APPLICATION PROCEDURES TO ATTEND SEMINARS / COURSES

Select Category

Column 1
Mandatory exam./courses organised by Institut Latihan JKR KK

↓

Submit application form PL-1 to KPP/IL through District / Branch Heads

↓

Approved ? — No → **END**

↓ Yes

Attend Courses / Exam at Institut Latihan JKR KK

↓

Submit T&T expenses to KPP/IL for payment

↓

END

Column 2
Mandatory exam./courses organised by JPAN / INSAN

↓

Submit application to JPAN or INSAN through KPP/PSM On-line or otherwise

↓

Approved ? — No → **END**

↓ Yes

Attend Courses / Exam

↓

Submit T&T expenses to District / Branch Head for payment

↓

END

Column 3
Non - Mandatory Courses Organised by Agencies or Private Sectors

↓

Submit "Fact Sheet Application" to TP/P&K through Branch / District Heads for acceptance

↓

Accepted ? — No → **END**

↓ Yes

Submit application to DPW for approval through E-Seminar on-line.

↓

Approved ? — No → **END**

↓ Yes

Submit application to Organiser

↓

Attend Courses

↓

Is the expenses to be paid by department? — No → **Send bill to relevant body for settlement**

↓ Yes

Forward Course's Fee to KPP/IL or KPP/PSM for settlement

↓

Submit T&T expenses to District / Branch Heads for payment

↓

END