






**Universiti Islam Sultan Sharif Ali
(UNISSA)**

PROCEDURES MANUAL

Subject	EARLY RETIREMENT OR RESIGNATION APPLICATION
Section:	ADMINISTRATION

	NAME	POSITION	SIGNATURE
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This procedure manual will help all staff in understanding the procedure of processing Early Retirement or Resignation Application.

1.1 Purpose

To ensure that the Early Retirement Or Resignation Application is process is organized in accordance Government regulation

1.2 Scope

This scope of this manual is to guide staff to process Early Retirement or Resignation Application and meet what has been required by the Government

1.3 Responsibilities

Responsibility	Description
Registrar	To recommend applicant application To sign memorandum/Letter to Public Service Department
Assistant Registrar Administration	To check applicant form whether application is complete or not
Supervisor	To check applicant form whether application is complete or not To Update Record Services, Leave Statement and GEMS To attach relevant document To prepare Memorandum/Letter for Acting Registrar to sign
Clerk	To check applicant form whether application is complete or not To Update Record Services, Leave Statement and GEMS To attach relevant document To prepare Memorandum/Letter for Acting Registrar to sign To make copy of application form and memorandum and distribute copy to file
Office Assistant	To submit completed application form with memorandum to Public Service Department
Applicant	To fill in Early Retirement or Resignation Application and attach relevant document

2 Definitions and Abbreviations

2.1 Definitions

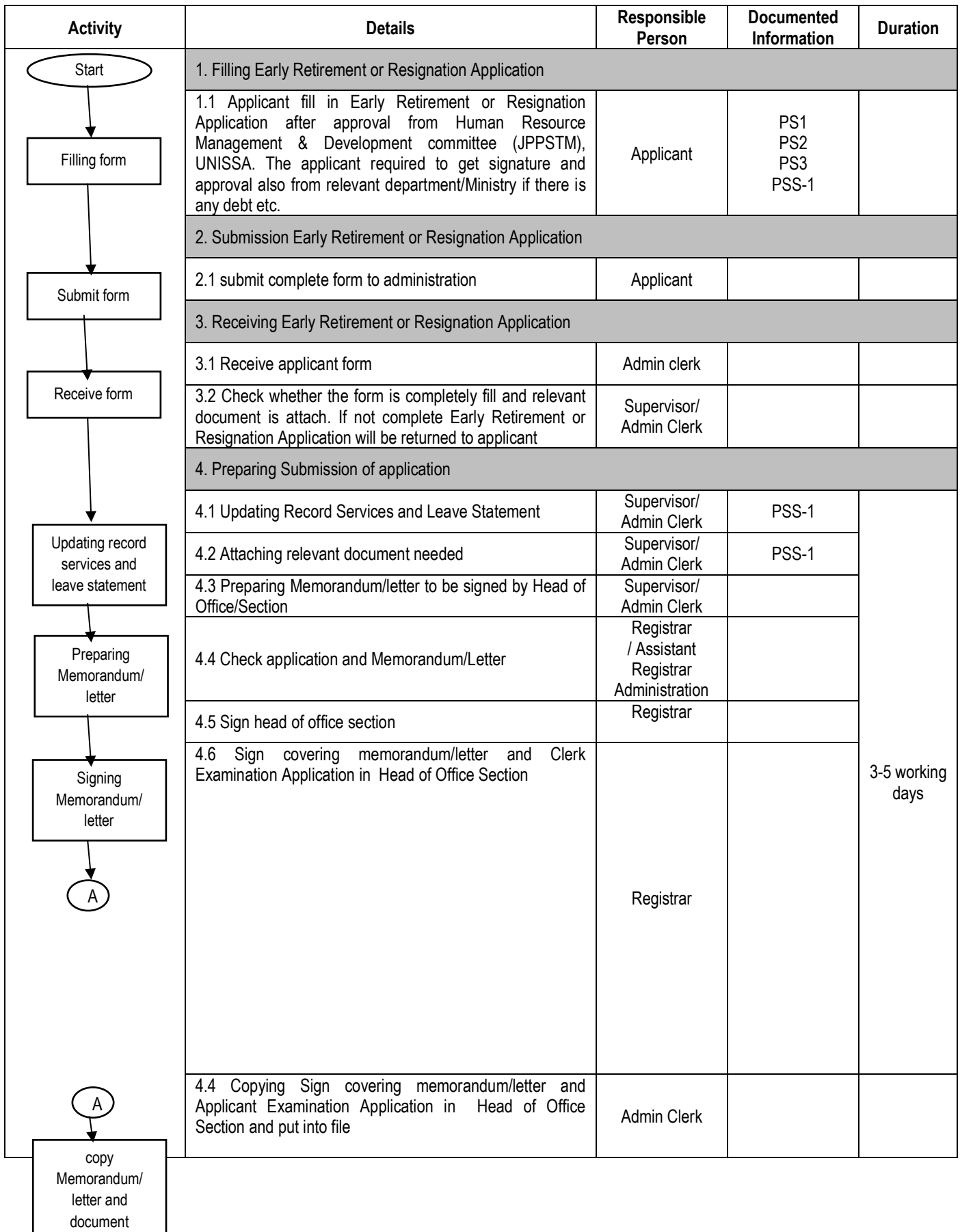
Early Retirement or Resignation Application


It is platform for applicant to apply for Early Retirement or Resignation Application

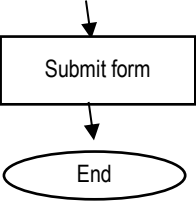
2.2 Abbreviations


PS1	Borang Maklumat Peribadi Bersara
PS2	Borang Pengesahan Hutang Piutang Bagi Permohonan Bersara Awal/Menamatkan Perkhidmatan
PS3	Borang Permohonan Bersara Awal / Menamatkan
PSS-1	Senarai Semaak bersara/menamatkan perkhidmatan

3 Procedure Details



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	5. Submission of Early Retirement or Resignation Application			
	5.1 Submitting applicant Examination Application in Head of Office Section to Public Service Department	Office Assistant		1-2 working days

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4 References

- Borang Maklumat Peribadi Bersara – PS1
- Borang Pengesahan Hutang Piutang Bagi Permohonan Bersara Awal/Menamatkan Perkhidmatan – PS2
- Borang Permohonan Bersara Awal / Menamatkan – PS3
- Senarai Semaak bersara/menamatkan perkhidmatan – PSS-1