**TPC KUALA LUMPUR**

***SULIT & TERHAD No Rujukan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**BORANG KAUNSELING PEKERJA**

Nama : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Jawatan : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Jabatan : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tarikh/ Hari : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Masa / Tempat : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Kehadiran : 1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Ringkasan tajuk perbincangan

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1. Pekerja : Tindakbals / Penerangan / Komen

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1. Laporan Panel : Pemerhatian / Cadangan / Komen

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1. Tindakan yang perlu diambil (jika ada) / Susulan

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1. Perkara yang dirujuk ke Jabatan Sumber Manusia & Pentadbiran untuk tindakan atau nasihat seterusnya. (Ya / Tidak)

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1. ………………………… 2. ……………………... 3. …………………… 4. ………………………

Nama: Nama: Nama: Nama:

1. Borang kaunseling mestilah ditandatangani oleh semua pihak yang hadir disesi tersebut.
2. Borang yang asal diberi oleh Jabatan Sumber Manusia dan satu salinan diberi kepada Jabatan terbabit.