

MAKLUMAT KANDUNGAN PORTAL KBS

JABATAN / BAHAGIAN / AGENSI: BAHAGIAN KEWANGAN, KBS

FAQ

BAHASA MALAYSIA

1. Bilakah Waran Pertama dan Waran Pelepasan Baki Diagihkan?

Waran Pertama akan disalurkan kepada Bahagian/ Jabatan pada awal Januari setiap tahun iaitu selepas Kementerian menerima Waran Peruntukan Am dari Kementerian Kewangan, manakala waran pelepasan baki akan diagihkan berdasarkan prestasi perbelanjaan sesuatu Aktiviti.

2. Apakah maksud "tugas rasmi"?

"Tugas Rasmi" bermakna tugas yang berkaitan dengan tugas pejabat selain daripada menghadiri kursus yang dibenarkan.

3. Keperluan mengemukakan salinan akaun bank

Tuntutan Pegawai Awam seperti Tuntutan Perjalanan, Elaun Lebih Masa dan Bayaran Bil Telefon yang dikemukakan oleh Pegawai Awam yang emolumennya dibayar melalui Sistem Emolumen Berkomputer tidak perlu mengemukakan salinan penyata akaun bank yang aktif/ dokumen yang menunjukkan nombor akaun bank yang aktif kerana kod pembekal yang digunakan adalah di bawah kod pembekal EMP.

Walau bagaimanapun, sekiranya bayaran menggunakan selain daripada nombor akaun emolumen pegawai atau terdapat keperluan penggunaan kod pembekal *One Time Vendor (OTV)*, salinan penyata akaun bank yang aktif/dokumen yang menunjukkan nombor akaun bank yang aktif yang diperakukan sebagai 'SALINAN BENAR DARIPADA YANG ASAL' perlu dikemukakan sebagai dokumen sokongan bayaran bagi meminimalkan risiko berlakunya penolakan EFT (EFT reject).

4. Apakah yang dimaksudkan dengan Panjar Wang Runcit?

Panjar Wang Runcit ialah sejumlah wang yang diberi kepada Pusat Tanggungjawab (PTJ) untuk membolehkan PTJ membuat pembayaran kecil yang segera dan perbelanjaan runcit tanpa pesanan tempatan.

BAHASA INGGERIS

1. When are the First Warrants and Balance Release Warrants Distributed?

The First Warrant will be distributed to Divisions/Departments during the first week of January each year, which is after the Ministry receives the General Allocation Warrant from the Ministry of Finance (MOF), while the remaining warrants will be distributed based on the performance.

2. What does "official duty" mean?

"Official Duties" refers to tasks, responsibilities, or actions that are performed by an individual as part of their formal role or position within an organization or government. It typically involves carrying out assigned or designated functions, which are considered necessary for the proper functioning of the entity or for the fulfillment of specific objectives. Attending training courses is not considered as official duty.

3. Requirement to Submit a Copy of Bank Account Statement

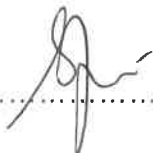
Claim such as Travel Claims, Overtime Allowances and Telephone Bill Payments submitted by the civil officers whose emoluments are paid using the Computerized Emoluments System are not required to submit a copy of the active bank account statement because the supplier code used is under the EMP supplier code.

However, if the payment is made to a bank account other than the employee's emolument account number or there is a requirement to use the One Time Vendor (OTV) supplier code, a copy of an active bank account statement/document showing an active bank account number (certified as 'TRUE COPY OF THE ORIGINAL') must be submitted as supporting documentation to minimize the risk of EFT rejection.

4. What is Petty Cash?

Petty cash refers to a small amount of cash that is kept on hand by a Responsibility Center (PTJ) to cover small expenses and miscellaneous purchases. It is typically used for day-to-day expenses that arise in the normal course of business operations, such as purchasing office supplies, reimbursing employees for small expenses, or making minor payments.

Disediakan oleh :



Nama: NOR ASYUROWATI BT ABU BAKAR
Jawatan: Ketua Pembantu Tadbir (Kew) W22
Kementerian Belia Dan Sukan

Tarikh : 12/6/2023

Disemak oleh Ketua Jabatan :



Nama: OTHMAN BIN ABDULLAH
Jawatan: SETIAUSAHA BAHAGIAN (KEWANGAN)
KEMENTERIAN BELIA DAN SUKAN
MALAYSIA

Tarikh : 12/6/23

Sila kemukakan maklum balas sebelum atau pada 6 Jun 2023 dan emel kepada ukk@kbs.gov.my.