

UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.01/10.12/2 (24)

20 Mei 2021
8 Syawal 1442

PEKELILING PENTADBIRAN BIL. 20/2021

PELAKSANAAN PERINTAH KAWALAN PERGERAKAN DIPERKETATKAN (PKPD) DAN PENANGGUHAN PENGOPERASIAN PERKHIDMATAN SECARA FIZIKAL DI SELURUH KAMPUS UTM JOHOR BAHRU

Majlis Keselamatan Negara (MKN) telah mengeluarkan pewartaan pelaksanaan **Perintah Kawalan Pergerakan Diperketatkan (PKPD) bagi Kampus UTM Johor Bahru mulai 21 Mei 2021 (Jumaat) hingga 3 Jun 2021 (Khamis)** ini. Selaras dengan arahan ini, Mesyuarat Jawatankuasa Pengurusan Universiti pada 19 Mei 2021 telah bersetuju untuk **menangguhkan pengoperasian perkhidmatan secara fizikal di seluruh Kampus UTM Johor Bahru bermula 20 Mei 2021 (Khamis) hingga 7 Jun 2021 (Isnin)**.

2. Sepanjang tempoh PKPD bermula 21 Mei 2021 (Jumaat) hingga 3 Jun 2021 (Khamis), staf adalah **TIDAK DIBENARKAN** untuk hadir ke pejabat dan semua penyampaian perkhidmatan akan dilaksanakan sepenuhnya secara dalam talian.
3. Semua staf (Akademik & PPP) dikehendaki untuk membuat permohonan bekerja dari rumah (BDR) melalui aplikasi UTMSmart atau Portal MyUTM dan **WAJIB** merekod kehadiran harian melalui aplikasi UTMSmart. Kegagalan berbuat demikian akan menjejaskan rekod kehadiran staf.
4. Sepanjang tempoh PKPD ini, staf adalah tertakluk kepada **Panduan Pelaksanaan PKPD di UTM** yang boleh dicapai melalui web Jabatan Pendaftar <https://registrar.utm.my/panduanpkp/>. Sejurus tamat tempoh PKPD, bermula **4 Jun 2021 (Jumaat)** kesemua panduan/peraturan yang berkaitan dengan pelaksanaan operasi Universiti dalam tempoh PKPD yang sedang berkuat kuasa akan terus terpakai. Semua staf diminta merujuk kepada panduan/peraturan tersebut bagi memastikan operasi Universiti dapat diteruskan dengan sebaik mungkin.
5. Ketua PTJ diminta untuk memastikan staf di PTJ masing-masing mematuhi Panduan Pelaksanaan PKPD dan lain-lain arahan yang dikeluarkan oleh MKN dan/atau Universiti dari semasa ke semasa.

6. Bilik Gerakan dan Bilik Operasi PKPD Universiti akan beroperasi 24 jam untuk memantau dan menguruskan kawalan sepanjang tempoh PKPD.

Bilik Gerakan PKPD di Rumah Alumni UTM	07-5536085
Bilik Operasi PKPD di Balai Keselamatan UTM	07-5530014

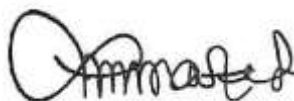
7. Semua warga Universiti adalah diingatkan untuk sentiasa mengamalkan 3W (*wash, wear & warn*) dan mengelakkan 3S (sesak, sempit & sembang jarak dekat) serta patuhi semua Prosedur Operasi Standard (SOP) yang telah ditetapkan oleh Majlis Keselamatan Negara dalam membendung penularan wabak COVID-19.

Sekian, terima kasih.

"Prihatin Rakyat: Darurat Memerangi COVID-19"

"Berkhidmat untuk Negara kerana Allah"

Saya yang menjalankan amanah,



(PROF. DATUK TS. DR. AHMAD FAUZI BIN ISMAIL)

Naib Canselor

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

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ADMINISTRATIVE CIRCULAR NO. 20/2021

IMPLEMENTATION OF ENHANCED MOVEMENT CONTROL ORDER (EMCO) AND SUSPENSION OF PHYSICAL SERVICE OPERATION THROUGHOUT UTM JOHOR BAHRU CAMPUS

The National Security Council (NSC) has issued a gazette on the implementation of the **Enhanced Movement Control Order (EMCO)** for **UTM Johor Bahru Campus from 21 May 2021 (Friday) to 3 June 2021 (Thursday)**. In line with this directive, the University Management Committee Meeting on 19 May 2021 has agreed to **suspend the operation of all physical services throughout UTM Johor Bahru Campus from 20 May 2021 (Thursday) to 7 Jun 2021 (Monday)**.

2. During the EMCO period from 21 May 2021 (Friday) to 3 June 2021 (Thursday), staff are **NOT ALLOWED** to be present at the office and all service delivery will be done entirely online.
3. All staff (Academic & PPP) are required to apply for work from home (WFH) using the UTMSmart application or MyUTM Portal and recording daily attendance in the UTMSmart application is **COMPULSORY**. Failure to do so will affect staff attendance records.
4. During this EMCO period, staff are subjected to **EMCO Implementation Guide in UTM** which can be accessed through the Registrar's Department website <https://registrar.utm.my/panduanpkp/>. Upon the expiration of the EMCO period, starting **4 June 2021 (Friday)** all guidelines/regulations related to the implementation of the University's operations during the MCO period that is still enforced will continue to apply. All staff are required to refer to the guidelines/rules to ensure that the University's operations can continue as best as possible.
5. Heads of PTJs are required to ensure that staff at each PTJ comply with the EMCO Implementation Guide and other instructions issued by the NSC and/or the University from time to time.

6. The University's EMCO Operations Rooms will operate 24 hours a day to monitor and manage the movement orders throughout the EMCO period.

EMCO Command Centre at UTM Alumni House	07-5536085
EMCO Command Centre at UTM Security Office	07-5530014

7. All University residents are reminded to always practice 3W (wash, wear & warn) and avoid 3C (confined space, crowded area & close conversation) as well as adhere to all Standard Operating Procedures (SOP) set by the National Security Council in curbing the spread of COVID-19.

Thank you.

"Prihatin Rakyat: Darurat Memerangi COVID-19"

"Berkhidmat untuk Negara kerana Allah"

I, who uphold trust,



(PROF. DATUK TS. DR. AHMAD FAUZI BIN ISMAIL)

Vice-Chancellor

- c.c. - Deputy Vice-Chancellor (Development)
- Deputy Vice-Chancellor (Research and Innovation)
 - Deputy Vice-Chancellor (Academic and International)
 - Deputy Vice-Chancellor (Student Affairs)
 - Registrar
 - Pro-Vice-Chancellor (UTM Kuala Lumpur Campus)
 - Director of Research Centre - UTM Pagoh
 - Senior Officers/Dean/Director