

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

Antara perbezaan MPK dan FM ialah:

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

PENGASASAN UPR : 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 menghapungkan 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 selamanya 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 dihapungkan.

Perbezaan Manual Prosedur Kerja Dan Fail Meja

S Ashworth



Perbezaan Manual Prosedur Kerja Dan Fail Meja:

Pengurusan Sumber Manusia dalam Sektor Awam Sakinah Muslim, Low Kah Choon, Halimah Abdul Manaf, Vally Senasi, Nor Faizzah Dollah, 2024-01-01 Buku ini ditulis dengan harapan ia dapat membantu pembaca mendapatkan bahan rujukan yang tepat dan terkini dalam bidang Pengurusan Sumber Manusia. Sebelum ini kebanyakan buku Pengurusan Sumber Manusia yang ada dalam pasaran ditulis secara umum, buku ini sebaliknya memberikan fokus khusus kepada konsep dan amalan Pengurusan Sumber Manusia dalam sektor awam. Buku ini meneroka semua tema dan konsep utama Pengurusan Sumber Manusia dan memperkenalkan isu-isu penting yang mempengaruhi amalan kontemporari dalam organisasi, terutamanya sektor awam. Ia juga menyajikan maklumat dengan penerangan yang jelas dan mudah difahami. Sasaran utama buku ini adalah golongan pelajar sarjana muda kerana ia menepati tahap dan keperluan mereka. Namun begitu, ia juga sesuai untuk pekerja sektor awam dan pembaca umum yang ingin meningkatkan lagi pengetahuan berkaitan bidang Pengurusan Sumber Manusia. Pembaca buku ini akan dapat belajar tentang konsep-konsep terkini, teknik dan praktis terbaik dalam merekrut, mengembangkan dan mengekalkan pekerja. Buku ini juga berperanan penting dalam membantu organisasi dan individu memahami, mengelola dan memanfaatkan pekerja secara efektif dalam mencapai tujuan organisasi dan peribadi.

Citra karya, 1994 Civil service philosophy values and ethics of Malaysia

Unveiling the Energy of Verbal Artistry: An Emotional Sojourn through **Perbezaan Manual Prosedur Kerja Dan Fail Meja**

In a global inundated with screens and the cacophony of instant connection, the profound power and mental resonance of verbal beauty usually disappear in to obscurity, eclipsed by the regular barrage of sound and distractions. Yet, nestled within the musical pages of **Perbezaan Manual Prosedur Kerja Dan Fail Meja**, a interesting function of fictional elegance that pulses with organic feelings, lies an unique journey waiting to be embarked upon. Composed by way of a virtuoso wordsmith, this magical opus books viewers on a mental odyssey, gently revealing the latent potential and profound affect stuck within the complicated internet of language. Within the heart-wrenching expanse with this evocative examination, we can embark upon an introspective exploration of the book is main styles, dissect its charming writing model, and immerse ourselves in the indelible impact it leaves upon the depths of readers souls.

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