

**PERMOHONAN TUNTUTAN BAYARAN PAKAIAN ISTIADAT, BANTUAN BAYARAN PAKAIAN *BLACK TIE* DAN BAYARAN PAKAIAN MENGHADIRI UPACARA RASMI**

**(SURAT PEKELILING PERKHIDMATAN BILANGAN 15 TAHUN 2017)**

**(PEKELILING PERKHIDMATAN BILANGAN 16 TAHUN 2017)**

(Kemudahan bayaran pakaian ini diberi setiap tiga(3) tahun sekali)

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| **BAHAGIAN A : BUTIR – BUTIR PERMOHONAN** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. | | | Nama Pemohon | | | | | | | | | : |  | | | | | | | | | | | | | | | | |
| 2. | | | No. Kad Pengenalan | | | | | | | | | : |  | | | | | | | | | | | | | | | | |
| 3. | | | Jawatan | | | | | | | | | : |  | | | | | | | | | | | | | | | | |
| 4. | | | Gred | | | | | | | | | : |  | | | | | | | | 5. | | No. Gaji | | : |  | | | |
| 6. | | | Bahagian/Unit | | | | | | | | | : |  | | | | | | | | | | | | | | | | |
| 7. | | | Tujuan Permohonan | | | | | | | | | : |  | | | | | | | | | | | | | | | | |
|  | | | (*Sertakan resit ASAL yang disahkan perbelanjaan adalah di atas urusan rasmi dan sesalinan jemputan ke majlis/upacara rasmi atau surat arahan bertugas di Parlimen atau Dewan Undangan Negeri*) | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8. | | | Pernah mendapat kemudahan ini dalam tiga(3) tahun? | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | 8.1 | | Bayaran Pakaian Istiadat | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | |  | | Ya | |  | | | Tidak | | | |  | | |  | | | | | | | | | | | | |
|  | | | Jika pernah, sila nyatakan tarikh terakhir kemudahan diluluskan | | | | | | | | | | | | | | | | : | |  | | | | | | |
| 8.2 | | | Bayaran Pakaian *Black Tie* | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | Ya |  | | | | Tidak | | |  | |  | | | | | | | | | | | | | |
| Jika pernah, sila nyatakan tarikh terakhir kemudahan diluluskan | | | | | | | | | | | | | | | | : | |  | | | | | | |
| 8.3 | | Bayaran Pakaian Menghadiri Upacara Rasmi | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | Ya | |  | | | | Tidak | | |  | |  | | | | | | | | | | | | | |
| Jika pernah, sila nyatakan tarikh terakhir kemudahan diluluskan | | | | | | | | | | | | | | | | : | |  | | | | | | |
| (*Nota: Pegawai yang telah diberi Bayaran Pakaian Istiadat tidak layak menuntut Bayaran Pakaian Menghadiri Upacara Rasmi dalam tempoh tiga(3) tahun yang sama*) | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9. | | | Jumlah Tuntutan | | | | | : | Sendiri | | | | | | : | **RM** | |  | | | | | | | | | | | |
|  | | |  | | | | |  | Pasangan | | | | | | : | **RM** | |  | | | | | | | | | | | |
| Saya mengaku bahawa butir-butir permohonan di atas adalah benar dan teratur.  ..............................................  (Tandatangan Pemohon) Tarikh : | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **BAHAGIAN C : ULASAN & SYOR SEKSYEN PENGURUSAN SUMBER MANUSIA** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Disahkan bahawa pegawai ini **PERNAH / TIDAK PERNAH\*** mendapat kemudahan bayaran pakaian tersebut sejak tiga(3) tahun kebelakangan. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tarikh terakhir pegawai mendapat kemudahan ini adalah pada | | | | | | | | | | | | | | | | | | | : | |  | | | | |
| Pegawai ini **LAYAK / TIDAK LAYAK\*** dibayar : | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | Bayaran Pakaian Istiadat sebanyak | | | | | | | | | | | | | | | | : | | **RM** | |  | | |
|  | | Bayaran Pakaian *Black Tie* sebanyak | | | | | | | | | | | | | | | | : | | **RM** | |  | | |
|  | | Bayaran Pakaian Menghadiri Upacara Rasmi sebanyak | | | | | | | | | | | | | | | | : | | **RM** | |  | | |
|  | | & untuk Pasangan sebanyak | | | | | | | | | | | | | | | | : | | **RM** | |  | | |
|  | | **JUMLAH** | | | | | | | | | | | | | | | | | : | | **RM** | |  | | |

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(Tandatangan) Tarikh :

Cap Rasmi Jawatan

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| **BAHAGIAN D : KELULUSAN KETUA JABATAN** |
| Permohonan ini **DILULUSKAN / TIDAK DILULUSKAN \***. |

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(Tandatangan) Tarikh :

Cap Rasmi Jawatan

\**Potong yang mana tidak berkenaan*