|  |  |  |
| --- | --- | --- |
| Logo Tanah V9 | Bahagian Inovasi Dan Pengurusan Sumber Manusia (BIPSM)  Pejabat Pengarah Tanah dan Galian Wilayah Persekutuan,  Aras G-6, Rumah Persekutuan,  Jalan Sultan Hishamuddin,  50678 Kuala Lumpur | **Telefon: 2610 3300**  **Fax: 2610 3498** |

**BORANG PERMOHONAN CUTI HAJI**

***Perintah Am Bab C Perkara 34 dan 35***

**(maksimum 40 hari)**

**BAHAGIAN I**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. | Nama | : |  | | | | | | No. K/P | : |  |
|  |  |  |  | | | | | |  |  |  |
| 2. | Jawatan/Gred | : |  | | | | | | | | |
|  |  |  |  | | | | | |  |  |  |
| 3. | Tempat Bertugas | : |  | | | | | | | | |
|  |  |  |  | | | | | |  |  |  |
| 4. | Tarikh Lantikan Ke Perkhidmatan Kerajaan | | | | | | : |  | | | |
|  |  | | | | | |  |  |  |  |  |
| 5. | Tarikh Pengesahan Dalam Perkhidmatan | | | | | | : |  | | | |
|  |  | | | | | |  |  |  |  |  |
| 6. | Cuti Haji Yang Dipohon Mulai | | | | |  | | hingga |  | | (40 hari) |
|  | (Salinan surat tawaran mengerjakan haji dan jadual penerbangan disertakan) | | | | | | | | | | |
|  |  | | | | |  | |  |  |  |  |
| Tandatangan Pegawai | | | | : |  | | | | |  | |
|  |  | | | | | | | | | | |
| Tarikh | | | | : |  | | | | |  | |

**BAHAGIAN II**

**ULASAN KETUA BAHAGIAN**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Permohonan \*Disokong / Tidak Disokong | | | | | | | |
|  |  |  |  | |  |  |  |
|  | | | |
| Tandatangan | | | |

Tarikh

**BAHAGIAN III**

**ULASAN BAHAGIAN PENGURUSAN**

|  |
| --- |
| Disahkan bahawa Tuan / Puan, Encik / Cik ……………………………… berkelayakan diluluskan kemudahan Cuti Haji selaras dengan para 34 dan 35, Perintah Am Bab C. |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Permohonan \*Disokong / Tidak Disokong | | | | | | | |
|  |  |  |  | |  |  |  |
|  | | | |
| Tandatangan | | | |

Tarikh

**BAHAGIAN IV**

**KEPUTUSAN**

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| --- |
| Permohonan Cuti Haji di atas \*Diluluskan / Tidak Diluluskan  (KETUA JABATAN) |

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| --- | --- | --- |
| Ulasan | : |  |
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|  |  |  |
| Tandatangan | : |  |
|  |  |  |
| Nama | : |  |
|  |  |  |
| Jawatan | : |  |
|  |  |  |
| Tarikh | : |  |