



UKM-SPKP-JP-PK01-SS01

No. Semakan /
Ref. No. :02Tarikh Kuatkuasa / Date of
Enforcement: 01/11/2016**SENARAI SEMAK LAPOR DIRI (REPORT FOR DUTY CHECKLISTS)**

Nama/ Name :

UKM(PER) :

Jawatan/ Position :

Penempatan/ Placement :

UNIVERSITI KEBANGSAAN MALAYSIA
(Bahagian Sumber Manusia /
Human Resource Division)**SENARAI SEMAK LAPOR DIRI / REPORT FOR DUTY CHECKLISTS****DOKUMEN KEPADA CALON / DOCUMENTS FOR CANDIDATE**

- Surat Tawaran/ Offer Letter
- Surat Penerimaan Tawaran/ Letter of Acceptance
- Surat Melepaskan Jawatan Lama (Jika berkenaan)/ Letter of Resignation / Forgoing Previous Position (if applicable)
- Surat Sumpah/Akuan Bukan Penagih Dadah/ Oath Letter / Statutory Oath of Drug Independent
- Surat Perjanjian (Kakitangan Kontrak)/ Letter of Agreement (Contractual Staff)
- Laporan Pemeriksaan Kesihatan/ Medical Report
- Borang Maklumat Kakitangan/ Staff Information Form
- Borang Maklumat Tanggungan/ Dependency Information Form
- Borang Arahan Mengkreditkan Gaji Ke Bank/ Salary Credit Instruction Form
- Tapisan Keselamatan (rujuk surat tawaran)/ Security Screening Form (refer offer letter)
- Pengisytiharan Harta (Kakitangan Tetap sahaja)
Perlu dikembalikan sekurang-kurangnya 1 bulan dari tarikh lapor diri /
Property Declaration for Permanent Staff (the form must be return one month from the date of report duty)

2. Dokumen yang perlu diserahkan kepada kakitangan baru semasa melapor diri / Documents given to new staff when reporting for duty

- Surat Penempatan/ Placement Letter
- Surat Aku Janji/ Ikrar Integriti Perkhidmatan Awam/ Statutory Oath Letter/ Civil Service Integrity Oath
- Akta Rahsia Rasmi 1972/ Official Secrets Act 1972
- Daftar KWSP (Sekiranya belum ada nombor KWSP)/ EPF Registration (If EPF No. has not been obtained)
- Kad Pekerja/ Staff Card

SEMASA MELAPOR DIRI / DURING REPORTING FOR DUTY**1. Dokumen yang perlu diserahkan oleh kakitangan baru / Documents to be handed over by new staff**

- Surat Penerimaan Jawatan Dan Pengakuan / Letter of Acceptance and Declaration
- Surat Melepaskan Jawatan Lama (Jika berkenaan) / Letter of Resignation / Forgoing Previous Position (if applicable)
- Laporan Pemeriksaan Kesihatan / Medical Report
- Surat Akuan Sumpah / Akuan Bukan Penagih Dadah / Oath Letter / Statutory Oath of Drug Independent
- Surat Perjanjian (Kakitangan Kontrak) / Letter of Agreement (Contractual Staff)
- Borang Maklumat Pegawai Baru / Staff Information Form
- Borang Maklumat Tanggungan / Dependency Information Form

- Borang Mengkredit Gaji / Elaun Ke Bank / Salary Credit Instruction Form
- Appendix A (Jika Berkaitan) / Appendix A (if applicable)
- Appendix B (Jika Berkaitan) / Appendix B (if applicable)
- Makluman Arahan Tapisan Keselamatan dalam surat tawaran (Jika berkenaan) / Security Screening Instructions Information in offer letter (if applicable)

SELEPAS MELAPOR DIRI / AFTER REPORTING FOR DUTY

- Pengesahan Laporan Diri oleh Ketua Jabatan/ *Reporting for Duty Verification by Head of Department*
- Surat Aku Janji (telah disempurnakan)/ *Oath of Undertaking (must be completed)*
- Akta Cukai Pendapatan 1967/Daftar PERKESO (kecuali Staf Tetap) / *Income Tax Act 1967 / Registered for SOCSO (Except for Permanent Staff)*
- Mengisi Maklumat tapisan Keselamatan melalui Web e-Vetting/ *Completing Security Screening Information via e-Vetting*

Pengesahan / Verified by: _____

Tarikh / Date: _____

Tandatangan Pembantu Tadbir /
Administrative Assistant's Signature