



IIUM/202/4/1

11th September 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. 19/2023

**IMPROVEMENT OF 'PAKAIAN ISTIADAT' BENEFITS
FOR ATTENDING OFFICIAL FUNCTIONS**

1. OBJECTIVE

The objective of this circular is to inform all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices / Mahallahs on the Improvement of 'Pakaian Istiadat' Benefits for Attending Official Functions.

2. BACKGROUND

2.1 The Staff Service Committee (SSC) Meeting No. 1/2008 on 21st January 2008 (previously known as Staff Service Board) had adopted the following circulars related to the payment of 'Pakaian Istiadat':-

- a) Government Service Circular No. 16/2007 on Payment for 'Pakaian Istiadat', Assistance Payment for Black Tie Suit and Payment of Suit for attending official functions; and
- b) Government Service Circular Letter No. 15/2007 on Guidelines on Implementation of Payment for 'Pakaian Istiadat', Assistance Payment for Black Tie Suit and Payment of Suit for attending official functions.

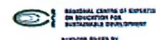
2.2 Recently, through the Public Service Department's Letter Ref. No.: JPA.(S) 800-1/1/14(24) of SR.1.2.2 on the Improvement of Payment of 'Pakaian Istiadat' Benefits to Civil Service Officer.



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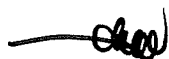
3. **DECISION**

- 3.1 The Staff Service Committee (SSC) Meeting No. 2/2023 held on 13th June 2023 agreed to adopt the SR.1.2.2 on the Improvement of Payment of '*Pakaian Istiadat*' Benefits for Attending Official Functions accordingly. Details are provided in *Appendix A*.
- 3.2 The effective date of implementation is **1st January 2023**. With this adoption, SR.1.2.2 has superseded the Government Service Circular No. 16/2007 and Government Service Circular Letter No. 15/2007.

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

Thank you. Wassalam.

"Leading the Way"



FAZIDAH H.J. 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

'PAKAIAN ISTIADAT' BENEFITS FOR ATTENDING OFFICIAL FUNCTIONS

No.	Item	Description																
1	Interpretation	i. "Pakaian Istiadat" refers to a formal ceremonial dress specially designed for a service. ii. "Black Tie Suit" refers to semi-formal western attire worn for a dinner's occasion. The component of Black Tie Dress for female staff is the <i>baju kurung/kebaya</i> along with a scarf or evening dress including handbag and shoes. iii. "Suit for Attending Official Function" means National or Dark Dress Lounge Suit for men or appropriate clothing for women when required to attend official ceremonies to receive stars or medals in Majlis Federal/State Star and Medal Awarding Ceremony or on official duty at Parliament or State Assembly. iv. "Officer's Spouse" for the purpose of attended official ceremonies refers to the husband or wife of the staff.																
2	Eligibility	i. Staff who have 'Pakaian Istiadat' are eligible to be given a Payment of 'Pakaian Istiadat' and may choose for the Payment of Suit for Attending Official Functions. ii. Staff who does not have 'Pakaian Istiadat' but required to attend official ceremonies to receive stars or medals in Majlis Federal/State Star and Medal Awarding Ceremony or on official duty at Parliament or State Assembly are eligible to be given a Payment of Suit for Attending Official Functions. iii. Spouses of the staff who are also present to attend official ceremonies to receive stars or medals in Majlis Federal/State are eligible to be given a Payment of Suit for Attending Official Functions. iv. Staff on Grade 41 and above and Operational Group on Grade 29 to 40 who are assigned to serve in Parliament of the State Legislative Assembly is eligible for the Payment of Clothing for Attending Official Functions. v. Staff who are required to wear the 'Pakaian Istiadat' while attending the official ceremonies is eligible for Assistance Payment for Black Tie Suit.																
3	Rate of Assistance Payment	i. The rates for Payment of 'Pakaian Istiadat', Assistance Payment for Black Tie Suit and Payment of Suit for Attending Official Functions are as follows: <table border="1" data-bbox="563 1615 1342 1960"> <thead> <tr> <th data-bbox="563 1615 630 1644">No.</th> <th data-bbox="630 1615 919 1644">Benefits</th> <th data-bbox="919 1615 1166 1644">Type</th> <th data-bbox="1166 1615 1342 1644">Rate</th> </tr> </thead> <tbody> <tr> <td data-bbox="563 1644 630 1727">1</td> <td data-bbox="630 1644 919 1727">Payment of 'Pakaian Istiadat'</td> <td data-bbox="919 1644 1166 1727">'Pakaian Siang dan Pakaian Malam' (Mess Kit)</td> <td data-bbox="1166 1644 1342 1727">RM3,500.00</td> </tr> <tr> <td data-bbox="563 1727 630 1816">2</td> <td data-bbox="630 1727 919 1816">Assistance Payment for Black Tie Suit</td> <td data-bbox="919 1727 1166 1816">'Pakaian Separa Rasmi Barat'</td> <td data-bbox="1166 1727 1342 1816">RM1,000.00</td> </tr> <tr> <td data-bbox="563 1816 630 1960">3</td> <td data-bbox="630 1816 919 1960">Payment of Suit for Attending Official Functions</td> <td data-bbox="919 1816 1166 1960">Lounge Suit / National Dress</td> <td data-bbox="1166 1816 1342 1960">RM650.00 (Officer) RM450.00 (Spouse)</td> </tr> </tbody> </table>	No.	Benefits	Type	Rate	1	Payment of 'Pakaian Istiadat'	'Pakaian Siang dan Pakaian Malam' (Mess Kit)	RM3,500.00	2	Assistance Payment for Black Tie Suit	'Pakaian Separa Rasmi Barat'	RM1,000.00	3	Payment of Suit for Attending Official Functions	Lounge Suit / National Dress	RM650.00 (Officer) RM450.00 (Spouse)
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		ii. The new rate took effect from 1st January 2023 . Any claim made prior to the effective date is subject to the previous rates and conditions.
4	Criteria	<p>i. General criteria</p> <p>The benefit is subject to the general criteria as follows:-</p> <p>a) This payment facility is given once in every three (3) years;</p> <p>b) The claim must be supported with official receipt and invitation letter or instruction letter for duty at Parliament or the State of Legislature; and</p> <p>c) This facility is to be recorded in the staff's Service Statement.</p> <p>ii. Specific criteria</p> <p>- <i>'Pakaian Istiadat'</i></p> <p>a) Day Dress and Evening Dress (Mess Kit) can be claimed at once or separately within a period of three (3) years;</p> <p>b) Officers who have utilised the Payment of <i>'Pakaian Istiadat'</i> is not eligible to claim for Payment of Suit for Attending Official Functions within the same three (3) years; and</p> <p>c) The period of three (3) years is counted from the date of first claim made either Day Dress or Evening Dress.</p> <p>- <i>Payment of Suit for Attending Official Functions</i></p> <p>The benefit is applicable to the following categories:-</p> <p>a) Public Service Officers that present as Recipient of the Medal/ Star of Honor at Federal or State level;</p> <p>b) Public Service Officer on Grade 29 and above who are required to performing duty in Parliament or State Legislature; and</p> <p>c) Claim for the spouse of the recipient who is not a Civil Service Officer and attending the functions, should be submitted to staff's department. In the event the spouse is also Civil Service Officers, the claim may be submitted to his/her respective Department.</p>