



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

BORANG MAKLUMAN MENGENAI PERGERAKAN STAF
(PEKELILING PENTADBIRAN BIL.1/1985)
STAFF MOVEMENT FORM
(ADMINISTRATION CIRCULAR NO. 1/1985)

Kepada : _____

To _____
(Ketua Jabatan / Head Of Department)

Nama staf : _____
Staff Name

No. Pekerja : _____
Employee No.

Jawatan : _____
Position

Tempat bertugas / dilawati : _____
Place of work / visit

Tarikh : a) Bertolak / **Departure** : _____
Date b) Kursus / Lawatan (**Courses / Visit**) : _____
c) Kembali ke pejabat / **Return to office**: _____

Tujuan Lawatan : _____
Purpose of visit _____

(sila lampirkan surat arahan / perlantikan – please attach the offer or appointment letter)

Alamat boleh dihubungi : _____
Contact address _____

Pegawai Pengganti : _____
(telah dimaklumkan)
Staff replacement
(has been informed)

No. Telefon : _____
Phone No.

Tarikh : _____
Date

Tandatangan Staf
Staff Signature

Kelulusan /Approval

Ulasan / **comment** : _____

Tarikh: _____
Date

Tandatangan pegawai yang meluluskan
Officer Approving Signature