



MANAGEMENT SERVICES DIVISION

Ref. : IIUM/202/4/1
Date : 15th November 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. 20/2023

STORE MANAGEMENT INCENTIVE PAYMENT (SMIP)

1. OBJECTIVE

The objective of this circular is to notify all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices / Mahallahs pertaining to the Store Management Incentive Payment (SMIP).

2. BACKGROUND

2.1 The Government Service Circular No. 8 Year 1999 stipulated that the Store Management Incentive Payment (SMIP) is an incentive given to the Administrative Assistant (Clerical/Operation) who is assigned to perform duties related to store management, i.e. stock control and storage on full time basis.

2.2 The SMIP is payable to Administrative Assistant (Clerical/Operation) appointed on permanent, temporary or contract basis as long as they are assigned to perform duties related to store management on full time basis.

2.3 The rate of SMIP is as follows:-

- RM40.00 per month - for Administrative Assistant (Clerical/Operation) without relevant certificate; and
- RM80.00 per month - for Administrative Assistant (Clerical/Operation) with relevant certificate.



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3. **DECISION**

- 3.1 The Staff Service Committee (SSC) Meeting No. 4/2023 held on 26th September 2023 approved as follows:-
- i) To adopt the Government Service Circular No. 8 Year 1999 on the Store Management Incentive Payment (SMIP) to staff under the scheme of service of Administrative Assistant (Clerical/Operation) at SASMEC @IIUM who is assigned to perform duties related to store management, i.e. stock control and storage on full time basis.
 - ii) To extend the SMIP to staff from other scheme of service under the support group category at SASMEC @IIUM and assigned to perform duties related to store management on fulltime basis.
 - iii) The rate of SMIP is as follows:-
 - a) RM40.00 per month - without relevant certificate; and
 - b) RM80.00 per month - with relevant certificate.
- 3.2 Based on the fact that SMIP is a non-fixed allowance, the allowance is to be stopped should the staff is approved for any combination of leave for more than twenty-eight (28) consecutive days.
- 3.3 The effective date of implementation of the above said decision is **26th September 2023**, i.e. the date of SSC Meeting No. 4/2023 which endorses the decision.

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 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