

UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.01/10.12/2 (28)

25 Mei 2021
13 Syawal 1442

PEKELILING PENTADBIRAN BIL. 24/2021

PEMAKAIAN PEKELILING PERKHIDMATAN BILANGAN 10 TAHUN 2019 PENGUKUHAN PELAKSANAAN PEMBERIAN ELAUN DALAM PERKHIDMATAN AWAM

Sukacita dimaklumkan bahawa Mesyuarat Lembaga Pengarah Universiti Bilangan 112 bertarikh 5 Mei 2021 telah meluluskan pemakaian Pekeliling Perkhidmatan Bilangan 10 Tahun 2019 berkenaan Pengukuhan Pelaksanaan Pemberian Elaun Dalam Perkhidmatan Awam.

2. Pekeliling ini adalah bertujuan memperkemaskan pelaksanaan pemberian elaun dan jenis elaun dalam perkhidmatan awam berdasarkan:

- (i) imbuhan tetap atau bayaran imbuhan yang diberi berasaskan kriteria kos sara hidup seperti Imbuhan Tetap Perumahan atau Bayaran Imbuhan Sara Hidup;
- (ii) elaun atau bayaran balik yang diberi berasaskan kriteria tanggungjawab tambahan dan bayaran balik perbelanjaan seperti Elaun Tanggungjawab Khas Pemandu atau Bayaran Balik Letak Kenderaan; dan
- (iii) bayaran insentif yang diberi berasaskan kriteria-kriteria risiko kerja, kesusahan, kepakaran, kemahiran atau kompetensi tambahan, keanehan atau kejelikan tugas, kepentingan pengendalian sesuatu perkhidmatan dan galakan seperti Bayaran Insentif Juruterbang atau Bayaran Insentif Tugas Kewangan.

3. Pekeliling ini juga meminda sebanyak 63 nama elaun tanpa melibatkan sebarang perubahan kadar. Ia boleh dirujuk pada Lampiran A pada pekeling tersebut. Terdapat 143 elaun yang masih berkuat kuasa seperti di Lampiran C. Pemansuhan elaun yang dinyatakan dalam Pekeliling ini pada asalnya melibatkan salah satu elaun yang diguna pakai di UTM iaitu Bayaran Insentif Perkhidmatan Kritikal (BIPK); namun selaras dengan pelaksanaan Surat Edaran Jabatan Perkhidmatan Awam (SE JPA) rujukan JPA. SARAAN(S)63/158 Jld. 15 (16) bertarikh 9 Januari 2020, Kerajaan telah bersetuju untuk mengekalkan pembayaran BIPK sehingga kajian semula dilaksanakan oleh pihak-pihak yang terlibat. Berdasarkan keputusan ini, pemberian BIPK kepada lantikan baharu mulai 1 Januari 2020 bagi 33 skim perkhidmatan yang diperuntukkan BIPK adalah dikekalkan.

4. Bagi memastikan urusan pelaksanaan pemberian elaun perkhidmatan awam yang kemas dan teratur, syarat umum kelayakan pembayaran telah diseragamkan bagi elaun-elaun seperti di Lampiran D. Melalui penyeragaman ini, pembayaran elaun akan terhenti mulai hari pertama apabila pegawai berada dalam keadaan berikut:

- (i) Cuti Tanpa Gaji (termasuk Cuti Belajar Tanpa Gaji);
- (ii) Cuti Separuh Gaji (termasuk Cuti Belajar Separuh Gaji);
- (iii) Kursus (termasuk Cuti Belajar Bergaji Penuh) yang tempohnya melebihi 92 hari termasuk Hari Rehat Mingguan, Hari Kelepasan Mingguan dan Hari Kelepasan Am;
- (iv) Cuti Rehat yang tempohnya melebihi 28 hari berturut-turut termasuk Hari Rehat Mingguan, Hari Kelepasan Mingguan dan Hari Kelepasan Am;
- (v) Cuti selain daripada Cuti Rehat, yang tempohnya melebihi 28 hari berturut-turut termasuk Hari Rehat Mingguan, Hari Kelepasan Mingguan dan Hari Kelepasan Am;
- (vi) Kombinasi mana-mana jenis cuti yang tempohnya melebihi 28 hari berturut-turut termasuk Hari Rehat Mingguan, Hari Kelepasan Mingguan, Hari Kelepasan Am dan hari-hari tidak hadir bekerja tanpa kebenaran; atau
- (vii) Menjalankan tugas rasmi selain daripada tugas hakiki atas arahan Ketua Jabatan yang tempohnya melebihi 92 hari berturut-turut.

5. Pekeliling ini adalah berkuat kuasa mulai **1 Januari 2020**.

6. Sehubungan dengan itu, seluruh warga Universiti adalah diminta untuk mengambil maklum mengenai pemberian Pengukuhan Pelaksanaan Pemberian Elaun Dalam Perkhidmatan Awam. Maklumat lanjut berhubung Pekeliling boleh dimuat turun melalui Sistem UTMHR <https://hrfin.utm.my/smu> atau merujuk kepada Seksyen Perkhidmatan & Saraan, Bahagian Sumber Manusia, Jabatan Pendaftar, Universiti Teknologi Malaysia.

Sekian dimaklumkan, terima kasih.

“Prihatin Rakyat: Darurat Memerangi COVID-19”

“Berkhidmat untuk Negara kerana Allah”

Saya yang menjalankan amanah,



(NOR AZIZAH BINTI ISMAIL)
Menjalankan Tugas 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

NS/saah/kma

UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.01/10.12/2 (28)

25 May 2021
13 Syawwal 1442

ADMINISTRATIVE CIRCULAR NO. 24/2021

APPLICATION OF SERVICE CIRCULAR NUMBER 10 OF 2019 IN STRENGTHENING THE IMPLEMENTATION OF ALLOWANCE ADMINISTRATION IN PUBLIC SERVICE

We are pleased to inform that the University Board of Directors Meeting No. 112 dated 5 May 2021 has approved the application of Service Circular No. 10 of 2019 regarding the Strengthening of the Implementation of Allowance Administration in Public Service.

2. The purpose of this circular is to streamline the implementation of allowance administration and types of allowances in public service based on:

- (i) fixed allowance or remuneration payment given based on cost of living criteria such as Fixed Housing Allowance or Subsistence Allowance Payment;
- (ii) allowances or claims based on additional responsibility criteria and expense claims such as Driver's Special Responsibility Allowance or Parking Claims; and
- (iii) incentive payments given based on job risk criteria, difficulty, expertise, additional skills or competencies, strangeness or ugliness of the task, importance of retaining a service and incentives such as Pilot Incentive Payment or Financial Task Incentive Payment.

3. This circular also amends a total of 63 names of allowances without involving any change in rates. It can be referred to in Appendix A to the circular. There are 143 allowances that are still in force as in Appendix C. The abolition of allowances stated in this Circular originally involved one of the allowances used in UTM, namely the Critical Service Incentive Payment (BIPK); but in line with the implementation of the Public Service Department Circular Letter (SE JPA) reference JPA. SARAAN (S) 63/158 Vol. 15 (16) dated 9 January 2020, the Government has agreed to maintain the payment of BIPK until the review is carried out by the parties involved. Based on this decision, the granting of BIPK to new appointments from 1 January 2020 for the 33 service schemes provided by BIPK is maintained.

4. To ensure the an orderly implementation of public service allowances, the general conditions of payment eligibility have been standardized for allowances as in Appendix D. Through this standardization, the payment of allowances will stop from the first day when officers are in the following circumstances:

- (i) Unpaid Leave (including Unpaid Study Leave);
- (ii) Half Salary Leave (including Half Salary Study Leave);
- (iii) Courses (including Full Paid Study Leave) lasting more than 92 days including Weekly Holidays, Weekly Off and Public Holidays;
- (iv) Annual leave lasting more than 28 consecutive days including Weekly Holidays, Weekly Off and Public Holidays;
- (v) Leave other than Annual Leave, the duration of which exceeds 28 consecutive days including Weekly Holidays, Weekly Off and Public Holidays;
- (vi) Combination of any type of leave with a duration of more than 28 consecutive days including Weekly Holidays, Weekly Off, Public Holidays and days off work without permission; or
- (vii) Performing official duties other than actual duties on the instructions of the Head of Department for a duration that exceeds 92 consecutive days.

5. This circular is effective from **1 January 2020**.

6. Therefore, all University staff are requested to take note of the Strengthening of the Implementation of Allowance Administration in the Public Service. Further information on the Circular can be downloaded from the UTMHR System <https://hrfin.utm.my/smu> or refer to the Services & Remuneration Section, Human Resources Division, Department of Registrar, Universiti Teknologi Malaysia.

Thank you.

“Prihatin Rakyat: Darurat Memerangi COVID-19”

“Berkhidmat untuk Negara kerana Allah”

I, who uphold trust,



(NOR AZIZAH BINTI ISMAIL)
Acting 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 of Research Centre - UTM Pagoh
 - Senior Officers/Dean/Director

NS/saah/kma