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|  |  |  |  |  |  |  |  |  |  |  | **Lampiran 1** |
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| **PERMOHONAN PERJALANAN PEGAWAI AWAM KE LUAR NEGARA** |
| **ATAS URUSAN PERSENDIRIAN** |
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| **MAKLUMAT PEMOHON** |
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| Nama Pegawai | : |  |
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| No. Kad Pengenalan | : |   | Tarikh Terima Insurans\*\* | : |   |
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| Jabatan / Kementerian | : |   |
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| **MAKLUMAT PERJALANAN KE LUAR NEGARA** |
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| Tempoh Lawatan | : |  | hingga |  |
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| Negara Yang Di lawati | : |  |
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| Tujuan Lawatan | : |  |
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| Alamat Semasa Bercuti | : |  |
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| No. Telefon | : |  |  |  | Emel | : |   |
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| **MAKLUMAT KELULUSAN CUTI REHAT (SEKIRANYA MEMERLUKAN KELULUSAN CUTI REHAT)** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tarikh Mula Cuti | : |  |  | Tarikh Akhir Cuti | : |  |
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| Jumlah Hari Bercuti | : |  |  | Tarikh Kembali Bertugas | : |  |
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| **PERAKUAN PERMOHONAN** |
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| Saya dengan ini mematuhi segala peraturan yang ditetapkan di **perenggan 6 (i), (ii) dan perenggan 10** Surat Pekeliling Am Bilangan 3 Tahun 2012. |
| Tarikh |  | : |   |  | Tandatangan | : |   |
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| \* *potong mana yang tidak berkenaan* |
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| \*\* *Tarikh Terima Insurans adalah tarikh pegawai menerima insurans yang ditanggung oleh Kerajaan pada tahun semasa.* |

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|  |  |  |  |  |  |  |  |  |  |  | **Lampiran 2** |
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| **BORANG PERISYTIHARAN PERJALANAN PEGAWAI AWAM KE LUAR NEGARA** |
| **ATAS URUSAN PERSENDIRIAN** |
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| **MAKLUMAT PEMOHON** |
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| Nama Pegawai | : |    |
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| No. Kad Pengenalan | : |   |   |  |  |
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| **MAKLUMAT PASANGAN / KELUARGA / SAUDARA PEGAWAI DI LUAR NEGARA** |
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| Nama |  | : |   |
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| Hubungan |  | : |   |
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| Alamat |  | : |   |
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| No. Telefon | : |   |  |  | Emel (Jika ada) | : |   |
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| Alasan (Sekiranya pegawai sering berulang-alik ke negara jiran) : |  |  |  |  |  |  |  |
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| **PERAKUAN PEMOHON** |
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| Saya dengan ini mengisytiharkan segala maklumat yang diberikan adalah benar. Sekiranya didapati maklumat ini tidak benar, saya boleh diambil tindakan mengikut peraturan sedia ada. |
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| Tarikh |  | : |    |  | Tandatangan | : |   |
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| **ULASAN KETUA BAHAGIAN / CAWANGAN** |
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| **\* Disokong / Tidak Disokong** |  |  |  |  |  |  |  |  |  |
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| Tarikh |  | : |    |  | Tandatangan | : |    |
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| **PENGESAHAN PEGAWAI PELULUS** |
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| Permohonan pegawai di atas **\* Diluluskan / Tidak Diluluskan** |  |  |  |  |  |  |  |
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| Tandatangan | : |   |   |   |   |   |  |  |  |  |  |
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| Nama Pegawai Pelulus | : |   |
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| Jawatan / Gred | : |  |
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| Jabatan / Kementerian | : |    |
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| Tarikh |  | : |    |  |  | Cap Rasmi Jabatan |  |
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| \* *potong yang tidak berkenaan* |  |  |  |  |  |  |  |  |  |