

Rajah 12: Proses Kerja Bagi Menguruskan Permohonan Kad Pengenalan Kanak-kanak 12 Tahun

| Bil. | Proses Kerja | Pegawai Yang Meluluskan/Dirujuk | Seksi Undang-undang Peraturan |
|------|---|---------------------------------|-------------------------------|
| 1. | Terima borang JPN. 1/2, dokumen, salinan dokumen, setem dan gambar | | |
| 2. | Semak dokumen | | |
| 3. | Turunkan cop salinan sah | | |
| 4. | Semak borang JPN. 1/2 berdasarkan dokumen yang dikemukakan | | |
| 5. | Isikan kod jenis permohonan, taraf, perkara dalam Perlembagaan Persekutuan bagi warganegara undang-undang dan catatan yang berkenaan di borang JPN. 1/2 | | Perlembagaan Persekutuan |
| 6. | Isikan JPN. 1/8 bagi permohonan anak angkat | | |
| 7. | Isikan JPN. 1/4 bagi pemohon yang mempunyai nama yang berlainan dari sijil kelahiran | | |
| 8. | Isikan JPN. 1/1 | | |
| 9. | Isikan JPN. 1/9 dan salinan | | |
| 10. | Catitkan No. JPN. 1/9 & JPN. 1/1, JPN. 1/2, 1/4 dan 1/8 | | |
| 11. | Ambil cap jari pemohon di JPN. 1/1 dan JPN. 1/9 | | |
| 12. | Ambil cap jari penganjur di JPN. 1/2 dan tandatangan penganjur di JPN. 1/2, 1/4 dan 1/8 | | |
| 13. | Tampal gambar pemohon di JPN. 1/1 dan JPN. 1/9 | | |
| 14. | Tebok gambar di JPN. 1/9 | | |

Manual Prosedur Kerja Pembantu Tadbir

HJ AYOB BIN HJ JANTAN



Manual Prosedur Kerja Pembantu Tadbir:

Panduan Pengurusan Kewangan Dan Perakaunan Sekolah (Bahagian 1) HJ AYOB BIN HJ JANTAN, 2020-03-09

Buku Panduan Pengurusan Kewangan dan Perakaunan Sekolah Bahagian 1 ini memberi fokus kepada system kewangan dan perakaunan sekolah beroperasi mengikut prosedur yang sepatutnya. Sistem tersebut diterangkan melalui carta aliran supaya pembaca mudah memahami dan bagi mereka yang telah menjadi amalan pengurusan carta tersebut akan menjadi senarai semak setiap kali selesai sesuatu proses kerja. Dewan masyarakat, 1994-07 Mengurus Sekolah Abdullah Sani bin Yahaya, 2003 *Manual Prosedur Kerja*, 1982 **Manual Prosedur Kerja**, 1982 Manual Prosedur Kerja & Fail Meja,

Manual prosedur kerja bahagian pentadbiran dan penerimaan surat dan pengurusan fail Malaysia. Unit Pemodenan Tadbiran dan Perancangan Tenaga Manusia, 1980 Pembantu Tadbir Sistem Maklumat, 1999

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