

Apakah perbezaan Manual Prosedur Kerja (MPK) dan Fail Meja (FM)?

Antara perbezaan MPK dan FM ialah:

MANUAL PROSEDUR KERJA (MPK)	FAIL MEJA (FM)
Dokumen rujukan peringkat jabatan; Berasakan fungsi dan bidang tugas jabatan; Satu MPK untuk satu jabatan; Mengandungi maklumat menyeluruh mengenai semua aktiviti dalam jabatan.	Dokumen rujukan peringkat individu/jawatan; Berasakan tugas dan tanggungjawab individu; Satu FM bagi satu jawatan; Mengandungi maklumat/panduan untuk mengendalikan tugas yang ditetapkan bagi satu-satu jawatan.

PENGASASAN CTPM : DASAR PERSENYAHDATAN MALAYSIA

Persenyaidatan Malaysia

Objektif

Persenyaidatan Malaysia bertujuan mengujutkan satu kerjasama yang erat, bermakna dan berkesan di antara pihak sektor awam dengan pihak swasta dalam memajukan pembangunan negara yang akan membolehkan munafakat yang akan dicapai oleh kedua-dua pihak.

T.A.B. Perdana Menteri sendiri menerangkan konsep Persenyaidatan Malaysia memerlukan kedua-dua sektor menghapukan sikap permusuhan dan sebaliknya bersama berkongsi maklumat, tanggungjawab, cubaan serta memahami polisi, objektif dan prosedur-prosedur dalam usaha-usaha memperingkatkan pembangunan sosial, pertadbiran dan ekonomi negara. Hubungan kerjasama yang erat ini selalunya akan menguntungkan semua pihak di mana dasar-dasar awam akan mudah difahami, dilaksanakan dan diterima oleh segemag lapisan masyarakat. Keuntungan yang diperolehi oleh sektor swasta pula akan dapat dicapai bersama-sama melalui cukai dan penglibatan sosial secara bersungguh oleh pihak swasta.

Strategi Pelaksanaan

Kesefahaman dan kerjasama di antara kedua-dua sektor boleh dicapai melalui:

- ① Sikap kurang faham terhadap pihak awam dengan pihak swasta perlulah dihapukan.

Perbezaan Manual Prosedur Kerja Dan Fail Meja

Lei Huang



Perbezaan Manual Prosedur Kerja Dan Fail Meja:

The book delves into Perbezaan Manual Prosedur Kerja Dan Fail Meja. Perbezaan Manual Prosedur Kerja Dan Fail Meja is a crucial topic that needs to be grasped by everyone, from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Perbezaan Manual Prosedur Kerja Dan Fail Meja, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:
 - Chapter 1: Introduction to Perbezaan Manual Prosedur Kerja Dan Fail Meja
 - Chapter 2: Essential Elements of Perbezaan Manual Prosedur Kerja Dan Fail Meja
 - Chapter 3: Perbezaan Manual Prosedur Kerja Dan Fail Meja in Everyday Life
 - Chapter 4: Perbezaan Manual Prosedur Kerja Dan Fail Meja in Specific Contexts
 - Chapter 5: Conclusion
 2. In chapter 1, this book will provide an overview of Perbezaan Manual Prosedur Kerja Dan Fail Meja. This chapter will explore what Perbezaan Manual Prosedur Kerja Dan Fail Meja is, why Perbezaan Manual Prosedur Kerja Dan Fail Meja is vital, and how to effectively learn about Perbezaan Manual Prosedur Kerja Dan Fail Meja.
 3. In chapter 2, this book will delve into the foundational concepts of Perbezaan Manual Prosedur Kerja Dan Fail Meja. This chapter will elucidate the essential principles that must be understood to grasp Perbezaan Manual Prosedur Kerja Dan Fail Meja in its entirety.
 4. In chapter 3, this book will examine the practical applications of Perbezaan Manual Prosedur Kerja Dan Fail Meja in daily life. This chapter will showcase real-world examples of how Perbezaan Manual Prosedur Kerja Dan Fail Meja can be effectively utilized in everyday scenarios.
 5. In chapter 4, this book will scrutinize the relevance of Perbezaan Manual Prosedur Kerja Dan Fail Meja in specific contexts. The fourth chapter will explore how Perbezaan Manual Prosedur Kerja Dan Fail Meja is applied in specialized fields, such as education, business, and technology.
 6. In chapter 5, this book will draw a conclusion about Perbezaan Manual Prosedur Kerja Dan Fail Meja. This chapter will summarize the key points that have been discussed throughout the book.
- This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Perbezaan Manual Prosedur Kerja Dan Fail Meja.

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