



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. 8/2022
MANAGEMENT SERVICES DIVISION**

**ADOPTION OF THE PUBLIC SERVICE DEPARTMENT CIRCULAR LETTER
ON SPECIAL CASH ASSISTANCE FOR YEAR 2022**

1. OBJECTIVE

The objective of this circular is to inform all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices pertaining to the adoption of the Public Service Department Circular Letter on Special Cash Assistance for Year 2022.

2. BACKGROUND

- 2.1 Following the approval of the 2021 budget, the Government through the Public Service Department letter (JPA.800-3/2/1(32)) has agreed for the payment of Special Cash Assistance for year 2022 to the Federal Public Service officers at the rate of RM700.00.
- 2.2 Based on the circular letter, the eligibility criteria for the Special Cash Assistance for year 2022 are as follows:
- Staff on the service grade of 56 and below;
 - Staff who are still in service until 25th January 2022;
 - Staff on permanent, temporary and contract of service status;
 - Staff on full-pay leave;
 - Staff on half-pay leave;
 - Staff on unpaid leave; and
 - Staff on secondment whose salary is paid by the University.



- 2.3 However, the following categories of staff are not entitled to receive this Special Cash Assistance:
- (a) Staff in Top Management Group and its equivalent, including officer on acting assignment, secondment and special placement on Special Grade;
 - (b) Staff who have been imposed with disciplinary punishment within the period from 1st January 2021 until 25th January 2022.
 - (c) Staff who have been terminated due to the public interest within the period from 1st January 2022 until 25th January 2022; and
 - (d) Staff who have resigned within the period from 1st January 2022 until 25th January 2022.
 - (e) Staff who have been appointed on part-time basis.
- 2.4 Staff who do not receive complete dose of COVID-19 vaccination other than for health reasons and obtain confirmation from a registered medical practitioner will be suspended from the 2022 Special Cash Assistance. The staff are only eligible to be paid if they have completed the COVID-19 vaccination dose at the latest by **31st March 2022**.
- 2.5 The payment of Special Cash Assistance shall be deferred for staff who are suspended or issued with a notice of Domestic Inquiry by the Disciplinary Authority. The staff will only be entitled for the Special Cash Assistance if they are found not guilty.
- 2.6 Staff who retired from the government service and are now appointed under Contract of Service as of 25th January 2022 are eligible to be paid RM700.00. The Public Service Department will pay RM350.00 and the remaining RM350.00 will be paid by the University.

3. *DECISION*

- 3.1 The Staff Service Committee (SSC) Meeting No. 1/2022 held on 4th January 2022 approved the adoption of the above PSD Letter on payment of Special Cash Assistance for year 2022 to eligible staff which was disbursed on 25th January 2022 together with January 2022 salary.
- 3.2 SSC has also agreed to put on hold the Special Cash Assistance for staff who did not receive complete dose of COVID-19 vaccination. The staff are only eligible to be paid if they have completed the COVID-19 vaccination dose at the latest by **31st March 2022**.
- 3.3 For staff who have submitted the relevant documents on the exemption of COVID-19 vaccination due to health reasons and obtain confirmation from a registered medical practitioner, they are required to submit the Pre-Vaccination Assessment (PVA) to any Pusat Kesihatan Daerah for the status of vaccination exemption be recorded in the MySejahtera Application. The Special Cash Assistance will only be released upon submission of the updated MySejahtera within 6 months from the date of SSC.

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 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