



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. 21/2023

**PAYMENT OF ALLOWANCE FOR ATTENDING THE REQUIRED DEPARTMENT'S
EXAMINATION / INTERVIEW FOR PROMOTION TO HIGHER GRADE
OR ENHANCEMENT THROUGH APPOINTMENT**

1. OBJECTIVE

The objective of this circular is to notify all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices / Mahallahs pertaining to the payment of allowance for attending the required department's examination / interview for promotion to higher grade or Enhancement Through Appointment (ETA).

2. BACKGROUND

- 2.1 The Government Service Circular Letter No. 2 Year 1990 on the payment of allowance for attending the required Department's Examination or interview for promotion under Enhancement Through Appointment (ETA) had been approved accordingly. However, the circular has not been adopted by the University.
- 2.2 The University conducted various interview sessions e.g. merit based promotion or ETA which require the candidates to attend the interview face-to-face. The frequency of interview sessions for 2023 is 4 meetings per month.
- 2.3 The invited candidates for the above meetings are among IIUM staff members from IIUM branches i.e. Kuantan, Gambang, Pagoh and Kuala Lumpur Campus and they have to travel on their own transport.
- 2.4 At present, the invited candidates have difficulties to claim for travelling allowance and other allowances that they are eligible for under official duties since there is no policy stating that attending the required Department's Examination or interview for promotion under ETA is part of official duties.



- 2.5 In the absence of a clear policy, the implementation and approval of claims for attending interview varies according to KCDIOM.
- 2.6 A clear policy is required to assist the Finance Division for audit purposes as the implementation of the claim is not standardised among the KCDIOM.

3. **DECISION**

- 3.1 The Staff Service Committee (SSC) Meeting No. 4/2023 held on 26th September 2023 approved the adoption of the Government Service Circular Letter No. 2 Year 1990 on the payment of allowance for the following as part of official duty:-
- i) Attending the required Department's Examination.
 - ii) Attending the interview for merit based promotion to higher grade.
 - iii) Attending the interview for Enhancement Through Appointment (ETA).
- 3.2 The staff is eligible to claim the relevant allowances in accordance with the policy currently in force.
- 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 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

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