Menghadiri Persidangan, Seminar, Lawatan Rasmi dan Kursus Ke Luar Negeri
Involvement in Conferences, Seminars, Official Visits and Courses Overseas
(Pekeliling Perbendaharaan Bil. 2 Tahun 2008)
Treasury Circular No 2 of 2008

(a) Nama Pegawai : ..............................................................................................................
Officer’s name

(b) Jawatan : ......................................................................................................................
Post

(c) Fakulti/Jabatan : .......................................................................................................... 
Faculty/Department

(d) Nama Persidangan/Seminar/Lawatan Rasmi dan Kursus .......................
Name of conference/seminar/official visit and course

(e) Tujuan : ........................................................................................................................
Objective

(f) Tempat hendak diadakan : .............................................................................................
Venue

(g) Tempoh dan Tarikh : ..................................................................................................... 
Duration and date

(h) (i) Bilangan Peserta dan Nama : .....................................................................................
Number of participants and leader’s name, if
lebih daripada seorang
more than 1 participant

(ii) Keterangan- keterangan Peserta :
Particulars of participants

<table>
<thead>
<tr>
<th>Nama</th>
<th>Pangkat</th>
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<tbody>
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</tbody>
</table>
(iii) Sebutkan sama ada pegawai-pegawai Kedutaan Malaysia di negeri tempat Persidangan/seminar/lawatan rasmi /penyelidikan/kajian Itu diadakan akan menyertai persidangan Itu. Sekiranya menyertai, nyatakan mengapa kehadiran pegawai-pegawai daripada negeri itu diperlukan:

*State whether officers from the Malaysian Embassy where the conference/seminar/official visit/research/study is held will participate. If yes, state the reason these officers are required*

<table>
<thead>
<tr>
<th>(i) Kekerapan ke luar Negara</th>
<th>: ...............................................................</th>
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<tbody>
<tr>
<td>Frequency of overseas travel</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(j) Perbelanjaan dan anggaran kos</th>
<th>: ...............................................................</th>
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<tbody>
<tr>
<td>Expenses and estimated cost</td>
<td></td>
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<thead>
<tr>
<th>Ditanggung oleh</th>
<th>: ...............................................................</th>
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<tbody>
<tr>
<td>Financed by</td>
<td></td>
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<thead>
<tr>
<th>(k) Faedahnya kepada negara</th>
<th>: ...............................................................</th>
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<tbody>
<tr>
<td>Benefits to the nation</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>(l) Kelulusan Kementerian Dalam</th>
<th>: ...............................................................</th>
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</thead>
<tbody>
<tr>
<td>Negeri dan Kementerian Luar</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Jika Persidangan/Seminar/Lawatan</th>
<th>: ...............................................................</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rasmi/Penyelidikan/Kajian itu diada</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>kan di negara Israel)</th>
<th>: ...............................................................</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval of the Ministry of Home Affairs and Ministry of Foreign Affairs (if the conference/seminar/official visit/research/study is held in Israel)</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>(m) Saya mengesahkan bahawa maklumat-maklumat di atas adalah benar</th>
<th>I confirm that the information above is true.</th>
</tr>
</thead>
</table>

| Tarih : ........................................ | ............................................................... |
| Date                                           | Tandatangan | Signature |

| (Nama Pegawai : ........................................) | |
| Officer’s Name |
(n) Sokongan Dekan/Ketua Pusat Tanggungjawab: .................................................................
Endorsement of Dean/Head of Responsibility Centre

...........................................................................................................................................

...........................................................................................................................................

Tarikh .................................................. Tandatangan Dekan/Ketua PTJ
Date Signature of Dean/Head of Responsibility Centre

(o) Ulasan Timbalan Naib Canselor (A&A) / (P&I) / (HEPA): ......................................................
Comments of Deputy Vice Chancellor (A&A)/(P&I)/(HEPA)

...........................................................................................................................................

...........................................................................................................................................

Tarikh .................................................. Tandatangan TNC (A&A) / (P&I) / (HEPA)
Date Signature of Deputy Vice Chancellor (A&A)/(P&I)/(HEPA)

(p) Kelulusan Naib Canselor: .................................................................
Approval of Vice Chancellor

...........................................................................................................................................

...........................................................................................................................................

Tarikh .................................................. Tandatangan Naib Canselor
Date Signature of Vice Chancellor
Beberapa kali pegawai tersebut di perenggan e (ii) telah menghadiri Persidangan/Seminar/Lawatan Rasmi/Penelitian/Kajian di Luar Negeri:
*The officer in paragraph e (ii) has attended several conferences/seminars/official visits/researches/studies overseas:*

(i) Tahun ini ( ) ................................................. kali
*This year ( ) ............................................. times*

1. **Tujuan:** ...............................................................................................................
   *Objective*

   **Tempat:** .............................................................................................................
   *Venue*

   **Tempoh:** .............................................................................................................
   *Duration*

2. **Tujuan:** .............................................................................................................
   *Objective*

   **Tempat:** .............................................................................................................
   *Venue*

   **Tempoh:** .............................................................................................................
   *Duration*

(ii) Tahun Lepas ( ) ................................................. kali
*Last year ( ) ............................................. times*

1. **Tujuan:** .............................................................................................................
   *Objective*

   **Tempat:** .............................................................................................................
   *Venue*

   **Tempoh:** .............................................................................................................
   *Duration*

2. **Tujuan:** .............................................................................................................
   *Objective*

   **Tempat:** .............................................................................................................
   *Venue*

   **Tempoh:** .............................................................................................................
   *Duration*