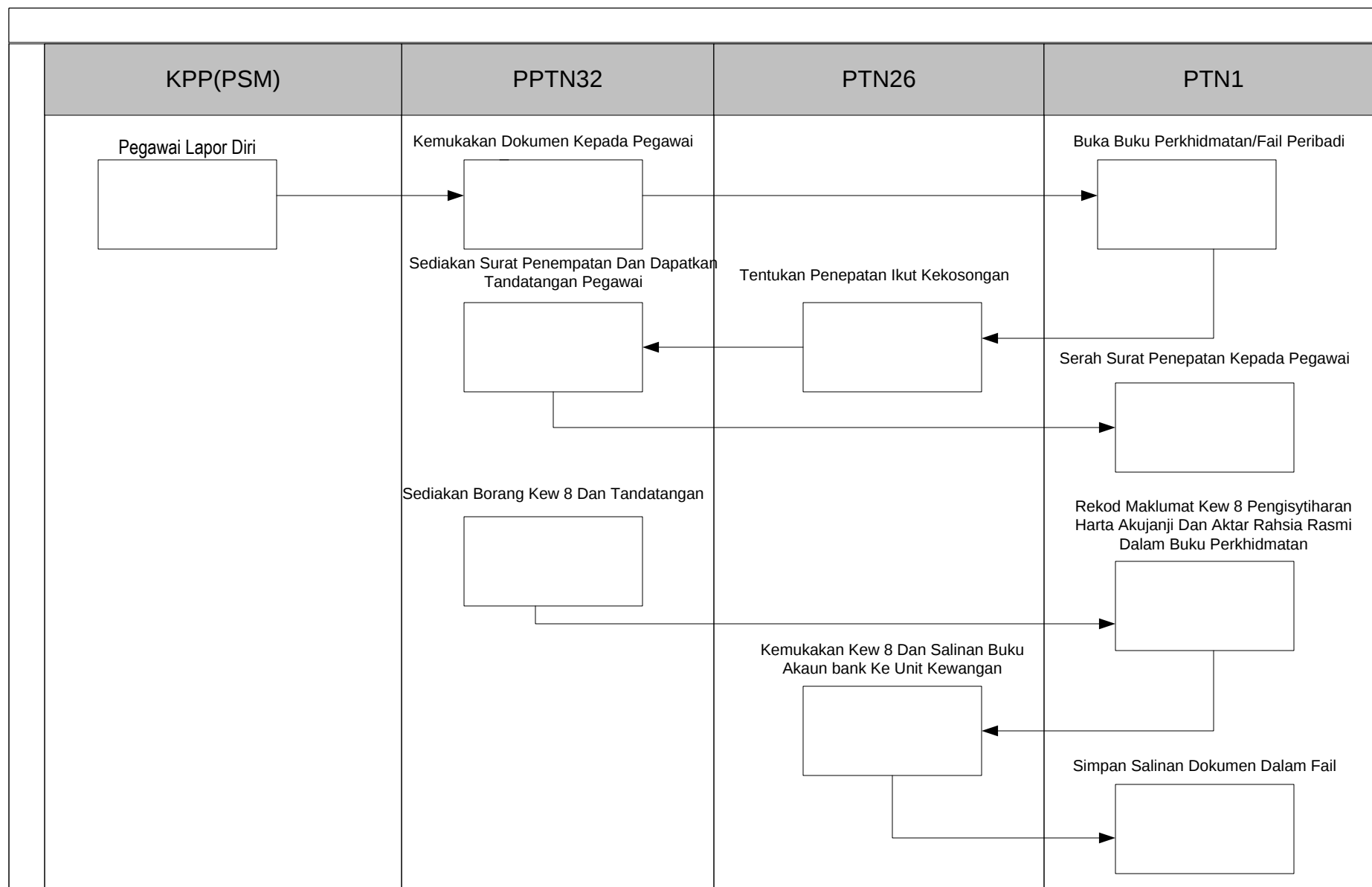
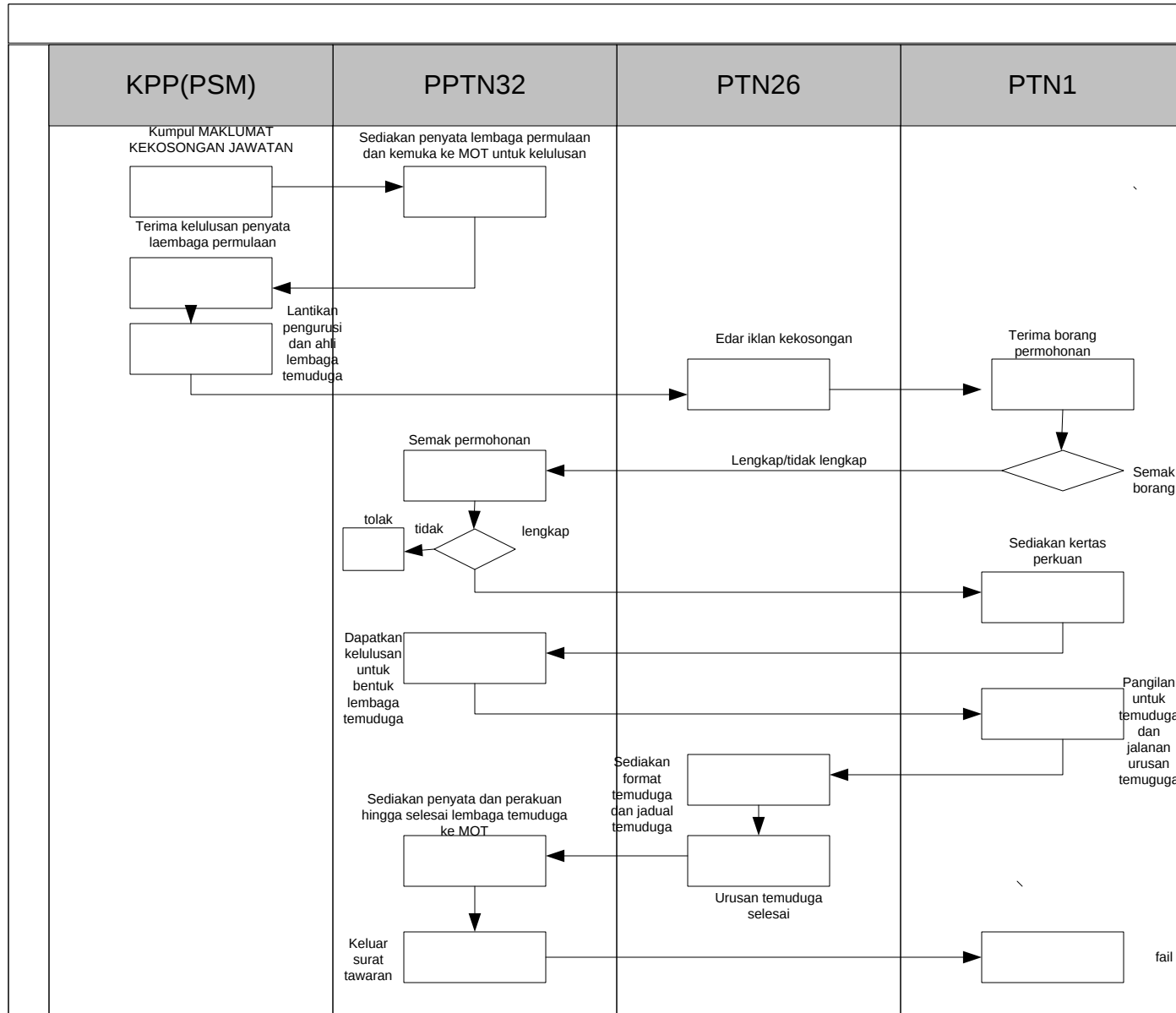


7.2.1.1 Unit Pengurusan Sumber Manusia

7.2.1.1 Pengurusan Perlantikan Pegawai Baru

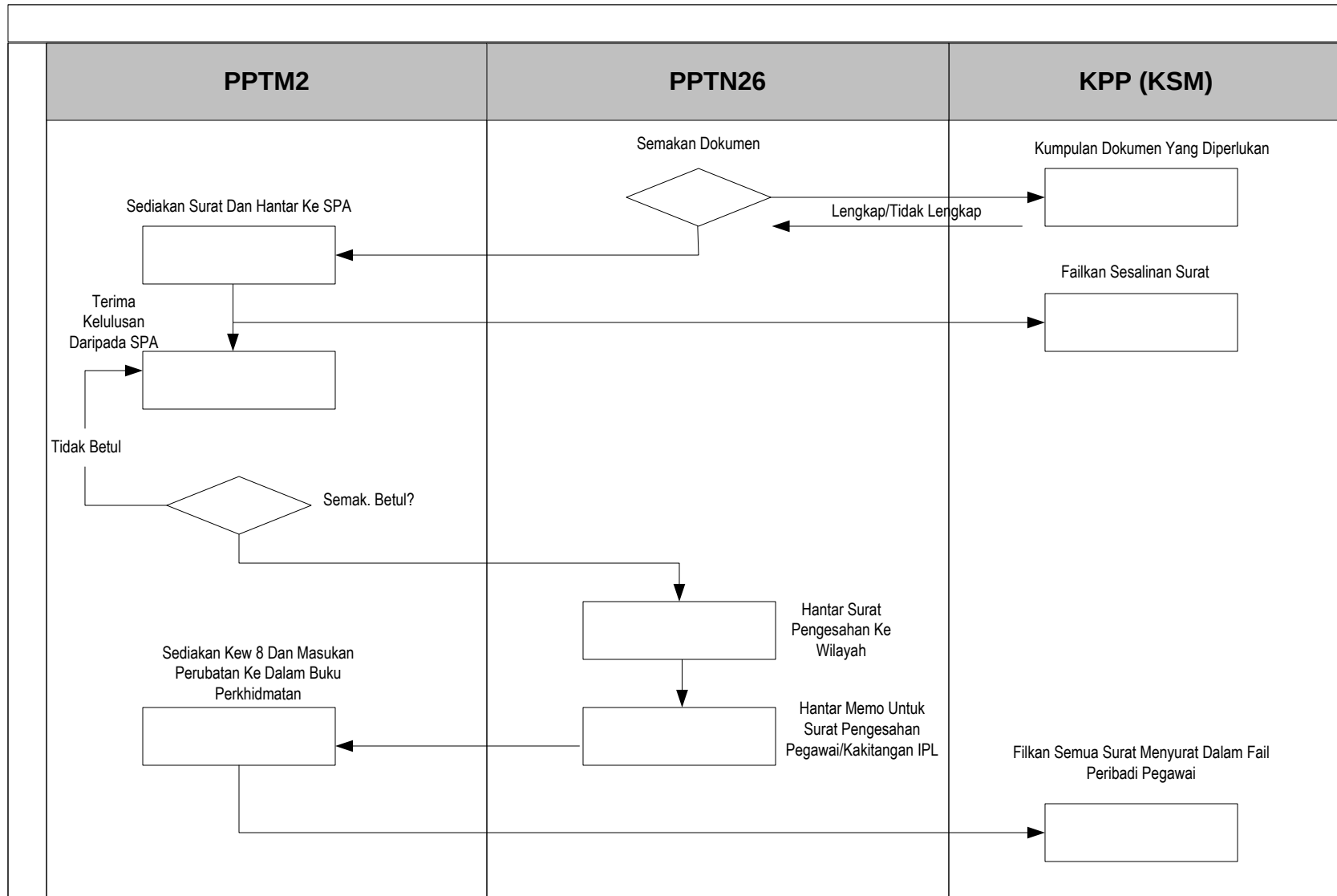


7.2.1.2 Pengurusan Pengambilan Kakitangan Kumpulan Sokongan 2

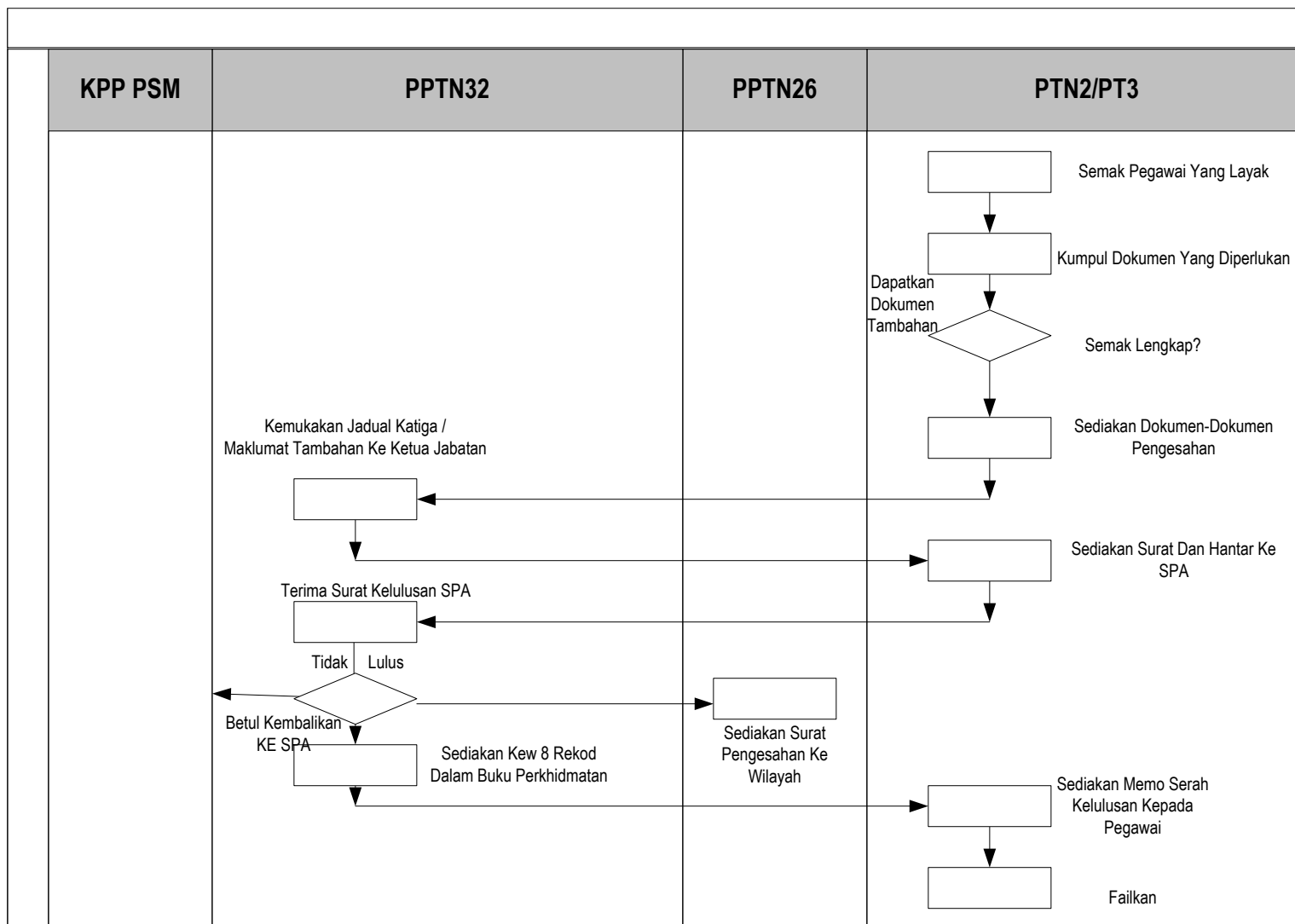


7.2.1.3

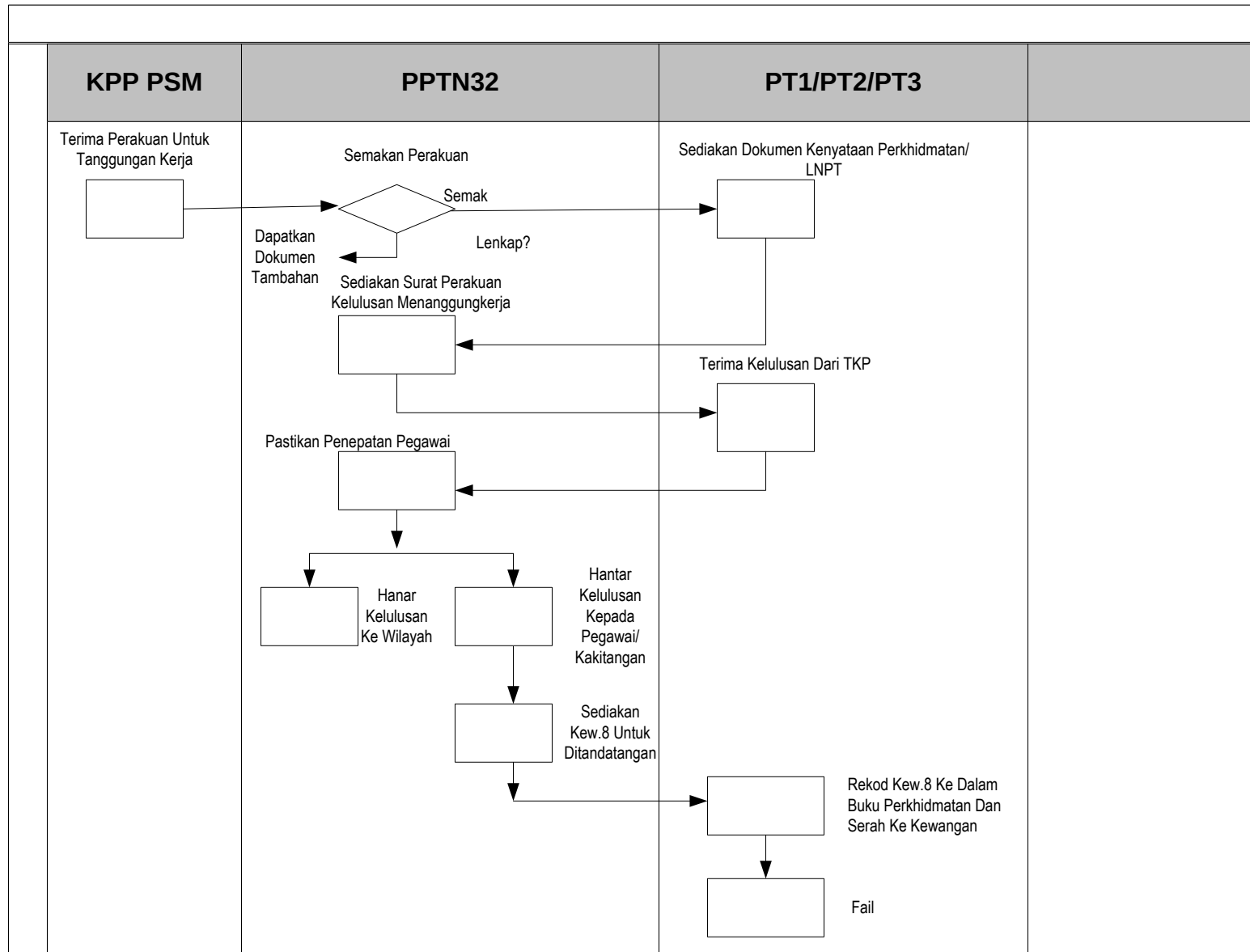
Pengurusan Perakuan & Kelulusan Pengesahan tarikh Latihan



7.2.1.4 Pengurusan Perakuan & Kelulusan Pengesahan Dalam Perkhidmatan

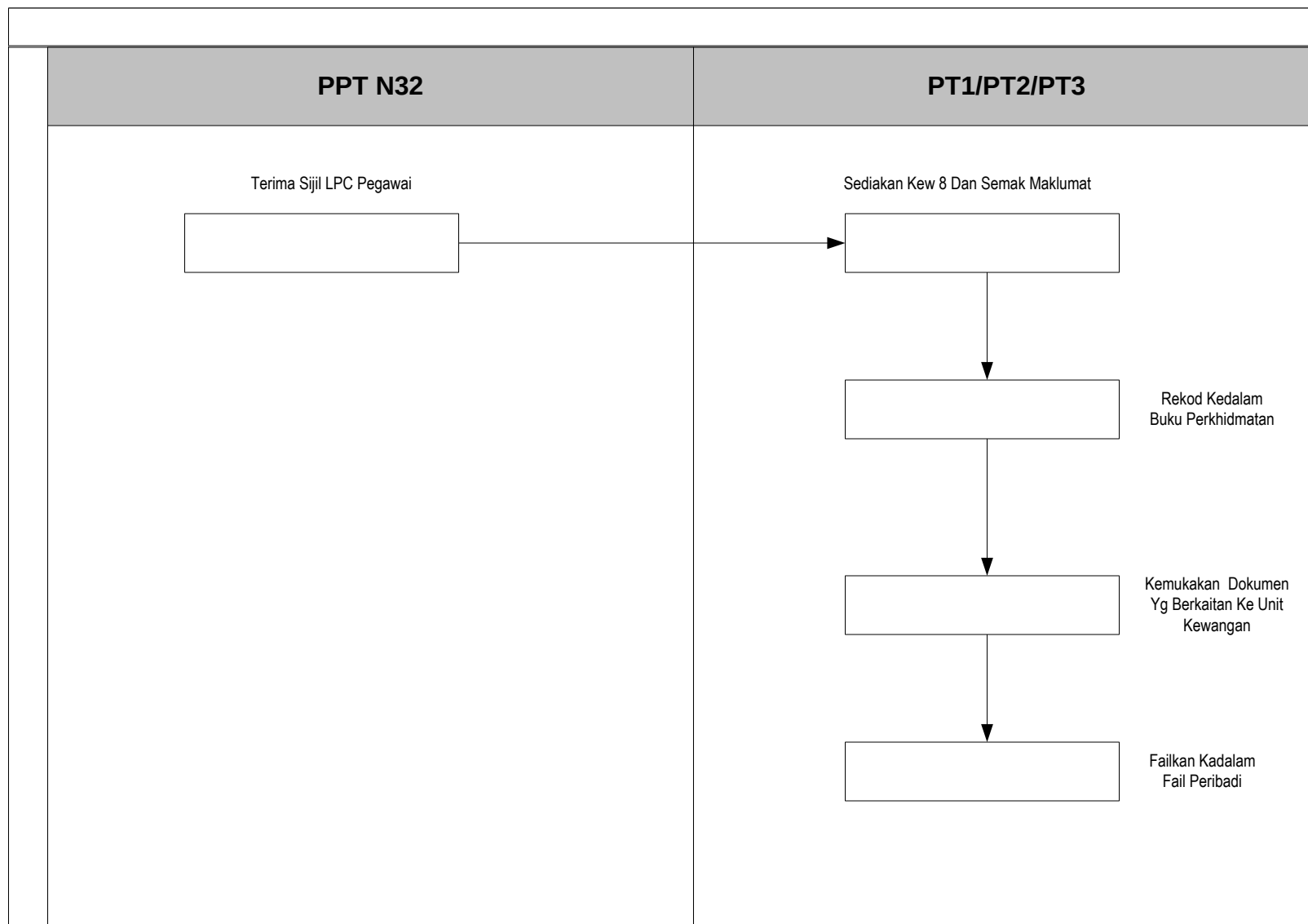


7.2.1.5 Pengurusan Perakuan Dan Kelulusan Penanggung Kerja

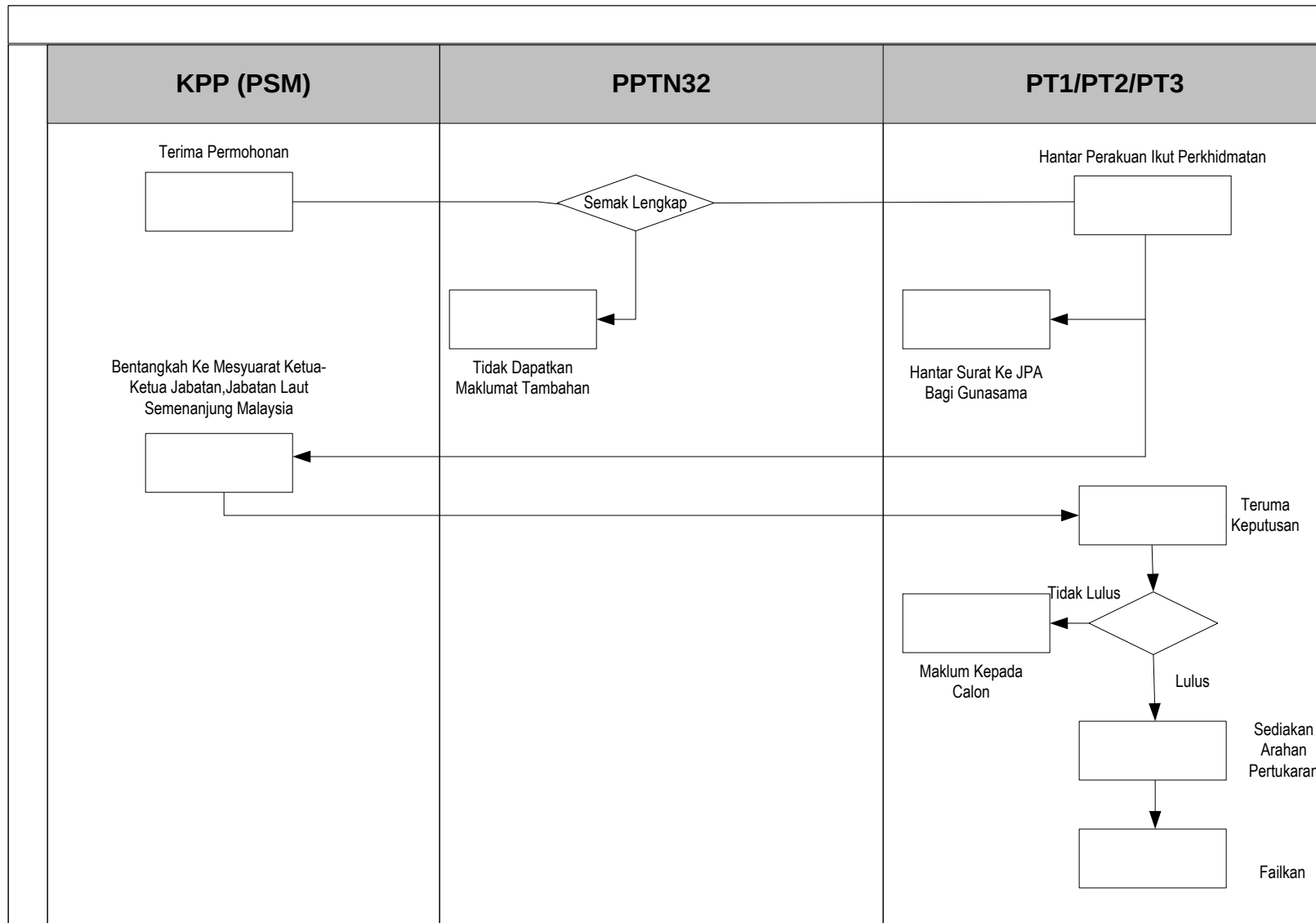


7.2.1.6

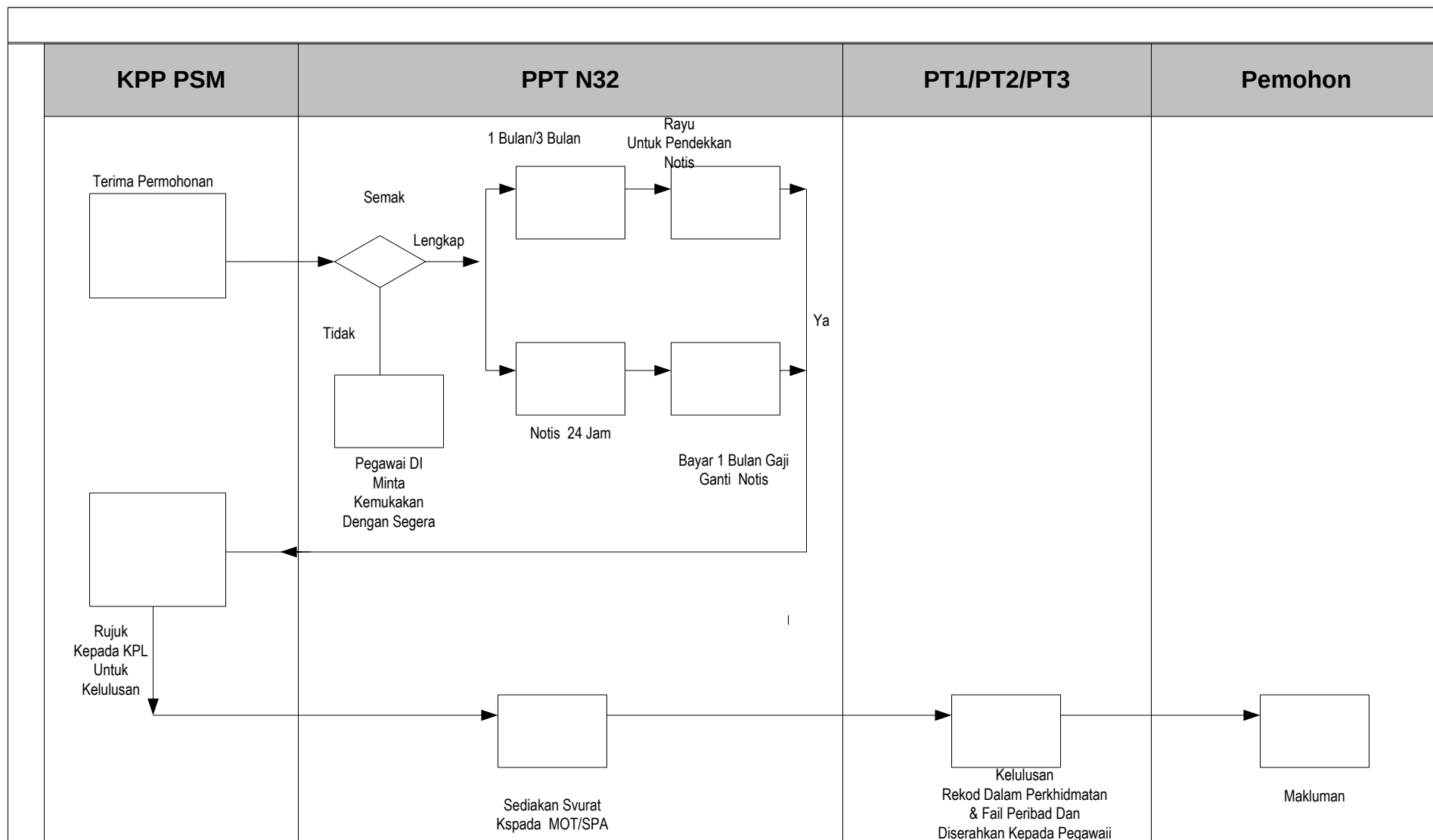
Pengurusan Terima Sijil Gaji Akhir (LPC) Bagi Pegawai Bertukar Masuk Ke JLSM



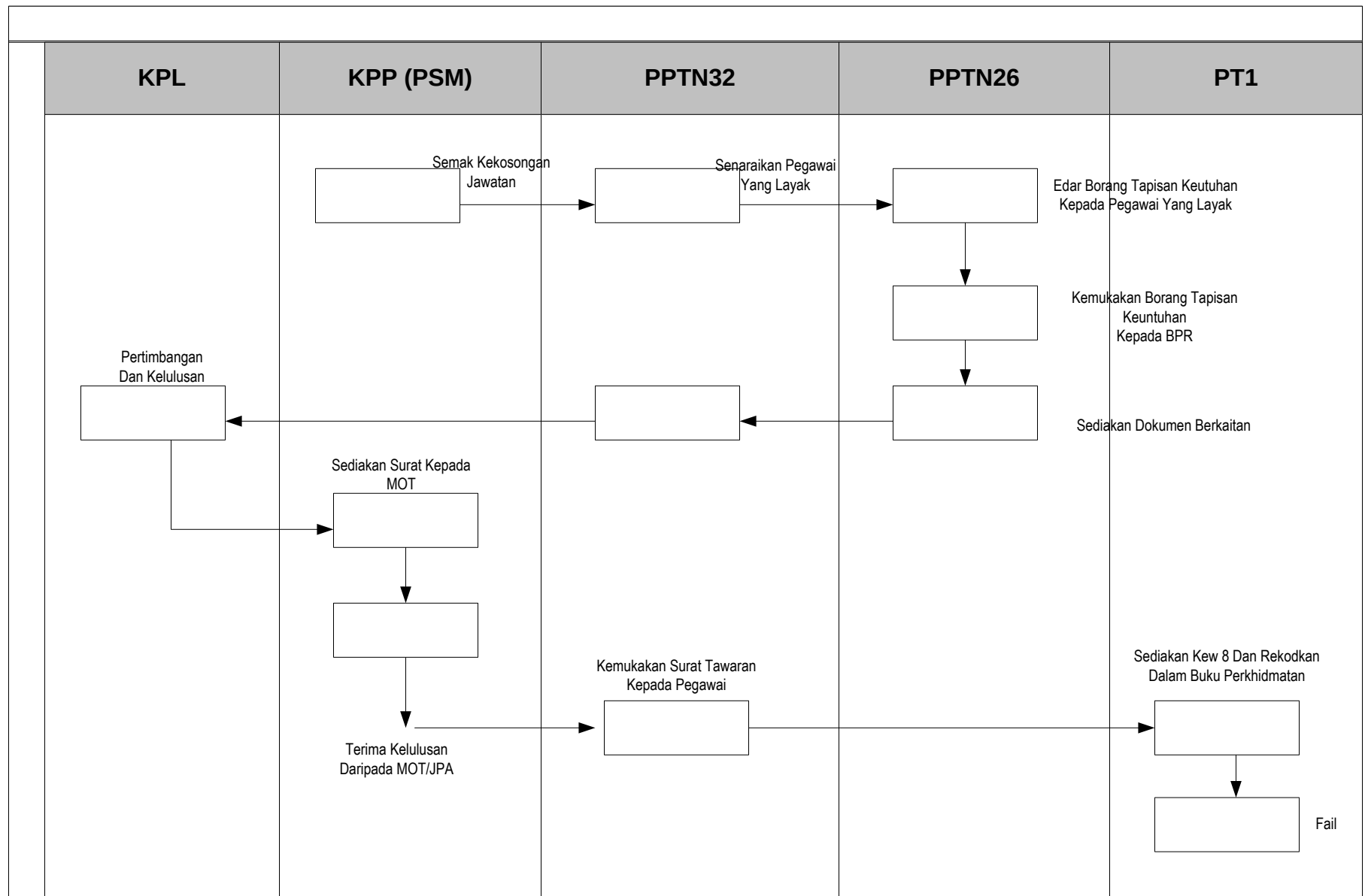
7.2.1.7 Pengurusan Pertukaran Pegawai/Kakitangan JLSM



7.2.1.8 Pengurusan Peletakan Jawatan Oleh Pegawai/ / Kakitangan

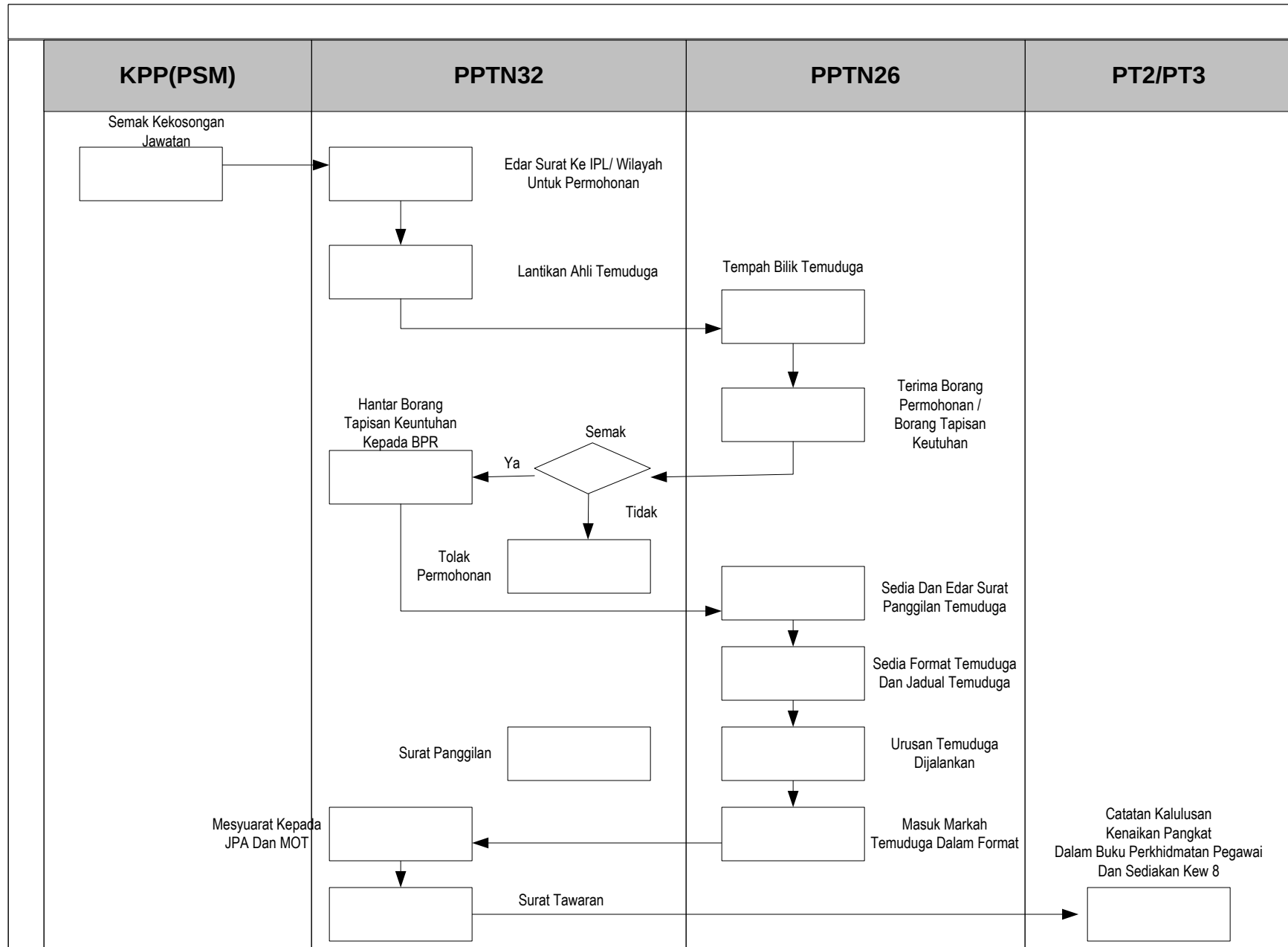


7.2.1.9 Pengurusan Pemangkuan/Kenaikan Pangkat Kumpulan Pengurusan & Profesional



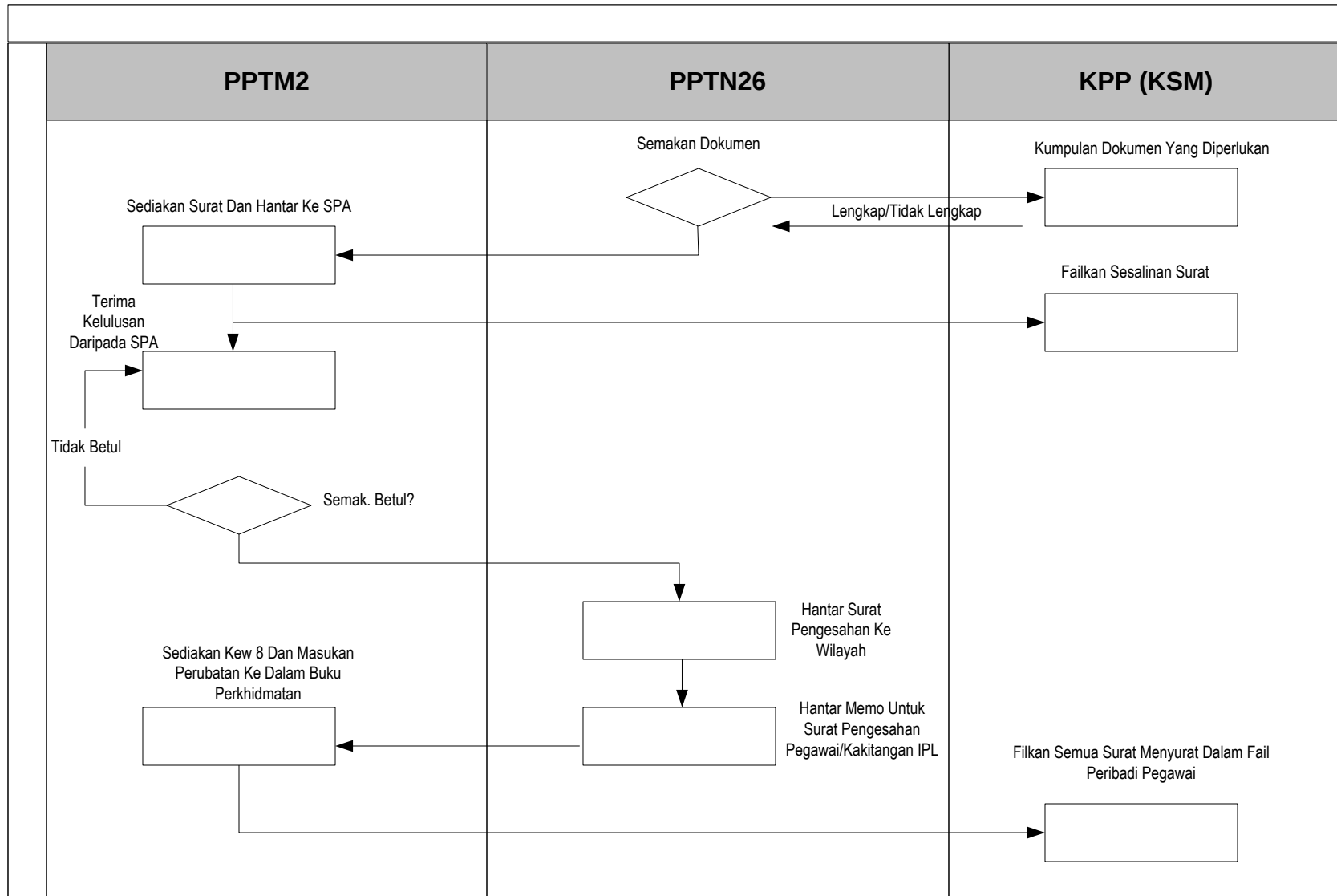
7.2.1.10

Pengurusan Pemangkuhan/Kenaikan Pangkat Kumpulan Sokongan

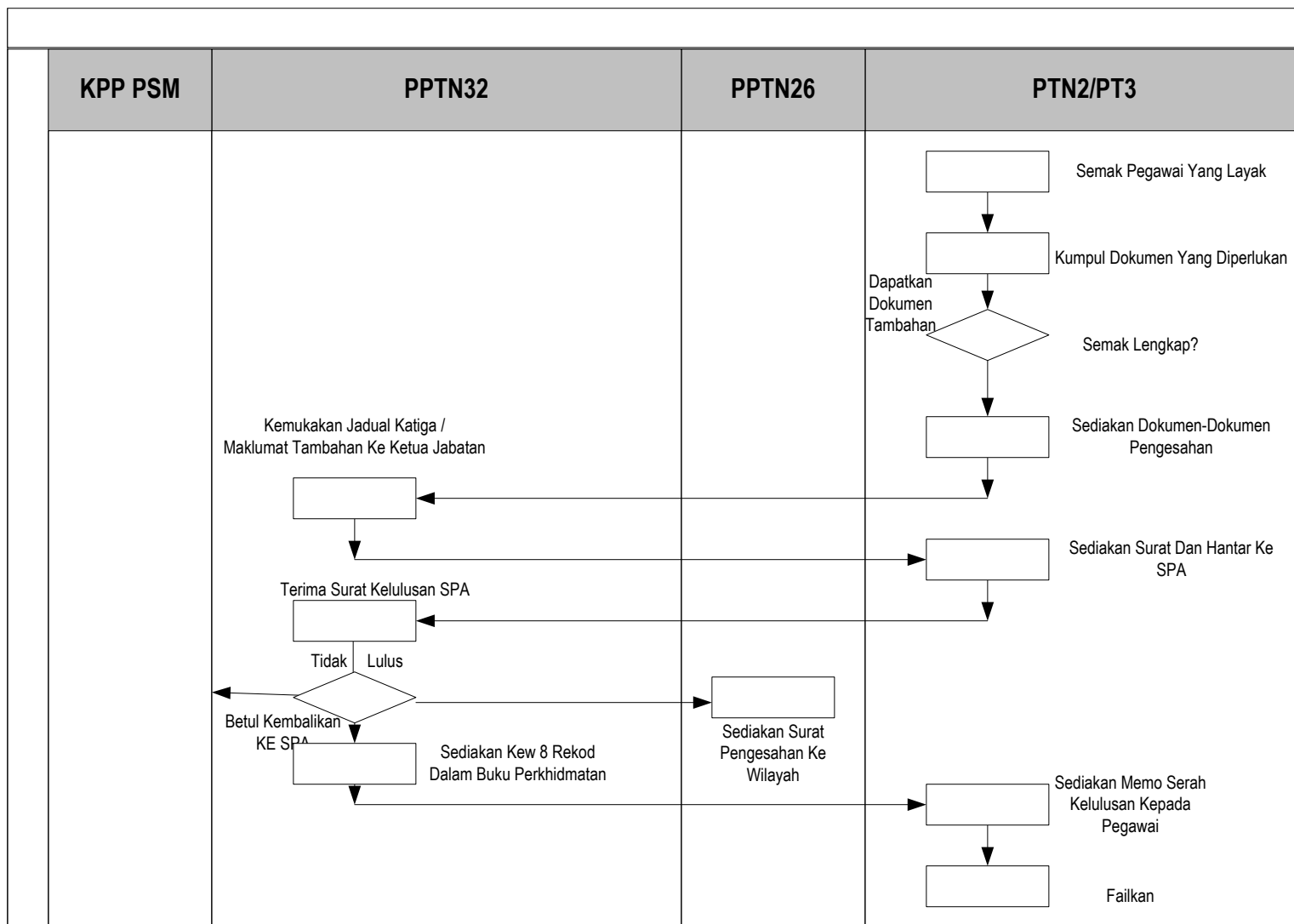


7.2.1.3

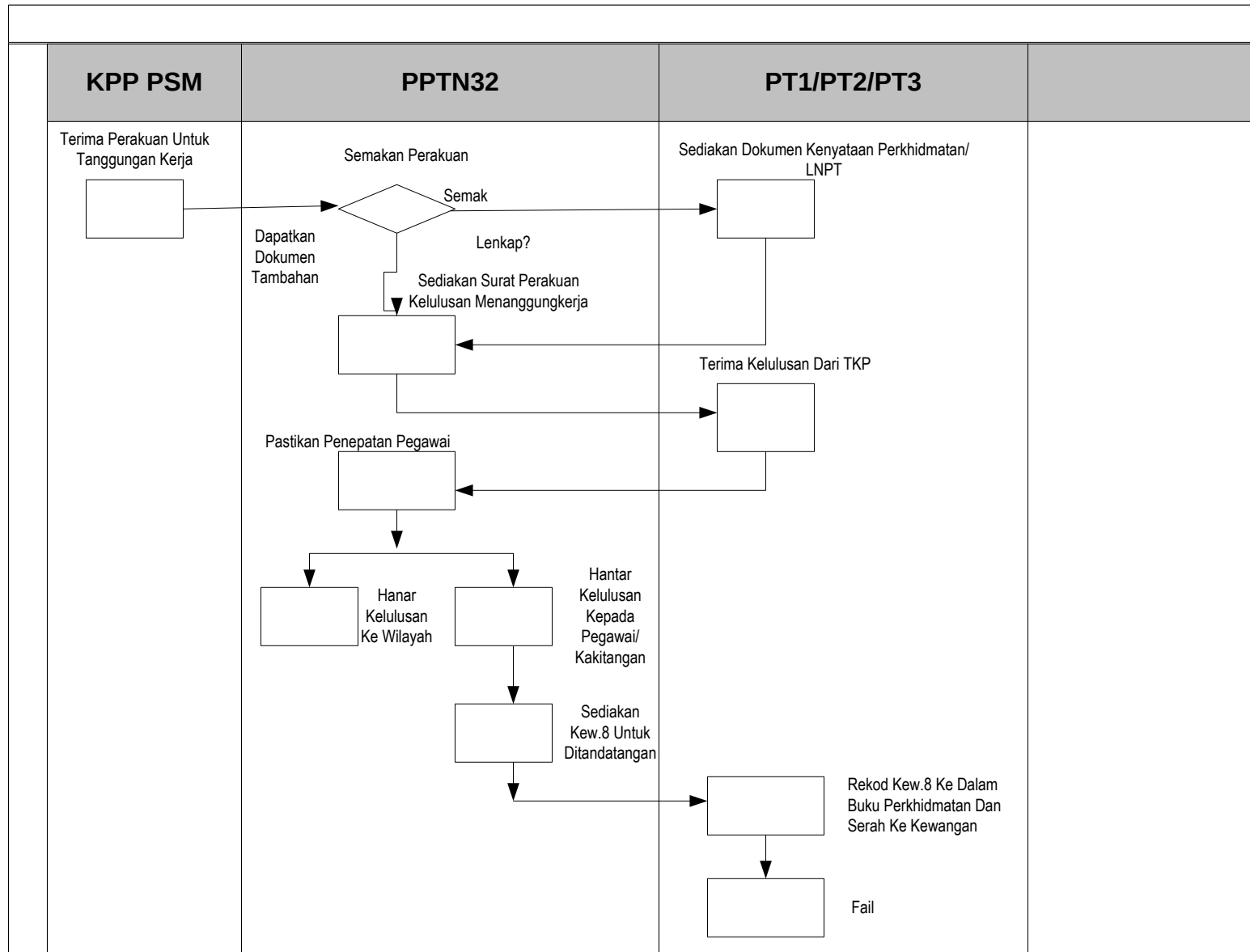
Pengurusan Perakuan & Kelulusan Pengesahan tarikh Latihan



7.2.1.4 Pengurusan Perakuan & Kelulusan Pengesahan Dalam Perkhidmatan

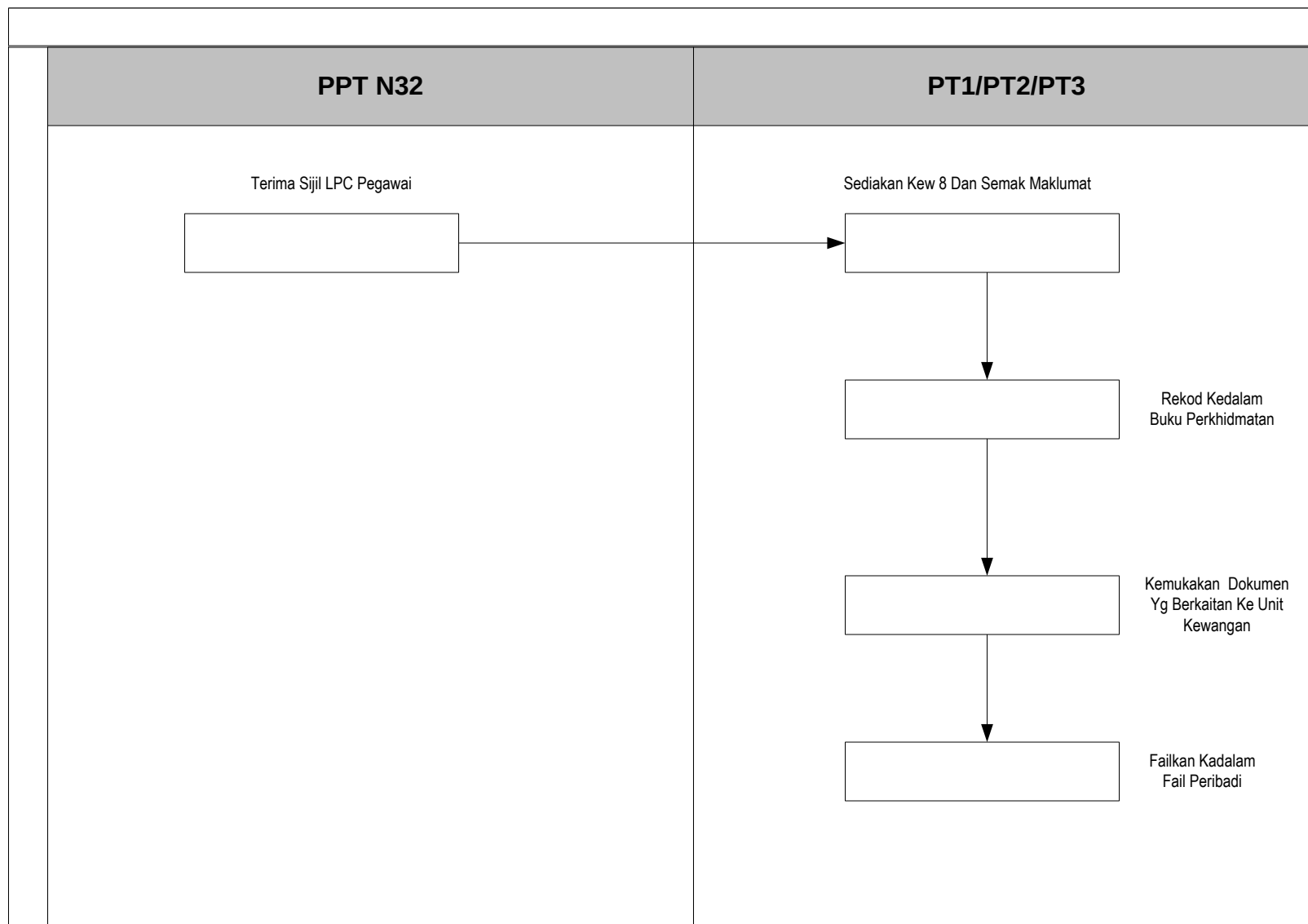


7.2.1.5 Pengurusan Perakuan Dan Kelulusan Penanggungungan Kerja

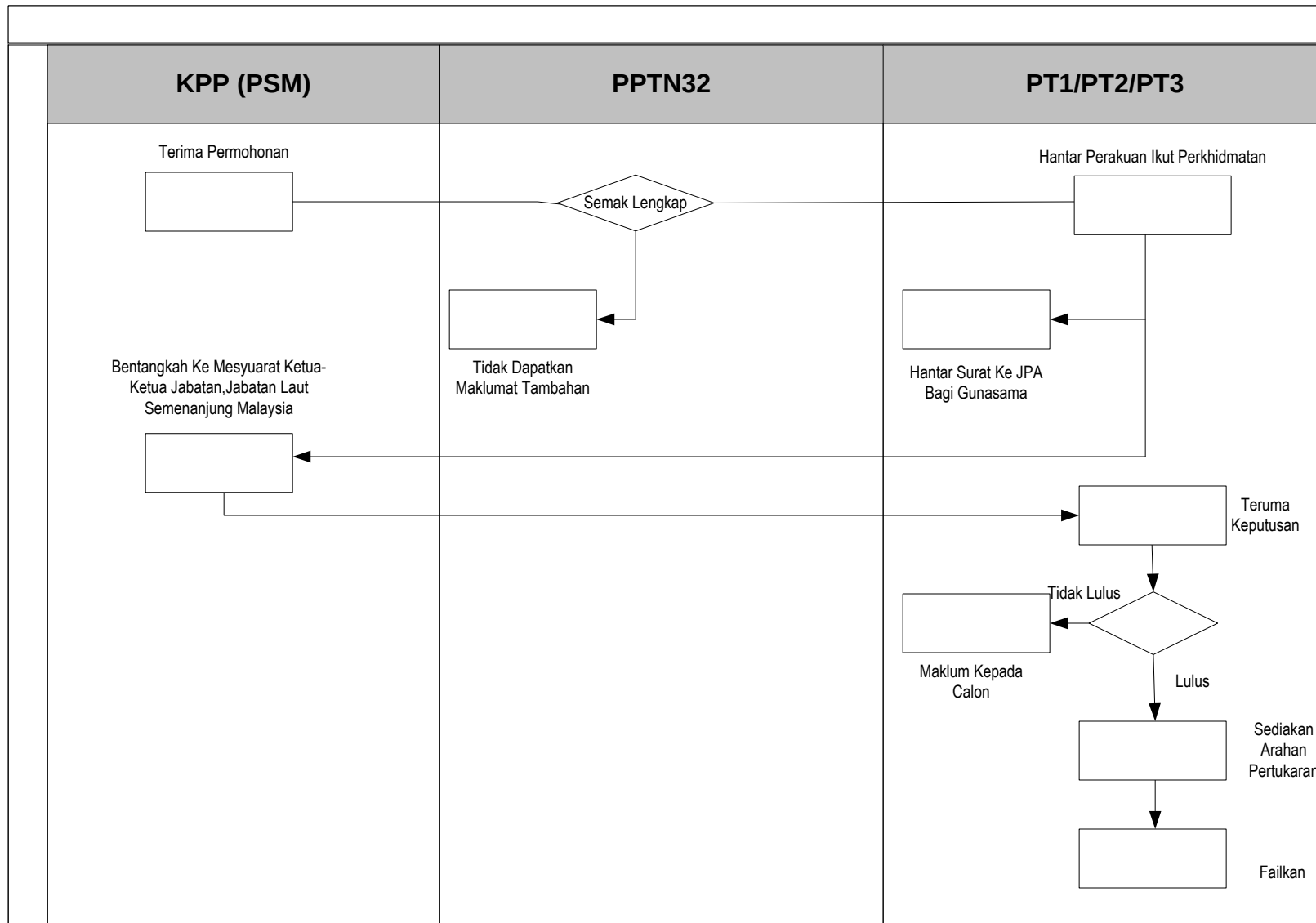


7.2.1.6

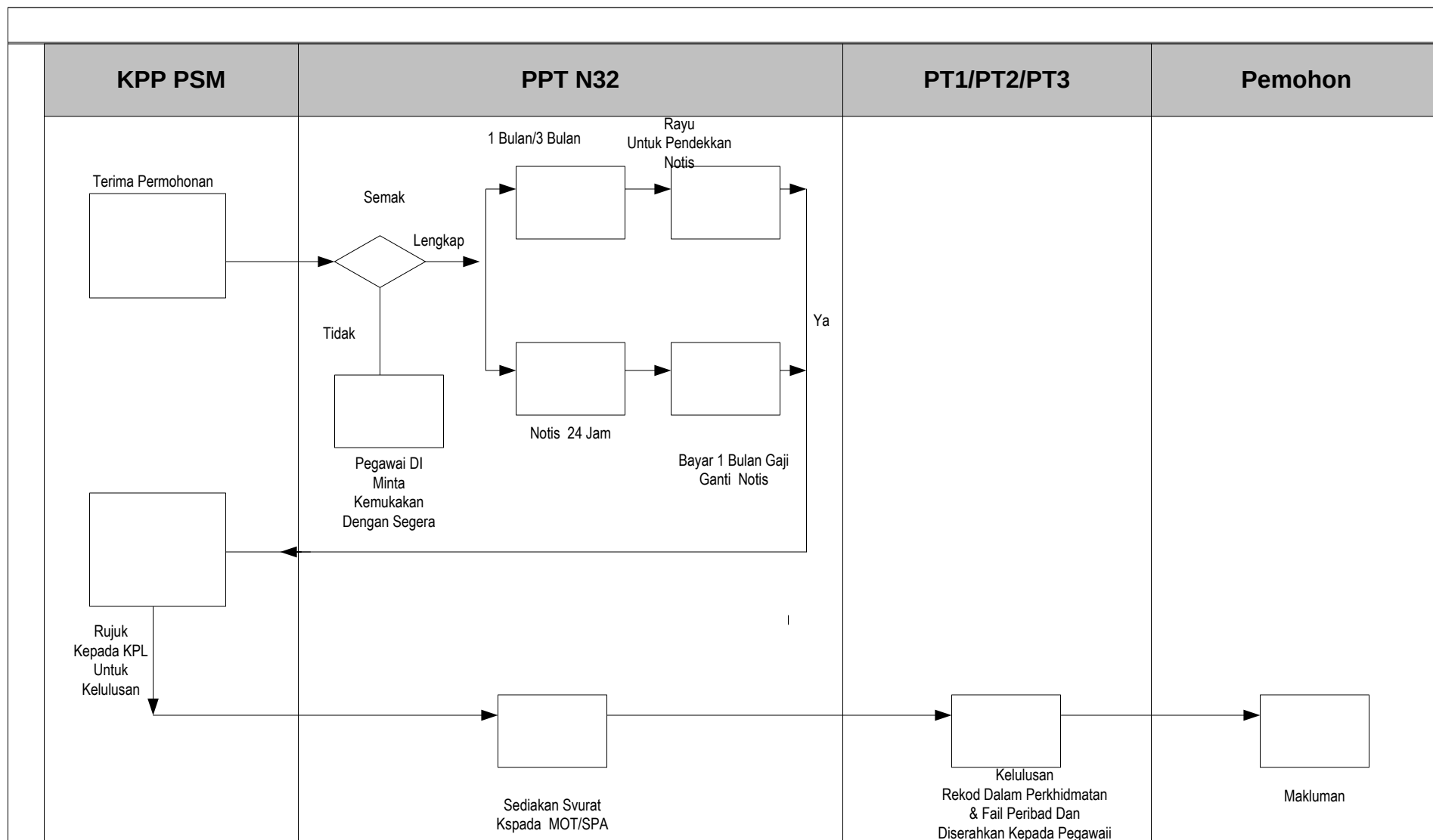
Pengurusan Terima Sijil Gaji Akhir (LPC) Bagi Pegawai Bertukar Masuk Ke JLSM



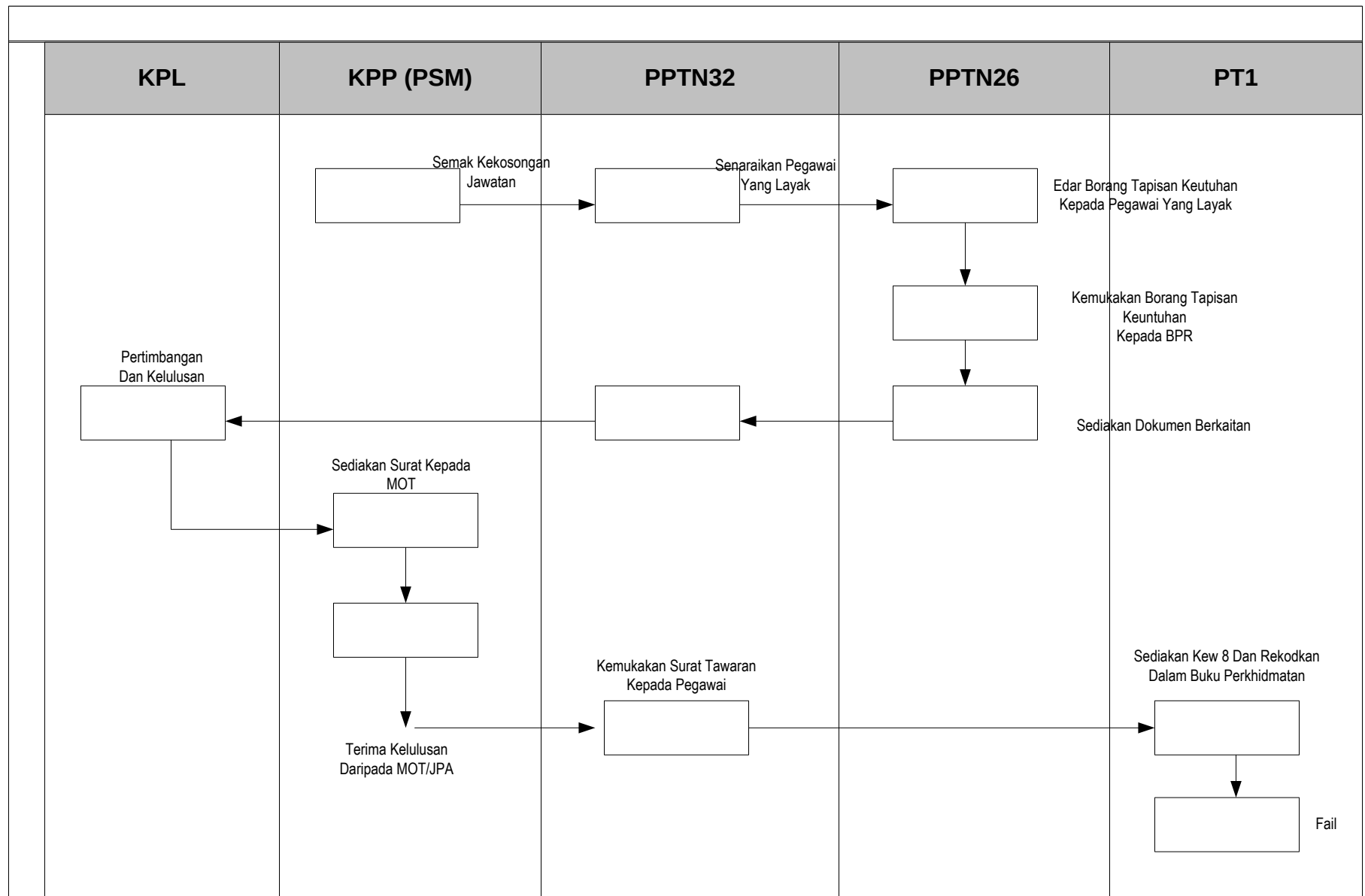
7.2.1.7 Pengurusan Pertukaran Pegawai/Kakitangan JLSM



7.2.1.8 Pengurusan Peletakan Jawatan Oleh Pegawai/ / Kakitangan

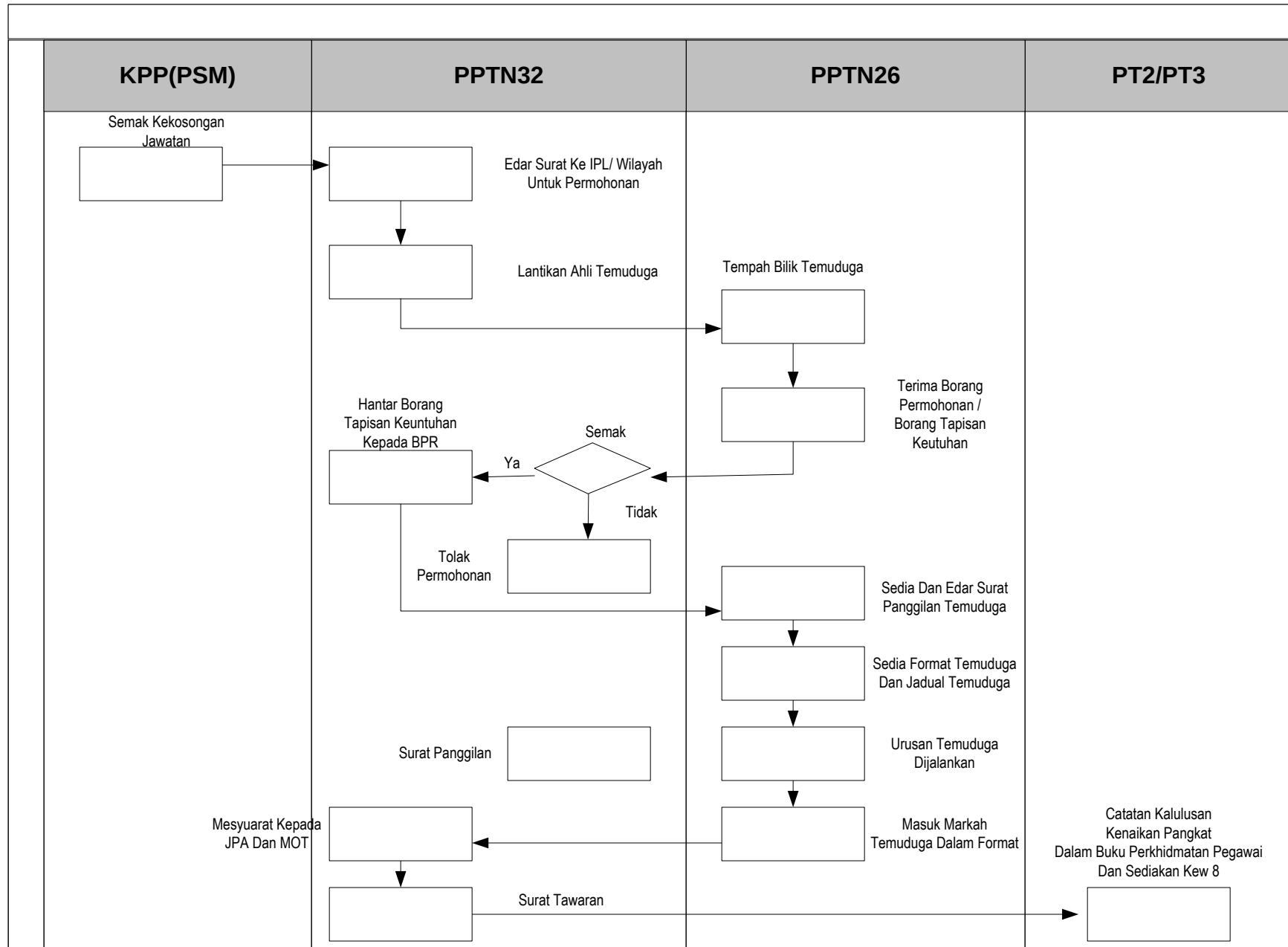


7.2.1.9 Pengurusan Pemangkuan/Kenaikan Pangkat Kumpulan Pengurusan & Profesional

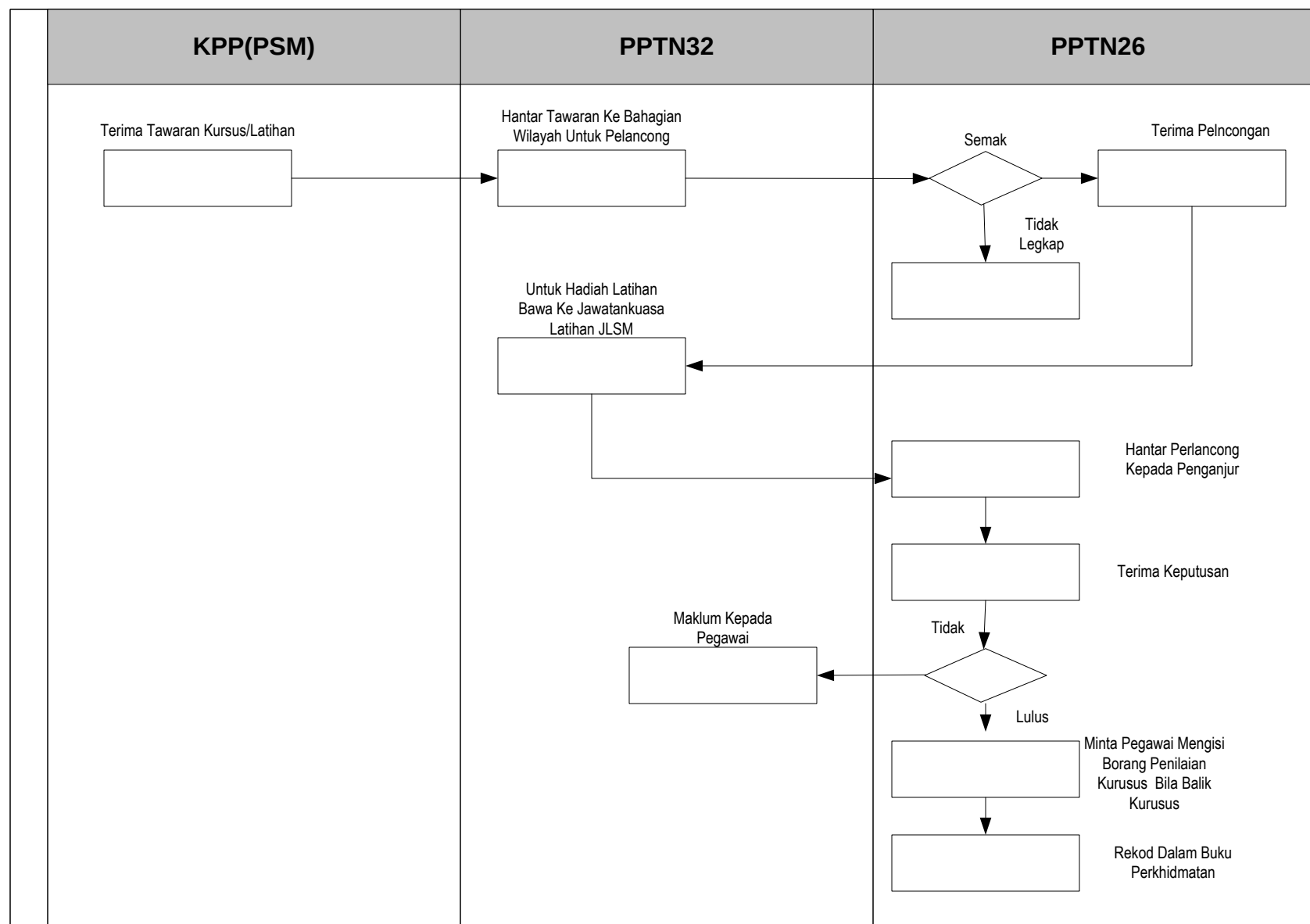


7.2.1.10

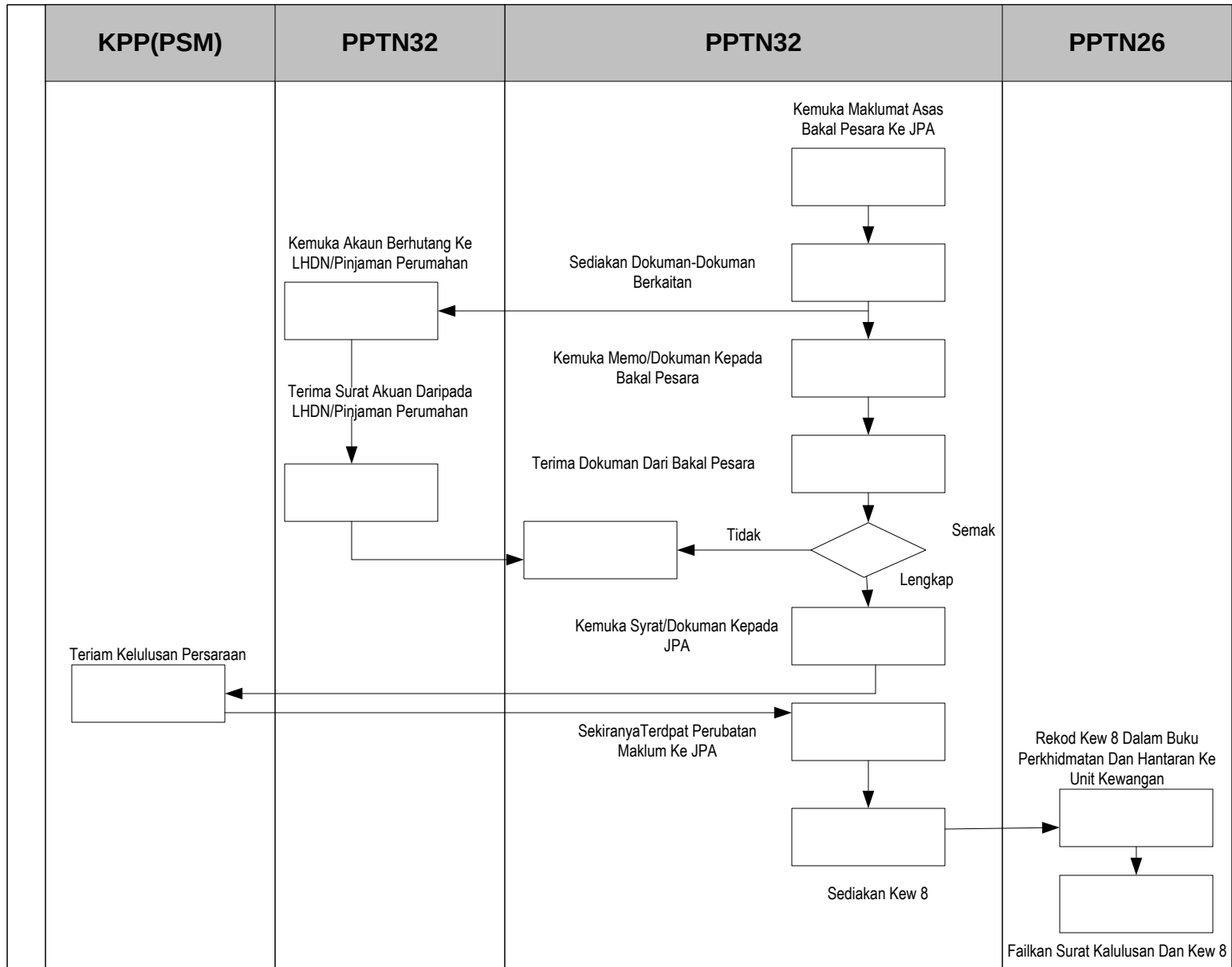
Pengurusan Pemangkuhan/Kenaikan Pangkat Kumpulan Sokongan



7.2.1.11 Pengurusan Latihan Di Dalam Dan Luar Negeri Untuk Pegawai/Kakitangan

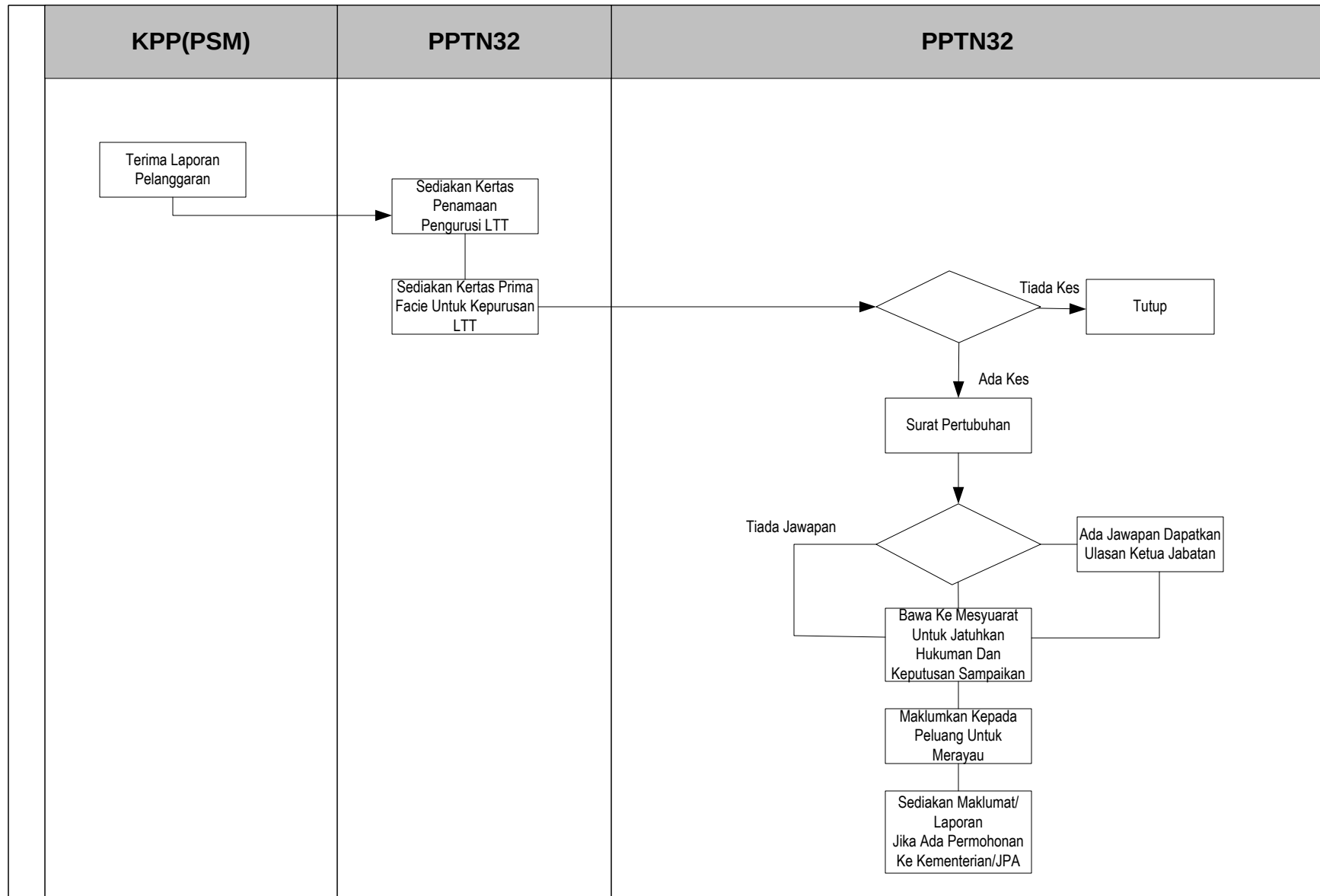


7.2.1.12 Pengurusan Pesaraan Wajib/Pilihan Bagi Pegawai/Kakitangan

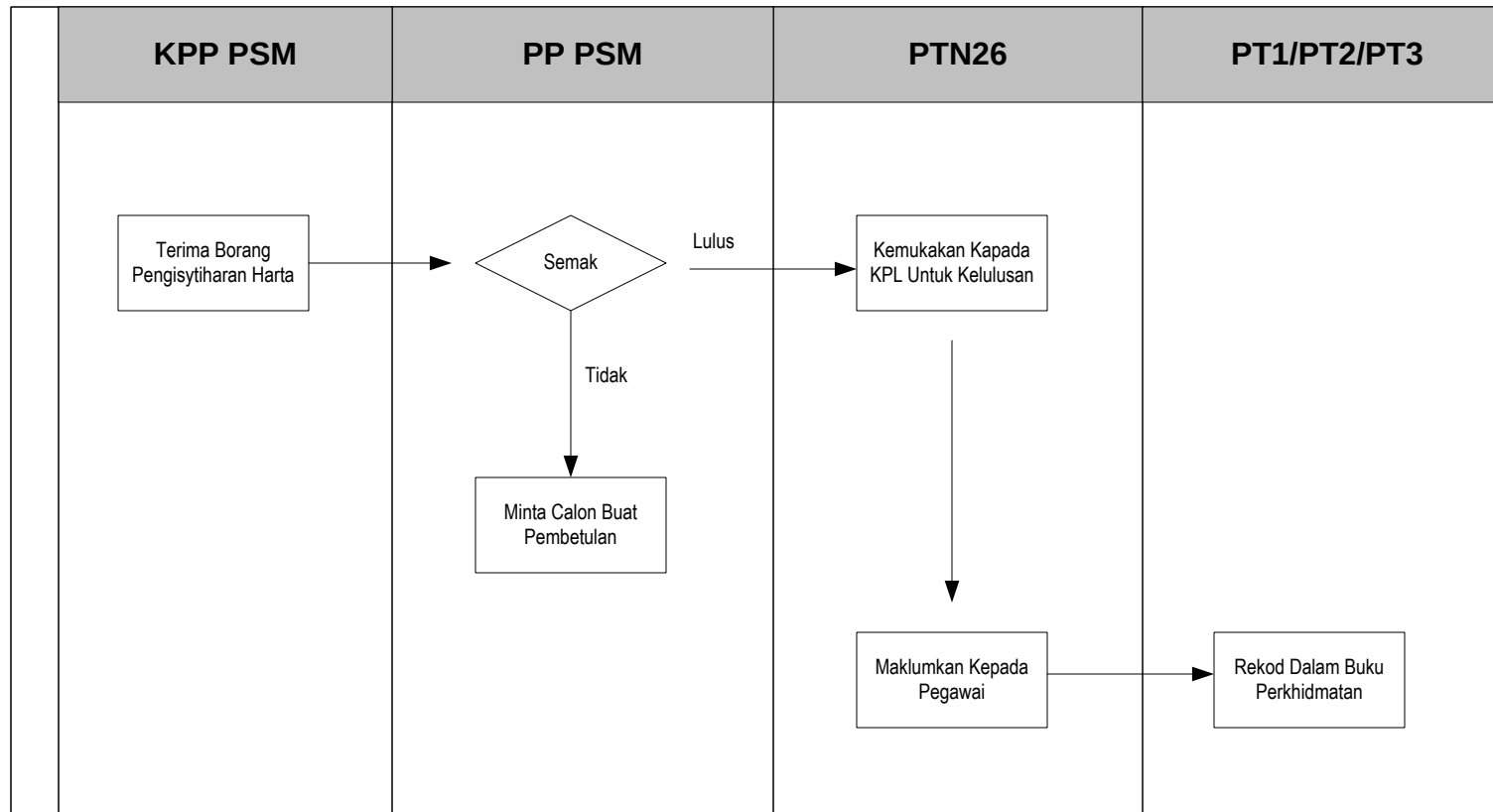


7.2.1.13

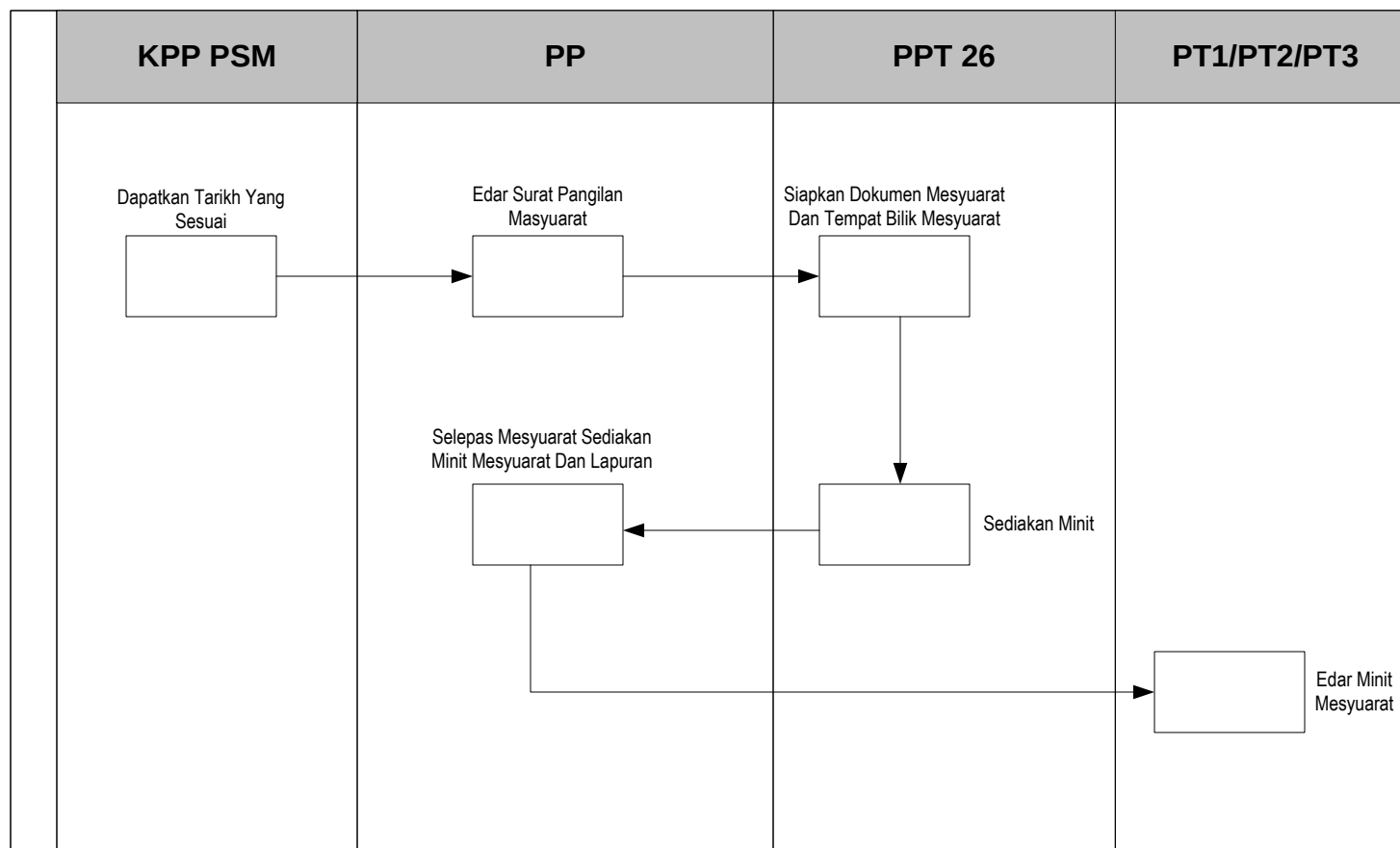
Pengurusan Lembaga Tatatertib Jabatan



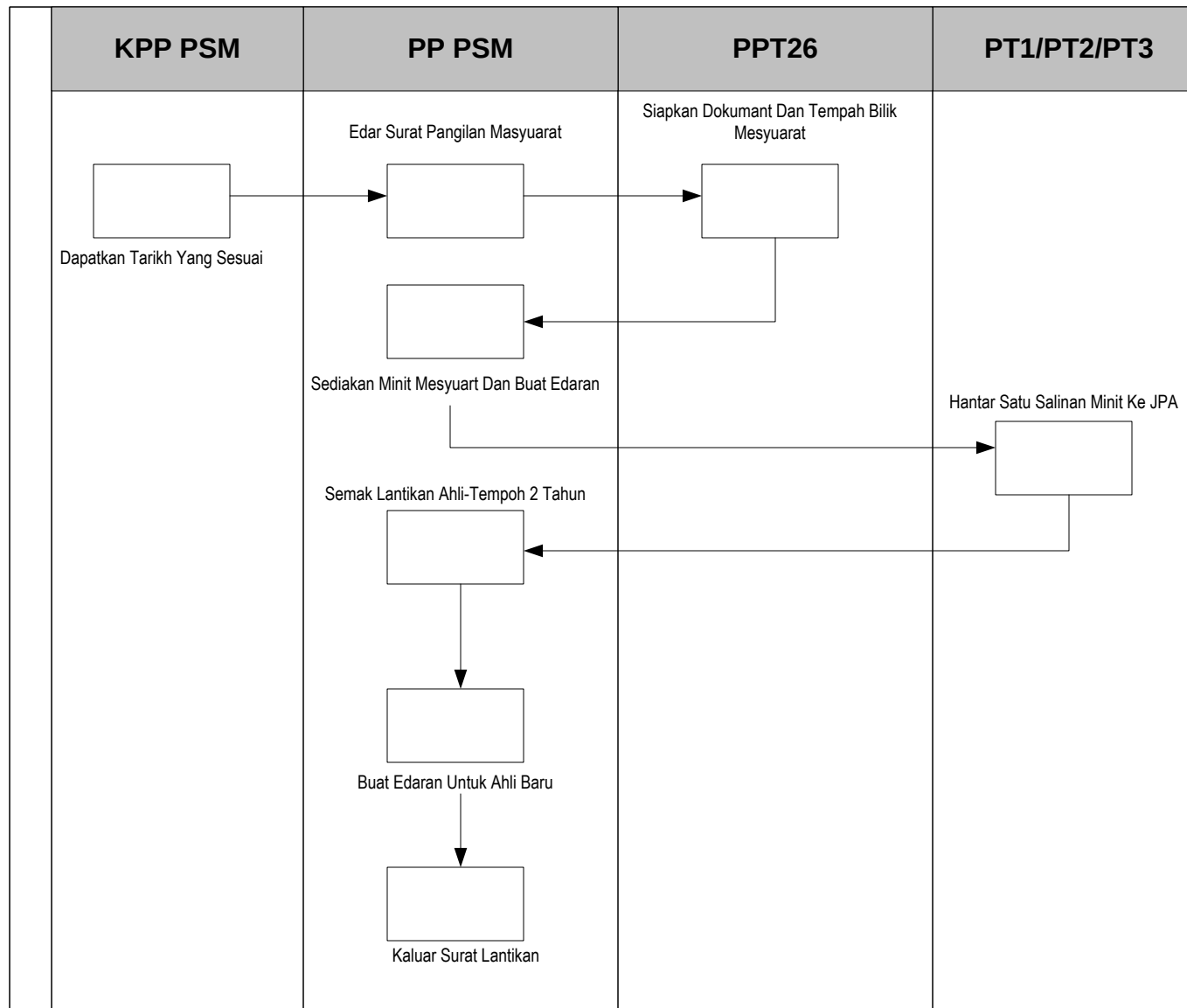
7.2.1.14 Pengurusan Pengisytiharan Harta



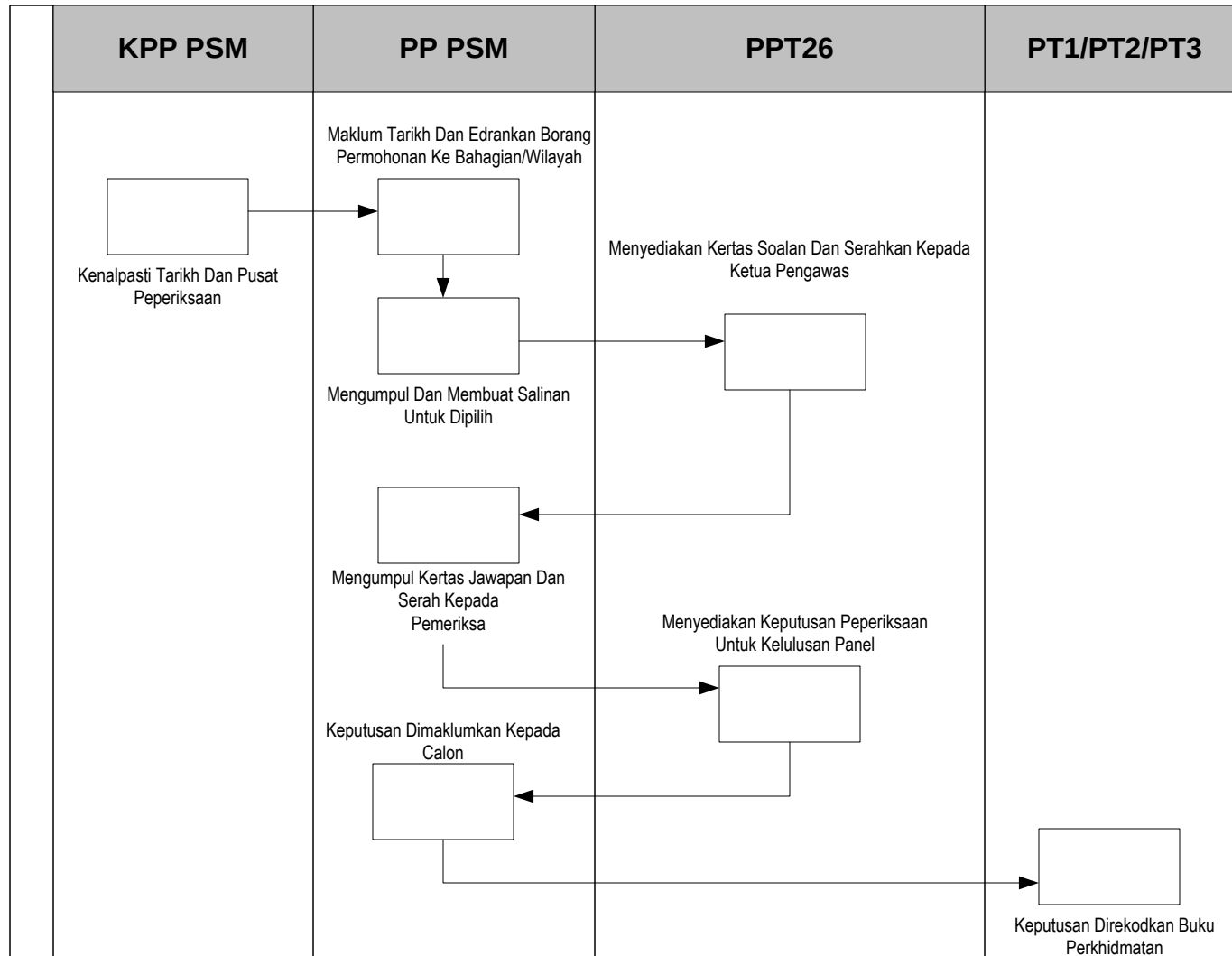
**7.2.1.15 Pengurusan Mesyuarat Jawatankuasa Keutuhan Pengurusan Pentadbiran/Mesyuarat
Ketua-Ketua Jabatan Laut Semenanjung Malaysia**



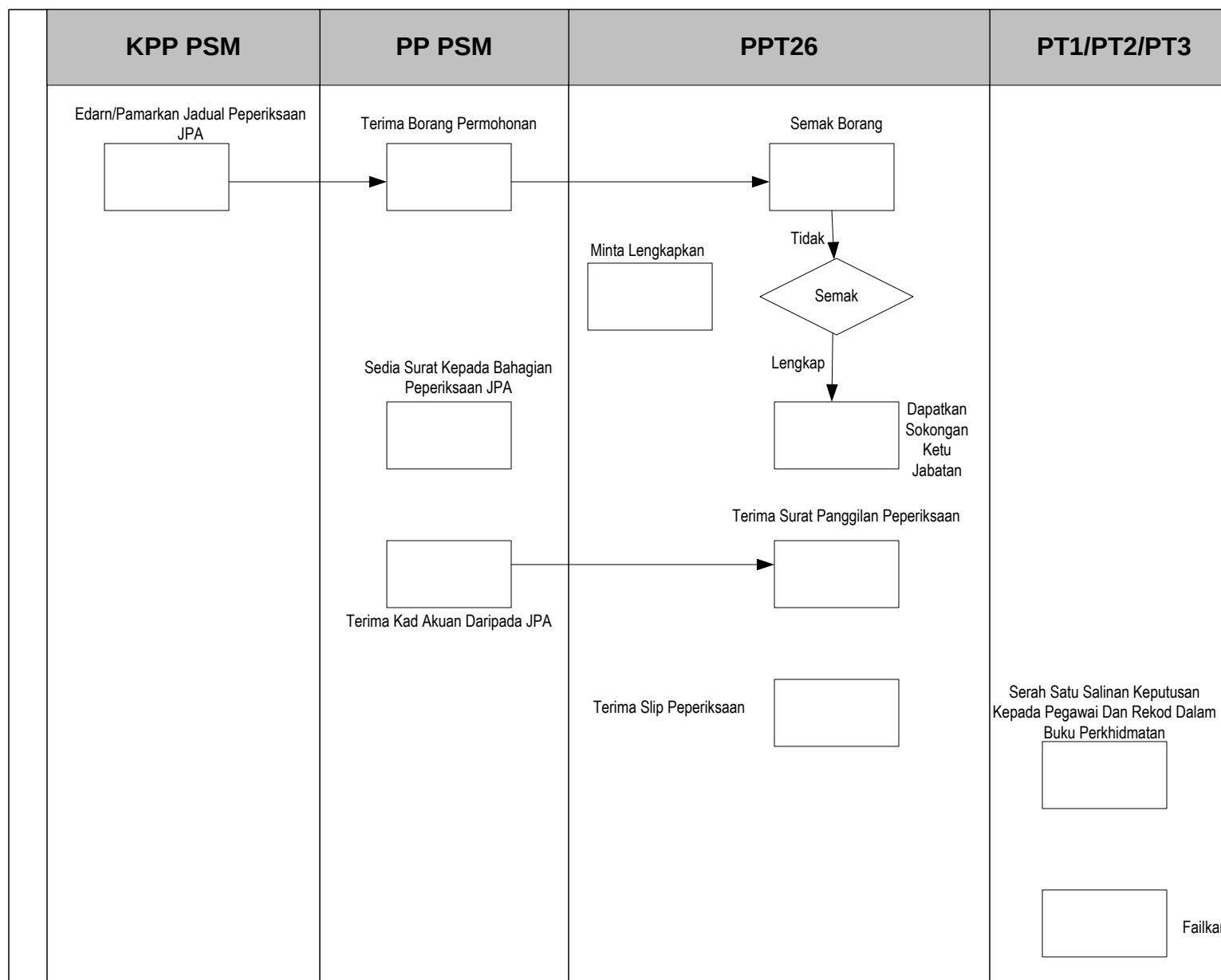
7.2.1.16 Pengurusan Mesyuarat Majlis Bersama Jabatan



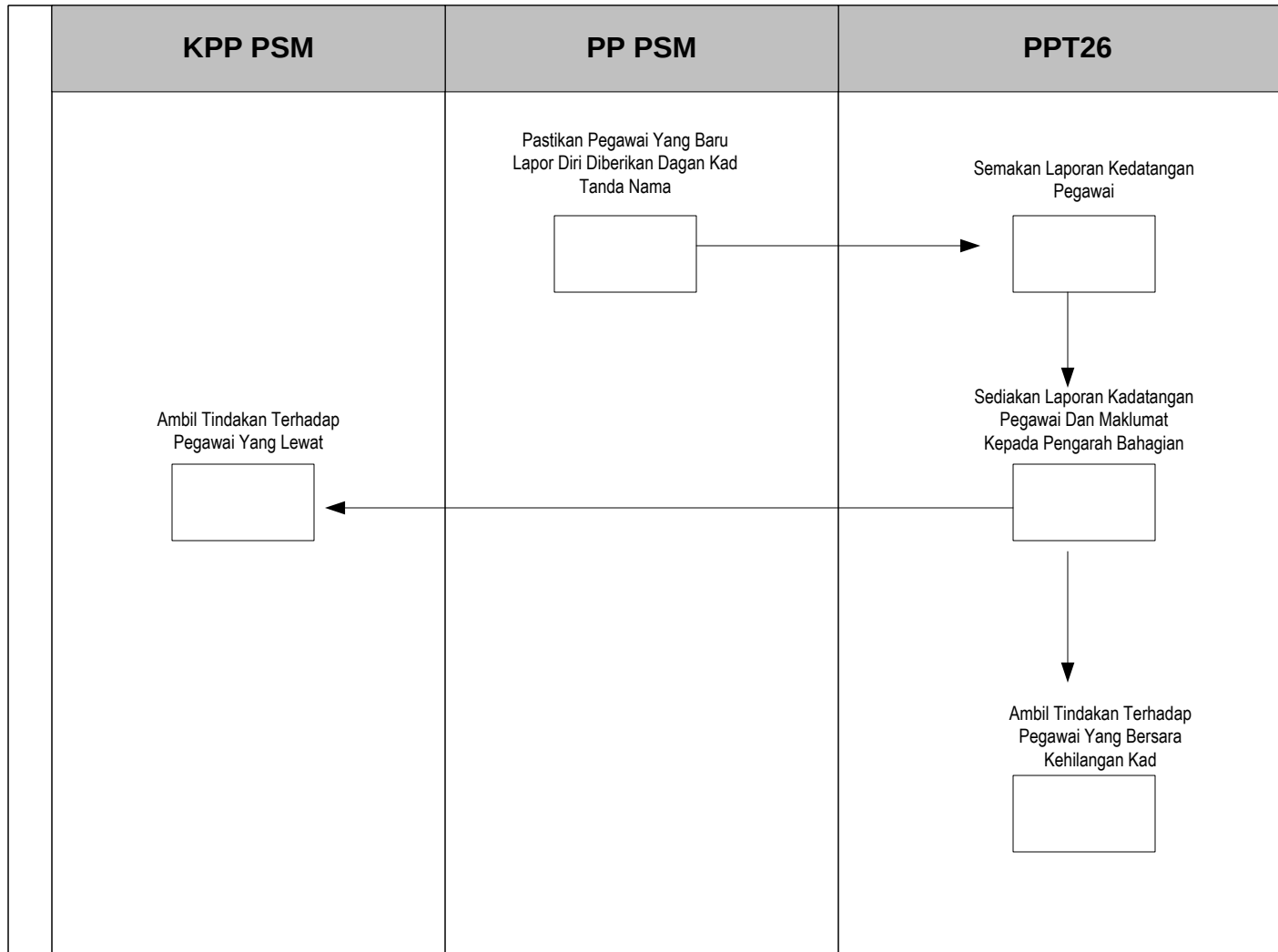
7.2.1.17 Pengurusan Peperiksaan Panel Subjer Jabatan



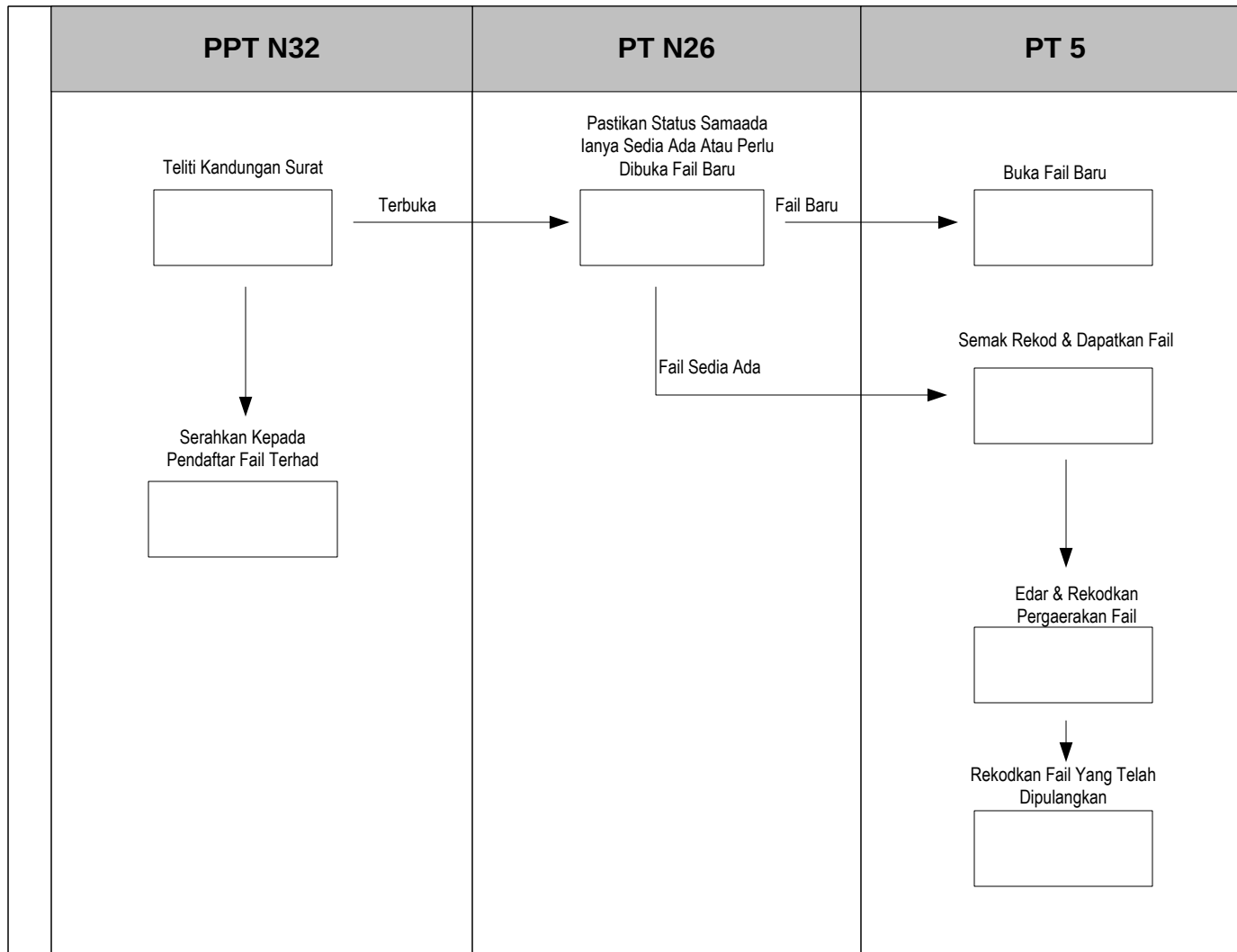
7.2.1.18 Pengurusan Permohonan Peperiksaan Dalam Perkhidmatan Gunasama



7.2.1.19 Pengurusan Sistem Keadatangan Pegawai/Kakitangan

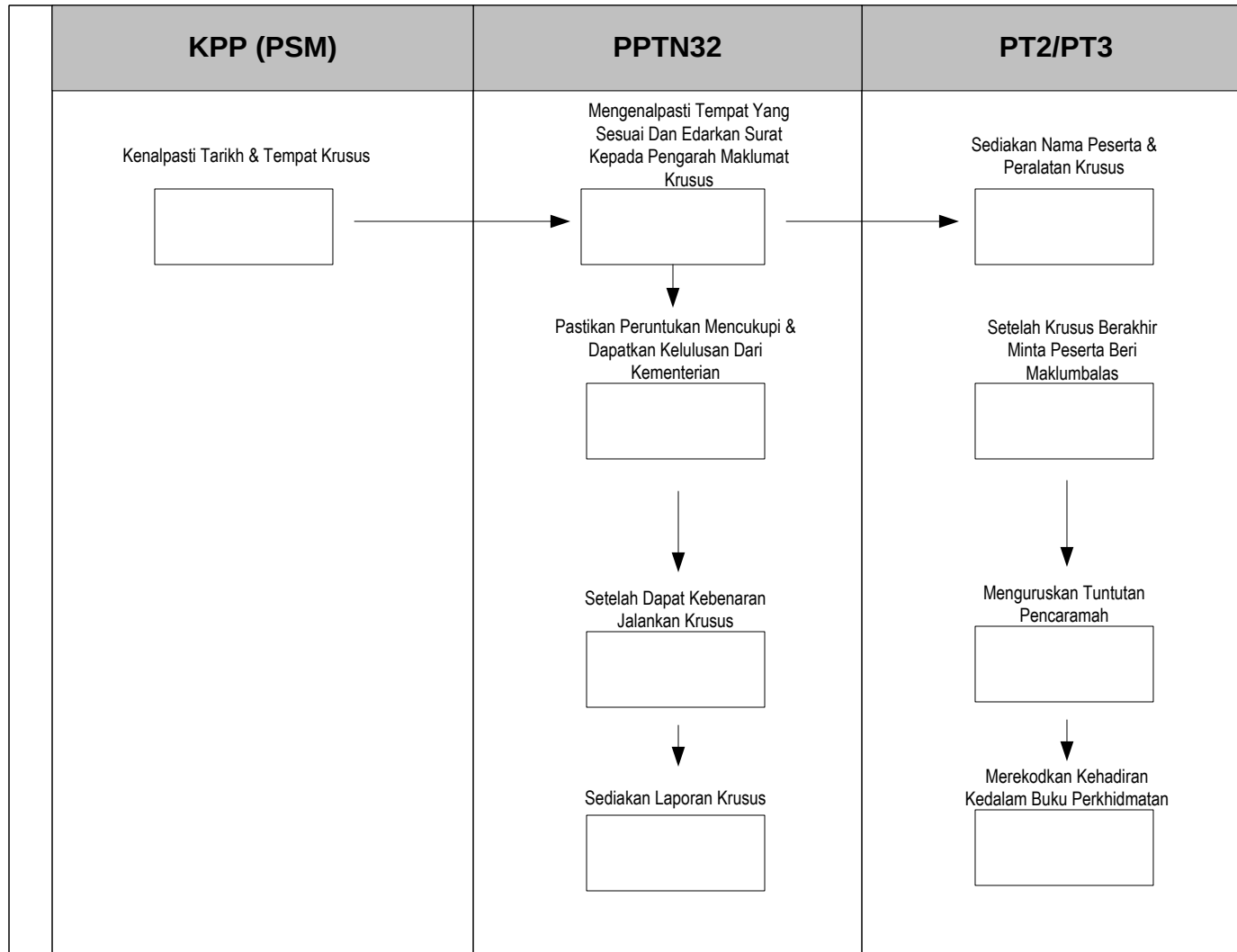


7.2.1.20 Pengurusan Sistem Fail Jabatan



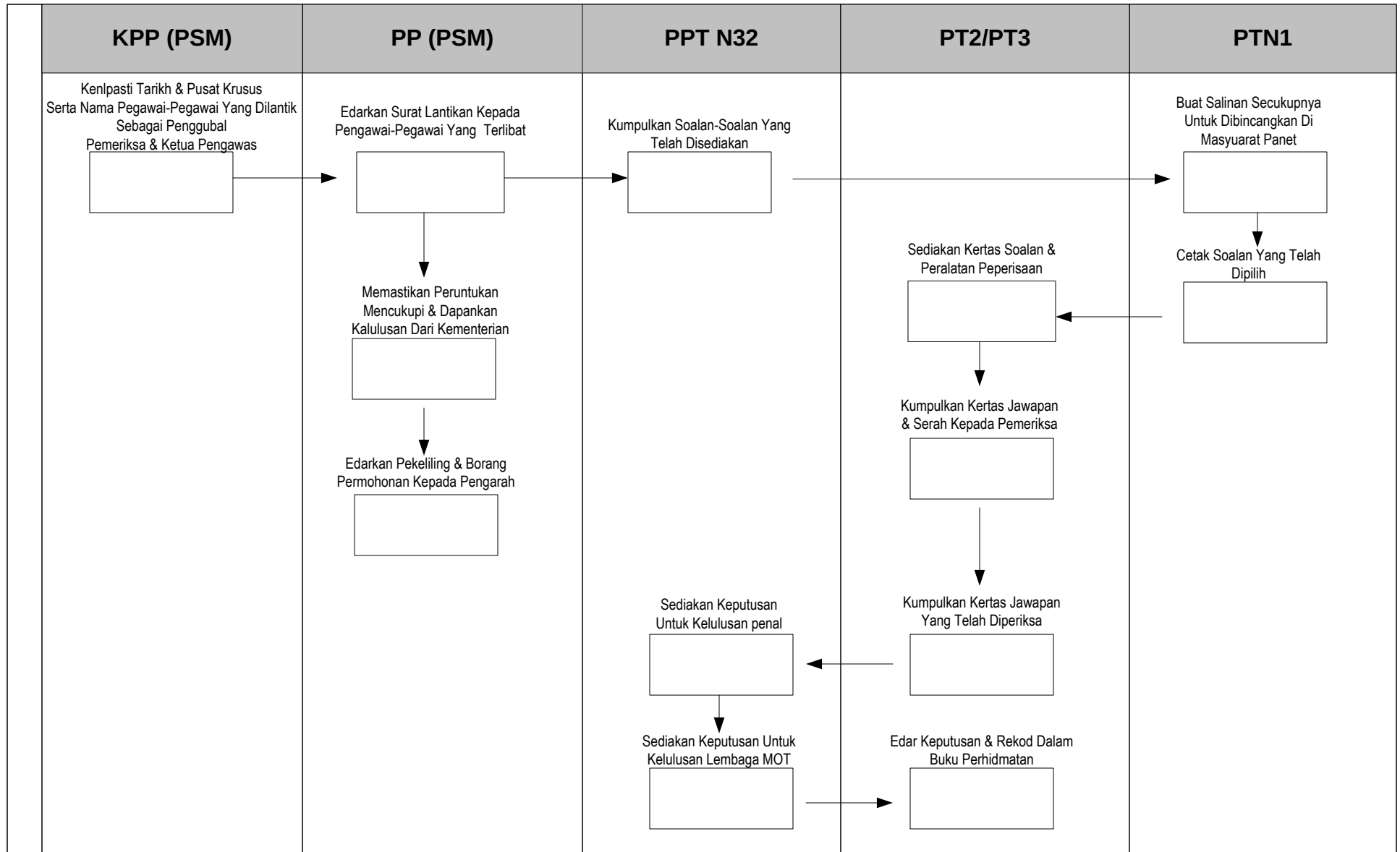
7.2.1.21

Pengurusan Penganjuran Krusus



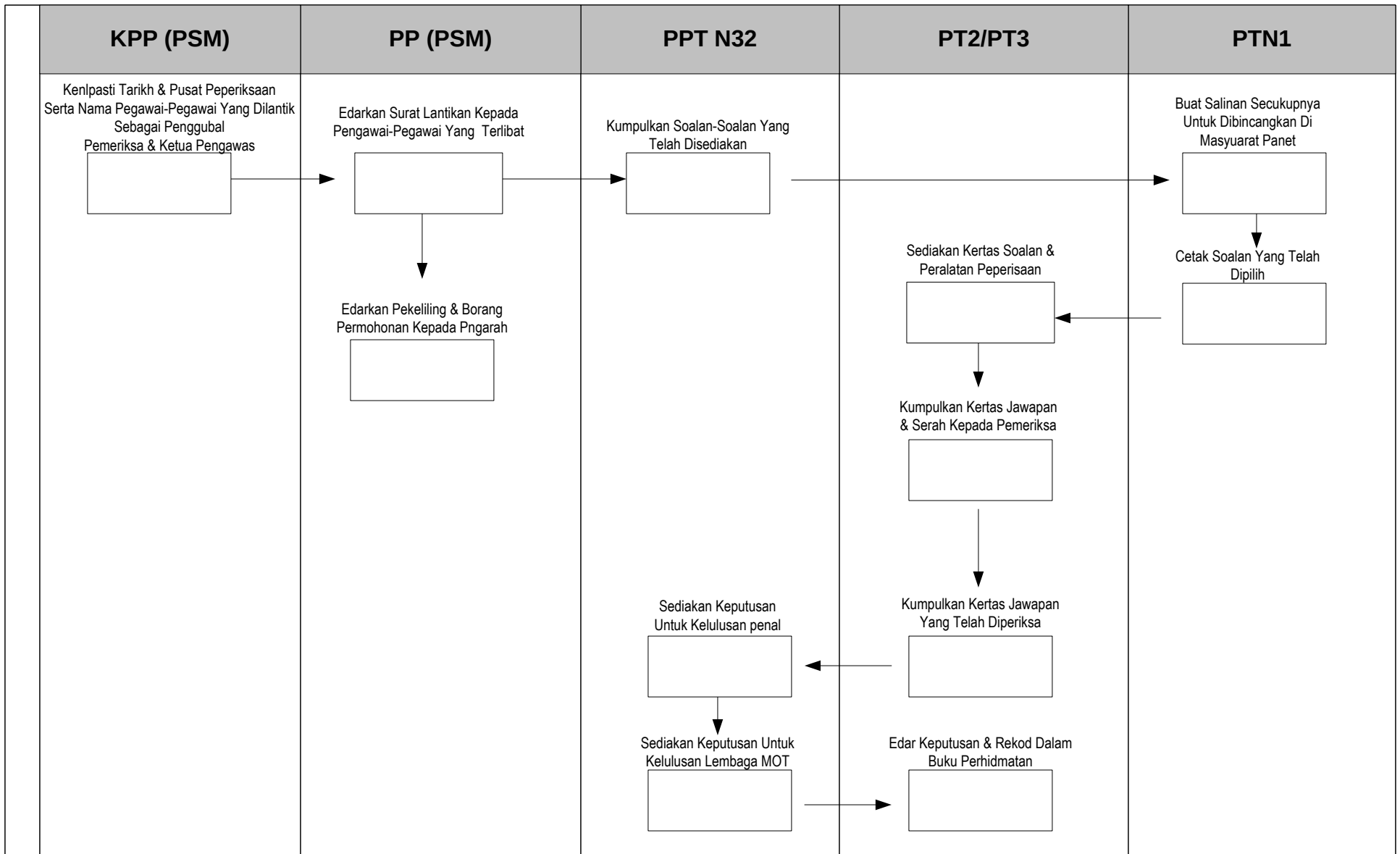
7.2.1.22

Pengurusan Penilaian Tahap Kecekapan (Kursus)

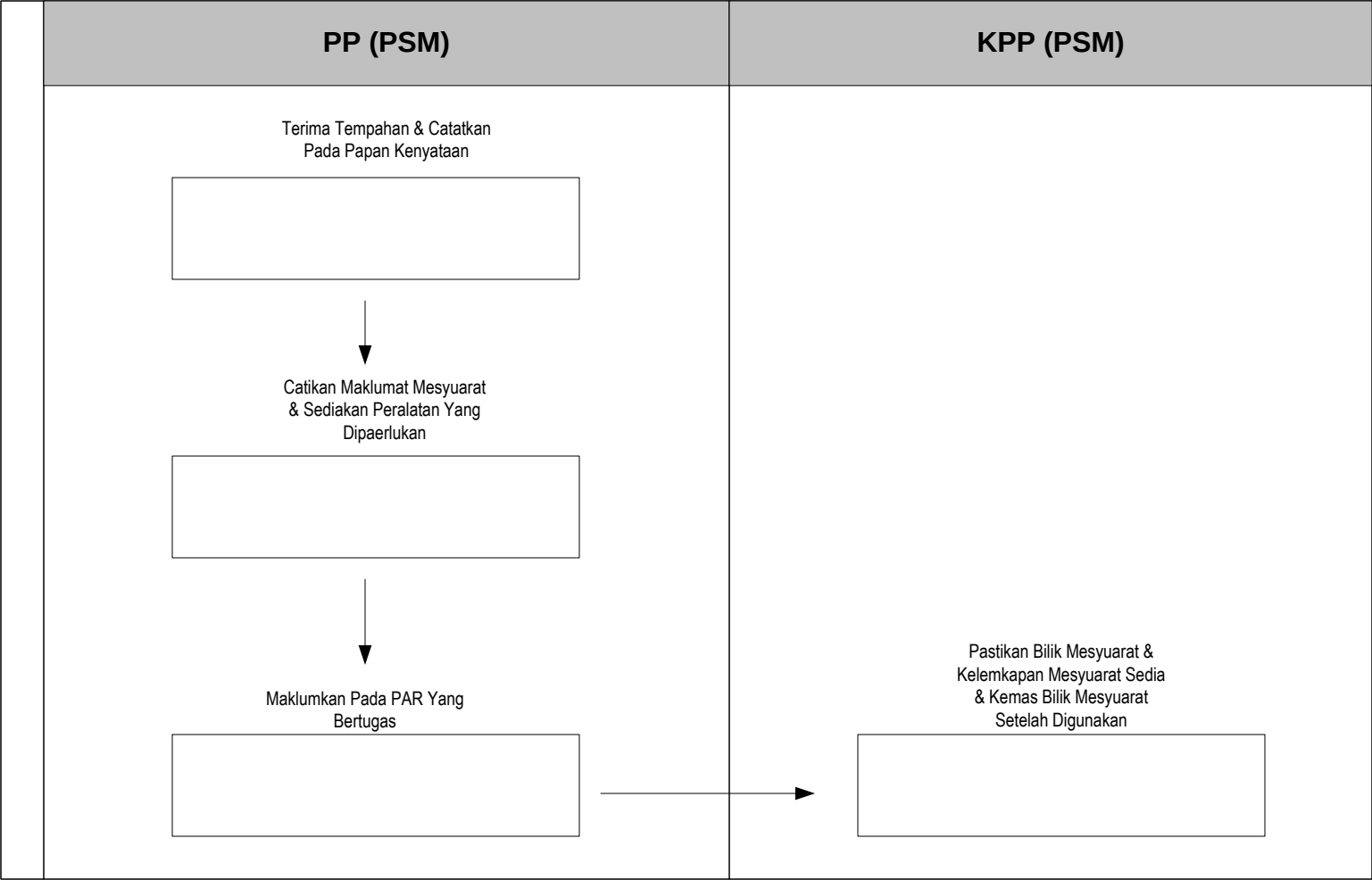


7.2.1.23

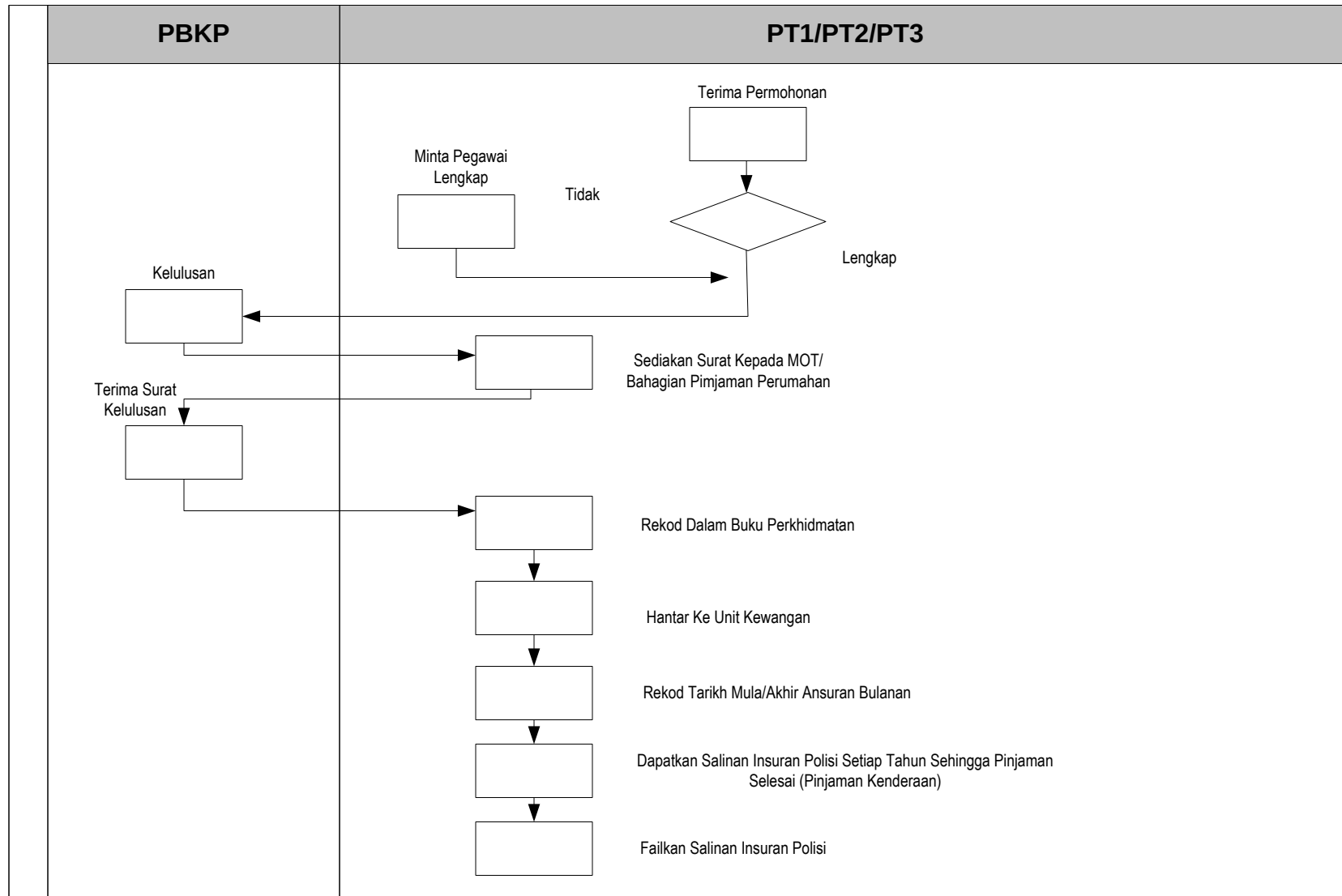
Pengurusan Penilaian Tahap Kecekapan (Peperiksaan)



7.2.1.24 Pengurusan Bilik Mesyuarat

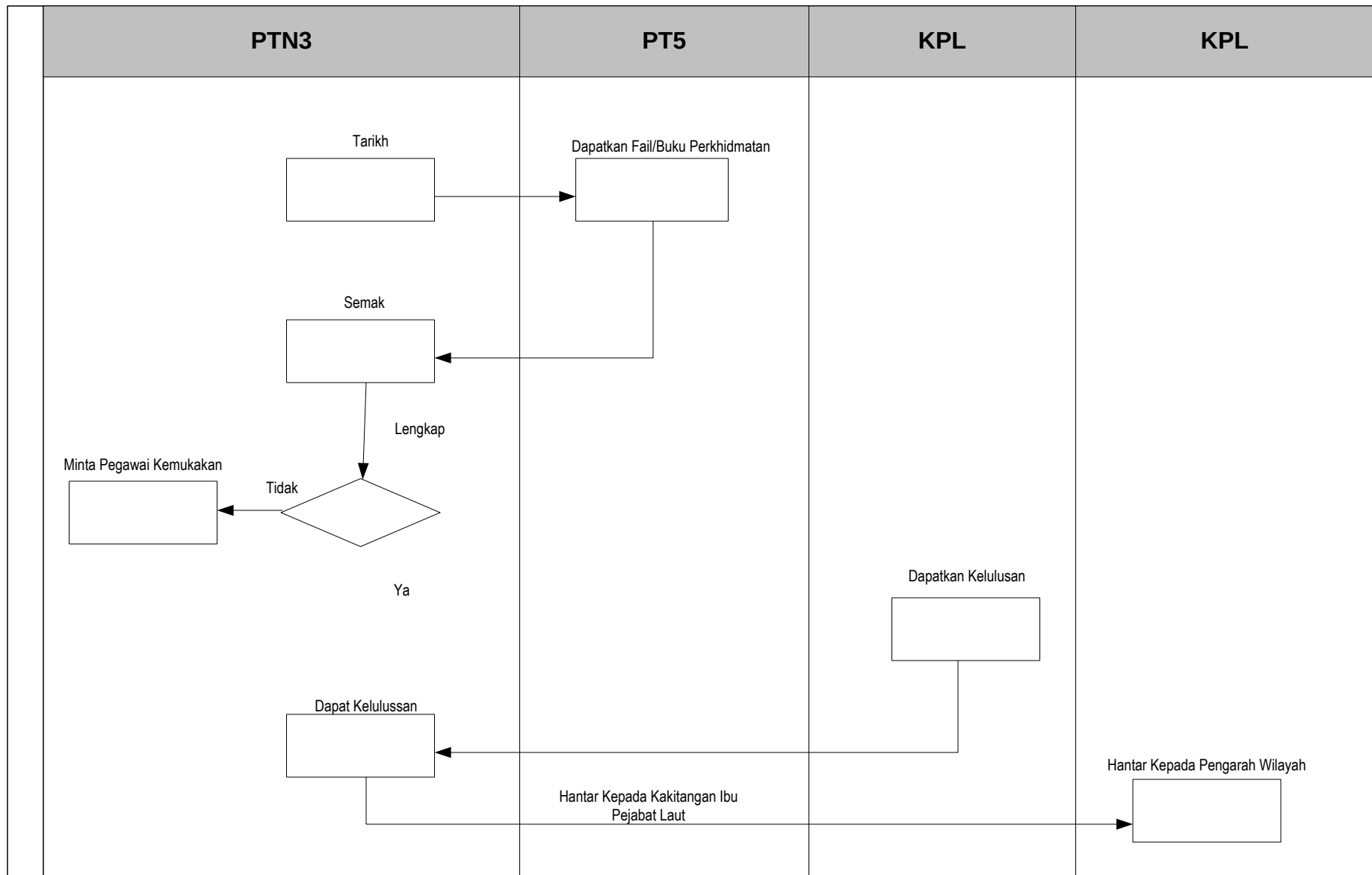


7.2.1.25 Pengurusan Pinjaman Kenderaan/Komputer & Perumahan

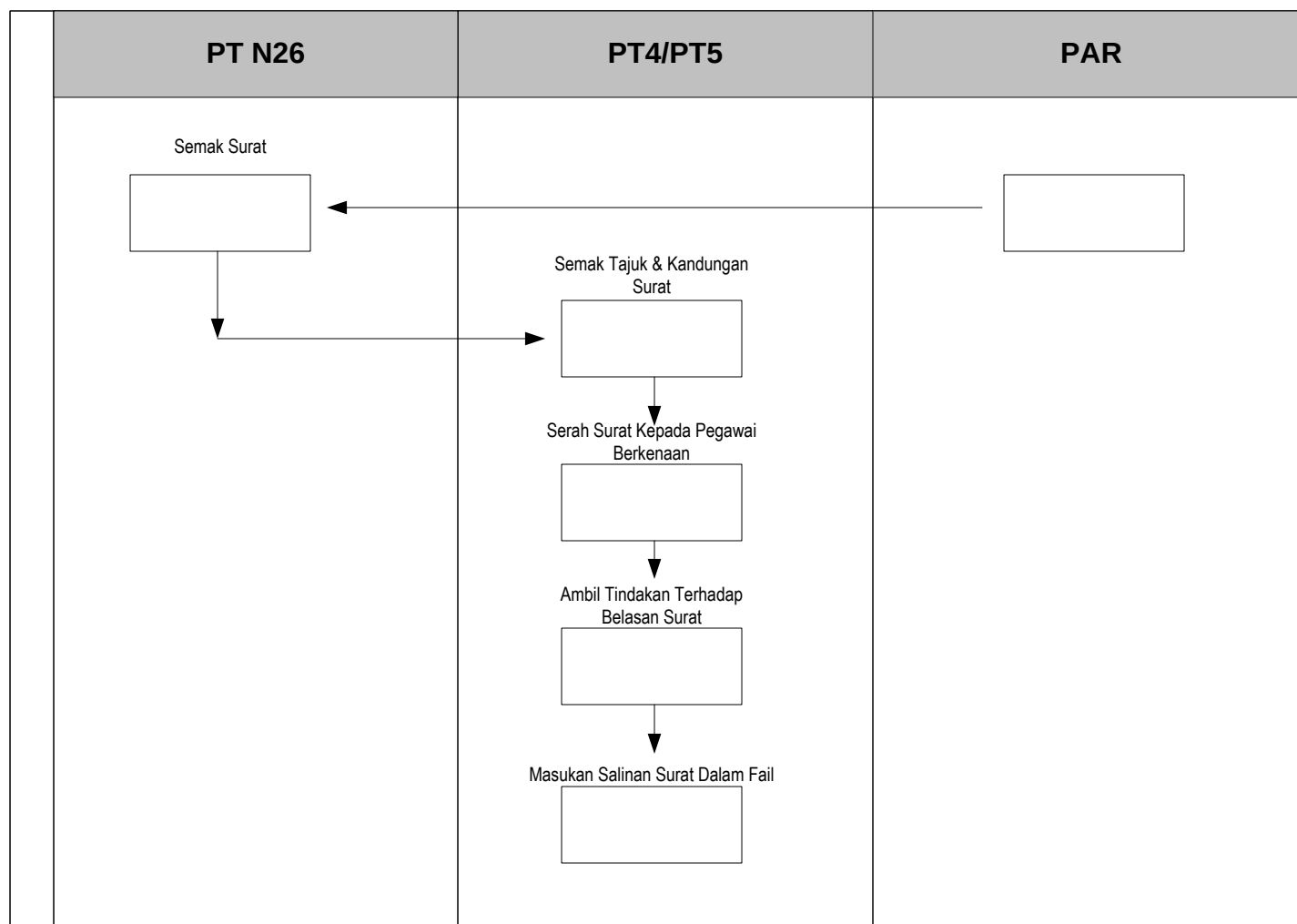


7.2.1.26

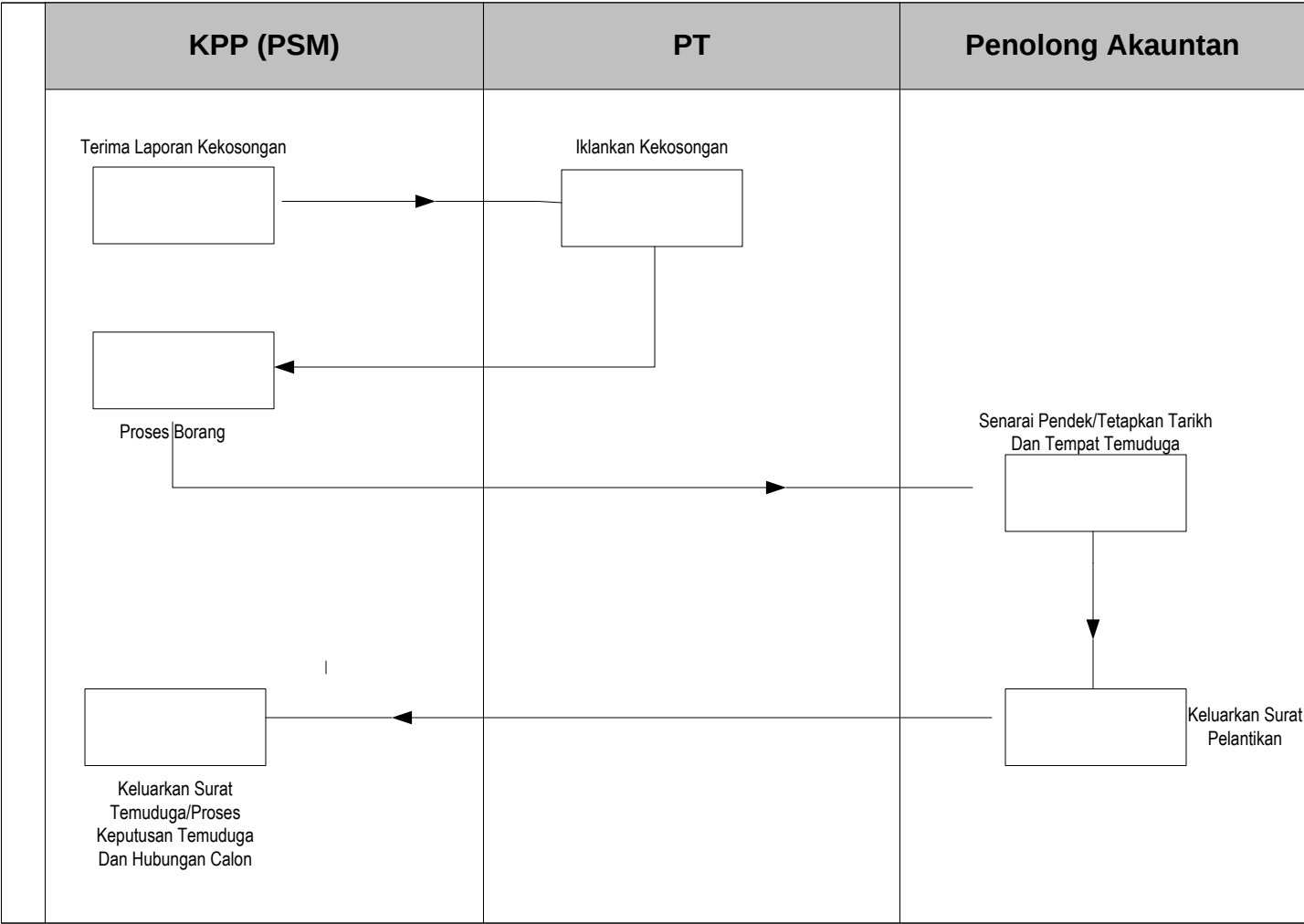
Pengurusan Semasa Jenis Cuti



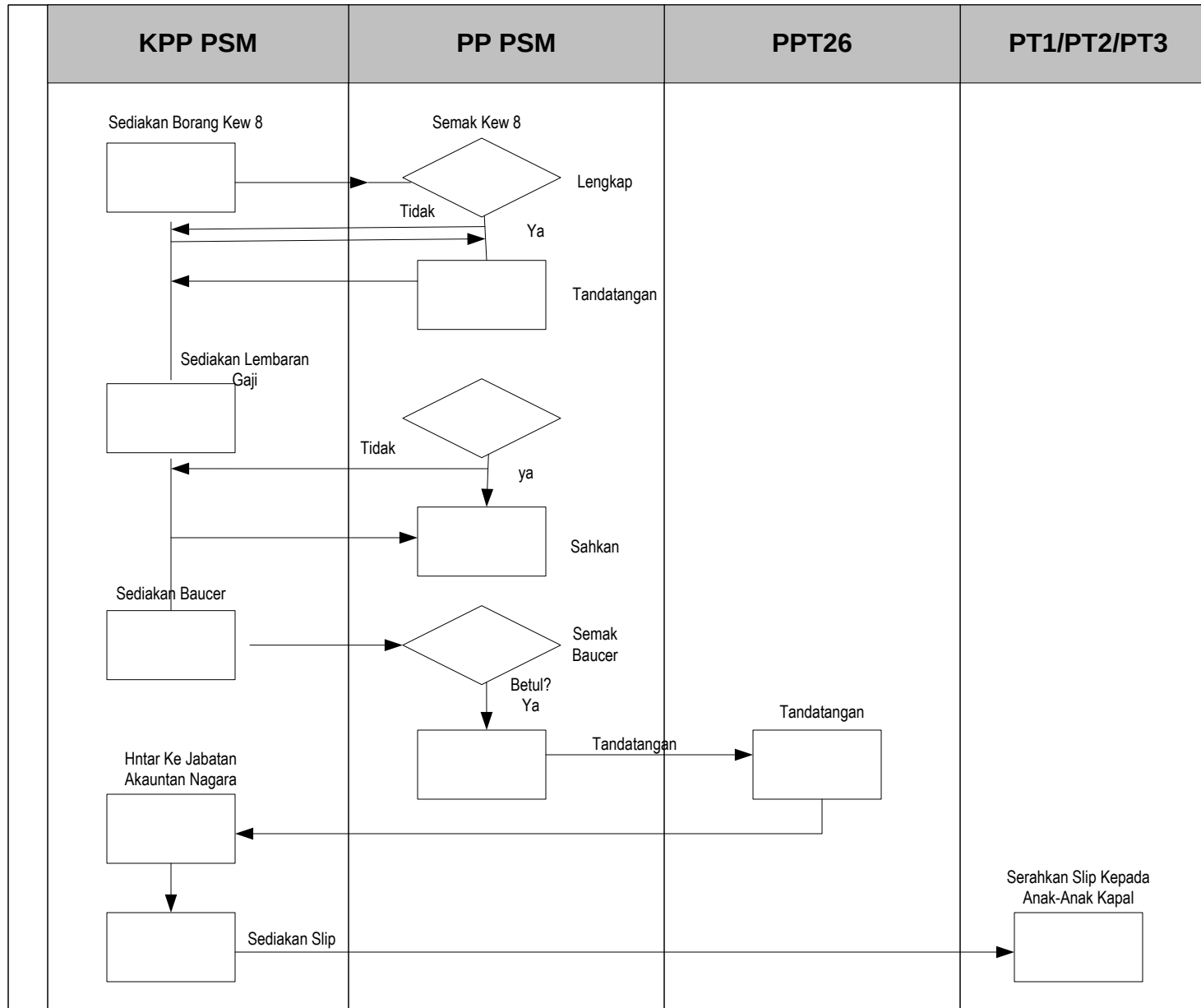
7.2.1.27 Pengurusan Surat-Surat Rasmi Jabatan



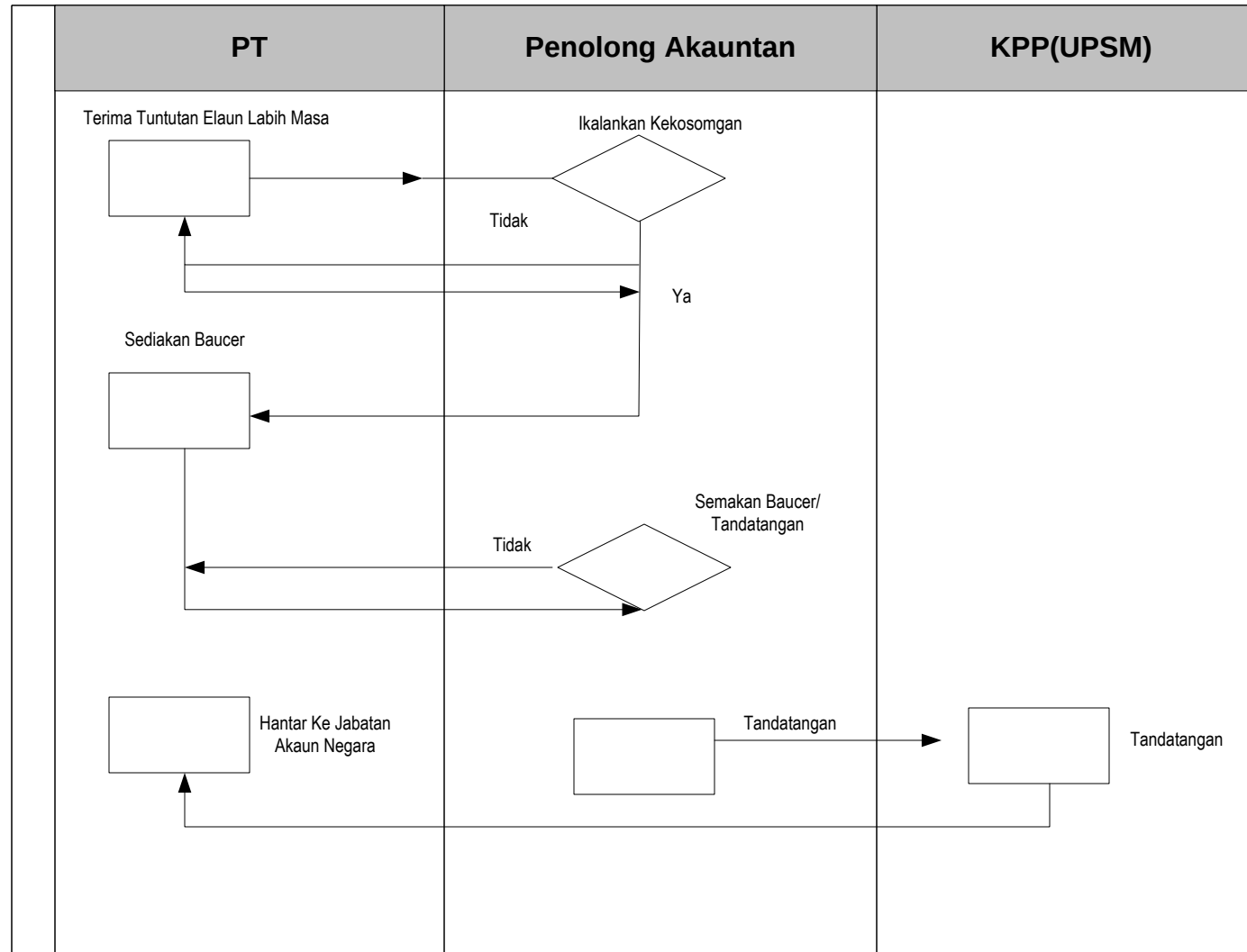
7.2.1.28 Pengurusan Pengambilan Anak-Anak Kapal



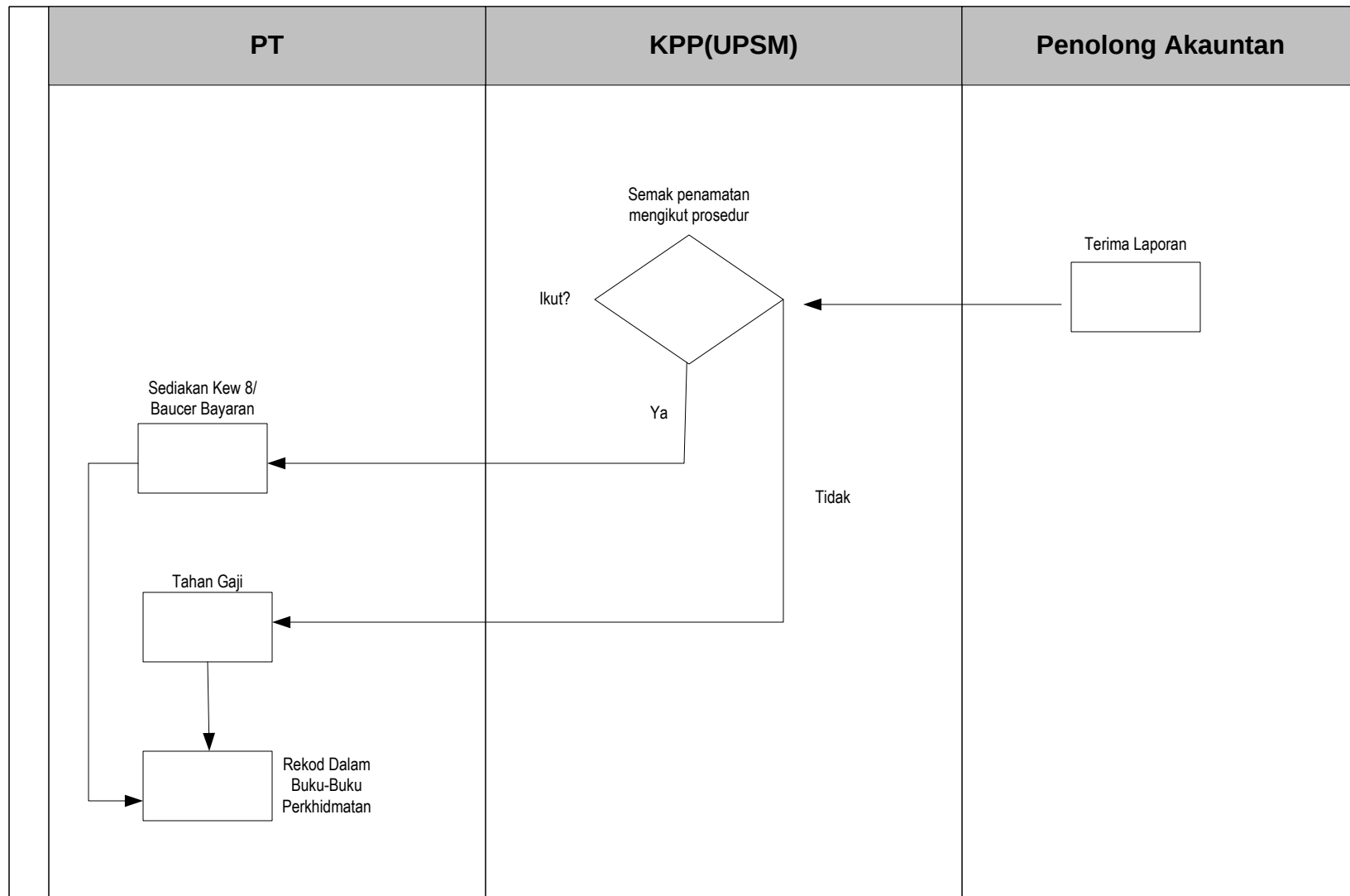
7.2.1.29 Pengurusan Pembayaran Gaji Anak-Anak Kapal



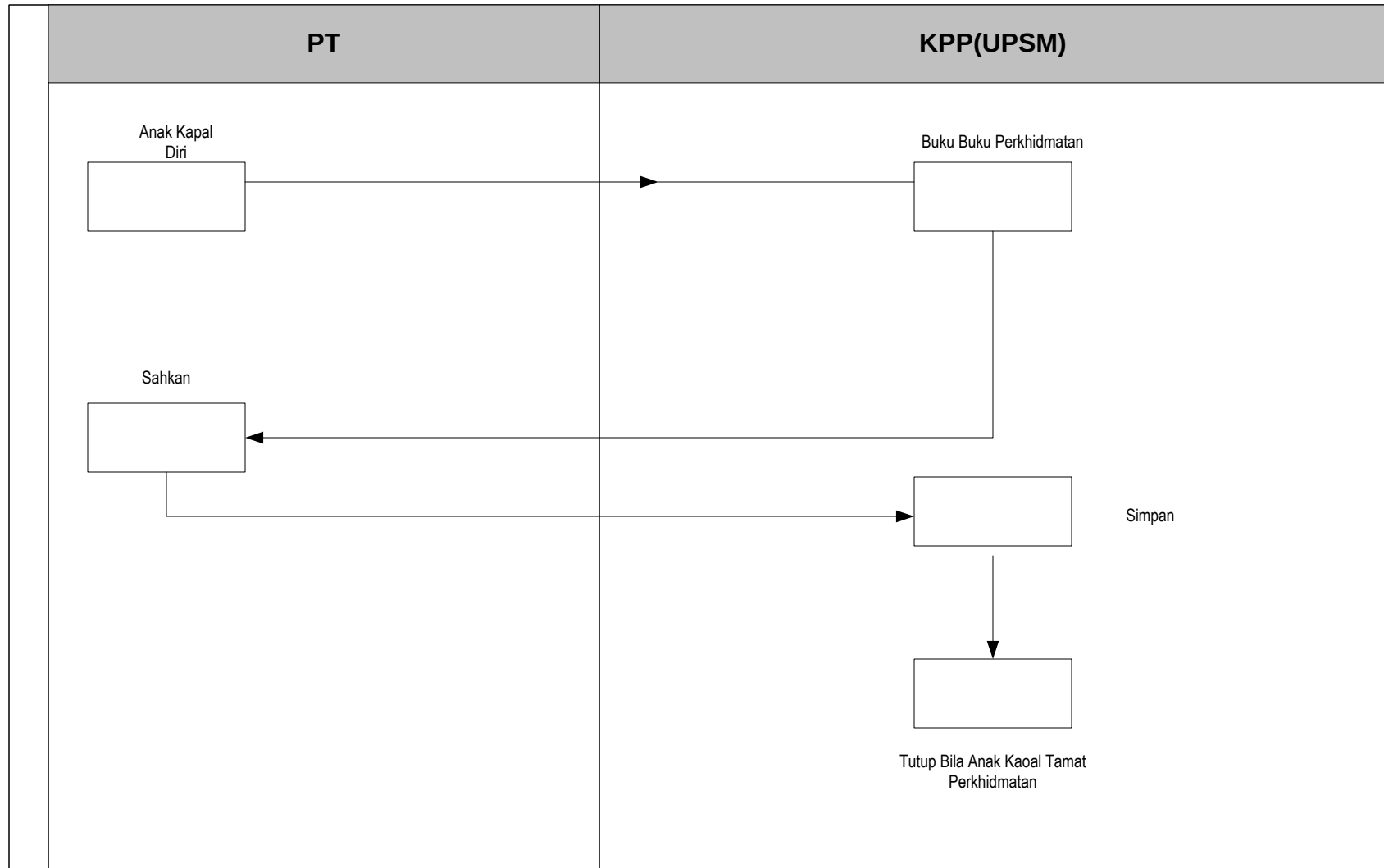
7.2.1.30 Pengurusan Pembayaran Elaun Lebih Masa Anak-Anak Kapal



7.2.1.31 Pengurusan Penamatan Perkhidmatan Anak-Anak Kapal

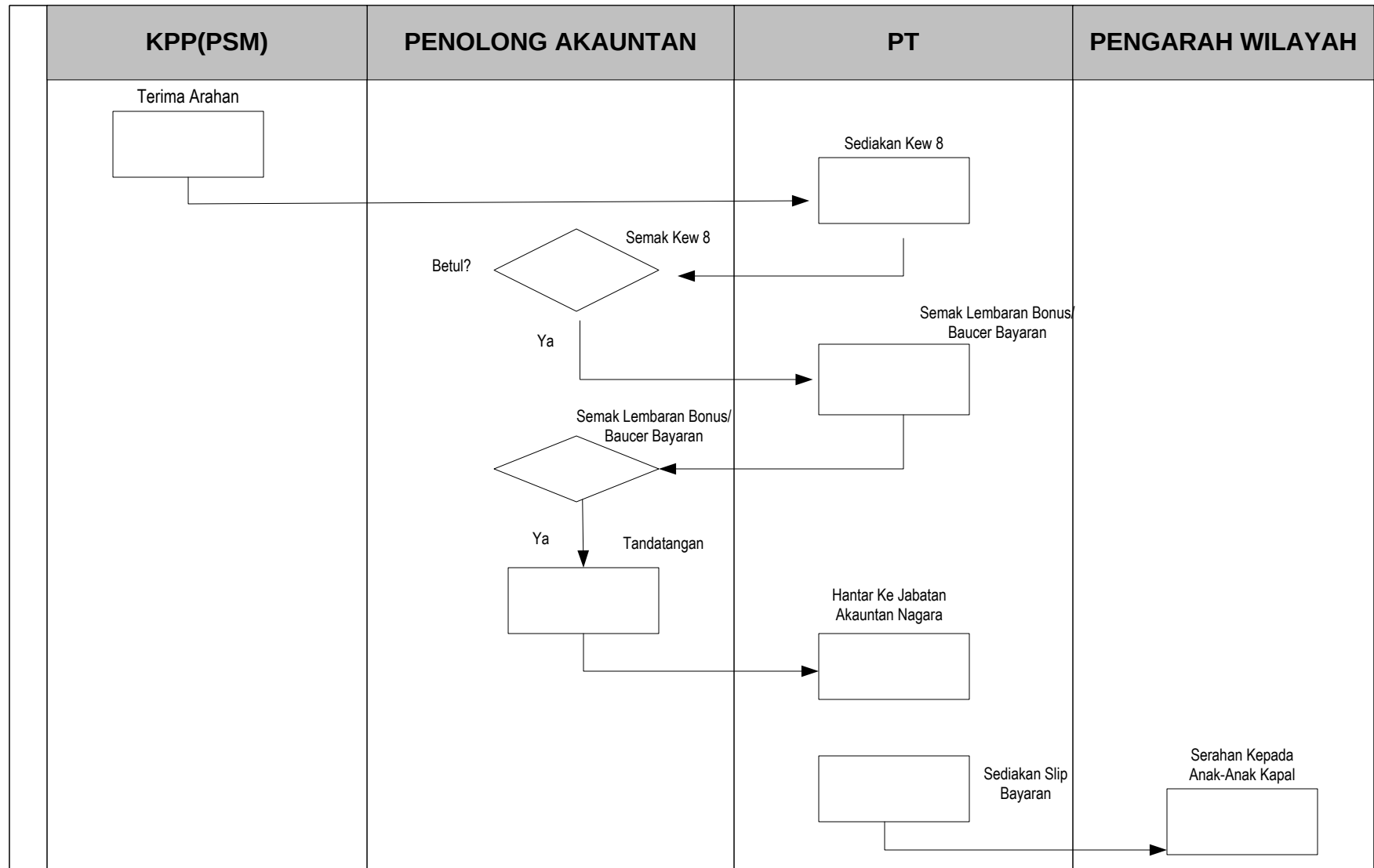


7.2.1.32 Pengurusan Buku Perkhidmatan Untuk Anak-Anak Kapal



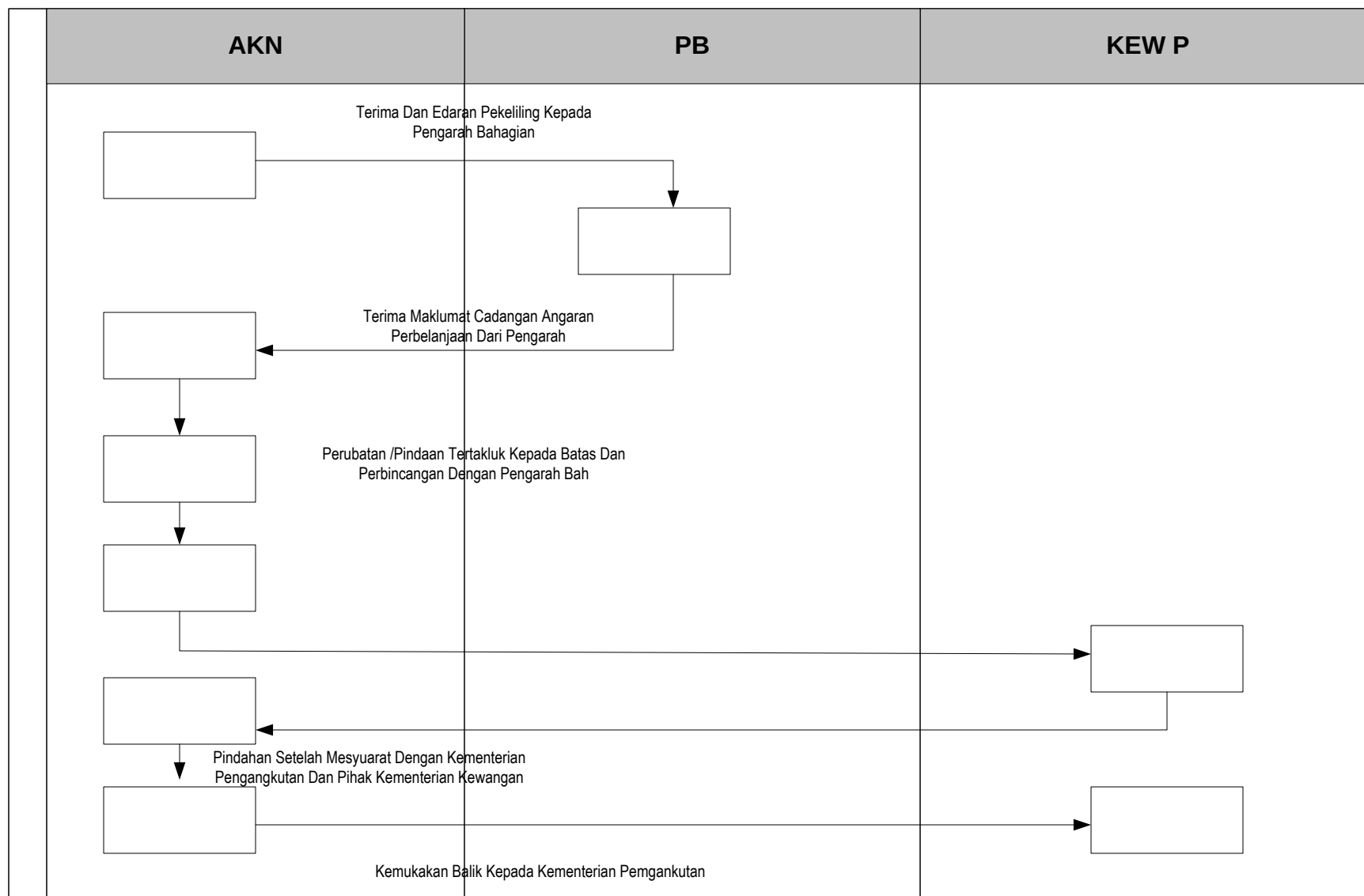
7.2.1.33

Pengurusan Bayaran Bonus Dan Lain-Lain Kamudahan Anak-Anak Kapal

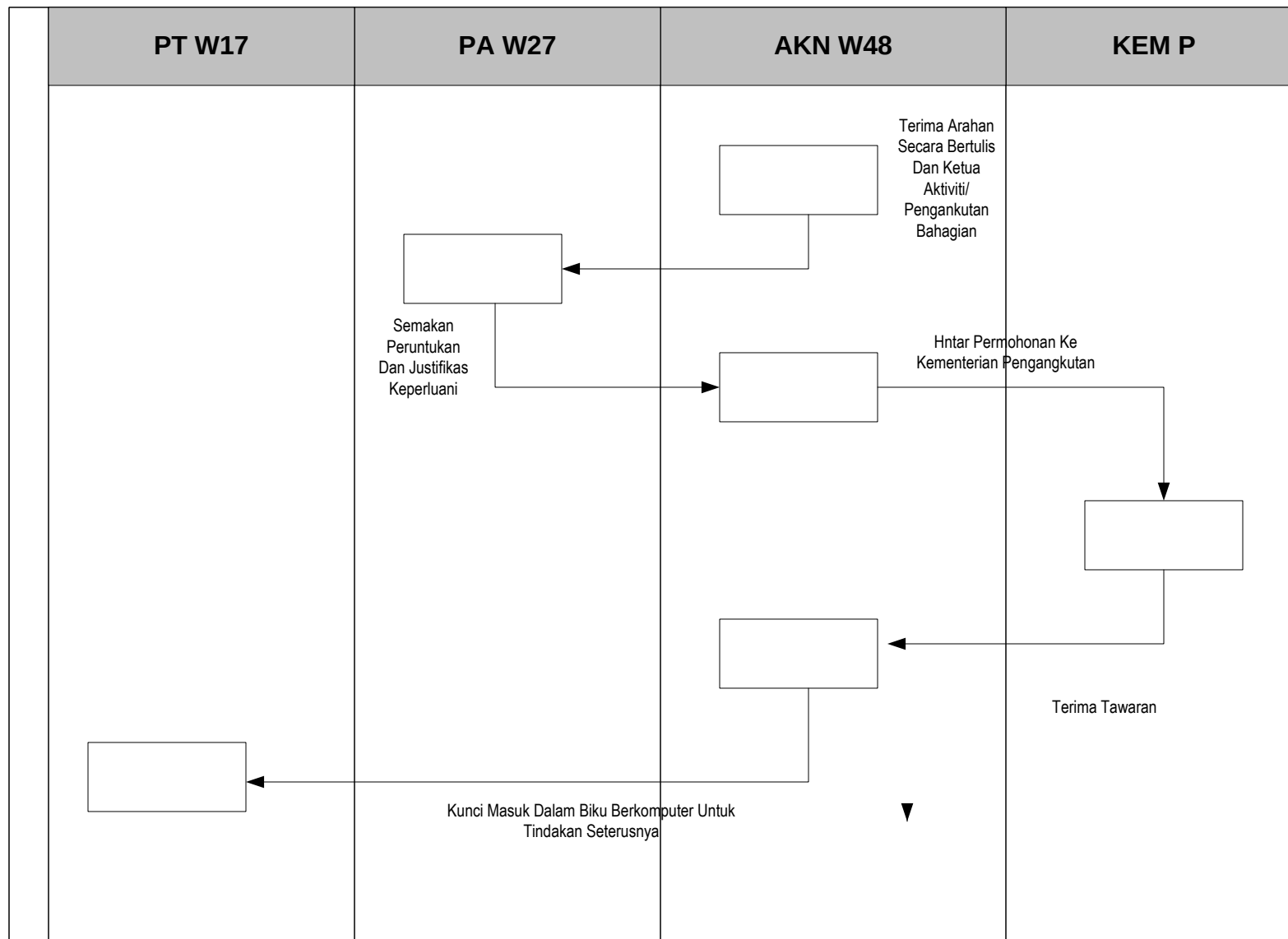


7.2.2 Unit Pengurusan Kewangan Dan Akaun Amanah

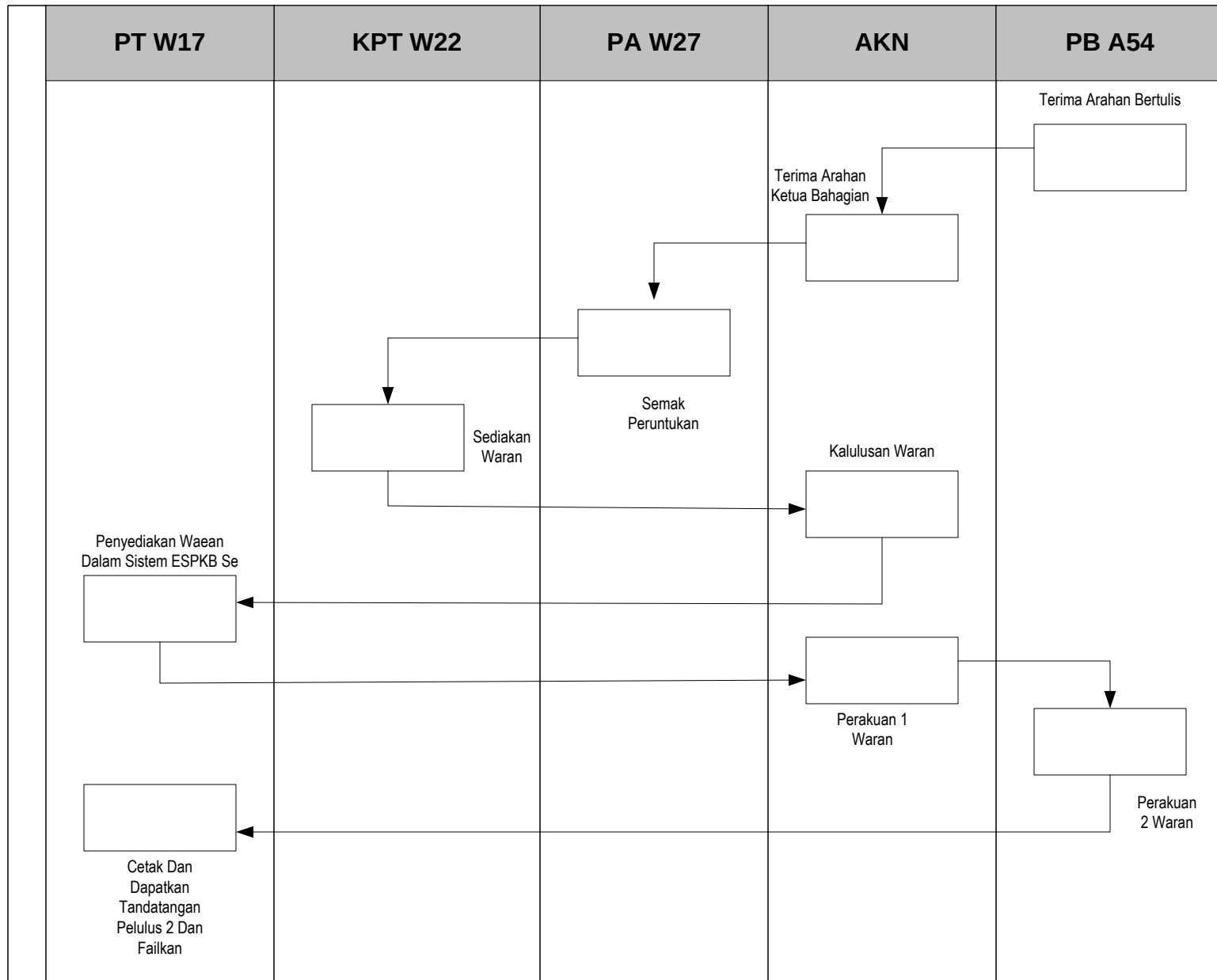
7.2.2.1 Penyediaan Bajet Mengurus



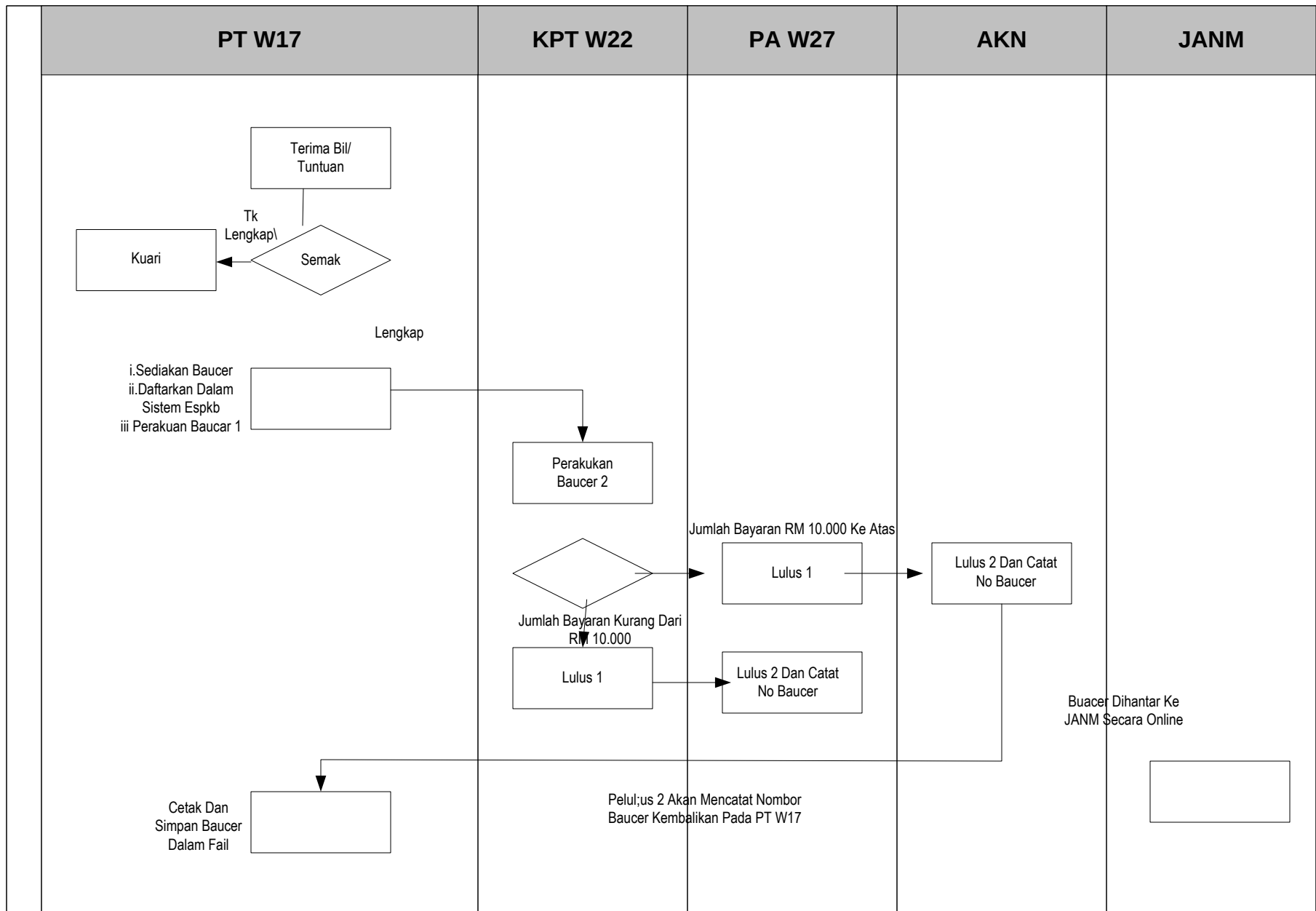
7.2.2.2 Menguruskan Pindah Peruntukan



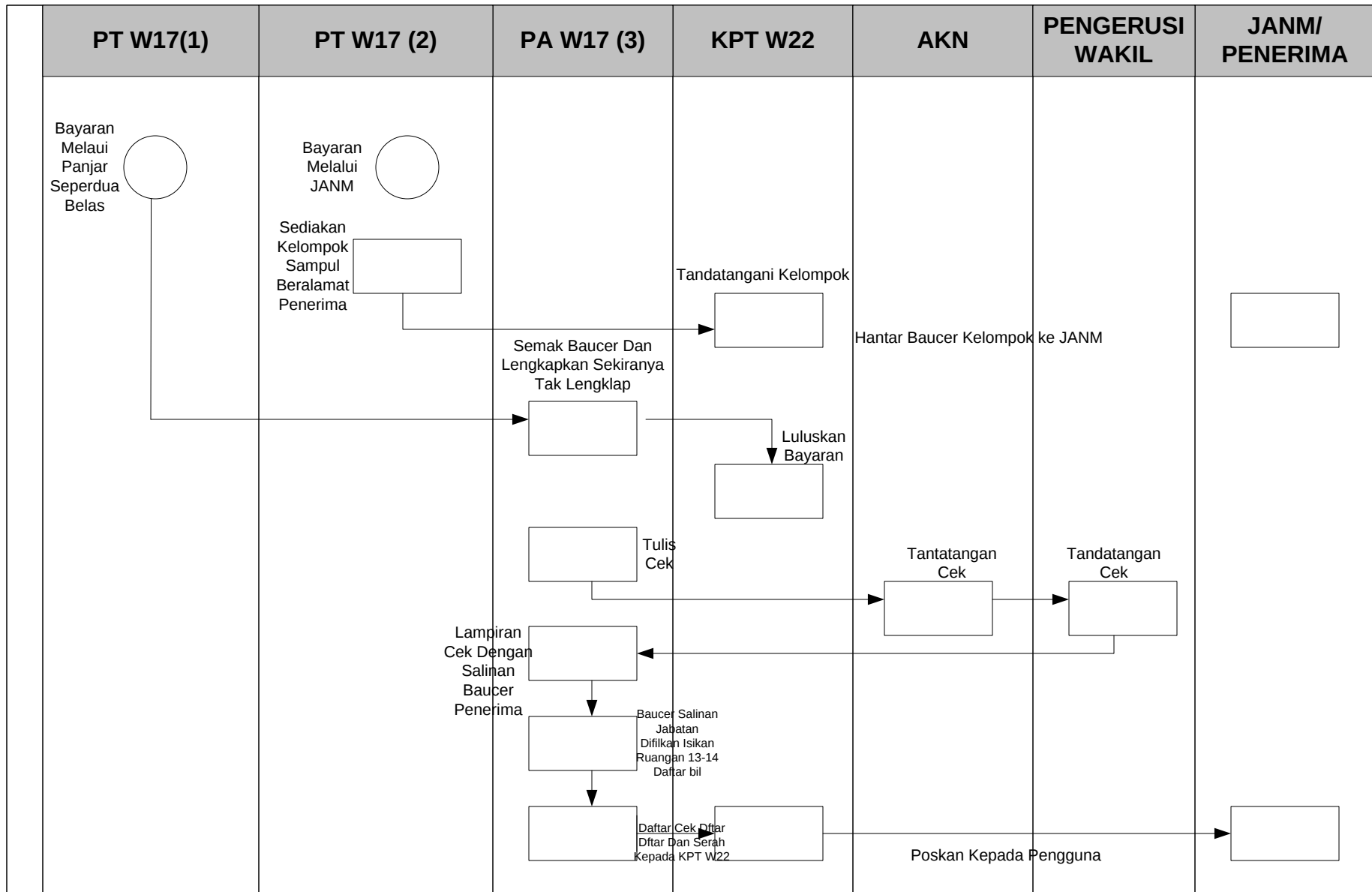
7.2.2.3 Penyediaan Waran Peruntukan Kecil



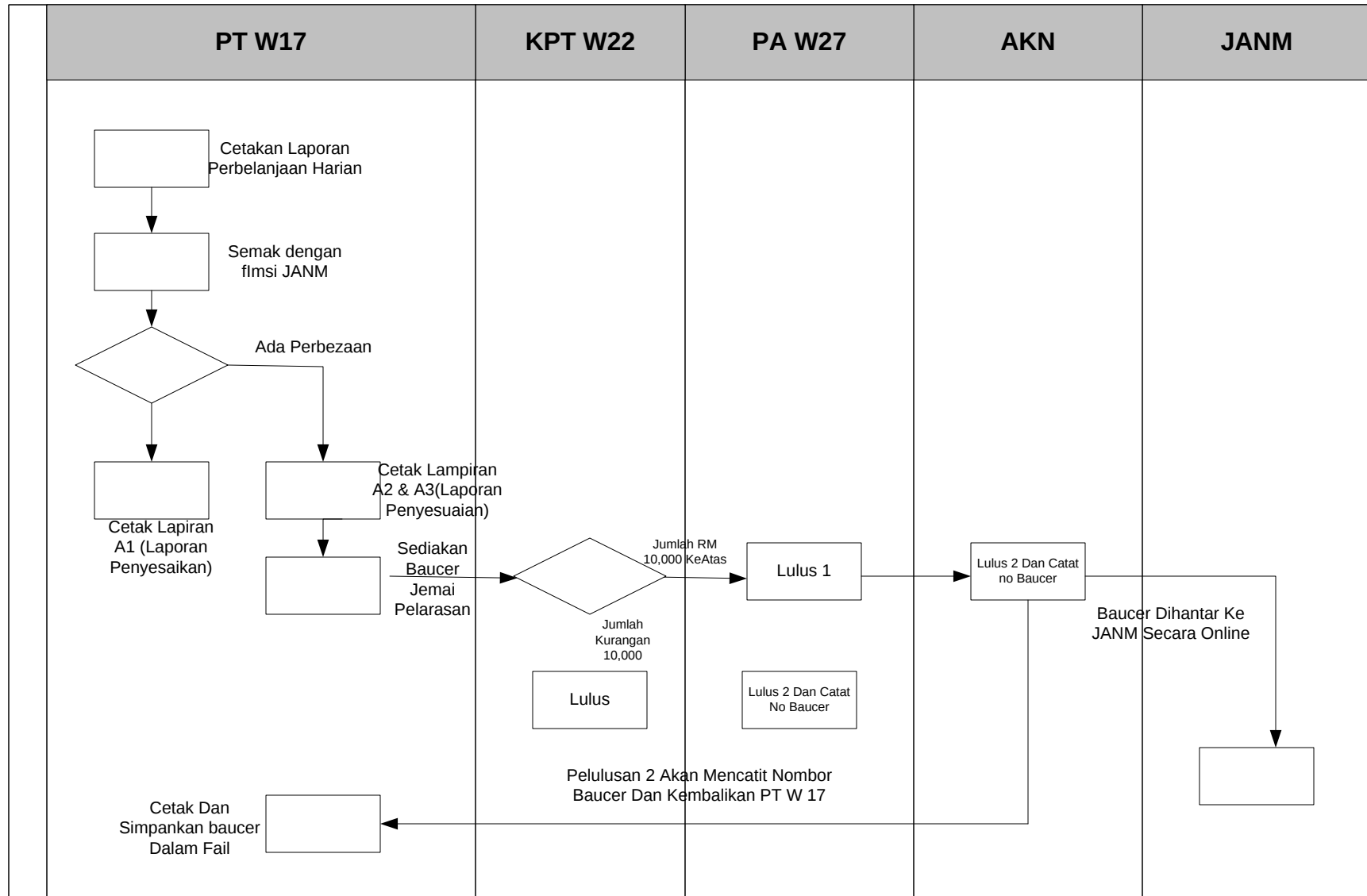
7.2.2.4 Penyediaan Baucer Bayaran Persekutuan



7.2.2.5 Penyediaan Baucer Bayaran Amanah

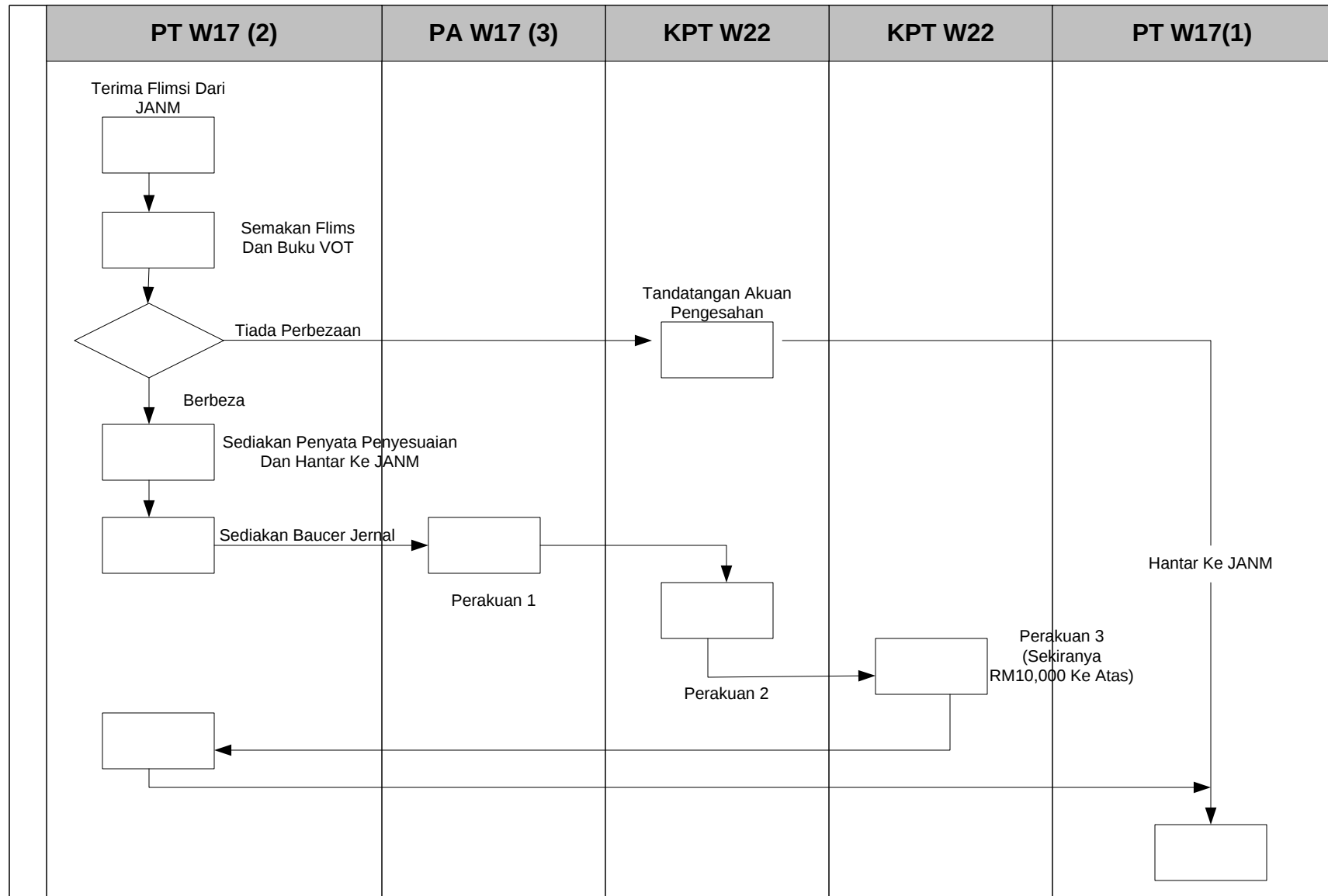


7.2.2.6 Perakuan Perbelanjaan (Penyelesaian Vot) Persekutuan

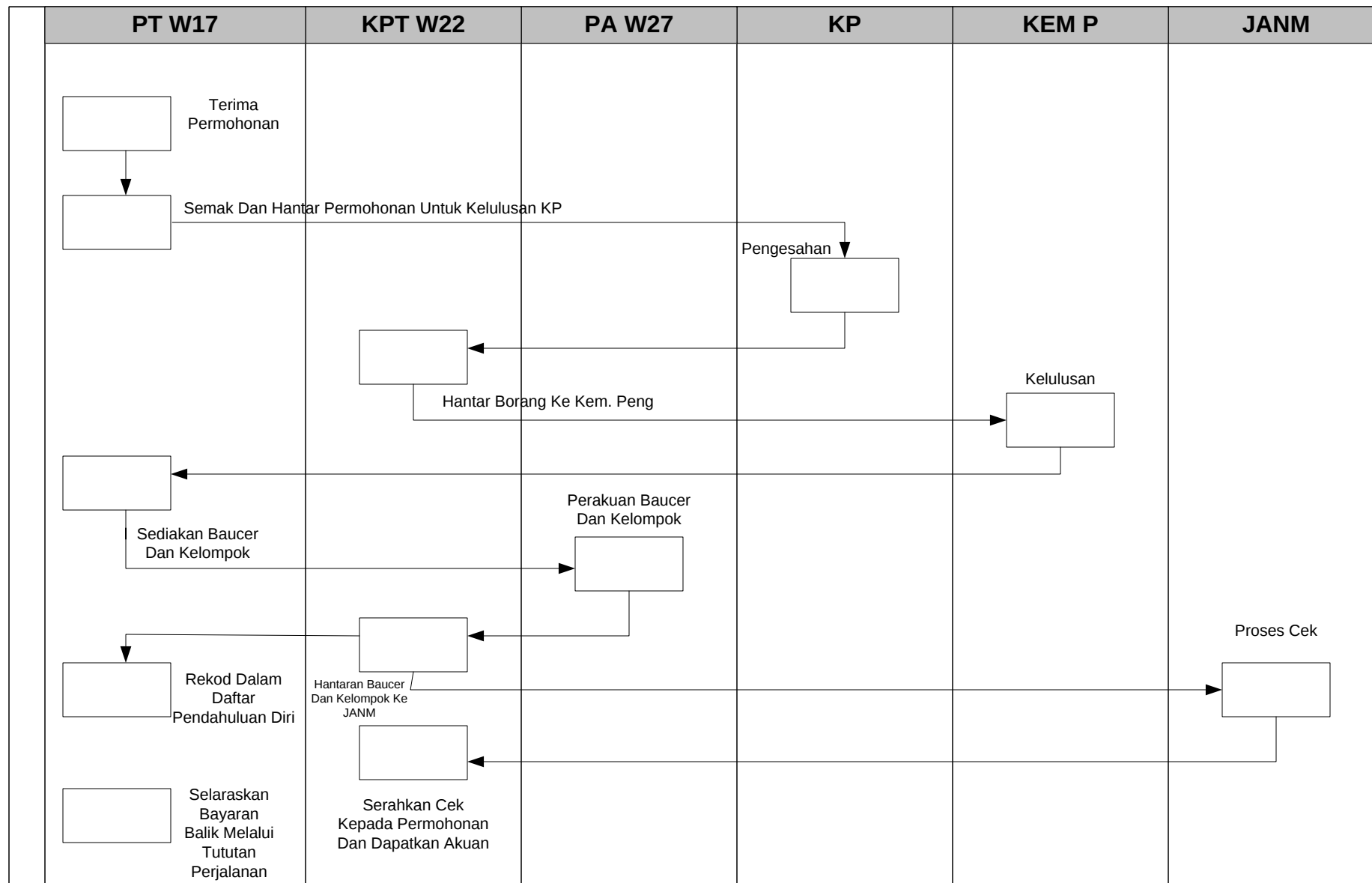


7.2.2.7

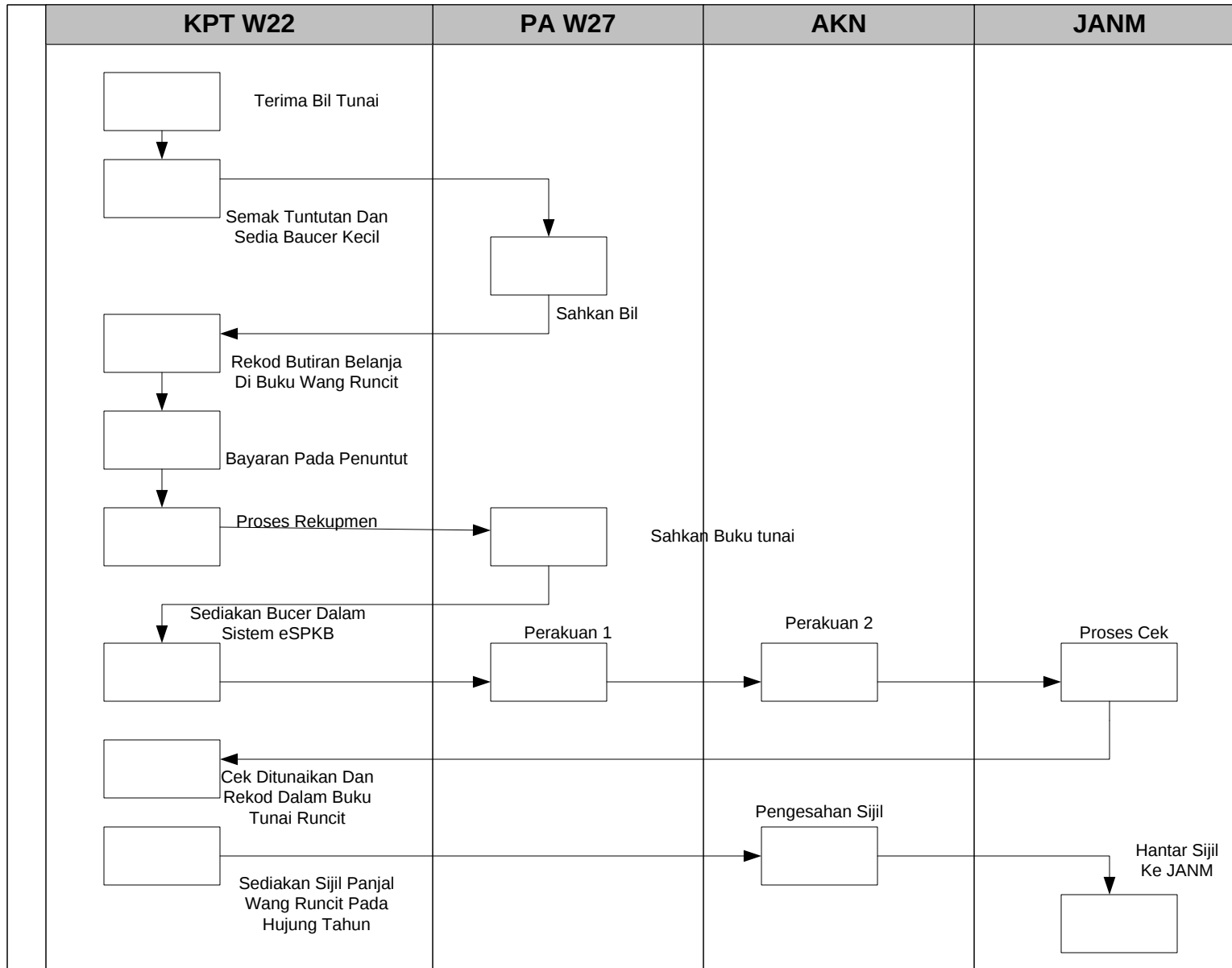
Perakaunan Perbelanjaan (Penyata Penyesuaian Vot) Amanah



7.2.2.8 Pengurusan Permohonan Pendahuluan Diri

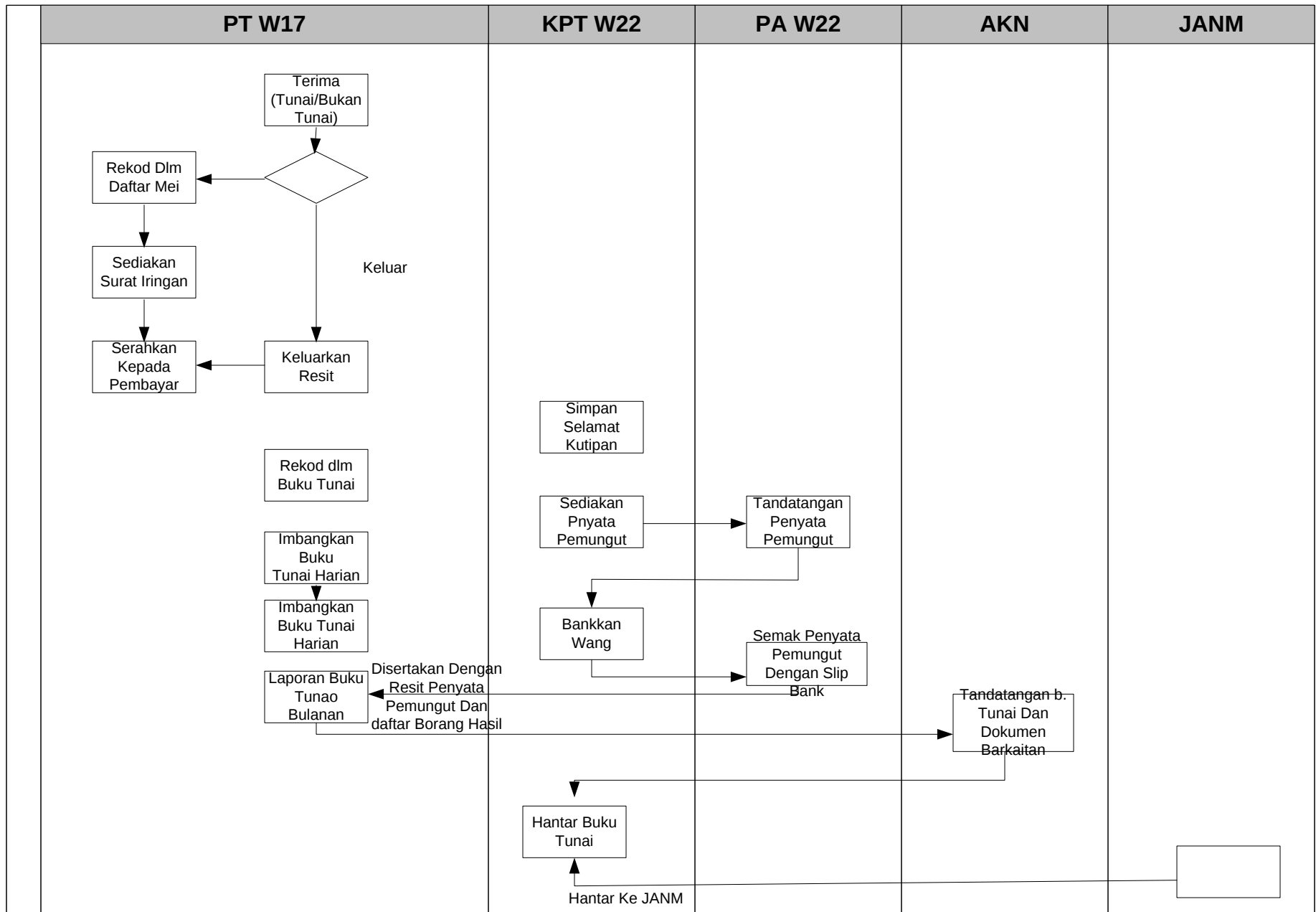


7.2.2.9 Pengurusan Panjar Wang Runcit

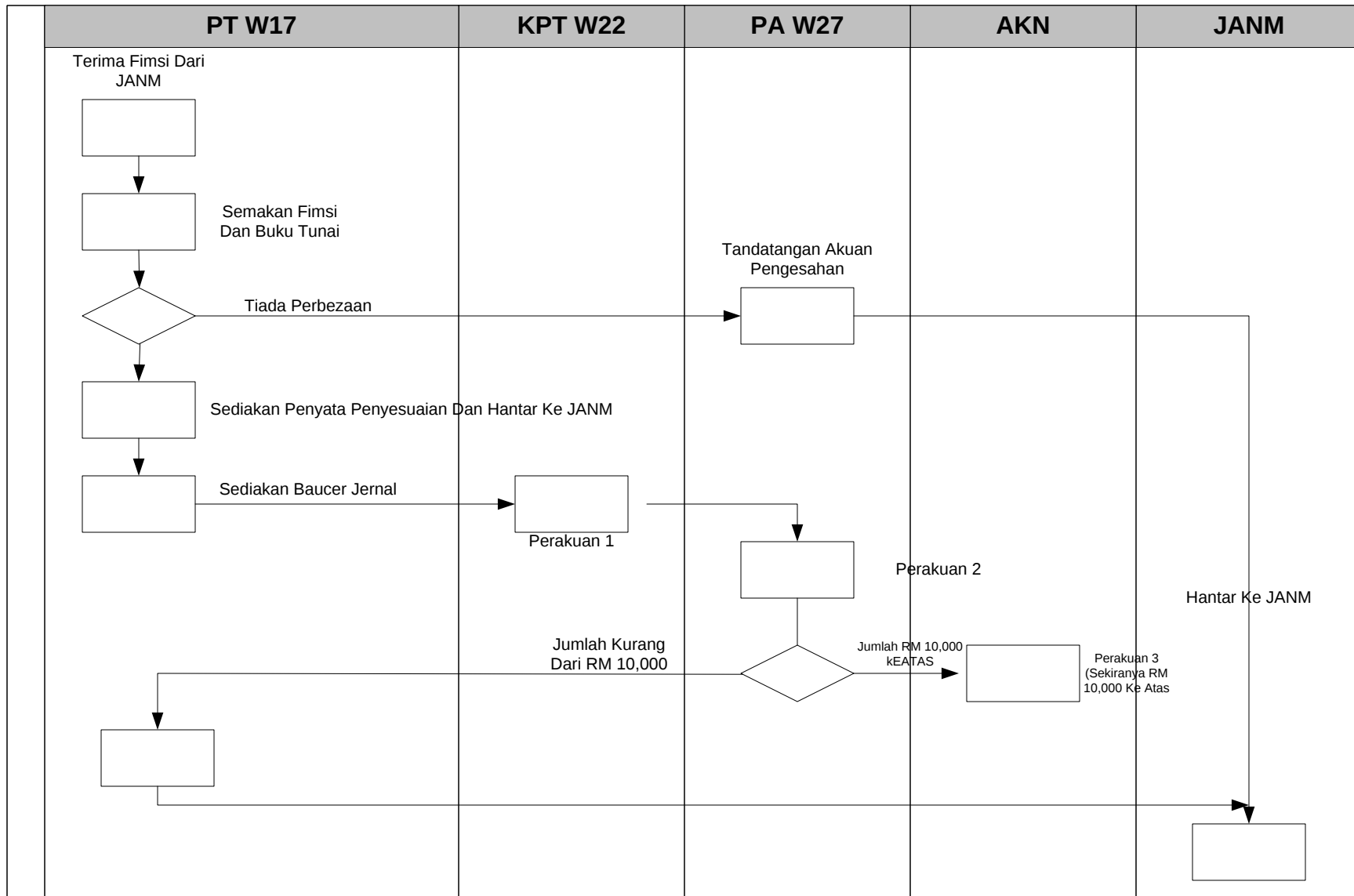


7.2.2.10

Terima Hasil/Amanah

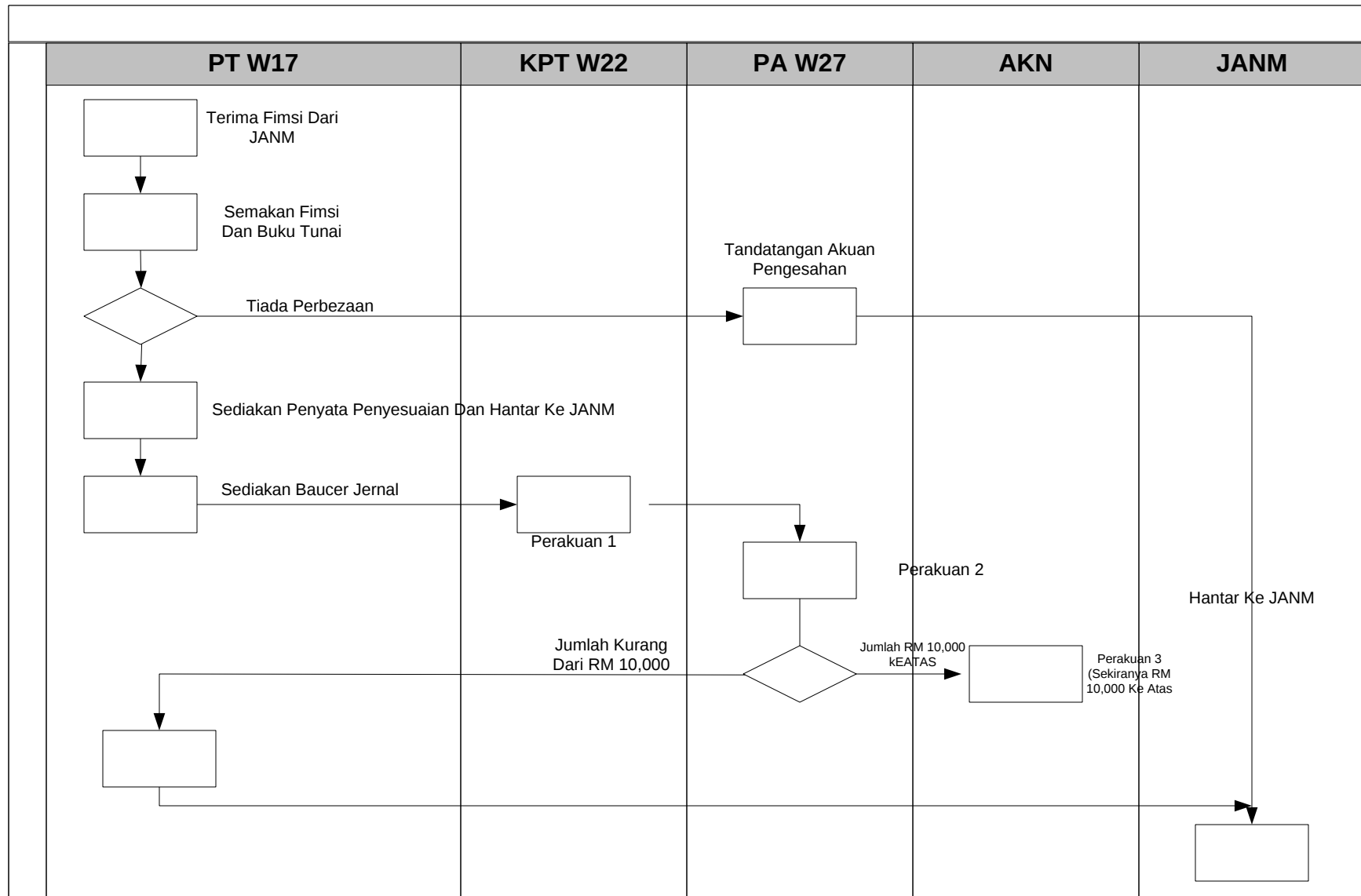


7.2.2.11 Perakuan Terimaan Hasil Persekutuan (Penyesuaian Terimaan)

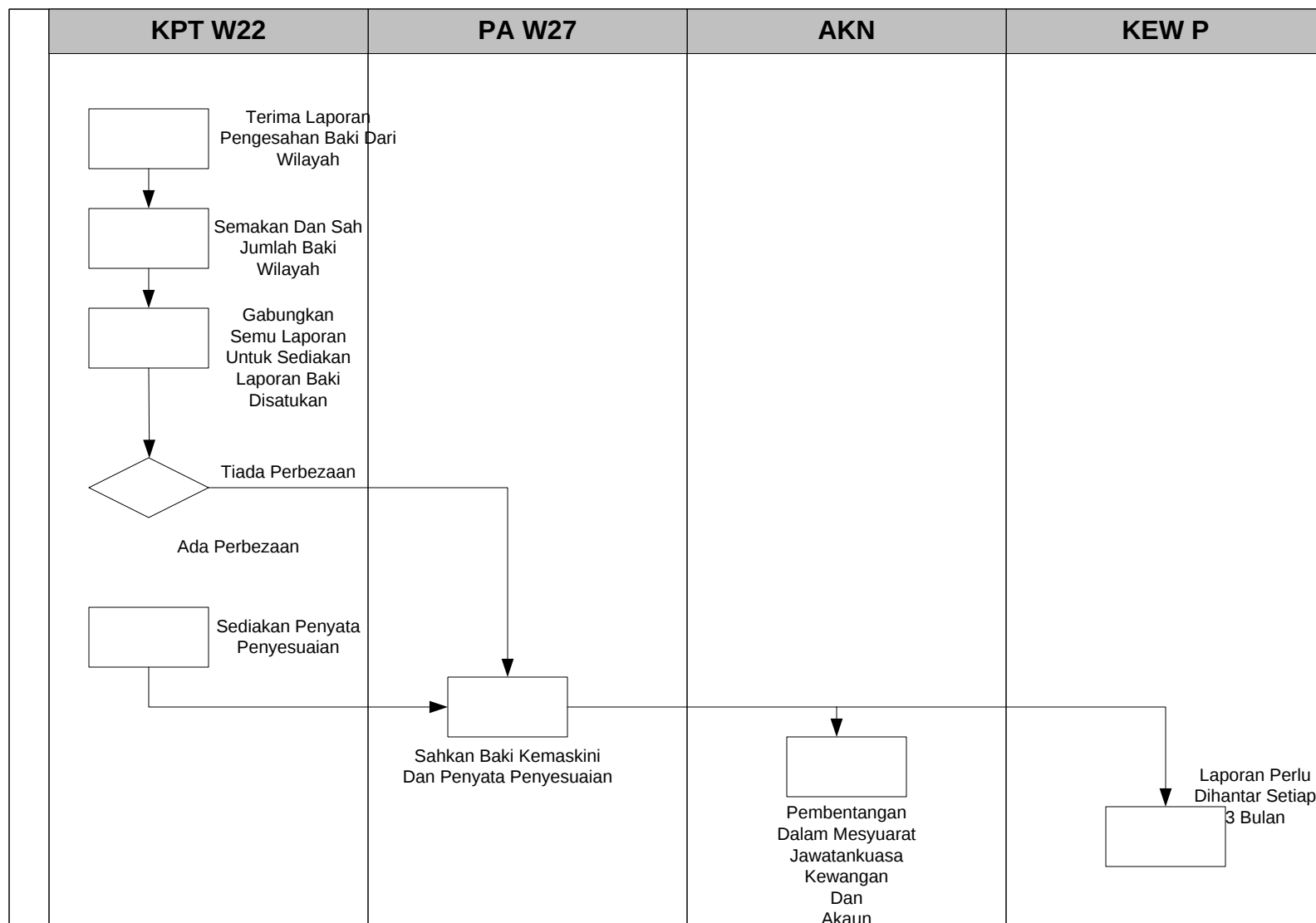


7.2.2.12

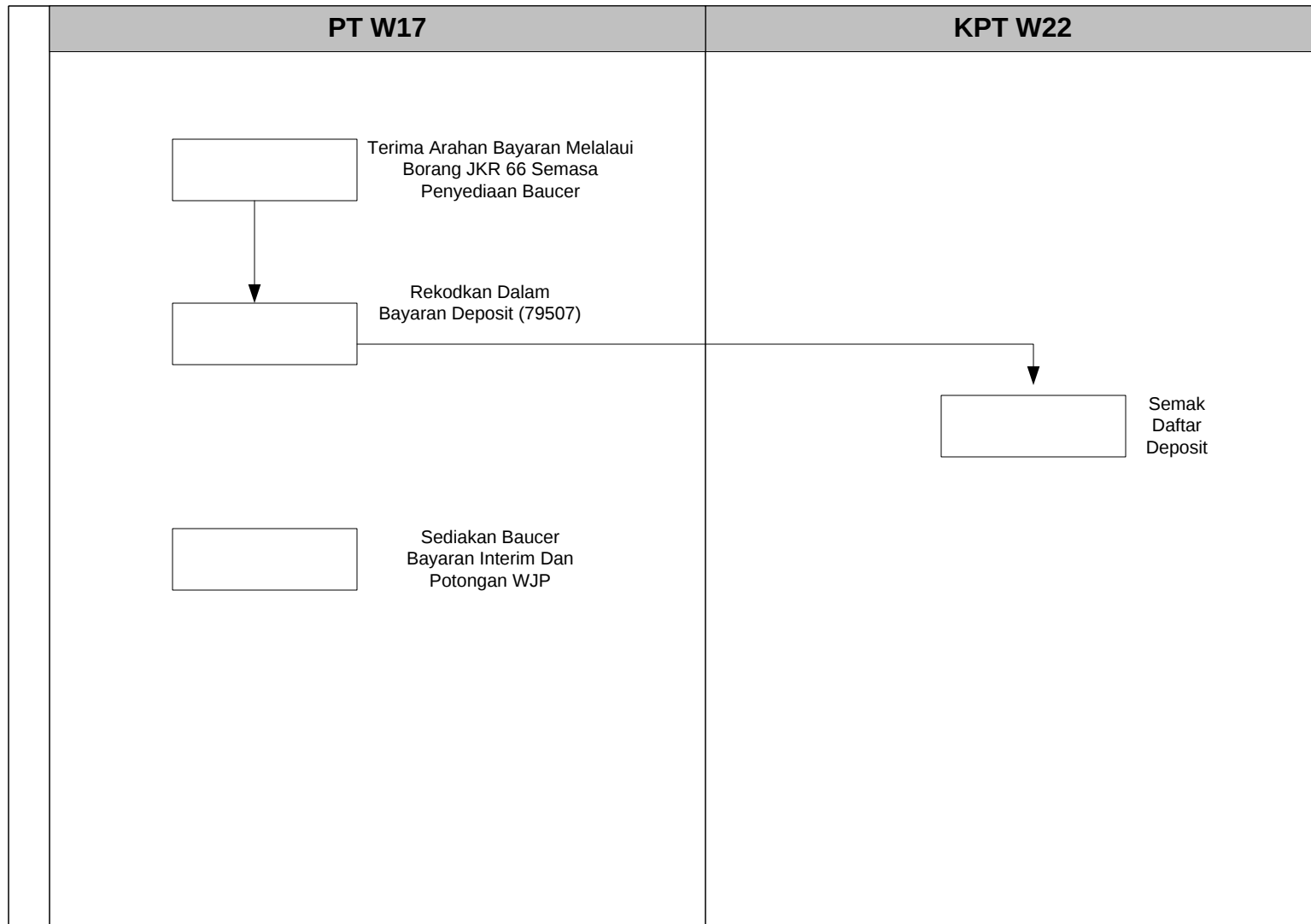
Perakaunan Terima Amanah (Penyesuaian Akaun)



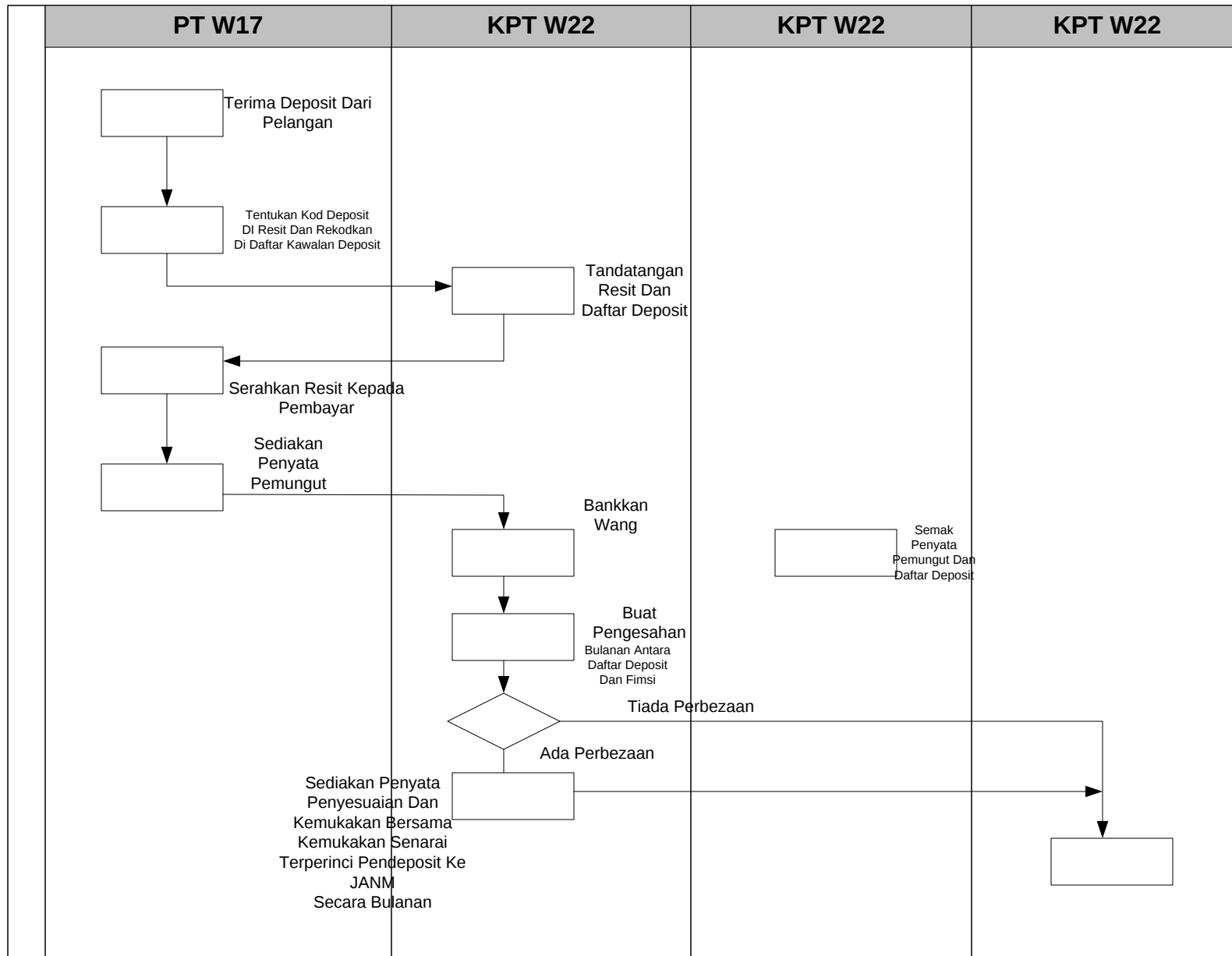
7.2.2.13 Pengurusan Akaun Deposit Pejabat



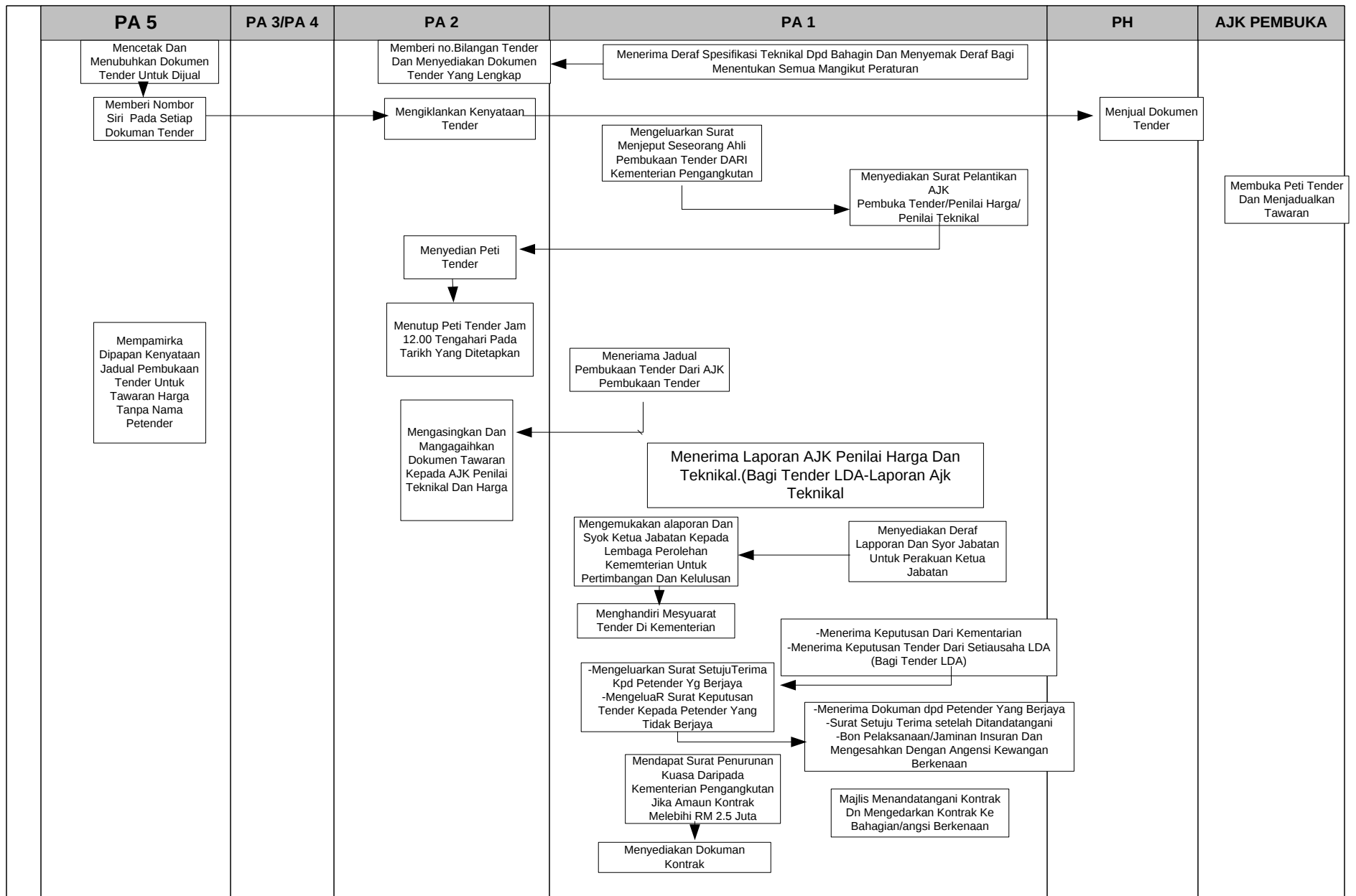
7.2.2.14 Pengurusan Akaun Deposit (WJP) Peringkat Ibu Pejabat



7.2.2.15 Pengurusan Akaun Deposit (Tender) Peringkat Ibu Pejabat/Cawangan

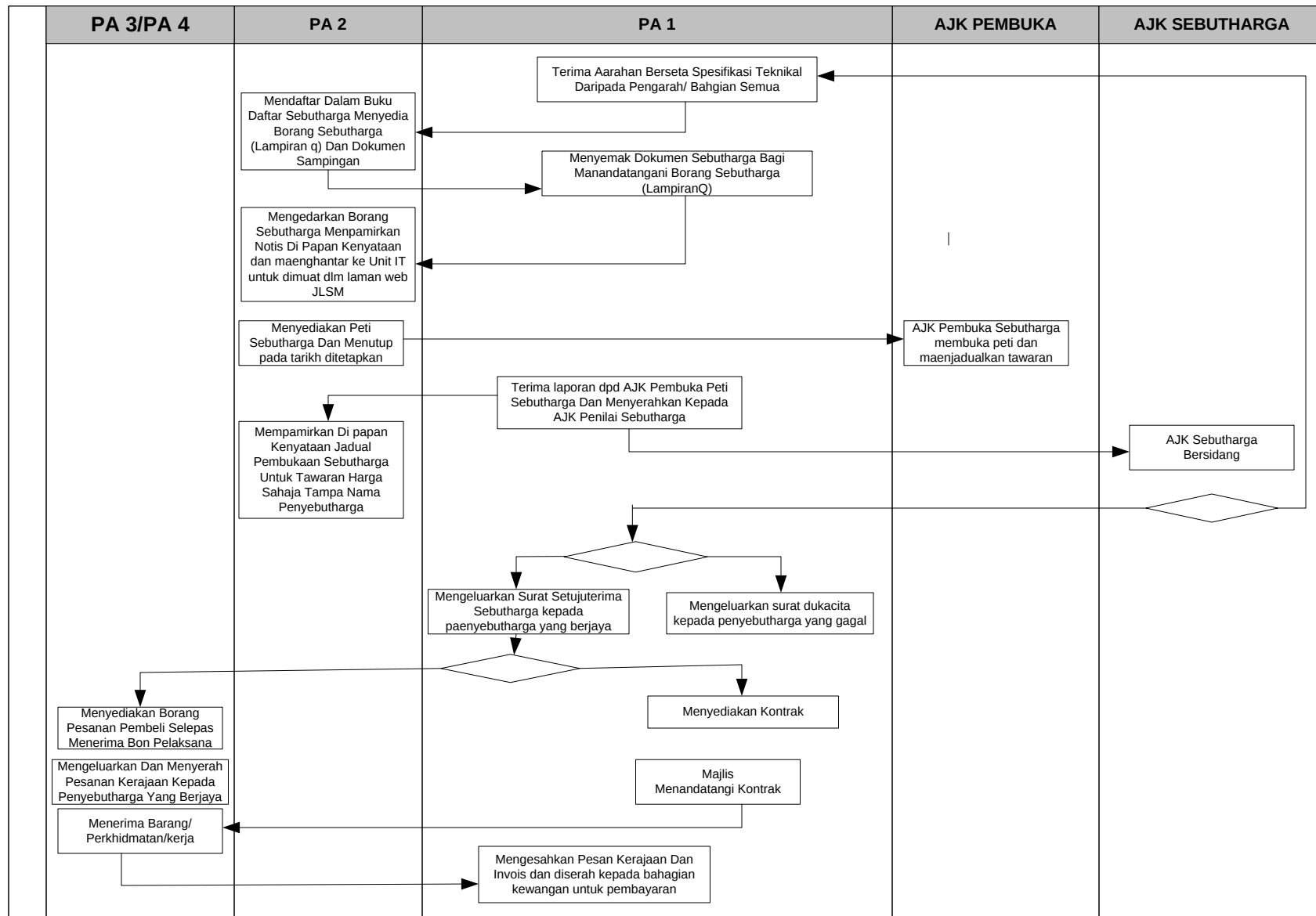


7.2.2.16 Pengurusan Pelawanan Tender

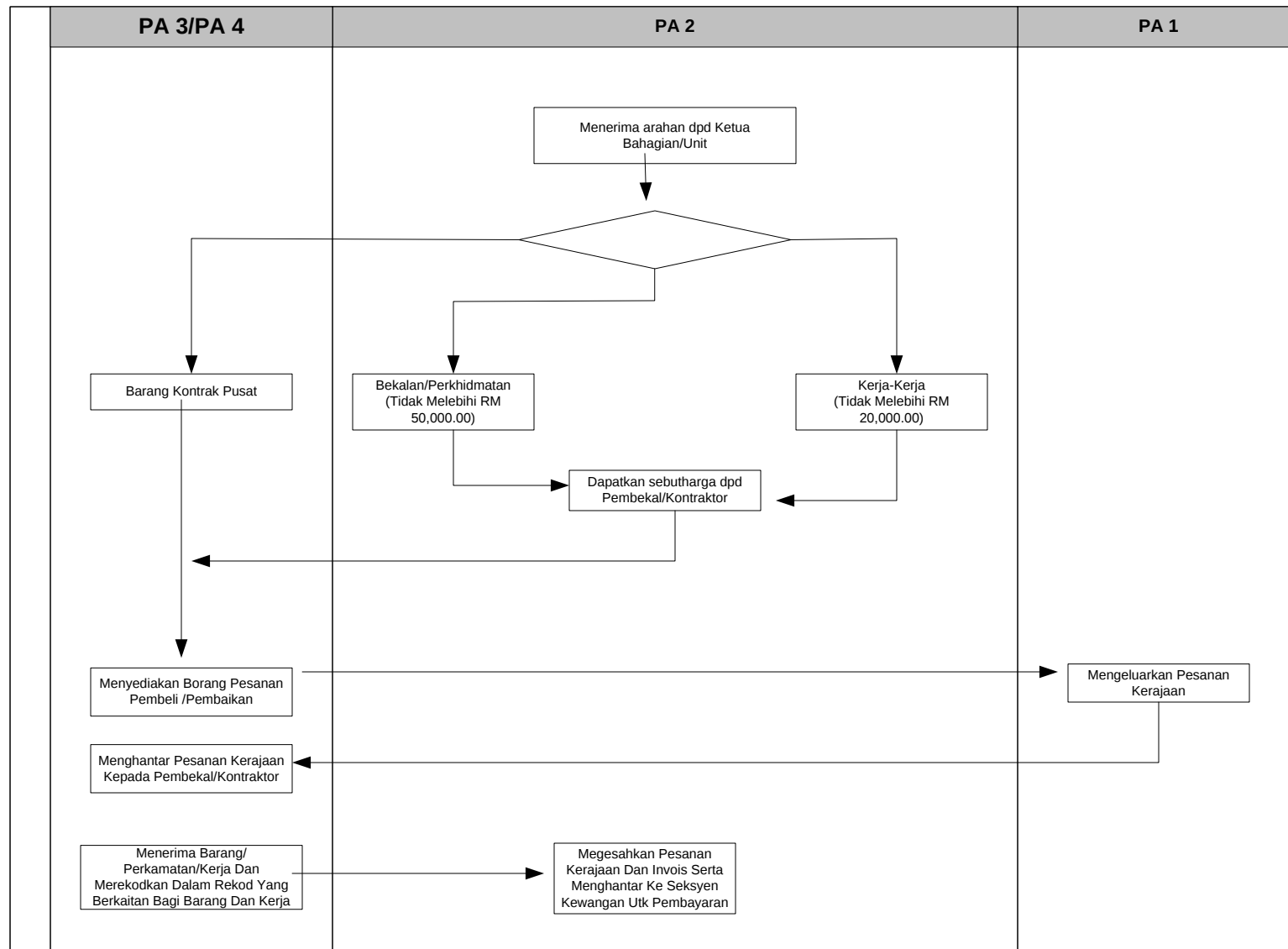


7.2.2.17

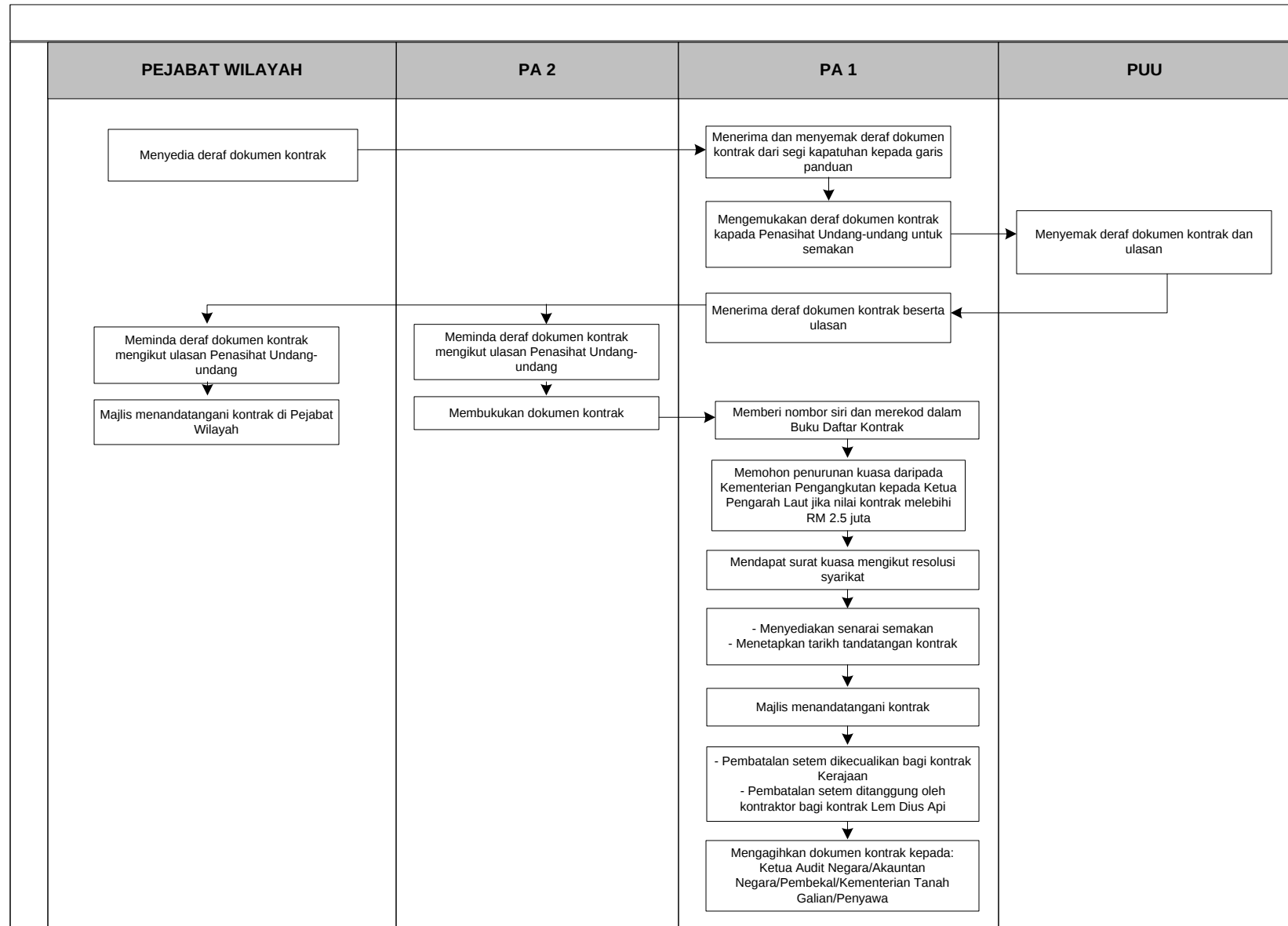
Mengurus Perolehan Secara Serbutharga



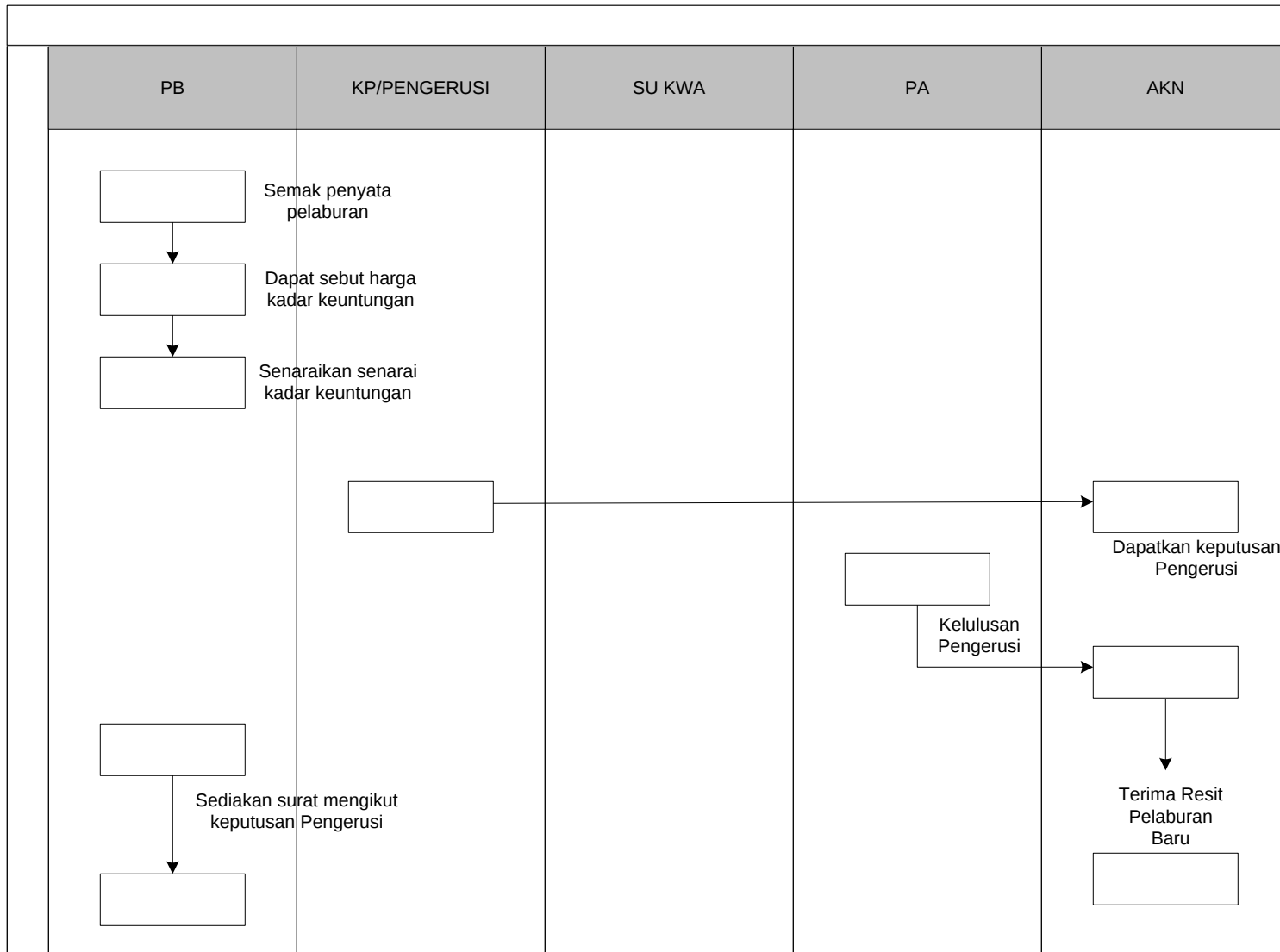
7.2.2.18 Mengurus Perolehan Secara Belian Terus



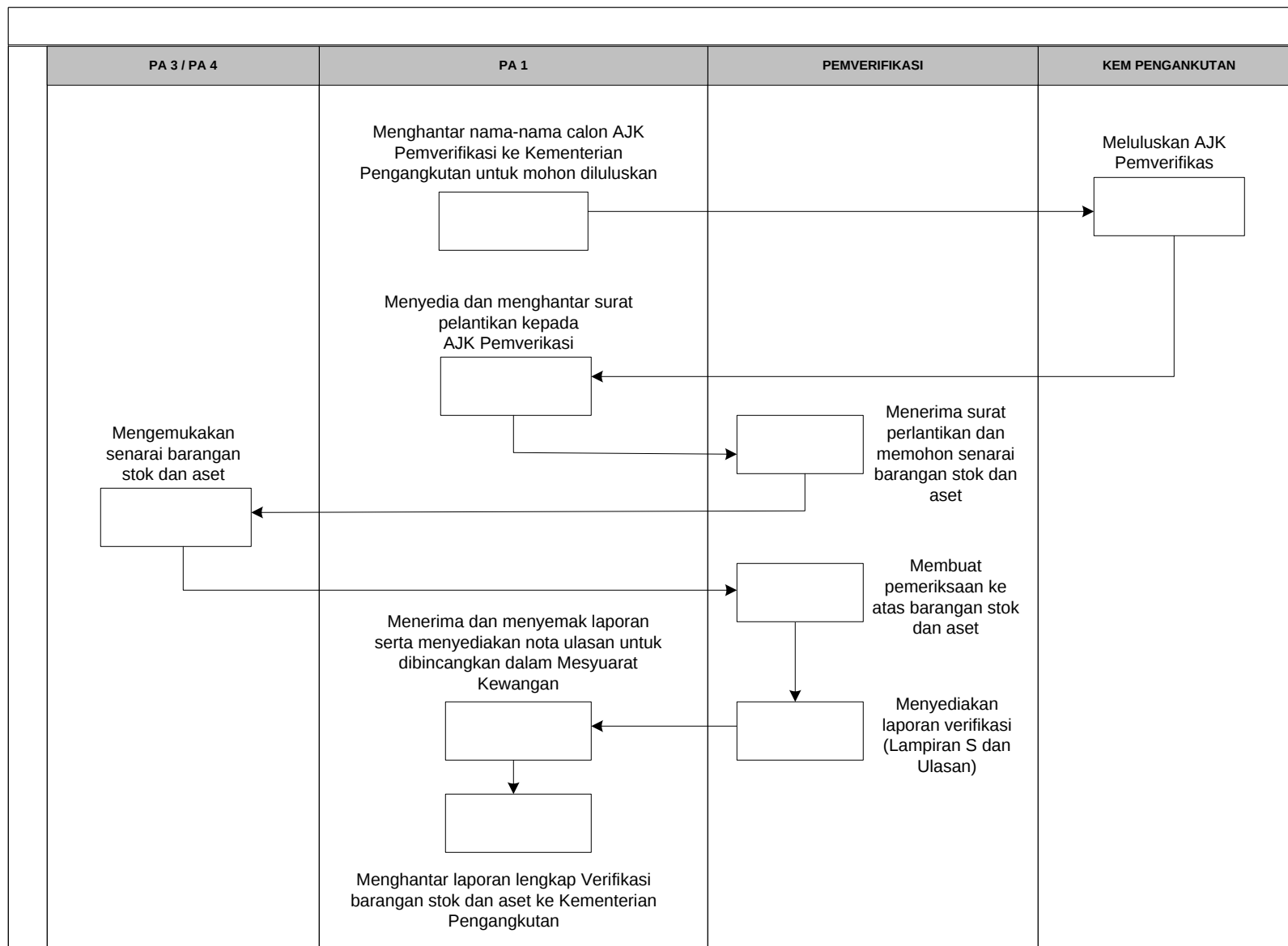
7.2.2.19 Penyediaan Dokumen kontrak Bekalan/ Perkhidmatan/ Kerja/ Sewaan



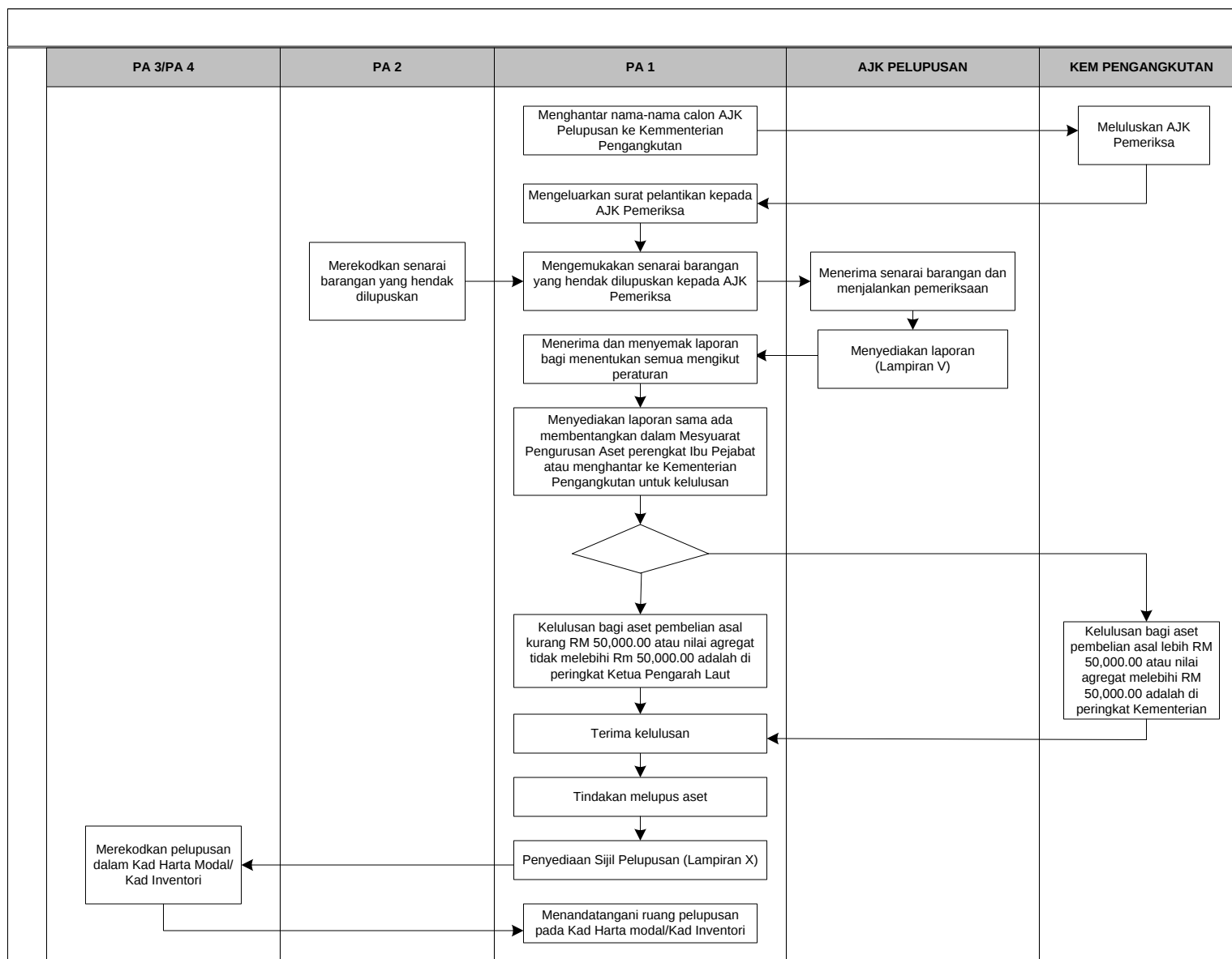
7.2.2.20 Pengurusan Pelaburan Wang Amanah



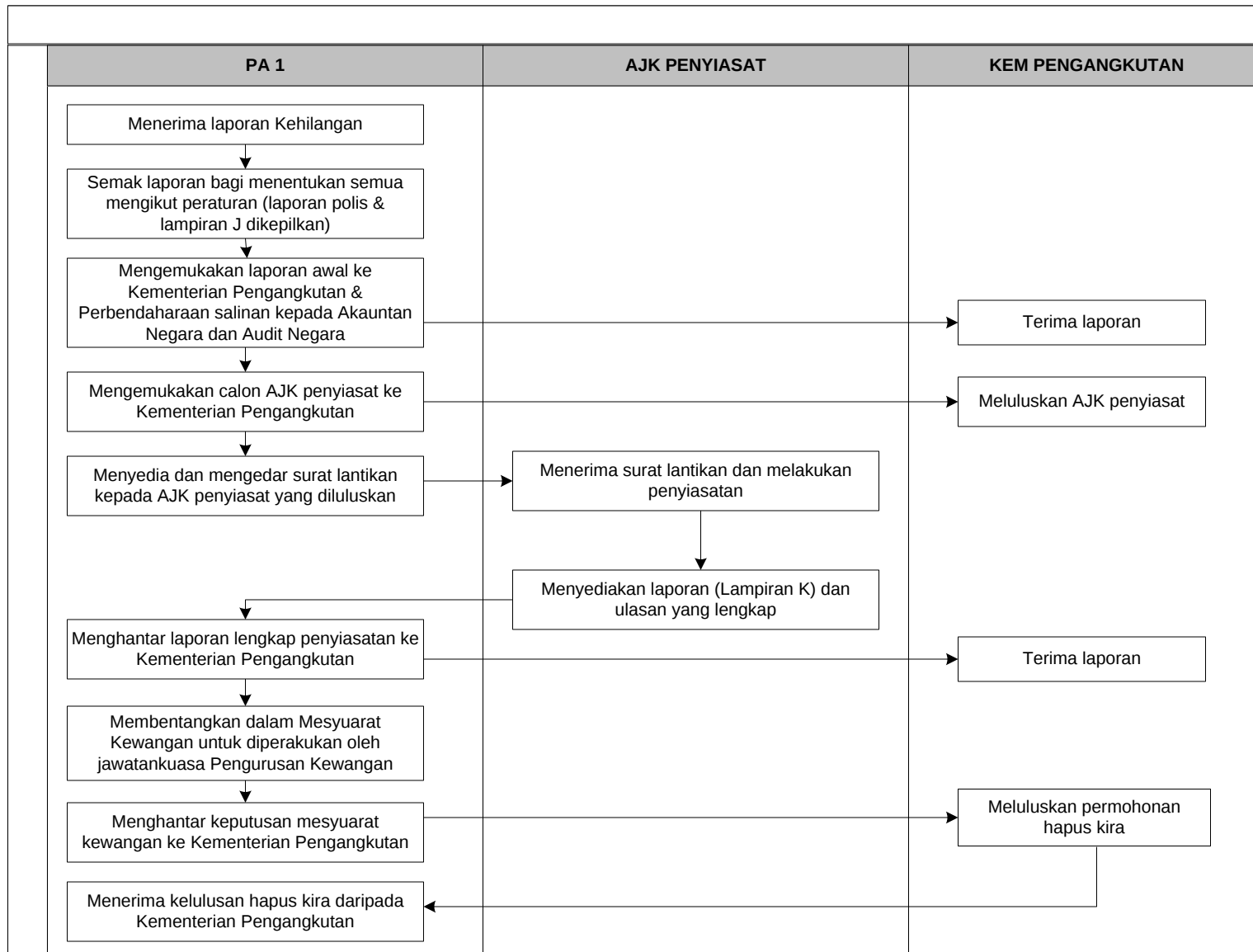
7.2.2.21 Penyediaan Laporan Verifikasi Stok



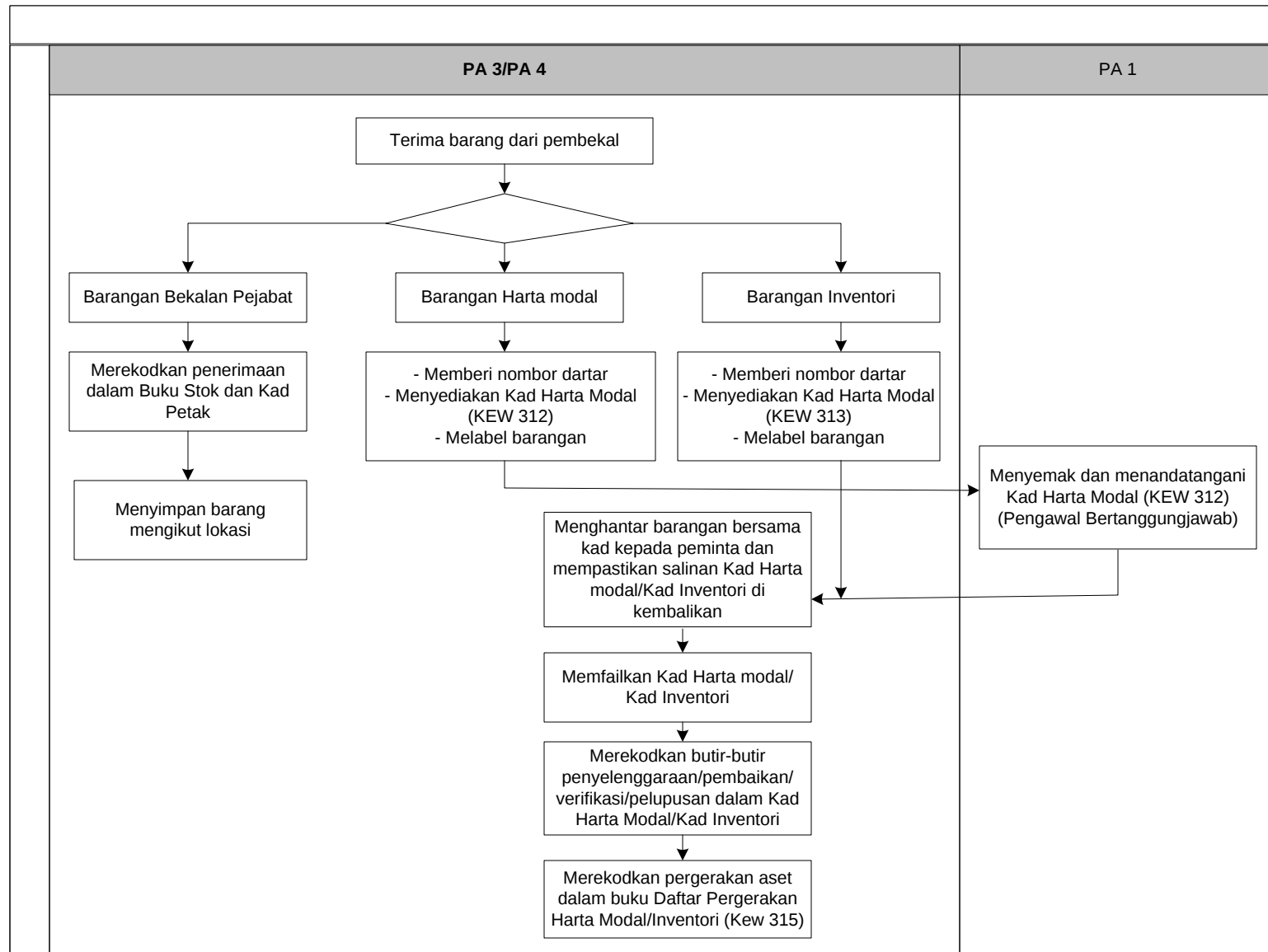
7.2.2.22 Pengurusan Pelupusan Aset Kerajaan



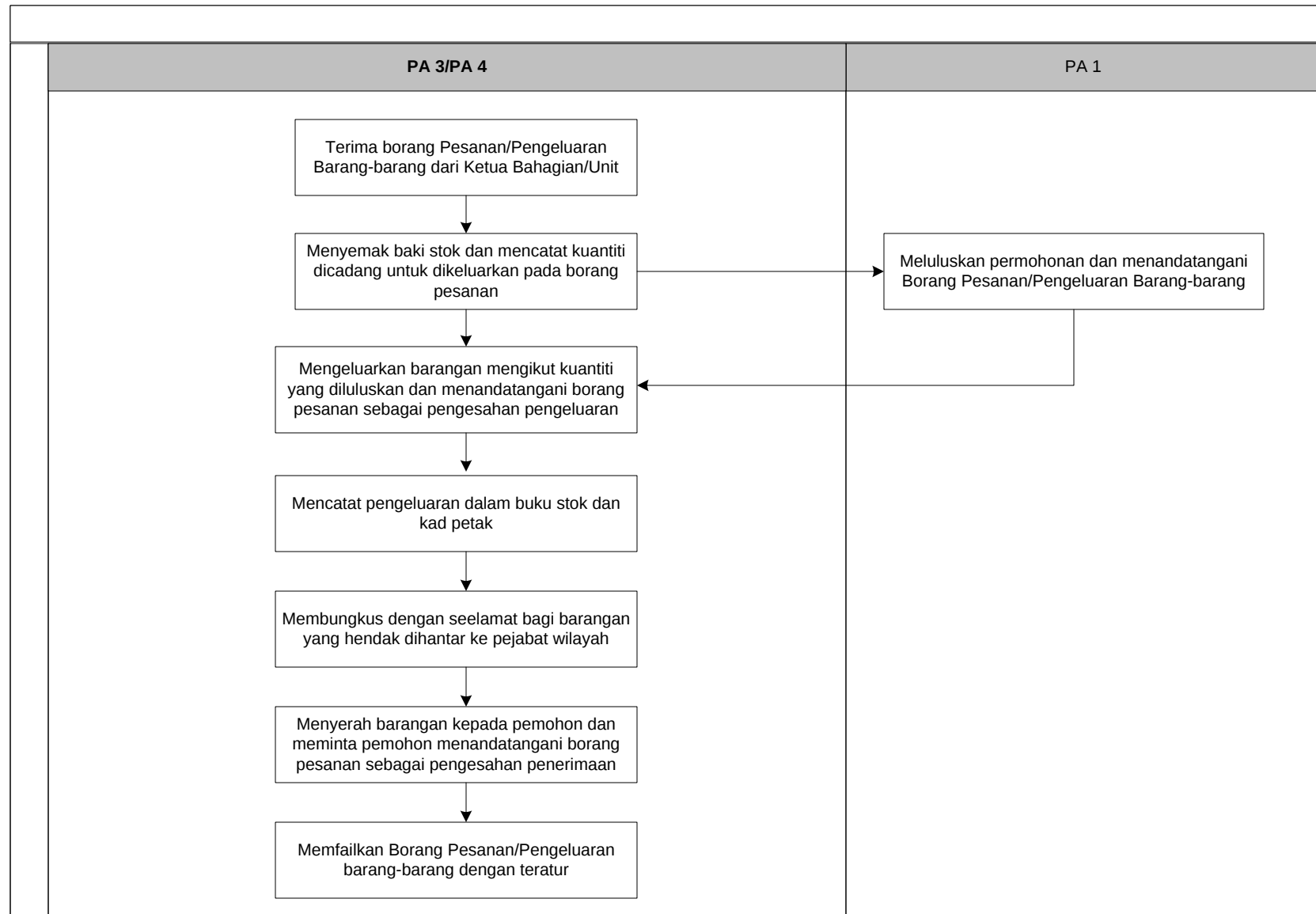
7.2.2.23 Pengurusan Kehilangan Aset Kerajaan



7.2.2.24 Penyediaan Sistem Kawalan Harta Modal/Inventori/Bekalan Pejabat

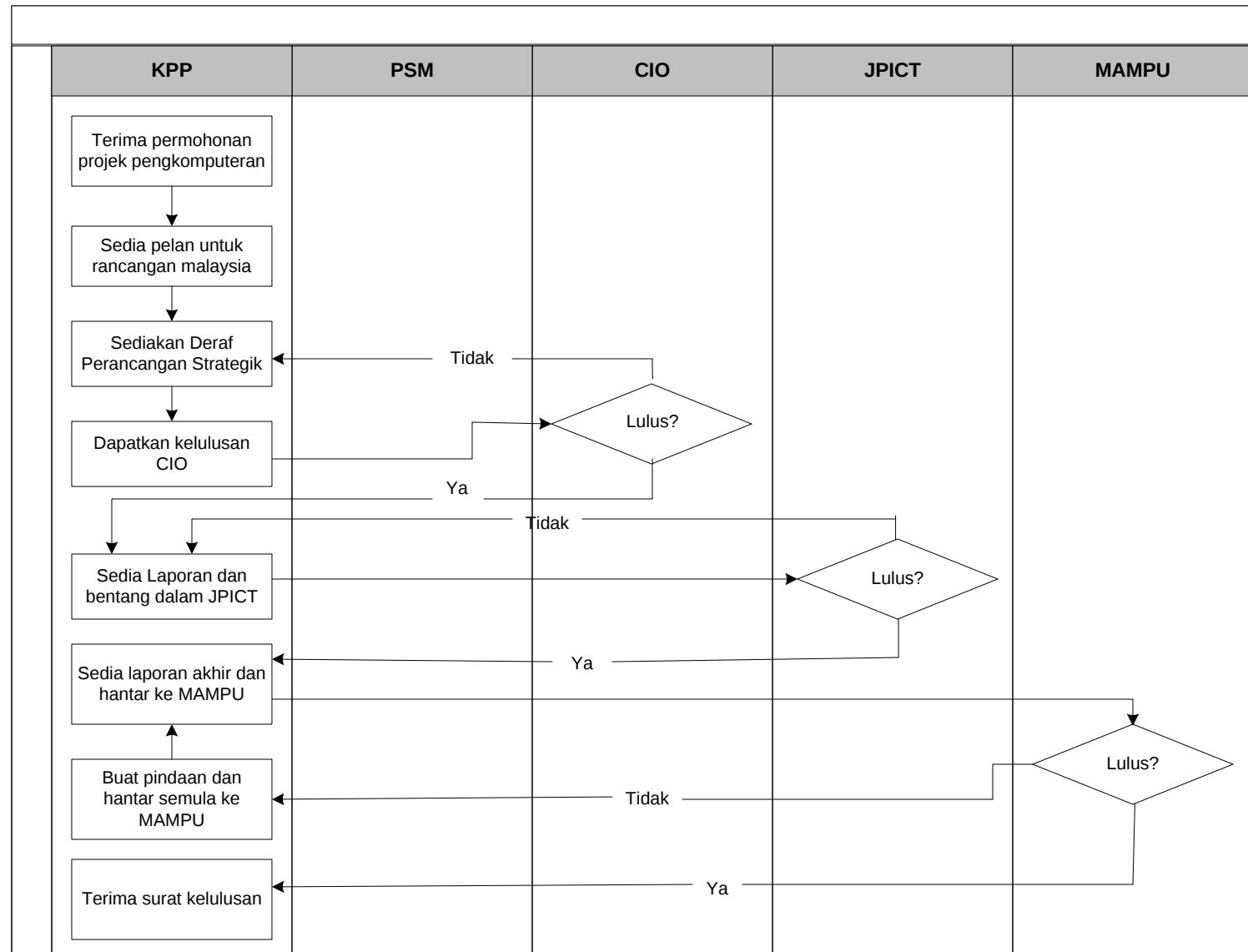


7.2.2.25 Pengeluaran Barang-Barang Stor

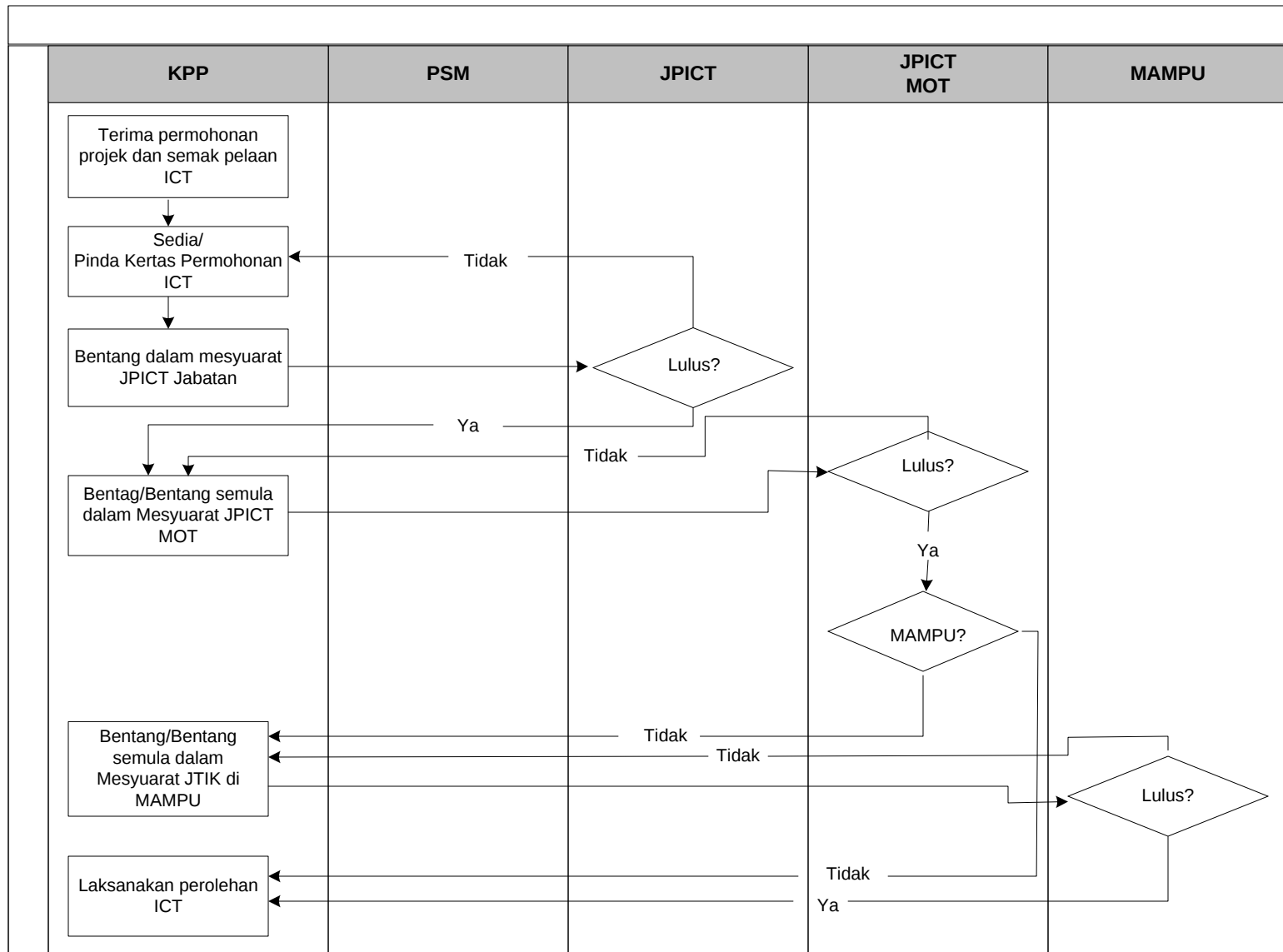


7.2.3 Unit Teknologi maklumat dan Kerajaan Elektronik

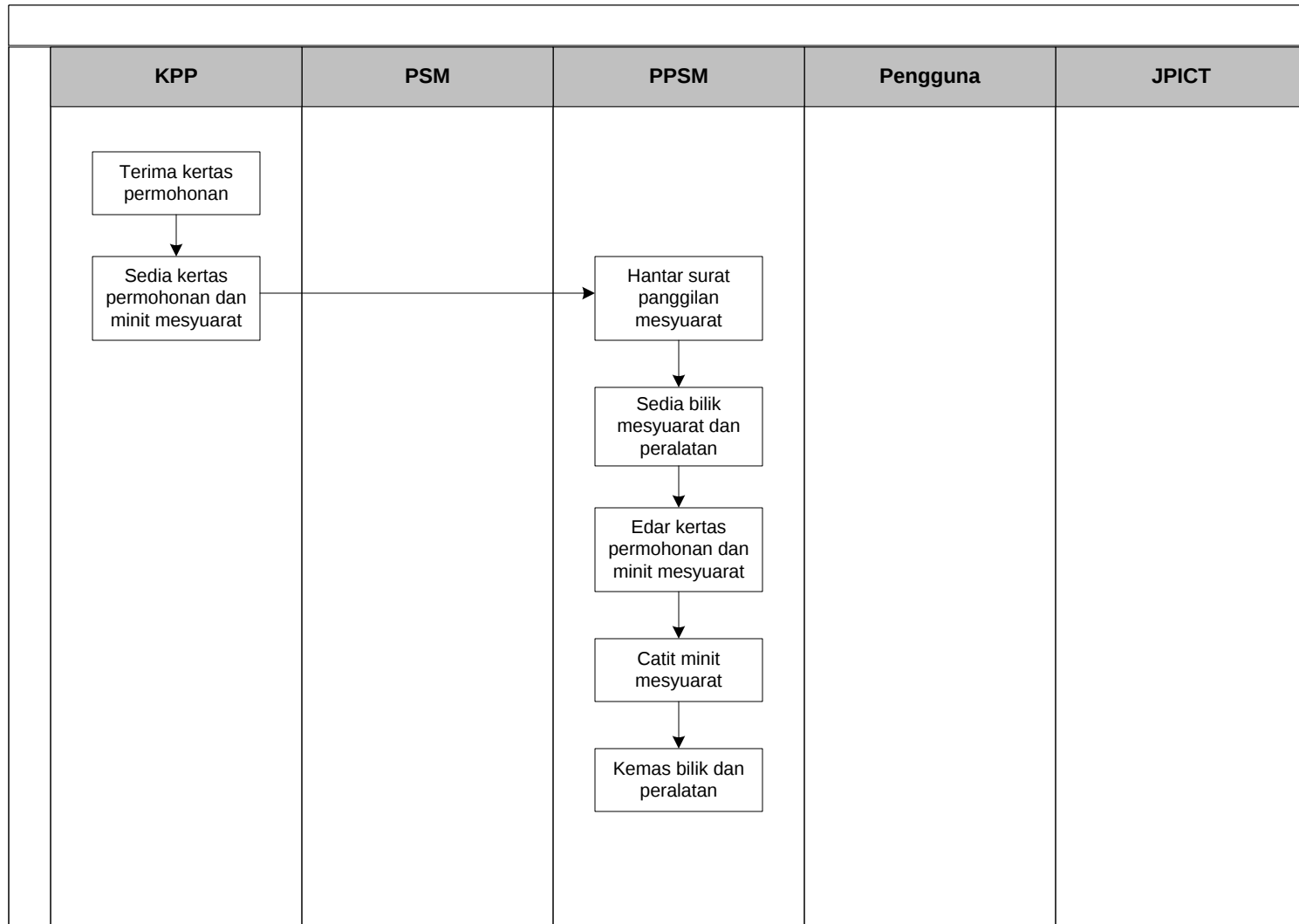
7.2.3.1 Proses Penyediaan Pelan Strategik Jabatan (ISP)



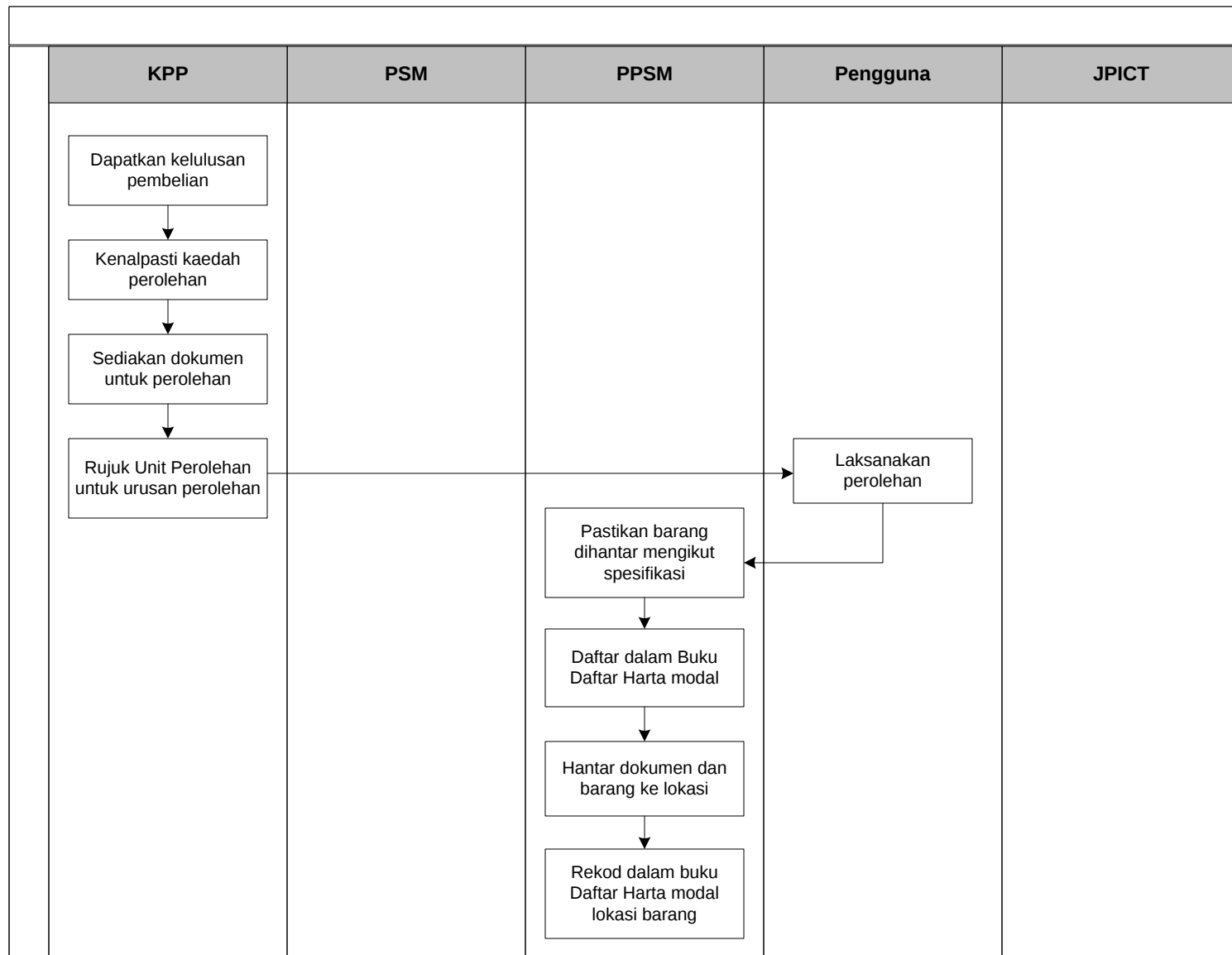
7.2.3.2 Proses Penyediaan Kertas Permohonan ICT



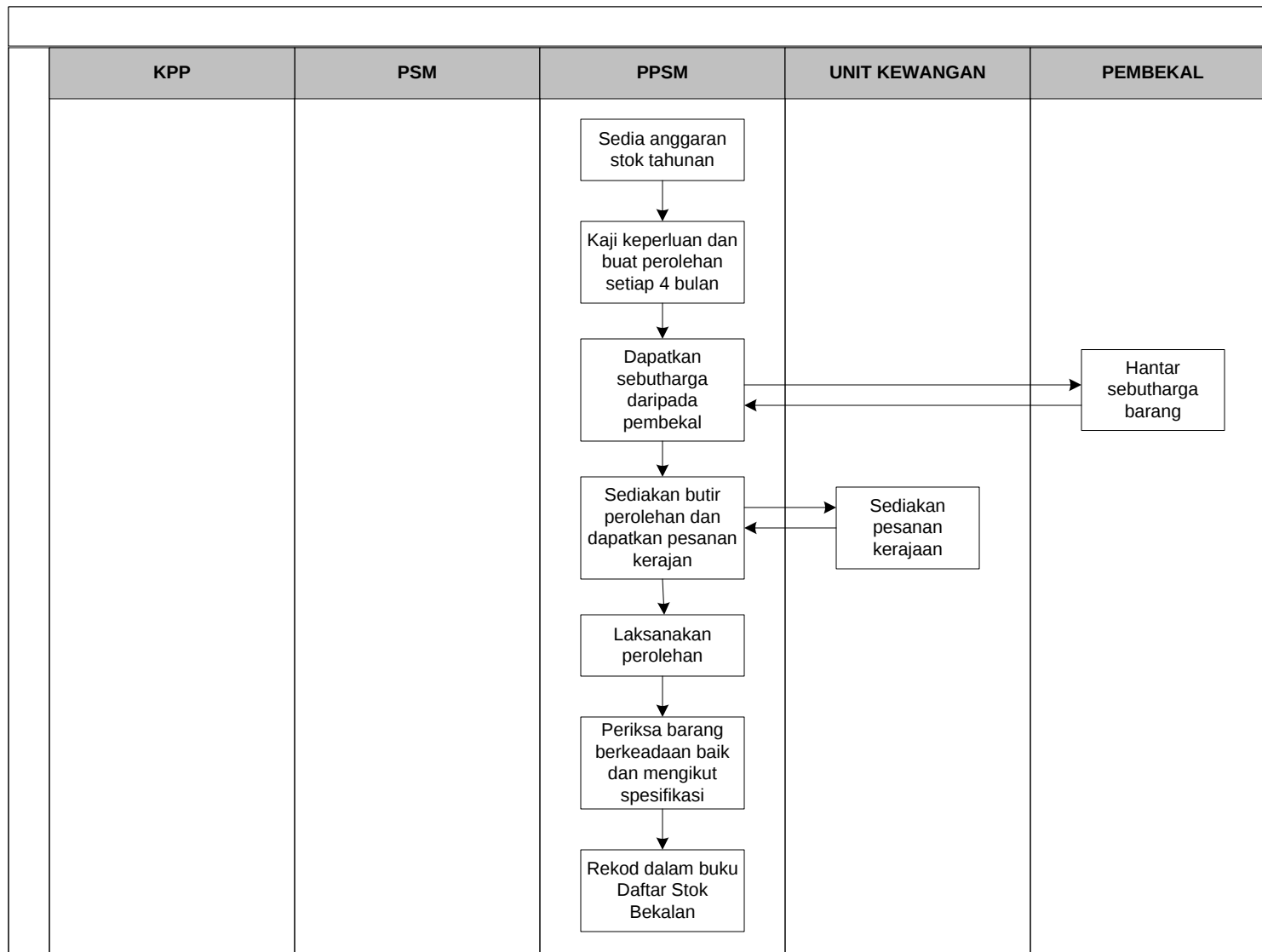
7.2.3.3 Urusetia Jawatankuasa ICT



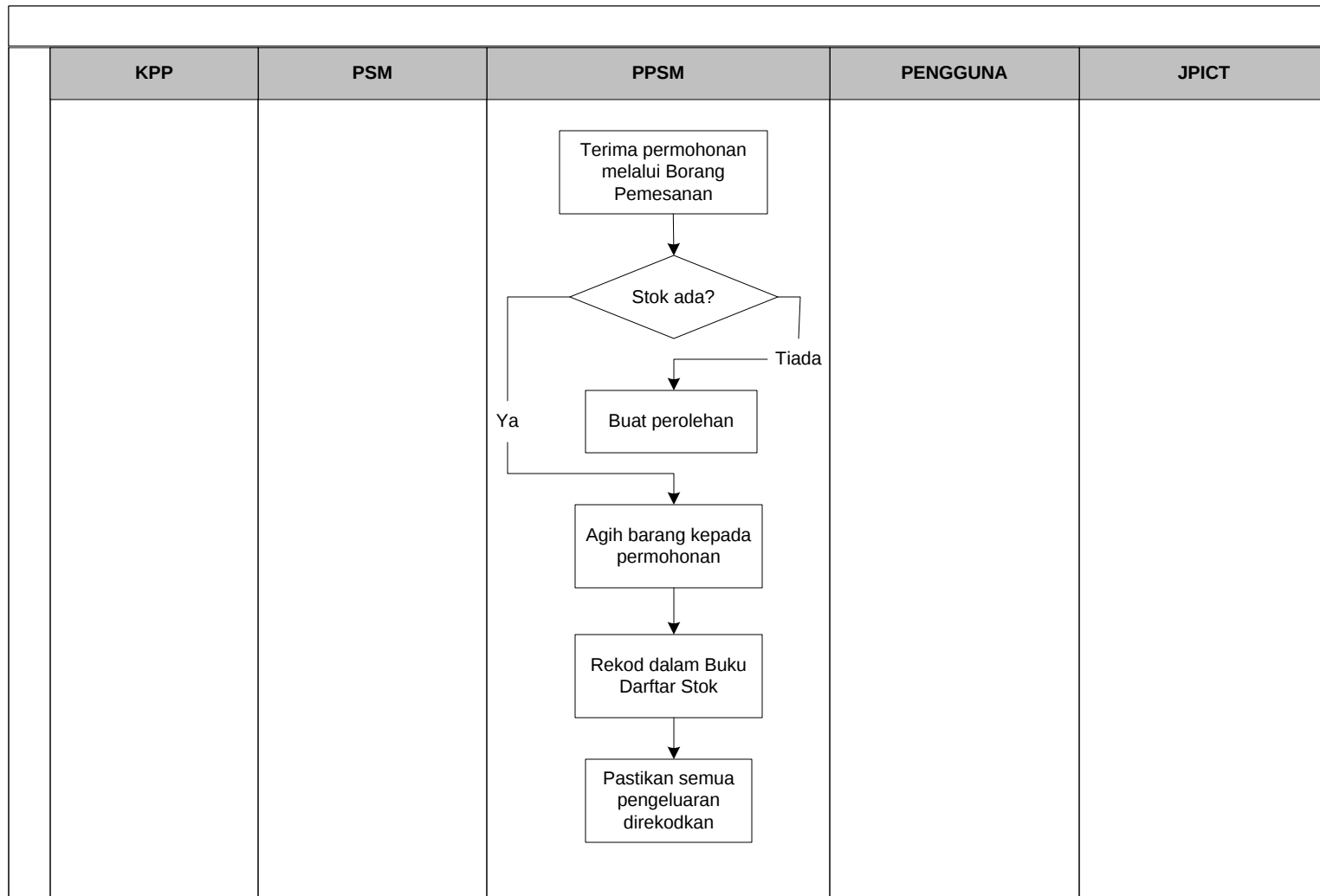
7.2.3.4 Perolehan Perkakasan/Perisian/Rangkaian



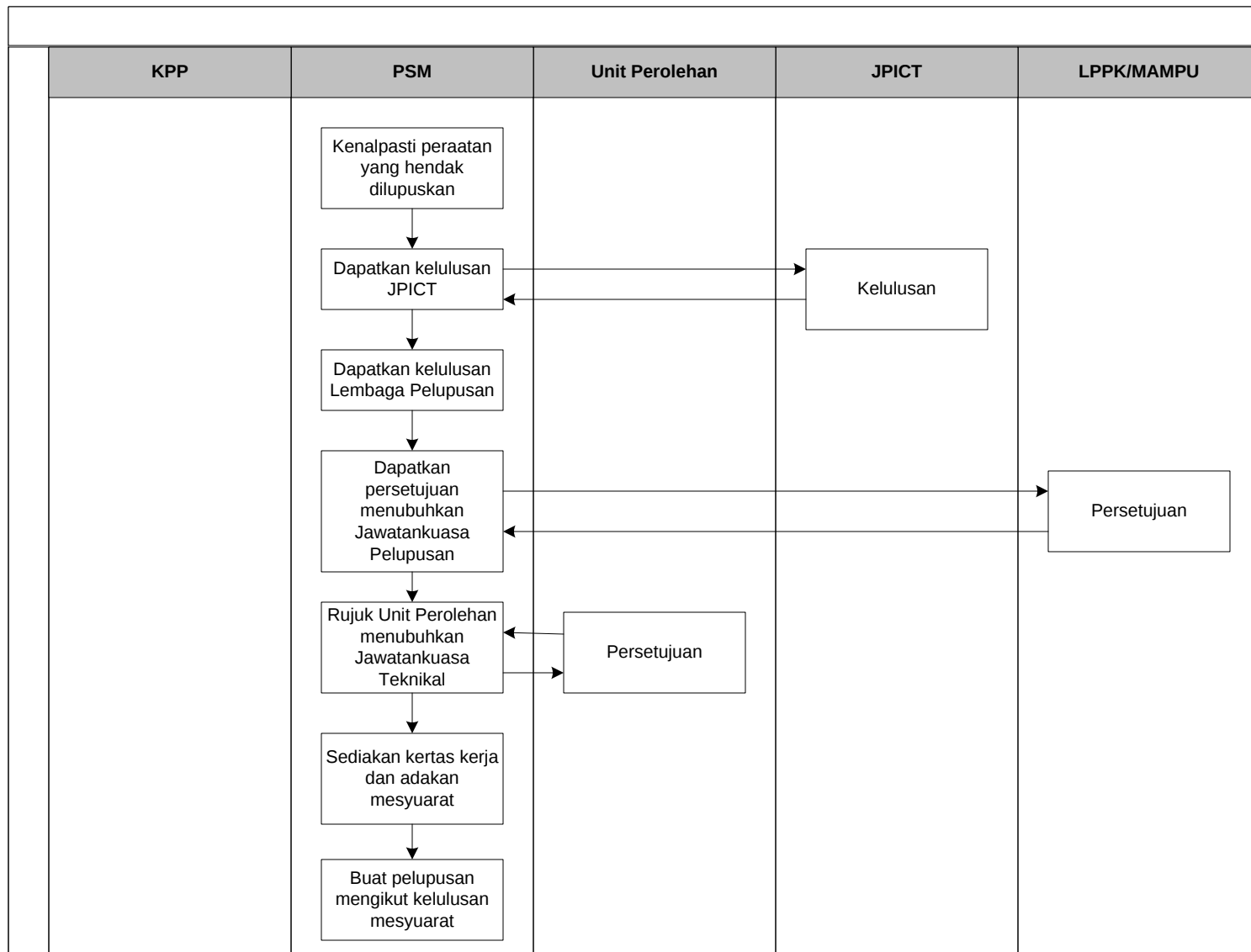
7.2.3.5 Perolehan stok bekalan pejabat (Komputer)



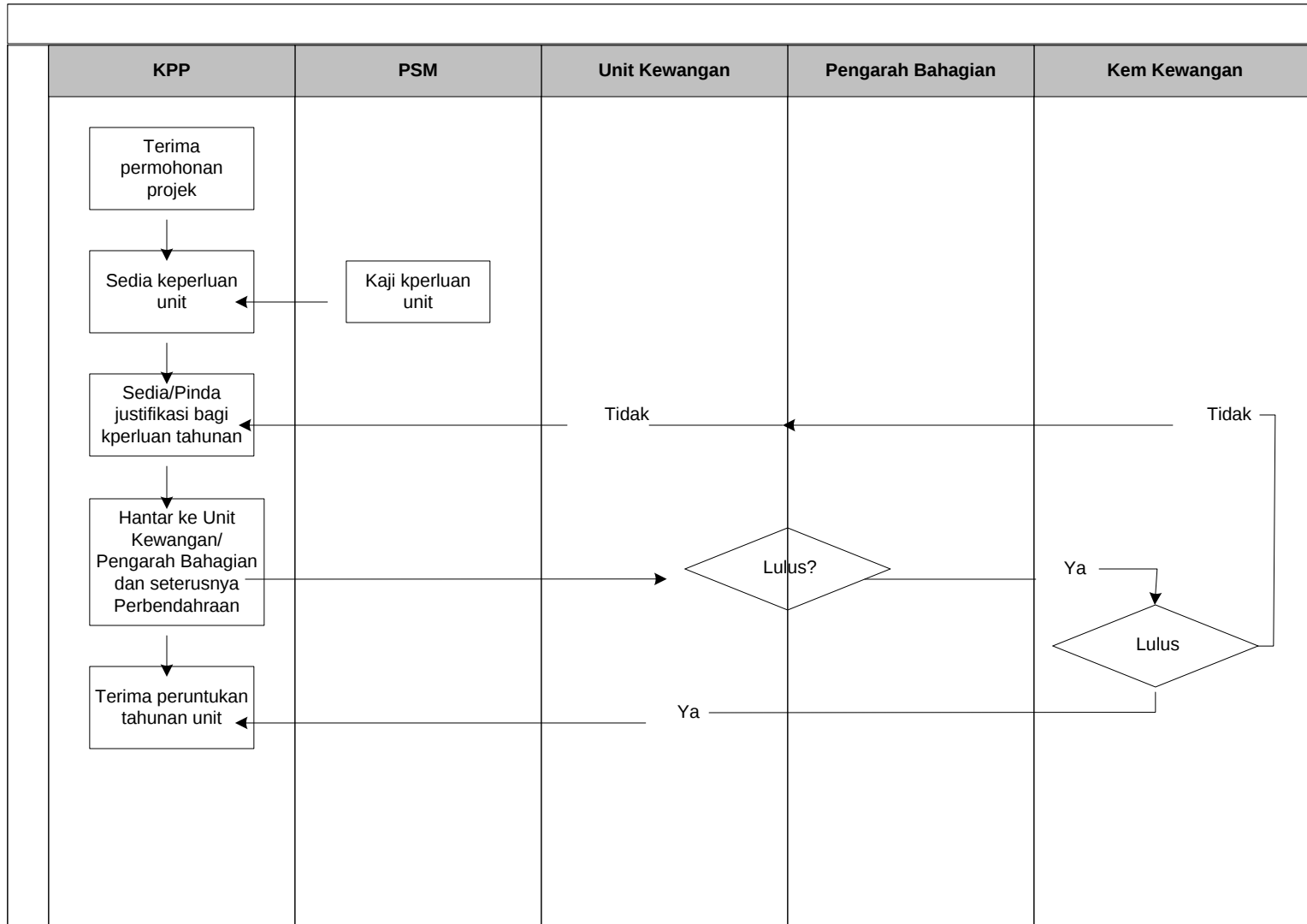
7.2.3.6 Pengeluaran stok bekalan pejabat (Komputer)



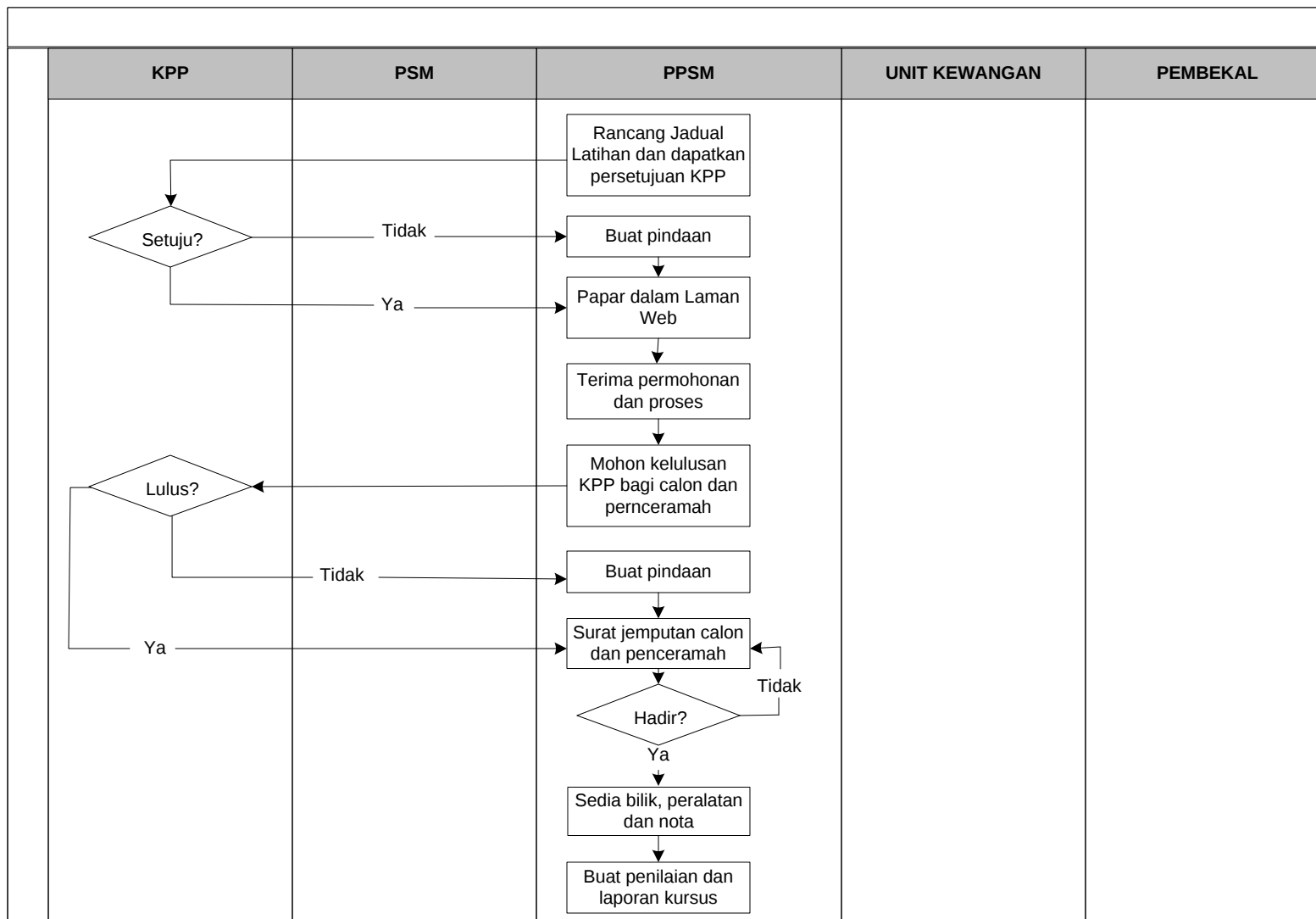
7.2.3.7 Pelupusan perkakasan komputer



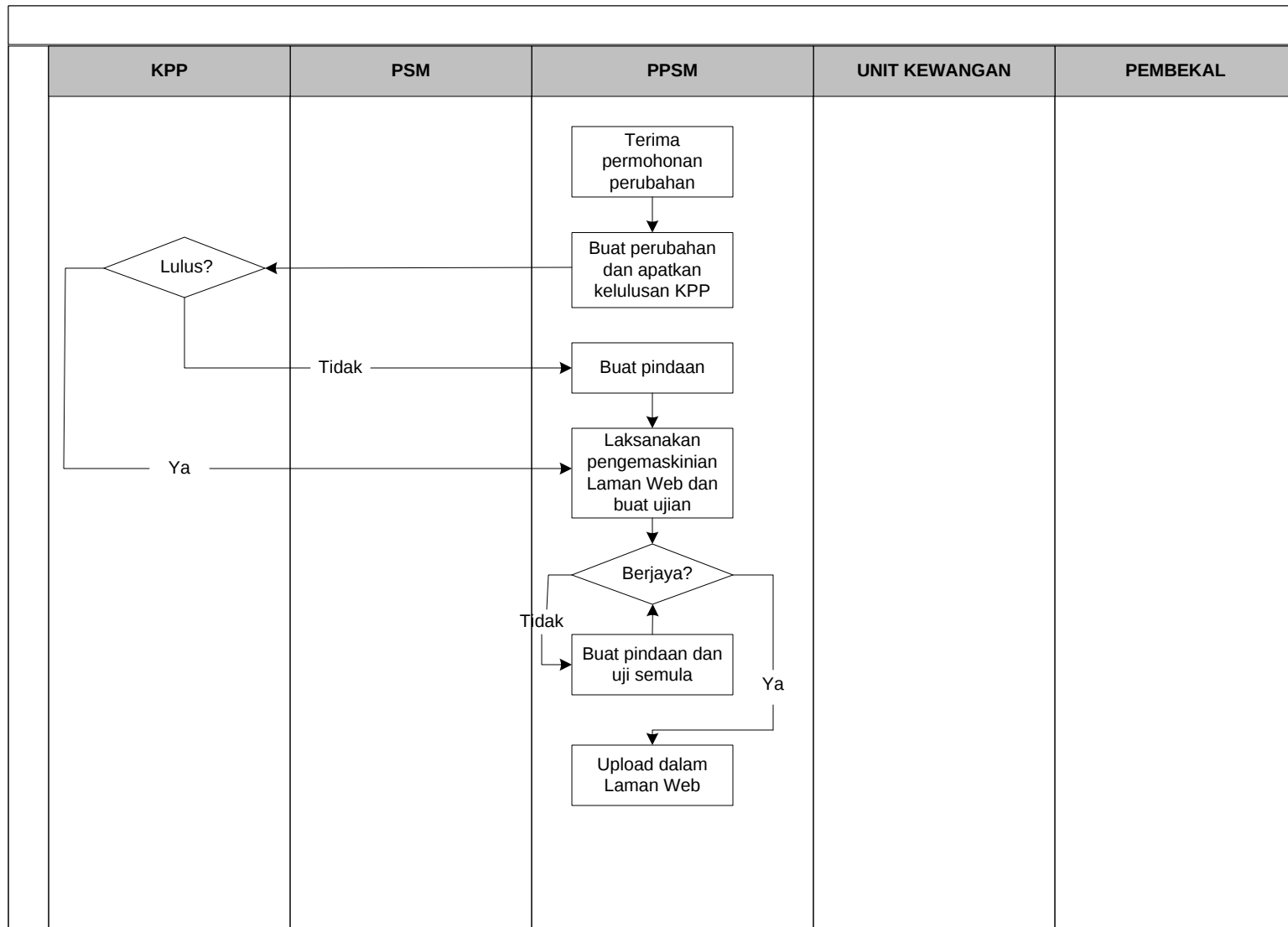
7.2.3.8 Penyediaan Bajet



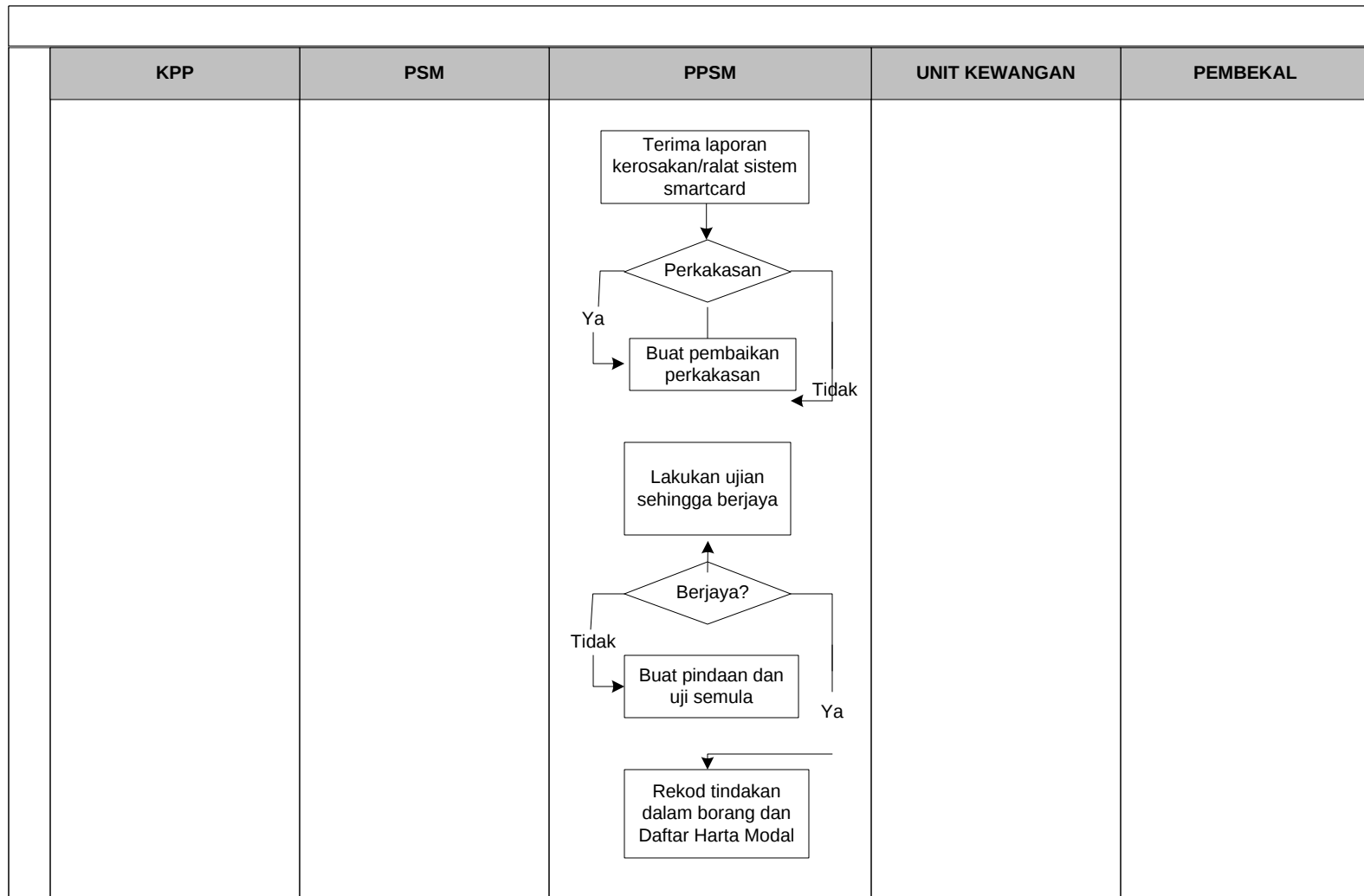
7.2.3.9 Latihan ICT/Aplikasi



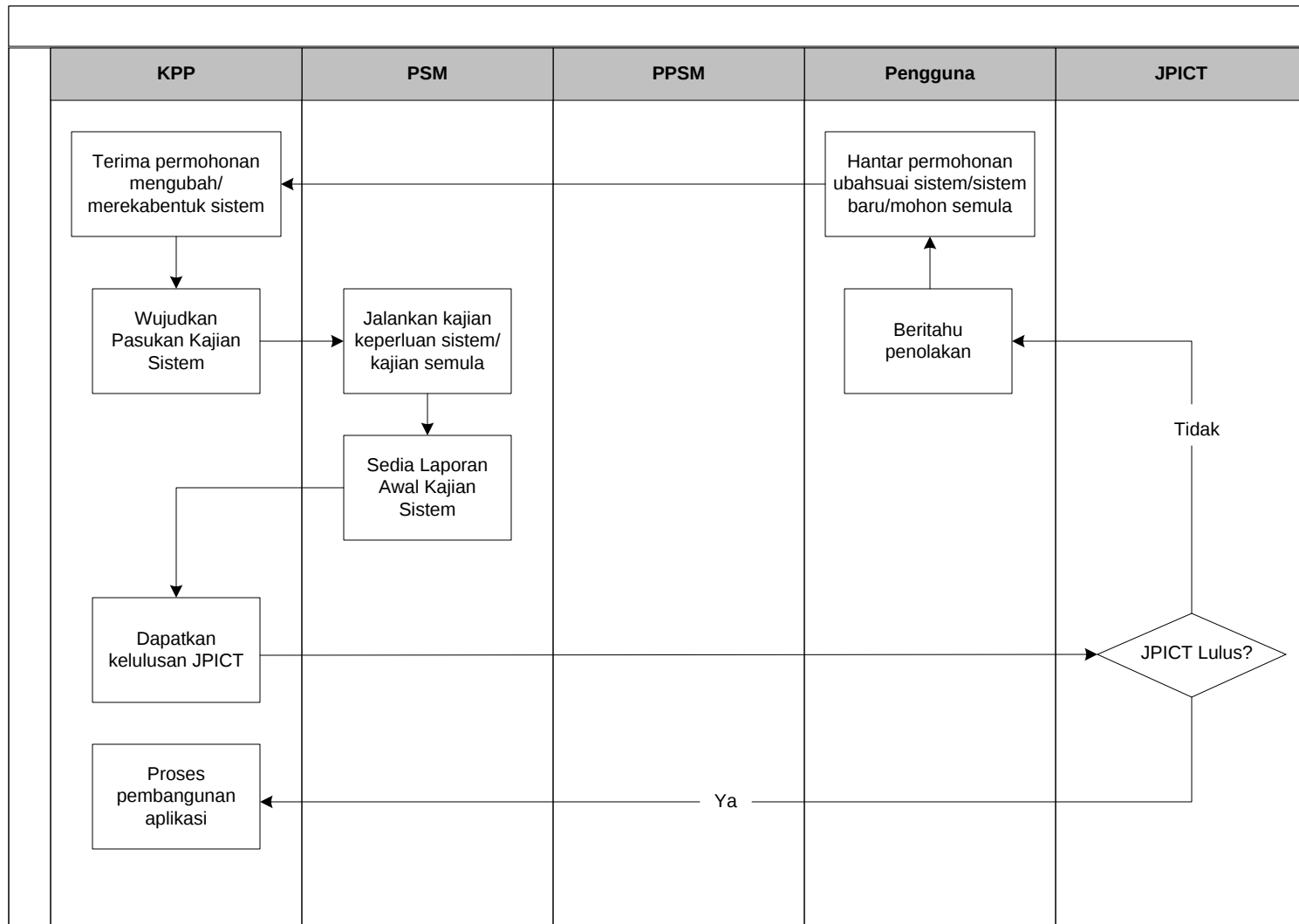
7.2.3.10 Penyelenggaraan Portal/Laman Web



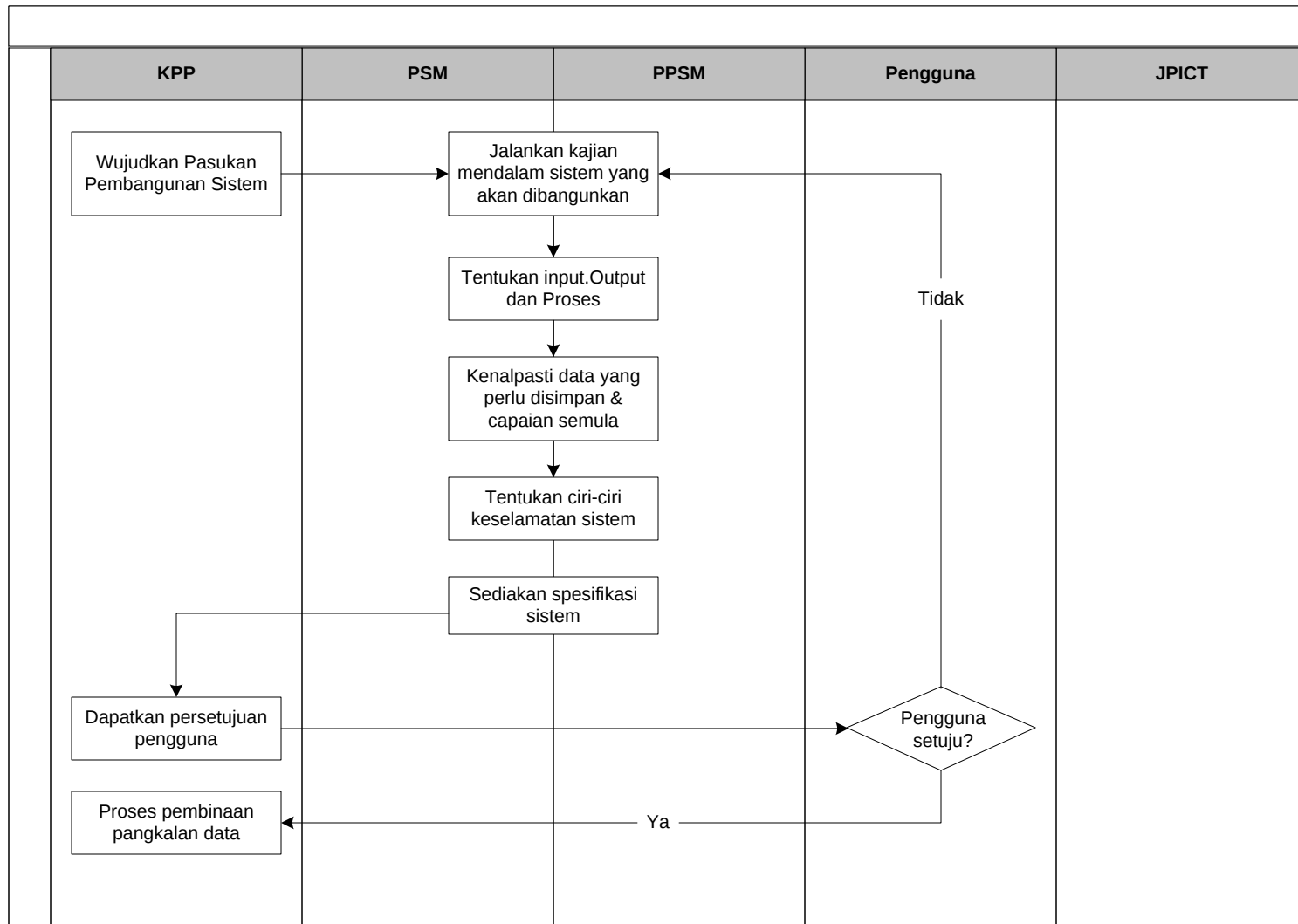
7.2.3.11 Penyelenggaraan Sistem Smart Card



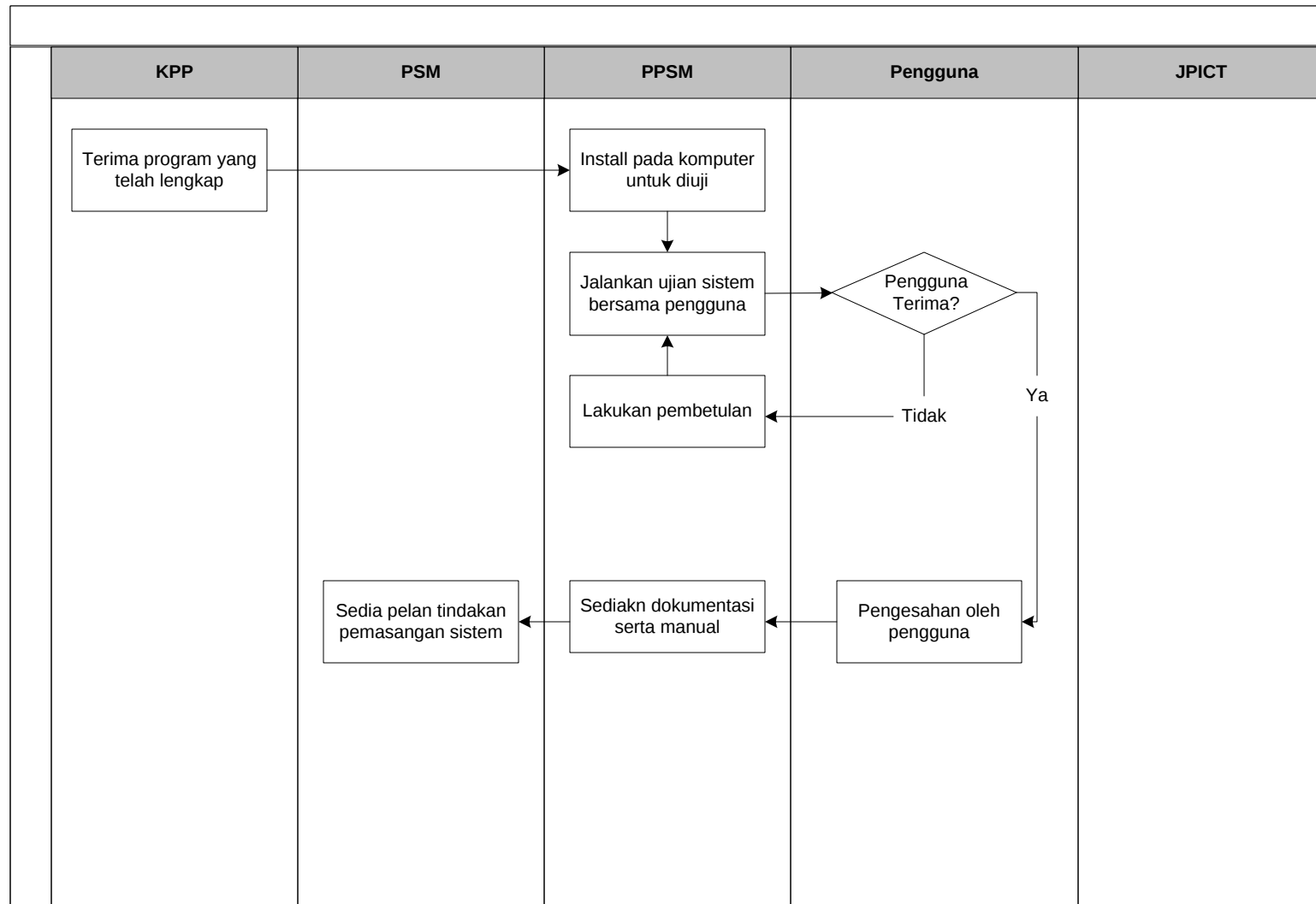
7.2.3.12 Kajian/analisa keperluan sistem



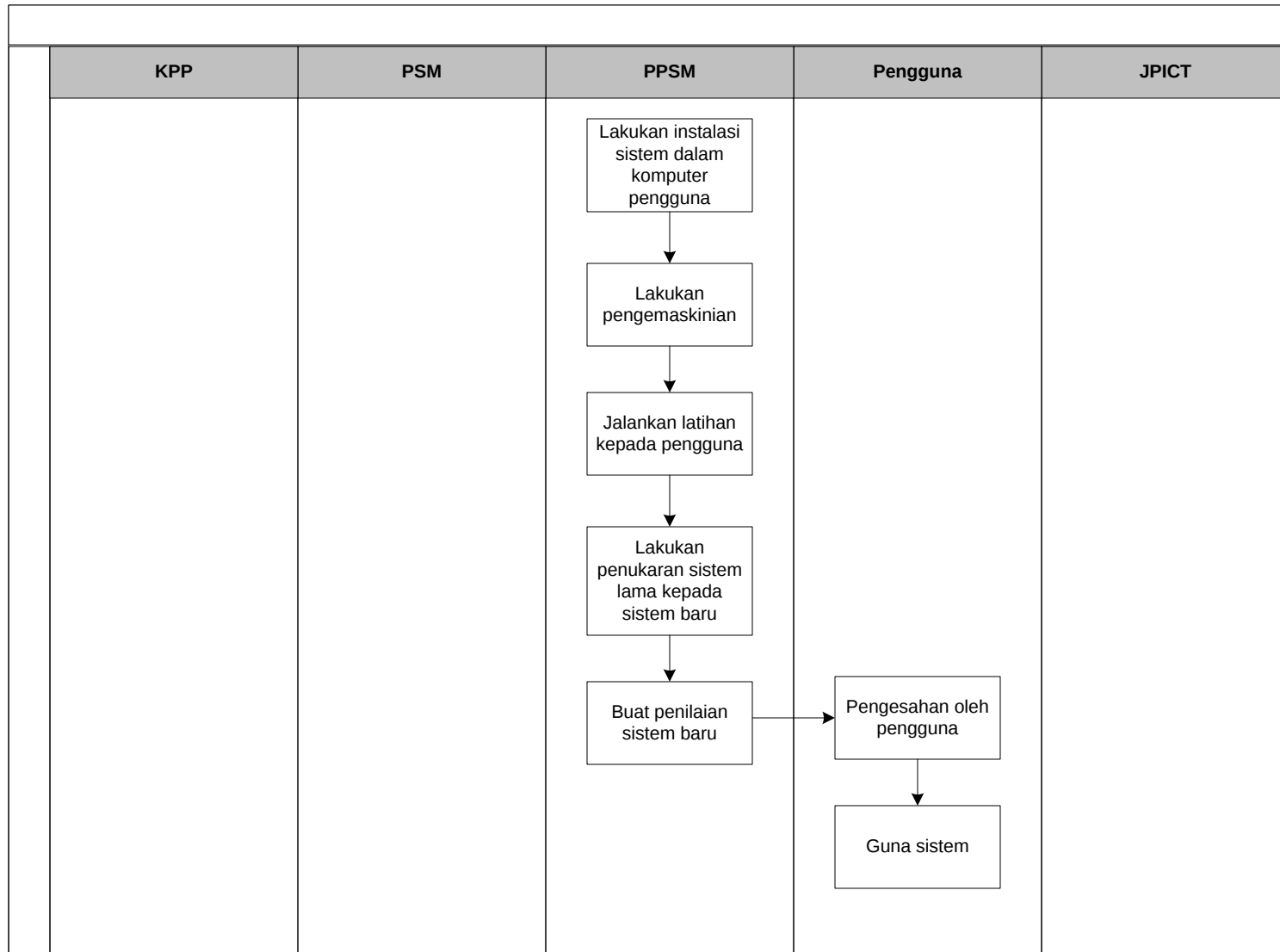
7.2.3.13 Rekabentuk/pembangunan sistem



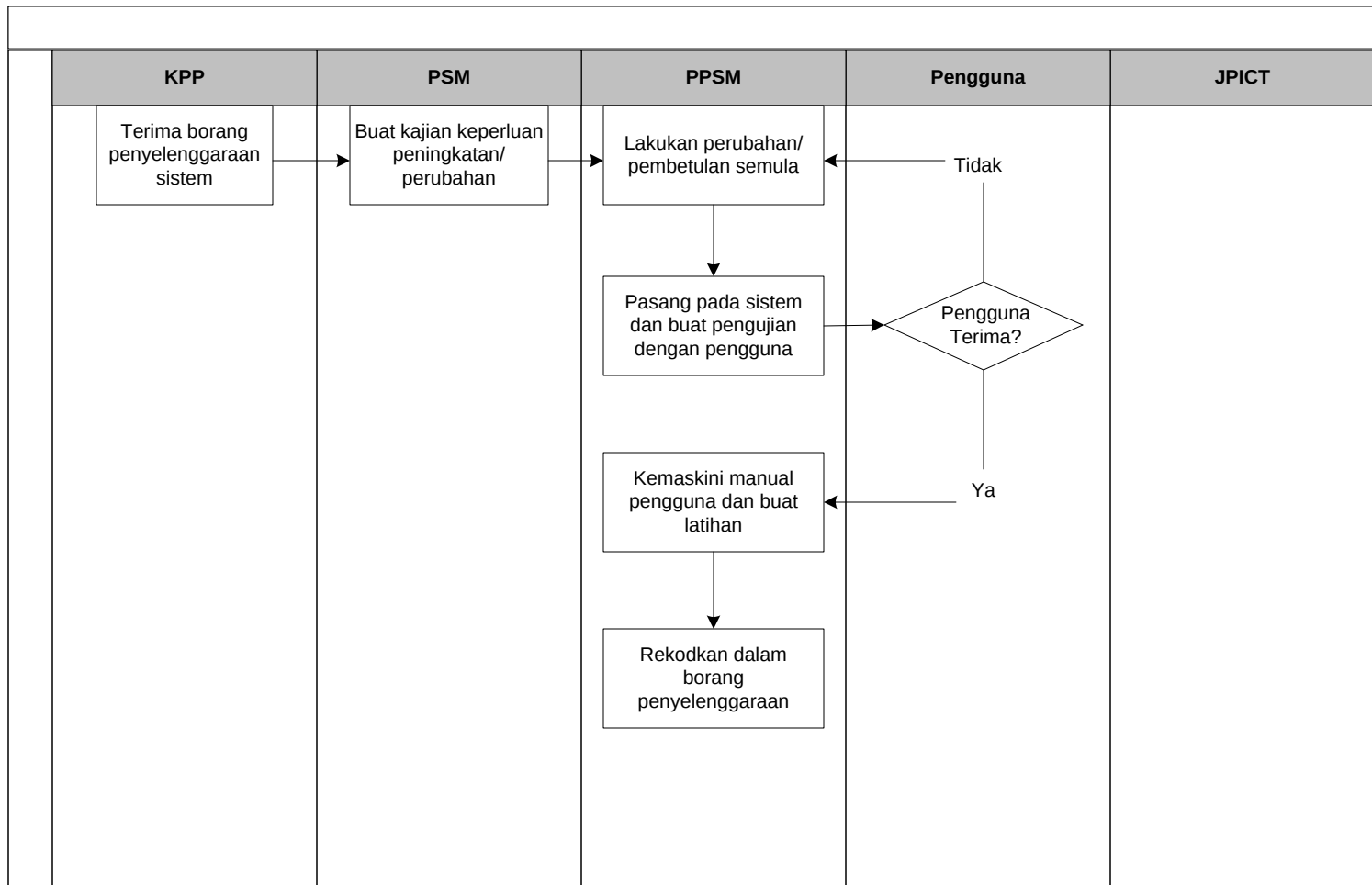
7.2.3.14 Pengujian Sistem



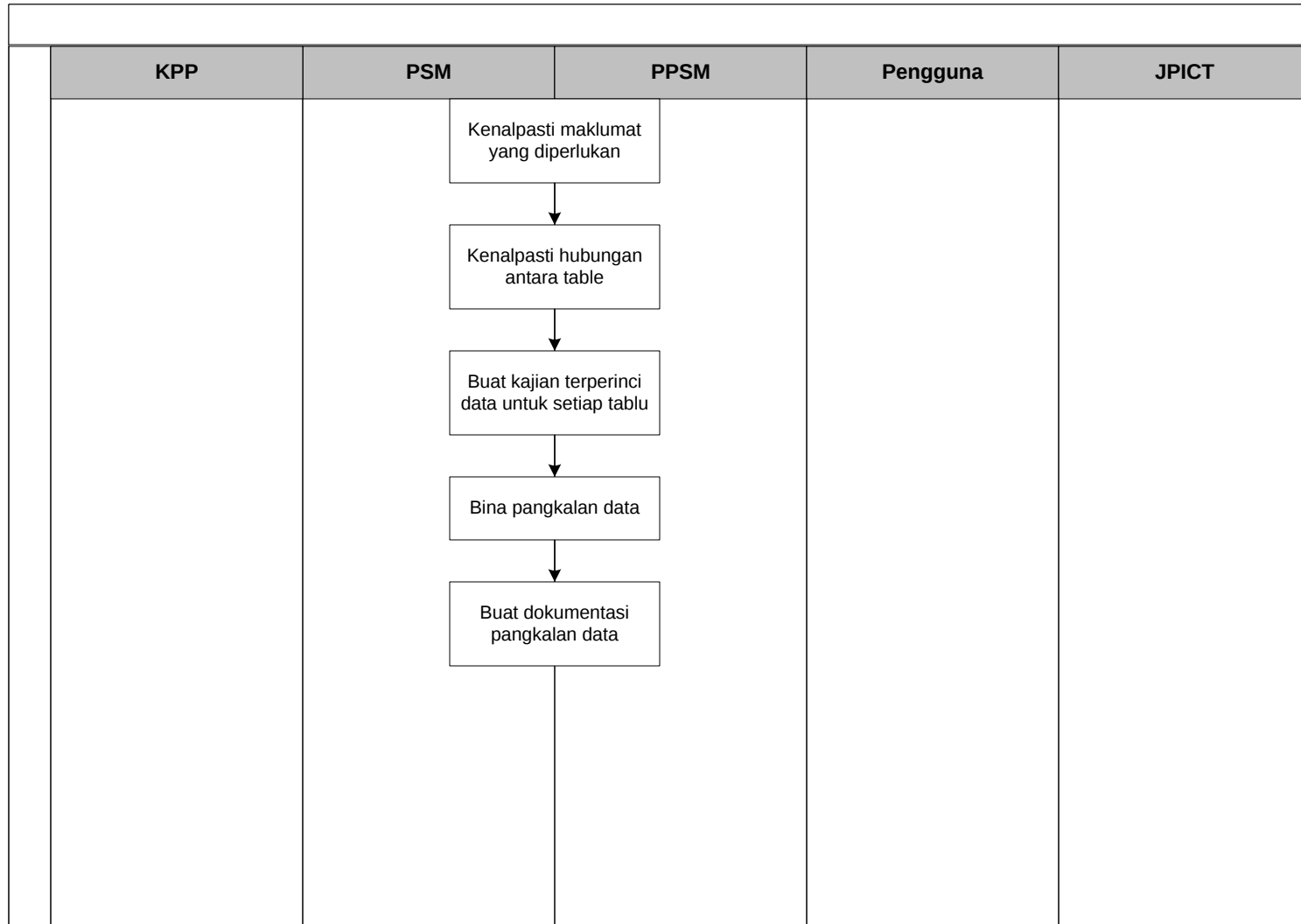
7.2.3.15 Pelaksanaan Sistem



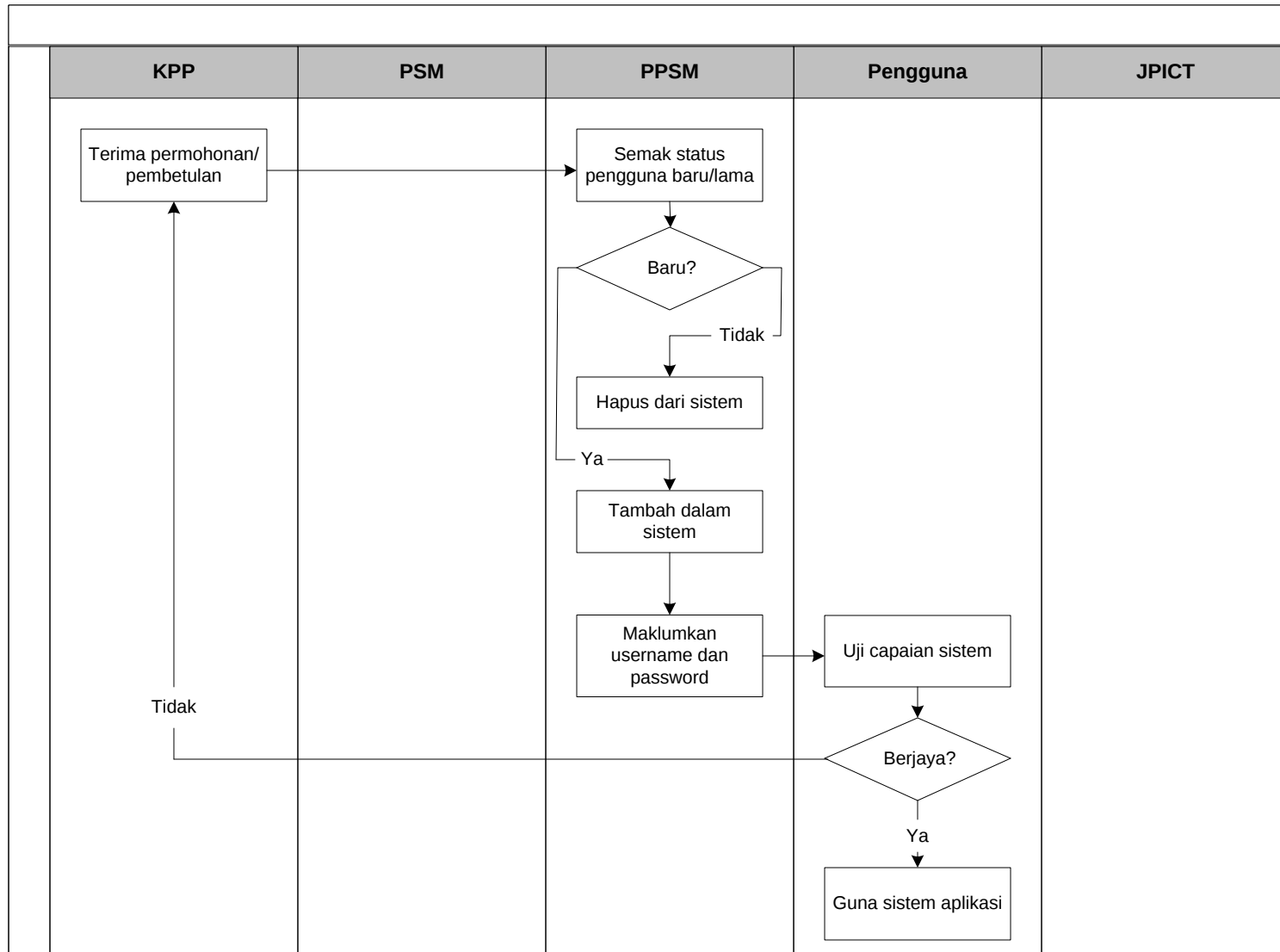
7.2.3.16 Peningkatan/perubahan sistem



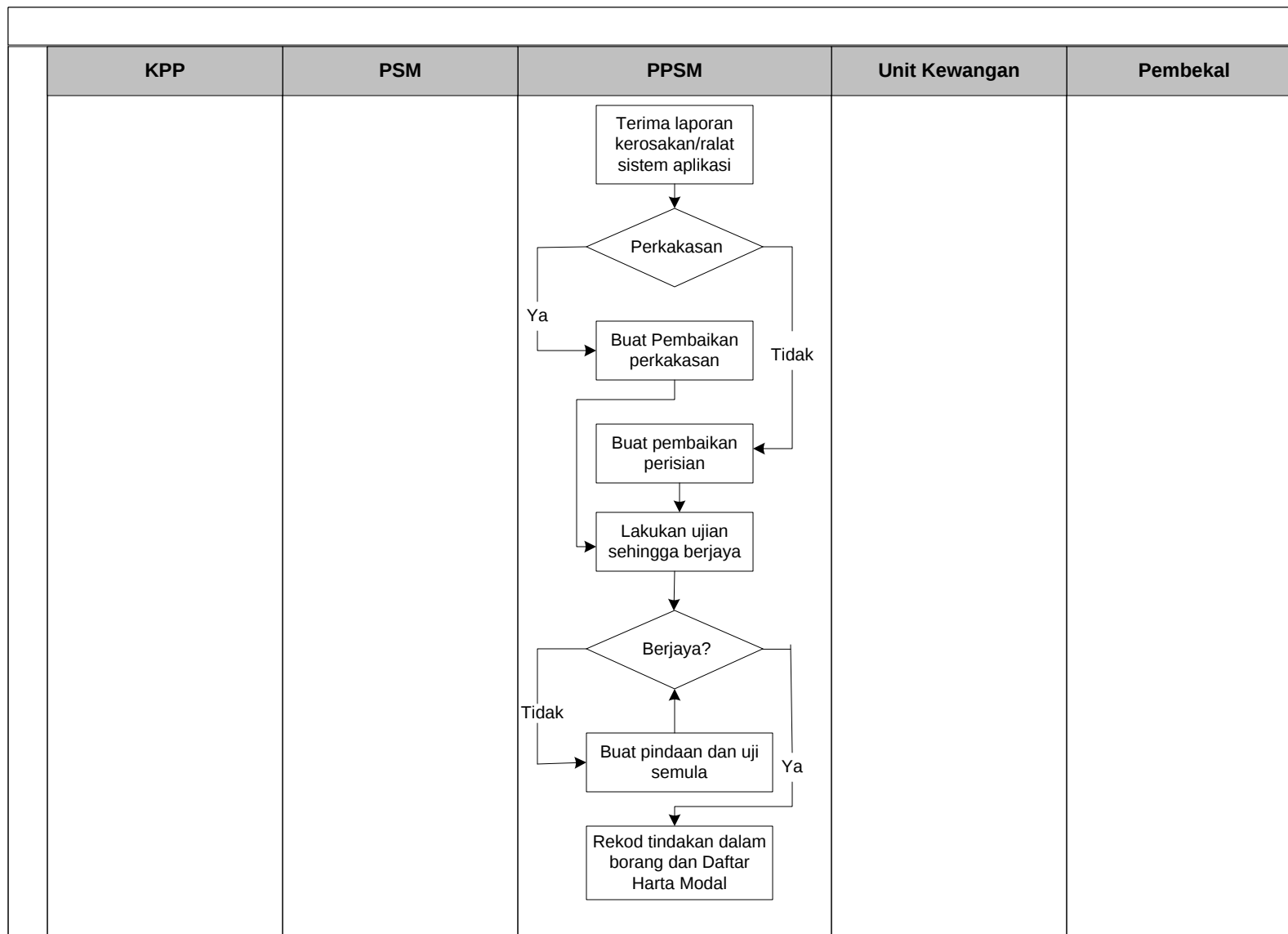
7.2.3.17 Pembinaan pengkalan data



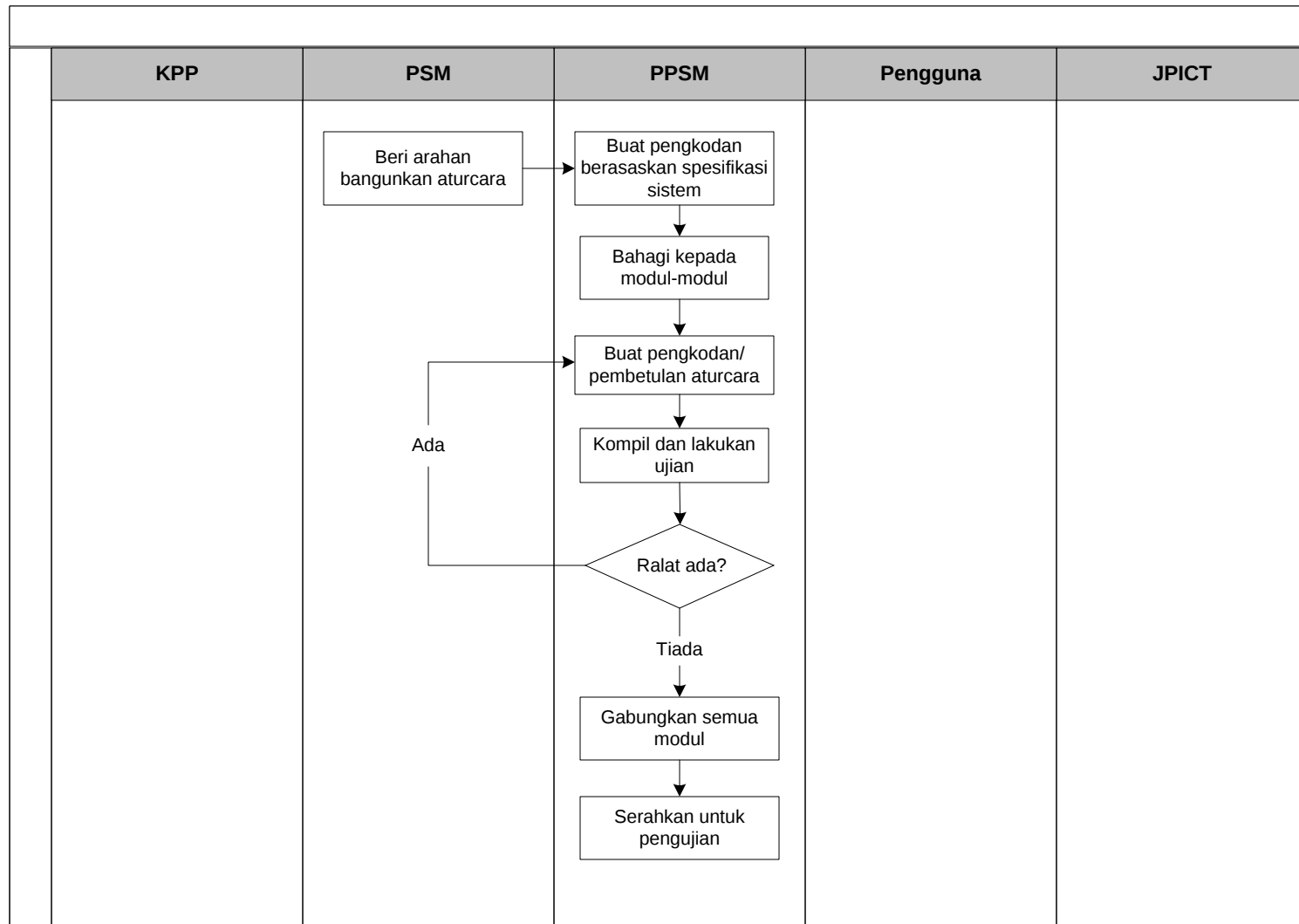
7.2.3.18 Penyelenggaraan Pengguna



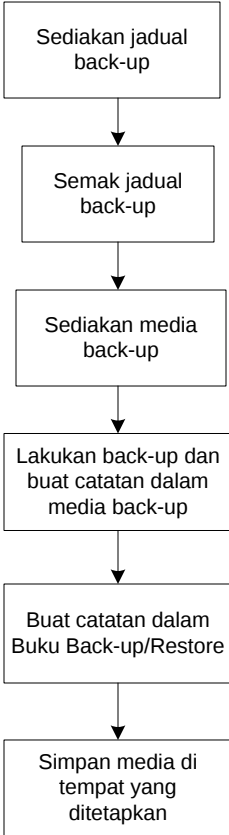
7.2.3.19 Membaikpulihan perkakasan/perisian



7.2.3.20 Pembangunan aturcara



7.2.3.21 Back-up

KPP	PSM	PPSM	Pengguna	JPICT
		 <pre> graph TD A[Sediakan jadual back-up] --> B[Semak jadual back-up] B --> C[Sediakan media back-up] C --> D[Lakukan back-up dan buat catatan dalam media back-up] D --> E[Buat catatan dalam Buku Back-up/Restore] E --> F[Simpan media di tempat yang ditetapkan] </pre>		

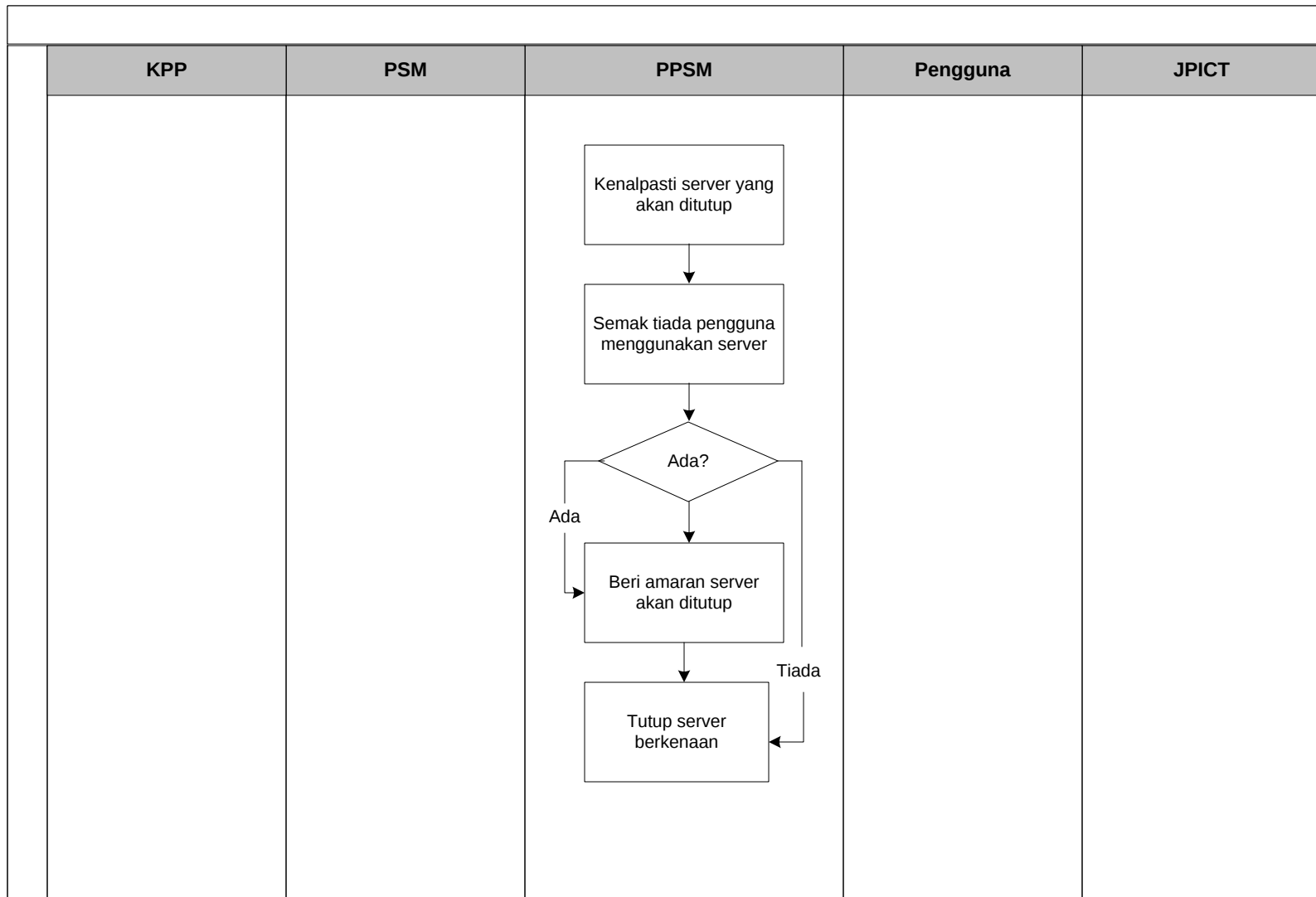
7.2.3.22 Restore sistem/data

	KPP	PSM	PPSM	Pengguna	JPICT
			Kenalpasti sistem/data untuk restore ↓ Semak catatan Buku Back-up/Restore dan pastikan tarikh & media yang betul ↓ Semak sistem/data dalam media untuk pastikan fail ada dalam media ↓ Restore sistem/data yang betul dalam ruang sementara ↓ Pastikan sistem/data yang betul dalam ruang sementara ↓ Salin ke ruang yang sebenar ↓ Rekodkan dalam Buku Back-up/Restore		

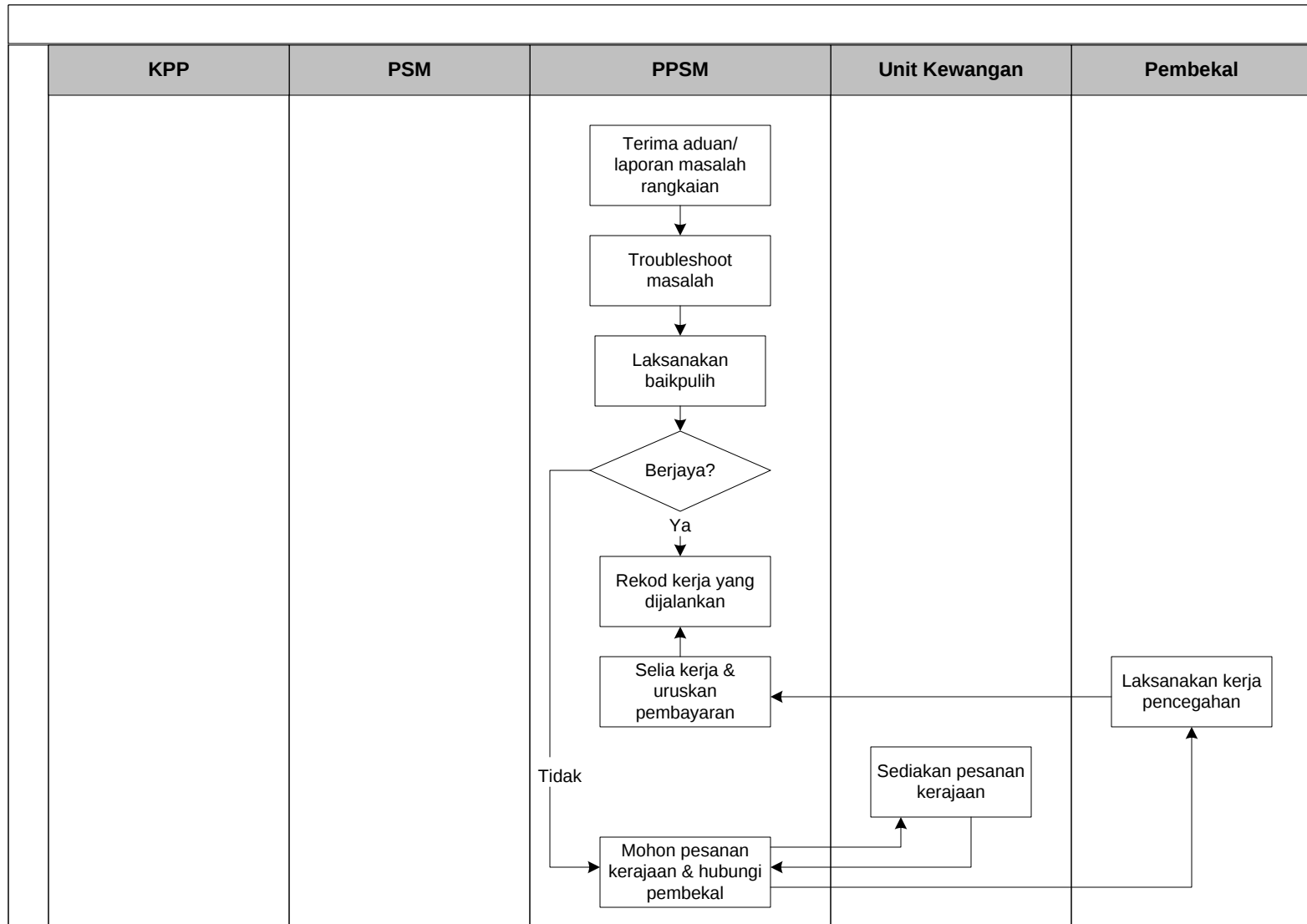
7.2.3.23 Start-up LAN/WAN

	KPP	PSM	PPSM	Pengguna	JPICT
			Mulakan operasi UPS ↓ Hidupkan pendingin udara ↓ Mulakan operasi network (Hub, Modem dll) ↓ Mulakan operasi internet		

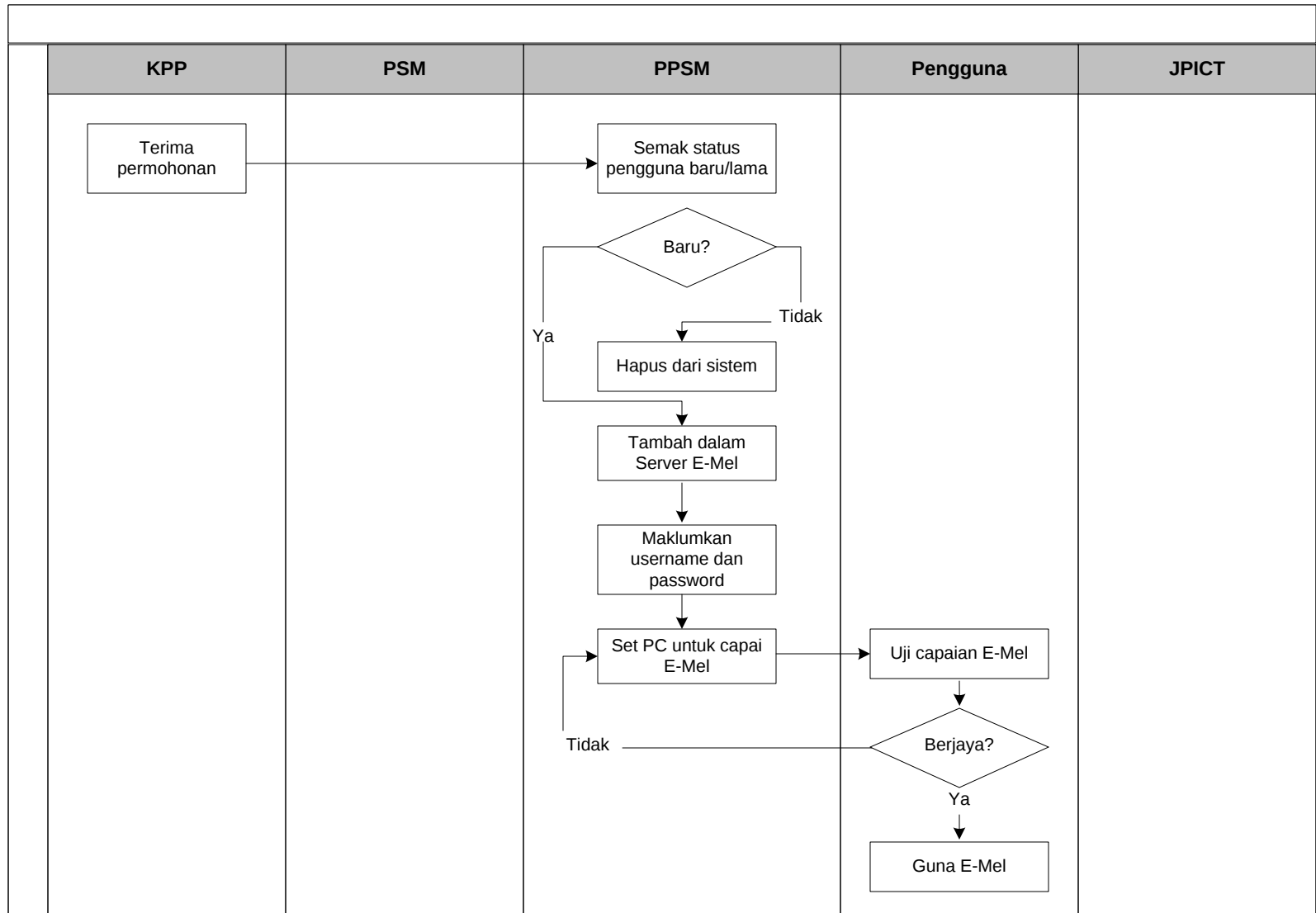
7.2.3.24 Shut-down LAN/WAN



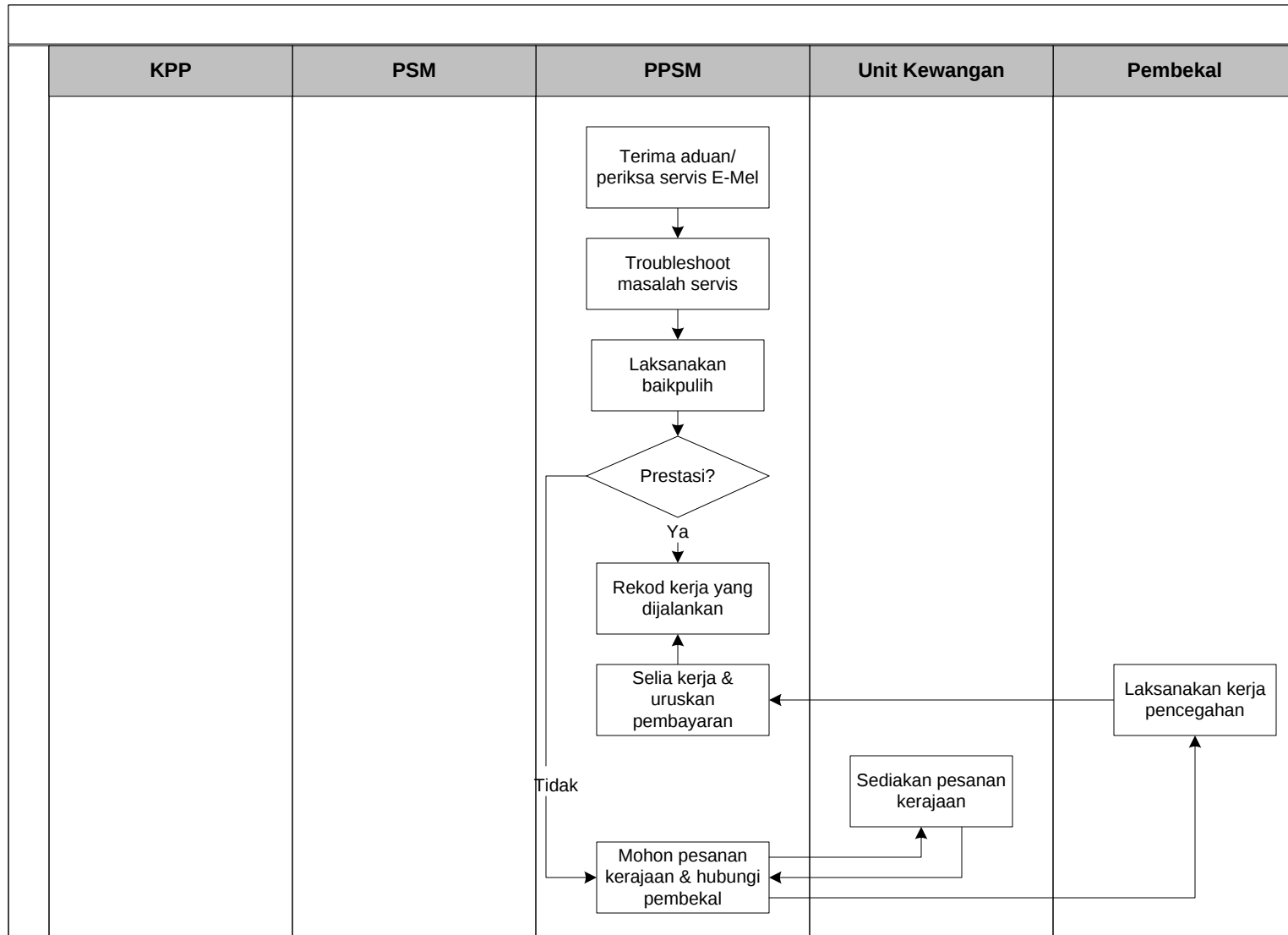
7.2.3.25 Penyelenggaraa Rangkaian



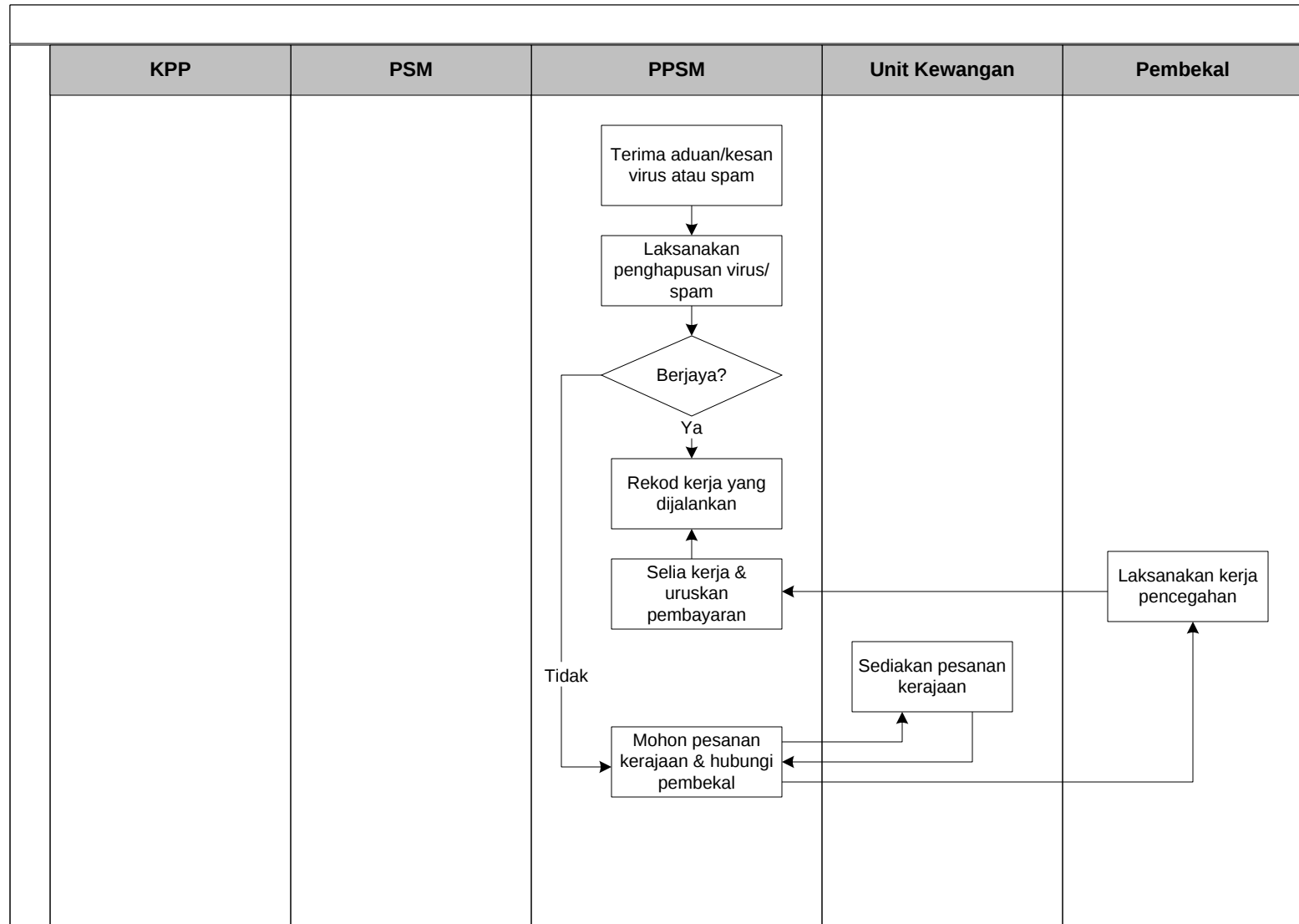
7.2.3.26 Penyelenggaraan pengguna E-Mel



7.2.3.27 Penyelenggaraan servis E-Mel



7.2.3.28 Penghapusan Virus/Spam



7.2.3.29 Keselamatan rangkaian/komputer dan data

