

UNIVERSITI TEKNOLOGI MALAYSIA

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

31 Januari 2016
21 Rabiulakhir 1437

PEKELILING PENTADBIRAN BIL. 4/2016

PENGUATKUASAAN PEMATUHAN TERHADAP PERATURAN KELUAR MAKAN/MINUM DALAM WAKTU BEKERJA STAF UNIVERSITI TEKNOLOGI MALAYSIA

Dimaklumkan bahawa pihak Universiti mengambil berat terhadap pematuhan Perintah Am 5, Perintah-Perintah Am Bab G Waktu Bekerja dan Lebih Masa 1974 serta Tatakelakuan Pegawai Awam di bawah Peraturan 4, peraturan-peraturan yang sama.

2. Melalui Pekeliling Pentadbiran Bil.10 Tahun 1980, pihak Universiti pernah mengeluarkan peraturan menyatakan "*staf tidak dibenarkan keluar dari kampus di masa "rehat minum"*". Peraturan tersebut telah dikuatkuasakan mulai tarikh 1 Jun 1980 dan masih diguna pakai.

3. Sehubungan itu, bagi membudayakan penyampaian perkhidmatan berprestasi tinggi dan meningkatkan produktiviti, pihak Universiti telah memutuskan bahawa dalam waktu bekerja, staf hanya dibenarkan pergi ke kantin/arked dalam kampus UTM bagi tempoh masa yang singkat (tidak melebihi 30 minit). Selain itu, pihak Universiti turut bersetuju memberikan fleksibiliti dalam penetapan masa minum staf bagi mengambil kira kepelbagaian fungsi dan operasi Pusat Tanggungjawab (PTJ) di UTM.

4. Oleh yang demikian, semua staf diminta mengambil maklum berhubung penguatkuasaan peraturan ini dan menjadi tanggungjawab semua staf untuk mematuhi. Semua Ketua Jabatan diminta memantau dan memastikan semua staf Fakulti/PTJ mematuhi pekeliling ini yang berkuat kuasa mulai tarikh ia dikeluarkan. Dengan berkuatkuasanya Pekeliling Pentadbiran ini maka Pekeliling Pentadbiran Bil.9/2007 adalah dibatalkan.

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

No. Siri Dokumen: 2016013112

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ADMINISTRATIVE CIRCULAR NO. 4/2016

ENFORCEMENT AND COMPLIANCE TO COFFEE & TEA BREAK REGULATIONS DURING WORKING HOURS FOR UNIVERSITI TEKNOLOGI MALAYSIA STAFF

The University views seriously the compliance with General Order 5, General Order pertaining to Chapter G with regards to Working Hours and Overtime of 1974, and the Code of Conduct for Public Servants under Rule 4 of the same regulations.

2. Through Administrative Circular No.10 issued in 1980, the University had in fact issued a regulation stating "staff members are not allowed to leave the campus grounds during coffee or tea breaks". The regulation issued on 1 June 1980 still remains enforced to this date.

3. Accordingly, in order to cultivate high-performance service delivery and enhance productivity, the University will enforce the regulation which stipulates that during working hours, staff are only allowed to patronise cafeterias/food arcades on UTM campus grounds for a limited time period (not exceeding 30 minutes). However, the university has agreed to afford flexibility in determining staff coffee/tea breaks, taking into account the diverse function and operation of different Responsibility Centres (PTJ) in UTM.

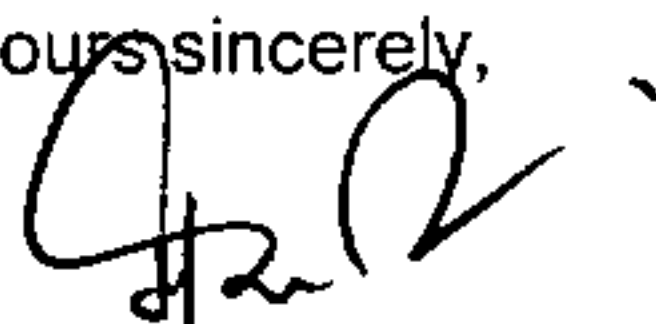
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4. Therefore, all staff members are required to take note of the enforcement of this regulation, where it is the responsibility of all staff members to comply with the said rules and regulations. All Heads of Department are requested to monitor and ensure that all staff members from the respective Faculties/Responsibility Centres comply with this circular, which comes into effect from the date of its issuance. With the enforcement of this Administrative Circular, Administrative Circular No.9/2007 is thereby rescinded.

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