|  |  |  |
| --- | --- | --- |
| Logo Tanah V9 | 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 KEMUDAHAN CUTI UMRAH**

***Pekeliling Perkhidmatan Bilangan 3 Tahun 2017***

**(maksimum 7 hari tidak termasuk cuti rehat mingguan, hari kelepasan mingguan dan hari kelepasan am)**

**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 Umrah Yang Dipohon Mulai | | | | |  | | hingga |  | | (7 hari) |
|  | (Salinan surat tawaran mengerjakan umrah dan jadual penerbangan disertakan) | | | | | | | | | | |
|  |  | | | | |  | |  |  |  |  |
| Tandatangan Pegawai | | | | : |  | | | | |  | |
|  |  | | | | | | | | | | |
| Tarikh | | | | : |  | | | | |  | |

**BAHAGIAN II**

**ULASAN KETUA BAHAGIAN**

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

Tarikh

**BAHAGIAN III**

**ULASAN BAHAGIAN PENGURUSAN**

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| --- |
| Disahkan bahawa Tuan / Puan, Encik / Cik ……………………………… berkelayakan diluluskan kemudahan Cuti Umrah selaras Pekeliling Perkhidmatan Bilangan 3 Tahun 2017. |

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

Tarikh

**BAHAGIAN IV**

**KEPUTUSAN**

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

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