



MANAGEMENT SERVICES DIVISION

IIUM/202/4/1

20th February 2023

All Deans / Directors
Kulliyahs / Divisions / Centres / Institutes / Offices / Mahallahs
International Islamic University Malaysia

Dear YBhg. Dato'/Prof./Dr./Sir/Madam,

Assalamualaikum wa rahmatullahi wa barakatuh

STAFF SERVICE CIRCULAR NO. 3/2023

ADOPTION OF THE TREASURY CIRCULAR 1PP - WP1.4 (REVISION EFFECTIVE ON 1ST JANUARY 2022) ON THE RATES AND CONDITIONS OF ALLOWANCE CLAIM, FACILITIES AND PAYMENT TO PUBLIC SERVICE OFFICERS FOR PERFORMING OFFICIAL DUTIES

1. OBJECTIVE

The objective of this circular is to inform all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices / Mahallahs on the adoption of the Treasury Circular 1PP - WP1.4 (Revision Effective on 1st January 2022) on the Rates and Conditions of Allowance Claim, Facilities and Payment to Public Service Officers for Performing Official Duties.

2. BACKGROUND

- 2.1 At present, the rate of allowance claim, flight entitlement and benefits for performing official duty is stipulated in the Treasury Circular 1PP - WP 1.4 as endorsed by the Staff Service Committee Meeting No. 4/2020 held on 14th September 2020. The implementation took effect on 1st October 2020.
- 2.2 The Government had revised the Treasury Circular No. 1PP - WP 1.4 (Revision effective on 1st January 2022). The revision includes increased rate of Lodging Allowance, flight entitlement and benefits for performing official duty.
- 2.3 Prior to recommending the WP1.4 for adoption by the University, two (2) meetings on 26th July 2022 and 16th November 2022 were held between the Finance Division and Management Services Division in order to highlight the list of allowances that are still applicable for implementation as well as to exclude the allowances that have not been adopted by the University.

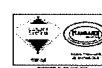


3. DECISION

3.1 The Staff Service Committee (SSC) Meeting No. 4/2022 held on 22nd December 2022 approved as follows:-

- i) The adoption of the Treasury Circular No. 1PP - WP 1.4 (Revision effective on 1st January 2022) with regards to the rates and conditions of allowance claim, facilities and payment to public service officers for performing official duties **with modifications to suit IIUM's needs and suitability, subject to financial capabilities of the University.** Details are as follows:-

No.	Item & Description 1PP - WP 1.4 (Revision 01.01.2022)	Approved modification
1.	<p>7.1 Flight entitlement:</p> <p>- Domestic Flights i) 53 and above - Business ii) 52 and below - Economy</p> <p>- Overseas flight i) JUSA/Special - 1st Class Grade A & above ii) 53 to JUSA/ Special Grade B - Business iii) 52 and below - Economy</p>	<p>To maintain the decision of SSC Meeting No. 1/2014 as follows:</p> <p>- Domestic Flights i) JUSA/Special - Business Grade B & above ii) JUSA/Special - Economy Grade C & below</p> <p>- Overseas flight i) JUSA/Special - 1st Class Grade A & above ii) JUSA/Special - Business Grade B & below iii) 54 and below - Economy</p>
2.	<p>7.5 All air travel should be carried out using the National Aviation System (referring to Malaysia Airlines – MAS). However, staff may also choose to use another airline service as approved by the Government as stated in General Circular No. 3 Year 2013 and Treasury Circular WP2.5 and its amendments made from time to time.</p>	<p>All air travel should be based on the cheapest rate instead of type of flight in order to support the University on prudent spending by reducing the public expenditure.</p>
3.	<p>11 Staff or retirees who are invited to attend Award Ceremony to receive Medals, Federal or State Honors are eligible to claim allowances, facilities and payments as if he is on official duty. For retirees, the rates of allowance claims are according to the latest salary grade prior to his retirement.</p>	<p>The benefit is applicable to staff only.</p>



No.	Item & Description IPP - WP 1.4 (Revision 01.01.2022)	Approved modification
4.	12 Two (2) invited guests who attended the Award Ceremony to receive Medals or Honors of a staff are also eligible to claim allowances, facilities and payments in accordance to their eligibility. For retirees, the rates of allowance claims are according to the latest salary grade prior to his retirement.	The benefit is applicable to staff only.
5.	13 Any representative and two (2) invited guests who attended the Awarding Ceremony to receive Posthumous Medals or Honors are eligible to claim allowances, facilities and payments in accordance to the deceased staff's eligibility.	The benefit is applicable to one (1) representative of deceased staff only.
6.	14 Travelling fee for placement of first appointment for the purpose of report for duty.	Not applicable.
7.	5.1.1 - Food Allowance 5.3.1 - Hotel Rental Fee 5.5.1 - Driver Assistance Allowance 6.1.1 - Food and Daily Allowance 7.1 - Flight Facilities	The allowances for Grade 56 which is not available in WP 1.4 (Revision effective on 1st January 2022) is to be placed under Grade 54.

- ii) The above revised rates and conditions of allowance claim, facilities and payment to public service officers for performing official duties is extended to other schemes of service established by IIUM in accordance to the relevant equivalent grades, i.e. Academic Fellow, Research Fellow and Clinical Nursing Instructor.

3.2 The effective date of implementation is **1st January 2023**.

3.3 With the issuance of this circular, the MSD Service Circular No. 17/2020 is superseded.

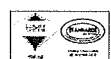
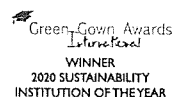
All Deans/Directors are kindly required to disseminate this information to all relevant staff at the Kuliyah/Centre/Division/Institute/Offices/Mahallahs.

Thank you. Wassalam.

"Leading the Way"



FAZIDAH HJ. BAKHTIAR
Executive Director
Management Services Division



c.c. : Rector
 : Deputy Rector (Academic and Internationalisation)
 : Deputy Rector (Responsible Research and Innovation)
 : Deputy Rector (Student Development and Community Engagement)
 : Executive Director (Finance Division)
 : Executive Director (Development and Planning)
 : Campus Director, IIUM Kuantan Campus
 : Legal Adviser

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