

BORANG PERMOHONAN CUTI DAN SOKONGAN MEMANGKU SECARA SEMENTARA*
APPLICATION FOR LEAVE AND RECOMMENDATION FOR DISCHARGING DUTIES*



JABATAN/ DEPARTMENT: School of Digital Science

FAKULTI/ FACULTY: School of Digital Science

BAHAGIAN A/ SECTION A

MAKLUMAT PERIBADI/ PERSONAL DETAILS

Nama Penuh: Name in full: <u>Dr Nagender Anaya</u>	
Bil Kad Pengenalan/ Identity Card No: <u>51-315891</u>	** Warna/ Colour: Kuning/ Yellow ☐ Unggu/ Purple ☐ Hijau/ Green ☒
Tarikh Lahir: <u>01-08-1974</u> Date of Birth:	
Tarikh Mula Berkhidmat: <u>25-02-2021</u> Date of Service:	

** Jenis Perkhidmatan/ Type of Service:		Kontrak: ☒ Open: ☐		Gaji Hari: ☐ Staf Akademik Kunjungan: ☐	
Tetap: ☐ Permanent:	Sebulan Ke Sebulan: ☐ Month to Month:	Contract: ☒	Vote: ☐	Daily Paid: ☐	Visiting Academic Staff: ☐

Jawatan Sekarang: <u>Asst. Prof</u> Current Post:	Jawatan Bukan Substantif, jika dilantik: Non Substantive Post, if appointed:
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Bahagian: I ☐ II ☐ III ☐ IV ☐ V ☐ Division:	Tarikh Tamat Kontrak, jika berkenaan: <u>24-02-2024</u> Date of Expiry of Contract, if applicable:
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** Jenis Cuti Yang Dipohonkan/ Type of Leave :			
☐ Cuti Tahunan Annual Leave	☐ Cuti Mandatori Mandatory Leave	☐ Cuti Gaji Hari Daily Paid Leave	☐ Cuti Staf Akademik Kunjungan Visiting Academic Staff Leave
☒ Cuti Kontrak Contract Leave	☐ Cuti Tidak Bergaji No-Pay Leave	☐ Cuti Pendahuluan Advance Leave	

Jumlah Cuti: Total of Leave: <u>74</u> Hari/Day(s)	Mulai/From: <u>16-08-2023</u>	Hingga/To: <u>28-10-2023</u>
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Sebab-sebab bercuti: Reasons for Leave: <u>To take care of family</u>
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Jika keluar negeri, tempat: If leaving the state, destination: <u>India, US</u>
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Mulai/From: <u>16-08-2023</u>	Hingga/To: <u>28-10-2023</u>
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Sila butirkan di bawah ini jika ada/akan memohon Cuti Persidangan/Cuti Penyelidikan dan lampirkan borang permohonan atau surat kebenaran tersebut bersama borang permohonan ini:
 Indicate below if you are applying/have applied for Conference Leave/Research Leave and attach the application form or the approval letter to this application if you are applying such leave:

Jenis cuti/Type of leave: _____	Mulai/From: _____	Hingga/To: _____
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Tarikh/Date: <u>16/3/23</u>	<u>[Signature]</u> (Tandatangan/Signature)
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**BAHAGIAN B
SECTION B**

**UNTUK DIISIKAN OLEH BAHAGIAN PENTADBIRAN
TO BE COMPLETED BY ADMINISTRATION**

Fail Rujukan UBD/ UBD File Reference: _____	UBD/
Rujukan Jabatan Perkhidmatan Awam: _____	JPA/

Baki Cuti: Balance of _____	Hari/Day(s)	Pada/On: _____
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Tarikh kebenaran mengumpul cuti dan rujukan: Date of approval for accumulation of leave and reference:

Tarikh cuti terakhir/Date of last leave taken:
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Tarikh/Date:	Nama/Name:	
	Jawatan/Post:	
	Tandatangan/Signature:	

BAHAGIAN C SECTION C		UNTUK DIISI OLEH DEKAN/KETUA BAHAGIAN/KETUA JABATAN TO BE COMPLETED BY DEAN/HEAD OF SECTION/HEAD OF DEPARTMENT	
Saya menyokong permohonan cuti pegawai ini selama: <i>I recommend the leave application for:</i>		0 7 4	Hari/Day(s)
Mulai/From: 16-08-2023	Hingga/To: 28-10-2023		
Saya mencadangkan pegawai berikut untuk memangku sementara tugas-tugas: <i>I recommend the following officer to discharge the duties of:</i>		Teaching Online	
Nama Penuh: <i>Name in full:</i>			
Jawatan sekarang: <i>Current Position:</i>			
Bahagian: <i>Division:</i>	Tanggagaji: <i>Salary Scale:</i>	Gaji Sekarang: <i>Current Salary:</i>	
Jenis Perkhidmatan/Type of Service:			
Tetap: <i>Permanent:</i> ☐	Sebulan Ke Sebulan: <i>Month to Month:</i> ☐	Kontrak: <i>Contract:</i> ☐	
Tarikh/Date: 16/3/2023			
 (Dekan/Ketua Bahagian/Ketua Jabatan) (Dean/Head of Section/Head of Department)			
BAHAGIAN D SECTION D		UNTUK DIISI OLEH PEJABAT PENDAFTAR & SETIAUSAHA TO BE COMPLETED BY OFFICE OF THE REGISTRAR & SECRETARY	
Saya membenarkan/tidak membenarkan permohonan cuti di atas dan melantik (nama): <i>I approve/do not approve the leave application and appoint (name):</i>			
Jawatan sekarang: <i>Current position:</i>			
untuk memangku sementara tugas-tugas: <i>to discharge the duties of:</i>			
selama: <i>for:</i>	hari <i>day(s)</i>	mulai: <i>from:</i>	hingga: <i>to:</i>
**			
☐ dengan dibayar elaun memangku menurut kadar dan syarat-syarat yang ditetapkan oleh Surat Keliling Jabatan Perdana Menteri Bil: 4/2008 <i>to be paid an acting allowance as per the rate and conditions stipulated in the Prime Minister Office's Circular 4/2008</i> i) para 4.1 ☐ ii) para 4.2 ☐			
☐ dengan dibayar elaun memangku menurut kadar dan syarat-syarat yang ditetapkan oleh Garispandu Pentadbiran UBD <i>to be paid an acting allowance as per the rate and conditions stipulated on UBD Administrative Guidelines</i>			
☐ tanpa dibayar elaun memangku (kurang daripada 11 hari bagi jawatan tetap dan/atau kurang daripada 15 hari bagi jawatan bukan substantif) <i>with no acting allowance (if less than 11 days for permanent post and/or less than 15 days for non substantive post)</i>			
Kebenaran adalah juga diberikan untuk keluar negeri seperti yang dipohonkan/Approval is also given to leave the state for the period applied.			
Tarikh/Date: _____			
(Pendaftar & Setiausaha) (Registrar & Secretary)			
Salinan :			
1 Naib Canselor 2 Juruaudit Agung 3 Jurukira Agung 4 Ketua Pengarah Perkhidmatan Awam (Bahagian SIMPA)- bagi cuti Yang Melebihi 10 hari ke atas 5 Yang Dipertua Adat Istiadat (Bagi Bahagian I dan II sahaja) 6 Pegawai yang dilantik memangku sementara		BAHAGIAN YANG BERKENAAN SAHAJA: ☐ Penolong Naib Canselor ☐ Bendahari ☐ Timbalan Pendaftar Akademik/Pentadbiran/Canselor ☐ Dekan HEP, SHBIE, FBEPS, FOS, IPISHOAS, IM, FASS ☐ Pengarah ICTC, APB, Pusat Bahasa, CIBFM ☐ Ketua ETC, Perpustakaan, Estat ☐ Rekod Perkhidmatan ☐ Pegawai Kewangan	
** Tandakan ☐ dalam petak yang berkenaan/ Tick ☐ the appropriate box where relevant			
Permohonan mestilah dihadapkan kepada Pejabat Pendaftar & Setiausaha dua (2) minggu sebelum cuti, melainkan permohonan Cuti Tidak Bergaji yang memerlukan sekurang-kurangnya sebulan lebih awal. <i>Application for leave should be submitted to the Office of Registrar & Secretary two (2) weeks before leave, in exception for the application of no-pay leave which requires at least a month in advance.</i>			

BORANG PERMOHONAN CUTI DAN SOKONGAN MEMANGKU SECARA SEMENTARA*
APPLICATION FOR LEAVE AND RECOMMENDATION FOR DISCHARGING DUTIES*



JABATAN/DEPARTMENT: School of Digital Science

FAKULTI/FACULTY: School of Digital Science

BAHAGIAN A/SECTION A **MAKLUMAT PERIBADI/PERSONAL DETAILS**

Nama Penuh:
Name in full: Dr Nagender Anand

Bil Kad Pengenalan/Identity Card No:

51-315891

** Warna/Colour:

Kuning/Yellow ☐

Ungu/Purple ☐

Hijau/Green ☒

Tarikh Lahir:

Date of Birth:

01-08-1974

Tarikh Mula Berkhidmat:

Date of Service:

25-02-2021

** Jenis Perkhidmatan/Type of Service:

Tetap:
Permanent: ☐

Sebulan Ke Sebulan:
Month to Month: ☐

Kontrak:
Contract: ☒

Open
Vote: ☐

Gaji Hari:
Daily Paid: ☐

Staf Akademik Kunjungan:
Visiting Academic Staff: ☐

Jawatan Sekarang:
Current Post:

Asst Prof

Jawatan Bukan Substantif, jika dilantik:
Non Substantive Post, if appointed:

Bahagian: I ☐ II ☐ III ☐ IV ☐ V ☐
Division:

Tarikh Tamat Kontrak, jika berkenaan:
Date of Expiry of Contract, if applicable:

24-02-2024

** Jenis Cuti Yang Dipohonkan/Type of Leave:

☐ Cuti Tahunan
Annual Leave

☐ Cuti Mandatori
Mandatory Leave

☐ Cuti Gaji Hari
Daily Paid Leave

☐ Cuti Staf Akademik
Kunjungan
Visiting Academic
Staff Leave

☒ Cuti Kontrak
Contract Leave

☐ Cuti Tidak Bergaji
No-Pay Leave

☐ Cuti Pendahuluan
Advance Leave

Jumlah Cuti:

Total of Leave: 119 Hari/Day(s)

Mulai/From: 29-10-2023

Hingga/To: 24-02-2024

Sebab-sebab bercuti:
Reasons for Leave:

To take care of Family

Jika keluar negeri, tempat:
If leaving the state, destination:

India, US

Mulai/From: 29-10-2023

Hingga/To: 24-02-2024

Sila butirkan di bawah ini jika ada/akan memohon Cuti Persidangan/Cuti Penyelidikan dan lampirkan borang permohonan atau surat kebenaran tersebut bersama borang permohonan ini:

Indicate below if you are applying/have applied for Conference Leave/Research Leave and attach the application form or the approval letter to this application if you are applying such leave:

Jenis cuti/Type of leave:

Mulai/From:

Hingga/To:

Tarikh/Date:

16/3/23

(Tandatangan/Signature)

BAHAGIAN B
SECTION B

UNTUK DIISIKAN OLEH BAHAGIAN PENTADBIRAN
TO BE COMPLETED BY ADMINISTRATION

Fail Rujukan UBD/UBD File Reference: UBD/

Rujukan Jabatan Perkhidmatan Awam:
Public Service Department Reference: JPA/

Baki Cuti:

Balance of
Leave:

Hari/Day(s)

Pada/On:

Tarikh kebenaran mengumpul cuti dan rujukan:

Date of approval for accumulation of leave and reference:

Tarikh cuti terakhir/Date of last leave taken:

Tarikh/Date:

Nama/Name:

Jawatan/Post:

Tandatangan/Signature:

*Sila rujuk Garispandu-Garispandu & Prosedur-Prosedur Permohonan Cuti di laman web UBD

*Please refer to Leave Application Guidelines & Procedures on the UBD website

BAHAGIAN C
SECTION C**UNTUK DIISI OLEH DEKAN/KETUA BAHAGIAN/KETUA JABATAN**
TO BE COMPLETED BY DEAN/HEAD OF SECTION/HEAD OF DEPARTMENT

Saya menyokong permohonan cuti pegawai ini selama:
I recommend the leave application for:

119

Hari/Day(s)

Mulai/From:

29.10.2023

Hingga/To:

24.02.2024

Saya mencadangkan pegawai berikut untuk memangku sementara tugas-tugas:

I recommend the following officer to discharge the duties of:

Teaching Online

Nama Penuh:

Name in full:

Jawatan sekarang:

Current Position:

Bahagian:

Divison:

Tanggagaji:

Salary Scale:

Gaji Sekarang:

Current Salary:

Jenis Perkhidmatan/Type of Service:

Tetap:

Permanent:

☐

Sebulan Ke Sebulan:

Month to Month:

☐

Kontrak:

Contract:

☐

Tarikh/Date:

16/3/2023

(Dekan/Ketua Bahagian/Ketua Jabatan)

(Dean/Head of Section/Head of Department)

BAHAGIAN D
SECTION D**UNTUK DIISI OLEH PEJABAT PENDAFTAR & SETIAUSAHA**
TO BE COMPLETED BY OFFICE OF THE REGISTRAR & SECRETARY

Saya membenarkan/tidak membenarkan permohonan cuti di atas dan melantik (nama):

I approve/do not approve the leave application and appoint (name):

Jawatan sekarang:

Current position:

untuk memangku sementara tugas-tugas:

to discharge the duties of:

selama:

for:

hari

day(s)

mulai:

from:

hingga:

to:

**

☐

dengan dibayar elaun memangku menurut kadar dan syarat-syarat yang ditetapkan oleh Surat Keliling Jabatan Perdana Menteri Bil: 4/2008

to be paid an acting allowance as per the rate and conditions stipulated in the Prime Minister Office's Circular 4/2008

i) para 4.1 ☐ ii) para 4.2 ☐

☐

dengan dibayar elaun memangku menurut kadar dan syarat-syarat yang ditetapkan oleh Garispandu Pentadbiran UBD

to be paid an acting allowance as per the rate and conditions stipulated on UBD Administrative Guidelines

☐

tanpa dibayar elaun memangku (kurang daripada 11 hari bagi jawatan tetap dan/atau kurang daripada 15 hari bagi jawatan bukan substantif)

with no acting allowance (if less than 11 days for permanent post and/or less than 15 days for non substantive post)

Kebenaran adalah juga diberikan untuk keluar negeri seperti yang dipohonkan/Approval is also given to leave the state for the period applied.

Tarikh/Date:

(Pendaftar & Setiausaha)

(Registrar & Secretary)

Salinan :

- 1 Naib Canselor
- 2 Juruaudit Agung
- 3 Jurukira Agung
- 4 Ketua Pengarah Perkhidmatan Awam
(Bahagian SIMPA)- bagi cuti Yang Melebihi 10 hari ke atas
- 5 Yang Dipertua Adat Istiadat (Bagi Bahagian I dan II sahaja)
- 6 Pegawai yang dilantik memangku sementara

BAHAGIAN YANG BERKENAAN SAHAJA:

- ☐ Penolong Naib Canselor
- ☐ Bendahari
- ☐ Timbalan Pendaftar Akademik/Pentadbiran/Canselor
- ☐ Dekan HEP, SHBIE, FBEPs, FOS, IPISHOAS, IM, FASS
- ☐ Pengarah ICTC, APB, Pusat Bahasa, CIBFM
- ☐ Ketua ETC, Perpustakaan, Estat
- ☐ Rekod Perkhidmatan
- ☐ Pegawai Kewangan

** Tandakan ☐ / ☐ dalam petak yang berkenaan/ Tick ☐ / ☐ the appropriate box where relevant

Pemohonan mestilah dihadapkan kepada Pejabat Pendaftar & Setiausaha dua (2) minggu sebelum cuti, melainkan permohonan Cuti Tidak Bergaji yang memerlukan sekurang-kurangnya sebulan lebih awal.

Application for leave should be submitted to the Office of Registrar & Secretary two (2) weeks before leave, in exception for the application of no-pay leave which requires at least a month in advance.

Mar 16, 2023

The Dean
School of Digital Science
Universiti Brunei Darussalam

Sub: Personal Leaves

Respected Prof Liya,

I need to take personal leaves due to family matters from Aug 16, 2023 to Feb 24, 2024. I shall be teaching online. Kindly allow the leaves.

Regards,

A handwritten signature in blue ink, appearing to read 'Nagender Aneja', written in a cursive style.

Nagender Aneja