****

**LAMPIRAN A**

**PERMOHONAN MENGHADIRI PERSIDANGAN, SEMINAR DAN**

**LAWATAN RASMI KE LUAR NEGARA**

*(Permohonan**hendaklah dihantar untuk kelulusan oleh Ketua Setiausaha Kementerian Pengajian Tinggi* ***40 hari***  *sebelum tarikh perjalanan)*

|  |  |  |  |
| --- | --- | --- | --- |
| a) | Nama Persidangan/Seminar/Lawatan Rasmi/Kursus | : | ..................................................................... |
|  | .................................................................................................................................................................... |
| b) | Tujuan | : | .................................................................................................................................................................................................................................... |
| c) | Tempat Yang Dilawati | : | ................................................................................................................. |
| d) | Tarikh Perjalanan Pergi | : | .......................... | Tarikh Perjalanan Balik | : | .................................. |
| e) | Bilangan Peserta | : | .......................... |  |  |  |
| f) | Ketua Delegasi / Lawatan*(sekiranya bilangan peserta lebih daripada seorang)* | : | ................................................................................................................. |
| ***Sila isikan butiran peserta yang turut serta dengan lengkap*** |
| **Bil.** | **Nama** | **Gred** | **Jawatan** | **No. KP / Paspot** | **No. Tel.** | **Emel** |
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|  |  |  |  |  |  |  |
|  | Adakah Pegawai-Pegawai Kedutaan Malaysia di Negeri tempat Persidangan / seminar / lawatan rasmi itu akan menyertai persidangan  | Ya |  | Tidak |  |
|  | Jika YA, nyatakan mengapa kehadiran pegawai daripada negeri itu diperlukan | ............................................................................................................................................................................................................................................................ |
| g) | Kekerapan Menghadiri Persidangan / Seminar / Lawatan Rasmi (dalam tempoh setahun) | : | ............. kali |
| h) | Perbelanjaan ditanggung oleh | : | Geran |  |  |
|  |  |  | Vot Latihan |  |  |
|  |  |  | Sendiri |  |  |
|  |  |  | Penaja |  | Sila Nyatakan :............................................................................................................................................. |
| i) | Jumlah Pembiayaan | : | RM......................................... |
|  | Sila nyatakan butiran perbelanjaan yang terlibat dan jenis tanggungan:**G – Geran****L – latihan****S – Sendiri****P – Penaja** |  | Tiket Kapal Terbang | : | RM................................ **G / L / S / P\*** |
| Penginapan | : | RM................................ **G / L / S / P** |
| Yuran | : | RM................................ **G / L / S / P** |
| Lain-lain *(Sila Nyatakan)*.................................................................... | : | RM................................ **G / L / S / P**\**Bulatkan yang berkaitan* |
| j) | Faedah Persidangan / Seminar / Lawatan Rasmi kepada Negara | : | ........................................................................................................................................................................................................................................................................................................................... |
| k) | Kelulusan Kementerian Dalam Negeri dan Kementerian Luar Negeri (Jika Persidangan / Seminar / Lawatan Rasmi itu diadakan di negara Israel) | Ya |  | Tidak |  |
| l) | Saya mengesahkan bahawa maklumat-maklumat di atas adalah benarTarikh : ...................................... ............................................................... *Tandatangan Pemohon* |
|  | Nama | : | ................................................................... |
|  | Jawatan | : | ................................................................... |
|  |
| m) | Kelulusan Ketua Pusat Tanggungjawab | : | ........................................................................................................................................................................................................ |
|  | Tarikh | : | .......................... | .................................................................................... |
|  |  |  |  | Tandatangan dan Cop Rasmi |
| n) | Kelulusan Peruntukan Kewangan***Peringkat Kelulusan****Geran : Pengarah RMC / TNC (P&I)**Latihan : Pengarah PKK* | : | ........................................................................................................................................................................................................ |
|  |  |  |  | .................................................................................... |
|  |  |  |  | Tandatangan dan Cop Rasmi |
| o) | Kelulusan Bendahari: | : | ...................................................................................................................................................................................................... |
|  | Tarikh | : | .......................... | .................................................................................... |
|  |  |  |  | Tandatangan dan Cop Rasmi |
| p) | Kelulusan Naib Canselor | : | ...................................................................................................................................................................................................... |
|  | Tarikh | : | .......................... | .................................................................................... |
|  |  |  |  | Tandatangan dan Cop Rasmi |
| q) | Kelulusan Ketua SetiausahaKementerian Pengajian Tinggi | : | ........................................................................................................................................................................................................ |
|  | Tarikh | : | .......................... | .................................................................................... |
|  |  |  |  | Tandatangan Ketua Setiausaha |

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| **Kekerapan Pegawai Menghadiri persidangan / seminar / lawatan rasmi di luar negara:** |
|  | Tahun Semasa | : | .................. | ................... kali |
| i) | Tujuan | : | ............................................................................................................................................ |
|  | Tempat | : | ............................................................................................................................................. |
|  | Tarikh pergi | ............................. | Tarikh Balik | .......................... | Tempoh | .................................... |
|  | Sumber dan Jumlah Peruntukan | Geran  |  | Sendiri |  |
|  |  | Latihan |  | Penaja |  | Sila nyatakan:............................................................................................................ |
|  |  | Jumlah | : | RM........................ |
| ii) | Tujuan | : | ............................................................................................................................................ |
|  | Tempat | : | ............................................................................................................................................. |
|  | Tarikh pergi | ............................. | Tarikh Balik | .......................... | Tempoh | .................................... |
|  | Sumber dan Jumlah Peruntukan | Geran |  | Sendiri |  |
|  |  | Latihan |  | Penaja |  | Sila nyatakan:.................................................................................................................. |
|  |  | Jumlah | : | RM........................ |
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|  | Tahun Lepas | : | .................. | ................... kali |
| i) | Tujuan | : | ............................................................................................................................................ |
|  | Tempat | : | ............................................................................................................................................. |
|  | Tarikh pergi | ............................. | Tarikh Balik | .......................... | Tempoh | .................................... |
|  | Sumber dan Jumlah Peruntukan | Geran |  | Sendiri |  |
|  |  | Latihan |  | Penaja |  | Sila nyatakan:............................................................................................................ |
|  |  | Jumlah | : | RM......................... |
| ii) | Tujuan | : | ............................................................................................................................................ |
|  | Tempat | : | ............................................................................................................................................. |
|  | Tarikh pergi | ............................. | Tarikh Balik | .......................... | Tempoh | .................................... |
|  | Sumber dan Jumlah Peruntukan | Geran |  | Sendiri |  |
|  |  | Latihan |  | Penaja |  | Sila nyatakan:........................................................................................................... |
|  |  | Jumlah | : | RM......................... |

**LAMPIRAN A1**