

## 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 CTPR : 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 pemusuhan 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 dihapungkan.

# Perbezaan Manual Prosedur Kerja Dan Fail Meja

**Sakinah Muslim,Low Kah  
Choon,Halimah Abdul Manaf,Vally  
Senasi,Nor Faizzah Dollah**

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