

# UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.02/10.12/2 Jld. 7 ( 26 )

14 April 2020  
20 Syaaban 1441

## PEKELILING PENTADBIRAN BIL. 22/2020

### PELANJUTAN TEMPOH PELAKSANAAN PERINTAH KAWALAN PERGERAKAN (PKP) HINGGA 28 APRIL 2020

Merujuk kepada Perutusan Khas Yang Amat Berhormat Perdana Menteri pada 10 April 2020, dimaklumkan bahawa tempoh Perintah Kawalan Pergerakan (PKP) akan dilanjutkan mulai 15 April 2020 hingga 28 April 2020.

2. Untuk memastikan pelanjutan tempoh PKP ini tidak menjejaskan perkhidmatan kritikal Universiti, sila rujuk Panduan Melaksanakan Tugas bagi Kumpulan Pengurusan & Profesional dan Pelaksana Ketika Pelaksanaan Perintah Kawalan Pergerakan (PKP), Panduan Keluar Masuk Kampus untuk Staf bagi Jenis Pekerjaan yang Tidak Bolah Dilaksanakan Dari Rumah Dalam Tempoh Perintah Kawalan Pergerakan (kemas kini 9 April 2020) dan Panduan Perkhidmatan Perlu (*Essential Services*) bagi Universiti Teknologi Malaysia di bawah Perintah Kawalan Pergerakan (PKP). Semua panduan tersebut boleh dimuat turun dari portal Jabatan Pendaftar melalui pautan <https://registrar.utm.my/panduanpkp/>

3. Bekerja dari rumah perlu dijadikan *the new normal* bagi seluruh warga Universiti dalam tempoh PKP ini. Sehubungan dengan itu, semua staf perlu memastikan tugas dan tanggungjawab sebagai staf UTM perlu diteruskan walaupun tidak berada secara fizikal di pejabat. Ketua Jabatan diminta membuat perancangan yang sewajarnya bagi memastikan perkhidmatan bukan perlu (*non essential services*) dapat diteruskan sepanjang tempoh PKP melalui kaedah bekerja dari rumah.

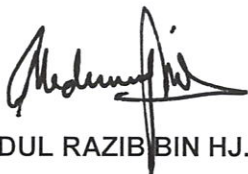
...2/-

4. Seluruh warga Universiti diminta bersama-sama menyokong usaha Kerajaan untuk memerangi wabak ini sehingga rantaian COVID-19 ini berjaya diputuskan. Sila patuhi arahan yang dikeluarkan oleh pihak berkuasa dari semasa ke semasa dan sentiasa amalkan kebersihan dan penjagaan kesihatan diri dan keluarga.

Sekian dimaklumkan, terima kasih.

**“Berkhidmat untuk Negara kerana Allah”**

Saya yang menjalankan amanah,



**(ABDUL RAZIB BIN HJ. SHAHUDDIN)**

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 UTM Pagoh
  - Pegawai-Pegawai Kanan/Dekan/Pengarah

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## ADMINISTRATIVE CIRCULAR NO. 22/2020

### EXTENSION OF THE MOVEMENT CONTROL ORDER (MCO) UNTIL 28 APRIL 2020

With reference to the announcement made by the Honorable Prime Minister on 10 April 2020, please be informed that the term of the Movement Control Order (MCO) is further extended from 15 April 2020 to 28 April 2020.

2. To ensure that the extension of the MCO does not adversely affect the University's critical services, please refer to the Guideline to Performing Tasks for Management & Professional and Support Groups during the Movement Control Order; Guideline on Entering and Leaving Campus for Staff involved with Work that Cannot be performed from Home during MCO (Updated 9 April 2020); and Guideline on Essential Services for UTM during MCO. These guidelines can be downloaded from the Registry Department portal through the link <https://registrar.utm.my/panduanpkp/>

3. Working from home should be the *new normal* for all University staff during the MCO. In this regard, all staff should ensure that their duties and responsibilities as UTM staff should continue even if they are not physically present in the office. The Head of Department is asked to plan accordingly to ensure that non-essential services can be continued throughout the MCO period by working from home.

4. All communities in the University are requested to jointly support the Government's efforts to combat the COVID-19 outbreak until the chain is broken. Please follow the instructions issued by the authorities from time to time and always maintain personal and family hygiene and health care.

Thank you.

**"Berkhidmat untuk Negara kerana Allah"**

I, who uphold trust,



(ABDUL RAZIB BIN HJ. SHAHUDDIN)  
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)
  - Director Research Centre – UTM Pagoh
  - Senior Officers / Deans / Directors