

JABATAN KEWANGAN
BORANG TUNTUTAN ELAUN TUGAS ATAS PANGGILAN DAN LOKUM
Bahagian Bayaran (Samb: 6495, 6540, 9295, 8316, 5328, 5132, 5224)

NAMA Name			
NO. PER/ PELAJAR Staff No.		NO. TEL Tel No.	
JAWATAN Position		BULAN & TAHUN Month & Year	
JABATAN/ UNIT Department / Unit		NAMA BANK & NO.AKAUN Bank Name & Account no	

SILA TANDAKAN (I) PADA KADAR YANG BERKENAAN. PLEASE TICK (I) BELOW ACCORDINGLY.
Rujukan kadar pada mukasurat belakang. Please refer to the next page for details.

					ON-CALL												LOKUM				
TARIKH DATE	HARI DAY	JAM BERTUGAS WORKING HOURS		JUMLAH JAM TOTAL HOURS	KADAR																CATATAN
		DARI FROM	HINGGA TO		PEGAWAI						PAKAR						PEGAWAI		PAKAR		
					A	B	C	D	E	F	A	B	C	D	E	F	90	100	200	REMAKRS	
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				JUMLAH KESELURUHAN (JAM) HOURS TOTAL																	

TANDATANGAN PEMOHON
Applicant's signature

TANDATANGAN & COP KETUA JABATAN
Head of Department's signature & stamp

TARIKH DATE:
***SILA LAMPIRKAN SLIP GAJI TERKINI BAGI PEGAWAI PERUBATAN (NO. MATRIK "P")

TUNTUTAN ELAUN TUGAS ATAS PANGGILAN

JENIS KADAR Rate Type	KADAR SEHARI Rate per day		JENIS HARI Day Type	KETERANGAN Description
	PAKAR	PEGAWAI		
A	100	80	HARI BEKERJA Work days	PANGGILAN PASIF (PASSIVE CALL)
B	105	85	HUJUNG MINGGU DAN CUTI AM Weekends & public holidays	BERTUGAS KURANG DARIPADA 4 JAM Work less than 4 hours
C	150	130	HARI BEKERJA Work days	PANGGILAN PASIF (PASSIVE CALL)
D	160	140	HUJUNG MINGGU DAN CUTI AM Weekends & public holidays	BERTUGAS MELEBIHI 4 JAM Work more than 4 hours
E	230	200	HARI BEKERJA Work days	PANGGILAN AKTIF (ACTIVE CALL)
F	250	220	HUJUNG MINGGU DAN CUTI AM Weekends & public holidays	BERTUGAS DI LUAR WAKTU BEKERJA BIASA MELEBIHI 15 JAM SECARA BERTERUSAN Work more than 15 hours continuously excluding office hours

- Pakar perubatan bukan kakitangan perlu melampirkan surat pelantikan sebagai pakar.
Non staff specialists must attach specialist appointment letter.
- Borang tuntutan hendaklah diluluskan oleh Ketua Jabatan/ Unit.
Claim forms must be approved by Head of Department/ unit.
- Laporan e-warga atau kehadiran hendaklah dilampirkan bersama-sama borang tuntutan.
Attendance report must be attached to claim form.
- Jadual on-call yang telah dikemaskini dan disahkan oleh Ketua Jabatan/unit hendaklah dilampirkan bersama-sama borang tuntutan.
An on-call schedule that has been updated and confirmed by the Head of Department/ unit must be attached to the claim form.
- Tuntutan kakitangan yang diterima selepas 5 haribulan akan dibayar dalam gaji bulan berikutnya. Tuntutan selain kakitangan akan dibayar dalam tempoh 14 hari.
Staff claims received after the 5th of the month will be paid in the following month's salary. Non staff claims will be paid within 14 days.
- Sebarang tuntutan yang melebihi 2 bulan tidak akan diproses.
Any claim that more than 2 months will not be processed.
- Untuk pertanyaan sila hubungi no. sambungan 6495, 6540, 9295, 8316, 5328, 5132, 5224.
For enquiries, please call extension number 6495/5239/6540/8316/5224/5132/5328.

LOKUM

KADAR RATE (RM/JAM)	KETERANGAN DETAILS
90	PEGAWAI PERUBATAN : ISNIN HINGGA JUMAAT MEDICAL OFFICER : MONDAY TO FRIDAY
100	PEGAWAI PERUBATAN : SABTU, AHAD & CUTI AM MEDICAL OFFICER : SATURDAY, SUNDAY & PUBLIC HOLIDAY
200	PAKAR SAHAJA : ISNIN HINGGA AHAD & CUTI AM SPECIALIST : MONDAY TO SUNDAY & PUBLIC HOLIDAY

UNTUK KEGUNAAN JABATAN KEWANGAN FOR FINANCE DEPARTMENT USE ONLY

KADAR RATE (RM/JAM)	JUMLAH JAM TOTAL OF HOURS	JUMLAH (RM) TOTAL (RM)
90		
100		
200		
KESELURUHAN (RM) GRAND TOTAL (RM)		

DISEMAK:
CHECKED BY :

DILULUSKAN:
APPROVED BY :

TARIKH DATE:

TARIKH DATE:

ARAHAN MELENGKAPKAN BORANG TUNTUTAN INSTRUCTION FOR COMPLETING THE APPLICATION FORM

Sila lengkapkan setiap ruang yang disediakan. Setiap permohonan perlu disertakan jadual kedatangan serta jadual tugas dan sebarang perubahan pada jadual tugas perlu disahkan Ketua Jabatan terlebih dahulu. Bagi Pegawai Perubatan Siswazah (No. Matrik 'P') sila lampirkan salinan slip gaji. All fields of the application form must be filled. Each application must provide the punch card with roster and any changes in roster must have approval and be signed by the Head Of Department. Payslip attachment needed only for Medical Officer(Houseman) with Matrix No. 'P'.