

UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.02/10.12/2Jld. 4(1)

27 Januari 2016
Rabiulakhir 1437

PEKELILING PENTADBIRAN BIL. 3/2016

TINDAKAN TERHADAP PEGAWAI PENILAI YANG GAGAL MELENGKAPKAN PENILAIAN PRESTASI (e-LPPT/e-LNPT)

Mengikut peraturan sedia ada Perkhidmatan Awam, Sistem Penilaian Prestasi (SPP) merupakan instrumen penting dalam Pengurusan Modal Insan bagi menilai pencapaian prestasi seseorang pegawai Perkhidmatan Awam. SPP adalah suatu sistem untuk menilai pencapaian hasil kerja dan pelakuan (*behavioral*) Pegawai Yang Dinilai (PYD) secara berterusan dan bersistematik dalam tempoh tertentu.

2. Dimaklumkan bahawa terdapat Pegawai Penilai yang didapati gagal mematuhi arahan yang dikeluarkan untuk membuat penilaian terhadap PYD dalam tempoh yang ditetapkan. Perkara ini menyebabkan pihak pengurusan perlu melanjutkan tempoh pembukaan sistem penilaian prestasi yang menyebabkan proses kerja berikutnya terjejas dan mengalami kelewatan. Masalah ini dilihat menjadi budaya setiap tahun yang sukar dibendung disebabkan sikap segelintir Pegawai Penilai yang beranggapan tempoh penilaian sentiasa dilanjutkan atas permintaan staf.

3. Oleh itu, melalui pekeling ini ditegaskan bahawa tindakan yang akan dikenakan terhadap Pegawai Penilai yang gagal melengkapkan penilaian terhadap PYD adalah seperti berikut :

- a) Kenaikan Gaji Tahunan (KGT) pegawai ditangguhkan sehingga penilaian selesai dibuat;
- b) Pegawai tidak layak menerima sebarang anugerah pada tahun semasa (termasuk Anugerah Perkhidmatan Cemerlang) (APC);
- c) Tidak disambung perkhidmatan kontrak (bagi staf kontrak); dan

d) Ditangguhkan bayaran ganjaran kontrak (*gratuity of contract*) (bagi staf kontrak) sehingga penilaian selesai dibuat.

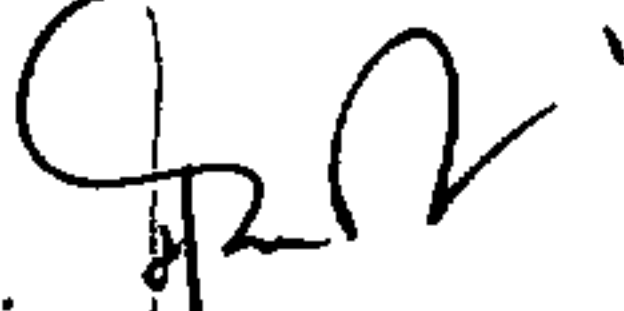
4. Sehubungan dengan itu, adalah menjadi kewajipan dan tanggungjawab bagi setiap staf termasuk yang tidak memilih Sistem Saraan Malaysia untuk mematuhi peraturan dengan mengisi markah dan membuat penilaian terhadap PYD bagi memastikan proses penilaian prestasi teratur serta tidak berlaku penganiayaan terhadap PYD.

5. Kerjasama daripada semua pihak amatlah diperlukan bagi keseragaman tempoh penyelesaian proses keputusan markah supaya memudahkan beberapa urusan penting seperti kenaikan gaji tahunan, kenaikan pangkat, urusan penganugerahan khidmat cemerlang, temuduga, pengesahan jawatan dan sebagainya.

Sekian, terima kasih.

“Berkhidmat untuk Negara kerana Allah”

Yang benar,



WAN MOHD. ZAWAWI BIN WAN ABD. RAHMAN
Pendaftar

- s.k.
- YBhg. 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
 - Pegawai-pegawai Kanan/Dekan/Pengarah

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ADMINISTRATIVE CIRCULAR NO. 3/2016

ACTION ON APPRAISAL OFFICER FAILING TO COMPLETE e-LPPT/e-LNPT PERFORMANCE APPRAISAL

Existing Public Service regulations view the Performance Appraisal System (SPP) as an important instrument in Human Capital Management, which functions to assess the performance of a Public Service officer. SPP is a system that evaluates the work performance and behavioural conduct of the Appraised Officer (PYD) continuously and systematically within a specific duration.

2. However, some Appraising Officers have failed to comply with the instructions issued to assess the PYD within the prescribed period. This has led to the university management having to extend the access period for the performance appraisal system, which subsequently has led to a disruption in the work process, resulting in delays. This issue has become a recurring problem each year, and is becoming more difficult to contain due to the attitude of some Appraising Officers who seem to think that the evaluation period would continue to be extended at their request.

3. Therefore, through this circular, it is stressed that the following action will be taken against Appraising Officers who fail to complete the assessment of the PYD within the stipulated time:

- a) Annual Salary Increment of the Appraising Officer will be differed until the assessment is completed;
- b) The Appraising Officer is not eligible to receive any awards for the current year (including Service Excellence Award);
- c) Contract tenure will not be extended (for contract staff); and

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d) Deferment of Appraising Officer's gratuity of contract (for contract staff) until assessment is completed.

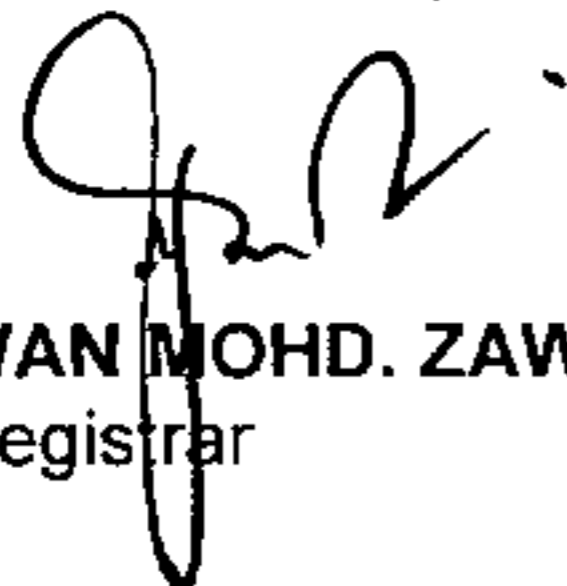
4. Hence, it is the duty and responsibility of all staff, including those not under the Malaysia Remuneration System to comply with the regulations by filling in the marks and assessing the PYD. This is to ensure the smooth running of the performance appraisal process and fair treatment to the PYD.

5. Cooperation from all parties is required in ensuring the standardization period of the performance appraisal results. This is to facilitate important decision making processes like annual salary increments, promotions, service excellence awards, interviews, employment confirmation, and so on.

Thank you.

"Berkhidmat untuk Negara kerana Allah"

Yours sincerely,



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, UTM Kuala Lumpur Campus
- Senior Officers/Deans/Directors