

UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.02/10.12/2 Jld.3 (5)

29 Mac 2015
8 Jamadilakhir 1436

PEKELILING PENTADBIRAN BIL. 10/2015

TINDAKAN PENTADBIRAN TEGAS KE ATAS STAF YANG MENDEDAHKAN / MEMBOCORKAN DOKUMEN / MAKLUMAT TERPERINGKAT KERAJAAN DENGAN SALAH

Merujuk kepada surat edaran Pejabat Ketua Pengarah Perkhidmatan Awam rujukan JPA.BK(S)328/2 Jld.9 (17) bertarikh 28 Januari 2015, sejak kebelakangan ini terdapat beberapa insiden yang melibatkan penjawat awam membocorkan dokumen atau maklumat terperingkat Kerajaan kepada pihak luar / pihak yang tidak berkepentingan khususnya melalui aplikasi teknologi maklumat dan komunikasi (ICT) serta media sosial seperti *YouTube, Blog, Facebook, Twitter, WhatsApp*, Telegram dan sebagainya.

2. Sehubungan itu, Universiti memandang serius terhadap perkara ini dan tidak akan berkompromi terhadap staf yang didapati membocorkan dokumen / maklumat terperingkat yang menjejaskan imej perkhidmatan awam dan Kerajaan.
3. Staf yang didapati membocorkan maklumat atau dokumen terperingkat kerajaan boleh dikenakan tindakan pentadbiran tegas termasuk tindakan tatatertib di bawah Akta Badan-Badan Berkanun (Tatatertib dan Surcaj) 2000. Pelanggaran peraturan ini boleh menyebabkan staf dikenakan tindakan tatatertib sehingga hukuman buang kerja. Staf juga boleh dikenakan tindakan undang-undang di bawah mana-mana undang-undang yang berkaitan.
4. Berdasarkan Arahan Keselamatan, perkara terperingkat, terutama Rahsia Besar, Rahsia, Sulit dan Terhad tidak boleh disampaikan dengan salah kecuai untuk menjalankan tugas. Pendakwaan di bawah Akta Rahsia Rasmi 1972 atau tindakan tatatertib boleh diambil ke atas sesiapa yang terlibat di dalam semua perbuatan kecuai, kelalaian dan pelanggaran keselamatan yang membahayakan perkara-perkara terperingkat.

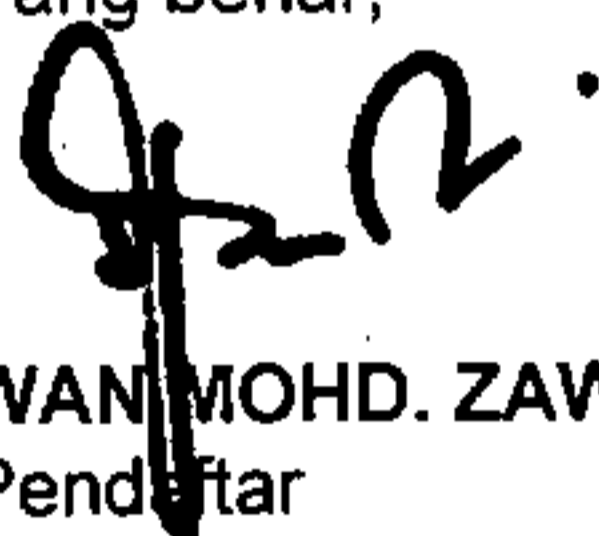
5. Sehubungan itu, semua ketua Pusat Tanggungjawab dan ketua bahagian hendaklah memberi perhatian serius dalam melaksanakan pemantauan, meningkatkan kawalan dalaman dan memastikan staf memberi perhatian kepada peruntukan Akta Rahsia Rasmi 1972 serta menguruskan dokumen / maklumat terperingkat mengikut Arahan Keselamatan.

6. Staf juga diingatkan supaya tidak membocorkan, mendedahkan, menyebarkan, menyiarkan atau menyampaikan dokumen / maklumat terperingkat Kerajaan dengan apa cara sekalipun kepada pihak yang tidak berkepentingan dan menggunakan aplikasi ICT dan media sosial rasmi atau peribadi secara berhemah bagi mengelakkan kebocoran maklumat / dokumen terperingkat dan penyebaran maklumat dengan salah.

Sekian, terima kasih.

“Berkhidmat untuk Negara kerana Allah”

Yang benar,



WAN MOHD. ZAWAWI BIN WAN ABD. RAHMAN
Pendaftar

- s.k. - YBhg Datuk Naib Canselor
- YBhg Timbalan Naib Canselor (Penyelidikan & Inovasi)
- YBhg Timbalan Naib Canselor (Akademik & Antarabangsa)
- YBhg Timbalan Naib Canselor (Hal Ehwal Mahasiswa & Alumni)
- YBhg Timbalan Naib Canselor (Pembangunan)
- Pengarah Kampus UTM Kuala Lumpur
- Bendahari
- Pengarah Kerja, Pejabat Harta Bina
- Pegawai-Pegawai Kanan/ Dekan/ Pengarah

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ADMINISTRATIVE CIRCULAR NO. 10/2015

STERN ADMINISTRATIVE ACTION AGAINST STAFF FOR DISCLOSING GOVERNMENT CLASSIFIED INFORMATION/DOCUMENTS

With reference to the circular letter from Office of the Director General of Public Service, bearing the reference JPA.BK(S)328/2 Jld.9 (17) dated 28 January 2015, it was stated that of late, there have been several incidents involving civil servants disclosing classified government documents or information to external or unauthorized parties, particularly through the application of information and communication technology (ICT) and social media such as YouTube, Blogs, Facebook, Twitter, WhatsApp, telegram and others.

2. The University views this allegation seriously and will not compromise on actions taken against staff found to have leaked classified documents/information which will tarnish the image and reputation of the civil service and the Government.

3. Staff found to have disclosed classified government information or documents may be imposed stern administrative action, including disciplinary action under the Statutory Bodies (Discipline and Surcharge) Act 2000. Violation of this regulation may result in termination of employment. The staff may also be further subjected to legal action under any relevant law.

4. Based on the Security Directive, classified information, particularly the ones designated Top Secret, Secret, Confidential and Restricted, may not be disseminated, except for the interest of fulfilling job requirements. Prosecution under the Official Secrets Act 1972 or disciplinary action may be taken against anyone involved in all acts of negligence, carelessness and safety violation which may pose a risk to classified matters.

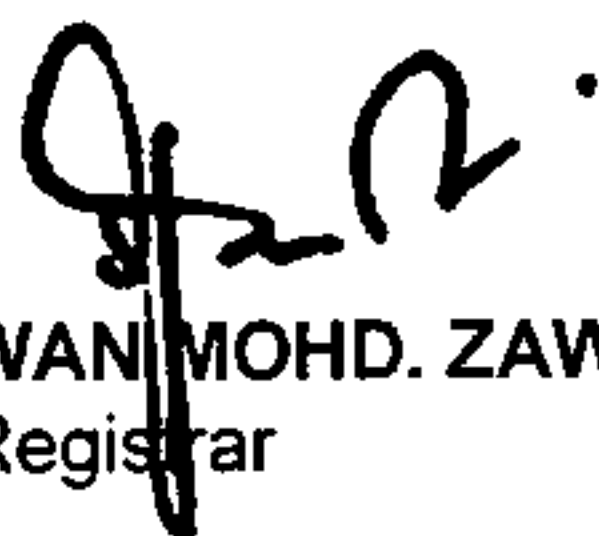
5. Thus, all heads of the respective Responsibility Centres and Divisions are to give serious attention in implementing and enhancing internal monitoring, and in ensuring all staff members have paid due attention to the provisions of the Official Secrets Act 1972, and have managed classified documents/information in accordance with the Security Directive.

6. Staff is also reminded not to divulge, disclose, distribute, publish or communicate Government classified documents/information in any way to unauthorized parties and to use ICT applications and official or private social media in a prudent manner in order to avoid disclosure of classified documents/information and wrongful dissemination of classified information.

Thank you.

"Berkhidmat untuk Negara kerana Allah"

Best regards,



WAN MOHD. ZAWAWI BIN WAN ABD. RAHMAN
Registrar

- c.c. - Vice-Chancellor
- Deputy Vice-Chancellor (Research & Innovation)
- Deputy Vice-Chancellor (Academic & International)
- Deputy Vice-Chancellor (Student Affairs & Alumni)
- Deputy Vice-Chancellor (Development)
- Director of UTM Kuala Lumpur Campus
- Bursar
- Director of Works, Office of Asset and Development
- Senior Officers/ Deans/ Directors