Lampiran C

BORANG PERMOHONAN PERUBAHAN DAN PEMBATALAN TARIKH DAN NEGARA BAGI URUSAN

KELUAR NEGARA RASMI / PERSENDIRIAN ***(PEJABAT NAIB CANSELOR)***

1. **Butir Diri Pegawai**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Nama Pegawai | : |  | | | | | |
|  |  |  |  | | |  |  |
| No. Kad Pengenalan | : |  | No Pekerja | | | : |  |
|  |  |  |  | | |  |  |
| Jawatan/Gred | : |  | | | | | |
|  |  |  |  | | |  |  |
| Bahagian/Fakulti/Cawangan | : |  | | | | | |
|  | | | | | | | |
| No. Tel. Pejabat/No. HP | : |  | Email | : |  | | |

1. **Tarikh/Negara**
2. ***Butir Lawatan Lama***

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| --- | --- | --- | --- | --- | --- |
| Negara dilawati | : |  | No Pekerja | : |  |

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| --- | --- | --- | --- | --- | --- |
| Tarikh lawatan daripada | : |  | Hingga | : |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Jumlah hari lawatan | : |  | hari |  |  |

1. ***Butir Lawatan baru***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Negara dilawati | : |  | No Pekerja | : |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Tarikh lawatan daripada | : |  | Hingga | : |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Jumlah hari lawatan | : |  | hari |  |  |

|  |  |  |  |  |  |
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| 1. ***Batal Lawatan (tarikh)*** | : |  | Hingga | : |  |

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| --- | --- | --- | --- |
|  | : |  | Negara dilawati |

|  |  |  |
| --- | --- | --- |
| 1. ***Tujuan lawatan*** | : |  |

1. **Permohonan Pegawai**

Saya mengaku bahawa maklumat di atas adalah benar.

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Tarikh Nama Penuh / Tandatangan

1. **Keputusan Ketua Jabatan**

Permohonan ke Luar Negara diluluskan / tidak diluluskan.

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Tarikh Nama Penuh/ Tandatangan (Cop Jabatan)