



IIUM/202/4/1

20th February 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. 4/2023

**ADOPTION OF THE TREASURY CIRCULAR 1PP - WP1.10
(REVISION EFFECTIVE ON 1ST JANUARY 2022)
WITH REGARDS TO THE ALLOWANCE ELIGIBILITY WHILE ATTENDING COURSES**

1. OBJECTIVE

The objective of this circular is to inform all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices / Mahallahs on the adoption of the Treasury Circular 1PP - WP1.10 (Revision Effective on 1st January 2022) with regards to the Allowance Eligibility While Attending Courses.

2. BACKGROUND

2.1 At present, the provision on allowance eligibility while attending courses is based on the rate stipulated in the Treasury Circular 1PP - WP 1.10 as approved in the Staff Service Committee Meeting No. 4/2020 dated 14th September 2020 which took effect from 1st October 2020.

2.2 Recently, the Treasury Circular has been revised through Treasury Circular No. 1PP - WP 1.10 (Revision effective on 1st January 2022). Among the revised item are as follows:

- a) Increased rate of Food Allowance, Hotel Rental and Lodging Allowance;
- b) The abolishment of equivalency grade to the salary grades available under Malaysian Remuneration System (MRS); and
- c) Adding the new layer of grades for support group category, i.e. from 17-40 to 17-26 and 27-40.



3. DECISION

3.1 The Staff Service Committee (SSC) Meeting No. 4/2022 held on 22nd December 2022 approved as follows:

- i) The adoption of the Treasury Circular No. 1PP - WP 1.10 (Revision effective on 1st January 2022) with regards to the allowance eligibility while attending courses **in totality, subject to financial capabilities of the University.**
- ii) The above revised rate is to be extended to other schemes of service established by IIUM in accordance to the relevant equivalent grades, i.e. Academic Fellow, Research Fellow and Clinical Nursing Instructor.

3.2 The effective date of implementation is **1st January 2023.**

3.3 With the issuance of this circular, the MSD Service Circular No. 17/2020 is superseded.

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

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