



APPLICATION FOR NON-FIXED ALLOWANCE(S)

Please tick where applicable and attach the relevant documents to the application form

<u>Allowance(s)</u>	<u>Effective Date</u>	
<input type="checkbox"/> Personal Assistant Allowance	_____	<input type="checkbox"/> Warm Clothing Allowance
<input type="checkbox"/> Coordinator Allowance	_____	Travelling date : _____
<input type="checkbox"/> Driver Special Task Allowance	_____	Previous approved application : _____
<input type="checkbox"/> Financial Duties Incentive Allowance	_____	
<input type="checkbox"/> Laundry Allowance	_____	<input type="checkbox"/> Others (please specify) : _____
<input type="checkbox"/> Critical Service Allowance	_____	
<input type="checkbox"/> Post Basic Allowance	_____	

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)
 Name : _____
 Staff no. : _____

 Signature & Official Stamp
 Dean / Director / Head of Dept.
 Date : _____

Verification on eligibility

- (i) The application is verified as :

Eligible

Not Eligible

Reason if not eligible :

 Signature & Official Stamp
 Management Services Division

Date : _____

Approval

- (i) The application is :

Approved

Not Approved

Reason if not approved :

 Signature & Official Stamp
 Management Services Division

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 sarkan) 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

- (i) The Kulliyahs/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.
- (ii) The Kulliyahs/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.
- (iii) Any backdated payment of allowances with valid and acceptable reason, may be approved by the University Authority up to **three (3) months**¹ 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 May 2024**. (Staff Service Circular No. 11/2024)¹

Thank you for your cooperation.

**Payroll and Financial Services Unit,
Management Services Division**