



**BORANG PERMOHONAN DATA DAN LAPORAN BARU
DATA AND NEW REPORT APPLICATION FORM**

Bahagian Sumber Manusia / Human Resource Division
Pejabat Pendaftar / Registrar's Office ,
Universiti Pendidikan Sultan Idris

Telephone No / No Telefon: 05- 450 6000, 05-450 6859, 6934, 6365
No. Fax / Fax No : 05- 459 5488

JSM/ IT - 4

- Borang ini hendaklah dikemukakan ke Unit Teknologi Maklumat selewat-lewatnya tiga (3) hari sebelum tarikh data dan laporan diperlukan / This form have to submitted to IT Unit at least three (3) days before the data and report is needed
- Sila lampirkan format data dan laporan yang diperlukan / Please attach the data format and report needed
- Sila buat semakan terakhir setelah data dan laporan disediakan / Please do final checking after the data and report is prepared
- Simpan sesalinan borang permohonan ini untuk tujuan semakan / Please keep a copy of this form for any clarification

A. MAKLUMAT PEMOHON / APPLICANT'S PARTICULARS

Nama / Name : _____ No Staf / Staff No: _____
Unit : _____ No. Bilik / Room No : _____
Jawatan / Designation : _____ No. Telefon / Tel No : _____
E-mel / Email : _____ Tarikh / Date : _____

B. PERNYATAAN PERMOHONAN HEBAHAN / DESCRIPTION OF ANNOUNCEMENT APPLICATION

Tajuk data dan laporan / Title of data and report : _____
Maklumat diperlukan/ Information needed: _____

(Please attach the report format needed)

Tarikh diperlukan / Date needed : _____

Jenis Lampiran (Jika ada) / Type of Attachment (if any) :

- Disket / Diskette Sisipan emel / Email insertion
 CD Dokumen bercetak / Printed document (Excel / Word)
 Lain- lain (nyatakan) / Others (please specify) : _____

C. UNTUK KEGUNAAN UNIT TEKNOLOGI MAKLUMAT SAHAJA / FOR USE OF INFORMATION TECHNOLOGY UNIT ONLY

I – Status Tindakan / Action Status

- Selesai / Completed
 Dalam Tindakan / In Progress
 Ditolak / Rejected Alasan / Reason : _____

II – Pelaksana / Implementer

Nama Pegawai / Name of Officer :	Tandatangan / Signature :

Tarikh Tugasan diberi / Date of Assignment of Task : ____/____/20____

Tarikh Tugasan Selesai / Date of Completion of Task : ____/____/20____

D. PENGESAHAN PERKHIDMATAN / CONFIRMATION OF SERVICE

I – Pemohon /Applicant

Nama / Name : _____
Tarikh / Date : _____
Tandatangan / Signature : _____

II – Pengesahan Pegawai Unit IT / Confirmation by Unit IT Officer

Nama / Name : _____
Tarikh / Date : _____
Tandatangan / Signature : _____