

Integriti Dan Akauntabiliti Dalam Perkhidmatan Awam

Hala Tuju Pengurusan - Sumber Manusia & Kerjaya Sistem Pengurusan Tata tertib di Tempat Kerja (UUM Press) Improvements and Development in the Public Service Pengurusan awam baru dan pempolitan dalam sektor awam Malaysia Pencarian Kerja Atas Talian Bintang-Bintang Bergemerlapan Undang-undang yang mengenai kelakuan dan tata tertib penjawat awam Koleksi ucapan Tun Dr. Mahathir Mohamad mengenai pemodenan pentadbiran awam Malaysia List of Publications Prinsip perlembagaan & pemerintahan di Malaysia Dasar-dasar utama Kerajaan Malaysia Mengenal Perlembagaan Malaysia Prinsip perlembagaan dan pemerintahan di-Malaysia Pelita bahasa Kerajaan negeri dan tempatan Vision of Malaysia's public administration Current List of Publications Islam di Borneo Politik dan kerajaan di Malaysia Dewan masyarakat Abd. Rahim Abd. Rashid Samihah Khalil Ahmad Faiz Yaakob AMC College (Bahasa Melayu) Md. Zin Sham Abdul Aziz Hussin Mahathir bin Mohamad Mohamed Salleh bin Abas (Tan Sri Dato Haji) Mohamed Suffian (Tan Sri) Mohamad Salleh bin Abas Mohamed Salleh bin Abas (Tan Sri Dato Haji) A. H. Ahmad Sarji Malaysia. Jabatan Cetak Kerajaan Robert Stephen Milne

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Ahmad Faiz Yaakob AMC College (Bahasa Melayu) Md. Zin Sham Abdul Aziz Hussin Mahathir bin Mohamad Mohamed Salleh bin Abas (Tan Sri Dato Haji) Mohamed Suffian (Tan Sri) Mohamad Salleh bin Abas Mohamed Salleh bin Abas (Tan Sri Dato Haji) A. H. Ahmad Sarji Malaysia. Jabatan Cetak Kerajaan Robert Stephen Milne

buku ini meneliti semua aspek tentang tata tertib di tempat kerja bermula dengan perbincangan mengenai konsep asas tata tertib yang menyoroti beberapa istilah penting seperti tata tertib kawalan tata tertib peraturan kesalahan hukuman prosedur dan rayuan istilah istilah ini dikupas dengan penerangan berserta dengan keterangan semasa buku ini turut meneliti beberapa konsep utama berkait rapat dengan aplikasi tata tertib di tempat kerja model progresif tata tertib yang dipakai oleh sektor awam hari ini diberi kupasan di awal buku ini konsep lain seperti konsep keadilan asasi konsep hak penjawat awam mendapat remedi dan doktrin pemaafan diolah dengan aplikasi kes tata tertib dan diberi penumpuan dalam buku ini bertujuan untuk memaparkan realiti yang berlaku di tempat kerja buku ini turut membincangkan kelemahan yang terdapat dalam sistem tata tertib hari ini faktor sistem dalam kawalan tata tertib dan modal insan khususnya pihak urus setia yang mengurus prosedur tata tertib yang mengendalikan kes tata tertib majikan dan pekerja diberikan perhatian dalam buku ini buku ini amat menarik kerana dipaparkan kes kes tata tertib yang dibawa ke mahkamah untuk memperlihatkan kepada kita kelemahan sistem dan kelemahan majikan mengambil keputusan dan tindakan buku ini membantu pembaca mengetahui tentang peraturan kesalahan hukuman prosedur dan rayuan yang bersabit dengan tata tertib di tempat kerja turut dibincangkan ialah kesilapan lazim yang dibuat oleh pihak urus setia majikan dan kakitangan sehingga menyebabkan kes kes tata tertib itu berlanjutan dalam tempoh yang lama sehingga merugikan pihak majikan buku ini harus dibaca oleh semua penjawat awam tidak kira kakitangan bawahan atau atasan kefahaman tentang tata tertib kesalahan hukuman prosedur dan rayuan akan membantu kakitangan bekerja dengan lebih baik bagi ketua jabatan buku ini dapat membantu dalam memperbaiki tatacara mengurus tindakan tata tertib dengan lebih baik dan berkesan setelah pertuduhan dikeluarkan perbicaraan dijalankan dan hukuman dijatuhkan apakah hak hak yang ada pada kakitangan selepas itu maka buku ini menghuraikan hak dan proses bagi membolehkan pekerja mengemukakan rayuan kepada institusi rayuan tata tertib bagi mengubah hukuman yang telah diterima

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