**JADUAL PENETAPAN KUASA DAN TUGAS PEGAWAI PENGAWAL KEPADA PEGAWAI PERAKAUNAN DI BAWAH KAWALANNYA - PEJABAT PERAKAUNAN**

Kementerian :

Jabatan :

| **(1)** | **(2)** | **(3)** | | **(4)** | **(5)** | **(6)** |
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| **BIL.** | **PERATURAN** | **TUGAS** | | **PEJABAT PERAKAUNAN** | **JAWATAN PEGAWAI** | **HAD AMAUN (RM)** |
| 1. | SPANM Tatacara Pengurusan Bayaran | **PESANAN KERAJAAN/ARAHAN PEMBAYARAN/BAUCAR JURNAL** (yang mana berkaitan) | | | | |
| 1.1 | Penyemak |  |  |  |
| 1.2 | Penyemak - RPA |  |  |  |
| 2. | AP95, AP101  & AP102 | **ARAHAN PEMBAYARAN/BAUCAR JURNAL** | | | | |
| 2.1 | Penyedia |  |  |  |
| 2.2 | Peraku I |  |  |  |
| 2.3 | Peraku II /Akuan Terima |  |  |  |
| 3. | AP119 | **BAYARAN MELALUI PINDAHAN DANA SECARA ELEKTRONIK (ELECTRONIC FUND TRANSFER-EFT): KELULUSAN EFT** | | | | |
| 3.1 | Pelulus |  |  |  |
| 4. | **PINDAHAN DANA SECARA ELEKTRONIK (ELECTRONIC FUND TRANSFER-EFT) - PORTAL BANK** | | | | |
| 4.1 | Penyemak/Pengesah |  |  |  |
| 4.2 | Pelulus |  |  |  |
| 5. | **TANDATANGAN CEK MESIN** | | | | |
| 5.1 | Tandatangan Pertama (Kanan) |  |  |  |
| 5.2 | Tandatangan Kedua (Kiri) |  |  |  |
| 5.3 | Tandatangan Ketiga (Tengah) |  |  |  |
| 6. | **TANDATANGAN CEK MANUAL** | | | | |
| 6.1 | Tandatangan Pertama (Tengah) |  |  |  |
| 6.2 | Tandatangan Kedua (Kanan) |  |  |  |
| 6.3 | Tandatangan Ketiga (Kiri) |  |  |  |
| 7. | AP124 | **BAYARAN MELALUI DRAF BANK/PINDAHAN TELEGRAF (TT)** | | | | |
| 7.1 | Pelulus |  |  |  |
| 8. | SPANM Tatacara Pengurusan Bayaran Emolumen | **BAYARAN EMOLUMEN** | | | | |
| 8.1 | Pelulus |  |  |  |
| 9. | **ARAHAN PENAHANAN BAYARAN EMOLUMEN DI BANK** | | | | |
| 9.1 | Pelulus (Pemaklum kepada bank) |  |  |  |
| 10. | AP93 | **KEMUDAHAN BAYARAN PUKAL** | | | | |
| 10.1 | Pelulus bagi pewujudan/ pengemaskinian/pembatalan akaun pukal |  |  |  |
| **PEMBAYARAN PUKAL** | | | | |
| 10.2 | Pelulus |  |  |  |
| ………………… (Tandatangan)…………………  **(NAMA)**  **KETUA SETIAUSAHA**  **KEMENTERIAN**  ………………………………………… | | | | | | |

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| Nota: Perihal Jawatan Pegawai   |  |  |  | | --- | --- | --- | | **BIL.** | **JAWATAN PEGAWAI** | **PERIHAL JAWATAN PEGAWAI** | | 1. | *Contoh:* KA | *Contoh:* Ketua Akauntan | |  |  |  | |  |  |  | |  |  |  | |  |  |  |   …………………(Tandatangan)…………………  **(NAMA)**  **KETUA SETIAUSAHA**  **KEMENTERIAN**  …………………………………………… |