

UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.02/10.12/2 Jld.3 (11)

22 Jun 2015
5 Ramadan 1436

PEKELILING PENTADBIRAN BIL. 17/2015

INSURANS PERJALANAN BAGI STAF YANG MENJALANKAN TUGAS RASMI DI LUAR NEGARA

Mesyuarat Jawatankuasa Pengurusan Universiti Bil. 12/2015 bertarikh 14 Jun 2015 telah meluluskan pelaksanaan insurans perjalanan bagi staf yang menjalankan tugas rasmi di luar negara.

2. Dengan pelaksanaan ini, Universiti akan menyediakan perlindungan insurans kepada semua staf yang bertaraf tetap, kontrak atau sementara (lantikan Universiti) yang melakukan perjalanan ke luar negara atas tujuan rasmi dan/atau berkursus/menjalani latihan luar negara dengan kelulusan Universiti.
3. Permohonan hendaklah dikemukakan kepada Bahagian Pengurusan Organisasi, Pejabat Pendaftar. Sijil perlindungan hanya akan dikeluarkan setelah permohonan ke luar negara (*e-boarding*) diluluskan. Tatacara permohonan insurans adalah seperti di Lampiran A. Pelaksanaan insurans ini adalah berkuat kuasa serta-merta.
4. Oleh yang demikian, mohon kerjasama YBhg. Dato'/Prof./tuan/puan mengambil maklum akan perkara ini. Kerjasama dan perhatian daripada YBhg. Dato'/Prof./tuan/puan didahului dengan ucapan terima kasih.

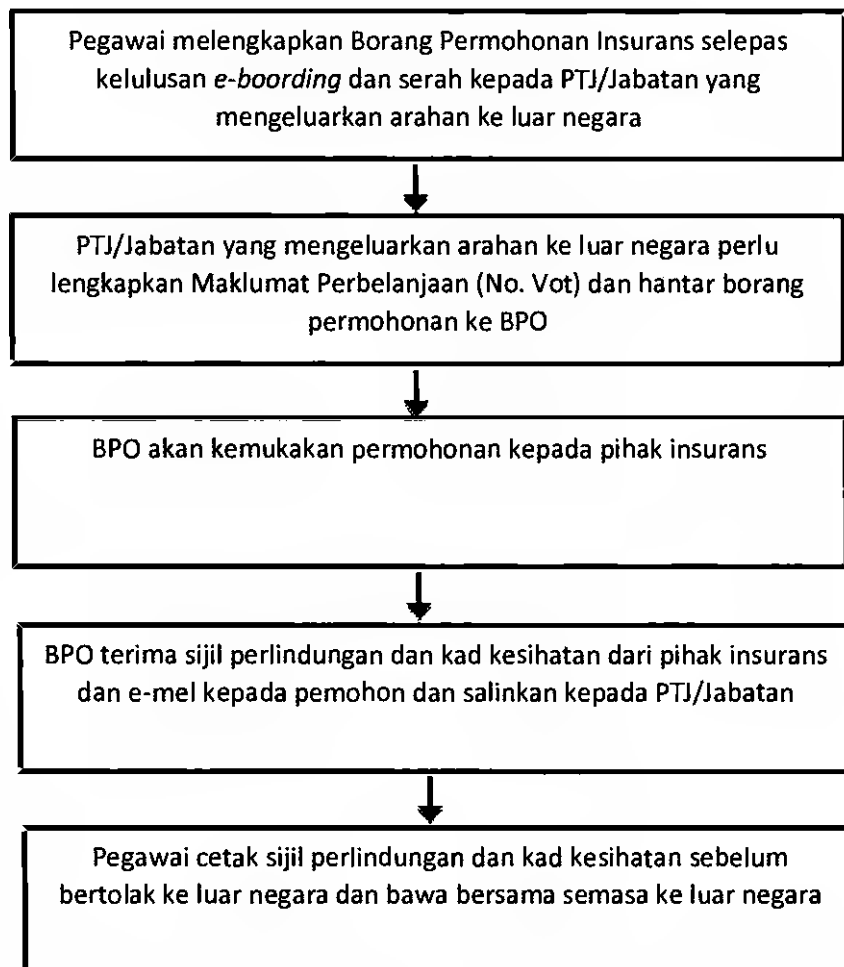
“Berkhidmat untuk Negara kerana Allah”

Yang benar,


HJ. ABD. JALEL BIN AHMAD
b.p. Peridafar

- 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

TATACARA PERMOHONAN INSURANS PERJALANAN LUAR NEGARA



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ADMINISTRATIVE CIRCULAR NO. 17/2015

TRAVEL INSURANCE FOR STAFF ON OFFICIAL DUTIES ABROAD

The University Management Committee Meeting No. 12/2015 dated 14 June 2015, has put in place a travel insurance policy for staff on official duties abroad.

2. With this policy, the University will provide insurance coverage to all permanent, contract or temporary (University appointed) staff who travel abroad for official purposes and/or go for courses /training abroad with the approval of the University.

3. Applications should be submitted to the Organization Management Division (BPO), Office of the Registrar. Travel protection insurance cover certificate will only be issued if the overseas travel application (e-boarding) has been approved. Procedure for the overseas travel insurance application is as in Appendix A. Implementation of this travel insurance policy takes effect immediately.

4. Accordingly, you are to take note of the matter. Your cooperation and attention with regards to the matter are highly appreciated.

“Berkhidmat untuk Negara kerana Allah”

Best regards,


HJ. ABD. JALEL BIN AHMAD
On behalf of the Registrar

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

PROCEDURE FOR OVERSEAS TRAVEL INSURANCE APPLICATION

