

UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.02/10.12/2 Jld. 4 (16)

20 Julai 2016
15 Syawal 1437

PEKELILING PENTADBIRAN BIL. 18/2016

PENGURUSAN TEMPAHAN DAN PEMBELIAN TIKET KAPAL TERBANG OLEH PUSAT TANGGUNGJAWAB

Pihak Universiti melalui Mesyuarat Jawatankuasa Pengurusan Universiti Bil. 13/2016 bertarikh 30 Jun 2016 bersetuju agar pengurusan tempahan dan pembelian tiket kapal terbang Universiti dilaksanakan oleh Pusat Tanggungjawab (PTJ) masing-masing berkuat kuasa mulai **1 Ogos 2016**.

2. Seksyen Pembangunan (SP), Bahagian Sumber Manusia, Pejabat Pendaftar sebelum ini bertindak sebagai *one stop centre* di dalam menguruskan tempahan tiket penerbangan Universiti. Proses kerja ini dilihat tidak lagi relevan dilaksanakan oleh SP memandangkan peruntukan kewangan yang digunakan bagi tujuan pembelian tiket adalah berdasarkan PTJ. PTJ mempunyai kuasa mutlak untuk pengawalan bajet sama ada menerima atau menolak sebarang permohonan berdasarkan justifikasi keperluan yang sememangnya lebih arif diketahui oleh PTJ.

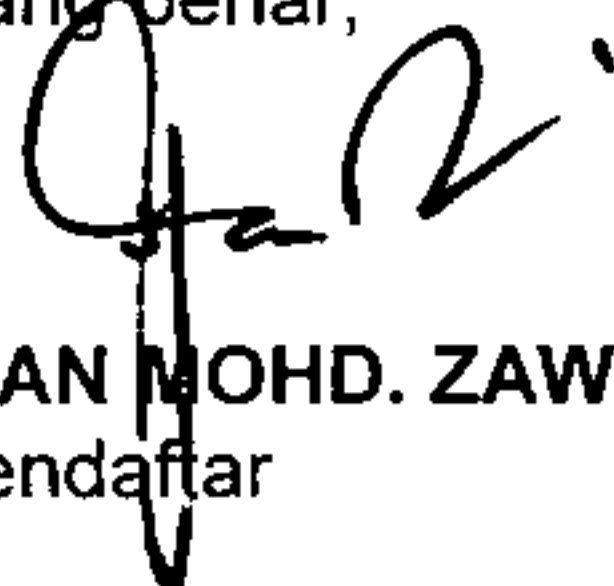
3. Sehubungan dengan itu, pengurusan tempahan dan pembelian tiket kapal terbang Universiti akan dilaksanakan oleh PTJ bagi membantu pihak Universiti menjimatkan pembelian tiket penerbangan di samping menjadikan proses kerja tempahan dan pembelian tiket penerbangan Universiti dilaksanakan secara *lean* dan efisien.

4. Semua staf diminta mengambil maklum mengenai pembaharuan pengurusan tempahan dan pembelian tiket kapal terbang Universiti.

Sekian dimaklumkan. 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
 - Bendahari
 - Pengarah Kerja, Pejabat Harta Bina
 - Pegawai-Pegawai Kanan/ Dekan/ Pengarah

No. Siri Dokumen: 20160718135

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ADMINISTRATIVE CIRCULAR NO. 18/2016

MANAGEMENT OF AIRLINE TICKET RESERVATIONS AND PURCHASES BY RESPONSIBILITY CENTRES

The University, through the University Management Committee Meeting No. 13/2016 dated 30 June 2016 has endorsed the revised procedure in managing the reservations and purchases of University funded airline tickets that is now to be carried out by the respective Responsibility Centres (PTJs) with effect from **1 August 2016**.

2. Prior to this, the Development Section of the Human Resources Division (HRD), Office of the Registrar, has acted as a one-stop centre in managing University funded airline ticket reservations. This work process is no longer relevant to be implemented by the HRD's Development Section in view of the fact that financial provisions for the purpose of University funded airline ticket purchases is under the jurisdiction of the respective PTJs. Each PTJ has absolute authority in controlling its budget, whether to accept or reject the application based on the forwarded justification, as the respective PTJs would be more discerning of their own needs.

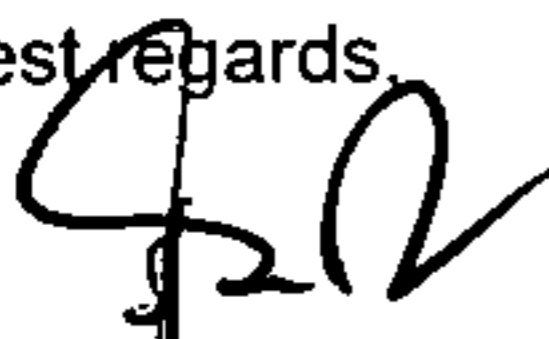
3. Thus, management of University funded airline ticket reservations and purchases will now be implemented by the respective PTJs in assisting the University to cut costs on the purchase of flight tickets, in addition to making the work process of University funded airline ticket reservations and purchases more lean and efficient.

4. All staff members are to take note of the revised management procedure for University funded airline ticket reservations and purchases.

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)
- Campus Director, UTM Kuala Lumpur
- Bursar
- Director of Works, Office of Asset and Development
- Senior Officers/ Deans/ Directors

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