|  |  |
| --- | --- |
|  | **MANAGEMENT SERVICES DIVISION** |

**APPLICATION FOR NON-FIXED ALLOWANCE(S)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Please tick where applicable and attach the relevant documents to the application form* | | | | | | | | | | | | | |  |
|  |  |  | Allowance(s) | | | |  | Effective Date |  |  |  |  | |  | |
|  |  |  |  | | | |  |  |  |  |  |  | |  | |
|  |  |  | Personal Assistant Allowance | | | |  |  |  |  |  | Warm Clothing Allowance | |  | |
|  |  |  |  | | | |  |  |  |  |  |  | |  | |
|  |  |  | Coordinator Allowance | | | |  |  |  |  |  | Travelling date : | |  | |
|  |  |  |  | | | |  |  |  |  |  |  | |  | |
|  |  |  | Driver Special Task Allowance | | | |  |  |  |  |  | |  |  | |
|  |  |  |  | | | |  |  |  |  |  |  | |  | |
|  |  |  | Financial Duties Incentive Allowance | | | |  |  |  |  |  | Previous approved application : | |  | |
|  |  |  |  | | | |  |  |  |  |  |  | |  | |
|  |  |  | Laundry Allowance | | | |  |  |  |  |  | |  |  | |
|  |  |  |  | | | |  |  |  |  |  |  | |  | |
|  |  |  | Others (please specify) : | | | |  |  |  |  |  |  | |  | |
|  |  |  | | |  | |  |  |  |  |  |  | |  | |
|  |  | | |  | |  |  |  |  |  |  |  | |  | |
|  |  | | |  | |  |  |  |  |  |  |  | |  | |
|  |  | | |  | |  |  |  |  |  |  |  | |  | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name | : |  | | | | | | |
|  |  |  | | | | | | |
| Post | : |  | | | | Grade | : |  |
|  |  |  | | | |  |  |  |
| Staff No. | : |  | K/C/D/I/Mahallah | : |  | | | |

-----------------------------------------------------------------------------------------------------------------------------------------------

***Recommendation***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| (i) | I certify that the above information is correct | | | | | | |
| (ii) | I recommend for the staff to be paid the said allowance | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| (iii) | Former staff assigned (if applicable) | |  |  | Signature & Official Stamp | | |
|  | Name : |  |  |  | Dean / Director / Head of Dept. | | |
|  | Staff no. : |  |  |  | Date : |  |

----------------------------------------------------------------------------------------------------------------------------

***Verification on eligibility***

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| (i) | The application is verified as : | | | | |  | | | |
|  | |  |  |  |  |  | |  | |
|  | |  | Eligible | Reason if not eligible : |  | Signature & Official Stamp | | | |
|  | |  |  |  |  | Management Services Division | | | |
|  | |  | Not Eligible |  |  |  |  | |
|  | |  |  |  |  | Date : |  | |

----------------------------------------------------------------------------------------------------------------------------

***Approval***

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| (i) | The application is : | | | | |  | | | |
|  | |  |  |  |  |  | |  | |
|  | |  | Approved | Reason if not approved : |  | Signature & Official Stamp | | | |
|  | |  |  |  |  | Management Services Division | | | |
|  | |  | Not Approved |  |  |  |  | |
|  | |  |  |  |  | Date : |  | |

----------------------------------------------------------------------------------------------------------------------------

***Verification of payment***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Official Stamp of Processing |  |  |  | | |
|  |  | Administrative Officer | | |
|  |  | Management Services Division | | |
|  |  |  |  | |
|  |  | Date : |  |

-----------------------------------------------------------------------------------------------------------------------------------------------

**GENERAL GUIDELINES**

Dear Brothers & Sisters,

**Kindly be reminded that all non-fixed allowances would be stopped temporarily on the following events:**

1. Unpaid leave;
2. Unpaid study leave;
3. Half pay leave;
4. Half pay study leave;
5. Full pay study leave attending course for more than three (3) months;
6. Annual leave more than 28 days continuously;
7. Hajj leave more than 28 days continuously;
8. Medical leave more than 28 days continuously;
9. Maternity leave; and
10. Combination of any leave from no. 6,7,8 and 9 of the above more than 28 days continuously.

In order for us to expedite the process of application, please ensure that the duly filled form is submitted to us together with the relevant documents within one (1) month from the date of assignment:

**Personal Assistant Allowance**

1. Duty list of Personal Assistant
2. Copy of appointment letter as Personal Assistant
3. Attendance Record

**Coordinator Allowance**

1. Copy of Appointment letter as Coordinator
2. K/C/D/I Organization chart
3. Duty list as Coordinator
4. Attendance Record

**Financial Duties Incentive Allowance**

1. Duty list which has been verified by Director, Finance Division that the staff has been assigned financial duties.
2. Attendance Record

**Warm Clothing Allowance**

1. Copy of Approval letter/form from University authority
   * *A staff member who is required to perform duties overseas including attending courses / seminars in the countries / regions situated at the Tropic of Cancer (di utara garisan sartan) and Tropic of Capricorn (di selatan garisan jadi), is eligible for Warm Clothing Allowance amounting to RM1,500.00 once in every three (3) years."*

*Extract of " General Circular No.17/99, Management Services Division"*

**PROCEDURE FOR BACKDATED PAYMENT OF ALLOWANCES**

1. The Kulliyyahs/Centres/Divisions/Institutes should immediately inform the management after the staff has performed the additional duties for twenty-eight (28) consecutive days for the purpose of payment of allowances.
2. The Kulliyyahs/Centres/Divisions/Institutes should specify the duration of duties to be paid allowances and should immediately inform the management if the staff no longer assigned to perform the additional duties relevant for payment of allowances.
3. Any backdated payment of allowances with valid and acceptable reason, may be approved by the University Authority up to **six (6) months** only so that the payment is within the budget allocated for the specific year.

**IMPLEMENTATION**

The implementation of the above decision is effective from **1st December 1999.**

Thank you for your cooperation.

**Payroll and Financial Services Unit,**

**Management Services Division**