

**UNIVERSITI TEKNOLOGI MARA
FACULTY OF ADMINISTRATIVE SCIENCE & POLICY STUDIES**



PRACTICAL TRAINING REPORT (ADS 666)

KEMENTERIAN WILAYAH PERSEKUTUAN

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2012722509**

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THE DECLARATION

DECLARATION

I hereby declare that the work contained in this report is original and my own except those duly identified and recognized. If I am later found to have committed plagiarism or acts of academic dishonesty, action can be taken in accordance with UiTM's rules and academic regulations.

Signed,

ADIL HAZARITH BIN ABDUL AZIZ

2012722509

1.0 Introduction

1.1 Organization of Background

The Ministry of Federal Territories was established in 1979 to carry out the duties and functions as set out in the Ministerial Functions Act 1969. At that time, the Ministry of Federal Territories also served as the planning and development coordinator of Kuala Lumpur and the Klang Valley in line with the establishment of the Klang Valley Regional Planning Council and Klang Valley Regional Planning Working Committee.

The restructuring of the Cabinet on 27 March 2004 has seen the Ministry of Federal Territories re-established to give special attention to the development of the Federal Territories (Kuala Lumpur, Labuan, and Putrajaya) in addition to being responsible for coordination the Klang Valley planning in Ministerial Functions Act 1969 (current amendment).

On 23 October 2009, during the 2010 Budget presentation, the Honorable Prime Minister announcement that the functions and responsibilities of the Ministry of Federal Territories were strengthened and expand to eradicate urban poverty across the Country and to implement urban wellbeing programs. Accordingly on 13 November 2009, the Ministry of Federal Territories was officially known as the Ministry of Federal Territories and Urban Wellbeing.

After five years of holding the functions of Urban Wellbeing, on 15 May 2013 the Prime Minister announced the transfer of the functions back to the Ministry of Housing and Local Government and the Ministry of Federal Territories reverted to its original functions with particular focus on the progress of the Federal Territories (Kuala Lumpur, Labuan, and Putrajaya) as well as its responsibility for coordinating the planning as the Klang Valley in the Ministerial Functions Act 1969 (latest amendment). This Ministry again becomes known as the Ministry of Federal Territories.

The existing local governments and administrators of the federal territories are placed under the jurisdiction of the ministry. As the ministry is created for the task of coordinating and supervising the administrations, no significant changes were imposed on these agencies. Notable agencies under the ministry are:

- I. Kuala Lumpur City Hall (Dewan Bandaraya Kuala Lumpur)
- II. Labuan Corporation (Perbadanan Labuan)
- III. Putrajaya Corporation

IV. Federal Territories Sports Council

Upper management in the ministry is classified to include the Minister, Deputy Minister, Parliamentary Secretary, Chief Secretary, and the two Deputies Chief Secretary. The Deputies Chief Secretary manages the numerous working divisions of the ministry. For the local agencies of the federal territories, they are under the administration of their respective heads (Mayor for Kuala Lumpur, Chairmen for Putrajaya and Labuan). These agencies are under the supervision of the Chief Secretary.

1.2 Objectives of the organization (Ministry of Federal Territories)

The objectives of the establishment of Ministry of Federal Territories are as follows. First of all, to perform duties and responsibilities for stakeholders through policy development, strategic planning and implementation of integrated development programs. The Ministry of Federal Territories are responsible to ensure the coordination and consistency of management and administration of local authorities (LA) and the Statutory Bodies (BBB) based on the policies and regulations set by the ministry towards the establishment of independent local authorities and Statutory Bodies especially in financial terms.

Others than that, the roles of Ministry of Federal Territories is to generates sustainable economic growth through a sustainable Federal Territories Development Plan for the creation of more job opportunities in Federal Territory of Kuala Lumpur, Putrajaya and Labuan. These ministries also have to ensure that the urban management such as cleanliness, management and disposal of solid waste and maintenance of drains is at its best. For example, the solid waste and maintenance of drains in the metropolitan area such as in Kuala Lumpur and Klang Valley. This is because, the area still have a problems with flood and solid waste disposal.

Ministry of Federal Territories through their statutory bodies such as Kuala Lumpur City Hall, Perbadanan Putrajaya and Perbadanan Labuan are responsible to ensures that programs and facilities in the field of tourism are carried out systematically towards making Federal Territories a major tourist attraction with shopping, education, health centers and to realizes the objectives to make Kuala Lumpur, Putrajaya and Labuan as Garden Cities. In order to overcome the traffic problems in Kuala Lumpur, the Ministry also tries to encourage the use of public transport while reducing the use of their own vehicles to overcome the problem of traffic congestion in the Federal Territory of Kuala Lumpur.

Other objectives of Ministry of Federal Territories are as follows:

- i. Ensures that development in Federal Territories is under control without affecting the environment.
- ii. Establish more residential areas which are conducive for the comfort and well-being of people of all walks of life.
- iii. Minimizes the problems of hard core poverty in Federal Territories through the programs which can increase the income levels of the people.
- iv. Improves the effectiveness and efficiency of service delivery system through a people friendly hands-on approach, the widespread use of ICT and the establishment of a one stop center.
- v. Increase the construction of facilities for the community such as the Activity Centre for the Community, Women and Youth to ensure that the Community and Human Development Programs can be implemented efficiently and effectively.

1.3 Vision of Ministry of Federal Territories

A) Vision

“Progressive and Prosperous Federal Territories “

Federal Territories:

Federal Territories consist of Federal Territories of Kuala Lumpur, Federal Territories of Labuan and Federal Territories of Putrajaya.

Progressive:

- i. Strong and competitive economic performance and the distribution of fair and equal opportunity ;
- ii. Provision of infrastructure and public facilities which are complete and meet the needs of the people.
- iii. Development of social and spiritual civilization based on religious values and ;
- iv. Formation of societies who are superior with culture, knowledgeable, technology experts, competent, ethical and have high self-esteem.

Prosperous:

- i. Planned, quality, comfortable and safe cities
- ii. Public transport which is efficient, reliable and safe
- iii. A community which is united, harmonious, courteous and tolerant
- iv. Public safety which is secured and adopting a healthy lifestyle
- v. An environment which is clean, beautiful and sustainable
- vi. Strong family institutions and high neighborhood spirit
- vii. A society which supports and practices democratic noble values and priorities on political stability
- viii. Conducive environment to increase the quality of life of the society.

1.4 Mission & Motto

Mission:

“To lead the progress and development, improve the quality of life and eradicate poverty in Federal Territories”.

Motto:

“Progressive and Prosperous Territories”

1.5 Flags & Songs



1.5.1 FEATURES OF THE FEDERAL TERRITORIES FLAG

Applying the base color of Malaysian flag that symbolizes Federal Territories are owned by the Federal Government and all Malaysians.

- **Yellow:** Respected position, honored and sovereignty.
- **Blue:** Unity, sincerity, honored and sovereignty.
- **Red:** Indomitable spirit, strength, courage and energy.

- **National Coat of Arms:** (Fighting tiger symbol) represent the Federal Territories.
- **Three (3) Stars:** Under the National Coat of Arms, 3 stars means the Federal Territory which are, Kuala Lumpur, Labuan and Putrajaya under the auspices and support of the Federal Territory.

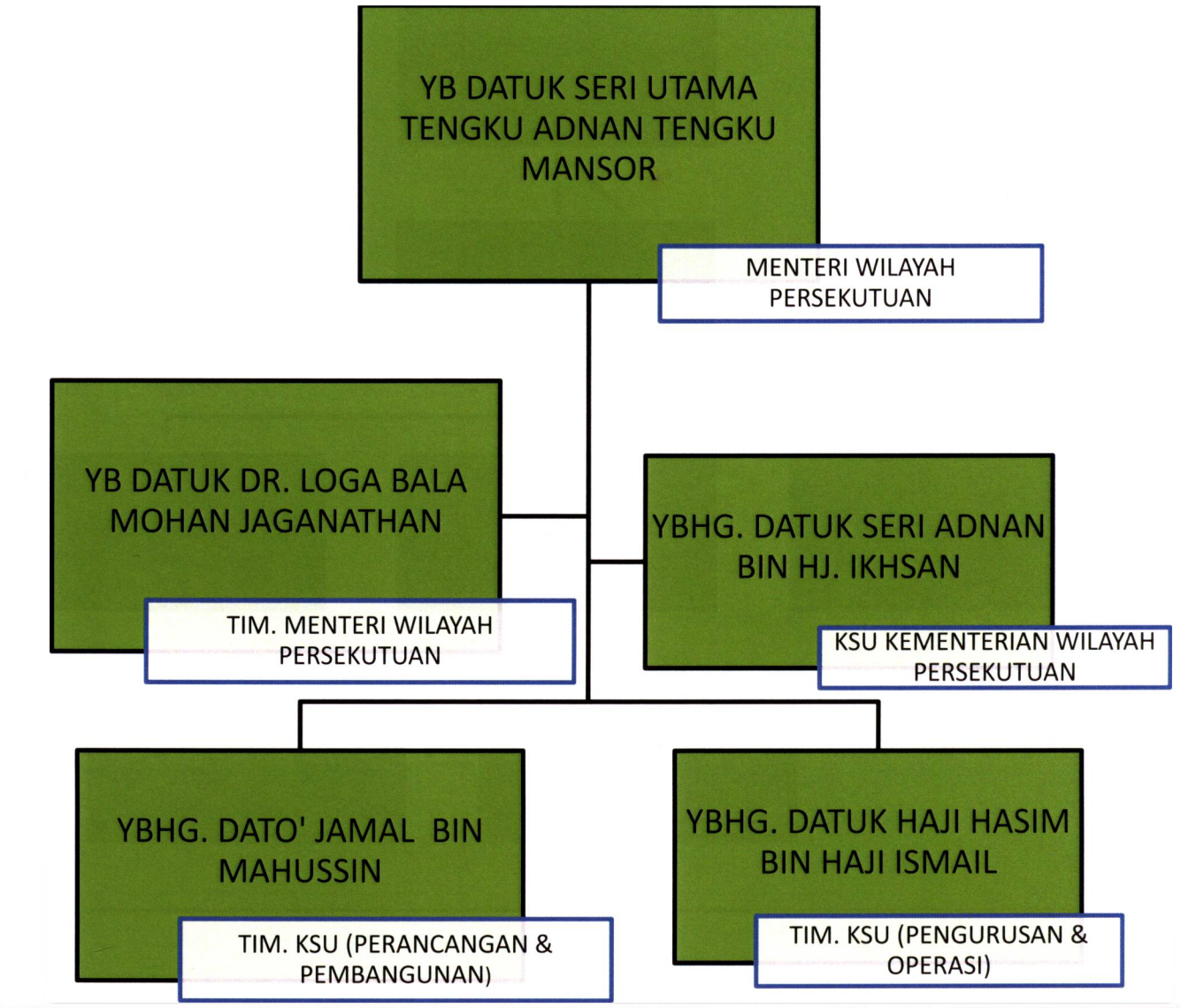
1.5.2 OFFICIAL SONG OF FEDERAL TERRITORY

The song lyrics of ***Maju dan Sejahtera*** meet the aspirations of the lives of the Federal Territory citizens.

1. ***Maju*** reflecting the progress made in terms of economic, political, social, spiritual, psychological and cultural.
2. ***Sejahtera*** in the following aspects:
 - Quality and efficient city with well planned infrastructure and quality;
 - The public transport system that is accurate, fast and safe;
 - Secure public safety and recreation facilities to meet the diverse needs of the community;
 - Racial integration and harmony between communities and communal participation to form a society which is prudent, courteous and highly cultured;
 - Producing a knowledgeable, ethical and tolerant community;
 - Economic achievements and employment opportunities for community; and
 - The value of cleanliness, comfort and environmental care.

1.6 Organization Chart

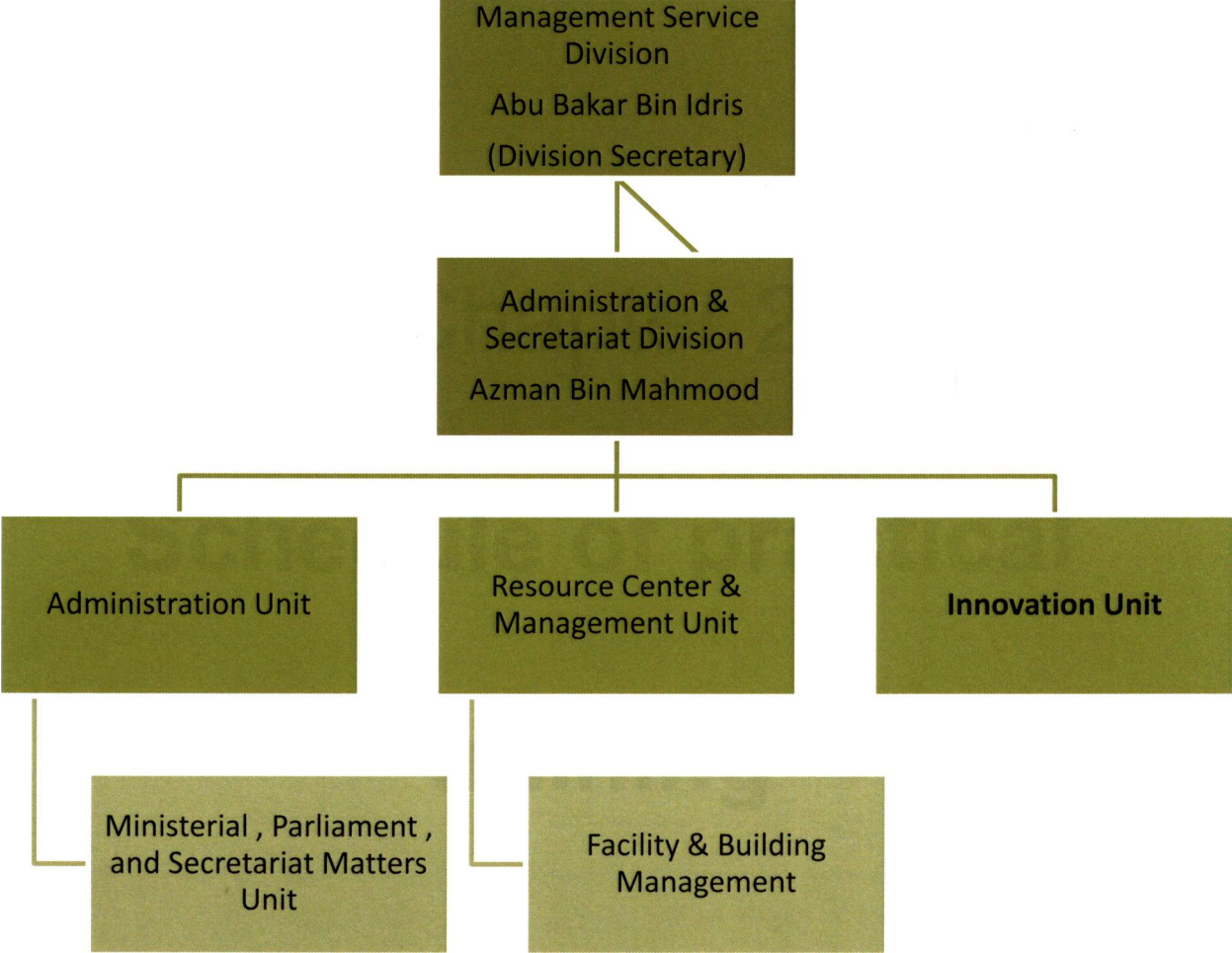
1.6.1 Higher Top Division



*Note : KSU = Ketua Setiausaha

TIM. KSU = Timbalan Ketua Setiausaha

1.6.2 Management Service Division



Chapter 2

Schedule of practical training

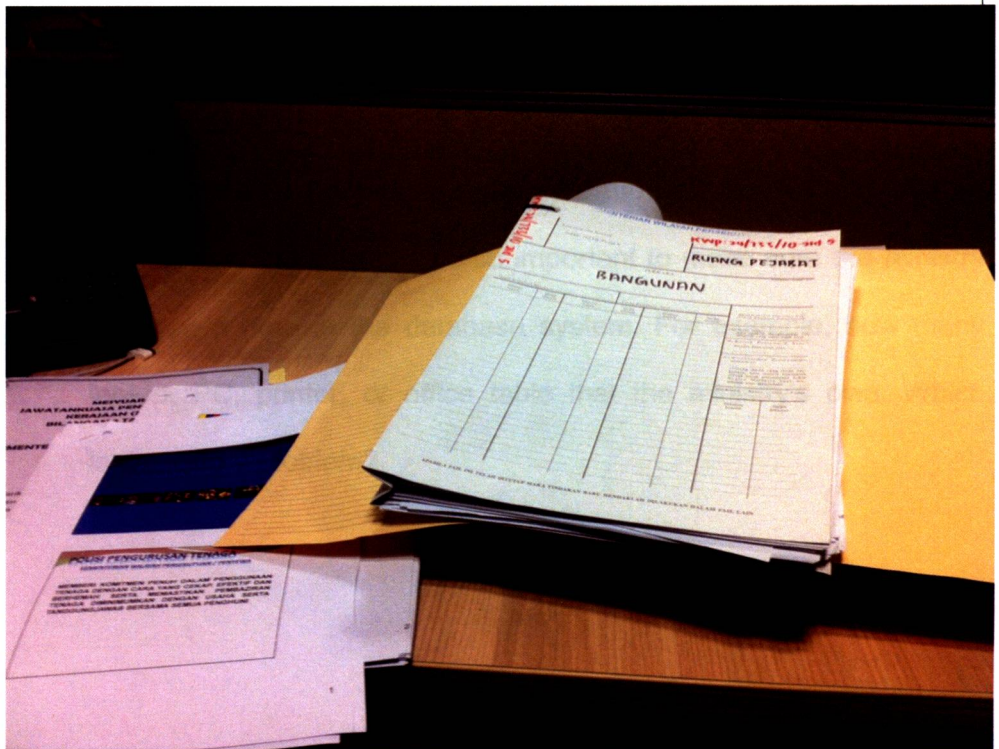
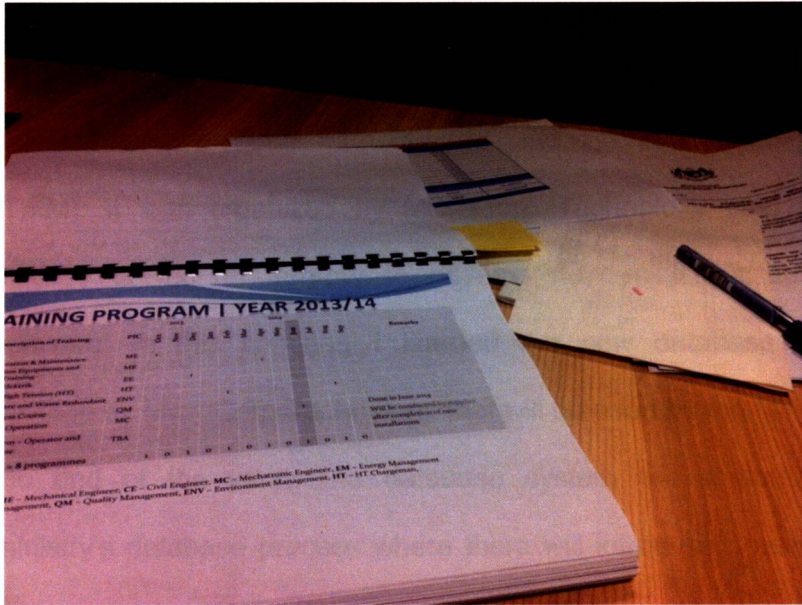
(Report for Duty)

- I choose to have my practical training at Ministry of Federal Territory located at Menara Seri Wilayah, Precint 2, and Federal Territory of Putrajaya. Report duty as stated in the UiTM practical training schedule was on 21st July 2014. I had successfully report on duty to the Human Resource Department of Ministry of Federal Territory. The officer in-charge for practical training student had assigned me to Management Service Division. The Management Service Division Secretary is En. Abu Bakar Bin Idris.
- In the Management Service Division, I have been assigned to Administrative and Secretariat Division which will focus more on the Building and Facility Management.
- In the Building and Facility Management, my task will focused more on the maintenance for Menara Seri Wilayah which consisted of Tower A and Tower B with under the supervision of my host supervisor, En.Tengku Shukri Atan B. Engku Yusof. He holds a position as Engineer Principal Assistant in Ministry of Federal Territory. In the first day of my practical training, my supervisor had given me a short organization induction. He explains the history and the structure and the hierarchy of the organization. I have learned and understand the hierarchy of the division. In the Administration and Secretariat Division, there consisted another five sub-division

Week 1
21/7/2014 –
26/7/2014

with different responsibility, task and functions. The five divisions were called as administration unit, resource center and management unit, innovation unit, ministerial parliament and secretariat matters unit and lastly, my own division which are facility and building management unit.

- In the meeting also, the bidding committee of the Ministry make a quiet review regarding on the new vehicles that there wanted to buy. There committee had shortlisted almost 5 new vehicles that can be consider by the members of the committee to choose. In the bidding process, I had learned that, in other to buy the government's asset and property, there Ministry must done it through the process called as Open Tender. The ministry must have their own Bidding Committee who is responsible for this process. The ministry or in this situation, the members of the committee must avoid any situation that can effect public perception towards government. Mislead or mismanagement of tender can lead towards corruption such as cronyism and nepotism.
- In week 1 also, I've learned how to do filing for Ministry's official file. In this cases, my supervisor taught me how to make a proper filing for file of 'Committee of Government's Asset Management and Fasility (JPAK).



Seminar on Total Infrastructure & Facilities Management (TIFM)

- On 22th of July 2014, I've been assign by my supervisor to attend the seminar on Total Infrastructure and Facilities Management (TIFM). It was organized by MicroCorp Technology paid by the ministry of federal territory to develop new ministry's database software. In this seminar, I learned the new database system develop by MicroCorp Technology that will be used by the Ministry at the end of the year. The database system will smoothen the ministry's database process where there will introduce severel new features and newly updated technology. For example, the tagging sticker uses to tag the government's property and asset.
- Tagging is important because government must record and make sure the government's asset is in good condition. This is because; the ministries use the public money to buy the asset. It is the public servants responsibilities to make sure the government property are in good condition. Tagging also important to make sure the ministry can key-in data in the database system. For example, how many laptop, PC, printer, or office table that the ministry's own. Which laptop has a problem?

WEEK 2

13/7/2014 –

1/8/2014

- During the seminar also, there teach me how to use Basic Revvit Architecture software either than use Autocad. Even though I am administrative students, it is good for me to learn a new or the basic use of Revvit Architecture. It helps me to understand more about the software use by the technician. This is because, usually, when a degree holder decide to work with the government, there will become an officer with grade N41. An officer must know any basic knowledge in administrative procedure, policy and legal approach.

- During that day, I've been instructed by my host supervisor to learn the organization structure and the delegation of task in the Administration & Secretariat Division.

- My supervisor asks me to review the Znsolution Builders Sdn. Bhd monthly contract report. (Asset Management Division) for Mei & Jun
 - double checked the contract report
 - spelling error & miscalculation
 - report the error to the supervisor
 - amend the report
 - Gazette & Filing process
 - Stored it in the Division Store



Figure 1 : Example of tagging use to tag the government's property.

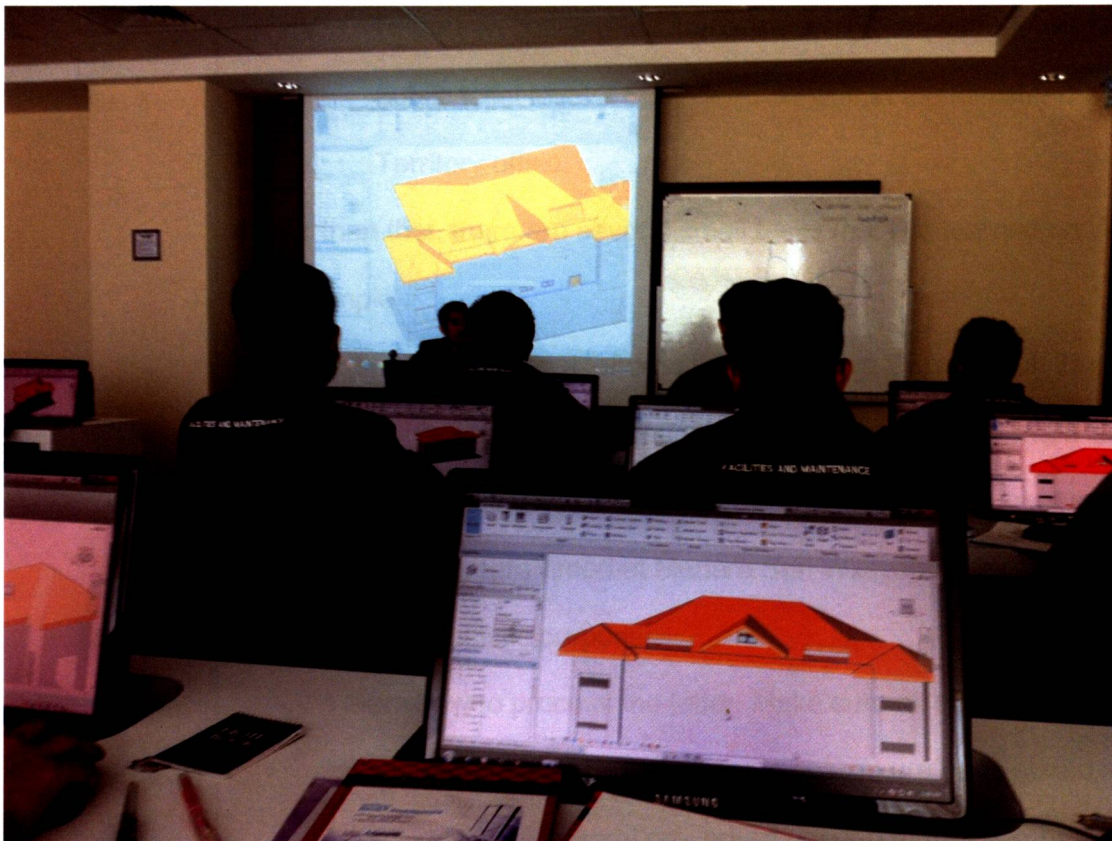


Figure 2 : During the seminar on Total Infrastructure & Facilities Management (TIFM)

Preparing minute of meeting for :

(Committee of Government's Asset Management (JKPAK)(Facility) of Ministry of Federal Territory with the supervision from the supervisor, En. Syukri.

Instructed by my supervisor to attend the meeting. The agenda of the meeting are as follows :

- I. Tagging process for government new asset (office table, chair, computer, Photostat machine).
- II. Bidding process for ministry's new official vehicles.
- III. Asset disposal (Aset untuk dilupus) 2 ministry's Pajero & Nissan Serena
- IV. Report on building maintenance & utilities (water leakage in public toilet level 2 & air Cond service in the Ministry of Federal Territory office.

Other than that, there are several small tasks that I've learned on Week 2.

For example :

- Edit Ministry official letter to Public Service Department. The letters are regarding on their request for the floor plant of Menara Seri Wilayah. This is because, the Public Service Department will organize programmed at Menara Seri Wilayah. There need floor plant for logistic purpose.
- I learn how to process the letter. Make sure all the important information needed by the officer in charge are been stated in the letter. There are several procedure needed to followed by any public servant in order to send the letter to other organizations.
- Filling (Government Assent Management Unit)
- Process ministry's official letter for other organizations.



Figure 3 : During the meeting meeting for (Committee of Government's Asset Management (JKPAK)(Facility) of Ministry of Federal Territory

On Week 3, after the Hari Raya Aidilfitri holiday, I've attend the Management Services Division (Administration and Secretariat Division) meeting for Hari Raya open House that will be held on the next day.

- The Hari Raya open house will be held from 11.00 pm until 5.00 pm. I've been instructed by my supervisor to organize the location of the booth and deal with the caterer to make sure they deliver the food on time.
- Other than that, I am responsible to help my Chief of Clerk to prepare the List Order (LO), Ledger and bill for the caterer. The caterer will use the ledger to claim for the money from the Treasury Department of Ministry of Federal Territory.

WEEK 3

4/8/2014 –

8/8/2014

On the next day, I have attend meeting with (Penolong Ketua Setiausaha) PK S/U regarding on Dummy Vote – Year 2014 (until July).

- Learn what is the function of Dummy Vote in government's department and ministry.
- Listen and take an important note during the presentation of Dummy Vote by the officer in charge in the Management Service Division.
- Dummy vote are prepared by the department for the preparation of upcoming budget.

Dummy vote is the report of financial that contains the expenses of the department. The officer in-charge use Dummy Vote to report to the (Penolong Ketua Setiausaha) of each division regarding on the balance of money left for each division from previous budget that have been allocated

for them. Dummy vote also use by the Division or any government agencies for the preparation of upcoming budget. How much money the department needed for the 2015 budget.

Arrange meeting (Booking seminar room, arrange breakfast & lunch)

- This is meeting was held between Public Work Department of Putrajaya (JKR WPP) and several representatives from ZnSolutions Sdn.Bhd.
- Meeting was held on the next day. (13/8/2014).
- Learn how to deal with catering, book seminar room, prepare letter of invitation and prepare minute of meeting
- Writing letter for Public Service Department of Putrajaya (JKR Putrajaya). Regarding on the (Waran Peruntukan ditarik tahun 2014 for Contract of Menara Seri Wilayah's Facility Management to JKR WPP.
 - It is not an easy task to arrange meeting for the Division. This is because; VIP such as the Chief Secretary of the Ministry or sometimes the Minister himself will attend the meeting. The protocol and preparations of food is important. It is my responsible to carefully selected the menu for breakfast if the meeting held in the morning or lunch if the meeting was held in the afternoon. I have to deal directly and follow up with the caterer regarding on the food.
 - I also learn how to prepare the ledger, List of Order (LO), and the bill for the catering. The bill and ledger will be used by the

catering to claim their payment from the Treasury Department.

- I also learned how to book the seminar room for the meeting. I have to book it four days early to avoid any clash with other program or meeting.
- I have to follow the procedure because it is the nature of working in the government department or agencies.

Letter Processing (ministry's official letter).

I've been instructed by my supervisor to for Public Service Department of Federal Territory of Putrajaya. The Information of the letter as follows.

Letter was regarding on the (*Waran Peruntukan ditarik tahun 2014 untuk Kontrak Pengurusan Fasiliti Menara Seri Wilayah 2014 kepada Jabatan Kerja Raya 2014*).

Attend meeting with agenda of meeting is regarding on the 'energy audit' at Menara Seri Wilayah, Ministry of Federal Territory.

Meeting between Ministry of Federal Territory & Ener-Save Sdn. Bhd.

- I had been instructed by my supervisor to prepare the minute of meeting and the report from the meeting between this two parties.
- I had been instructed by my supervisor to prepare a letter for Chairman of JKR WPP, to inform them regarding on the malfunction lift at Blok 1, Menara Seri Wilayah.
- In the meeting, my supervisor chairs the meeting with Ener-Save Sdn. Bhd. The company that responsible to audit the energy use by the Ministry. The ministry done this because, it is requirement for every ministry to audit their energy consumptions. Every year, there will have a competition for every ministry who can limit the uses of electricity and water as low as possible.
- The Ministry of Federal Territory won the award in 2013 and the Minister of Federal Territory, Dato Seri UtamaTengku Adnan Bin Tengku Mansor want the ministry to maintain the title for this year.
- The company installs the energy audit device in the control room. I've learned on how to prepare the minute of meeting and the report of the meeting. I've been instructed by my supervisor to follow up the date the company want to do the auditing.



Figure 4: Devices use to audit the energy

consumptions



Figure 5: Control room (Ministry of Federal Territory). Level G.

WEEK 4

11/8/2014 –

15/8/2014

- In the fourth week of my practical training, I've learned on how to prepare a letter to the Head of Public Service Department of Federal Territory of Putrajaya. The letter is regarding on :
- The maintenance of broken lift at blok 1, Menara Seri Wilayah. The Public Service Department are responsible for government's building maintenance.
- In the letter, the ministry need an estimated time and date when the JKR WPP will start the maintenance of the lift.

I have to re-write the letter and make several amendments in the letter.

- In Week 4, I've learned on how to make a filing process. The filing process is important because, it can smoothen the process of finding a previous document and any previous contract that need to be revised. For example, when the department need to reviewed the ZNsolutions Builders previous monthly report.
- My supervisor asked me to collected all documents and letter and file it using the ministry official file and labeled it as 'Ruangan Pejabat' and another file as 'Penyelenggaraan'.

Other than that, I've been instructed by my supervisor to prepare the format for data collection that will be used during the 'Operasi Banteras Aktiviti Haram Siri 3 (OPS BAH 3).

The format and template for the operation data collection include :

- *Barang Rampasan*
- *Tangkapan Pati*

- The number of Drug Abuse
- Type of drug
- Number of premis been rushed
- The nationality of the PATI

Referred to Appendix 1 for the template make by me to collect the data.

Site visiting for 'Majlis Sambutan Aidilfitri Ministry of Federal Territory

- Learn how to manage big event. (AJK Logistik for the event).
- Set up booth for 'Unit Urusetia & Pentadbiran'.
- Deal with outside caterer to prepare food for my Unit & Division.
Record and prepare the bill and ledger for the caterer.
- Make sure the caterer receive the payment from our Division. Follow up the billing process with Chief of Clerk.

WEEK 5

16/8/2014 –

20/8/2014

- During Week 5, I've been appointed by my supervisor as one of the members of the committee to organize the Ministry's Hari Raya Aidiladha open house. There has estimated around 2000 people will attend the ministry's open house. I am the one who responsible for the logistic purpose. During the preparations of this open house, I have learned on how to manage big event and programmed.
- For example, I help my co-workers to allocate each booth at the right place around the lobby of Menara Seri Wilayah. Each division will prepare their own booth and food for the open house.
- After the Open House, I have to make sure the caterer receive their payment from the Treasury Department.



Figure 6: With Ministry of Federal Territory

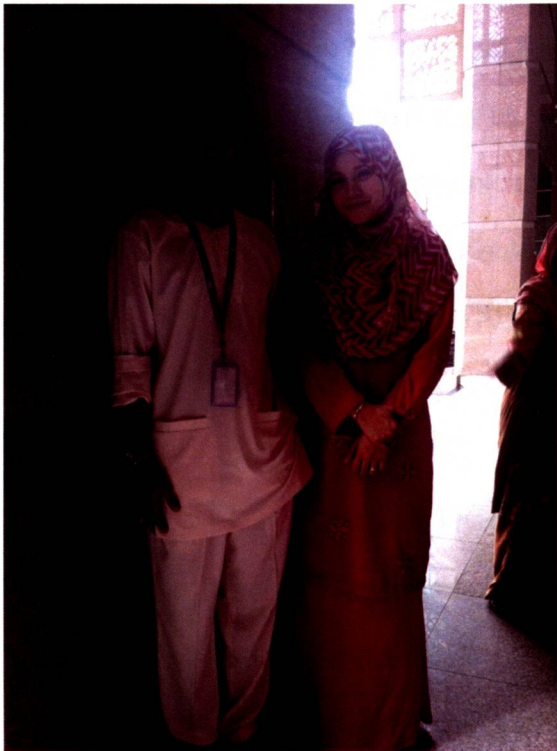


Figure 7: One of the VIP who attend the Open House

- I have to follow up the letter of *'Memohon menurunkan pencawang Astro dari Menara Seri Wilayah'*. The date of the letter was on 6/8/2014.
- I am the one who prepare the letter and sent it to Sports Council of Federal Territory. Every day, I have to follow up with the officer in Sports Council of Federal Territory to make sure there remove the illegal Astro Aerial that have been set up at their place.
- The report had been made by the officer in charge at Management and Facility Division regarding on the Astro. The Astro aerial clearly ruin the beautiful scenery of Menara Seri Wilayah

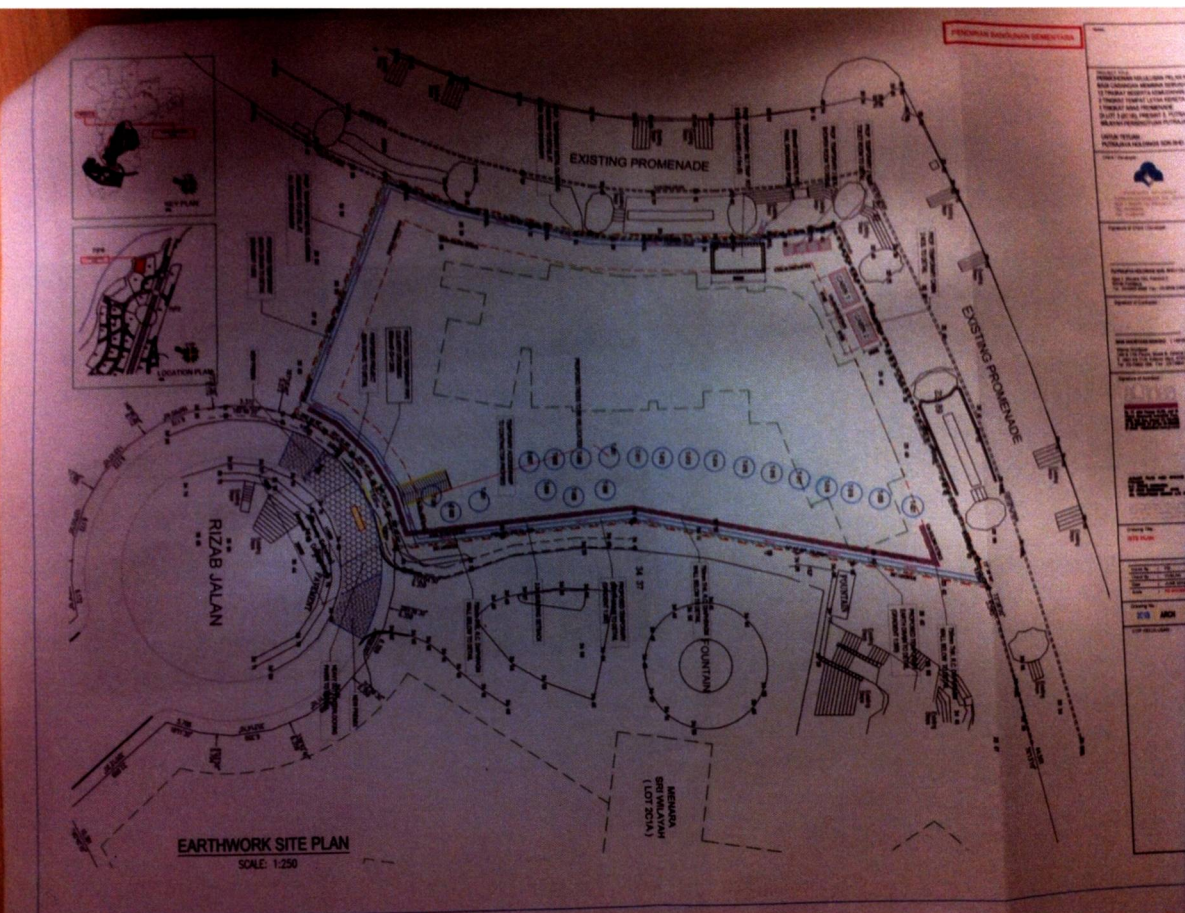
After the Ministry Hari Raya celebration, I 've been instructed by my Chief of Clerk (CC) to follow up with Miss Zaleha Binti Johar or En.Firdaus from Corporate Communication Division regarding on the solid waste during the 'Majlis Sambutan Kementerian Wilayah Persekutuan'. I am the AJK Logistic have to make sure Alam Flora Sdn. Bhd. Collect the solid waste as soon as possible.

Other than that, I have been instructed by my supervisor to Prepare the slide with a title of: Cadangan membina sebuah hotel 13 tingkat beserta 2 tingkat sub-besmen, di Lot 3 (Plot32C1B) Presint 2, Putrajaya. The project is constructed by The Zenith Hotel (Putrajaya).

- This slide will be used by En.Azman Bin Mahmood, (Timbalan

Setiausaha Bahagian) of my division where he will present the slide to the General Secretary of Ministry of Federal Territory.

- On the same day, I have to follow my supervisor and other officer to visit the site of the project which is located nearer to the Menara Seri Wilayah.



**CADANGAN MEMBINA SEBUAH HOTEL 13 TINGKAT,
BERSERTA 2 TINGKAT SUB-BESMEN, TEMPAT LETAK
KERETA DAN RUANG MAKAN DI LOT 3 (PLOT 2C1B),
PRESINT 2 PUTRAJAYA,**

UNTUK TETUAN, PUTRAJAYA HOLDING SDN. BHD.



Ruj. No. : TZHP/SB/2C1B/KWP/14-00(MH)
Tarikh : 12 August 2014

Bahagian Khidmat Pengurusan
Tingkat 1 Blok 2,
Kementerian Wilayah Persekutuan,
Menara Seri Wilayah,
62250 Presint 2, Putrajaya

Uji: En. Azman Mahmood

Tuan,

**CADANGAN MEMBINA SEBUAH HOTEL 5 BINTANG 13 TINGKAT BESERTA
KEMUDAHAN HOTEL, 2 TINGKAT TEMPAT LETAK KERETA DAN 1 TINGKAT
ARAS PROMENADE DI LOT 3 (C1B), PRESINT 2, PUTRAJAYA, WILAYAH
PERSEKUTUAN PUTRAJAYA**

— Permindahan pokok yang berada di dalam tapak projek 2C1B

Dengan segala hormatnya perkara di atas adalah dimujuk.

Kami dimaklumkan oleh pihak Perbadanan Putrajaya bahawa pokok yang berada di dalam tapak projek kami (sila rujuk pelan yang dilampirkan) dimiliki oleh pihak Kementerian Seri Wilayah. Pokok-pokok ini menghalang pembangunan yang akan didirikan.

Sehubungan dengan itu pihak tuan hendaklah mengalihkan pokok-pokok tersebut dengan kadar segera kerana kerja-kerja tanah akan dijalankan secepat mungkin.

Di samping itu, pihak kami lampirkan gambar dan pelan untuk rujukan pihak tuan. Segala kerjasama daripada pihak tuan diucapkan ribuan terima kasih.

Sekian.

Yang benar
THE ZENITH HOTEL (PUTRAJAYA) SDN BHD


MOHD HAFIZUL IBRAHIM
PROJECT ENGINEER

S.A. : 1) Group Committee
2) Pengarah Projek

WEEK 6

21/8/2014 –

26/8/2014

On the 21st August 2008. I've been instructed by my supervisor to attend the seminar on 'Implementation of ISO (International Organization of Standardization) and the process of internal audit system and management.

Other than that, my supervisor asked me to follow the letter date 6/8/2014.

The subject of the letter is 'Memohon Menurunkan Pencawang Astro dari Menara Seri Wilayah'. My supervisor remind me to call the Sports Council of Federal Territory to make sure there follow the instructions given to them by the Facility & Building Maintenance Division. It is illegal to set up the Astro Aerial without the permission from the Facility and Building Maintenance Division.

On the next day which is on 23rd of August 2014, my supervisors asked me to prepared or write a letter regarding on 'Kerja-kerja Ubah Suai Pejabat Bahagian Akaun di Aras 8, Blok 1, Menara Seri Wilayah, Presint 2, Putrajaya'. After that, I will submit the letter to officer in charge, in this situation, 'Pegawai Tadbir N41' in my unit to double check the letter.

Usually, he will ask me to amend and edit the words use in the letter. The last stage is, I will process the letter. The process as follow :

- i. put it in the envelope
- ii. Wrote an address
- iii. Get the ministry official cop
- iv. Make sure to make a copy of the letter

- v. Put the copy in the file
- vi. Sent the envelope to the clerk in-charge for processing the ministry's official letter.

On the 25th August of 2014, I and my co-workers in my unit have to organize seminar on GST for Administration & Secretariat Unit of Ministry of Federal Territory at Marina Bay, Putrajaya.



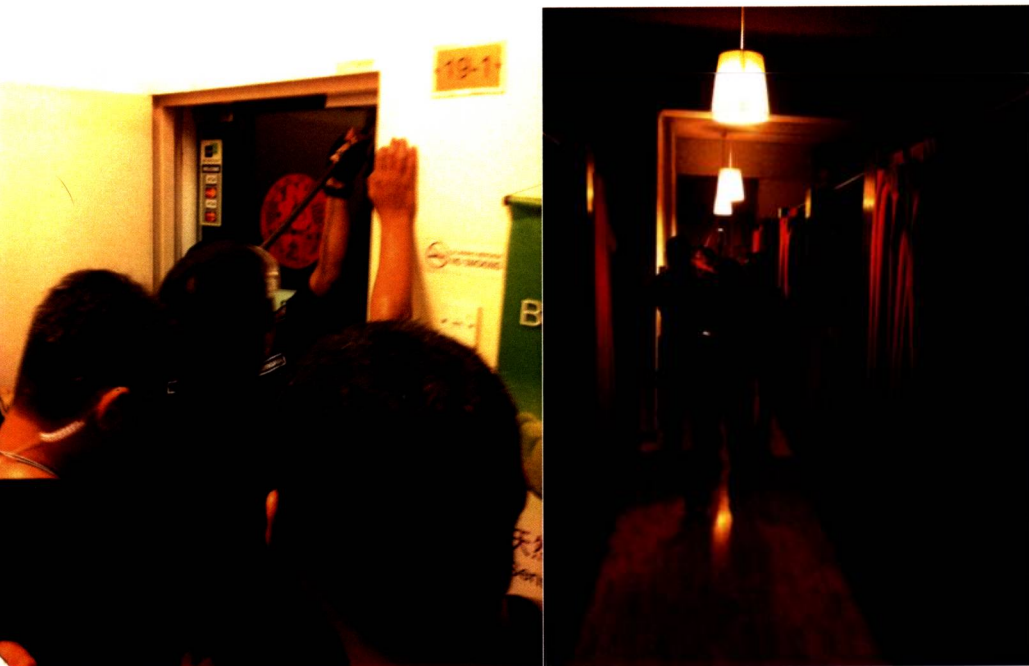
Last day of my practical training (27/8/2014).

- Preparation for 'Operasi Bersepadu Banteras Aktiviti Haram (OPS BAH)
- Prepare the format for recording data and filing for OPS BAH.
- Join OPS BAH Siri-3 at Kuala Lumpur from 8 pm- 5.30 am

Under the administration of Y.Bhg. Datuk Seri Tengku Adnan Tengku Mansor, the Ministry of Federal Territory, he want the Ministry of Federal Territory to formed the Ministry Task force that will focused on doing an operation to reduce the number of illegal business activities such as gambling and body massage. He also tries to make Kuala Lumpur as a metropolitan with zero drug addicted.

This is the National Blue Ocean Strategy where, the operation are done with other governments agencies and department such as Tenaga Nasional Berhad (TNB), Syarikat Bekalan Air Selangor (SYABAS), Agensi Anti-Dadah Kebangsaan (AADK), SPAN, DBKL Enforcement, DBKL Licence and Buidling unit, PDRM, Immigration Department, Suruhanjaya Komunikasi & Multimedia Malaysia (SKMM), & Jabatan Peguam Negara.





Chapter 3

Analysis of Training

INTRODUCTION

Chapter 3 describes the analysis of the practical training. It specifically focuses on one area of task as covered in the practical training handbook. It also should reflect the definition of concept, demonstration of practical and theoretical aspects as how to relate all concepts learned in classroom at the workplace and how to transform knowledge gained at workplace to reinforce understanding on the concepts learned in classroom. Based on my schedule of practical working experience and tasks of Job descriptions given under chapter 2, it shows that during my internship I had been given many tasks and I decided to focus more on administration which would include office administration, file management, and process flow.

Besides that, in this chapter, I will focus also on the scope of Meetings where during my practical training I learned on how to prepare the minutes of meetings, the preparation before and during the meeting, correspondence to convene meetings and conduct of meetings. During my practical training also, I involved with outdoor task which I have mentioned in Chapter 2 of this report. The scope will be focused more on the visit to the operational location, visit to the project site and also the organization program management.

Task Analysis

While I was doing my practical training at Ministry of Federal Territory, Putrajaya, I was attached to the Administrative and Secretariat Division which will focus more on the Building and Facility Management. This section needed me to be equipped with knowledge on Microsoft Excel and Words 2010, good communication skills, and a bit skill of key-in data in the Total

Infrastructure and Facility Management (TIFM) use by the Ministry of Federal Territory. Before I undergone this practical training, I merely more on the theoretical and classroom teaching only. So that, after I had done my practical training at Ministry of Federal Territory, I was being totally exposed to the situation and experience in the real workplace and working environment. In my opinion, it is good to apply what I have learned in the class practically as this practical training is the golden opportunity to bear or gain experience. Therefore, all knowledge includes theories, models, concepts, facts and many more that be taught by the lecturers do not be wasted.

In order to relate to what I have learned in the class and during my practical training, I had discovered the concepts that related to the tasks that had been assigned to me. I will try to relate the concepts that I choose with the subjects that I have learned in the class. The concepts are the administration, meeting, data collection and outdoor task during the practical training. This area will be explained regarding on the combination between experiences during practical training and knowledge obtained from the lectures in the class.

1.1 Principles of Public Administration (ADS 404)

Public Administration is the development, implementation and study of branches of government policy linked to pursuing the public good by enhancing civil society and social justice. Generally, public administration gears its efforts towards understanding public entities and how they interrelate with others and the immediate world. Organizations that work under public administration are organized and managed to realize deliberately structured goals in the future. Through public policy programs the government responds to the needs and interest of the Nation through satisfying them with the available resources.

In this situation, the Ministry of Federal Territory served the well-being needs of the residents of Federal Territory of Kuala Lumpur, Federal Territory of Putrajaya and Federal Territory of Labuan. The use taxpayer's money to provide the utilities and human basic needs such as the electricity, road, water and house for the residents. Public servants in the Ministry of Federal Territory are responsible with all the governments programs, property and asset because their salaries are being paid using the taxpayer's money.

In these sub-topics, we will focus on the responsibility of the public administrators. People who work with the government s can we called as Public Administrators because there is the one who run the government's policy and implemented the policy through several of programs and projects done for the benefits of the people. Public administrators play a vital role in preparing government decisions. As a public administrator, you will research the possible consequences of policy plans and proposals.

You will evaluate not only the effectiveness of policy plans, but also whether they are compatible with our democracy and correspond to our values. You will devise persuasive alternatives and test their political feasibility. You will also design and organize the development of the details of policy proposals. Finally, you will investigate whether the policy has, in reality, produced the effect that was envisaged on paper.

According to L D White, Public administration consists of all those operations having for their purpose the fulfillment or enforcement of public policy. On the other hand as per Woodrow Wilson public administration is a detailed and systematic application of law. One can also say that public administration is nothing but the policies, practices, rules and regulation etc. in action. Marx defines administration as administration is determined action taken in pursuit of a conscious purpose. It is the systematic ordering of affairs and the calculated use of resources aimed at making those happen which one wants to happen.

her definitions of Public Administration are the following:

1. Public Administration is the accomplishment (pencapaian) of politically-determined objectives. ~ Dimock and Dimock
1. Public Administration is policy formulation (penggubalan) and policy execution. ~ James W. Fesler
1. Public Administration consists of all those operations having for their purpose the fulfillment or enforcement of public policy. ~ L.D. White
1. Public administration is detailed and systematic execution of public law. Every particular application of general law is an act of administration. ~ Woodrow Wilson

In the Principles of Public Administration, we have learned the scope of Public Administrations. The scopes of Public Administration are as followed (Johnson, 2010):

- a) P - Planning: It means deciding in advance the various activities to be carried out and the methods of implementing them
- b) - Organizing: It means establishing the formal structure of authority for the effective execution of the planned activities and the achievement of pre-determined objectives.
- c) S - Staffing: It includes the entire personnel function of recruitment of suitable persons and training of staff for specific job functions.
- d) D - Directing: It means leading the organizing by making decisions and issuing orders and instructions to the staff for guiding them in their work.
- e) Co - Coordinating: It means interrelating the various units of the organization and work processes to achieve the purposes of the organization.

- f) R - Reporting: It involves keeping both the superiors and subordinates informed of what is going on through inspections, reports, research and records.
- g) B - Budgeting: It includes financial planning, accounting, auditing and control.

In the Ministry of Federal Territory, I have learned that all public servants are bound with Official Secret Act 1972. Whoever found against the OSA1972 and government 'Pekeliling Am' and found guilty can be detained in the prison. The day I started my practical training, which is the first day of my practical period, I have to sworn to oath that will bind me with the Official Secret Act 1972 (OSA 1972). This is parallel with the principle in public administration which is the accountability. **Accountability** is where the government or in this situation the public servants justifies it pursues in its endeavor to serve the public and at the same time taking responsibility for the actions it pursues in achieving its objectives whether they have positive or negative implications.

Another principle in public administration that similar with what I have experienced during practical training at Ministry of Federal Territory is **efficiency and effectiveness**. Efficiency is a principle employed by the government sponsored programs to ensure that all the resources at the disposal of the government are utilized without wastage of time or increased in expense. To ensure the ministry/department/division/unit utilize the resources The Ministry of Federal Territory use:

- a) **Dummy Vote**: Annual Report on the uses of resources by the department. To be submitted to the Ministry of Finance.
- b) **Monthly Contract Report**: Submitted to the Ministry by the ministry appointed sub-con company.
- c) **Monthly Audit**: Done by the Ministry internal auditor

A data processing system is a combination of machines and people that for a set of inputs produces a defined set of outputs. The inputs and outputs are interpreted as data, facts, and information depending on the interpreter's relation to the system. A common synonymous term is "information system". Usually there are two types of data processing that usually used by people in the organization which are the manual data processing and computer-used data processing. In this situation, the Total Infrastructure and Management Facilities (TIFM) used by the Ministry of Federal Territory will convert or changed the data key-in by their employee into information or knowledge. Example, the information or knowledge is the total of office desk in the Ministry of Federal Territory or the number of vehicles needed to go for service. The employee can use this information or knowledge to make a decision. For example, number of office desk or computer need to be added in the Ministry and which computer are broken or need to be replaced to service.

The Chosen Area That Related to the Studies

Administration is one of the parts that run the activities of the organizations. Without the administration department in the organizations, the ministry, organizations or company will have a problem to implement what they have plan before and it is difficult for them to achieve their objectives. This department is obviously needed to make sure the administration activity such as data collection, file management, and many more are done by the department to make sure organizations follow the rules and regulations set up by the Government through the 'Majlis Kemajuan Pentadbiran Awam'. In this department, I needed to deal and learned on how to manage the file for filing process and learned on how to write an official letter, prepare minutes of meeting, conducts of meetings and many more. With the good faith of

Understanding and assisting this department to improve their services, I decided to do the administration activity that focused on the Building and Facility Management as my focal points.

Administration

The definition of administration is the act or process of administering, especially the management of a government or large institution (Business Dictionary, 2014). In other explanations, administration also can be defined as the activity of a government or state in the exercise of its powers and duties or the body of people who administer the organizations. Administration's scope of works always deals with the indoor activity or in the office of the organizations.

3.2.1.1 File management

During my practical training, most of the time, I have been instructed by my supervisor to help them prepare the Ministry official letter. In the administration unit also, there have their own file management system but what is file management?

The data that we work with on computers is kept in a hierarchical file system in which directories have files and subdirectories beneath them. Although we use the computer operating system to keep our image data organized, how we name files and folders, how we arrange these nested folders, and how we handle the files in these folders are the fundamental aspects of file management (Anderson et al, 2012). Besides using the computer to keep the data, the organization also use manual data recording to keep the data for further action. The filing procedure use is different for each organization, department, or company in

private sector. The effectiveness of an organization can be seen in the up keeping of company's records and information. This is one of the crucial roles by clerical and administrative staff. The resources in terms of systems and procedures ensure proper control and efficiency in the office.

There are several tips according to Ministry standard of procedure when doing a filling. Those are stated below:

- I. Avoid saving unnecessary documents
- II. Follow a consistent method for naming the files and folders
- III. Store related documents together, whatever their type
- IV. Separate ongoing work from completed work
- V. Avoid overfilling folders
- VI. Organize documents by dates

(KWP, 2014)

3.2.1.2 Office Administration

Office administration is a set of day-to-day activities related to financial planning, billing and recordkeeping, personnel, and physical distribution and logistics, within an organization. An employee that undertakes these activities is commonly called an office administrator or office manager. The exact duties of an office administrator vary depending on the employer and level of education. For example, in Ministry of Federal Territory, in the administration division, there have a sub-unit called as facility and building management unit who were in-charge for planning work assignments for and supervising staff, requesting new office equipment and repairs on existing equipment.

In the chapter 2 of this practical report, I have mentioned early the sub-unit that I have been assigned to which is the Facility and Building Management Unit. During my practical training in this unit, I have to make sure all equipment is in the good condition. I am one of the staff (practical students) who is responsible to receive any complaint regarding on the broken office equipment in the Ministry. These units are responsible to make report and replace the equipment immediately. In order to buy new office equipment, the process will include the bidding process after the Ministry publishes the news in Ministry website or in newspaper. This process is called as Open Tender.

3.2.2 Meetings

The definitions of meetings is an occasion when people gather to discuss things and make decisions, either in person or using phones, the Internet etc.(Macmillan,2009), Meetings may occur face to face or virtually, as mediated by communications technology, such as a telephone conference call, a Skype conference call or a video conference.

Meeting is one of the important activities in any organizations either in the public sector or private sector. Meeting was use by the organization to gather their employee and discuss together to make a decision. Meeting management is an important field of study because as an employee or staff of the organizations, there must have knowledge on how to conduct the meeting for example, the preparation before and during meetings, preparation minutes of meeting, correspondence to convene meetings, and conduct of meetings.

Types of meetings:

- Ad hoc meeting : a meeting called for a special purpose
- Board meeting : a meeting of the Board of directors of an organization
- Kick-off meeting: the first meeting with the project team and the client of the project to discuss the role of each team member.
- Management meeting : a meeting among managers
- Staff meeting : typically a meeting between a manager and those that report to the manager
- Team meeting : a meeting among colleagues working on various aspects of a team project
- Work Meeting ; which produces a product or intangible result such as a decision

In the Ministry of Federal Territory, meeting was held monthly and sometimes weekly in the Senior Secretary of each department, Senior Principal of Secretary of each division and with the Minister of Federal Territory, Tan Sri Tengku Adnan Tengku Mansor or Chief Secretary of Ministry of Federal Territory, Ybhg. Dato Seri Adnan B. Haji Hussin. This weekly meeting usually held on Monday of the week. The meeting can be described as a management meeting where it is meeting among 'manager'.

Staff meeting also is one of the common activity occur in my division or unit. In one month almost 2 to 3 meeting held between the principal assistant secretary and the staff in the Administration Division. The meeting was held in order to instruct the staff in this unit with new program and usually, the meeting was held when the division has a program or project to be done. During my practical training, I have learned the procedure and preparations to be done before holding the meeting. I have learned also on how to prepare minutes of meetings. My supervisor, En.Tengku Syukri Yusof, always ask me to do the minute of meeting a day before

meetings was held in the division. He will guided and help me to prepare the minutes, this is the precious knowledge I learned during my practical training.

Besides that, I have learned the procedure and preparations need to be done before and after the meetings. For example, a 2 days before the meeting was held, I have to follow the procedure to booking the meeting room. It is important to make sure, no redundancy of booking on the day of the meeting. The meal served during the meeting is also important and the staff responsible for the preparations of meeting cannot take it for granted. This is because; the meeting was attended by VIP such as the Secretary of the ministry or the Minister of the Territory itself. The staff in-charge has to make sure the quality of the food served must meet the requirement and standard set up by the ministry.

The quality includes the nutrition's of the food. I have learned how to order the meal from the caterer and I always help my Chief of Clerk (CC) to prepare the ledger or bill for the caterer. During the meeting are to make sure the meal served on the right time and more than that, I have to write down all the agenda, discussions and decisions come out during the meeting. So that, after the meeting, I have to prepared the report of the meeting for my supervisor.

Outdoor Task

Outdoor task is a task done by any employee or staff outside of the office or their operations headquarters. The scope of outdoor task includes:

Visit to the operational location;

Visit to the project site;

Research;

Organizational program management.

my practical training in Ministry of Federal Territory, I involved directly with the outdoor
as the organizational program management. Example of the program management
I've done is the Ministry Hari Raya Open House. I've been appointed by my supervisor
of the committee to organize the program. I am the committee for logistic that will focus
location and facilities for the event. During the programmed planning meeting, we have to
the difficulty to allocate 20 booths at the main lobby of the ministry.

committee for logistic, I have to prepare the floor plan for the main lobby of the Ministry of
Territory. I have learned the management of the event through the subject I learned in
which is **Project Management (ADS 512)**. For example, in Project management, we
the sub-topic called as Work Breakdown Structure (WBS). In Work

4.0 Introduction

This chapter will highlight and discuss the strengths and weakness of tasks that been given by the division. In this chapter also we would suggest some of solutions in order to making improvement and overcome the obstacle task. There are several strengths and weakness spotted during the program or project or task that being held by the ministry during my practical training at Ministry of Federal Territory (KWP). Besides that, in this chapter, we will conduct the internal and external analysis about strength, weakness, opportunity and threat (SWOT) that will affect the performance of the division.

4.1 Strengths of Jobs

The first strength of jobs given by the organization during my practical training is the effective management of database system. I have learned on how to key-in the department's important data into the Database System or Database Software use by the Ministry. The database software/system use by the ministry is the Total Infrastructure Management System or in its acronym TIFM. I have learned on how to manage the government asset and property in more effectively and efficiently. It is important for the Facility and Building Management Unit to make sure the data was organized in a proper way because the Ministry uses taxpayer's money to buy the property and asset. The ministry must be accountable to the public if something happen to public's property, trust, and asset.

Second strength given by the organization is the procedure and bureaucracy when prepared the meeting for the units, division or the department level. During the internship training at Ministry of Federal Territory, there are a lot of bureaucracies that we need to deal with. It helps me to understand more about the procedure and preparations before, during and after meetings. It helps me to improve my knowledge of using the Microsoft Words, Excel and

PowerPoints. I have learned a lot on how to prepare the ministry's minute of reports and official letters. When prepared the reports and letters, it helps me to improve my literacy in both English and *Bahasa Melayu*. It is not an easy task to prepare the minute of reports and I am lucky to have a practical at the Ministry of Federal Territory because, there have taught me with a lot of knowledge on how to prepare the minute and report of meeting.

Thirdly, I have learned on how the innovation and 5S policy been implemented in the organization. I always contact and learned directly about the innovation because, the Facility and Building Management Unit share their office with the Innovation Unit. I can see how the staff in the Innovation Unit tries to make some innovation in the office. I learned how the 5S policy been implement in the organization. Some time, I have a chance to help them doing a work that related with 5S. For example, during my internship, I help the Innovation Unit to design the A5 size of Vision and Mission for the Ministry of Federal Territory and put in the lobby at each level and division.

Lastly, the practical training enables me to gain more knowledge and experience through several tasks that been given to me. The knowledge here means, all extra knowledge that I learn during the internship that I gain other than the theoretical knowledge I gain in the class. For example, in term of office administration in the Ministry of Federal Territory. I learned on how to manage the filing system in the office. Every organization has their own filing management. Here, I can apply my theoretical knowledge to prepare the ministry official letter and deal directly with other staff in the department, division, or unit. I also gain great experience when I have been given opportunity to present the weekly progress of my practical training in front of the Ministry of Federal Territory staff in the meeting.

Other than that, through practical training program. It enables me to know the real world of industry working environment especially in the government department or ministry. In other words, in the Public Organizations. It also makes me understand the working procedures and level of bureaucracy in public sector. By involving directly and experience real industry working environment, it helps me to be more prepare and confident when working in any organization in the future.

4.2 Weaknesses of Jobs or Task

4.2.1 Not related task

During my practical training, there is several weaknesses of Jobs or Task detected based on my observation to the organization. One of the example of weaknesses of jobs or task is regarding on the not related task have been given to me. Meaning to say, my supervisor itself did not have an academic background that related with administration or management, En Syukri, my supervisor at the ministry was an engineer that focus more on the technical knowledge and facility management. Sometimes, in the seminar that I have to attend, the seminar was focuses more on the technical knowledge, theory and practical. I have an experience joining the staff at Facility and Building Management Unit visiting the operational site for construction located nearer with the Tower A of Menara Seri Wilayah.

4.2.2 Short time period

There is also short time period of practical training given by the faculty to us. The internship period only lasting for 6 weeks only. The organization itself cannot provide with other big task because mostly, their training program for internship

student are for the internship of 3 months and above. I cannot effort to involve in any program and project organized by the ministry. For example, when involving in doing the minute meeting and report of meeting. I only involve on the half way of the process, whereby I only experience how to prepare document and the process flow for the division monthly contract report. I am not able to finish the report because; the report is on-going progress and the short time period of practical training.

4.3 The Organization

4.3.1 The strength of organization

4.3.1.1 Systematic & Innovation

One of the strength of the Ministry of Federal Territory is in terms of their systematic management in the office. The ministry fully implemented the 5S theory in the organization. The ministry has their own Innovation Unit that will function as the innovation machine and think tanker for the ministry to develop and implemented the innovation idea in the management of their office. The Innovation Unit of the Ministry of Federal Territory had won several award on innovation include the Prime Minister Innovation Award 2012 and 2013. This systematic office administration is one of the factors that lead the ministry to won the highest innovation awards in the country. In the Facility and Building Management Unit, filing is one of the important things that my supervisor point out every day. This is because; the audit department will come every month to audit the department filing management system.

4.3.1.2 Transparency

The Ministry of Federal Territory always tries to develop the trust among the people which is the taxpayers in this country. This is done through clear and transparency of the information that involves the public trust and property. For example, there is a file management of the entire project tender, letters, and receipt for any department purchases, list of order, ledger, bill of utilities, and any other documents for the reference if needed. Other than that, the ministry through the administration department has its own website (www.kwp.gov.my). In the website, public can search and check any tender that had been received by the ministry. The website also will publish the entire successful bid during the bidding process. All the information and events organized by the ministry were published so that people can read and get the information regarding on the ministry activity.

4.3.2 The weaknesses of the Organization.

4.3.2.1 Attitude of the staff

During my practical training at Ministry of Federal Territory, one of the weaknesses of the organization is the attitude of their staff itself. Majority of the staff at the Administration department of Ministry of Federal Territory have a problem with punctuality. For example, if the office hour starts at 8.00 in the morning, one or two staff will come late to the office on that day. This shows lack of discipline among the public servants nowadays. Another case, majority of the

staff at Ministry of Federal Territory will go to the café at 9.00 am in the morning to have a breakfast. This is an example of wrong misconduct of behavior because any public servants cannot go to the café during the office hour. The ministry has put a sign to prohibit any staff to go to cafeteria during office hour. This is not a good example of attitude showed by the public servants to practical students like me. Sometimes, it can slow down the task and work in the office because the person in-charge is not in the office.

4.3.2.2 Poor office management layout

From my observation in the hierarchy of the ministry, in the Administration itself, there contains another 4 sub-unit or division which are the Innovation Unit, Facility and Building Management Unit, Ministerial Parliament, and Secretariat Matters Unit, Resource Center and Management Unit, and lastly the Transportation Unit. This entire unit shared one office room which is at level 4 of Tower B, Menara Seri Wilayah. It is too crowded and people who were new in the division will have a problem to allocate where the location for each unit is. As a result, it creates difficulty in terms of communication between the division and unit.

4.3.2.3 Lack and out-dated of punch card machine

In the Ministry of Federal Territory, in all division for example there still use the punch card system to record the attendance of the staff. There are a lot of disadvantages of punch card system. For example, though employees can quickly punch their time cards, much more time is required to compile and record the time card data. This is especially true of businesses with a larger number of employees. Because of the sheer number of time cards and associated time

data, it may be necessary to have an employee dedicated to the collection and processing of time data.

The simplicity of time punching creates a situation where the system can be abused by employees. Employees can take advantage of the time-punching system by having friends "punch" for them in the event of absence or late arrival. When this happens, governments are paying for work that is not actually being done. While there are systems available to discourage buddy punching, they increase the cost of doing business. After all of the time card data is collected and processed, it still must be entered into some sort of database in order for employees to receive paychecks. Because of the sheer amount of data being manually entered into a database, there is a high chance of entry error. This is done by the Chief of Clerk in each division at the Ministry of Federal Territory.

4.4 Solution for improvement

4.4.1 The Organization

4.4.1.1 Enforcement of rules and regulation

It is a need for the Ministry of Federal Territory tightens and enforces rules and regulation to prevent and avoid the staff from having disciplinary problems. Other than that, it is important to monitoring the staff and makes sure the supervisor to frequently check every section to ensure the staffs follows and obey the ministry rules and regulation. For example, create one unit that was responsible to supervise the staff attitude and discipline.

4.4.1.2 Improve the office layout

The Ministry of Federal Territory must take a corrective action by doing a restructuring of the office administration and layout. The ministry should provide more sign and separate the sub-unit into their own area or office. The unit can be separate by putting them into difference office room. This allows the other staff from other division to recognize the identity of each sub-unit. Besides that, it also will make the office layout looks more systematic. It can increase the motivation of the staff.

4.4.1.3 Changed the punch card system to thumb print system

The Ministry of Federal Territory should change the punch card system to thumb print system. The new system will be more durable and systematic in terms of the recording the attendance data of the staff. It can prevent the buddy punching from occurred. The ministry can save the uses of punch card paper and follow the policy of the government, less paper us in any government's ministry, department, or any public authority or agencies.

4.4.2 The task

4.4.2.1 Preparing proper schedule and syllabus for practical students

The minister should prepare early schedule and syllabus for practical training students as guidelines during the practical training. This is because, it is the responsibility for the ministry to prepared for it. There had decided to give a place for students to have their internship there. The division or unit must know and aware with our requirement so that we as a students will be given a task that

align with our course which is the administrative science. For example, there are certain cases or situation where the practical students are been assigned to the department/division which are not align with the course there taken in the university.

4.4.2.2 Rotation of division

During my practical training, I'm not able to learn others area of task because the supervisor in-charge for practical student in Human Resource Department did not rotate or located me to another division or unit in the Ministry. In 6 weeks of practical training at Ministry of Federal Territory, I am only doing a job at the Facility and Building Management Unit under the Administration Unit. This is different with others organizations where certain practical student will be rotate to another department in 6 weeks. In the simple words, 1 weeks for 1 department. By doing that, students can learn a variety of task that there learn in the class. I hope in the future, Ministry of Federal Territory will rotate the practical students in several departments.

In the big organizations like Federal government's ministry, there are a lot of department, unit, and division where their task is related with the subject taken by the students in Bachelor of Administrative Science. For example, in this program we learned about Human Resource, Public Management, Service Management, Total Quality Management and many more. So, it is not impossible to rotate the practical students because we learned all the functions of government's body in the class. It is good to rotate them to give the students a wide experience compared to stick them only in one division, department or unit.

5.1 Chapter One

In chapter one, I have explain the background of my organization which is the Ministry of Federal Territory. In this chapter, I have include the

5.1.1 Organization of Background

5.1.2 Objectives of the organization (Ministry of Federal Territories)

5.1.3 Vision of Ministry of Federal Territories

5.1.4 Mission and motto

5.1.5 Flags & Songs

5.1.6 Organization Chart

Therefore, the Ministry of Federal Territory is one the federal ministry that was responsible to generates sustainable economic growth through a sustainable Federal Territories Development Plan for the creation of more job opportunities in Federal Territory of Kuala Lumpur, Putrajaya and Labuan. These ministries also have to ensure that the urban management such as cleanliness, management and disposal of solid waste and maintenance of drains is at its best. By having practical training in this Ministry, I am able to understand more about the role and functions of the Ministry of Federal Territory. I am able to understand on how the Ministry implement their policy and spend the public moneys to develop the federal territory of Malaysia which is Kuala Lumpur, Labuan and Putrajaya.

5.2 Chapter Two

In chapter two, I discussed the schedule during my practical training and my entire daily task during my internship. All of this schedule are been record by myself in my practical logbook. Based on the logbook, I also had been instructed by my supervisor to do a lot of task and several challenging task that is not related to my course that I am taken at the University. This is because; I have been attached to the Facility and Building Management which focus more on technical field.

5.3 Chapter Three

In chapter three, I have analyzed my training or internship task and has focused more than one area which in the administration and outdoor task area.

5.3.1 Administration

In this area, it focuses more on file management, documents, and letters preparing. Other than that, it also includes on how to record the division documents in one file using the system call as 'kandung surat'. The filing procedure use is different for each organization, department, or company in private sector. The effectiveness of an organization can be seen in the up keeping of company's records and information.

5.3.2 Meeting

Meeting is one of the important activities in any organizations either in the public sector or private sector. Meeting was use by the organization to gather their

employee and discuss together to make a decision. During my internship, I have learn on how to manage the meeting before, during after the events occurred.

5.3.4 Outdoor Task

During my practical training in Ministry of Federal Territory, I involved directly with the outdoor task such as the organizational program management. I gain a lot of experience on how to manage either small or big events. The procedural and bureaucracy are still existed in any government's body nowadays. It is a good exposure for me because; it helps me to improve my leadership and communication skills when dealing with people.

5.4 Chapter Four

Lastly, in chapter four, I have discussed briefly regarding on the strengths and weaknesses existed based on my observation during my practical training in the organization. I had also observed the job and task given to me by my supervisor in the Facility and Building Management Division.

5.4.1 Job and Task

5.4.1.1 Strength

5.4.1.2 Weaknesses

5.4.1.2.1 Not related task

5.4.1.2.2 Short time period

5.4.2 The Organization

5.4.2.1 Strength

5.4.2.1.1 Systematic & Innovation

5.4.2.1.2 Transparency

5.4.2.2 Weaknesses

5.4.2.2.1 Attitude of the staff

5.4.2.2.2 Poor office management layout

5.4.2.2.3 Lack and out-dated of punch card machine

In this chapter also, I have come out with several recommendation or solution on how to overcome this weaknesses and the entire problem that had been stated in the chapter four. The solution is as stated below:

5.4.3 Organization

5.4.3.1 Enforcement of rules and regulation

5.4.3.2 Improve the office layout

5.4.3.3 Changed the punch card system to thumb print system

5.4.4 Job or Task

5.4.4.1 Preparing proper schedule and syllabus for practical students

5.5 Overall conclusion

As a conclusion, the practical training held by the Faculty of Administrative Science and Policy Studies for student of Bachelor of Administrative Science programs give a lot of benefits to me because, through this internship it gave me a new experience of working life and new knowledge regarding on the administration in the organization. The good relationship and commitment shown by the staff in Ministry of Federal Territory make me able to adopt smoothly into the working environment. During practical training at the Ministry, I am able to learn new things such as the preparation before, during, and after meeting. Besides that, now I am able to use the ministry database software system and it can give me an advantage in the future if I got a change to work at any public agencies, public bodies or any ministry in Federal Territory of Putrajaya. All of these knowledge and experience will become my guideline in the future especially during my working hour.

Other than that, the practical training provides opportunity or changes for me to develop my soft skills especially in communication and leadership skills. It is important to have a good communication and leadership skills because it can make me a marketable fresh graduate student in the future. More than that, I have learned on how to deal with people behaviors and emotion in the workplace, these give me an advantage in the emotional intelligence skills.

To conclude, this practical training program should be continuously done by the Universiti Teknologi MARA (UiTM) for the Bachelor of Administrative Science Programs (AM228) because it can enhance the quality and marketable of the UiTM students in the future.

APPENDIX



**Memo Dalam
Kementerian Wilayah Persekutuan**

Rujukan: KWP:24/ 491/8 Jld 5 (7)

Tarikh 24 Julai 2014

Perkara	PENEMPATAN PELAJAR PRAKTIKAL UNTUK MENJALANI LATIHAN INDUSTRI DI KEMENTERIAN WILAYAH PESEKUTUAN (KWP)	
Daripada	KPSU(PSM)PK	Salinan:
Kepada	TSUB (PK)	i. SUB (KP) ii. Encik Adil Hazarith bin Abdul Aziz (Sila kemukakan sesalinan laporan di akhir tugas latihan) iii. Fail

Dengan segala hormatnya saya diarah merujuk kepada perkara di atas.

2. Sukacita dimaklumkan, **Encik Adil Hazarith bin Abdul Aziz** merupakan seorang Pelajar Praktikal daripada **Universiti Teknologi MARA Sarawak** yang akan menjalani Latihan Industri di Kementerian ini. Beliau ditempatkan di Seksyen Pentadbiran dan Keurusetiaan, Bahagian Khidmat Pengurusan mulai **21 Julai 2014 hingga 29 Ogos 2014**. Pelajar berkenaan mengambil pengajian dalam bidang Sains Pentadbiran dan pihak tuan dipohon memberi tugas yang sesuai dalam bidang tersebut.

Sekian, terima kasih.

(AHMAD ZAHIRI BIN ABDUL KADIR)

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RESULT	PAGE	START TIME	DESTINATION TEL/ID	NO.	MODE	JOB NO.		

 TX REPORT

Dengan hormatnya perkara tersebut di atas adalah berkaitan dan dirujuk.

2. Sukacita dimaklumkan bahawa organisasi kami dengan ini mengesahkan bahawa pelajar-pelajar berikut dari program Ijazah Sarjana Muda Sains Pentadbiran (AM228)/Ijazah Sarjana muda Pentadbiran Korporat (AM225)* telah hadir dan melaporkan diri bagi maksud menjalani Latihan Praktikal di organisasi kami. Ini adalah selaras dengan ketetapan yang dinyatakan di dalam surat kami bil..... bertarih:..... tempohari.

3. Sayugia pelajar ini bakal menjalani latihan praktikal yang disyaratkan untuk tempoh mulai dari 21 Julai 2014 sehingga 29 Ogos 2014. Maklumat pelajar yang melapor diri untuk menjalani latihan praktikal adalah seperti berikut:-

Bil	Nama Pelajar	No Matrik	Tarikh Laport Diri
1	ADIL HAZARITH BIN ABDUL AZIZ	2012722509	21 JULAI 2014
2			
3			
4			
5			

WP2 KAD MENCATAT WAKTUA No. **43** NAMA: **ADIL HAZARITH BIN ABD AZIZ**KEM./JAB **KEMENTERIAN WILAYAH PERSEKUTUAN**BAHAGIAN/SEKSYEN: **PENTADBIRAN DAN KEURUSETIAAN****OGOS 2014**

BULAN.....

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
1						
2	SABTU					
3	AHAD					
4	007:49			017:04		
5	007:47			017:03		
6	007:51			017:03		
7	007:52			017:02		
8	007:49			017:05		
9	SABTU					
10	AHAD					
11	007:49			017:00		
12	007:48			017:05		
13	007:49			017:04		
14	007:46			017:00		
15	007:46			017:00		

AMARAN

Sesiapa yang didapati menetik kad orang lain,
tindakan tatatertib akan diambil ke atasnya.

WP2 KAD MENCATAT WAKTU

B No. **43** NAMA: **ADIL HAZARITH BIN ABD AZIZ**

KEM./JAB **KEMENTERIAN WILAYAH PERSEKUTUAN**

BAHAGIAN/SEKSYEN: **PENTADBIRAN DAN KEURUSETIAAN**

OGOS 2014

BULAN.....

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
16	SABTU					
17	AHAD					
18						
19	007-05			017-03		
20	007-03			017-06		
21	007-09			017-07		
22	007-03			017-05		
23	007-08			017-11		
24	SABTU					
25	AHAD					
26	007-04			017-05		
27	007-08			017-02		
28	007-07				OBS BAH Cuti tanpa rekod	OBS
29						BAH
30	007-04					
31	SABTU					
31	CUTI UMUM					



KEMENTERIAN WILAYAH PERSEKUTUAN
Aras G-7, Blok 2, Menara Seri Wilayah, Presint 2
Pusat Pentadbiran Kerajaan Persekutuan
62100 Putrajaya
MALAYSIA

Tel : 603-8889 7888
Faksimile : 603-8889 7922
Laman Web : <http://www.kwp.gov.my>

*dm
pmlan*

Rujukan : KWP: 24/733/10 Jld 5 ()

Tarikh : 6 Ogos 2014

Encik Mohd Hamidi bin Abu Bakar
Timbalan Pengarah
Majlis Sukan Wilayah Persekutuan
Aras 2, Blok 1
Menara Seri Wilayah, Presint 2
62100 Putrajaya

[Handwritten signature]

6/8/14.

Tel : 03-8892 6600
Faks : 03-8892 6616

Tuan,

MEMOHON MENURUNKAN PENCAWANG ASTRO DARI MENARA SERI WILAYAH.

Dengan segala hormatnya saya diarah merujuk kepada yang tersebut di atas.

2. Dari pemantauan pihak kami, mendapati pihak tuan ada memasang sebuah pencawang Astro di Menara ini. Oleh kerana ia merosakan pemandangan bangunan maka sukacita kiranya pihak tuan dapat menurunkan ia dengan kadar segera.

3. Untuk sambungan kepada siaran Astro selepas itu, pihak puan bolehlah mendapatkan bekalan berpusat terus dari soket MATV yang telah di sediakan pada setiap tingkat masing-masing.

4. Kerjasama serta tindakan tuan terhadap perkara ini amatlah dihargai dan didahului dengan ucapan terima kasih

Sekian.

" BERKHIDMAT UNTUK NEGARA "

Saya yang menurut perintah,

(AZMAN BIN MAHMOOD)

b.p. Ketua Setiausaha
Kementerian Wilayah Persekutuan

7700

012-2689380 - Mahathir

Makan & minum - Zn solution

10 - tingkat 1

JKR, KWP, Zn, Audit

JKR & KWS

- penyelenggaraan

11.30 - KWP, JKR, Zn

- chair? kur

Proj

pa. / Smc - m

Tangas
bile
free

Mesyuarat Pemantuan
KWP
Projek Nait Taraf/Pengel

Reunan
Sebagana

Renovate bila? / Bila jangka siap?

010-2322563

JKR Putrajaya
En. Hasnan / Pn. Syahida / Pn. Fadziliah

W44

3631 - Pn Norhaslinda Bt Ismail

JKR - 88556800

Rujukan : KWP:24/733/1/ Jld. 4 ()
Tarikh : Ogos 2014

Pengarah,
Jabatan Kerja Raya Wilayah Persekutuan Putrajaya
Aras 3, Blok C7, Parcel C
Pusat Pentadbiran Kerajaan Persekutuan
62585 PUTRAJAYA
(u.p.: Encik Hasnan Bin Ab Hamid)

Tuan,

**WARAN PERUNTUKAN DITARIK TAHUN 2014 UNTUK KONTRAK PENGURUSAN
FASILITI MENARA SERI WILAYAH TAHUN 2014 KEPADA JABATAN KERJA RAYA
WILAYAH PERSEKUTUAN PUTRAJAYA**

Dengan segala hormatnya saya merujuk kepada perkara tersebut di atas.

2. Bersama-sama ini disertakan Waran Peruntukan Ditarik Tahun 2014 Untuk Kontrak Pengurusan Fasiliti Menara Seri Wilayah Tahun 2014 Kepada Jabatan Kerja Raya Wilayah Persekutuan Putrajaya untuk perhatian dan tindakan tuan selanjutnya

Sekian, terima kasih

“BERKHIDMAT UNTUK NEGARA”

Saya yang menurut perintah,

(AZMAN BIN MAHMOOD)
b.p.: Ketua Setiausaha
Kementerian Wilayah Persekutuan

s.k : SUB (KP)

Rujukan : KWP: 24/733/10 Jld. 5 ()
Tarikh : Ogos 2014

Pengarah,
Jabatan Kerja Raya Wilayah Persekutuan Putrajaya
Aras 3, Blok C7, Parcel C
Pusat Pentadbiran Kerajaan Persekutuan
62585 PUTRAJAYA
(u.p.: Encik Hasnan Bin Ab Hamid)

Tuan,

PEMBAIKIAN LIF SERVIS YANG ROSAK DI BLOK 1, MENARA SERI WILAYAH.

Dengan segala hormatnya saya merujuk kepada perkara tersebut di atas.

2. Untuk makluman tuan, lif servis di Blok 1, Menara Seri Wilayah ini telah mengalami kerosakan. Oleh kerana lif tersebut sangat penting sebagai lif servis, mengangkut barang-barang dan perkhidmatan maka di pohon supaya pihak tuan dapat membuat pembaikan tersebut dengan kadar segera. Bersama ini disertakan gambar kerosakan lif tersebut.

3. Kerjasama serta tindakan segera pihak tuan didahului dengan ucapan terima kasih
Sekian.

“ BERKHIDMAT UNTUK NEGARA ”

Saya yang menurut perintah,

(ABU BAKAR BIN IDRIS)
b.p.: Ketua Setiausaha
Kementerian Wilayah Persekutuan

s.k :

Pengurus
Znsolution Builders Sdn Bhd
Aras CA, Blok 2
Menara Seri Wilayah
62100 Putrajaya
(u.p : Encik Mahathir Bin Ismail)

PEMBAIKIAN LIF SERVIS YANG ROSAK DI BLOK 1, MENARA SERI WILAYAH.

3. Kerjasama pihak tuan dipohon dapat mempercepatkan pelantikan kontraktor dan seterusnya menyiapkan segera kerja-kerja ubahsuai ini sebelum atau pada 30 November 2014 bagi mengatasi masalah yang dinyatakan pada perenggan 2.

4. Kerjasama serta tindakan segera pihak tuan didahului dengan ucapan terima kasih

Sekian.

“ BERKHIDMAT UNTUK NEGARA ”

Saya yang menurut perintah,

(ABU BAKAR BIN IDRIS)

b.p. : Ketua Setiausaha
Kementerian Wilayah Persekutuan

s.k

KSU

TKSU(PO)

TKSU(PP)

SUB(KEW)

SUB(AK)

Rujukan : KWP: 24/733/1/1 Jld. 4 ()
Tarikh : Ogos 2014

Pengarah
Jabatan Kerja Raya Wilayah Persekutuan Putrajaya
Aras 3, Blok C7, Parcel C
Pusat Pentadbiran Kerajaan Persekutuan
62585 Putrajaya
(u.p. : **Encik Hasnan Bin Ab Hamid**)

Tuan,

**KERJA-KERJA UBAHSUAI PEJABAT BAHAGIAN AKAUN DI ARAS 8, BLOK 1,
MENARA SERI WILAYAH, PRESINT 2, PUTRAJAYA**

Dengan segala hormatnya saya merujuk kepada perkara tersebut di atas.

2. Kementerian ini telah di maklumkan bahawa tender bagi kerja-kerja ubahsuai pejabat di atas telah di tutup dan masih diperingkat penilaian tender oleh Ibu Pejabat, Jabatan Kerja Raya Kuala Lumpur. Kementerian memohon supaya projek ini dapat di segerakan atas dasar berikut:

- a. Kerajaan melalui Kementerian Kewangan Malaysia telah mengarahkan pelaksanaan Akruan kepada semua Kementerian mulai 1 Januari 2015. Sehubungan itu Bahagian Akaun, Kementerian Wilayah Persekutuan yang pada masa ini ditempatkan secara sementara di ruang bekerja Aras 5, Blok 2, Menara Seri Wilayah.tidak selesa dan mempunyai masalah pemasangan sistem Akruan. Lebih-lebih lagi pegawai Bahagian berkenaan bertambah dari masa ke semasa.
- b. Jika projek ini tidak dapat di siapkan sebelum 31 Disember 2014 boleh menimbulkan isu bayaran kerana Kementerian Kewangan Malaysia tidak boleh membuat bayaran kepada Akuan Kena Bayar (AKB) lagi mulai tahun hadapan.

PERINCIAN STATUS PERBELANJAAN OS28000 MENARA SERI WILAYAH TAHUN 2014

Bil	Huraian Kerja	Peruntukan (RM)	Peruntukan Dibelanja (RM)	Tarikh Jangka Tender/Sebutharga
5	Kerja-kerja waterproofing Menara Seri Wilayah	300,000.00		jangka sebutharga Julai 2014
6	Penggantian lampu LED di semua ruang pejabat Kementerian Wilayah Persekutuan (Blok 2)	1,550,000.00		jangka tender Julai 2014
7	Pembaikan Dewan Serbaguna dan Auditorium (pentas, pintu, holding room)	500,000.00		
8	Menaik taraf hiasan dalaman lif termasuk lif VIP di bangunan Menara Seri Wilayah - termasuk 1 lif VIP di blok 2, buang logo PjH di lif Blok 1, panel lif buton semua aras	800,000.00		jangka tender Ogos 2014
9	Pembaikan sistem pencahayaan tanda nama Menara Seri Wilayah	200,000.00		jangka sebutharga Ogos 2014
10	Menaik taraf eskalator di Blok 1 dan membaiki pam di kolam kiblatah dan arah	50,000.00		jangka sebutharga Ogos 2014
11	Menaik taraf CCTV di dalam lif, Taska, Gimnasium (pintu luar sahaja), tangga kecemasan [Peruntukan Asal RM500,000.00]			Ditangguhkan. Dilaksanakan pada tahun 2015
12	Menaik taraf dinding pusat data di Bahagian Pengurusan Maklumat	200,000.00		jangka sebutharga Ogos 2014
13	Mengganti decorative granite di bangunan Menara Seri Wilayah [Peruntukan Asal RM500,000.00]			Tidak Dilaksanakan.
14	Membekal dan menyelenggara pokok bunga	150,000.00		
15	Mengecat semula petak lot parkir di bangunan Menara Seri Wilayah	200,000.00		jangka sebutharga Julai 2014
16	Menaik taraf papan tanda fasa kedua - batu tanda nama	200,000.00		
17	Menaik taraf sistem Audio Visual di bangunan Menara Seri Wilayah	200,000.00		jangka sebutharga Julai 2014

Senarai kerja-kerja tambahan yang perlu di ambil tindakan pembaikan segera

Bil	Perkara	Catatan
1	Menaiktaraf 4 buah sistem pengola termasuk mendapatkan sijil kelulusan operasi dari Jabatan Keselamatan dan Kesihatan Pekerja (JKKP).	Selesai
2	Kerja kalis air (water proofing) bumbung tingkat 3 yang belum selesai sehingga menyebabkan kebocuran air pada siling di pantry Pejabat Majlis Sukan, Blok 1, Menara Seri Wilayah (MSW)	
3	Kerja kalis air (water proofing) bumbung bilik generator yang bocor. (sebelum KWP membeli MSW ini memang bumbung bilik generator, bilik transfomes dan bilik-bilik lain di sekitar itu telah bocur. Ia dibuktikan melalui kesan tampalan poksi kalis air dari bawah siling. Sementara air hujan dari atas terus merayap masuk melalui struktur bumbung yang lemah).	
4	Kerja kalis air (water proofing) laluan kakilima yang bocor.	Pending
5	Kerja kalis air (water proofing) bumbung dewan batminton yang bocor.	Selesai
6	Membaiki penghawa dingin yang tidak berfungsi di Lobi Utama Blok 1 dan Blok 2, Menara Seri Wilayah	
7	Cadangan memasang dinding kaca dan pintu kaca automatic di hadapan tangga bergerak Dewan Serbaguna Blok 1. (sebab penghawa dingin tidak di pasang di lobi utama blok 1 ini adalah kerana udara yang sejuk itu menjadi membazir kerana "lari" ke Dewan Serbaguna yang tidak digunakan).	
8	Kerosakan kaca terbaja bagi awning Lobi Utama Blok 1.	

Bil	Perkara	Catatan
9	Pam air pancur di sebelah tempat letak bas KWP.	
10	2 set bingkai tetap untuk memasang bendera Malaysia	
11	<p>Air bertakung di <i>roof garden</i> yang boleh menyebabkan ia meresap masuk kedalam bumbung dan seterusnya menitis ke Lobi Utama Blok 2.</p> <p>(Ia juga dijangka menjadi punca system penghawa dingin sediada di Lobi Utama Blok 1 yang telah rosak dan tidak dapat dihidupkan).</p>	
12	System suiz elektrik berpusat ke bilik BCS	
13	2 set bingkai bendera untuk memasang bendera Malaysia	
14	Membaiki lif servis blok 1 yang rosak	
15	Masalah serangan semut di Bilik Mesyuarat utama dan ruang kerja	
16	Menaiktaraf cermin dengan memasang lapisan penebat haba di cermin Blok 2	



**KEMENTERIAN WILAYAH PERSEKUTUAN
PEJABAT KETUA SETIAUSAHA**

1. **ENCIK AZMAN BIN MAHMOOD**
2. **ENCIK AB. SALIM BIN MANSOR**
3. **CIK SANDRA CH'NG ZHIA LIIN**
4. **ENCIK MUHAMMAD FAUZI BIN OMAR**
5. **ENCIK MOHD BAKTI BIN MOHD SAHID**
6. **ENCIK NORAZMAN BIN MOHD NOOR**
7. **CIK KONG YAU HAR**
8. **ENCIK MOHD RIZAL BIN AHMAD**
9. **ENCIK MUSTAFA BIN HUSSAIN**
10. **PUAN NOR HAFIZA BINTI ABDULLAH**
11. **ENCIK MOHD SANY BIN MOHD KHAZORI**
12. **ENCIK NOR AZIZI BIN ABDULLAH**
13. **CIK HAIROL LIYANA BINTI KHALID**
14. **PUAN NURUL HANIS BINTI ABD. KHODIR**
15. **PUAN HASNAH BINTI SHAMSUDDIN**
16. **PUAN NORUL AIDA BINTI ABU BAKAR**
17. **PUAN ZARINA BINTI MD DARIM**
18. **PUAN NOR AKMAL BINTI MAT SARIM**
19. **PUAN ZURAINAH BINTI MAIL**
20. **PUAN ZURAIEDAH BINTI AHMAD**
21. **ENCIK KHAIROL ANOR BIN YUSOFF**
22. **PUAN HAIREEN AZLINA BINTI ABDUL ALIM**
23. **ENCIK ANDREW MINGGU ANAK DAL**
24. **CIK NOR AIDA BINTI SALEH HUDDIN**
25. **PUAN NURDIYANA BINTI BAHARUDDIN**
26. **PUAN FAZLINDA BINTI MOHAMED JALI**
27. **PUAN ZARINA BINTI MD DARIM**

28. PUAN NOR HAMIZA BINTI AWANG
29. CIK RAHIMAH BINTI YAS
30. PUAN MAIMUNAH BINTI ABBAS
31. PUAN JAZIZAH BINTI RAMLI
32. PUAN ZALITA BINTI MOHAMAD
33. NOOR HALIMATON SAADIAH BINTI HASSAN
34. NURUL IZZAH BINTI AHMAD
35. PUAN JALEHA BINTI JAHAR
36. PUAN NURZHARINA BINTI ISMAIL
37. PUAN SANISAH BINTI JANAID
38. PUAN JUNIAR BINTI MOHAMMAD
39. ENCIK AHMAD SAIPUL ABDILLAH BIN ISMAIL
40. CIK NUR ATIQAHA BINTI ZAINAL ✕
41. ENCIK ADIL HAZARITH BIN ABDUL AZIZ ✕
42. ENCIK ABD AZIM BIN ABD RAHIM ✕
43. CIK SENDA BINTI MUHAMAD DESA
44. ENCIK MOHD RAHIM BIN TAJUDDIN
45. ENCIK AHMAD FAHMI BIN ABDUL RAZALI
46. ENCIK MAHADI BIN SEMUIN
47. ENCIK MOHD ZAMRI BIN YUSOFF
48. ENCIK MOHD MAZWAN BIN RADZI ✕
49. TN. HJ. MAZILAN BIN NASRI
50. ENCIK MOHD FADHILL KHALIQ BIN ZABRI
51. ENCIK MOHD HASBULLAH BIN MOHD ZAMZURI
52. ENCIK BADRUL AZMAN BIN JAMALUDIN
53. ENCIK MOHD RIZZWAN BIN MOHAMAD
54. ENCIK MOHD FITRI IDHAM BIN SENTOSA
55. ENCIK MAT NORZAKI BIN BAHAUDDIN
56. ENCIK ROHAIZAL ADIPUTRA BIN ROSLAN
57. ENCIK ZAIRUL HISHAM BIN MOHD ZIN



Tuan/Puan/Cik,

**PELANTIKAN SEBAGAI PEGAWAI OPERASI *TASK FORCE* MEMBANTERAS
AKTIVITI HARAM DI WILAYAH PERSEKUTUAN KUALA LUMPUR SIRI 3 & 4**

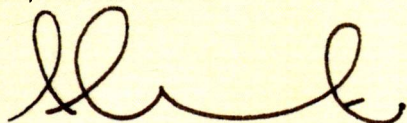
Dengan segala hormatnya saya merujuk kepada perkara di atas.

2. Dimaklumkan bahawa Tuan/Puan/Cik telah dilantik sebagai Pegawai Operasi *Task Force* Membanteras Aktiviti Haram (BAH) Wilayah Persekutuan Kuala Lumpur Siri 3 & 4 pada bulan Ogos dan September 2014.

3. Seperti Tuan/Puan/Cik sedia maklum bahawa Operasi *Task Force* Membanteras Aktiviti Haram (BAH) Wilayah Persekutuan Kuala Lumpur Siri 3 & 4 akan bermula pada petang hari operasi dan berkemungkinan berakhir keesokan hari kerana operasi ini mengambil masa melibatkan proses ujian saringan, dokumentasi dan laporan hasil operasi.

4. Sehubungan itu, pihak Kementerian membenarkan Tuan/Puan/Cik memilih sama ada **cuti tanpa rekod** atau **elaun lebih masa**. Borang opsyen boleh didapati dengan menghubungi pihak urus setia di talian 03-88897762. Dengan pelantikan ini, pihak kementerian mengharapkan Tuan/Puan/Cik dapat melaksanakan tanggungjawab ini dengan cekat, berkesan dan berintegriti.

Sekian, terima kasih.



(DATUK SERI ADNAN BIN HJ MD IKSHAN)

Ketua Setiausaha

Kementerian Wilayah Persekutuan

Tarikh : 22 / 08 / 2014

Salinan kepada :

YBhg. Datuk TKSU (PO)

YBhg. Dato' TKSU (PP)

YBhg. Datuk SUSK (M)

SUSK (TM)

SUB (KP)

SUB (PD)

SUB (BPM)

SUB (PP)

SUB (PSE)

SUB (PS)

SUB (KEW)

SUB (KK)

PUU

KAD

YBhg. Datuk/Dato'/YBrs.Tuan/

Puan dijemput turut serta

sekiranya ada kelapangan

BIL	NAMA	JANTINA	GREDE	BAHAGIAN	TUGASAN	EXT. OFFICE	NO HANDSET	OPSYEN
1	NASARUDDIN	L	48	DBKL	KETUA KUMPULAN			
2	IBNU SINA	L	48	DBKL	PENGURUS KAWASAN			
3	TENGGU SHUKRI	L	36	PK	PEGAWAI OPERASI	7604		
4	NURUL HANIS	P	29	AUDIT	PEGAWAI OPERASI	7751		
5	NOR HAMIZA	P	29	PS	PEGAWAI OPERASI	7881		
6	SHAZWANIE	P	17	PK	PEGAWAI OPERASI	7710		
7	ANDREW	L	17	PK	PEGAWAI OPERASI	7762		
8	ZAMRI	L	11	PK	PEGAWAI OPERASI	-		

KUMPULAN 2

BIL	NAMA	JANTINA	GREDE	BAHAGIAN	TUGASAN	EXT. OFFICE	NO HANDSET	OPSYEN
1	ZULKIFLI	L	48	DBKL	KETUA KUMPULAN			
2	ABDUL SYATAR	L	48	DBKL	PENGURUS KAWASAN			
3	BAKTI	L	44	PK	PEGAWAI OPERASI	7840		
4	HASNAH	P	44	PSE	PEGAWAI OPERASI	7939		
5	NORAZMAN	L	41	PK	PEGAWAI OPERASI	7707		
6	ZURAIEDAH	P	27	PSIKO	PEGAWAI OPERASI	7741		
7	ZARINA	P	27	PS	PEGAWAI OPERASI	7627		
8	RIZZWAN	L	11	PK	PEGAWAI OPERASI	7759		
9	FADHLIL	L	11	PK	PEGAWAI OPERASI	7705		

KUMPULAN 3

BIL	NAMA	JANTINA	GREDE	BAHAGIAN	TUGASAN	EXT. OFFICE	NO HANDSET	OPSYEN
1	FAUZI	L	44	PK	KETUA KUMPULAN	7864		
2	KHAIRUL ANUAR	L	48	DBKL	PENGURUS KAWASAN			
3	SANDRA	P	48	PSE	PEGAWAI OPERASI	7845		
4	KHAIRUL	L	22	PK	PEGAWAI OPERASI	7761		
5	DIYANA	P	17	PK	PEGAWAI OPERASI	7959		
6	NAJIB	L	17	KEW	PEGAWAI OPERASI	3607		
7	MAZILAN	L	11	PK	PEGAWAI OPERASI	-		
8	BADRUL	L	11	PS	PEGAWAI OPERASI	-		

KUMPULAN 4

BIL	NAMA	JANTINA	GRED	BAHAGIAN	TUGASAN	EXT. OFFICE	NO HANDSET	OPSYEN
1	SALIM	L	52	PSE	KETUA KUMPULAN	7636		
2	ISMADI	L	48	DBKL	PENGURUS KAWASAN			
3	ADI PUTRA	L	44	PSM	PEGAWAI OPERASI	7979		
4	MOHD RIZAL	L	41	PSE	PEGAWAI OPERASI	7644		
5	NORUL AIDA	P	29	PUU	PEGAWAI OPERASI	7658		
6	ZURAINAH	P	29	PSE	PEGAWAI OPERASI	7969		
7	AHMAD FAHMI	L	11	PK	PEGAWAI OPERASI	-		
8	FITRI	L	11	PK	PEGAWAI OPERASI	-		

KUMPULAN 5

BIL	NAMA	JANTINA	GRED	BAHAGIAN	TUGASAN	EXT. OFFICE	NO HANDSET	CTR/OT
1	HISHAM	L	48	DBKL	KETUA KUMPULAN			
2	MOHD YUNUS	L	48	DBKL	PENGURUS KAWASAN			
3	NAJWANI	P	44	PS	PEGAWAI OPERASI	7848		
4	MUSTAFA	L	36	PK	PEGAWAI OPERASI	7847		
5	SANY	L	32	PK	PEGAWAI OPERASI	7684		
6	RAHIMAH	P	29	PS	PEGAWAI OPERASI	7980		
7	NOR AKMAL	P	27	PSE	PEGAWAI OPERASI	7835		
8	AZIM	L	11	PK	PEGAWAI OPERASI	-		
9	HASBULLAH	L	11	PK	PEGAWAI OPERASI	-		

KUMPULAN 6

BIL	NAMA	JANTINA	GRED	BAHAGIAN	TUGASAN	EXT. OFFICE	NO HANDSET	OPSYEN
1	IRWAN	L	48	DBKL	KETUA KUMPULAN			
2	KHAIRUL AZMIR	L	48	DBKL	PENGURUS KAWASAN			
3	KONG YAU HAR	P	44	PP	PEGAWAI OPERASI	7909		
4	NOR AZIZI	L	27	KEW	PEGAWAI OPERASI	7826		
5	HAIROL LIYANA	P	27	PK	PEGAWAI OPERASI	7859		
6	SAIPUL	L	17	KEW	PEGAWAI OPERASI	7702		
7	RAHIM	L	11	BPM	PEGAWAI OPERASI	7948		
8	HASRIZAL	L	11	PK	PEGAWAI OPERASI	7705		

**SIDANG MEDIA OLEH YBHG. DATUK SERI KSU MERANGKAP
PENGERUSI *TASK FORCE* BANTERAS AKTIVITI HARAM (BAH)
WILAYAH PERSEKUTUAN**

1. Penubuhan *Task Force* pada 16 April 2014 oleh Y.B. Datuk Seri Utama Tengku Adnan bin Tengku Mansor, Menteri Wilayah Persekutuan. Kekkerapan Mesyuarat 2 Bulan Sekali.

2. Mesyuarat Penyelarasan *Task Force* Membanteras Aktiviti Haram Bilangan 2 telah diadakan pada 22 Mei 2014. Keanggotaan Jawatankuasa *Task Force* Banteras Aktiviti Haram Wilayah Persekutuan terdiri daripada :
 1. Kementerian Wilayah Persekutuan (KWP) sebagai Ketua Agensi
 2. Dewan Bandaraya Kuala Lumpur (DBKL)
 3. Perbadanan Putrajaya (PPj)
 4. Perbadanan Labuan (PL)
 5. Majlis Keselamatan Negara (MKN)
 6. Jabatan Peguam Negara
 7. Polis Diraja Malaysia (PDRM)
 8. Jabatan Imigresen Malaysia (JIM)
 9. Agensi Anti Dadah Kebangsaan (AADK)
 10. Jabatan Agama Islam Wilayah Persekutuan (JAWI)
 11. Jabatan Kebajikan Masyarakat (JKM)
 12. Jabatan Pendaftaran Negara (JPN)
 13. Jabatan Pertahanan Awam (JPAM)
 14. Pasukan Sukarelawan Malaysia (RELA)
 15. Suruhanjaya Tenaga (ST)
 16. Tenaga Nasional Berhad (TNB)
 17. Suruhanjaya Pengurusan Air Negara (SPAN)
 18. Syarikat Bekalan Air Selangor (SYABAS)
 19. Suruhanjaya Komunikasi dan Multimedia Malaysia (SKMM)
 20. Telekom Malaysia (TM)

3. Operasi Bersepadu Membanteras Aktiviti-aktiviti Haram di W.P Putrajaya telah diadakan pada 6 Jun 2014. Jumlah tangkapan PATI seramai 198 orang dan jumlah tangkapan dadah seramai 30 orang.
4. Operasi Bersepadu Membanteras Aktiviti-aktiviti Haram di W.P Kuala Lumpur Siri 1 telah diadakan pada 16 & 17 Julai 2014 dengan kekuatan 493 orang daripada penglibatan 12 Agensi. Lokasi Sasaran adalah di Taman Danau Kota, Rampai Niaga, Taman Sri Niaga di Parlimen Setiawangsa dan Bandar Seri Pemaissuri di Parlimen Bandar Tun Razak. Dalam operasi tersebut sebanyak 30 premis telah diserbu dan sebanyak 185 CPU, 204 monitor dan kelengkapan-kelengkapan lain telah dirampas. Seramai 89 PATI telah ditangkap, 21 PATI telah ditahan dan 68 telah dilepaskan oleh pihak Jabatan Imigresen Malaysia. AADK telah menahan seramai 11 orang berbangsa Melayu di atas kesalahan mengambil dadah jenis *morphine*. Pihak JAWI juga telah menahan 3 pasangan yang disyaki berkhalwat/bersedudukan dalam premis yang diserbu.
5. Operasi Bersepadu Membanteras Aktiviti-aktiviti Haram di W.P Kuala Lumpur Siri 2 pula telah berjaya dilaksanakan pada 24 Julai 2014 dengan kekuatan 158 orang daripada penglibatan 7 Agensi. Lokasi Sasaran adalah di Setapak Indah di Parlimen Wangsa Maju dan Rampai Niaga di Parlimen Setiawangsa. Operasi tersebut telah merampas sebanyak 70 CPU, 50 monitor dan kelengkapan-kelengkapan lain.
6. YB Menteri Wilayah Persekutuan telah membentangkan Nota Jemaah Menteri (NJM) di kabinet pada 24 Julai 2014 memaklumkan berkaitan tindakan operasi bersepadu yang telah dilaksanakan oleh *Task Force* KWP dan masalah-masalah yang dihadapi oleh agensi/jabatan sewaktu operasi dilaksanakan seperti kekangan dan kekurangan dari segi anggota, logistik, tempat penyimpanan dan keperluan kelengkapan/peralatan operasi.

7. Mesyuarat Penyelarasan *Task Force* Membanteras Aktiviti Haram yang ketiga telah diadakan pada 14 Ogos 2014 dan mesyuarat ini telah membincangkan lokasi-lokasi sasaran pusat Internet/Siber yang menjalankan perjudian di setiap kawasan Parlimen oleh Pengurus-pengurus Kawasan, Pejabat Cawangan DBKL. Beberapa isu-isu mengenai *Task Force* juga telah dibincangkan dan diputuskan iaitu:
- i. Pemotongan Bekalan Elektrik oleh Suruhanjaya Tenaga dan TNB;
 - ii. Pemotongan Bekalan Air oleh SPAN dan SYABAS;
 - iii. Pemotongan Bekalan Internet oleh SKMM dan TM;
 - iv. Jabatan Peguam Negara memaklumkan bahawa sitaan dan rampasan barang-barang boleh dilupuskan dalam masa sebulan; dan
 - v. DBKL akan memastikan Borang Aku Janji ditandatangani oleh pemilik-pemilik premis yang ingin menyambung bekalan elektrik, air dan internet.
8. Operasi Bersepadu BAH Siri 3 diadakan pada 27 Ogos 2014 yang melibatkan kekuatan anggota seramai 967 orang yang melibatkan agensi KWP, DBKL, PDRM, JIM, AADK, JAWI, MKN, TNB, SPAN, SYABAS, SKMM, ST dan TM. Sasaran 127 premis yang terlibat dengan judi haram dan 77 premis yang terlibat dengan rumah urut tanpa lesen. Selain itu, PATI, penyalahgunaan dadah dan maksiat menjadi sasaran Ops BAH kali ini.
9. Operasi akan dilaksanakan berterusan bagi memastikan Pusat-pusat Internet/Siber dan rumah urut tanpa lesen yang menjalankan aktiviti haram dan perjudian dapat dilumpuhkan sepenuhnya.

KUMPULAN 1 WANGSA MAJU

BIL	NAMA	JANTINA	GRED	BAHAGIAN	TUGASAN	EXT. OFFICE	NO HANDSET	OPSYEN
1	NASARUDDIN	L	41	DBKL	KETUA KUMPULAN			
2	KHAIRUL ANUAR	L	48	DBKL	PENGURUS KAWASAN			
3	BAKTI	L	44	PK	PEGAWAI OPERASI	7840	012-3074775	
4	MOHD RIZAL	L	41	PSE	PEGAWAI OPERASI	7644		
5	ZARINA	P	27	PS	PEGAWAI OPERASI	7627	016-2447454	
6	NURSHAZWANIE	P	17	PK	PEGAWAI OPERASI	7710	013-8800683	

PEMANDU

7	MAZWAN	L	11	PK	WAJA WTW 3469		012-6260273	
8	ZULFADLI	L	11	PK	WAJA WBX 4189			

PENDAFTARAN PESERTA & LAPORAN BERGAMBAR KUMPULAN

9	HAFIZA	P	32	PK	BILIK GERAKAN 1	7902	012-9385052	
10	JALEHA	P	17	BKK	BILIK GERAKAN 1	7882	014-2270285	

KUMPULAN 4A BANDAR TUN RAZAK

BIL	NAMA	JANTINA	GRED	BAHAGIAN	TUGASAN	EXT. OFFICE	NO HANDSET	OPSYEN
1	SALIM	L	52	PSE	KETUA KUMPULAN	7636		
2	HASNAH	P	44	PSE	PEGAWAI OPERASI	7939	019-9440855	
3	RAHIMAH	P	29	PS	PEGAWAI OPERASI	7980	019-5690906	
4	NAJIB	L	17	KEW	PEGAWAI OPERASI	3607	019-2631362	
5	AHMAD FAHMI	L	11	PK	PEGAWAI OPERASI	-	017-3422728	
6	MAZILAN	L	11	PP	BILIK GERAKAN	-	019-2683010	

PEMANDU

7	TALIB	4A	11	PKB	SERENA WXJ 6733		019-3636830	
8	NAZRI	L	11	PPJ	X-TRAIL WQX 4439		017-2602357	

PENDAFTARAN PESERTA & LAPORAN BERGAMBAR KUMPULAN

9	NURZHARINA	P	17	BKK	BILIK GERAKAN 4	OPERATOR	017-6060432	
10	ZALITA	P	17	KEW	BILIK GERAKAN 4	7698	017-6583966	

KUMPULAN 2 SETIAWANGSA

BIL	NAMA	JANTINA	GRED	BAHAGIAN	TUGASAN	EXT. OFFICE	NO HANDSET	OPSYEN
1	ZULKIFLI	L	48	DBKL	KETUA KUMPULAN			
2	ABDUL SYATAR	L	48	DBKL	PENGURUS KAWASAN			
3	NAJWANI	P	44	PS	PEGAWAI OPERASI	7848	019-2254112	
4	TENGGU SHUKRI	L	36	PK	PEGAWAI OPERASI	7604	013-3933456	
5	NOR AKMAL	P	27	PSE	PEGAWAI OPERASI	7835	017-2567035	
6	ANDREW	L	17	PK	PEGAWAI OPERASI	7762	012-6974030	

PEMANDU

7	FADHLIL	L	11	PK	PAJERO PTJY 5674	7705	017-2576546	
8	KAY FAIRUS	L	11	PPJ	INNOVA WWS 614		016-2058042	

PENDAFTARAN PESERTA & LAPORAN BERGAMBAR KUMPULAN

9	MAIMUNAH	P	17	KEW	BILIK GERAKAN 2	7754	012-3194891	
10	ATIQAHAH	P	17	TRAINER	BILIK GERAKAN 2	-	017-2454707	

KUMPULAN 3 SEPUTEH

BIL	NAMA	JANTINA	GREED	BAHAGIAN	TUGASAN	EXT. OFFICE	NO HANDSET	OPSYEN
1	FAUZI	L	44	PK	KETUA KUMPULAN	7864	012-3169394	
2	KHAIRUL AZMIR	L	52	DBKL	PENGURUS KAWASAN			
3	SANDRA	P	48	PSE	PEGAWAI OPERASI	7845	012-5257563	
4	ZURAIEDAH	P	27	PSIKO	PEGAWAI OPERASI	7741	014-8481953	
5	KHAIRUL ANOR	L	22	PK	PEGAWAI OPERASI	7761	017-6170451	
6	ADIL HAZARITH	L	17	TRAINER	PEGAWAI OPERASI	-	012-2651276	

PEMANDU

7	ZAIRUL	L	11	PK	WAJA WVR 5400			
8	BADRUL	L	11	PS	PAJERO WMD 529	-	014-3690822	

PENDAFTARAN PESERTA & LAPORAN BERGAMBAR KUMPULAN

9	JAZIZAH	P	17	PK	BILIK GERAKAN 3	7709	017-2418595	
10	JUNIAR	P	17	PSE	BILIK GERAKAN 3	7681	017 399 3006	

KUMPULAN 4B BANDAR TUN RAZAK

BIL	NAMA	JANTINA	GRED	BAHAGIAN	TUGASAN	EXT. OFFICE	NO HANDSET	OPSYEN
1	MOHD YUNUS	L	48	DBKL	PENGIURUS KAWASAN			
2	ADI PUTRA	L	44	PSM	PEGAWAI OPERASI	7979	016-6533563	
3	ZURAINAH	P	29	PSE	PEGAWAI OPERASI	7969	013-8600755	
4	DIYANA	P	17	PK	PEGAWAI OPERASI	7959	012-3463678	
5	HAIREEN	P	17	PK	PEGAWAI OPERASI	7706	013-3691511	
6	NASRUL	L	11	PEJ KSU	PEGAWAI OPERASI		019-2949316	

PEMANDU

7	FITRI	L	11	PK	SERENA WUT 5925	-	012-2724552	
8							019-3636830	

PENDAFTARAN PESERTA & LAPORAN BERGAMBAR KUMPULAN

9	NURUL IZZAH	P	17	DASAR	BILIK GERAKAN 4B	7613	017-6325250	
10	SANISAH	P	17	BKK	BILIK GERAKAN 4B	7758	016-8062261	

BIL	NAMA	JANTINA	GREJ	BAHAGIAN	TUGASAN	EXT. OFFICE	NO HANDSET	OPSYEN
1	HISHAM	L	41	DBKL	KETUA KUMPULAN			
2	IBNU SINA	L	48	DBKL	PENGURUS KAWASAN			
3	NORAZMAN	L	41	PK	PEGAWAI OPERASI	7707	017-8881642	
4	SANY	L	32	PK	PEGAWAI OPERASI	7684	010-2192044	
5	NORUL AIDA	P	29	PUU	PEGAWAI OPERASI	7658		
5	NOR HAMIZA	P	29	PS	PEGAWAI OPERASI	7881		
7	SAIPUL	L	17	KEW	PEGAWAI OPERASI	7702		

PEMANDU

8	ZAKI	L	11	PK	FORTUNER WRV 6879			
9	FADZIL	L	11	PPJ	HIACE PTJY 7824		012-2618942	

PENDAFTARAN PESERTA & LAPORAN BERGAMBAR KUMPULAN

10	FAZLINDA	P	17	PK	BILIK GERAKAN 5	7739	017-2850326	
11	NOR AIDA	P	17	PK	BILIK GERAKAN 5	7689	012-2344719	

KUMPULAN 6 LEMBAH PANTAI

BIL	NAMA	JANTINA	GRED	BAHAGIAN	TUGASAN	EXT. OFFICE	NO HANDSET	OPSYEN
1	IRWAN	L	41	DBKL	KETUA KUMPULAN			
2	ISMADI	L	52	DBKL	PENGURUS KAWASAN			
3	KONG YAU HAR	P	44	PP	PEGAWAI OPERASI	7909		
4	NURUL HANIS	P	29	AUDIT	PEGAWAI OPERASI	7751	012-4437097	
5	NOR AZIZI	L	27	KEW	PEGAWAI OPERASI	7826	016-9317344	
6	HAIROL LIYANA	P	27	PK	PEGAWAI OPERASI	7859	019-3681753	
7	RAHIM	L	11	BPM	PEGAWAI OPERASI	7948	013-2010740	

PEMANDU

8	HASRIZAL	L	11	PK	WAJA WTW 4250	7705	019-2819170	
9	SHAMSUL IQBAL	L	11	PPJ	HIACE WRP 3502		017-2602357	

PENDAFTARAN PESERTA & LAPORAN BERGAMBAR KUMPULAN

10	SARINA	P	17	PSIKO	BILIK GERAKAN 6	7619	017-2066293	
11	SENDA	P	17	KEW	BILIK GERAKAN 6	3640	016-6170908	

>>13

FOTO: ASYRAF HAMZAH

Ops besar-besaran banteras maksiat GEMPUR DOSA

1,000 penguat kuasa turun padang mengempur pusat urut dan kafe fiber, malam kelmarin menemui bangunan tiga tingkat tersedia bilik mandi dilengkapi tilam, cermin, dinding bersaiz besar dan beti televisyen. Premis itu juga menyediakan khidmat mandi buih untuk pelanggan, lapor Asmah Rusman



>>10&11

Ops BAH dipergiat usaha banteras aktiviti haram

KUALA LUMPUR 28 Ogos - Kira-kira 300 pusat siber dikenal pasti dijadikan sebagai tempat perjudian haram di sekitar ibu negara.

Ketua Setiausaha Kementerian Wilayah Persekutuan, Datuk Seri Adnan Md. Ikshan berkata, jumlah ini didapati hasil risikan pasukan khas bagi membanteras kegiatan tidak bermoral dan haram.

Menurutnya, sehubungan itu kementerian akan mempergiatkan usaha membanteras kegiatan ini melalui Operasi Banteras Aktiviti Haram (Ops BAH).

"Ops BAH Siri 3 malam ini merupakan operasi besar-besaran yang dilaksanakan secara teratur.

"Penglibatan agensi seperti Syarikat Bekalan Air Selangor Sdn. Bhd. (Syabas) dan Dewan Bandaraya Kuala Lumpur (DBKL) secara tidak langsung membuktikan operasi ini memerlukan penglibatan semua pihak," katanya ketika ditemui selepas mengetahui Ops BAH Siri 3 di Taman Danau Desa, Jalan Klang Lama, di sini.

Ops BAH Siri 3 yang bermula pukul 9 malam itu melibatkan kira-kira 967 anggota penguat kuasa pelbagai agensi.

Ia bertumpu kepada 127 pusat siber

dan 77 rumah urut yang dikenal pasti beroperasi secara haram.

Tambah Adnan, tindakan Syabas memotong bekalan air, manakala DBKL mengeluarkan kompaun kerana beroperasi tanpa lesen memberi kesan kepada usaha ini.

"Tindakan ini diambil bagi memastikan mereka akur kepada tindakan undang-undang," katanya.

Dalam masa sama, beliau menyeru orang ramai bekerja sama membantu membanteras aktiviti haram ini.

"Setakat ini, kebanyakan yang disuarakan oleh orang ramai mengenai kewujudan aktiviti haram ini banyak diterima.

"Ini membuktikan perkara ini amat serius dan wajar diberi perhatian," katanya.

Katanya, ada juga pemilik premis yang telah menghantar permohonan kepada pihak Kementerian untuk membuka perniagaan baharu kerana mahu meninggalkan kegiatan lama.

"Mereka boleh berniaga tetapi harus mengikut prosedur dengan membuat permohonan kepada DBKL dan supaya dapat menjalankan aktiviti secara sah serta memastikan premisnya bersih, teratur dan tidak menyusahkan masyarakat," katanya.



ADNAN MD. IKSHAN

DAN BERPELUANG MENANGI SEBUAH JAZZ BAHARU

RAIKAN KEMERDEKAAN KE-57

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City Hall raids illegal businesses

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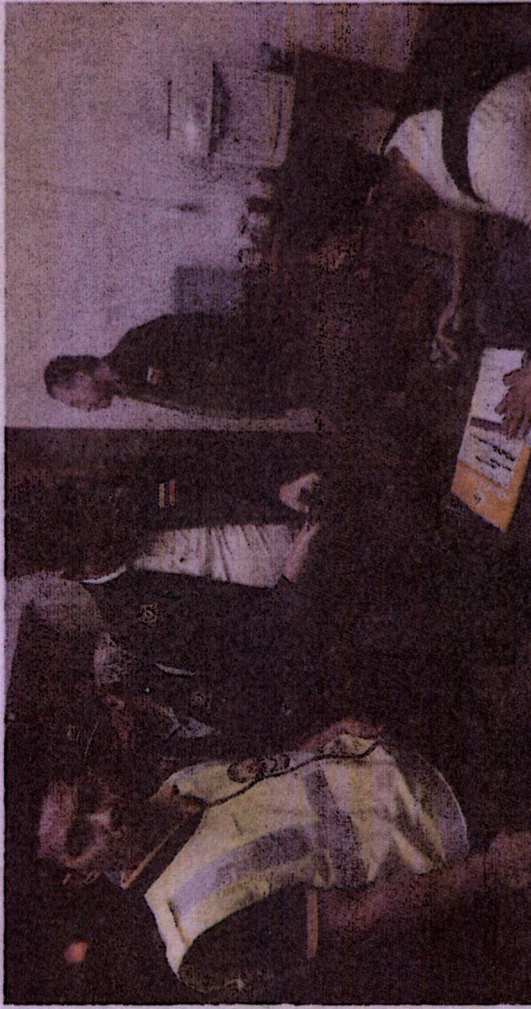
JOINT EFFORT: Council collaborates with 13 government agencies in 10-hour sweep

CITY Hall, working in cooperation with 13 government agencies, intensified its crackdown on massage parlours, entertainment outlets and illegal gambling dens with raids late last night.

The raids carried out by 967 officers included those from the Immigration Department, Police, National Anti-Drugs Agency, Federal Territories Islamic Religious Department, Malaysian Communications and Multimedia Commission, Tenaga Nasional Bhd, Syabas and other agencies.

The 10-hour joint operation, which started at 10pm and ended at 7am, was conducted in Setiawangsa, Titiwangsa, Sepureh, Bandar Tun Razak, Lembah Pantai and Wangsa Maju.

During the raid, 52 drug addicts were also nabbed at various establishments around the city centre.



Officers raiding an illegal massage parlour in Taman Desa, Sepureh.
Pic by Asyraf Hamzah

Seven women and 44 men were tested positive for opiates, methamphetamine and ganja.

The enforcement officers also raided 177 cyber cafes and 127 massage parlours, where they confiscated 750 CPUs, 35 WiFi routers, three decoders, 20 pornographic discs and 1,000 pieces of condoms.

The Immigration Department also conducted random checks at the premises and detained 51 illegal immigrants who had failed to produce valid documents.

Federal Territories Ministry secretary-general Datuk Seri Adnan Md Ikshan said the task force comprising all the agencies was set up by the Federal Territories Ministry early this year to curb illegal activities in the city.

"We have been monitoring the areas and found that many are used for illegal activities. Those without

business or premise licences will be issued compounds and we will continue to take stern action against those who flout the law," he said after a joint operation at Taman Desa.

Adnan hopes that the operators of the unlicensed massage parlours and cyber cafes will change their ways and stop their ille-

gal activities.

"If they are interested, they can come to City Hall and apply for licences to do legitimate businesses," he said.

The first raids, which took place on July 16 and 17, were conducted by 493 officers from 12 agencies.

The checks were carried out at Setiawangsa and Bandar Tun Razak.

He said during the raids, 30 outlets were found to be carrying illegal activities.

The officers detained 21 illegal immigrants and 11 people were tested positive for drugs.

The Federal Territories Islamic Religious Department also detained

three couples for kitalwat (close proximity).

The second joint operation was carried out on July 24 at Setiawangsa and Wangsa Maju and involved 158 officers from seven agencies.

They raided several cyber cafes and confiscated 70 CPUs, 50 monitors and other IT accessories.

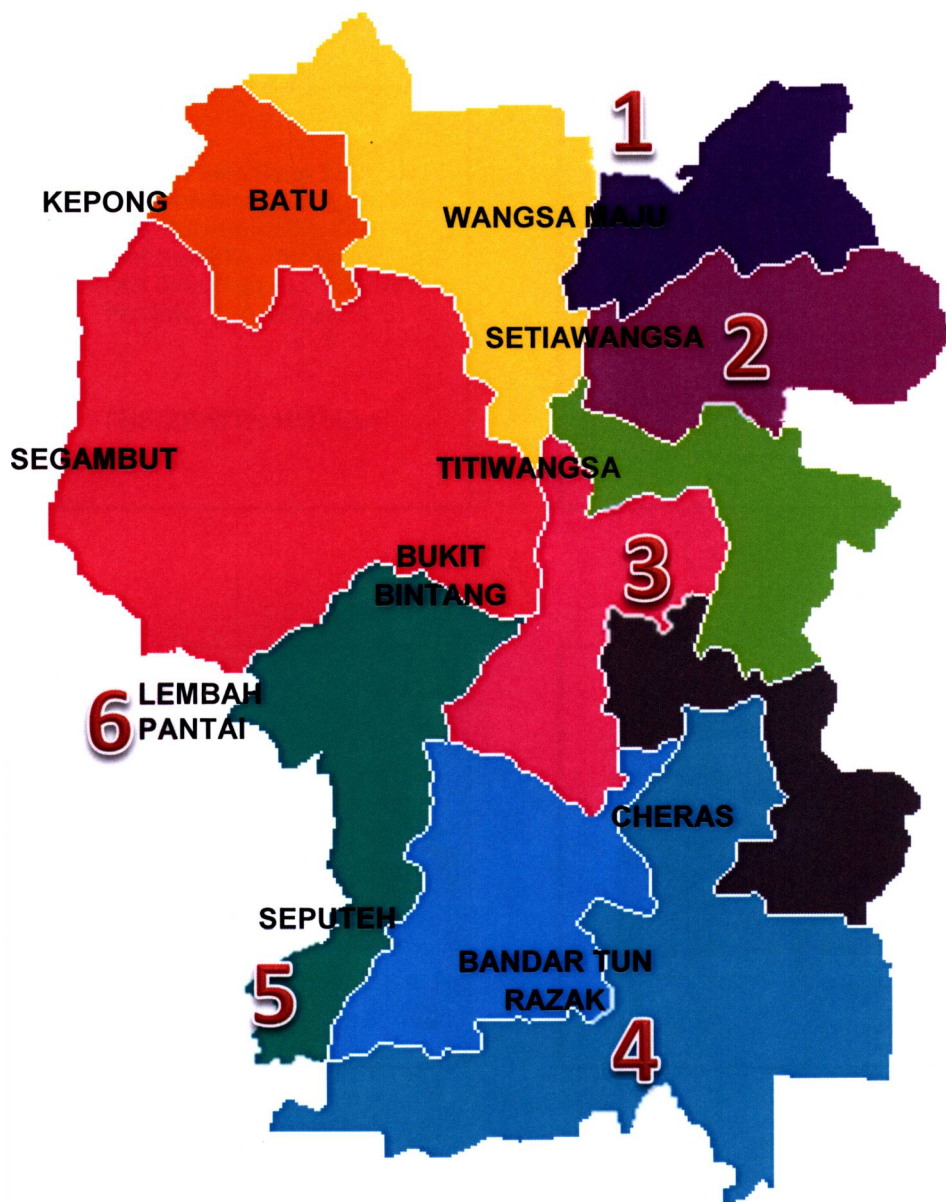
Page 1 pic: City Hall will collaborate with other government agencies to crack down on vice and illegal activities



Harrods

joins

KASISASARAN HOTSPOT AKTIVITI HARAM DAN TUMPUAN OPERASI SIRI 3



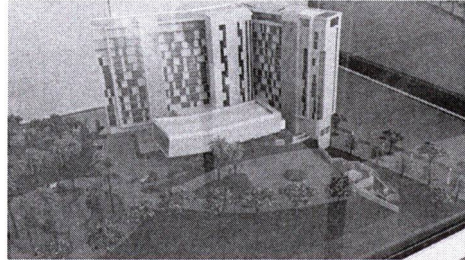
TUMPUAN OPERASI :

-  Pusat Siber Judi
-  Rumah Urut Tanpa Lesen
-  Khalwat (JAWI)
-  PATI (IMIGRESEN)
-  Dadah (AADK)

**CADANGAN MEMBINA SEBUAH
HOTEL 13 TINGKAT BERSERTA 2
TINGKAT SUB-BESMEN, TEMPAT
LETAK KERETA DAN RUANG
MAKAN DI LOT 3 (PLOT 2C1B)
PRESINT 2 PUTRAJAYA**

THE ZENITH HOTEL

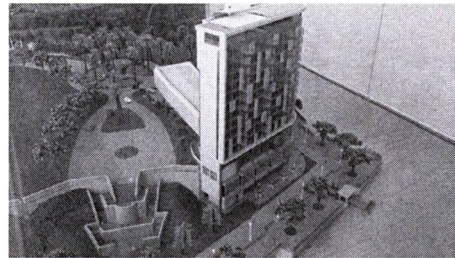
Sudut pandang rekaan bangunan Hotel



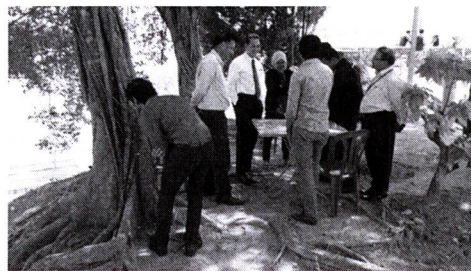
Bahagian hadapan : Lobi
Menghadap Menara Seri Wilayah



Pandangan belakang :
Menghadap tasik



Pandangan Sisi





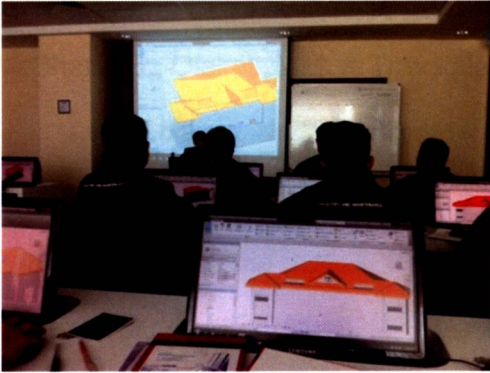
Picture 1: During 'Operasi Banteras Aktiviti Haram'



Picture 2: Site visiting with the Zenith Hotel's developers



Picture 3: Operation room during OPS BAH



Picture 4: During Seminar on Total Infrastructure Management System (TIFM)



Picture 5: Front door of 'Seksyen Pentadbiran Am'



Picture 6: With Penolong Setiausaha Unit Pentabiran dan Kesetiausahaan (En Azman Mahmud).

References

McShare, S., Olekalns, M, & Travaglione, T. (2013). *Organizational Behavior* (4th Edition). North Ryde, New South Wales, Australia: McGraw Hill.

Lattimore, M, Heiman S. T. & Toth, E. L. (2009). *Public Relations: The Profession and The Practice* (3rd Edition). New York, New York, USA: McGraw Hill

Bohlander, G. and Snell, S. (2013). *Principle of Human Resource Management* (16th Edition). Independence, Kentucky, USA: South Western Cengage Learning.

Official Website of Kementerian Wilayah Persekutuan

Retrieved on 20th September 2014 from <http://www.kwp.gov.my/>



PERPUSTAKAAN TUN ABDUL RAZAK
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BORANG PENYERAHAN BAHAN HARTA INTELEK UITM
UITM's Intellectual Property Submission Form

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 Telephone No. (Office / handphone) 082-678498
 Fakulti/Jabatan/Bahagian: FSPPP E-mel (E-mail): nonie@uitm.edu.my
 Faculty / Division / Department Tarikh (Date): 28/5/24

JENIS BAHAN (Sila tandakan ✓)

Types of Material (Please mark ✓)

- | | | | |
|--|-------------------------------------|---|--------------------------|
| 1. Tesis (Theses) | <input checked="" type="checkbox"/> | 7. Laporan Tahunan (Annual Reports) | <input type="checkbox"/> |
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| 4. Jurnal (Journals) | <input type="checkbox"/> | 10. Buletin (Bulletins) | <input type="checkbox"/> |
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| 6. Projek Keusahawanan (Entrepreneurship Projects) | <input type="checkbox"/> | 12. Lain-lain (Others) : | <input type="checkbox"/> |

MAKLUMAT BAHAN (Information of Materials):

Bil. No.	JUDUL BAHAN Title	HARDCOPY		SOFTCOPY	
		Judul	Naskah	Judul	Naskah
1.	<u>Master report</u>				
2.					
3.					

* Sila sediakan lampiran sekiranya ruangan yang disediakan tidak mencukupi (Please provide attachment if necessary)

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 Tarikh (Date):

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 TARIKH / Date :

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