KETUA SETIAUSAHA
SECRETARY GENERAL
KEMENTERIAN KEMAJUAN DESA DAN WILAYAH
MINISTRY OF RURAL AND REGIONAL DEVELOPMENT
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Tarikh: 20 Ogos 2024
15 Safar 1446H

Timbalan Ketua Setiausaha (Dasar)

Timbalan Ketua Setiausaha (Pembangunan)

Setiausaha Bahagian Kanan (Khidmat Pengurusan)

Setiausaha Bahagian / Ketua Unit

Pengarah Institut Kemajuan Desa (INFRA)

Pengarah Pejabat KKDW Negeri

YBhg. Datuk/ Dato'/ Tuan/ Puan,

PENETAPAN KUASA DAN TUGAS PEGAWAI PENGAWAL KEMENTERIAN KEMAJUAN DESA DAN WILAYAH (KKDW) BAGI PENGURUSAN KEWANGAN DAN PERAKAUNAN DI IBU PEJABAT KKDW, INSTITUT KEMAJUAN DESA (INFRA) DAN PEJABAT KKDW NEGERI

Menurut Subseksyen 15A (2) Akta Tatacara Kewangan 1957 [Akta 61], saya sebagai Pegawai Pengawal Kementerian Kemajuan Desa dan Wilayah (KKDW) mewakilkan kewajipan dan tugas yang dinyatakan dalam ruang (3) Jadual Penetapan Kuasa Dan Tugas Pegawai Pengawal untuk dijalankan atau dilaksanakan bagi pihak saya oleh Pegawai Perakaunan yang disenaraikan di ruang (4) Jadual Penetapan Kuasa dan Tugas Pegawai Pengawal untuk menjalankan tugas pengurusan kewangan dan perakaunan tertakluk kepada arahan yang telah ditetapkan dan had amaun seperti yang dinyatakan

di ruang (2) dan ruang (5) **Jadual Penetapan Kuasa dan Tugas Pegawai Pengawal Kepada Pegawai Perakaunan Di Bawah Kawalannya (AP11)** seperti di lampiran.

2. Sehubungan dengan itu, bagi maksud melaksanakan tugas dan tanggungjawab kewajipan kewangan dan perakaunan seperti di Jadual Penetapan Kuasa Dan Tugas Pegawai Pengawal tersebut, Ketua Jabatan/ Pemegang Waran Peruntukan/ Pemungut adalah dikehendaki untuk menamakan pegawai yang bertanggungjawab melaksanakan tugas dengan mengeluarkan **Kebenaran Khusus Secara Bertulis** mengikut format yang ditetapkan oleh Akauntan Negara Malaysia.

3. Pegawai yang telah diberi Penetapan Kuasa Dan Tugas Pegawai Pengawal hendaklah melaksanakan tugas dan tanggungjawab dengan cekap, berintegriti dan berakauntabiliti serta mematuhi peraturan kewangan dan perakaunan semasa yang berkuat kuasa.

4. Penetapan Kuasa dan Tugas Pegawai Pengawal bagi Pengurusan Kewangan dan Perakaunan di Ibu Pejabat KKDW, Institut Kemajuan Desa dan Pejabat KKDW Negeri ini berkuat kuasa mulai **3 Julai 2024**. Dengan berkuat kuasanya penetapan ini, Penetapan Kuasa dan Tugas Pegawai Pengawal sebelum ini adalah terbatal.

Sekian, terima kasih.

"MALAYSIA MADANI"
"BERKHIDMAT UNTUK NEGARA"
"LUAR BANDAR SEJAHTERA"

Saya yang menjalankan amanah,

(DATUK MUHD KHAIR RAZMAN BIN MOHAMED ANNUAR)

JADUAL PENETAPAN KUASA DAN TUGAS PEGAWAI PENGAWAL KEPADA PEGAWAI PERAKAUNAN DI BAWAH KAWALANNYA-PUSAT TANGGUNGJAWAB (PTJ)

KEMENTERIAN : KEMENTERIAN KEMAJUAN DESA DAN WILAYAH

(1) BIL	(2) AP	(3) TUGAS		(4) BAHAGIAN/NEGERI/ CAWANGAN/PTJ	(5) JAWATAN PEGAWAI	(6) HAD AMAUN (RM)
1	94	**WARAN PERUNTUKAN**				
		1.1	**Pemegang Waran**	Ibu Pejabat (Peruntukan Mengurus)	SUBK (KP)	Tiada Had
					SUB (KEW)	Tiada Had
					KPSU (KEW)	Tiada Had
				Ibu Pejabat (Peruntukan Pembangunan)	SUB (PP)	Tiada Had
					TSUB (PP)	Tiada Had
					KPSU (PP)	Tiada Had
				Institut Kemajuan Desa	P	Tiada Had
					KI	Tiada Had
				Pejabat KKDW Negeri	P	Tiada Had
		1.2	**Meluluskan Agihan Waran Peruntukan Asal/ Tarik Balik Waran Peruntukan Asal/ Kecil**	Ibu Pejabat (Peruntukan Mengurus)	SUBK (KP)	Tiada Had
					SUB (KEW)	Tiada Had
					KPSU (KEW)	Tiada Had
					PSU (KEW)	Tiada Had
				Ibu Pejabat (Peruntukan Pembangunan)	SUB (PP)	Tiada Had
					TSUB (PP)	Tiada Had
					KPSU (PP)	Tiada Had
					PSU (PP)	Tiada Had
					AK (PP)	Tiada Had
				Institut Kemajuan Desa	P	Tiada Had
					TP	Tiada Had
					KI	Tiada Had
					KPP	Tiada Had
					PPK	Tiada Had
					PP	Tiada Had
					PnA	500,000.00
				Pejabat KKDW Negeri	P	Tiada Had
					TP	Tiada Had
					KPP	Tiada Had
					PPK	Tiada Had
					PP	Tiada Had
		1.3	**Penyedia**	Semua	PPT	Tiada Had
					KPT	Tiada Had
					PnA	Tiada Had
					PT / PT(KEW) /Pem Ak	Tiada Had
		1.4	**Peraku I**	Ibu Pejabat (Peruntukan Mengurus)	KPSU (KEW)	Tiada Had
					KA (KEW)	Tiada Had
					PSU (KEW)	Tiada Had
					AK (KEW)	Tiada Had
					PnA (KEW)	Tiada Had
				Ibu Pejabat (Peruntukan Pembangunan)	KPSU (PP)	Tiada Had
					PSU (PP)	Tiada Had
					AK (PP)	Tiada Had
					PAK (PP)	1,000,000.00
					PnA (PP)	500,000.00
					KPT (PP)	50,000.00
			Peraku I	Institut Kemajuan Desa	TP	Tiada Had
					KPP	Tiada Had
					PPK	Tiada Had
					PP	Tiada Had
					PPPM	500,000.00
					PPT	500,000.00
					PnA	500,000.00
					KPT	50,000.00
				Pejabat KKDW Negeri	TP	Tiada Had
					KPP	Tiada Had
					PPK	Tiada Had
					PP	Tiada Had
					PPT	1,000,000.00
					KPT	50,000.00

(1) BIL	(2) AP	(3) TUGAS		(4) BAHAGIAN/NEGERI/ CAWANGAN/PTJ	(5) JAWATAN PEGAWAI	(6) HAD AMAUN (RM)
		1.5	**Pelulus/ Peraku II/ Akuan Terima**	Ibu Pejabat (Peruntukan Mengurus)	SUBK (KP)	Tiada Had
					SUB (KEW)	Tiada Had
					KPSU (KEW)	Tiada Had
					KA (KEW)	Tiada Had
					AK (KEW)	100,000,000.00
					PSU (KEW)	100,000,000.00
					SUB (A)	Tiada Had
					TKA (A)	Tiada Had
					PKA (A)	Tiada Had
					AK (A)	100,000,000.00
				Ibu Pejabat (Peruntukan Pembangunan)	TKSU (P)	Tiada Had
					SUB (PP)	Tiada Had
					TSUB (PP)	Tiada Had
					KPSU (PP)	100,000,000.00
					PSU (PP)	100,000,000.00
					AK (PP)	100,000,000.00
					PAK (PP)	1,000,000.00
					PnA (PP)	500,000.00
				Institut Kemajuan Desa	P	Tiada Had
					TP	Tiada Had
					KPP	Tiada Had
					KI	Tiada Had
					PPK	Tiada Had
					PP	Tiada Had
					PPPM	500,000.00
				Pejabat KKDW Negeri	P	Tiada Had
					TP	Tiada Had
					KPP	Tiada Had
					PPK	Tiada Had
					PP	Tiada Had
					PPT	500,000.00
		1.6	**Meluluskan Pindah Peruntukan Perbelanjaan Pembangunan Tahunan (Projek Yang Sama Kepada Setia dan Subsetia Yang Sama dan/atau Yang Berbeza)**	Ibu Pejabat (Peruntukan Pembangunan)	SUB (PP)	Tiada Had
					TSUB (PP)	Tiada Had
					KPSU (PP)	Tiada Had
					PSU (PP)	Tiada Had
					AK (PP)	Tiada Had
		1.7	**Meluluskan Pindah Peruntukan Perbelanjaan Mengurus (OA Yang Sama Dalam Aktiviti Yang Sama)**	Ibu Pejabat (Peruntukan Mengurus)	SUB (KEW)	Tiada Had
					KPSU (KEW)	Tiada Had
					PSU (KEW)	Tiada Had
				Institut Kemajuan Desa	P	Tiada Had
					TP	Tiada Had
					KPP	Tiada Had
					KI	Tiada Had
					PPK	Tiada Had
					PP	Tiada Had
2	95(e)	**BUKU VOT ELEKTRONIK**				
		2.1	**Penyemak**	Ibu Pejabat (Peruntukan Mengurus)	KPSU (KEW)	Tidak Berkenaan
					PSU (KEW)	Tidak Berkenaan
					PnA (KEW)	Tidak Berkenaan
					KPT (KEW)	Tidak Berkenaan
				Ibu Pejabat (Peruntukan Pembangunan)	KPSU (PP)	Tidak Berkenaan
					PSU (PP)	Tidak Berkenaan
					AK (PP)	Tidak Berkenaan
					PAK (PP)	Tidak Berkenaan
					PnA (PP)	Tidak Berkenaan
					KPT (PP)	Tidak Berkenaan
				Institut Kemajuan Desa	P	Tiada Had
					TP	500,000.00
					KI	500,000.00
					KPP (Ibu Pejabat)	300,000.00
					KPP (Sabah & Sarawak)	50,000.00
					PPK (Ibu Pejabat)	200,000.00
					PPK (Sabah & Sarawak)	50,000.00

(1) BIL	(2) AP	(3) TUGAS		(4) BAHAGIAN/NEGERI/ CAWANGAN/PTJ	(5) JAWATAN PEGAWAI	(6) HAD AMAUN (RM)
					PP	50,000.00
					PPT	20,000.00
				Pejabat KKDW Negeri	KPP	Tidak Berkenaan
					PPK	Tidak Berkenaan
					PP	Tidak Berkenaan
					PPT	Tidak Berkenaan
					KPT	Tidak Berkenaan
3	176.1 (d)	**PESANAN KERAJAAN (PESANAN KERAJAAN BEKALAN & PERKHIDMATAN/PESANAN KERJA/ TANGGUNGAN**				
		3.1	**Pesanan Kerajaan Bekalan & Perkhidmatan**			
		a	**Penyedia**	Semua	PnA	Tiada Had
					PPT	Tiada Had
					KPT	Tiada Had
					PT	Tiada Had
					Pem Ak	Tiada Had
		b	**Pelulus**	Ibu Pejabat	SUB (PER)	Tiada Had
					KPSU (PER)	250,000.00
					PSU (PER)	50,000.00
				Institut Kemajuan Desa	P	Tiada Had
					TP	500,000.00
					KI	500,000.00
					KPP (Ibu Pejabat)	300,000.00
					KPP (Sabah & Sarawak)	50,000.00
					PPK (Ibu Pejabat)	200,000.00
					PPK (Sabah & Sarawak)	50,000.00
					PP	50,000.00
					PPT	20,000.00
				Pejabat KKDW Negeri	P	500,000.00
					KPP	100,000.00
					PPK	100,000.00
					PP	50,000.00
					PPT	50,000.00
		3.2	**Inden Kerajaan**			
		a	**Penyedia**	Semua	PPT	Tiada Had
					PnA	Tiada Had
					KPT	Tiada Had
					PT/ PT (KEW)/ Pem Ak	Tiada Had
		b	**Pelulus**	Ibu Pejabat	SUB (KEW)	Tiada Had
					KA (KEW)	Tiada Had
					KPSU (KEW)	Tiada Had
					PSU (KEW)	100,000,000.00
					AK (KEW)	100,000,000.00
					PnA (KEW)	500,000.00
					KPT (KEW)	20,000.00
			Pelulus	Institut Kemajuan Desa	P	Tiada Had
					TP	500,000.00
					KI	500,000.00
					KPP	300,000.00
					PPK	200,000.00
					PP	50,000.00
					PPT	20,000.00
				Pejabat KKDW Negeri	P	Tiada Had
					KPP	500,000.00
					PPK	500,000.00
					J	500,000.00
					PP	100,000.00
					PJ	50,000.00
					PPT	50,000.00
		3.3	**Tanggungan Kontrak**			
		a	**Penyedia**	Semua	PPT	Tiada Had
					KPT	Tiada Had
					PT	Tiada Had
					Pem Ak	Tiada Had
		b			SUB (PP)	Tiada Had
					TSUB (PP)	Tiada Had
					KPSU (PP)	Tiada Had

(1) BIL	(2) AP	(3) TUGAS		(4) BAHAGIAN/NEGERI/ CAWANGAN/PTJ	(5) JAWATAN PEGAWAI	(6) HAD AMAUN (RM)
				Ibu Pejabat	PSU (PP)	100,000,000.00
					AK (PP)	100,000,000.00
					PAK (PP)	1,000,000.00
					KPT (PP)	50,000.00
					SUB (KEW)	Tiada Had
					KPSU (KEW)	Tiada Had
					KA (KEW)	Tiada Had
					PSU (KEW)	100,000,000.00
					AK (KEW)	100,000,000.00
					PPT (KEW)	1,000,000.00
					PnA (KEW)	500,000.00
					KPT (KEW)	50,000.00
			Pelulus	Ibu Pejabat (bagi kontrak yang tidak dapat ditanggung di dalam sistem ePerolehan)	SUB (PER)	Tiada Had
					KPSU (PER)	250,000.00
					PSU (PER)	50,000.00
				Institut Kemajuan Desa	P	Tiada Had
					TP	500,000.00
					KI	500,000.00
					KPP	300,000.00
					PPK	200,000.00
					PP	200,000.00
					PnA	50,000.00
					PPT	20,000.00
				Pejabat KKDW Negeri	P	Tiada Had
					KPP	Tiada Had
					PPK	Tiada Had
					PP	100,000,000.00
					PPT	500,000.00
					KPT	50,000.00
		3.4	**Waran Perjalanan Udara**			
		a	**Penyedia**	Semua	PPT	Tiada Had
					KPT	Tiada Had
					PnA	Tiada Had
					PT / PT(KEW) /Pem Ak	Tiada Had
		b	**Pelulus**	Ibu Pejabat	SUB (KEW)	Tiada Had
					KPSU(KEW)	Tiada Had
					KA (KEW)	Tiada Had
					PSU (KEW)	100,000,000.00
					AK (KEW)	100,000,000.00
					PPT (KEW)	1,000,000.00
					PnA (KEW)	500,000.00
					KPT (KEW)	50,000.00
				Institut Kemajuan Desa	P	Tiada Had
					TP	Tiada Had
					KPP	Tiada Had
					KI	Tiada Had
					PPK	Tiada Had
					PP	Tiada Had
					PPPM	500,000.00
					PPT	500,000.00
					PnA	500,000.00
				Pejabat KKDW Negeri	P	Tiada Had
					KPP	Tiada Had
					PPK	Tiada Had
					PP	100,000,000.00
					PPT	500,000.00
					KPT	50,000.00
4	101 & 102	**ARAHAN PEMBAYARAN/ BAUCAR JURNAL/ BAUCAR KECIL**				
		4.1	**Penyedia**	Semua	PPT	Tiada Had
					KPT	Tiada Had
					PnA	Tiada Had
					PT / PT(KEW) / Pem Ak	Tiada Had

(1) BIL	(2) AP	(3) TUGAS		(4) BAHAGIAN/NEGERI/ CAWANGAN/PTJ	(5) JAWATAN PEGAWAI	(6) HAD AMAUN (RM)
		4.2	**Peraku I**	Ibu Pejabat (Bahagian Kewangan)	KPSU (KEW)	Tiada Had
					KA (KEW)	Tiada Had
					PSU (KEW)	Tiada Had
					AK (KEW)	Tiada Had
					PPT (KEW)	1,000,000.00
					PnA (KEW)	500,000.00
					KPT (KEW)	50,000.00
				Ibu Pejabat (Bahagian Penyelarasan dan Pemantauan)	KPSU (PP)	Tiada Had
					PSU (PP)	Tiada Had
					AK (PP)	Tiada Had
					PAK (PP)	1,000,000.00
					PnA (PP)	500,000.00
					KPT (PP)	50,000.00
				Ibu Pejabat (Bahagian Pentadbiran dan Pengurusan Aset)	PnA (P)	500,000.00
				Institut Kemajuan Desa	TP	Tiada Had
					KPP	Tiada Had
					PPK	Tiada Had
					PP	Tiada Had
					PPPM	500,000.00
					PPT	500,000.00
					PnA	500,000.00
				Pejabat KKDW Negeri	TP	Tiada Had
					KPP	Tiada Had
					PPK	Tiada Had
					PP	100,000,000.00
					J	100,000,000.00
					PPT	500,000.00
					PJ	500,000.00
					KPT	50,000.00
		4.3	**Peraku II/ Akuan Terima**	Ibu Pejabat (Bahagian Kewangan)	SUBK (KP)	Tiada Had
					SUB (KEW)	Tiada Had
					KPSU (KEW)	Tiada Had
					KA (KEW)	Tiada Had
					PSU (KEW)	100,000,000.00
					AK (KEW)	100,000,000.00
					PPT (KEW)	1,000,000.00
					PnA (KEW)	500,000.00
				Ibu Pejabat (Bahagian Penyelarasan dan Pemantauan)	TKSU (P)	Tiada Had
					SUB (PP)	Tiada Had
					TSUB (PP)	Tiada Had
					KPSU (PP)	Tiada Had
					PSU (PP)	100,000,000.00
					AK (PP)	100,000,000.00
					PAK (PP)	1,000,000.00
					PnA (PP)	500,000.00
				Ibu Pejabat (Bahagian Pentadbiran dan Pengurusan Aset)	PnA (P)	500,000.00
				Institut Kemajuan Desa	P	Tiada Had
					TP	Tiada Had
					KPP	Tiada Had
					KI	Tiada Had
					PPK	Tiada Had
					PP	Tiada Had
					PPPM	500,000.00
				Pejabat KKDW Negeri	P	Tiada Had
					KPP	Tiada Had
					PPK	Tiada Had
					PP	100,000,000.00
					J	100,000,000.00
					PPT	500,000.00

(1) BIL	(2) AP	(3) TUGAS		(4) BAHAGIAN/NEGERI/ CAWANGAN/PTJ	(5) JAWATAN PEGAWAI	(6) HAD AMAUN (RM)
5	93	**BAYARAN PUKAL**				
		5.1	**Menyemak Dan Mengesahkan Maklumat Akaun Pukal, Invois Dan Bil Bagi Sistem Bayaran Pukal**	Ibu Pejabat	KA (KEW)	Tiada Had
					AK (KEW)	Tiada Had
					PnA (KEW)	Tiada Had
					KPT (KEW)	Tiada Had
					PT (KEW)	Tiada Had
				Institut Kemajuan Desa	P	Tiada Had
					TP	Tiada Had
					KI	Tiada Had
					KPP	Tiada Had
					PPK	Tiada Had
					PP	Tiada Had
					PPT	Tiada Had
					PnA	Tiada Had
					KPT	Tiada Had
					PT/ PT (KEW)	Tiada Had
				Pejabat KKDW Negeri	PPK	Tiada Had
					PP	Tiada Had
					PPT	Tiada Had
					KPT	Tiada Had
					PT	Tiada Had
6	113	**PANJAR WANG RUNCIT/ PANJAR KHAS**				
		6.1	**Pembayaran Melalui Baucar Kecil**			
		6.1.1	**Panjar Wang Runcit**			
		a)	**Penyedia**	Semua	PPT	Tiada Had
					KPT	Tiada Had
					PnA	Tiada Had
					PT / PT(KEW) / Pem Ak	Tiada Had
		b)	**Peraku I**	Ibu Pejabat	KPSU (KEW)	Tiada Had
					KA (KEW)	Tiada Had
					AK (KEW)	Tiada Had
					PSU (KEW)	Tiada Had
					PnA (KEW)	500,000.00
				Institut Kemajuan Desa	TP	Tiada Had
					KI	Tiada Had
					KPP	Tiada Had
					PPK	Tiada Had
					PP	Tiada Had
					PPPM	500,000.00
					PPT	500,000.00
					PnA	500,000.00
				Pejabat KKDW Negeri	PPK	Tiada Had
					PP	Tiada Had
					PPT	500,000.00
					KPT	50,000.00
		6.1.2	**Panjar Khas**			
		a)	**Penyedia**	Institut Kemajuan Desa	PPT	Tiada Had
					PnA	Tiada Had
					PT / PT(KEW) / Pem Ak	Tiada Had
		b)	**Peraku I**	Institut Kemajuan Desa	TP	Tiada Had
					KPP	Tiada Had
					PPK	Tiada Had
					PP	Tiada Had
					PPPM	500,000.00
					PPT	500,000.00
					PnA	500,000.00
		c)	**Peraku 2**	Institut Kemajuan Desa	P	Tiada Had
					TP	Tiada Had
					KPP	Tiada Had
					KI	Tiada Had
					PPK	Tiada Had
					PP	Tiada Had
					PPPM	500,000.00

(1) BIL	(2) AP	(3) TUGAS		(4) BAHAGIAN/NEGERI/ CAWANGAN/PTJ	(5) JAWATAN PEGAWAI	(6) HAD AMAUN (RM)
		6.2	**Arahan Pembayaran Apungan Panjar/Rekupmen Panjar**			
		6.2.1	**Panjar Wang Runcit**			
		a)	**Penyedia**	Semua	PPT	Tiada Had
					KPT	Tiada Had
					PnA	Tiada Had
					PT / PT(KEW) / Pem Ak	Tiada Had
		b)	**Peraku I**	Ibu Pejabat	KPSU (KEW)	Tiada Had
					KA (KEW)	Tiada Had
					PSU (KEW)	Tiada Had
					AK (KEW)	Tiada Had
					PPT (KEW)	1,000,000.00
					PnA (KEW)	500,000.00
					KPT (KEW)	50,000.00
				Institut Kemajuan Desa	TP	Tiada Had
					KPP	Tiada Had
					PPK	Tiada Had
					PP	Tiada Had
					PPPM	500,000.00
					PPT	500,000.00
					PnA	500,000.00
				Pejabat KKDW Negeri	KPP	Tiada Had
					PPK	Tiada Had
					PP	100,000,000.00
					PPT	500,000.00
					KPT	50,000.00
		c)	**Peraku II/ Pelulus**	Ibu Pejabat	KPSU (KEW)	Tiada Had
					KA (KEW)	Tiada Had
					PSU (KEW)	100,000,000.00
					AK (KEW)	100,000,000.00
					PnA(KEW)	500,000.00
				Institut Kemajuan Desa	P	Tiada Had
					TP	Tiada Had
					KPP	Tiada Had
					KI	Tiada Had
					PPK	Tiada Had
					PP	Tiada Had
					PPPM	500,000.00
				Pejabat KKDW Negeri	P	Tiada Had
					KPP	Tiada Had
					PPK	Tiada Had
					PP	100,000,000.00
					PPT	500,000.00
		6.2.2	**Panjar Khas**			
		a)	**Penyedia**	Institut Kemajuan Desa	PPT	Tiada Had
					PnA	Tiada Had
					PT / PT(KEW) / Pem Ak	Tiada Had
		b)	**Peraku I**	Institut Kemajuan Desa	TP	Tiada Had
					KPP	Tiada Had
					PPK	Tiada Had
					PP	Tiada Had
					PPPM	500,000.00
					PPT	500,000.00
					PnA	500,000.00
		c)	**Peraku II/Pelulus**	Institut Kemajuan Desa	P	Tiada Had
					TP	Tiada Had
					KPP	Tiada Had
					KI	Tiada Had
					PPK	Tiada Had
					PP	Tiada Had
					PPPM	500,000.00

(1) BIL	(2) AP	(3) TUGAS		(4) BAHAGIAN/NEGERI/ CAWANGAN/PTJ	(5) JAWATAN PEGAWAI	(6) HAD AMAUN (RM)
		6.3	**Menunaikan EFT/ Cek Panjar**			
		6.3.1	**Cek Panjar Wang Runcit**	Ibu Pejabat	KPT (KEW)	Tiada Had
				Institut Kemajuan Desa	KI	Tiada Had
					PPK	Tiada Had
					PP	Tiada Had
					PPPM	Tiada Had
					PnA	Tiada Had
					PPT	Tiada Had
					Pem Ak	Tiada Had
					PT	Tiada Had
					Pem PM	Tiada Had
				Pejabat KKDW Negeri	PPT	Tiada Had
					KPT	Tiada Had
		6.3.2	**Cek Panjar Khas**	Institut Kemajuan Desa	KI	Tiada Had
					KPP	Tiada Had
					PPK	Tiada Had
					PP	Tiada Had
					PPM	Tiada Had
					PPPM	Tiada Had
					PnA	Tiada Had
					PPTM	Tiada Had
					PPT	Tiada Had
					PT / PT(KEW)/ Pem Ak	Tiada Had
					Pem PM	Tiada Had
		6.4	**Penyemak laporan, rekod dan pergerakan tunai di tangan**			
		a)	**Penyedia**	Semua	PPT	Tidak Berkenaan
					PnA	Tidak Berkenaan
					KPT	Tidak Berkenaan
					PT /PT(KEW)/ Pem Ak	Tidak Berkenaan
		b)	**Menyemak laporan**	Ibu Pejabat	AK (KEW)	Tidak Berkenaan
					PSU (KEW)	Tidak Berkenaan
				Institut Kemajuan Desa	TPP	Tidak Berkenaan
					KPP	Tidak Berkenaan
					KI	Tidak Berkenaan
					PPK	Tidak Berkenaan
					PP	Tidak Berkenaan
					PPPM	Tidak Berkenaan
					PPT	Tidak Berkenaan
					PnA	Tidak Berkenaan
					Pem Ak	Tidak Berkenaan
				Pejabat KKDW Negeri	PPK	Tidak Berkenaan
					PP	Tidak Berkenaan
					PPT	Tidak Berkenaan
7	103(b)	**DAFTAR BIL ELEKTRONIK/ DAFTAR BIL**				
	98	**7.1**	**Penyemak**	Ibu Pejabat (Bahagian Kewangan)	PnA (KEW)	Tidak Berkenaan
					KPT (KEW)	Tidak Berkenaan
				Ibu Pejabat (Bahagian Penyelarasan dan Pemantauan)	PnA (PP)	Tidak Berkenaan
					KPT (PP)	Tidak Berkenaan
				Institut Kemajuan Desa	PPPM	Tidak Berkenaan
					PPT	Tidak Berkenaan
					PnA	Tidak Berkenaan
				Pejabat KKDW Negeri	PPT	Tidak Berkenaan
					KPT	Tidak Berkenaan
		7.2	**Pengesahan**	Ibu Pejabat (Bahagian Kewangan)	AK (KEW)	Tidak Berkenaan
					PSU (KEW)	Tidak Berkenaan
				Ibu Pejabat (Bahagian Penyelarasan dan Pemantauan)	KPSU (PP)	Tidak Berkenaan
					AK (PP)	Tidak Berkenaan
					PSU (PP)	Tidak Berkenaan
				Institut Kemajuan Desa	TPP	Tidak Berkenaan
					KI	Tidak Berkenaan
					KPP	Tidak Berkenaan
					PPK	Tidak Berkenaan
					PP	Tidak Berkenaan

(1) BIL	(2) AP	(3) TUGAS		(4) BAHAGIAN/NEGERI/ CAWANGAN/PTJ	(5) JAWATAN PEGAWAI	(6) HAD AMAUN (RM)
				Pejabat KKDW Negeri	PPK	Tidak Berkenaan
					PP	Tidak Berkenaan
					PPT	Tidak Berkenaan
8	69	**KEBENARAN BERTULIS UNTUK MENERIMA WANG**				
		8.1	**Menerima Wang Kutipan**	Ibu Pejabat	KPT (KEW)	Tiada Had
					PT (KEW)	Tiada Had
					KPT (PER)	Tiada Had
					PT (PER)	Tiada Had
					KPSU (TW)	Tiada Had
					PSU (TW)	Tiada Had
					PT (TW)	Tiada Had
					PO (TW)	Tiada Had
					PKA (A)	Tiada Had
					AK (A)	Tiada Had
					PnA (A)	Tiada Had
			Menerima Wang Kutipan	Institut Kemajuan Desa	KI	Tiada Had
					KPP	Tiada Had
					PPK	Tiada Had
					PP	Tiada Had
					PT(N41)	Tiada Had
					PPPM	Tiada Had
					PPT	Tiada Had
					PnA	Tiada Had
					KPT	Tiada Had
					Pem Ak	Tiada Had
					Pen.Peng.Asrama/Py. Asrama	Tiada Had
					PT	Tiada Had
				Pejabat KKDW Negeri	PPT	Tiada Had
					KPT	Tiada Had
					PT	Tiada Had
9		**PENGELUARAN BIL/ INVOIS/ NOTA DEBIT/ NOTA KREDIT**				
		9.1	**Penyedia**	Semua	PPT	Tiada Had
					KPT	Tiada Had
					PnA	Tiada Had
					PT / PT(KEW) / Pem Ak	Tiada Had
		9.2	**Peraku I**	Ibu Pejabat	KPSU (KEW)	Tiada Had
					PSU (KEW)	Tiada Had
					AK (KEW)	Tiada Had
					PPT (KEW)	1,000,000.00
					PnA (KEW)	500,000.00
				Institut Kemajuan Desa	TP	Tiada Had
					KI	Tiada Had
					KPP	Tiada Had
					PPK	Tiada Had
					PP	Tiada Had
					PPPM	Tiada Had
					PPT	Tiada Had
					PnA	Tiada Had
				Pejabat KKDW Negeri	PPK	Tiada Had
					PP	Tiada Had
					PPT	Tiada Had
10	71 (a)& (e)	**DAFTAR MEL**				
		10.1	**Penyedia/ Terima Mel**	Semua	PPPM	Tiada Had
					PPT	Tiada Had
					KPT	Tiada Had
					PnA	Tiada Had
					PT / PT(KEW) / Pem Ak	Tiada Had
					Pem PM	Tiada Had

(1) BIL	(2) AP	(3) TUGAS		(4) BAHAGIAN/NEGERI/ CAWANGAN/PTJ	(5) JAWATAN PEGAWAI	(6) HAD AMAUN (RM)
		10.2	**Penyemak**	Ibu Pejabat	KPSU (KEW)	Tiada Had
					KA (KEW)	Tiada Had
					PSU (KEW)	Tiada Had
					AK (KEW)	Tiada Had
					PPT (KEW)	Tiada Had
					KPT (KEW)	Tiada Had
					PKA (A)	Tiada Had
					AK (A)	Tiada Had
					PnA	Tiada Had
				Institut Kemajuan Desa	P	Tiada Had
					TP	Tiada Had
					KI	Tiada Had
					KPP	Tiada Had
					PPK	Tiada Had
					PP	Tiada Had
					PPPM	Tiada Had
					PPT	Tiada Had
					PnA	Tiada Had
				Pejabat KKDW Negeri	PPK	Tiada Had
					PP	Tiada Had
					PPT	Tiada Had
11	70 (a)	**PENGELUARAN RESIT RASMI DAN SERAHAN WANG/ TERIMAAN**				
		11.1	**Menulis/ Menyedia**	Semua	KPT	Tiada Had
					PnA	Tiada Had
					PT / PT(KEW) / Pem Ak	Tiada Had
					Pem PM	Tiada Had
		11.2	**Menandatangani Resit**	Ibu Pejabat	KPSU (KEW)	Tiada Had
					PSU (KEW)	Tiada Had
					PPT (KEW)	Tiada Had
					KPT (KEW)	Tiada Had
					KPSU (PER)	Tiada Had
					PSU (PER)	Tiada Had
					PPT (PER)	Tiada Had
					KPT (PER)	Tiada Had
					PKA (A)	Tiada Had
					AK (A)	Tiada Had
					PnA (A)	Tiada Had
				Institut Kemajuan Desa	P	Tiada Had
					TP	Tiada Had
					KI	Tiada Had
					KPP	Tiada Had
					PPK	Tiada Had
					PP	Tiada Had
					PPPM	Tiada Had
					PPT	Tiada Had
					PnA	Tiada Had
			Menandatangani Resit	Pejabat KKDW Negeri	PPK	Tiada Had
					PP	Tiada Had
					PPT	Tiada Had
					KPT	Tiada Had
		11.3	**Serahan Wang/ Terimaan**			
		a)	**Penyedia**	Semua	KPT	Tiada Had
					PnA	Tiada Had
					PT / PT(KEW) / Pem Ak	Tiada Had
		b)	**Peraku I/ Pelulus**	Ibu Pejabat	PSU (KEW)	Tiada Had
					AK (KEW)	Tiada Had
					PPT (KEW)	Tiada Had
					PnA (KEW)	Tiada Had
					AK (A)	Tiada Had
					PnA(A)	Tiada Had

(1) BIL	(2) AP	(3) TUGAS		(4) BAHAGIAN/NEGERI/ CAWANGAN/PTJ	(5) JAWATAN PEGAWAI	(6) HAD AMAUN (RM)
			Peraku I/ Pelulus	Institut Kemajuan Desa	P	Tiada Had
					TPP	Tiada Had
					KI	Tiada Had
					KPP	Tiada Had
					PPK	Tiada Had
					PP	Tiada Had
					PPT	Tiada Had
					PPPM	Tiada Had
					PnA	Tiada Had
				Pejabat KKDW Negeri	PPK	Tiada Had
					PP	Tiada Had
					PPT	Tiada Had
					KPT	Tiada Had
12	70 (b)	**KAWALAN MESIN BERESIT/ ID SISTEM**				
		12.1	**Pemilik kata Pengenalan dan Kata Laluan**	Semua	KPT	Tiada Had
					PnA	Tiada Had
					PT / PT(KEW) / Pem Ak	Tiada Had
13	62 (b)	**PEMBATALAN RESIT RASMI MELALUI BAUCAR JURNAL**				
		13.1	**Penyedia**	Semua	PPT	Tiada Had
					KPT	Tiada Had
					PnA	Tiada Had
					PT / PT(KEW) / Pem Ak	Tiada Had
		13.2	**Peraku I**	Ibu Pejabat	PSU (KEW)	Tiada Had
					AK (KEW)	Tiada Had
					PPT (KEW)	1,000,000.00
					PnA (KEW)	500,000.00
					KPT (KEW)	50,000.00
					PAK (A)	Tiada Had
					AK (A)	Tiada Had
				Institut Kemajuan Desa	KPP	Tiada Had
					PPK	Tiada Had
					PP	Tiada Had
					PPPM	500,000.00
					PPT	500,000.00
					PnA	500,000.00
				Pejabat KKDW Negeri	PPK	Tiada Had
					PP	Tiada Had
					PPT	500,000.00
					KPT	50,000.00
		13.3	**Peraku II**	Ibu Pejabat	KPSU (KEW)	Tiada Had
					KA (KEW)	Tiada Had
					PKA (A)	Tiada Had
					AK (A)	100,000,000.00
					PSU (KEW)	100,000,000.00
					AK (KEW)	100,000,000.00
					PPT (KEW)	1,000,000.00
					PnA (KEW)	500,000.00
				Institut Kemajuan Desa	P	Tiada Had
					TP	Tiada Had
					KPP	Tiada Had
					KI	Tiada Had
					PPK	Tiada Had
					PP	Tiada Had
					PPPM	500,000.00
				Pejabat KKDW Negeri	P	Tiada Had
					KPP	Tiada Had
					PPK	Tiada Had
					PP	100,000,000.00
					PPT	500,000.00

(1) BIL	(2) AP	(3) TUGAS		(4) BAHAGIAN/NEGERI/ CAWANGAN/PTJ	(5) JAWATAN PEGAWAI	(6) HAD AMAUN (RM)
14	62 (b)	**PEMBATALAN RESIT RASMI MANUAL**				
		14.1	**Penyelia**	Ibu Pejabat	KPSU (KEW)	Tiada Had
					KA (KEW)	Tiada Had
					PSU (KEW)	100,000,000.00
					AK (KEW)	100,000,000.00
					PPT (KEW)	1,000,000.00
					PnA (KEW)	500,000.00
					PKA (A)	Tiada Had
					AK (A)	100,000,000.00
					PnA (A)	500,000.00
				Institut Kemajuan Desa	P	Tiada Had
					TPP	Tiada Had
					KI	Tiada Had
					KPP	Tiada Had
					PPK	Tiada Had
					PP	Tiada Had
					PPPM	500,000.00
					PPT	500,000.00
					PnA	500,000.00
				Pejabat KKDW Negeri	PPK	Tiada Had
					PP	Tiada Had
					PPT	500,000.00
15	73	**MEREKOD TERIMAAN**				
		15.1	**Penyedia**	Semua	PPGK	Tiada Had
					PPT	Tiada Had
					KPT	Tiada Had
					PnA	Tiada Had
					PT / PT(KEW) / Pem Ak	Tiada Had
					Pem PM	Tiada Had
		15.2	**Penyemak dan Pengesah**	Ibu Pejabat	KPSU (KEW)	Tiada Had
					KA (KEW)	Tiada Had
					PSU (KEW)	Tiada Had
					AK (KEW)	Tiada Had
					TKA (A)	Tiada Had
					PKA (A)	Tiada Had
					AK (A)	Tiada Had
					PnA (A)	Tiada Had
			Penyemak dan Pengesah	Institut Kemajuan Desa	P	Tiada Had
					TPP	Tiada Had
					KI	Tiada Had
					KPP	Tiada Had
					PPK	Tiada Had
					PP	Tiada Had
					PnA	500,000.00
				Pejabat KKDW Negeri	PPK	Tiada Had
					PP	Tiada Had
					PPT	500,000.00
16	79	**PENYATA PEMUNGUT**				
		16.1	**Penyedia**	Semua	PPT	Tiada Had
					KPT	Tiada Had
					PnA	Tiada Had
					PT / PT(KEW) / Pem Ak	Tiada Had
		16.2	**Peraku I**	Ibu Pejabat	PSU (KEW)	Tiada Had
					AK (KEW)	Tiada Had
					PPT (KEW)	Tiada Had
					PnA (KEW)	Tiada Had
					AK (A)	Tiada Had
					PnA (A)	Tiada Had

(1) BIL	(2) AP	(3) TUGAS		(4) BAHAGIAN/NEGERI/ CAWANGAN/PTJ	(5) JAWATAN PEGAWAI	(6) HAD AMAUN (RM)
				Institut Kemajuan Desa	TP	Tiada Had
					KPP	Tiada Had
					PPK	Tiada Had
					PP	Tiada Had
					PPPM	500,000.00
			Peraku I		PPT	500,000.00
					PnA	500,000.00
				Pejabat KKDW Negeri	PPK	Tiada Had
					PP	Tiada Had
					PPT	500,000.00
					KPT	50,000.00
		16.3		Ibu Pejabat	KPSU (KEW)	Tiada Had
					KA (KEW)	Tiada Had
					PSU (KEW)	100,000,000.00
					AK (KEW)	100,000,000.00
					PPT (KEW)	1,000,000.00
					PnA (KEW)	500,000.00
					TKA (A)	Tiada Had
					PKA (A)	Tiada Had
					AK (A)	100,000,000.00
				Institut Kemajuan Desa	P	Tiada Had
					TP	Tiada Had
			Peraku II		KPP	Tiada Had
					KI	Tiada Had
					PPK	Tiada Had
					PP	Tiada Had
					PPPM	500,000.00
				Pejabat KKDW Negeri	P	Tiada Had
					KPP	Tiada Had
					PPK	Tiada Had
					PP	100,000,000.00
					PPT	500,000.00
17	78	**TERIMAAN DIMASUKKAN KE DALAM AKAUN BANK KERAJAAN**				
		17.1		Semua	PPGK	Tiada Had
					PPT	Tiada Had
					PnA	Tiada Had
			Memasukkan Terimaan ke Bank		KPT	Tiada Had
					PnA	Tiada Had
					PT / PT(KEW) / Pem Ak	Tiada Had
					Pem PM	Tiada Had
18	80 (b)	**MENYEMAK SEMUA CATATAN REKOD TERIMAAN SETIAP HARI**				
	80 (c)	**18.1**		Bahagian Kewangan	KPSU (KEW)	Tidak Berkenaan
	80 (d)				KA (KEW)	Tidak Berkenaan
					PSU (KEW)	Tidak Berkenaan
					AK (KEW)	Tidak Berkenaan
					PPT (KEW)	Tidak Berkenaan
					KPT (KEW)	Tidak Berkenaan
				Bahagian Akaun	TKA (A)	Tidak Berkenaan
					PKA (A)	Tidak Berkenaan
					AK (A)	Tidak Berkenaan
					PnA (A)	Tidak Berkenaan
			Penyemak	Institut Kemajuan Desa	KI	Tidak Berkenaan
					KPP	Tidak Berkenaan
					PPK	Tidak Berkenaan
					PP	Tidak Berkenaan
					PPPM	Tidak Berkenaan
					PPT	Tidak Berkenaan
					PnA	Tidak Berkenaan
				Pejabat KKDW Negeri	PPK	Tidak Berkenaan
					PP	Tidak Berkenaan
					PPT	Tidak Berkenaan
					KPT	Tidak Berkenaan

(1) BIL	(2) AP	(3) TUGAS		(4) BAHAGIAN/NEGERI/ CAWANGAN/PTJ	(5) JAWATAN PEGAWAI	(6) HAD AMAUN (RM)
19	151 - 155	**PENYELENGGARAAN BUKU AKAUN AMANAH/BUKU AKAUN DEPOSIT**				
		19.1	**Penyedia**	Semua	PPPM	Tidak Berkenaan
					PnA	Tidak Berkenaan
					PPT	Tidak Berkenaan
					KPT	Tidak Berkenaan
					PnA	Tidak Berkenaan
					PT / PT(KEW) / Pem Ak	Tidak Berkenaan
		19.2	**Penyemak/Pengesahan**	Ibu Pejabat	KPSU (KEW)	Tidak Berkenaan
					KA (KEW)	Tidak Berkenaan
					PSU (KEW)	Tidak Berkenaan
					AK (KEW)	Tidak Berkenaan
					PnA (KEW)	Tidak Berkenaan
					KPSU (PP)	Tidak Berkenaan
					AK (PP)	Tidak Berkenaan
					PAK (PP)	Tidak Berkenaan
					PnA (PP)	Tidak Berkenaan
				Institut Kemajuan Desa	P	Tidak Berkenaan
					TP	Tidak Berkenaan
					KI	Tidak Berkenaan
					KPP	Tidak Berkenaan
					PPK	Tidak Berkenaan
					PP	Tidak Berkenaan
				Pejabat KKDW Negeri	PPK	Tidak Berkenaan
					PP	Tidak Berkenaan
					PPT	Tidak Berkenaan
					KPT	Tidak Berkenaan
20	143(b)	**SIJIL PENGESAHAN BAKI VOT/TERIMAAN/AMANAH/DEPOSIT (ELEKTRONIK SEPENUHNYA)**				
		20.1	**Penyedia**	Semua	PnA	Tidak Berkenaan
					PPT	Tidak Berkenaan
					KPT	Tidak Berkenaan
					PT	Tidak Berkenaan
					Pem Ak	Tidak Berkenaan
					PPM	Tidak Berkenaan
		20.2	**Penyemak/Pengesah**	Ibu Pejabat	KPSU (KEW)	Tidak Berkenaan
					KA (KEW)	Tidak Berkenaan
					PSU (KEW)	Tidak Berkenaan
					AK (KEW)	Tidak Berkenaan
					PnA (KEW)	Tidak Berkenaan
					KPSU (PP)	Tidak Berkenaan
					PSU (PP)	Tidak Berkenaan
					AK (PP)	Tidak Berkenaan
					PAK (PP)	Tidak Berkenaan
					PnA (PP)	Tidak Berkenaan
					TKA (A)	Tidak Berkenaan
					PKA (A)	Tidak Berkenaan
					AK (A)	Tidak Berkenaan
					PnA (A)	Tidak Berkenaan
			Penyemak/Pengesah	Institut Kemajuan Desa	P	Tidak Berkenaan
					TP	Tidak Berkenaan
					KI	Tidak Berkenaan
					KPP	Tidak Berkenaan
					PPK	Tidak Berkenaan
					PP	Tidak Berkenaan
					PPPM	Tidak Berkenaan
					PPT	Tidak Berkenaan
					PnA	Tidak Berkenaan
				Pejabat KKDW Negeri	PPK	Tidak Berkenaan
					PP	Tidak Berkenaan
					PPT	Tidak Berkenaan
					KPT	Tidak Berkenaan

(1) BIL	(2) AP	(3) TUGAS		(4) BAHAGIAN/NEGERI/ CAWANGAN/PTJ	(5) JAWATAN PEGAWAI	(6) HAD AMAUN (RM)
21	143(b)	**SIJIL PENGESAHAN BAKI VOT & PENYATA PENYESUAIAN VOT/ TERIMAAN/ AMANAH/ DEPOSIT (SEPARA ELEKTRONIK/INTEGRASI)**				
		21.1	**Penyedia**	Semua	PnA	Tidak Berkenaan
					PPT	Tidak Berkenaan
					KPT	Tidak Berkenaan
					PT/ PT (KEW) /Pem Ak	Tidak Berkenaan
		21.2	**Penyemak/Pengesah**	Ibu Pejabat	KPSU (KEW)	Tidak Berkenaan
					KA (KEW)	Tidak Berkenaan
					PSU (KEW)	Tidak Berkenaan
					AK (KEW)	Tidak Berkenaan
					PnA (KEW)	Tidak Berkenaan
					KPSU (PP)	Tidak Berkenaan
					PSU (PP)	Tidak Berkenaan
					AK (PP)	Tidak Berkenaan
					PAK (PP)	Tidak Berkenaan
					PnA (PP)	Tidak Berkenaan
					TKA (A)	Tidak Berkenaan
					PKA (A)	Tidak Berkenaan
					AK (A)	Tidak Berkenaan
					PnA (A)	Tidak Berkenaan
				Institut Kemajuan Desa	P	Tidak Berkenaan
					TP	Tidak Berkenaan
					KI	Tidak Berkenaan
					KPP	Tidak Berkenaan
					PPK	Tidak Berkenaan
					PP	Tidak Berkenaan
					PPPM	Tidak Berkenaan
					PPT	Tidak Berkenaan
					PnA	Tidak Berkenaan
				Pejabat KKDW Negeri	PPK	Tidak Berkenaan
					PP	Tidak Berkenaan
					PPT	Tidak Berkenaan
					KPT	Tidak Berkenaan
22		**PENGURUSAN EMOLUMEN**				
		22.1	**Borang Kew.8 - pindaan 10/96 Penyata Perubahan Mengenai Pendapatan Seseorang Pegawai**			
		a)	**Penyedia**	Ibu Pejabat (Bahagian Pengurusan Sumber Manusia)	KPT (PSM) B	Tiada Had
					PT (PSM) B	Tiada Had
		b)	**Pelulus**	Ibu Pejabat (Bahagian Pengurusan Sumber Manusia)	SUB (PSM)	Tiada Had
					KPSU (PSM)	Tiada Had
					PSU (PSM) B	Tiada Had
					PPT (PSM) B	Tiada Had
					KPT (PSM) B	Tiada Had
		22.2	**Pengurusan Emolumen Penjawat Awam (SG20/ Laporan Edit/ Simulasi)**			
		a)	**Penyedia**	Semua	KPT (KEW)	Tidak Berkenaan
					PT (KEW)	Tidak Berkenaan
		b)	**Penyemak**	Semua	KA (KEW)	Tidak Berkenaan
					AK (KEW)	Tidak Berkenaan
					PnA(KEW)	Tidak Berkenaan
					KPT (KEW)	Tidak Berkenaan
23		**ASET**				
		23.1	**Perakaunan Aset**			
		23.1.1	**Perolehan Aset/ Penyelesaian Aset Dalam Pembinaan/ Pengelasan Aset/ Penjejasan Aset/ Pelupusan Aset/ Pelarasan Aset/ Susut Nilai Aset Secara Manual/ Penilaian Semula Aset/ Pembatalan Urusniaga Aset**			
		a)	**Penyedia**	Semua	PPT	Tiada Had
					PnA	Tiada Had
					KPT	Tiada Had
					PT / PT(KEW) / Pem Ak	Tiada Had
		b)	**Peraku I**		KPSU (KEW)	Tiada Had
					KA (KEW)	Tiada Had
					PSU (KEW)	Tiada Had
					AK (KEW)	Tiada Had
					PPT (KEW)	1,000,000.00
					PnA (KEW)	1,000,000.00

(1) BIL	(2) AP	(3) TUGAS		(4) BAHAGIAN/NEGERI/ CAWANGAN/PTJ	(5) JAWATAN PEGAWAI	(6) HAD AMAUN (RM)
				Ibu Pejabat	KPT (KEW)	50,000.00
					KPSU (P)	Tiada Had
					PSU (P)	Tiada Had
					PPT (P)	1,000,000.00
					PnA (P)	1,000,000.00
					KPT (P)	50,000.00
					KPSU (PP)	Tiada Had
					PSU (PP)	Tiada Had
					AK (PP)	Tiada Had
					PAK (PP)	1,000,000.00
					PnA (PP)	500,000.00
					KPT (PP)	50,000.00
			Peraku I	Institut Kemajuan Desa	TP	Tiada Had
					KPP	Tiada Had
					PPK	Tiada Had
					PP	Tiada Had
					PTM	Tiada Had
					PPPM	500,000.00
					PJA/PJE	500,000.00
					PnA	500,000.00
					PPTM	500,000.00
				Pejabat KKDW Negeri	PPK	Tiada Had
					PP	Tiada Had
					PPT	500,000.00
		c)		Ibu Pejabat	SUB (KEW)	Tiada Had
					KPSU (KEW)	Tiada Had
					KA (KEW)	Tiada Had
					PSU (KEW)	100,000,000.00
					AK (KEW)	100,000,000.00
					PPT (KEW)	1,000,000.00
					PnA (KEW)	1,000,000.00
					SUB (P)	Tiada Had
					KPSU (P)	Tiada Had
					PSU (P)	100,000,000.00
					PPT (P)	1,000,000.00
					PnA (P)	1,000,000.00
					SUB (PP)	Tiada Had
					TSUB (PP)	Tiada Had
					KPSU (PP)	Tiada Had
			Peraku II		PSU (PP)	100,000,000.00
					AK (PP)	100,000,000.00
					PAK (PP)	1,000,000.00
					PnA (PP)	500,000.00
				Institut Kemajuan Desa	P	Tiada Had
					TP	Tiada Had
					KI	Tiada Had
					KPP	Tiada Had
					PPK	Tiada Had
					PP	Tiada Had
					PTM	Tiada Had
					PPPM	500,000.00
				Pejabat KKDW Negeri	P	Tiada Had
					KPP	Tiada Had
					PPK	Tiada Had
					PP	100,000,000.00
					PPT	500,000.00
		23.1.2	**Pindahan Aset**			
		a)	**Penyedia**	Semua	PPT	Tiada Had
					PnA	Tiada Had
					KPT	Tiada Had
					PT/ PT (KEW) / Pem Ak	Tiada Had

(1) BIL	(2) AP	(3) TUGAS		(4) BAHAGIAN/NEGERI/ CAWANGAN/PTJ	(5) JAWATAN PEGAWAI	(6) HAD AMAUN (RM)
		b)	**Peraku I**	Ibu Pejabat	KPSU (KEW)	Tiada Had
					KA (KEW)	Tiada Had
					PSU (KEW)	Tiada Had
					AK (KEW)	Tiada Had
					PPT (KEW)	1,000,000.00
					PnA (KEW)	1,000,000.00
					KPT (KEW)	50,000.00
					KPSU (P)	Tiada Had
					PSU (P)	Tiada Had
					PPT (P)	1,000,000.00
					PnA (P)	1,000,000.00
					KPT (P)	50,000.00
					KPSU (PP)	Tiada Had
					PSU (PP)	Tiada Had
					AK (PP)	Tiada Had
					PAK (PP)	1,000,000.00
					PnA (PP)	500,000.00
					KPT (PP)	50,000.00
				Institut Kemajuan Desa	TP	Tiada Had
					KPP	Tiada Had
					PPK	Tiada Had
					PP	Tiada Had
					PTM	Tiada Had
					PPPM	500,000.00
					PJA/PJE	500,000.00
					PnA	500,000.00
					PPTM	500,000.00
				Pejabat KKDW Negeri	PPK	Tiada Had
					PP	Tiada Had
					PPT	500,000.00
		c)	**Peraku II /Akuan Terima**	Ibu Pejabat	SUB (KEW)	Tiada Had
					KPSU (KEW)	Tiada Had
					KA (KEW)	Tiada Had
					PSU (KEW)	100,000,000.00
					AK (KEW)	100,000,000.00
					PPT (KEW)	1,000,000.00
					PnA (KEW)	1,000,000.00
					SUB (P)	Tiada Had
					KPSU (P)	Tiada Had
					PSU (P)	100,000,000.00
					PPT (P)	1,000,000.00
					PnA (P)	1,000,000.00
					SUB (PP)	Tiada Had
					TSUB (PP)	Tiada Had
					KPSU (PP)	Tiada Had
					PSU (PP)	100,000,000.00
					AK (PP)	100,000,000.00
					PAK (PP)	1,000,000.00
					PnA (PP)	500,000.00
				Institut Kemajuan Desa	P	Tiada Had
					TP	Tiada Had
					KI	Tiada Had
					KPP	Tiada Had
					PPK	Tiada Had
					PP	Tiada Had
					PTM	Tiada Had
					PPPM	500,000.00
			Peraku II /Akuan Terima	Pejabat KKDW Negeri	P	Tiada Had
					KPP	Tiada Had
					PPK	Tiada Had
					PP	100,000,000.00
					PPT	500,000.00

(1) BIL	(2) AP	(3) TUGAS		(4) BAHAGIAN/NEGERI/ CAWANGAN/PTJ	(5) JAWATAN PEGAWAI	(6) HAD AMAUN (RM)
		23.2	**Aset Konsesi/ Aset Pajakan**			
		a)	**Penyedia**	Semua	PPT	Tiada Had
					PnA	Tiada Had
					KPT	Tiada Had
					PT	Tiada Had
					Pem Ak	Tiada Had
		b)	**Peraku I**	Ibu Pejabat	KPSU (KEW)	Tiada Had
					KA (KEW)	Tiada Had
					PSU (KEW)	Tiada Had
					AK (KEW)	Tiada Had
					PPT (KEW)	1,000,000.00
					PnA (KEW)	1,000,000.00
					KPT (KEW)	50,000.00
					KPSU (P)	Tiada Had
					PSU (P)	Tiada Had
					PPT (P)	1,000,000.00
					PnA (P)	1,000,000.00
					KPT (P)	50,000.00
					KPSU (PP)	Tiada Had
					PSU (PP)	Tiada Had
					AK (PP)	Tiada Had
					PAK (PP)	1,000,000.00
					PnA (PP)	500,000.00
					KPT (PP)	50,000.00
				Institut Kemajuan Desa	TP	Tiada Had
					KPP	Tiada Had
					PPK	Tiada Had
					PP	Tiada Had
					PTM	Tiada Had
					PPPM	500,000.00
					PnA	500,000.00
					PJA/PJE	500,000.00
					PPTM	500,000.00
				Pejabat KKDW Negeri	PPK	Tiada Had
					PP	Tiada Had
					PPT	500,000.00
		c)	**Peraku II/ Akuan Terima**	Ibu Pejabat	SUB (KEW)	Tiada Had
					KPSU (KEW)	Tiada Had
					KA (KEW)	Tiada Had
					PSU (KEW)	100,000,000.00
					AK (KEW)	100,000,000.00
					PPT (KEW)	1,000,000.00
					PnA (KEW)	1,000,000.00
					SUB (P)	Tiada Had
					KPSU (P)	Tiada Had
					PSU (P)	100,000,000.00
					PPT (P)	1,000,000.00
					PnA (P)	1,000,000.00
					SUB (PP)	Tiada Had
					TSUB (PP)	Tiada Had
					KPSU (PP)	Tiada Had
					PSU (PP)	100,000,000.00
					AK (PP)	100,000,000.00
					PAK (PP)	1,000,000.00
					PnA (PP)	500,000.00
			Peraku II/ Akuan Terima	INFRA	P	Tiada Had
					TP	Tiada Had
					KI	Tiada Had
					KPP	Tiada Had
					PPK	Tiada Had
					PP	Tiada Had
					PTM	Tiada Had
					PPPM	500,000.00
				Pejabat KKDW Negeri	P	Tiada Had
					KPP	Tiada Had
					PPK	Tiada Had

(1) BIL	(2) AP	(3) TUGAS		(4) BAHAGIAN/NEGERI/ CAWANGAN/PTJ	(5) JAWATAN PEGAWAI	(6) HAD AMAUN (RM)
					PP	100,000,000.00
					PPT	500,000.00
24	100(a)	**TUNTUTAN PERJALANAN PEGAWAI AWAM (*BAGI YANG MELEBIHI 10 HARIBULAN*)**				
			Pelulus	Semua	TKSU (P)	Tidak Berkenaan
					TKSU (D)	Tidak Berkenaan
					SUBK (KP)	Tidak Berkenaan
25	55 dan 59, 93(ii), 99(b), 322	**KELULUSAN PENDAHULUAN DIRI PEGAWAI AWAM**				
		25.1	**Memproses Pendahuluan**	Semua	KA (KEW)	Tiada Had
					AK (KEW)	Tiada Had
		25.2	**Meluluskan Pendahuluan**	Semua	KSU	Tiada Had
26	102,104, 327	**KELULUSAN PENDAHULUAN DIRI PEGAWAI AWAM/PENDAHULUAN PELBAGAI**				
		26.1	**Memproses Pendahuluan**	Semua	PT (KEW)	Tiada Had
		26.2	**Meluluskan Pendahuluan**	Semua	SUBK(KP)	Tiada Had
					SUB (KEW) - Pengganti	Tiada Had
27		**MELULUSKAN DAN MENANDATANGANI PERJANJIAN PINJAMAN KENDERAAN**				
				Semua	SUBK(KP)	Tiada Had
					SUB (KEW) - Pengganti	Tiada Had
28		**MELULUSKAN DAN MENANDATANGANI PERJANJIAN PINJAMAN KOMPUTER**				
				Semua	SUBK(KP)	Tiada Had
					SUB (KEW) - Pengganti	Tiada Had
29	WP 2.5	**MELULUSKAN TUNTUTAN BAYARAN BALIK *NO SHOW PASSENGER***				
				Ibu Pejabat	SUBK(KP)	Tiada Had
					SUB (KEW) - Pengganti	Tiada Had
				Institut Kemajuan Desa	P	Tiada Had
				Pejabat KKDW Negeri	P	Tiada Had
30	WP 2.2	**MELULUSKAN PEMBELIAN TELEFON MUDAH ALIH**				
				Semua	SUBK(KP)	2500.00
					SUB (KEW) - Pengganti	2500.00
31	WP 2.2	**MELULUSKAN TUNTUTAN PASCA BAYAR/ TAMBAH NILAI**				
			Penyemak/Pengesahan	Ibu Pejabat	SUB/ TSUB/ KU	100.00
				Institut Kemajuan Desa	P	100.00
				Pejabat KKDW Negeri	P	100.00
32	129 & 129a	**PETI BESI/ BILIK KEBAL**				
		29.1	**Anak Kunci**	Ibu Pejabat	KPT	Tidak Berkenaan
				Institut Kemajuan Desa	PP	Tidak Berkenaan
					PPT	Tidak Berkenaan
					KPT	Tidak Berkenaan
					PT/ PT (KEW)	Tidak Berkenaan
				Pejabat KKDW Negeri	KPT	Tidak Berkenaan
					PT	Tidak Berkenaan
		29.2	**Nombor Kombinasi**	Ibu Pejabat	KPSU	Tidak Berkenaan
					PSU	Tidak Berkenaan
					PPT	Tidak Berkenaan
				Institut Kemajuan Desa	KI	Tidak Berkenaan
					PPK	Tidak Berkenaan
					PP	Tidak Berkenaan
					PPPM	Tidak Berkenaan
					PnA	Tidak Berkenaan
					KPT	Tidak Berkenaan
					Pem Ak	Tidak Berkenaan
				Pejabat KKDW Negeri	KPP	Tidak Berkenaan
					PPK	Tidak Berkenaan
					PPT	Tidak Berkenaan
					PnA	Tidak Berkenaan
33	308	**PEMERIKSAAN MENGEJUT DALAMAN**				
		30.1	**Mengesahkan dan Menandatangani Pemeriksaan Mengejut**			
		a)	Ibu Pejabat	Bahagian Kewangan	SUB (KEW)	Tidak Berkenaan
				Bahagian Perolehan	SUB (PER)	Tidak Berkenaan
				Bahagian Pentadbiran	SUB (P)	Tidak Berkenaan
		b)	Institut Kemajuan Desa	Ibu Pejabat	P	Tidak Berkenaan
				Cawangan	KI	Tidak Berkenaan
		c)	Pejabat KKDW Negeri	-	P	Tidak Berkenaan

(1) BIL	(2) AP	(3) TUGAS		(4) BAHAGIAN/NEGERI/ CAWANGAN/PTJ	(5) JAWATAN PEGAWAI	(6) HAD AMAUN (RM)
		30.2	Semakan dan Pemeriksaan			
		a)	Ibu Pejabat	Bahagian Kewangan	KPSU (KEW)	Tidak Berkenaan
					KA (KEW)	Tidak Berkenaan
					PSU (KEW)	Tidak Berkenaan
					AK (KEW)	Tidak Berkenaan
		b)		Bahagian Perolehan	KPSU (PER)	Tidak Berkenaan
					PSU (PER)	Tidak Berkenaan
		c)		Bahagian Pentadbiran	KPSU (P)	Tidak Berkenaan
					PSU (P)	Tidak Berkenaan
					PSU (P)	Tidak Berkenaan
		e)	Institut Kemajuan Desa	Ibu Pejabat	KPP	Tidak Berkenaan
					PPK	Tidak Berkenaan
					PP	Tidak Berkenaan
					PPT	Tidak Berkenaan
					PT	Tidak Berkenaan
				Cawangan	KI	Tidak Berkenaan
					PPK	Tidak Berkenaan
					PP	Tidak Berkenaan
					PPPM	Tidak Berkenaan
					PPT	Tidak Berkenaan
					PT	Tidak Berkenaan
34	309	PEMERIKSAAN MENGEJUT				
		31.1	Mengesahkan dan Menandatangani Pemeriksaan Mengejut			
		a)	Ibu Pejabat	Bahagian Kewangan	SUB (KEW)	Tidak Berkenaan
				Bahagian Perolehan	SUB (PER)	Tidak Berkenaan
				Bahagian Pentadbiran	SUB (P)	Tidak Berkenaan
		b)	Institut Kemajuan Desa	Ibu Pejabat	P	Tidak Berkenaan
					TP - Pengganti	Tidak Berkenaan
				Cawangan	KI	Tidak Berkenaan
		c)	Pejabat KKDW Negeri	-	P	Tidak Berkenaan
35	59	SEMAKAN/ REKOD BUKU DAFTAR AP59				
		32.1	Daftar/Rekod Buku	Ibu Pejabat	AK (KEW)	Tidak Berkenaan
		32.2	Semakan dan Kawalan	Ibu Pejabat	SUB (KEW)	Tidak Berkenaan
					KA (KEW)	Tidak Berkenaan
					KPSU (KEW)	Tidak Berkenaan
36		PENYEDIAAN LAPORAN PENGGUNAAN KAD KREDIT KORPORAT				
		a)	Penyedia	Ibu Pejabat	KPT (KEW)	Tidak Berkenaan
					PT (KEW)	Tidak Berkenaan
		b)	Penyemak/ Pengesah	Bahagian Kewangan	SUB (KEW)	Tidak Berkenaan
					KA (KEW)	Tidak Berkenaan
					AK (KEW)	Tidak Berkenaan

Catatan:

1 Penentuan Pegawai yang bertanggungjawab di Pusat Tanggung Jawab (PTJ) ditentukan oleh Ketua Jabatan masing-masing berdasarkan pemberian kuasa ini.
2 Ketua Jabatan diberi kuasa untuk menandatangani Arahan Perbendaharaan 101.
3 Pegawai Peraku II dan Akuan Terima hendaklah lebih kanan daripada Pegawai Peraku I.
4 PTJ yang hanya diberi kuasa oleh Jabatan Akauntan Negara Malaysia (JANM) sahaja dibenarkan untuk menggunakan pemberian kuasa untuk Panjar Wang Runcit.
5 Pengarah Institut Kemajuan Desa dan Pejabat KKDW Negeri perlu mendapatkan kelulusan SUBKKP bagi tuntutan balik *no show passengger* (para 29)
6 Pegawai yang memegang anak kunci dan nombor kombinasi (para 33) hendaklah pegawai yang berbeza

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DATUK MUHD KHAIR RAZMAN BIN MOHAMED ANNUAR
KETUA SETIAUSAHA
KEMENTERIAN KEMAJUAN DESA DAN WILAYAH

PERIHAL JAWATAN PEGAWAI

JADUAL PENETAPAN KUASA DAN TUGAS PEGAWAI PENGAWAL KEPADA PEGAWAI PERAKAUNAN DI PUSAT TANGGUNGJAWAB (PTJ)

KEMENTERIAN : KEMENTERIAN KEMAJUAN DESA DAN WILAYAH

BIL	JAWATAN	PERIHAL JAWATAN PEGAWAI
1	TKSU(P)	Timbalan Setiausaha (Pembangunan) Gred Utama JUSA B
2	TKSU(D)	Timbalan Setiausaha (Dasar) Gred Utama JUSA B
3	SUBK(KP)	Setiausaha Bahagian Kanan (Khidmat Pengurusan) Gred Utama JUSA C
4	SUB	Setiausahan Bahagian
5	SUB(PP)	Setiausaha Bahagian Penyelarasan dan Pemantauan Gred Utama JUSA C
6	SUB(KEW)	Setiausaha Bahagian Kewangan Gred 54
7	SUB(P)	Setiausaha Bahagian Pentadbiran dan Pengurusan Aset Gred 54
8	SUB(PER)	Setiausaha Bahagian Perolehan Gred 54
9	SUB(A)	Setiausaha Bahagian Akaun Gred 54
10	P	Pengarah Gred 54 di Institut Kemajuan Desa / Pejabat KKDW Negeri Pahang/ Sabah/ Sarawak
		Pengarah Gred 52 di Pejabat KPLB Negeri Kedah/ Perlis/ Pulau Pinang/ Perak/ Selangor/ Melaka/ Negeri Sembilan/ Johor/ Terengganu/ Kelantan
11	TSUB	Timbalan Setiausaha Bahagian
12	TSUB(PP)	Timbalan Setiausaha Bahagian Penyelarasan dan Pemantauan Gred 54
13	TKA (A)	Timbalan Ketua Akauntan di Bahagian Akaun Gred 52/54(KUP)
14	KU	Ketua Unit
15	TP	Timbalan Pengarah di Institut Kemajuan Desa Gred 52
16	KPSU (PP)	Ketua Penolong Setiausaha di Bahagian Penyelarasan dan Pemantauan Gred 48/52
17	KPSU (KEW)	Ketua Penolong Setiausaha di Bahagian Kewangan Gred 48/52
18	KPSU (P)	Ketua Penolong Setiausaha di Bahagian Pentadbiran dan Pengurusan Aset Gred 48/52
19	KPSU (PER)	Ketua Penolong Setiausaha di Bahagian Perolehan Gred 48/52
20	KPSU (TW)	Ketua Penolong Setiausaha di Bahagian Kemajuan Tanah dan Wilayah Gred 48/52
21	KA (KEW)	Ketua Akauntan di Bahagian Kewangan Gred 48
22	KI	Ketua Institut Kemajuan Desa Cawangan Sabah/Sarawak Gred 48
23	KPP	Ketua Penolong Pengarah (termasuk Ketua Unit/Sektor) Gred 48
24	PKA (A)	Penolong Ketua Akauntan di Bahagian Akaun Gred 48/52(KUP)
25	PSU	Penolong Setiausaha
26	PSU (KEW)	Penolong Setiausaha di Bahagian Kewangan Gred 41/44
27	PSU (PP)	Penolong Setiausaha di Bahagian Penyelarasan dan Pemantauan Gred 41/44
28	PSU (P)	Penolong Setiausaha di Bahagian Pentadbiran dan Pengurusan Aset Gred 41/44
29	PSU (PER)	Penolong Setiausaha di Bahagian Perolehan Gred 41/44
30	AK (KEW)	Akauntan di Bahagian Kewangan Gred 41/44
31	AK (PP)	Akauntan di Bahagian Penyelarasan dan Pemantauan Gred 41/44
32	AK (A)	Akauntan di Bahagian Akaun Gred 41/44(KUP)/44/48(KUP)
33	PPM	Pegawai Pembangunan Masyarakat Gred 41/44
34	PPK	Penolong Pengarah Kanan Gred 44
35	PP	Penolong Pengarah Gred 41/44
36	PT(N41)	Pegawai Tadbir Gred N41
37	J	Jurutera Awam/ Elektrik Gred 41/44
38	PPT	Penolong Pegawai Tadbir Gred 29/32
39	PPT (KEW)	Penolong Pegawai Tadbir di Bahagian Kewangan Gred 32
40	PPT (P)	Penolong Pegawai Tadbir di Bahagian Pentadbiran dan Pengurusan Aset Gred 29/32
41	PAK (PP)	Penolong Akauntan Kanan di Bahagian Penyelarasan dan Pemantauan Gred 32
42	PnA	Penolong Akauntan Gred 29/32/36
43	PnA (PP)	Penolong Akauntan di Bahagian Penyelarasan dan Pemantauan Gred 29
44	PnA (KEW)	Penolong Akauntan Kanan di Bahagian Kewangan Gred 29
45	PnA (A)	Penolong Akauntan di Bahagian Akaun Gred 29/32/36
46	PJ	Penolong Jurutera Awam/ Elektrik / Ukur Bahan Gred 29/ 32
47	PPPM	Penolong Pegawai Pembangunan Masyarakat Gred 29/32/36
48	PPTM	Penolong Pegawai Teknologi Maklumat Gred 29/32/36
49	KPT	Ketua Pembantu Tadbir Kewangan / Perkeranian dan Operasi Gred 22/26
50	KPT(KEW)	Ketua Pembantu Tadbir di Bahagian Kewangan Gred 22/26
51	KPT(PP)	Ketua Pembantu Tadbir di Bahagian Penyelarasan dan Pemantauan Gred 22/26
52	KPT(P)	Ketua Pembantu Tadbir di Bahagian Pentadbiran dan Pengurusan Gred 22/26
53	PT	Pembantu Tadbir Kewangan / Perkeranian dan Operasi Gred 19/22
54	PT(KEW)	Pembantu Tadbir di Bahagian Kewangan Gred 19/22
55	PT(PP)	Pembantu Tadbir di Bahagian Penyelarasan dan Pemantauan Gred 19/22
56	PT(TW)	Pembantu Tadbir di Bahagian Kemajuan Tanah dan Wilayah Gred 19/22
57	PO(TW)	Pembantu Operasi Gred 11
58	Pem Ak	Pembantu Akauntan Gred 19/22
59	Pem PM	Pembantu Pembangunan Masyarakat Gred 19/22
60	Py Asrama	Penyelia Asrama Gred 17/22

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KETUA SETIAUSAHA

KEMENTERIAN KEMAJUAN DESA DAN WILAYAH