

UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.01/10.12/2 (69)

13 Mac 2022
10 Syaaban 1443

PEKELILING PENTADBIRAN BIL. 9/2022

PENSTRUKTURAN SEMULA JABATAN TIMBALAN NAIB CANSOLOR PEMBANGUNAN (JTNCP) MELIBATKAN JABATAN HARTA BINA (JHB) KE ARAH PENUBUHAN BAHAGIAN PENGURUSAN ASET (BPA) SELARAS DENGAN POLISI PENGURUSAN ASET TAK ALIH UNIVERSITI

Sukacita dimaklumkan bahawa merujuk kepada keputusan Mesyuarat Jawatankuasa Pengurusan Universiti Bil. 2 Tahun 2022 bertarikh 24 Januari 2022 telah bersetuju meluluskan cadangan penstrukturan semula Jabatan Timbalan Naib Canselor (Pembangunan) yang melibatkan Jabatan Harta Bina (JHB) ke arah penubuhan Bahagian Pengurusan Aset (BPA).

2. Tujuan penstrukturan ini adalah untuk memastikan pelaksanaan dan pengurusan aset tak alih Universiti dapat diperkasakan secara menyeluruh dan lebih efisien. Penstrukturan ini akan melibatkan perkara seperti berikut:

- 2.1 Penstrukturan semula carta organisasi Jabatan Timbalan Naib Canselor (Pembangunan) boleh didapati melalui laman web <https://www.utm.my/office-dvcdev/tncp/>.
- 2.2 Struktur organisasi Jabatan Timbalan Naib Canselor (Pembangunan) merangkumi 5 bahagian utama iaitu:
 - 2.2.1 Pejabat Timbalan Naib Canselor (Pembangunan)
 - 2.2.2 Bahagian Pemajuan;
 - 2.2.3 Bahagian Pengurusan Aset;
 - 2.2.4 Pejabat Persekitaran, Keselamatan dan Kesihatan Pekerjaan
 - 2.2.5 Pejabat Timbalan Naib Canselor Pembangunan (UTMKL)

2.3 Penubuhan Bahagian Pengurusan Aset merupakan penstrukturan Bahagian Pengurusan Perniagaan dan Jabatan Harta Bina yang akan merangkumi empat (4) Seksyen iaitu:

2.3.1 Seksyen Pengurusan Harta Tanah;

2.3.2 Seksyen Pengurusan Fasiliti;

2.3.3 Seksyen Perkhidmatan dan Penjanaan; dan

2.3.4 Seksyen Perkhidmatan Teknikal dan Penyenggaraan.

2.4 JHB akan distrukturkan semula kepada Seksyen Pengurusan Fasiliti dan Seksyen Perkhidmatan Teknikal dan Penyenggaraan di bawah BPA mengikut fungsi Polisi Pengurusan Aset Tak Alih (PPATA).

2.5 Pemusatan secara strategik semua urusan kewangan, sumber manusia, pentadbiran am dan perundangan di bawah penyeliaan Ketua Pentadbiran Jabatan Timbalan Naib Canselor (Pembangunan).

3. Penstrukturan ini adalah berkuat kuasa pada 1 Februari 2022. Sehubungan dengan itu, semua staf adalah diminta mengambil maklum berkaitan penstrukturan fungsi ini.

Sekian, terima kasih.

“WAWASAN KEMAKMURAN BERSAMA 2030”

“BERKHIDMAT UNTUK NEGARA KERANA ALLAH”

Saya yang menjalankan amanah,



(NOR AZIZAH BINTI ISMAIL)

Pendaftar

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

NH/nsh/ra

UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.01/10.12/2 (69)

8 March 2022
5 Syaaban 1443

ADMINISTRATIVE CIRCULAR NO. 9/2022

RESTRUCTURING THE DEPARTMENT OF DEPUTY VICE -CHANCELLOR FOR DEVELOPMENT INVOLVING THE DEPARTMENT OF PROPERTY TOWARDS THE ESTABLISHMENT OF THE ASSET MANAGEMENT DIVISION IN LINE WITH THE UNIVERSITY'S PERMANENT ASSET MANAGEMENT POLICY

Please be informed that the decision of the University Management Committee Meeting No. 2 of 2022 dated 24 January 2022 has agreed to approve the proposed restructuring of the Department of the Deputy Vice Chancellor (Development) involving the Department of Property towards the establishment of the Asset Management Division.

2. The purpose of this restructuring is to ensure that the implementation and management of the University's permanent assets can be strengthened comprehensively and more efficiently. This restructuring will involve the following:

- 2.1 The restructuring of the organization chart of the Department of the Deputy Vice-Chancellor (Development) can be found in the following website <https://www.utm.my/office-dvcdev/tncp/>.
- 2.2 The organizational structure of the Department of the Deputy Vice Chancellor (Development) includes 5 main parts, namely:
 - 2.2.1 Office of the Deputy Vice Chancellor (Development)
 - 2.2.2 Advancement Division;
 - 2.2.3 Asset Management Division;
 - 2.2.4 Office of the Environment, Occupational Safety and Health
 - 2.2.5 Office of the Deputy Vice-Chancellor for Development (UTMKL)

- 2.3 The establishment of the Asset Management Division is the structuring of the Business Management Division and the Property Department which will include four (4) Sections, namely:
- 2.3.1 Property Management Section;
 - 2.3.2 Facility Management Section;
 - 2.3.3 Services and Generation Section; and
 - 2.3.4 Technical Services and Maintenance Section.
- 2.4 The Property Department will be restructured into a Facilities Management Section and Technical Services and Maintenance Section under the Asset Management Division in accordance with the functions of the Permanent Asset Management Policy.
- 2.5 Strategic centralization of all financial affairs, human resources, general administration and legislation under the supervision of the Head of Administration of the Department of the Deputy Vice Chancellor (Development).
3. This restructuring is effective on 1 February 2022. Accordingly, all staff are requested to take note of the structuring of this function.

Thank you.

“WAWASAN KEMAKMURAN BERSAMA 2030”

“BERKHIDMAT UNTUK NEGARA KERANA ALLAH”

I, who uphold trust,



(NOR AZIZAH BINTI ISMAIL)

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 UTM Pagoh Campus
 - Senior Officers/ Deans/ Directors

NH/nsn/ra