

UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.01/10.12/2 (29)

31 Mei 2021
19 Syawal 1442

PEKELILING PENTADBIRAN BIL. 25/2021

ARAHAN PELAKSANAAN PENUTUPAN PENUH SEKTOR SOSIAL DAN EKONOMI (*TOTAL LOCKDOWN*) BERKUAT KUASA MULAI 1 JUN 2021 HINGGA 14 JUN 2021

Merujuk kepada kenyataan media oleh Pejabat Perdana Menteri Malaysia pada 28 Mei 2021, Kerajaan telah membuat ketetapan bagi pelaksanaan **penutupan penuh sektor sosial dan ekonomi** atau "***total lockdown***" Fasa Pertama di seluruh negara bagi tempoh 14 hari bermula **1 Jun 2021 (Selasa) hingga 14 Jun 2021 (Isnin)**.

2. Sepanjang tempoh ini, **SEMUA sektor TIDAK DIBENARKAN** untuk beroperasi KECUALI sektor ekonomi dan perkhidmatan perlu (*essential economic and service sector*) yang disenaraikan oleh Majlis Keselamatan Negara (MKN). Semua staf adalah dikehendaki **100% bekerja dari rumah (BDR)** bagi bukan perkhidmatan perlu (tidak termasuk *frontliners* - keselamatan dan perubatan).

3. Namun begitu, kehadiran ke pejabat hanya boleh dibenarkan bagi **proses kerja yang tidak boleh dilaksanakan secara BDR** dengan **tidak melebihi 20%** dengan tujuan serta tatacara berikut:

- a) Pembayaran kontrak/ invois/ gaji;
- b) Penyelenggaraan/ keselamatan premis (makmal, bangunan);
- c) Pengurusan teknikal ICT bagi tujuan penyelenggaraan sistem dan mesyuarat atas talian;
- d) Penggiliran staf bagi tempoh maksimum 4 jam; (hadir mengikut keperluan; pulang setelah selesai tugas dan melaksanakan BDR); dan
- e) Kehadiran ke pejabat perlu melalui permohonan di portal *MyUTM* atau *UTMSmart* dengan kelulusan Ketua Jabatan.

Pergerakan dalam kampus adalah seperti mana yang ditetapkan oleh Majlis Keselamatan Negara (MKN) tertakluk kepada perubahan dari semasa ke semasa.

4. Pemantauan akan dilaksanakan dari semasa ke semasa dan tindakan sewajarnya akan diambil sekiranya berlaku sebarang ketidakpatuhan kepada arahan yang dikeluarkan.

Sebarang pengecualian arahan ini perlu mendapat kelulusan daripada pihak Pengurusan Universiti.

5. Sepanjang tempoh pelaksanaan penutupan penuh ini, staf adalah tertakluk kepada Panduan Pelaksanaan Bekerja dari Rumah (BDR) di UTM dan SOP PKP MKN yang berkaitan boleh dicapai melalui web Jabatan Pendaftar melalui <https://registrar.utm.my/panduanpkp/>.

6. Warga Universiti adalah dinasihatkan untuk terus mendisiplinkan diri dan sentiasa mematuhi SOP yang ditetapkan bagi memutuskan rantai jangkitan COVID-19. **Yang terbaik ialah duduk di rumah atau *STAY AT HOME*** untuk bersama-sama melandaikan lengkung jangkitan COVID-19.

7. Arahan perintah **penutupan penuh sektor sosial dan ekonomi** atau “**total lockdown**” Fasa Pertama di seluruh negara berkuat kuasa selama tempoh 14 hari bermula **1 Jun 2021 (Selasa) hingga 14 Jun 2021 (Isnin)** atau sehingga pihak Kerajaan mengeluarkan arahan terbaharu berkaitan.

Sekian, 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)
 - Pendaftar
 - Pro-Naib Canselor (Kampus UTM Kuala Lumpur)
 - Pengarah Pusat Penyelidikan-UTM Pagoh
 - Pegawai-pegawai Kanan/Dekan/Pengarah

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31 May 2021
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ADMINISTRATIVE CIRCULAR NO. 25/2021

FULL CLOSURE DIRECTIVE ON SOCIAL AND ECONOMICAL SECTORS DUE TO TOTAL LOCKDOWN EFFECTIVE FROM 1 JUNE 2021 TO 14 JUNE 2021

Referring to the media statement by the Office of the Prime Minister of Malaysia on 28 May 2021, the Government has decided to implement full closure of all social and economic sectors or Phase One "**total lockdown**" nationwide for a period of 14 days from **1 June 2021 (Tuesday) to 14 June 2021 (Monday)**.

2. During this period, **ALL sectors are NOT ALLOWED** to operate EXCEPT essential economic and service sectors listed by the National Security Council (NSC). For non-essential services, **100% of staff are required to work from home (WFH)** (excluding frontliners - security and medical).

3. However, attendance to the office can only be allowed **for work processes that cannot be performed by WFH and not exceeding 20%** based on the following purposes and procedures:
 - a) Payment of contracts/ invoices/ salaries;
 - b) Maintenance/ security of premises (laboratories, buildings);
 - c) ICT technical management for the purpose of system maintenance and online meetings;
 - d) Staff rotation for a maximum period of 4 hours; (attend as needed; return home after completing tasks and performing WFH); and
 - e) Attendance to the office must be applied through MyUTM or UTMSmart portal with the approval of the Head of Department.

Movement within the campus is subjected to changes from time and time by the National Security Council (NSC).

4. Monitoring will be carried out from time to time and appropriate action will be taken in the event of any non-compliance with the instructions issued. Any exception to this instruction must be approved by the University Management.

5. During the implementation period of this full closure, staff are subject to the Work from Home Implementation Guide (BDR) in UTM and the relevant SOP PKP MKN can be accessed through the website of the Registrar's Department via <https://registrar.utm.my/panduanpkp/>.

6. University community are advised to continue to be self-disciplined and always adhere to the SOPs to break the chain of COVID-19 infection. **It is best to sit at home or STAY AT HOME** to help flatten the COVID-19 infection curve.

7. The order for **full closure of the social and economic sectors** or Phase One “**total lockdown**” nationwide effective for a period of 14 days from **1 June 2021 (Tuesday) to 14 June 2021 (Monday)** or until the Government issues the latest relevant directive.

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)
 - Registrar
 - Pro-Vice-Chancellor (UTM Kuala Lumpur Campus)
 - Director of Research Centre - UTM Pagoh
 - Senior Officers/Dean/Director

NAI/NS/MRAR/kma