PERATUSAN
PROFESSIONAL	1	JULIAH BIN KADIR			
	2				
	3	SURAYAH BINTI MORSHIDI			
SIKONGAN	1	ABU BAKAR BIN YAMIN	-	7	-
	2	ROYSTON ANAK FRANCIS	3	7	42.86%
	3	MADI BIN BUJANG	3	7	42.86%
	4	CHAI ANAK CHAGAT	4	7	57.14%
	5	UPIN MERANG	1	7	14.29%
	6	NICHOLAS KANA ANAK THOMAS BABA	-	7	-
	7	HALIJAH BINTI MORNI	3	7	42.86%
	8	CHINDU ANAK LINGGEH	5	7	71.43%
	9	THOMAS ANAK TUGANG	1	7	14.29%
	10	JELIAN SUKUN	1	7	14.29%
	11	NASRI BIN KASAH	1	7	14.29%
	12	ABDUL RINI BIN KEDELI	1	7	14.29%
	13	ABDUL WAHAB	-	7	-
	14	ABDUL RANI BIN KEDELI	-	7	-
	15	SAPRI BIN GANI	1	7	14.29%
	16	LATIPAH BINTI LEE	-	7	-