

# UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.02/10.12/2 Jld. 7 ( 45 )

3 Ogos 2020  
13 Zulhijjah 1441

## PEKELILING PENTADBIRAN BIL. 41/2020

### PANDUAN BEKERJA STAF DALAM TEMPOH PERINTAH KAWALAN PERGERAKAN PEMULIHAN (PKPP)

Sepertimana telah dimaklumkan melalui Pekeliling Pentadbiran Bil. 36/2020 bertarikh 10 Jun 2020, mulai 1 Ogos 2020 semua staf perlu hadir ke pejabat dan tidak lagi dibenarkan bekerja dari rumah. Selaras dengan perkembangan terkini situasi COVID-19 di Malaysia, Universiti telah bersetuju untuk melanjutkan tempoh kebenaran bekerja dari rumah sehingga 31 Ogos 2020 selaras dengan tempoh Perintah Kawalan Pergerakan Pemulihan (PKPP) yang ditetapkan oleh Kerajaan Malaysia. Pindaan peratus kehadiran staf ke pejabat sehingga 31 Ogos 2020 adalah seperti berikut:

Bil.	Tempoh	Peratus Kehadiran
1.	10 – 30 Jun 2020	Minimum 75%
2.	1 – 31 Ogos 2020	Minimum 90%
3.	Mulai 1 September 2020	100% atau tertakluk kepada arahan terbaharu oleh kerajaan selepas tamat tempoh PKPP

2. Staf perlu mengisi Borang Permohonan Bekerja Dari Rumah dan kelulusan adalah tertakluk kepada Ketua Pusat Tanggungjawab (PTJ) masing-masing. Pertimbangan bekerja dari rumah adalah terhad kepada masalah penjagaan anak sahaja. Tujuan-tujuan lain adalah tidak dibenarkan dan staf perlu memohon cuti rehat atau lain-lain cuti yang bersesuaian.


3. Sebarang tempoh pelanjutan selepas 31 Ogos 2020 adalah tertakluk kepada arahan Kerajaan dan akan dimaklumkan oleh Universiti dari semasa ke semasa.

4. Rangkaian COVID-19 masih belum putus sepenuhnya di Malaysia, oleh itu, semua warga Universiti diingatkan untuk terus memastikan langkah keselamatan seperti memakai pelitup muka di tempat awam yang sesak, mengamalkan penjarakan fizikal, kerap mencuci tangan dan menggunakan *hand sanitizer*.

Sekian, 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

# UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.02/10.12/2 Jld. 7 ( 45 )

3 August 2020  
13 Zulhijjah 1441

## ADMINISTRATIVE CIRCULAR NO. 41/2020

### PANDUAN BEKERJA STAF DALAM TEMPOH PERINTAH KAWALAN PERGERAKAN PEMULIHAN (PKPP) STAFF WORKING GUIDE DURING THE RECOVERY MOVEMENT CONTROL ORDER (RMCO)

As notified earlier through Administrative Circular No. 36/2020 dated 10 June 2020, beginning 1 August 2020 all staff are required to be present at the office and no longer allowed to work from home. Nevertheless, with the latest developments in the COVID-19 situation in Malaysia, the University has agreed to extend the permission to work from home until 31 August 2020. This is in accordance to the Recovery Movement Control Order (RMCO) set by the Government of Malaysia. Amendments to the percentage of staff attendance at the office until 31 August 2020 are as follows:

No.	Period	Percentage of Attendance
1.	10 – 30 June 2020	Minimum 75%
2.	1 – 31 August 2020	Minimum 90%
3.	From 1 September 2020	100% or subject to the latest instruction by the government upon the expiration of RMCO

2. Staff must complete the Work from Home Application Form and is subject to the approval from the respective Head of Responsibility (PTJ). Consideration given for working from home is limited to problems related to childcare only. Other reasons will not be considered and staff need to apply for leave or other appropriate leave.

3. Any extension period after 31 August 2020 is subject to the Government's directive and will be notified by the University from time to time.

4. The chain of infection of COVID-19 in Malaysia is not yet fully broken. Therefore, all community in the University are reminded to ensure that safety measures are continuously undertaken such as wearing face masks in crowded public places, practicing social distancing, frequent hand washing and using hand sanitizer.

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

ND/mhymt/kma/2020