



IIUM/202/4/1

21<sup>st</sup> October 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. 12/2024**

**REVISED POLICY ON UNIFORM ALLOCATION**

**1. OBJECTIVE**

The objective of this circular is to notify all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices / Mahallahs pertaining to the Revised Policy on Uniform Allocation.

**2. BACKGROUND**

2.1 The Treasury Circular No. 6 Year 2011 stated that Agencies should provide uniforms to the staff through procurement process based on one of the followings:

- a) To provide a ready-to-wear uniform; or
- b) To provide the material for the uniform but the tailoring assistance is done separately (appointed tailors by the Agencies); or
- c) To provide the material for the uniform but the tailoring assistance is based on reimbursement (pay and claim) subject to submission of original receipt.



- 2.2 The maximum payment of Tailoring Assistance to eligible staff based on the Government Service Circular No. 1 Year 2014 on the Tailoring Assistance had been adopted by the Staff Service Committee Meeting No. 2/2014 which stated that the Tailoring Assistance shall be directly credited into salary account to replace pay and claim practice. The rate of Tailoring Assistance is as follows:-

Item	Price per Unit
Shirt	RM100.00
Trousers	RM130.00
<i>Baju Kurung</i>	RM120.00
Overall	RM150.00
Overcoat	RM100.00

The K/C/D/I/O however, are encouraged to provide uniform to the eligible staff members through tendering.

- 2.3 Uniform is defined as "complete gear from head to toe". Accordingly, IIUM through the MSD Service Circular No. 14/2015 on the Standardisation of Uniform Allocation for IIUM Staff, has decided to provide uniforms to eligible IIUM staff members according to their service categories.
- 2.4 The Ministry of Health (MOH) in a letter dated 7<sup>th</sup> August 2019 and 16<sup>th</sup> January 2023, had stated the guidelines on Shoes Allowance of two (2) pairs per year at the rate of RM150.00 per pair. The Shoes Allowance amounting to RM300.00 for Public Servants at MOH is directly credited into the staff salary account to replace 'pay and claim' practice.
- 2.5 Presently, the management of uniform allocation for eligible staff is based on reimbursement, whereby, staff will pay for the uniform, do the tailoring and later shall proceed with a claim based on their eligibility with valid receipts.

### 3. DECISION

- 3.1 In order to prevent financial difficulties for staff who might have to wait for the reimbursement, as well as to reduce the burden in verifying every claims, to avoid false claims, incomplete information or items not covered under IIUM Service Circular, the Staff Service Committee (SSC) Meeting No. 1/2024, No. 2/2024 and No. 3/2024 held on 9<sup>th</sup> January 2024, 12<sup>th</sup> March 2024 and 11<sup>th</sup> June 2024 respectively approved as follows:-
- i) The uniform allowance may be credited to the staff's salary account or by reimbursement. For newly recruited staff, the uniform allocation is still based on reimbursement. This is to avoid some new staff resigning less than one (1) year of service.



- ii) The uniform allocation will be based on the following rates:-

Item	Price Per Unit	Allocation	Total Cost (Male)	Total Cost (Female)
Tailoring assistance (Shirt & Trousers)	RM230.00	3	RM690.00	RM690.00
Socks	RM10.00	3	RM30.00	RM30.00
Shoes	RM150.00	2	RM300.00	RM300.00
Belt (Male staff)	RM40.00	2	RM80.00	-
Head Cover (Female staff)	RM40.00	3	-	RM120.00
<b>TOTAL</b>			<b>RM1,100.00</b>	<b>RM1,140.00</b>

Note : Material for uniform to be provided.

- iii) The Standard Operating Procedure (SOP) for uniforms and shoes allocation stated in the *Pekeliling Perkhidmatan Bilangan 1 Tahun 2014* and *Garis Panduan Bantuan Elaun Kasut Bagi Pegawai Perkhidmatan Awam di Kementerian Kesihatan Malaysia* dated 07<sup>th</sup> August 2019 will be used as reference.
- iv) The above uniform allocation is also extended to other categories of staff whose nature of duties require them to wear uniform such as Driver and Security as one of the available options.

- 3.2 The allocation of uniform for other categories of staff due to the nature of work will also be adjusted accordingly as follows:-

Item	Price/Unit	Allocation	Total Cost
Tailoring assistance (Shirt & Trousers)	RM230.00	3	RM690.00
Shoes	RM75.00	2	RM150.00
Belt	RM40.00	2	RM80.00
Socks	RM10.00	3	RM30.00
Head Cover	RM40.00	3	RM120.00
Overall	RM80.00	3	RM240.00
Overcoat	RM50.00	3	RM150.00
Leather Shoes	RM150.00	2	RM300.00
Leather Safety Boots	RM250.00	2	RM500.00

Note : Material for uniform to be provided.

- 3.3 The source of fund for uniform allowance is from the SASMEC @IIUM for staff of SASMEC and IIUM Internal Fund for other KCDIOM. The respective KCDIOMs is requested to monitor the utilisation of uniform allowance in accordance to the number of approved units of each item.



- 3.4 The SSC also agreed that the staff's name should be printed on each uniform as one of the mechanism to ensure the number of uniform allocated is in accordance to the number of uniform approved.
- 3.5 The effective date of implementation is **1<sup>st</sup> January 2024** and the Revised Policy on Uniform Allocation is provided in *Appendix A*.
- 3.6 With the issuance of this circular, the previous circulars on uniforms, i.e. MSD Service Circular No. 6/2001, MSD Service Circular No. 14/2015 and MSD Service Circular Letter No. 2/2019 are 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"



**ZURAI DA 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)
  - : Campus Director, IIUM Kuantan Campus
  - : Legal Adviser

ZH/WNN/AMA/nas2250



UNIFORM ALLOCATION POLICY

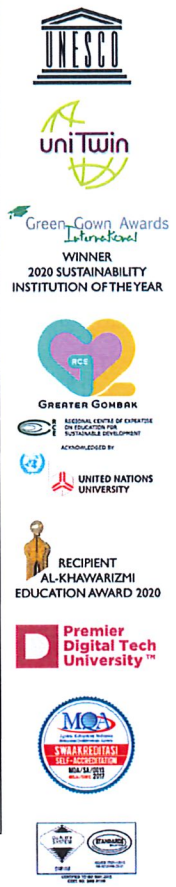
NO.	ITEM	DESCRIPTION
1.	Definition	<p>i. A uniform is defined as a complete gear from head to toe as required by the IIUM in executing the staff's duties. Overcoats or bushjackets are not defined as uniforms.</p> <p>ii. Uniform Allowance is the allocation provided according to the approved rate for the uniform.</p>
2.	Category of Scheme of Service Approved	<p>i. Assistant Medical Officer</p> <p>ii. Assistant Pharmacist</p> <p>iii. Dental Therapist</p> <p>iv. Dental Surgery Assistant</p> <p>v. Drivers</p> <p>vi. Medical Health Assistant</p> <p>vii. Nurses / Community Nurse / Nursing Assistants / Clinical Assistants</p> <p>viii. Operation Assistants</p> <p>ix. Public Health Assistant</p> <p>x. Security Officer</p> <p>xi. Assistant Security Officer</p> <p>xii. Security Assistant</p> <p>xiii. Security Guard</p> <p>Staff other than those in the above category is eligible for basic overcoat only.</p>
3.	Uniform Supply	<p>The uniform is to be provided through procurement process based on one of the followings:</p> <p>i. To provide a ready-to-wear uniform; or</p> <p>ii. To provide the material for the uniform but the tailoring assistance is done separately (appointed tailors by the Agencies); or</p> <p>iii. To provide the material for the uniform but the tailoring assistance is based on reimbursement (pay and claim) subject to submission of original receipt.</p> <p>The maximum rate of material for the uniform for the purpose of procurement process would be based on the <b>lowest quotation</b> received.</p>



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4.	Rate of Uniform Assistance	<p>i. Rate of uniform for categories specified in No. 2:-</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Price Per Unit (RM)</th> <th>Allocation</th> <th>Total Cost (Male) (RM)</th> <th>Total Cost (Female) (RM)</th> </tr> </thead> <tbody> <tr> <td>Tailoring assistance (Shirt &amp; Trousers)</td> <td>230.00</td> <td>3</td> <td>690.00</td> <td>690.00</td> </tr> <tr> <td>Socks</td> <td>10.00</td> <td>3</td> <td>30.00</td> <td>30.00</td> </tr> <tr> <td>Shoes</td> <td>150.00</td> <td>2</td> <td>300.00</td> <td>300.00</td> </tr> <tr> <td>Belt (Male staff)</td> <td>40.00</td> <td>2</td> <td>80.00</td> <td>-</td> </tr> <tr> <td>Head Cover (Female staff)</td> <td>40.00</td> <td>3</td> <td>-</td> <td>120.00</td> </tr> <tr> <td colspan="3"><b>TOTAL</b></td> <td><b>1,100.00</b></td> <td><b>1,140.00</b></td> </tr> </tbody> </table> <p>ii. Rate of uniform for other eligible staff other than specified in No. 2 due to the nature of work:-</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Price Per Unit (RM)</th> <th>Allocation</th> <th>Total Cost (Male) (RM)</th> <th>Total Cost (Female) (RM)</th> </tr> </thead> <tbody> <tr> <td>Tailoring assistance (Shirt &amp; Trousers)</td> <td>230.00</td> <td>3</td> <td>690.00</td> <td>690.00</td> </tr> <tr> <td>Shoes</td> <td>75.00</td> <td>2</td> <td>150.00</td> <td>150.00</td> </tr> <tr> <td>Belt</td> <td>40.00</td> <td>2</td> <td>80.00</td> <td>-</td> </tr> <tr> <td>Socks</td> <td>10.00</td> <td>3</td> <td>30.00</td> <td>30.00</td> </tr> <tr> <td>Head Cover</td> <td>40.00</td> <td>3</td> <td>-</td> <td>120.00</td> </tr> <tr> <td>Overall</td> <td>80.00</td> <td>3</td> <td>240.00</td> <td>240.00</td> </tr> <tr> <td>Overcoat</td> <td>50.00</td> <td>3</td> <td>150.00</td> <td>150.00</td> </tr> <tr> <td>Leather Shoes</td> <td>150.00</td> <td>2</td> <td>300.00</td> <td>300.00</td> </tr> <tr> <td>Leather Safety Boots</td> <td>250.00</td> <td>2</td> <td>500.00</td> <td>500.00</td> </tr> </tbody> </table> <p>iii. Ready to wear uniform</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Price Per Unit (RM)</th> <th>Allocation</th> <th>Total Cost</th> </tr> </thead> <tbody> <tr> <td>Shirt</td> <td>55.00</td> <td>3</td> <td>165.00</td> </tr> <tr> <td>Trousers</td> <td>75.00</td> <td>3</td> <td>225.00</td> </tr> </tbody> </table>	Item	Price Per Unit (RM)	Allocation	Total Cost (Male) (RM)	Total Cost (Female) (RM)	Tailoring assistance (Shirt & Trousers)	230.00	3	690.00	690.00	Socks	10.00	3	30.00	30.00	Shoes	150.00	2	300.00	300.00	Belt (Male staff)	40.00	2	80.00	-	Head Cover (Female staff)	40.00	3	-	120.00	<b>TOTAL</b>			<b>1,100.00</b>	<b>1,140.00</b>	Item	Price Per Unit (RM)	Allocation	Total Cost (Male) (RM)	Total Cost (Female) (RM)	Tailoring assistance (Shirt & Trousers)	230.00	3	690.00	690.00	Shoes	75.00	2	150.00	150.00	Belt	40.00	2	80.00	-	Socks	10.00	3	30.00	30.00	Head Cover	40.00	3	-	120.00	Overall	80.00	3	240.00	240.00	Overcoat	50.00	3	150.00	150.00	Leather Shoes	150.00	2	300.00	300.00	Leather Safety Boots	250.00	2	500.00	500.00	Item	Price Per Unit (RM)	Allocation	Total Cost	Shirt	55.00	3	165.00	Trousers	75.00	3	225.00
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6.	Others	<p>i. The uniform allowance may be credited to staff's salary account or by reimbursement. For newly recruited staff, the uniform allocation is still based on reimbursement. This is to avoid some new staff resigning less than one (1) year of service.</p> <p>ii. KCDIOMs is requested to monitor the utilization of uniform allowance is accordance to the approved number of units of each item.</p> <p>iii. Printed staff's name be made for each uniform as one of the mechanism to ensure the number of uniform allocated is in accordance to the number of uniform approved.</p>												



Staff Service Committee  
 Management Services Division  
 11.06.2024



