



**PERMOHONAN CUTI TANPA REKOD**

*Application For Unrecorded*

(Borang yang lengkap dan telah diluluskan hendaklah dihantar ke Unit Perkhidmatan, BSM selewat-lewatnya 3 hari dari tarikh permohonan)

(The completed form which has been approved must be submitted to the Service Unit, HRD 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 Kuarantin  
Purpose of Unrecorded Leave Replacement leave Quarantine leave  
 Cuti Umrah  
Umrah leave

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. ULASAN UNIT PERKHIDMATAN, BSM / COMMENT BY SERVICE UNIT,HRD**

\_\_\_\_\_  
Tandatangan / Tarikh : \_\_\_\_\_  
Signature / Date

**D. 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