

AMO MEMO

REF NO. : GAM/AMO/23/010.
TO : HR Department.
FROM : Engineering Manager.
DATE : 22 May 2023
RE : Leave application and appointment of relief staff.

Effective immediately.

Please note the following guidelines regarding leave application and appointment of relief staff for AMO personnel:

When applying for leave, it is mandatory to appoint a relief staff to ensure smooth operations and avoid disruptions. The relief staff should possess equivalent approvals required for the position.

Inform the relief staff in advance and obtain their agreement to assume duties during the applicant's absence.

Provide the relief staff's name (1) and contact number (2) through the leave application at GAMS portal (Figure. 1).



Contact Phone

Relief Staff Name (1) ▼

Relief Contact Phone (2)

Supporting Documents No file chosen

No file chosen

No file chosen

Figure.1

Your cooperation in appointing a suitable relief staff is greatly appreciated for the overall effectiveness and efficiency of our department.

Thank you for your understanding and cooperation.

- END -

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