**LAMPIRAN 1**

**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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| Jawatan / Gred | | : |  | |  | | | | |  |  | | |  |
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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 Dilawati | | : |  | | |  |  | |  | | | | |  |
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| Tujuan Lawatan | | : |  | | |  |  | |  | | | | |  |
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| Alamat Semasa Bercuti | | : |  | | |  |  | |  | | | | |  |
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| No. Telefon | | : |  | | | E-mel | : | |  | | | | |  |
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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 PERMOHON** | | | | | | | | | | | | | | |
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| Saya dengan ini mematuhi segala peraturan yang ditetapkan di **perenggan 6 (i), (ii) dan perenggan 10** Surat Pekeliling Am Bilangan … Tahun 2012 | | | | | | | | | | | | | | |
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| Tarikh | | : |  | | | Tandatangan | | : | |  | | |  | |
| ***\* Potong mana yang tidak berkenaan***  ***\*\* Tarikh Terima Insurans adalah tarikh pegawai menerima insurans yang ditanggung oleh Kerajaan pada tahun semasa*** | | | | | | | | | | | | | | |

**LAMPIRAN 2**

**BORANG PENGISYTIHARAN 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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| Jawatan / Gred | | | **:** |  | |  | |  | |  | | |  |
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| Jabatan/Kementerian | | | **:** |  | |  | |  | |  | | |  |
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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 | | | : |  | |  | | E-mel (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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| **PENGESAHAN PEGAWAI PELULUS** | | | | | | | | |
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| Permohon 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* | | | | |  |  |  |  |