
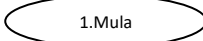
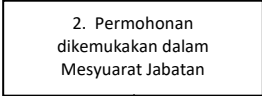
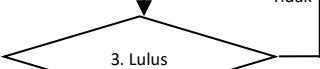
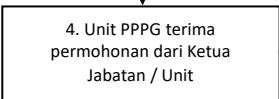
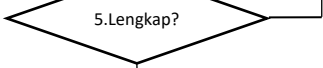
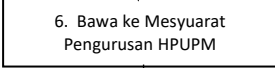
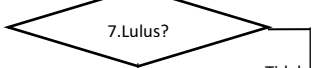
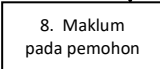
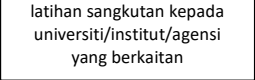
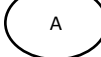

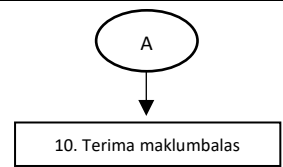
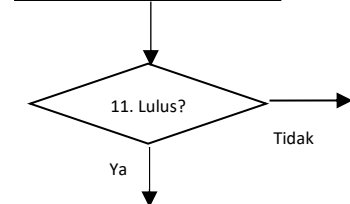
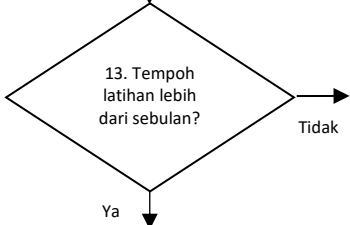
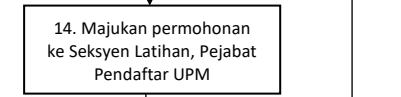
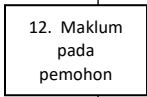
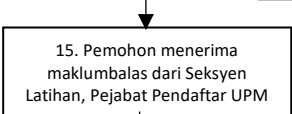
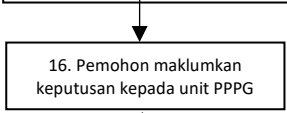
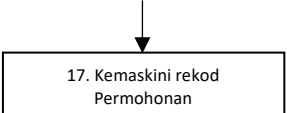
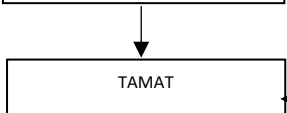


|   |   |              |
|---|---|--------------|
|  | <b>SOKONGAN<br/>CARTA ALIR PERMOHONAN LATIHAN<br/>SANGKUTAN BAGI STAF HPUPM</b> | Halaman:     |
|   | <b>HOSPITAL PENGAJAR UPM<br/>KOD DOKUMEN:</b>                                   | No. Semakan: |
|   |   | No. Isu:     |
|   | <b>PROSEDUR CARTA ALIR PERMOHONAN<br/>LATIHAN SANGKUTAN BAGI STAF HPUPM</b>     | Tarikh:      |

### 1. PROSES TERPERINCI

| Tanggungjawab   | Carta Alir  | Perincian   | Rekod/ Dokumen Rujukan |
|---|---|---|------------------------|
| <b>(A) PROSEDUR CARTA ALIR PERMOHONAN LATIHAN SANGKUTAN BAGI STAF HPUPM</b> |   |   |                        |
| Pemohon   |    |   |                        |
| Pemohon   |    | 2. Perbincangan bagi permohonan pelatih dibincangkan dalam mesyuarat jabatan masing - masing  |                        |
| Pemohon   |    |   |                        |
| Unit PPPG   |  | 4. <b>Senarai dokumen yang diperlukan bagi permohonan:</b><br>a) Surat / memo permohonan lengkap dengan maklumat kakitangan, tarikh latihan, tempoh latihan dan tempat latihan.<br>b) Kertas kerja permohonan |                        |
| Unit PPPG   |  | <b>Nota :</b><br>* Dalam Negara : selewatnya 3 bulan sebelum latihan<br>* Luar Negara : selewatnya 4 bulan sebelum latihan  |                        |
| Unit PPPG   |  | 6. Permohonan yang lengkap di bawa ke Mesyuarat Pengurusan HPUPM untuk kelulusan  |                        |
| Unit PPPG   |  |   |                        |
| Unit PPPG   |  | 9. a) Surat pembawa ditandatangani oleh Pengarah / Timbalan Pengarah<br>b) Pemakluman awal kepada Pejabat Pendaftar untuk mendapatkan kelulusan bersyarat   |                        |
| Unit PPPG   |  |   |                        |
|   |  |   |                        |

|   |   |              |
|---|---|--------------|
|  | <b>SOKONGAN<br/>CARTA ALIR PERMOHONAN LATIHAN<br/>SANGKUTAN BAGI STAF HPUPM</b> | Halaman:     |
|   | <b>HOSPITAL PENGAJAR UPM<br/>KOD DOKUMEN:</b>                                   | No. Semakan: |
|   |   | No. Isu:     |
|   | <b>PROSEDUR CARTA ALIR PERMOHONAN<br/>LATIHAN SANGKUTAN BAGI STAF HPUPM</b>     | Tarikh:      |

| Tanggungjawab | Carta Alir  | Perincian   | Rekod/<br>Dokumen<br>Rujukan |
|---------------|---|---|------------------------------|
| Unit PPPG     |    |   |                              |
| Unit PPPG     |    |   |                              |
| Unit PPPG     |   |   |                              |
| Unit PPPG     |  | 14. <b>Mengikut Garis Panduan Seksyen Latihan UPM :</b><br>*Dalam Negara : selewatnya 2 bulan sebelum latihan<br>*Luar Negara : selewatnya 3 bulan sebelum latihan<br><br><b>Kelulusan latihan seperti berikut :</b><br>*Program Dalam Negara : Pendaftar<br>*Program Luar Negara : Naib Canselor |                              |
| Unit PPPG     |  |   |                              |
| Pemohon       |  |   |                              |
| Pemohon       |  |   |                              |
| Unit PPPG     |  |   |                              |
|               |  |   |                              |