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


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**PROCEDURES MANUAL**

Subject	<b>GENERAL ORDER AND FINANCIAL REGULATION EXAMINATION APPLICATION</b>
Section:	<b>ADMINISTRATION</b>


	NAME	POSITION	SIGNATURE
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	<b>Universiti Islam Sultan Sharif Ali (UNISSA)</b>	Doc. No.: SOP-ADMIN-006
	<b>PROCEDURES MANUAL</b>	Rev. No.: 00
Section:	ADMINISTRATION SECTION	Effective Date: 28 <sup>th</sup> September 2022
Subject:	GENERAL ORDER AND FINANCIAL REGULATION EXAMINATION APPLICATION	
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This procedure manual will help all staff in understanding the procedure of processing General Order And Financial Regulation Examination Application.

### 1.1 Purpose

To ensure that the General Order And Financial Regulation Examination Application is process is organized

### 1.2 Scope

This scope of this manual is to ensure that all General Order And Financial Regulation Examination Application according to procedure

### 1.3 Responsibilities

Responsibility	Description
Registrar	To endorse applicant application To sign memorandum to Public Service Department
Assistant Registrar Administration	To endorse applicant application on behalf of Acting Registrar To sign memorandum to Public Service Department on behalf of Acting Registrar
Supervisor	To check applicant form whether application is complete or not
Clerk	To check applicant form whether application is complete or not To prepare memorandum for Acting Registrar or Assistant Registrar to sign To make copy of application form and memorandum and distribute copy to file
Faculty Clerk	To submit application form to administration
Office Assistant	To submit completed application form with memorandum to Public Service Department
Applicant	To fill in GO & FR application form.

## 2 Definitions and Abbreviations

### 2.1 Definitions

#### *GO & FR Application*

It is platform for applicant to apply for GO & FR Examination.


### 2.2 Abbreviations

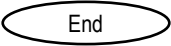
GO & FR	Peraturan Perintah-Perintah am 1961 dan Peraturan-Peraturan Perkhidmatan (GO) dan Peraturan Kewangan (FR)
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## 3 Procedure Details



Activity	Details	Responsible Person	Documented Information	Duration
<pre> graph TD     Start([Start]) --&gt; Filling[Filling form]     Filling --&gt; Submission[Submission form]     Submission --&gt; Receive[Receive and check form]     Receive --&gt; Preparing[Preparing memorandum/letter]     Preparing --&gt; A((A))     A --&gt; Copying[Copying and submission]           </pre>	1. Filling GO & FR form			
	1.1 Applicant fill in GO & FR application form.	Applicant	Peraturan Perintah-Perintah am 1961 dan Peraturan-Peraturan Perkhidmatan (GO) dan Peraturan Kewangan (FR) form  Surat Keliling JPM 02/2018	
	2. Submission applicant GO & FR form			
	2.1 submit to administration through respective Faculty/Centre/Section/Unit or direct to Administration with document needed	Applicant or Respective Faculty/ Centre/ Department/ Unit Clerk		1-2 working days
	3. Receiving applicant GO & FR form			
	3.1 Receive applicant form	Admin clerk		1-2 working days
	3.2 Check whether the form is completely fill and relevant document is attach. If not complete GO &FR will be returned to applicant	Supervisor/ Admin Clerk		
	4. Preparing Memorandum/Letter			
	4.1 Preparing covering Memorandum / Letter for submission of applicant form to Public Service Department	Supervisor/ Admin Clerk		1-2 working days
	4.2 Check covering memorandum/letter and applicant GO & FR form	Acting Registrar / Assistant Registrar Administration		
	4.3 Sign covering memorandum/letter and Applicant GO & FR form in Endorsement Section	Acting Registrar / Assistant Registrar Administration		
	4.4 Copying Sign covering memorandum/letter and Applicant GO & FR form in Endorsement Section and put into file	Admin Clerk		

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	5. Submission of applicant GO & FR form		
	5.1 Submitting applicant GO & FR form to Public Service Department		1-2 working days

#### 4 References

Peraturan Perintah-Perintah am 1961 dan Peraturan-Peraturan Perkhidmatan (GO) dan Peraturan Kewangan (FR) form Surat Keliling JPM 02/2018