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


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**PROCEDURES MANUAL**

Subject	<b>EDUCATION ALLOWANCE APPLICATION FOR GOVERNMENT EMPLOYEES</b>
Section:	<b>ADMINISTRATION</b>


	NAME	POSITION	SIGNATURE
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	<b>Universiti Islam Sultan Sharif Ali (UNISSA)</b>	Doc. No.: SOP-ADMIN-004
	<b>PROCEDURES MANUAL</b>	Rev. No.: 00
Section:	ADMINISTRATION SECTION	Effective Date: 28 <sup>th</sup> September 2022
Subject:	EDUCATION ALLOWANCE APPLICATION FOR GOVERNMENT EMPLOYEES	
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This procedure manual will help all staff in understanding the procedure of processing Education Allowance Application For Government Employees form.

### 1.1 Purpose

To ensure that the Education Allowance Application for Government Employees form is process is organized and base on regulation that has been implemented by the government.


### 1.2 Scope

This scope of this manual is to ensure that all Education Allowance Application for Government Employees form application and follow the regulation set by the government

### 1.3 Responsibilities

<b>Responsibility</b>	<b>Description</b>
Registrar	Registrar will sign Memorandum to Treasury Department, Ministry of Finance and Economy
Admin Assistant Registrar	Admin Assistant Registrar will sign Memorandum to Treasury Department, Ministry of Finance and Economy To recheck the application form and document attachment
Supervisor	To check leave allowance for local staff form and attached document To attached relevant document from applicant personal file
Admin Clerk	To attached relevant document from applicant personal file To prepare memorandum to be signed by Acting Registrar To key in information in TAFIS system
Clerk	To submit applicant leave allowance form to administration
Office assistant	To submit leave allowance for local staff to Treasury Department, Ministry of Finance and Economy
Applicant	To fill in Education Allowance Application Form For Government Employees form To attached relevant document with the application form

## 2 Definitions and Abbreviations

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## 2.1 Definitions


### *Education Allowance Application for Government Employees*

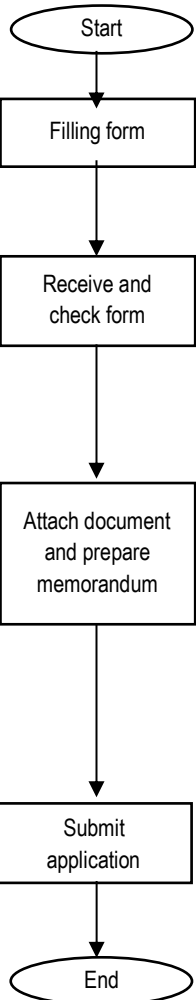
It is platform for applicant to apply for their Education Allowance Application for Government Employees

## 2.2 Abbreviations

EAAFFGE	Education Allowance Application Form For Government Employees
TAFIS	Treasury, Accounting and Financial Information System

## 3 Procedure Details

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Activity	Details	Responsible Person	Documented Information	Duration
 <pre> graph TD     Start([Start]) --&gt; Filling[Filling form]     Filling --&gt; Check[Receive and check form]     Check --&gt; Attach[Attach document and prepare memorandum]     Attach --&gt; Submit[Submit application]     Submit --&gt; End([End]) </pre>	<b>1. Filling Education Allowance Application For Government Employees form</b>			
	1.1 Applicant fill in Education Allowance Application For Government Employees and attached related document submit to administration through respective Faculty/Centre/Unit/Section	Applicant and Clerk	Surat keliling Jabatan Perdana Menteri bilangan: 3/1999	
	<b>2. Receive leave allowance application</b>			
	2.1 Receive and stamp receive date	Admin Clerk		
	2.2 Check document whether document is complete or not. If not complete, application will be return to applicant	Supervisor / Admin Clerk		
	<b>3. Processing application</b>			
	3.1 Taking out personal file and attached relevant document	Admin Clerk/ Office Assistant		1-4 working days
	3.2 Uploading and fill in document on TAFIS	Admin Clerk		
	3.3 Signing Education Allowance Application Form For Government Employees at Endorsement of Ministry/Department Section	Admin Assistant Registrar		
	3.4 Preparing memorandum to be signed by Head of Department	Acting Registrar / Admin Assistant Registrar		
	<b>4. Submitting application</b>			
	4.1 Submit application to Treasury Department, Ministry of Finance and Economy	Admin Office Assistant		1-2 working days

#### 4 References

- Checklist for applying Education Allowance Application Form for Government Employees form
- Education Allowance Application Form for Government Employees form
- Surat keliling Jabatan Perdana Menteri bilangan: 3/1999