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| No. Rujukan Permohonan | : |  |  | No. K/P | : |  |  | Gaji Asas | : |  |
| Nama | : |  |  | No. Gaji | : |  |  | Unit Organisasi | : | UNIT \_\_\_\_\_\_\_, SEKSYEN PROJEK KHAS HPTP, BAHAGIAN PEMBANGUNAN, PEJABAT TIMBALAN KETUA SETIAUSAHA (PENGURUSAN DAN PEMBANGUNAN), PEJABAT KETUA SETIAUSAHA, KEMENTERIAN PENDIDIKAN TINGGI |
| Jawatan | : |  |  | Bank | : |  |  |  |  |  |
| Gred Gaji | : |  |  | No. Akaun | : |  |  |  |  |  |
| Status Lantikan | : |  |  | Jenis Waktu Kerja | : |  |  |  |  |  |
| Tanggung Kerja | : | - |  |  |  |  |  |  |  |  |
| Emel | : |  |  | No. Telefon | : |  |  |  |  |  |

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|  |  |  | WAKTU BEKERJA | WAKTU BEKERJA | JUMLAH JAM |  |
| BIL | HARI | TARIKH | RASMI | LEBIH MASA BIASA | JUMLAH | HARI BEKERJA BIASA | HARI REHAT | HARI KELEPASAN AM | KETERANGAN TUGAS |
|  |  |  | DARI | HINGGA | DARI | HINGGA | JAM | SIANG | MALAM | SIANG | MALAM | SIANG | MALAM |  |
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| **Jumlah Besar** |  |  |  |  |  |  |  |  |

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| **PERKIRAAN ELAUN LEBIH MASA** |
| **HARI BEKERJA BIASA** |
|  | **Gaji** | **Formula Kadar Sejam** | **Kadar Gandaan** | **Kadar Sejam** | **Jumlah Jam** |  |
| **Siang** | RM 1,592.00 | ((Gaji Pokokx12)/(313x8))xKadar Gandaan | 1 1/8 | RM 8.58 | 6 Jam 0 Minit | 51.48 |
| **Malam** |  | ((Gaji Pokokx12)/(313x8))xKadar Gandaan | 1 1/4 |   | 0 Jam 0 Minit | 0.00 |
| **HARI REHAT** |  |  |  |  |  |  |
|  | **Gaji** | **Formula Kadar Sejam** | **Kadar Gandaan** | **Kadar Sejam** | **Jumlah Jam** |  |
| **Siang** |  | ((Gaji Pokokx12)/(313x8))xKadar Gandaan | 1 1/4 |  | 0 Jam 0 Minit | 0.00 |
|  |  | ((Gaji Pokokx12)/(313x8))xKadar Gandaan | 1 1/2 |  | 0 Jam 0 Minit | 0.00 |
| **HARI KELEPASAN AM** |  |  |  |  |  |  |
|  | **Gaji** | **Formula Kadar Sejam** | **Kadar Gandaan** | **Kadar Sejam** | **Jumlah Jam** |  |
|  |  | ((Gaji Pokokx12)/(313x8))xKadar Gandaan | 1 3/4 | RM  | 0 Jam 0 Minit | 0.00 |
| **Malam** |  | ((Gaji Pokokx12)/(313x8))xKadar Gandaan | 2 | RM  | 0 Jam 0 Minit | 0.00 |
|  |  |  |  |  | JUMLAH | 51.48 |

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| **PERAKUAN** |
| Dengan ini saya mengaku bahawa selain daripada menjalankan tugas pada waktu kerja biasa, saya juga diarah bertugas di luar waktu kerja biasa. Saya tidak diberi "BOOK OFF" dan adalah diakui butir-butir di atas benar |
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| Tandatangan Penuntut |

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|  (NURFAZLIA BINTI MOHD ARIS) |

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| **PERAKUAN KETUA JABATAN** |
| Diakui bahawa kerja-kerja di atas perlu di luar waktu biasa dan disahkan bahawa ini tidak dapat diberi "BOOK OFF" atau cuti kerana kerja-kerja tersebut mesti dibuat berterusan dan mereka masih mempunyai baki cuti yang banyak. Pelaksanaan kerja-kerja ini adalah mematuhi syarat-syarat dan peraturan P.P.Bil.9 Tahun 1991 |
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| b.p. Ketua Pengarah Perkhidmatan Awam,Malaysia |

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| **PENGESAHAN KETUA JABATAN** |
| Diakui tuntutan Elaun Lebih Masa yang melebihi 1/3 daripada gaji bulanan pekerja adalah dibuat mengikut dan mematuhi syarat-syarat yang terkandung di perenggan 2 Surat Pekeliling Perkhidmatan Bil 21 Tahun 1977. |
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