

**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

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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 sesalanan 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 DATA / DESCRIPTION OF DATA 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 : \_\_\_\_\_