

PEKELILING PENTADBIRAN UTM KUALA LUMPUR BIL. 2/2020

ARAHAN BEKERJA DARI RUMAH MULAI 22 OKTOBER 2020 SEHINGGA TEMPOH PERINTAH KAWALAN PERGERAKAN BERSYARAT (PKPB) TAMAT

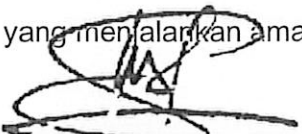
Merujuk kepada Sidang Khas Majlis Keselamatan Negara (MKN) yang dipengerusikan oleh YAB Perdana Menteri pada 20 Oktober 2020 telah memutuskan bahawa semua pekerja sama ada di sektor awam mahupun swasta di bahagian pengurusan dan pengawasan di kawasan Perintah Kawalan Pergerakan Bersyarat (PKPB) tidak perlu untuk hadir ke pejabat dan hanya bekerja dari rumah atau *Work From Home* (WFH) berkuat kuasa pada 22 Oktober 2020 sehingga tempoh PKPB tamat.

2. Sehubungan dengan itu, pihak pengurusan UTM Kuala Lumpur telah memutuskan bahawa Pekeliling Pentadbiran UTM Kuala Lumpur Bil.1/2020 masih berkuat kuasa dengan beberapa pindaan:

- i. Kebenaran peratusan maksimum penggiliran tugas sebanyak 25% yang dikuatkuasakan sebelum ini adalah **dihadkan kepada staf yang terlibat dengan proses kerja yang memerlukan keberadaannya di pejabat seperti urusan kewangan, pengurusan, dan kebajikan sahaja**. Staf perlu mendapatkan kelulusan daripada Ketua Pusat Tanggungjawab (PTJ) terlebih dahulu serta mengemukakan permohonan pergerakan staf di pautan my.utm.my atau aplikasi UTMSmart; dan
 - ii. Bagi staf yang **menetap di zon merah adalah tidak dibenarkan untuk hadir** ke kampus. Sekiranya terdapat keperluan yang mustahak untuk hadir ke kampus, staf dikehendaki untuk mematuhi *Standard Operating Procedure* (SOP) dan arahan yang sedang dikuatkuasakan oleh pihak Kerajaan.
3. Semua warga UTMKL adalah sentiasa diingatkan untuk mematuhi semua SOP yang telah ditetapkan dan cakna terhadap sebarang pemakluman rasmi Majlis Keselamatan Negara (MKN).

Sekian, harap maklum dan terima kasih.

Saya yang menandatangani amanah,



(PROF. DR. SHAMSUL BIN SAHIBUDDIN)

Pro-Naib Canselor (Kampus UTM Kuala Lumpur)

- 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
Ketua Pentadbiran UTM Kuala Lumpur

UTM KUALA LUMPUR ADMINISTRATIVE CIRCULAR NO. 2/2020

**INSTRUCTION TO WORK FROM HOME EFFECTIVE 22nd OCTOBER 2020 UNTIL
THE END OF CONDITIONAL MOVEMENT CONTROL ORDER PERIOD**

Referring to a Special Session of the National Security Council (NSC) chaired by the Prime Minister on 20th October 2020, it was decided that all staff in public and private sectors in the division of management and surveillance at the areas of Conditional Movement Control Order (CMCO) are not required to come to the office and to perform Work From Home (WFH) effective 22nd October 2020 until the end of the CMCO period.

2. With regards to that, the management of UTM Kuala Lumpur has decided that the UTM Kuala Lumpur Administrative Circular No.1/2020 remains in force with several amendments as follows:

- i. The rotation permission of 25% maximum percentage that was previously enforced is **limited to staff in which his presence is required in performing office work such as financial matters, management, and welfare**. Staff must first obtain approval from the Head of Department and fill up staff movement applications through my.utm.my link or UTMSmart applications; and
 - ii. Staff residing in the **red zone are not allowed to enter the campus**. In the event of an urgent requirement to be present on campus, staff are required to comply with the Standard Operating Procedure (SOP) and instructions that are being enforced by the Government.
3. All UTMKL staff are constantly reminded to comply with all SOPs and any official notifications from the National Security Council (NSC).

Please be informed and thank you.

I, who uphold the trust,



(PROF. DR. SHAMSUL BIN SAHIBUDDIN)

Pro-Vice-Chancellor (UTM Kuala Lumpur Campus)

- c.c. Deputy Vice-Chancellor (Development)
Deputy Vice-Chancellor (Research & Innovation)
Deputy Vice-Chancellor (Academic & International)
Deputy Vice-Chancellor (Student Affairs)
Registrar
Chief of Administration, UTM Kuala Lumpur