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| **5** |  | **PROSES KERJA** |

**FUNGSI X : LATIHAN**

**Sub-Fungsi X.X : PENYAMPAIAN PERKHIDMATAN**

## Aktiviti X.X.XX : Pengurusan Keurusetiaan Majlis

| **BIL.** | **TANGGUNG JAWAB** | **PROSES KERJA** | **PEGAWAI LAIN YANG ADA HUBUNGAN/ DIRUJUK** | **UNDANG-UNDANG, PERATURAN DAN PUNCA KUASA** |
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| **6** |  | **CARTA ALIR** |

**FUNGSI X : LATIHAN**

**Sub-Fungsi X.X : PENYAMPAIAN PERKHIDMATAN**

**Aktiviti X.X.XX : Pengurusan Keurusetiaan Majlis**

| TANGGUNGJAWAB | PROSES KERJA | TEMPOH MASA |
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Rujukan : Posisi Simbol Proses – 1.29 cm/0.05 cm Standard Lebar Row : 1.5 cm

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| **7** |  | **SENARAI SEMAK** |

 **FUNGSI X : LATIHAN**

**Sub-Fungsi X.X : PENYAMPAIAN PERKHIDMATAN**

**Aktiviti X.X.XX : Pengurusan Keurusetiaan Majlis**

| **BIL.** | **TINDAKAN** | **TANDA (** **🗸 )** | **CATATAN** |
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