

UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.01/10.12/2 (35)

22 Jun 2021
11 Zulkaedah 1442

PEKELILING PENTADBIRAN BIL. 31/2021

PEMAKAIAN SURAT KETUA SETIAUSAHA NEGARA MALAYSIA BERKENAAN SUMBANGAN PENJAWAT AWAM MELALUI PENGURANGAN ELAUN DALAM MENDEPANI PANDEMIK COVID-19

Sukacita dimaklumkan bahawa Mesyuarat Khas Lembaga Pengarah Universiti Bil. 2/2021 bertarikh 17 Jun 2021 telah meluluskan pemakaian surat daripada Ketua Setiausaha Negara Malaysia, Jabatan Perdana Menteri dengan nombor rujukan JPA(S) 63/168/1 Jld. 3 (4) bertarikh 1 Jun 2021 mengenai Sumbangan Penjawat Awam Melalui Pengurangan Elaun Dalam Mendepani Pandemik COVID-19.

2. Kerajaan telah memutuskan pengurangan Imbuhan Tetap Kerajaan (ITK) dan Imbuhan Tetap Khidmat Awam (ITKA) kepada staf gred 29 ke atas hingga Kumpulan Pengurusan Tertinggi selama tiga (3) bulan bermula 1 Julai 2021 hingga 30 September 2021 sebagai tanda kebersamaan dan menyokong usaha Kerajaan bagi menangani keadaan semasa dengan sumbangan ke dalam Akaun Amanah Bencana. Kadar pengurangan adalah seperti berikut:

Bil	Gred	Kadar Sumbangan	Tempoh
1	Gred Utama A/ Gred Khas A dan setara ke atas	50% daripada ITK yang diterima	Julai, Ogos & September 2021 (tiga (3) bulan)
2	Gred Utama B/ Gred Khas B dan setara	20% daripada ITK yang diterima	
3	Gred Utama C/ Gred Khas C dan setara	10% daripada ITK yang diterima	
4	Gred 43-56 dan setara	5% daripada ITK/ ITKA yang diterima	
5	Gred 29-42 dan setara	RM10 daripada ITKA yang diterima	

3. Pelaksanaan pengurangan ITK dan ITKA akan dilaksanakan di Universiti dengan syarat berikut:

- (i) Pengurangan ITK/ ITKA dilaksanakan bagi staf lantikan tetap, kontrak (vot mengurus dan vot amanah) dan sementara.
- (ii) Pengecualian kepada Anggota Barisan Hadapan terdiri dari Petugas Kesihatan dan Bukan Kesihatan.
- (iii) Kadar pengurangan ITK/ ITKA berdasarkan kadar elaun yang diterima seperti elaun yang diterima semasa memangku.
- (iv) Pengurangan ITK/ ITKA kepada pegawai lantikan baharu yang melapor diri antara Julai hingga September akan dilaksanakan pengurangan mulai tarikh melapor diri hingga September 2021.
- (v) Kadar pengurangan kepada staf yang dipinjamkan dilaksanakan oleh agensi yang dipinjamkan, pegawai Cuti Tanpa Gaji tidak terlibat dalam pengurangan dan pegawai yang Cuti Separuh Gaji akan dikurangkan ITK/ ITKA mengikut kadar elaun yang diterima.
- (vi) Bagi Pegawai yang ingin membuat sumbangan tambahan, boleh membuat pindahan terus ke Akaun Amanah Bencana.
- (vii) Sumbangan dari Universiti Teknologi Malaysia ke Akaun Amanah Bencana akan disalurkan setelah selesai proses pengurangan pada September 2021.

4. Pelaksanaan pengurangan ITK/ ITKA ini adalah berkuat kuasa mulai **1 Julai 2021 hingga 30 September 2021.**

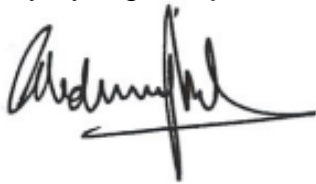
5. Sehubungan dengan itu, seluruh warga Universiti adalah diminta untuk mengambil maklum mengenai pelaksanaan Sumbangan Penjawat Awam Melalui Pengurangan Elaun Dalam Mendepani Pandemik COVID-19. Maklumat lanjut berhubung Pekeliling boleh dimuat turun melalui Sistem UTMHR <https://hrfin.utm.my/smu> atau 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,



(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

NS/saah/kma

UNIVERSITI TEKNOLOGI MALAYSIA

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ADMINISTRATIVE CIRCULAR NO. 31/2021

APPLICATION OF THE LETTER OF THE SECRETARY GENERAL OF MALAYSIA REGARDING THE CONTRIBUTION OF CIVIL SERVANTS THROUGH THE REDUCTION OF ALLOWANCES IN DEALING WITH THE COVID-19 PANDEMIC

We are pleased to inform that the Special Meeting of the University Board of Directors No. 2/2021 dated 17 June 2021 has approved the application of a letter from the Chief Secretary to the Government of Malaysia, Prime Minister's Department with reference number JPA (S) 63/168/1 Vol. 3 (4) dated 1 June 2021 on the Contribution of Civil Servants Through the Reduction of Allowances in the face of the COVID-19 Pandemic.

2. The Government has decided to reduce the Entertainment Fixed Allowance (ITK) and Public Service Fixed Allowance (ITKA) to staff grade 29 and above to the Top Management Group for three (3) months from 1 July 2021 to 30 September 2021 as a symbol of togetherness and support the Government's efforts to addressing the current situation with contributions into the Disaster Trust Account. The rate of reduction is as follows:

No	Grade	Contribution Rate	Duration
1	Premier Grade A/ Special Grade A and equivalent and above	50% of ITK received	July, August & September 2021 (three (3) months)
2	Premier Grade B/ Special Grade B and equivalent	20% of ITK received	
3	Premier Grade C/ Special Grade C and equivalent	10% of ITK received	
4	Grade 43-56 and equivalent	5% of ITK/ITKA received	
5	Grade 29-42 and equivalent	RM10 of ITK received	

3. The implementation of ITK and ITKA reduction will be implemented at the University with the following conditions:

- (i) Reduction of ITK/ ITKA implemented for permanent, contract (managing vote and trust vote) and temporary staff.
- (ii) Exceptions to Frontliners consisting of Health and Non-Health Officers.

- (iii) The ITK/ ITKA reduction rate is based on the rate of allowance received such as the allowance received while acting.
- (iv) Reduction of ITK/ ITKA to newly appointed officers who report between July to September will be implemented from the date of reporting until September 2021.
- (v) The reduction rate for seconded staff is implemented by the seconded agency, Unpaid Leave officers are not involved in the reduction and officers on Half Salary Leave will be reduced ITK/ ITKA according to the rate of allowance received.
- (vi) For Officers who wish to make additional contributions, can make a direct transfer to the Disaster Trust Account.
- (vii) Contributions from Universiti Teknologi Malaysia to the Disaster Trust Account will be channeled upon completion of the reduction process in September 2021.

4. The implementation of this ITK/ ITKA reduction is effective from **1 July 2021 to 30 September 2021**.

5. Therefore, all University staff are requested to take note of the implementation of the Contribution of Civil Servants through the Reduction of Allowances in the Face of the COVID-19 Pandemic. Further information on the Circular can be downloaded through the UTMHR System <https://hrfin.utm.my/smu> or refer to the Services & Remuneration Section, Human Resources Division, Registrar's Department, Universiti Teknologi Malaysia.

Thank you.

“Prihatin Rakyat: Darurat Memerangi COVID-19”

“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 Campus)
 - Director of Research Centre - UTM Pagoh
 - Senior Officers/Dean/Director

NS/saah/kma