



IIUM/202/4/1

18<sup>th</sup> December 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. 27/2024**

**ESTABLISHMENT OF TERMS OF REFERENCE OF IIUM AUXILIARY POLICE**

**1. OBJECTIVE**

The objective of this circular is to notify all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices / Mahallahs pertaining to the establishment of Terms of Reference of IIUM Auxiliary Police.

**2. BACKGROUND**

- 2.1 The establishment of the IIUM Auxiliary Police was approved by the Majlis Meeting No. 96 held on 26<sup>th</sup> July 2012.
- 2.2 The Royal Malaysian Police (RMP) has granted the approval for the establishment of IIUM Auxiliary Police via their letter dated 24<sup>th</sup> February 2014. The approval of the RMP for the establishment of IIUM Auxiliary Police was later notified to the Majlis Meeting No. 103 held on 20<sup>th</sup> May 2014. The Majlis took note that qualified security guards would have to undergo nine (9) weeks training of Basic Auxiliary Police Course organised by the RMP.



- 2.3 The Staff Service Committee (SSC) Meeting No. 2/2015 and No. 3/2015 held on 11<sup>th</sup> May 2015 and 10<sup>th</sup> September 2015 respectively approved the monthly Incentive Allowance for IIUM Auxiliary Police after the staff completed the Basic Auxiliary Police Course based on Auxiliary Police rank and grade.
- 2.4 Following the promotion exercise of Auxiliary Police to higher rank in 2019, the SSC Meeting No. 3/2019 held on 11<sup>th</sup> October 2019 had approved the rate on Incentive Allowance of the promoted staff **based on rank of Auxiliary Police instead of both rank and KP grade on personal-to-holder (PTH) basis**. The OSeM was also required to streamline the grade and rank in the future.
- 2.5 The above promotion of staff was recommended by the OSeM Promotion Committee (OSeMPC) to ensure the transparency of the promotion process. The SSC Meeting No. 3/2019 has endorsed the OSeMPC and the criteria established for staff to be promoted to higher rank under the IIUM Auxiliary Police. The meeting also decided that the Chairman of OSeMPC will be the Executive Director of Management Services Division.

### 3. DECISION

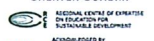
- 3.1 The Staff Service Committee (SSC) Meeting No. 4/2024 held on 10<sup>th</sup> September 2024 approved as follows:-
- The revised rate of Incentive Allowance for IIUM Auxiliary Police should be **one (1) rate and based on police rank/post**, and to adjust the current rate within the policy approved earlier without any additional financial implication. The Incentive Allowance for current staff will be adjusted to the new rate, allowing fair distribution to the future promoted IIUM Auxiliary Police.
  - The terms of reference of IIUM Auxiliary Police as provided in **Appendix A**.
- 3.2 The terms of reference of IIUM Auxiliary Police will take effect on **1<sup>st</sup> October 2024**.

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 (Research, Innovation and Development)
- : Deputy Rector (Student Development and Community Engagement)
- : Executive Director (Finance Division)
- : Campus Director, IIUM Kuantan Campus
- : Legal Adviser

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## TERMS OF REFERENCE OF IIUM AUXILIARY POLICE

No.	Item	Description
1.	IIUM Auxiliary Police	Established by the Majlis meeting held on 26 <sup>th</sup> July 2012 and approved by the Royal Malaysian Police.
2.	Promotion of Auxiliary Police Rank	Following the Auxiliary Police Rank of Royal Malaysian Police, the staff will receive Incentive Allowance, which will be based on the Auxiliary Police Rank and not substantive post of Security Guard (Grade KP).
3.	Approving Authority for the promotion	<p>OSeM Promotion Committee (OSeMPC)</p> <p>Chairman - Executive Director, MSD</p> <p>Members - Director of OSeM - Deputy Director of OSeM - Officer in charge of promotion of Administrative &amp; Technical staff of MSD or its representative - Security Officer from Kuantan Campus</p> <p>Secretary - Officer in charge of Administration at OSeM</p> <p>Four (4) members of OSeMPC including the Chairman, shall constitute a quorum of any meeting.</p>
4.	Promotion Criteria of Auxiliary Police Rank	<p><b>A: General Criteria</b></p> <p>i) Permanent and confirmed in service;</p> <p>ii) Achieved the stipulated level of excellence in service:</p> <p>a) Achieved minimum <b>85% of APAR for three (3) consecutive years on current grade; OR</b></p> <p>b) Achieved the stipulated level of excellence performance, i.e. <b>90% of APAR of at least one (1) year on current grade</b> based on strong evidence on excellent performance recommended by immediate supervisor;</p> <p>iii) Completed Asset Declaration (Form B);</p> <p>iv) Achieved the stipulated points for Competency Talent Development (CTD) including <i>kawad kaki</i>, <i>adab dan budi</i> and communication skill;</p> <p>v) Satisfactory attendance record:</p> <p>a) Not exceeding <b>2 times per month</b> (Late Time IN (LTI), Not Enough Hours (NEH) and No Time Out (NTO));</p> <p>b) No record of Absent Without Leave (AWOL); and</p> <p>c) No record of External time in/out (except those approved for official duties).</p> <p>vi) No record of any disciplinary punishment;</p> <p>vii) Selection and recommendation from immediate officers; and</p> <p>viii) Authorised and strongly recommended by Director of OSeM.</p>



		<p><b>B: Specific Criteria</b></p> <p>i) Completed the Basic Auxiliary Police Course;</p> <p>ii) Served a minimum of <b>five (5) years on current rank</b> (excluding the duration of unpaid leave and half-pay leave)</p> <p>iii) Display of leadership qualities and the ability to positively influence and lead others;</p>																																	
5.	Incentive Allowance	<p>i) The Incentive Allowance is paid to eligible staff of OSeM based on their police rank.</p> <p>ii) Rate of Incentive Allowance</p> <table border="1" data-bbox="678 712 1321 1173"> <thead> <tr> <th>No.</th> <th>Police Rank</th> <th>Rate of Incentive Allowance (RM)</th> </tr> </thead> <tbody> <tr><td>1</td><td>Superintendent</td><td>265</td></tr> <tr><td>2</td><td>Deputy Superintendent (DSP)</td><td>245</td></tr> <tr><td>3</td><td>Assistant Superintendent (ASP)</td><td>235</td></tr> <tr><td>4</td><td>Inspector</td><td>225</td></tr> <tr><td>5</td><td>Sub-Inspector (SI)</td><td>210</td></tr> <tr><td>6</td><td>Sergeant Major (SM)</td><td>190</td></tr> <tr><td>7</td><td>Sergeant</td><td>180</td></tr> <tr><td>8</td><td>Corporal</td><td>170</td></tr> <tr><td>9</td><td>Lance Corporal</td><td>160</td></tr> <tr><td>10</td><td>Constable</td><td>150</td></tr> </tbody> </table> <p>iii) Incentive Allowance is a non-fixed allowance and the payment shall be stopped when the staff is in any of the following conditions: -</p> <p>a) Unpaid leave (including study leave without salary);</p> <p>b) Half pay leave (including study leave with half pay);</p> <p>c) Full pay study leave for more than 92 days;</p> <p>d) Duration of annual leave for more than 28 consecutive days including Rest day and Public Holiday;</p> <p>e) Any leave other than annual leave for more than 28 days continuously including weekly rest day and Public Holiday;</p> <p>f) A combination of any leave which is more than 28 days continuously including weekly rest day and Public Holiday and absent without leave; or</p> <p>g) Performing official duty other than substantive duty for more than 92 days continuously as assigned by the Head of Department.</p>	No.	Police Rank	Rate of Incentive Allowance (RM)	1	Superintendent	265	2	Deputy Superintendent (DSP)	245	3	Assistant Superintendent (ASP)	235	4	Inspector	225	5	Sub-Inspector (SI)	210	6	Sergeant Major (SM)	190	7	Sergeant	180	8	Corporal	170	9	Lance Corporal	160	10	Constable	150
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Secretariat  
 Staff Service Committee  
 Management Services Division  
 10.09.2024



