#### JKR.PATA.F11/3

##### LAPORAN AKHIR KEHILANGAN ASET TAK ALIH

**KERAJAAN MALAYSIA**

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**TAHUN :\_\_\_\_\_\_\_\_\_\_\_**

**KEMENTERIAN : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**JABATAN/ AGENSI : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NAMA PREMIS : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**No. DPA :**

**Kod DAK : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **KETERANGAN ASET TAK ALIH YANG HILANG**

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|  | **Jenis** | **:** | Struktur Binaan / Komponen | | | | | | | |
|  | **No. DPA** | **:** |  | | | | | | | |
|  | **Kod DAK** | **:** |  | | | | | | | |
|  |  |  | |  | | |  | | |  |
|  | Nama Blok |  | | Kategori Sistem | | |  | | |  |
|  | Aras |  | | Kategori Subsistem | | |  | | |  |
|  | Ruang/ Unit |  | | No. Bil. Subsistem | | |  | | |  |
|  | Kategori Aset |  | | Komponen | | |  | | |  |
|  |  |  | | No. Bil. Komponen | | |  | | |  |
|  | Label Ruang |  | | Label Aset | | |  | | |  |
|  | Jenis |  | | Kondisi | | |  | | |  |
|  | Jenama |  | | Status Aset | | |  | | |  |
|  | Model |  | | Bahan | | |  | | |  |
|  | No Siri |  | | Aksesori | | |  | | |  |
|  | Pengilang |  | | Unit/ Bahagian | | |  | | |  |
|  | No. Pendaftaran |  | | Ukuran | | Keluasan |  | | |  |
|  | Tarikh Bina/ Pasang |  | | Kapasiti |  | | |  |
|  | Kos Perolehan |  | | Kemasan | | |  | | |  |
|  | Tarikh Mula Guna |  | | Kuantiti | | |  | | |  |
|  | Tarikh Waranti Mula |  | | Tahap Kepentingan | | |  | | |  |
|  | Tarikh Waranti Tamat |  | | Jangka Hayat | | |  | | |  |
|  | No Kontrak/ Perolehan |  | | Nilai Terkini | | |  | | |  |
|  | Tarikh Lupus |  | | No Sijil Lupus | | |  | | |  |
|  | Pembekal |  | | | | | | | |  |
|  | Alamat/ No.Telefon |  | | | | | | | |  |
|  | Kontraktor |  | | | | | | | |  |
|  | Alamat/ No.Telefon |  | | | | | | | |  |
|  | Catatan: |  | | |  | | |  |  |  |

Muka Surat dari

1. **PERIHAL KEHILANGAN**

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| Tarikh Diketahui | : ................................................................................................  : ................................................................................................  : ................................................................................................  : ................................................................................................  : ................................................................................................ |
| Tarikh Sebenar Berlaku |
| Tempat Kejadian |
| Bagaimana Kehilangan Diketahui |
| Bagaimana Kehilangan Berlaku |

1. **SAMA ADA LAPORAN HASIL PENYIASATAN POLIS TELAH DITERIMA. JIKA ADA, SILA SERTAKAN**

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**D1. NAMA PEGAWAI YANG :**

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| --- | --- | --- |
| Secara langsung menjaga Aset tersebut | : | ........................................................................................ |
| Bertanggungjawab sebagai penyelia | : | ........................................................................................ |
| Bertanggungjawab ke atas kehilangan Aset | : | ........................................................................................ |

**D2. KETERANGAN SETIAP PEGAWAI DI ATAS**

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| --- | --- | --- |
| Jawatan hakiki pada masa kehilangan | : | .............................................................................. |
| Tugasnya (sertakan senarai tugas) | : | .................................................................................. |
| Taraf jawatan (tetap/ dalam percubaan/ sementara/ kontrak) | : | .................................................................................. |
| Sama ada ditahan kerja atau digantung kerja. Jika ada, nyatakan tarikh kuatkuasa hukuman | : | .................................................................................. |
| Tarikh bersara atau penamatan perkhidmatan | : | .................................................................................. |
| Sama ada pernah melakukan apa-apa kesalahan dan hukumannya. (Jika ada berikan butir-butir ringkas dan rujukannya) | : | .................................................................................. |
| Maklumat lain (jika ada) | : | .................................................................................. |

Muka Surat dari

1. **NYATAKAN ADAKAH TATACARA PENGURUSAN, ARAHAN KESELAMATAN KERAJAAN ATAU ARAHAN LAIN TERMASUK LANGKAH BERJAGA-JAGA YANG TIDAK DIPATUHI ATAU DIIKUTI. JIKA ADA, NYATAKAN PERATURAN ATAU ARAHAN TERSEBUT.**

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1. **APAKAH LANGKAH-LANGKAH YANG TELAH DIAMBIL UNTUK MENCEGAH BERULANGNYA KEJADIAN INI**

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1. **RUMUSAN SIASATAN**

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1. **NYATAKAN SAMA ADA SURCAJ ATAU TATATERTIB PATUT DIKENAKAN ATAU TIDAK DENGAN MEMBERIKAN JUSTIFIKASI**

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Tandatangan : ...................................... (Pengerusi Jawatankuasa)

Nama : ............................................

Jawatan : ............................................

Tarikh : ............................................

Tandatangan : ............................................ (PTF)

Nama : ............................................

Jawatan : ............................................

Tarikh : ............................................

Tandatangan : ............................................ (Urus Setia)

Nama : ............................................

Jawatan : ............................................

Tarikh : ............................................

Syor dan Ulasan Pegawal Pengawal :-

Syor : ............................................

Ulasan : ............................................

Tandatangan : ............................................

Nama : ............................................

Jawatan : ............................................

Tarikh : ............................................

Cap Kementerian/ Jabatan:

Muka Surat dari