



MANAGEMENT SERVICES DIVISION

IIUM/202/4/1/1

28th February 2022

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

Dear YBhg. Dato'/Prof./Dr.

*Assalamualaikum wa rahmatullahi wa barakatuh*

**SERVICE CIRCULAR NO. 6 /2022**  
**MANAGEMENT SERVICES DIVISION**

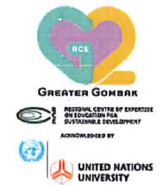
**REVISIT THE PROMOTION POLICY FOR OFFICERS UNDER INVESTIGATION  
FOR DISCIPLINARY OFFENCE AND OFFICERS WHO HAVE BEEN IMPOSED  
WITH DISCIPLINARY PUNISHMENT**

**1. OBJECTIVE**

The objective of this circular is to inform all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices pertaining to the University's decision to revisit the promotion policy for officers under investigation for disciplinary offence and officers who have been imposed with disciplinary punishment.

**2. BACKGROUND**

2.1 The University through Staff Service Committee (SSC) Meeting No. 3/2014 on 12th August 2014 had adopted the Government Service Circular No. 3 Year 2009 on the promotion policy for officers under investigation for disciplinary offence and officers who have been imposed with disciplinary punishment, which was applicable to all types of promotion including acting assignment.



- 2.2 The duration of ineligibility based on the disciplinary punishment imposed are as provided below:

No.	Punishment	Duration of ineligibility for consideration of promotion
1	Warning	12 months
2	Suspension without salary	15 months
3	Fine	18 months
4	Forfeiture of emoluments	24 months
5	Deferment of salary movement	30 months
6	Denial of annual salary increment	33 months
7	Reduction of salary	36 months
8	Demotion	48 months

- 2.3 The SSC had also agreed that if there is more than one disciplinary case which amounts to a disciplinary punishment, the officer can only be considered for promotion after the expiry of total duration of ineligibility based on the punishments imposed.
- 2.4 The SSC Meeting No. 4/2014 on 11th November 2014 also decided that **any other punishment not provided in the above table, the duration of ineligibility will be decided by the SSC.**

### 3. DECISION

- 3.1 The Staff Service Committee (SSC) Meeting No. 1/2022 held on 4th January 2022 approved as follows:
- i) The Government Service Circular No. 3 Year 2009 that was adopted in the SSC Meeting No. 3/2014 to be revised with modification whereby staff who are under accusation but have yet to be proven or staff who are under disciplinary proceedings will be not be considered as eligible candidate for promotion. This is **applicable for all types of promotion** including academic and administrative staff.
  - ii) Rectification of the following phrase:
    - a) If only one disciplinary case and there is more than one punishment for **one charge or more**, then the duration of ineligibility will be based on the **most severe punishment**.
    - b) If there is **more than one disciplinary case which amounts to a punishment**, the duration of ineligibility would be after the expiry of **the longest duration of ineligibility** based on the punishments imposed.

- iii) During this period of ineligibility the staff is to be released from any financial duties (if relevant).
- iv) MSD is to introduce the 'isolation' office for those on disciplinary cases including staff on Performance Improvement Plan (PIP) in order to improve their performance.

3.2 The effective date of implementation is **4<sup>th</sup> January 2022**, i.e. the date of SSC Meeting No. 1/2022.

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

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 Advisor