



**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 : \_\_\_\_\_ Jenis Cuti : \_\_\_\_\_  
*Purpose of Unrecorded Leave Leave Type*

Nyatakan : \_\_\_\_\_

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*