****

**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)*

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| a) | Nama Persidangan/Seminar/Lawatan Rasmi/Kursus | | | | | | | | | | | | | | | | | | | | | : | | | | | ..................................................................... | | | | | | | | | | | | | |
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| 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 benar  Tarikh : ...................................... ...............................................................  *Tandatangan Pemohon* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | Nama | | | | | | | | | | : | | | ................................................................... | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | Jawatan | | | | | | | | | | : | | | ................................................................... | | | | | | | | | | | | |
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| 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* | | | | | | | | | : | | ........................................................................................................................................................................................................ | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| o) | Kelulusan Bendahari: | | | | | | | | | | : | | | ...................................................................................................................................................................................................... | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Tarikh | | : | | .......................... | | | | | | | | | | | | .................................................................................... | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | |  | |  | | | | | | | | | | | | Tandatangan dan Cop Rasmi | | | | | | | | | | | | | | | | | | | | | | | |
| p) | Kelulusan Naib Canselor | | | | | | | | | | : | | | ...................................................................................................................................................................................................... | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Tarikh | | : | | .......................... | | | | | | | | | | | | .................................................................................... | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | |  | |  | | | | | | | | | | | | Tandatangan dan Cop Rasmi | | | | | | | | | | | | | | | | | | | | | | | |
| q) | Kelulusan Ketua Setiausaha  Kementerian 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 |  | | |
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|  |  | | | | | Jumlah | | : | | | RM......................... | | | | |
| ii) | Tujuan | : | ............................................................................................................................................ | | | | | | | | | | | | |
|  | Tempat | : | ............................................................................................................................................. | | | | | | | | | | | | |
|  | Tarikh pergi | | ............................. | | | Tarikh Balik | | | | .......................... | | | | Tempoh | .................................... |
|  | Sumber dan Jumlah Peruntukan | | | | | Geran | | |  | | | Sendiri |  | | |
|  |  | | | | | Latihan | | |  | | | Penaja |  | Sila nyatakan:  ........................................................................................................... | |
|  |  | | | | | Jumlah | | : | | | RM......................... | | | | |

**LAMPIRAN A1**