






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

PROCEDURES MANUAL

Subject	LEAVE AND PASSAGE ALLOWANCE APPLICATION FORM FOR LOCAL OFFICERS
Section:	ADMINISTRATION

	NAME	POSITION	SIGNATURE
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This procedure manual will help all staff in understanding the procedure of processing Leave and Passage Allowance Application Form for Local Officers.

1.1 Purpose


To ensure that the Leave and Passage Allowance Application Form for Local Officers 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 Leave and Passage Allowance Application Form for Local Officers for local staff application and follow the regulation set by the government

1.3 Responsibilities

Responsibility	Description
Registrar	Acting Registrar will sign Memorandum to Treasury Department, Ministry of Finance and Economy
Admin Assistant Registrar	Acting 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 To make copy of application to be put into applicant personal file
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 leave allowance for local staff. Applicant are only limited to local Academic Staff and Supporting Staff To attached relevant document with the application form

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2 Definitions and Abbreviations

2.1 Definitions


Leave and Passage Allowance Application Form for Local Officers

It is platform for applicant to apply for their Leave and Passage Allowance Application for Local Officers for local staff

2.2 Abbreviations


LPAFLO	Leave And Passage Allowance Application For Local Officers
TAFIS	Treasury, Accounting and Financial Information System

3 Procedure Details

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Activity	Details	Responsible Person	Documented Information	Duration
Start	1. Filling Leave And Passage Allowance Application For Local Officers form			
Fill in form	1.1 Applicant fill in Leave And Passage Allowance Application For Local Officers form and attached related document submit to administration through respective Faculty/Centre/Unit/Section	Applicant and Clerk	Surat keliling Jabatan Perdana Menteri bilangan: 7/2011 Leave And Passage Allowance Application For Local Officers	
Receive application	2. Receive Leave And Passage Allowance Application For Local Officers			
Check	2.1 Receive and stamp receive date	Admin Clerk		1-2 working days
	2.2 Check document whether document is complete or not. If not complete, application will be return to applicant	Supervisor / Admin Clerk		
Preparing document	3. Processing application			
Preparing memorandum and signing	3.1 Taking out personal file and attached relevant document	Admin Clerk/ Office Assistant		2-4 working days
	3.2 Uploading and fill in document on TAFIS	Admin Clerk		
	3.3 Signing Leave allowance form 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		
	3.5 Make copy to be put in applicant personal file and original to be submitted Treasury Department, Ministry of Finance and Economy			
Copy and submitting	4. Submitting application and approval			
End	4.1 Submit application to Treasury Department, Ministry of Finance and Economy for approval	Admin Office Assistant		

4 References

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- Checklist for Leave And Passage Allowance Application For Local Officers
- Leave And Passage Allowance Application For Local Officers form
- Surat keliling Jabatan Perdana Menteri bilangan: 7/2011