



PERMOHONAN CUTI TANPA REKOD

Application For Unrecorded

(Borang yang lengkap dan telah diluluskan hendaklah dihantar ke Pej. Pentadbiran Am selawat-lewatnya 3 hari dari tarikh permohonan)

(The completed form which has been approved must be submitted to the General Administration Office at least 3 days from the applied date)

A. BUTIRAN PERMOHONAN / APPLICANT'S PARTICULARS

No. Pekerja : _____
Staff No.

Nama Pegawai : _____
Name of Officer

Jawatan : _____ Jab. / Fak. / Bhg. : _____
Post Department / Faculty / Division

Tarikh Cuti : _____ dan / hingga _____ () hari
Date of Leave and / to

** Tujuan Cuti Tanpa Rekod : Cuti Gantian Cuti Untuk Mengambil Peperiksaan
Purpose of Unrecorded Leave Replacement leave Examination leave
 Cuti Isteri Bersalin Lain-Lain Cuti (Nyatakan)
Paternity leave Others (please specify)

Alamat Bercuti : _____
Address during Leave

No. Telefon : _____
Telephone No.

Tarikh : _____ Tandatangan : _____
Date Signature

B. PERAKUAN KETUA JABATAN / DECLARATION OF HEAD OF DEPARTMENT

Permohonan Diperakukan / Tidak Diperakukan
Application is acknowledged / not acknowledged

Tarikh : _____ Tandatangan : _____
Date Signature

C. KELULUSAN PENDAFTAR / APPROVAL OF REGISTRAR

Permohonan Diluluskan / Tidak Diluluskan
Application is approved / rejected

Tarikh : _____ Tandatangan : _____
Date Signature

** Sila lampirkan dokumen yang berkaitan dengan permohonan cuti
Please enclose copies of documents relevant to leave application

UNTUK KEGUNAAN PEJABAT / FOR OFFICE USE

Diluluskan / Approved
 Tidak diluluskan / Rejected
 Diluluskan dengan pindaan / Approved with amendment
 Dibatalkan / Cancelled
 Direkod / Recorded

Tarikh : _____ Tandatangan : _____
Date Signature

