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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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| **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)** | | | | | | | | | | | | |
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| 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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| **BORANG PERISYTIHARAN PERJALANAN PEGAWAI AWAM KE LUAR NEGARA** | | | | | | | | | | | | | |
| **ATAS URUSAN PERSENDIRIAN** | | | | | | | | | | | | | |
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| **MAKLUMAT PEMOHON** | | | | | | | | | | | | | |
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| **MAKLUMAT PASANGAN / KELUARGA / SAUDARA PEGAWAI DI LUAR NEGARA** | | | | | | | | | | | | | |
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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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| **ULASAN KETUA BAHAGIAN / CAWANGAN** | | | | | | | | | | | | | |
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| **\* Disokong / Tidak Disokong** | | | | |  |  |  |  |  |  |  |  |  | |
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| **PENGESAHAN PEGAWAI PELULUS** | | | | | | | | | | | | | |
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| Permohonan pegawai di atas **\* Diluluskan / Tidak Diluluskan** | | | | | | |  |  |  |  |  |  |  | |
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| Jabatan / Kementerian | | | : |  | | | | | | | | | |
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| \* *potong yang tidak berkenaan* | | | | |  |  |  |  |  |  |  |  |  | |