

UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.02/10.12/2 Jld. 5 (34)

6 Mei 2018
20 Syaaban 1439

PEKELILING PENTADBIRAN BIL. 29/2018

PEMAKAIAN PEKELILING PERKHIDMATAN BILANGAN 4 TAHUN 2017 PENAMBAHBAIKAN WAKTU BEKERJA BERPERINGKAT (WBB) DI AGENSI KERAJAAN PERSEKUTUAN

Sukacita dimaklumkan bahawa Mesyuarat Lembaga Pengarah Universiti Bil. 96 bertarikh 14 Mac 2018 telah meluluskan penerimaan pemakaian Pekeliling Perkhidmatan Bilangan 4 Tahun 2017 mengenai Penambahbaikan Waktu Bekerja Berperingkat (WBB) di Agensi Kerajaan Persekutuan.

2. Waktu Bekerja Berperingkat (WBB) telah dilaksanakan di semua agensi Kerajaan Persekutuan mulai 1 Jun 2007 sebagaimana yang ditetapkan di dalam Pekeliling Perkhidmatan Bilangan 2 Tahun 2007 dan Surat Pekeliling Perkhidmatan Bilangan 3 Tahun 2010. Tambahan Waktu Berperingkat bagi bulan Ramadan telah dilaksanakan melalui Surat Pekeliling Perkhidmatan Bilangan 1 Tahun 2016.

3. Selaras dengan transformasi Perkhidmatan Awam dan usaha penambahbaikan berterusan untuk mempertingkatkan sistem penyampaian perkhidmatan kepada orang awam serta memberi fleksibiliti Waktu Peringkat (WP), Kerajaan bersetuju menambah satu lagi WP dalam jadual WBB yang sedia ada di semua agensi Kerajaan Persekutuan di seluruh negara iaitu dari pukul 9.00 pagi hingga 6.00 petang. WBB diwujudkan dengan Waktu Pejabat yang bermula dari pukul 7.30 pagi hingga pukul 6.00 petang.

4. WBB bagi Universiti Teknologi Malaysia (UTM) juga berubah secara keseluruhannya mengikut waktu bekerja yang ditetapkan oleh Kerajaan. Sehubungan dengan itu, waktu bekerja staf UTM secara keseluruhannya akan mempunyai waktu rehat pada hari Khamis mulai jam 1.00 petang hingga 2.00 petang.

5. Bagi menjamin keberkesanan WBB, staf hendaklah membuat perancangan WP dengan memilih WBB yang sesuai sepanjang tahun. Bagi WBB bulan Ramadan, pegawai disarankan untuk memilih WBB Ramadan melalui Sistem Waktu Kerja Anjal UTM berdasarkan pautan <https://hrfin.utm.my> mulai 3 Mei 2018.

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6. Oleh yang demikian, seluruh warga Universiti adalah diminta mengambil maklum mengenai pemakaian Pekeliling Perkhidmatan ini. Pekeliling Perkhidmatan ini berkuat kuasa mulai 17 Mei 2018 di peringkat UTM. Maklumat lanjut berhubung pekeling boleh dirujuk ke Seksyen Perkhidmatan dan Saraan, Bahagian Sumber Manusia, Pejabat Pendaftar, Universiti Teknologi Malaysia.

Sekian dimaklumkan, terima kasih.

“Berkhidmat untuk Negara kerana Allah”

Yang benar,



(DATO' WAN MOHD. ZAWAWI BIN WAN ABD. RAHMAN)
Pendaftar

- s.k. - Naib Canselor
- Timbalan Naib Canselor (Pembangunan)
 - Timbalan Naib Canselor (Penyelidikan dan Inovasi)
 - Timbalan Naib Canselor (Akademik dan Antarabangsa)
 - Timbalan Naib Canselor (Hal Ehwal Pelajar)
 - Pro-Naib Canselor (Kampus UTM Kuala Lumpur)
 - Pengarah Pusat Penyelidikan - Kampus Pagoh
 - Pegawai-pegawai Kanan/Dekan/Pengarah

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ADMINISTRATIVE CIRCULAR NO. 29/2018

ADOPTION OF SERVICE CIRCULAR NUMBER 4 OF 2017 ENHANCED TIME-PHASED WORKING HOURS (WBB) AT FEDERAL GOVERNMENT AGENCIES

Please be informed that the Board of Directors University Meeting No. 96 dated 14 March 2018 has endorsed the adoption of Service Circular No. 4 of 2017 relating to Enhanced Time-Phased Working Hours (WBB) at Federal Government Agencies.

2. Time-phased Working Hours (WBB) has been implemented in all Federal Government agencies commencing 1 June 2007 as stipulated in Service Circular No. 2 of 2007 and Service Circular Letter No. 3 of 2010. Additional Time-phased Working Hours for the month of Ramadan has been implemented through Service Circular Letter No. 1 of 2016.

3. In line with the transformation of the Public Service and continuous improvement efforts to enhance the service delivery system to the public, and to provide flexibility as accorded by Time-phased (WP) working hours, the Government has agreed to add another WP in the existing WBB schedule at all Federal Government agencies nationwide, involving 9.00 a.m. until 6.00 p.m. WBB has been developed to encompass Office Hours which starts from 7.30 a.m. to 6.00 p.m.

4. Hence, WBB for Universiti Teknologi Malaysia (UTM) will also be changed as a whole, in accordance with the time stipulated by the Government. Accordingly, the working hours of UTM staff as a whole will include a break on Thursday from 1.00 p.m. to 2.00 p.m.

5. To ensure the effectiveness of WBB, staff must make their respective WP planning by selecting a WBB schedule appropriate throughout the year. For WBB for the month of Ramadan, the officer is advised to choose a WBB appropriate for Ramadan via the UTM Flexible Working Hours System at <https://hrfin.utm.my> starting May 3, 2018.

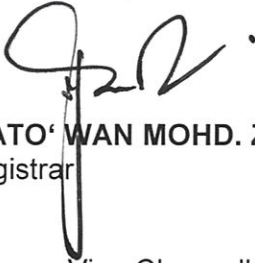
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6. As such, the entire University community is advised to take note of the adoption of this Service Circular. This Service Circular is effective from May 17, 2018 at the UTM level. Further information on the circular may be referred to the Services and Remuneration Section, Human Resource Division, Office of the Registrar, Universiti Teknologi Malaysia.

Thank you.

“Berkhidmat untuk Negara kerana Allah”

Best regards,



(DATO' WAN MOHD. ZAWAWI BIN WAN ABD. RAHMAN)
Registrar

- c.c. - Vice-Chancellor
- Deputy Vice-Chancellor (Development)
 - Deputy Vice-Chancellor (Research and Innovation)
 - Deputy Vice-Chancellor (Academic and International)
 - Deputy Vice-Chancellor (Student Affairs)
 - Pro-Vice-Chancellor (UTM Kuala Lumpur Campus)
 - Director, Research Centre, UTM-Pagoh Education Hub
 - Senior Officers/Deans/Directors