



IIUM/202/4/1

22<sup>nd</sup> April 2024

All Deans / Directors  
Kulliyahs / Divisions / Centres / Institutes / Offices / Mahallahs  
International Islamic University Malaysia

Dear YBhg. Dato'/Prof./Dr./Sir/Madam,

*Assalamualaikum Warahmatullahi Wabarakatuh*

**STAFF SERVICE CIRCULAR NO. 10/2024**

**REINSTATEMENT OF MOBILE PHONE PURCHASE REIMBURSEMENT  
AND REVISION OF MONTHLY PHONE BILL ALLOWANCE FOR STAFF**

**1. OBJECTIVE**

The objective of this circular is to notify all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices / Mahallahs pertaining to the reinstatement of mobile phone purchase reimbursement and revision of monthly phone bill allowance for staff.

**2. BACKGROUND**

- 2.1 On 1<sup>st</sup> March 2010, the University had issued the Finance Circular No. 1/2010 on the Reclassification of rate of handphone allowance.
- 2.2 In 2017, due to the significant reduction of the operating grants by the Ministry of Higher Education, the staff benefit on mobile phone purchase was put on hold while the reimbursement of the monthly bill was revised downwards, as stated in the Finance Division Circular No. 1/2017.
- 2.3 The University Management Committee (UMC) in its meeting No. 2/2024 held on 24<sup>th</sup> January 2024 has recommended for the proposal on the Reinstatement of Mobile Phone Purchase Cost Reimbursement and Revision of Monthly Phone Bill Allowance for Staff to be submitted to the Staff Service Committee for approval.



- 2.4 The implementation of the revised staff benefits aimed at enhancing communication, productivity, and connectivity within our organisation.
- 2.5 The introduction of a mobile phone benefit program aligns with the university's commitment to fostering a productive and connected workplace. It is strongly believed that this initiative will contribute positively to employee satisfaction and overall organisational success.

### 3. DECISION

3.1 The Staff Service Committee (SSC) Meeting No. 2/2024 held on 12<sup>th</sup> March 2024 approved the reinstatement of mobile phone purchase reimbursement and revision of monthly phone bill allowance for eligible staff as follows:-

#### i) Mobile Phone Purchase Reimbursement:

- a) Eligible staff who have already subscribed to any plan, with/without device, will be reimbursed a portion of the cost incurred for purchasing a mobile phone **every four years**. However, the reimbursement is subject to the following conditions:-
  - i) The staff must still be on the current terms of appointment as Academic Administrators or positions listed in the stipulated table; and
  - ii) The reimbursement will be made according to the limits specified in *Appendix A*.
- b) Payment method - reimbursement will be processed through claim submission to ensure transparency and efficiency.

#### ii) Monthly Phone Bill Allowance:

- a) All eligible staff will receive a monthly allowance to cover a portion of their mobile phone bills, as per specified limits allowed.
- b) Payment method - the monthly bill allowance will be disbursed directly through the staff's monthly salary as to minimize the administrative work. All payments made will be subject to compliance with the university's policies.

3.2 The effective date of implementation is **1<sup>st</sup> January 2024**. For those who have yet to claim for monthly bill allowance for January, February and March 2024, their allowance will be adjusted accordingly. For staff who have received their phone bill claims for the month of January, February and March 2024, their allowance will be effective from April 2024.



3.3 The SSC also approved the inclusion of Deputy Directors among academic administrators as eligible staff to receive benefits of mobile phone purchase reimbursement and monthly phone bill allowance. This inclusion is justified on the basis that the Deputy Director position is deemed equivalent to that of a Deputy Dean.

All Deans/Directors are kindly required to disseminate this information to all relevant staff at the Kulliyahs/Centres/Divisions/Institutes/Offices/Mahallahs.

Thank you. *Wassalam.*

"LEADING THE WAY"

  
**ZURAIDA HASSAN**  
Executive Director  
Management Services Division  
International Islamic University Malaysia

- 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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**MOBILE PHONE PURCHASE REIMBURSEMENT  
AND REVISION OF MONTHLY PHONE BILL ALLOWANCE FOR STAFF**

No.	Appointment/Assignment	Maximum mobile phone purchase cost reimbursement (RM)	Monthly Phone bills (RM)
1.	Rector	2,500.00	350.00 <sup>1</sup>
2.	University Management Committee Members and Chief Librarian	2,000.00	200.00 <sup>2</sup>
3.	Academic staff assigned as Deans or Directors (Academic Administrators)	1,000.00	100.00
4.	Academic staff assigned as Deputy Deans / Deputy Directors (Academic Administrators)	Nil	80.00
5.	Administrative and Technical staff on Grade 53 and 54 assigned as Heads of Division / Section / Unit	1,000.00	80.00
6.	Administrative and Technical staff on Grade 48 to 52 assigned as Heads of Division / Section / Unit)	750.00	80.00
7.	Car Drivers assigned to Rector / Deputy Rectors / Campus Director)	375.00	60.00
8.	Other officers with special approval from the Rector	Nil	80.00
<b>INTERVAL OF CLAIM</b>		<b>EVERY 4 YEARS</b>	<b>MONTHLY</b>
<b>METHOD OF PAYMENT</b>		<b>REIMBURSEMENT</b>	<b>MONTHLY SALARY PAYOUT</b>



<sup>1</sup> The rate is based on average phone bill claims for year 2023 of RM350.00 and WP2.2 - Pekeliling Perbendaharaan - Peraturan Mengenai Kemudahan Alat Komunikasi Mudah Alih  
<sup>2</sup> The rate is based on average phone bill claims for year 2023 of RM200.00 and WP2.2 - Pekeliling Perbendaharaan - Peraturan Mengenai Kemudahan Alat Komunikasi Mudah Alih

