****

**BORANG PERAKUAN PENANGGUNGAN KERJA PERKHIDMATAN AWAM**

**(PEKELILING PERKHIDMATAN SUMBER MANUSIA - CERAIAN PO.1.1.6 )**

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| **Kementerian/Jabatan** | | | | | : |  | | | | | | | | |
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| **1.** | (a) | Nama Jawatan & Gred Yang Hendak Ditanggung | | | | | : | |  | | | | | |
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|  | (b) | Nombor Butiran Anggaran Belanja Mengurus/Waran Perjawatan | | | | | : | |  | | | | | |
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|  | (c) | Tempat Bertugas | | | | | : | |  | | | | | |
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|  | (d) | Tarikh Kekosongan | | | | | : | |  | | | | | |
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|  | (e) | Sebab-sebab Kekosongan | | | | | : | |  | | | | | |
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|  |  | |  | Cuti Bersalin / Cuti Menjaga Anak (CMA) | | | | | | | | | | |
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|  |  | |  | Cuti Separuh Gaji (CSG)/ Cuti Tanpa Gaji (CTG) | | | | | | | | | | |
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|  |  | |  | Cuti Rehat / Cuti Haji / Cuti Sakit | | | | | | | | | | |
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|  |  | |  | Bersara Pilihan / Bersara Wajib / Bertukar Keluar | | | | | | | | | | |
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|  |  | |  | Lain-Lain, Nyatakan: | | | |  | | | | | | |
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|  | (f) | Kelayakan/Kemahiran Yang Diperlukan | | | | | : | |  | | | | | |
|  |  | *(Jika berkaitan. Nyatakan nama sijil/lesen, dll.)* | | | | | | | | | | | | |
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| **2.** | **Pegawai Yang Diperaku** | | | | | | | | | | | | | |
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|  | (a) | Nama Pegawai | | | | | : | |  | | | | | |
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|  | (b) | No. Kad Pengenalan | | | | | : | |  | | | | | |
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|  | (c) | Tarikh Lantikan Jawatan Sekarang | | | | | : | |  | | | | | |
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|  | (d) | Tarikh Sah Dalam Jawatan Sekarang | | | | | : | |  | | | | | |
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|  | (e) | Jawatan/Gred | | | | | : | |  | | | | | |
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|  | (f) | Tarikh Mula Bertugas Di Jawatan Sekarang | | | | | : | |  | | | | | |
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|  | (g) | Tempat Bertugas | | | | | : | |  | | | | | |
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|  | (h) | Tempoh Penanggungan Kerja Bagi Jawatan Yang Sama Sebelum Ini | | | | | : | | ADA / TIADA**\*** | | | | | |
|  |  |  | | mulai hingga | | | | | |
|  |  |  | | | | | |
|  |  | *(Jika ada, sila nyatakan tempoh dan sertakan salinan BRP yang ada kenyataan perkhidmatan berhubung penanggungan kerja berkenaan)* | | | | | | | | | | | | |
|  |  |  | | | | |  | |  | | | | | |
| **3.** | **Tempoh Menanggung Kerja** : **Yang Diperakukan** | | | | | |  | | | | | | | |
|  | *(maksimum tempoh penanggungan kerja ialah selama enam (6) bulan atau mengikut arahan pemberhentian penanggungan kerja atau jawatan diisi secara hakiki, mengikut mana yang terdahulu)* | | | | | | | |
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| **4.** | **Sehubungan dengan itu, disertakan dokumen-dokumen berikut:** | | | | | | | | | | | | | |
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|  | (i) | Carta organisasi kedudukan Pegawai Menanggung Kerja (PMK) & Pegawai Ditanggung Kerja (PDK). | | | | | | | | | | | |  |
|  |  | *Sila nyatakan tarikh kemas kini & disahkan oleh Ketua Jabatan.* | | | | | | | | | | | |  |
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|  | (ii) | Salinan surat/memo arahan penanggungan kerja | | | | | | | | | | | |  |
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|  | (iii) | Maklumat cuti PMK | | | | | | | | | | | |  |
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|  | (iv) | Maklumat cuti PDK | | | | | | | | | | | |  |
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|  | (v) | Senarai tugas jawatan PMK.  *Sila nyatakan tarikh kemas kini & disahkan oleh Ketua Jabatan.* | | | | | | | | | | | |  |
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|  | (vi) | Senarai tugas jawatan PDK.  *Sila nyatakan tarikh kemas kini & disahkan oleh Ketua Jabatan.* | | | | | | | | | | | |  |
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| **5.** | **Pelangkauan Dari Segi Kekananan** | | | | | | | | : | **ADA / TIADA \*** | | | | |
|  | Jika ada, nyatakan sebab-sebab pelangkauan : | | | | | | | | | | | | | |
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| **6.** | **Perakuan Ketua Jabatan** | | | | | | | | | | | | | |
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|  | Saya mengesahkan bahawa segala maklumat yang diberikan di atas adalah benar dan teratur mengikut **Ceraian PO.1.1.6 : Peraturan Penanggungan Kerja Perkhidmatan Awam di bawah Pekeliling Perkhidmatan Sumber Manusia** | | | | | | | | | | | | | |
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| …………………………………. | | | | | | | | | | |  | | | |
| (Tandatangan Ketua Jabatan) | | | | | | | | | | |  | | | |
| Cop Rasmi Jawatan | | | | | | | | | | | Tarikh | : |  | |

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| **ULASAN & SYOR : TIMBALAN PENGARAH BAHAGIAN PENGURUSAN**  **SEKSYEN PENGURUSAN SUMBER MANUSIA** |
|  |
| Disahkan bahawa permohonan di atas adalah **teratur / tidak teratur** \* mengikut **Ceraian PO.1.1.6 : Peraturan Penanggungan Kerja Perkhidmatan Awam di bawah Pekeliling Perkhidmatan Sumber Manusia** |

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| Disyorkan Penanggungan Kerja kepada: | | | | | | | | | | | | | |
| Nama | | | : | |  | | | | | | | | |
| Jawatan/Gred | | | : | |  | | | | | | | | |
|  | | |  | |  | | | | | | | |  |
| mulai |  | | | | | hingga | |  | | | |  | |
| *(maksimum tempoh penanggungan kerja ialah selama enam (6) bulan atau mengikut arahan pemberhentian penanggungan kerja atau jawatan diisi secara hakiki, mengikut mana yang terdahulu)* | | | | | | | | | | | | | |
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| Ulasan Urus Setia: | |  | | | | | | | | | | | |
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| (Tandatangan) | | | | | |  | | | | | | | |
| Cop Rasmi Jawatan | | | | | | | | |  | Tarikh | : |  | |
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| **KELULUSAN OLEH :** |

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|  | | *(sila nyatakan nama Pelulus)* | | | | | | |
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| Permohonan Penanggungan Kerja ini **diluluskan / tidak diluluskan** \*. | | | | | | | | |
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| Ulasan: |  | | | | | | | |
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| …………………………………. | | | | | |  | | |
| (Tandatangan) | | | | | |  | | |
| Cop Rasmi Jawatan | | | | |  | Tarikh | : |  |
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|  | | | | |  |  |  |  |
| *\* Potong yang mana tidak berkenaan.* | | | | |  |  |  |  |