

UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.02/10.12/2 Jld. 7 (35)

12 Mei 2020
19 Ramadan 1441

PEKELILING PENTADBIRAN BIL. 31/2020

PEMAKLUMAN PEMAKAIAN PANDUAN BEKERJA PASCA PERINTAH KAWALAN PERGERAKAN (PKP) BAGI STAF UNIVERSITI TEKNOLOGI MALAYSIA

Perutusan Khas Yang Amat Berhormat Perdana Menteri pada 10 Mei 2020 telah memaklumkan bahawa tempoh Perintah Kawalan Pergerakan Bersyarat (PKPB) akan dilanjutkan sehingga 9 Jun 2020. Selaras dengan itu, Universiti telah bersetuju untuk memulakan kembali operasi sepenuhnya mulai 13 Mei 2020.

2. Walaupun begitu, semua arahan/SOP yang dikeluarkan oleh Kerajaan/Majlis Keselamatan Negara/Kementerian Kesihatan Malaysia dari semasa ke semasa mesti dipatuhi memandangkan rantai COVID-19 belum putus sepenuhnya. Oleh itu, bagi memastikan keselamatan dan kebajikan semua warga UTM, Universiti telah bersetuju untuk melaksanakan kaedah kembali bekerja secara berperingkat. Kaedah ini juga diharapkan dapat membantu staf menyesuaikan diri untuk kembali bekerja mengikut norma baharu, di samping menguruskan urusan keluarga seperti urusan penjagaan anak, sebelum kembali bertugas mengikut norma kerja biasa sepertimana sebelum PKP.

3. Sehubungan dengan itu, **Panduan Bekerja Pasca PKP** telah dibangunkan oleh Universiti untuk dijadikan rujukan kepada semua staf dan Jabatan untuk memulakan kembali operasi mulai 13 Mei 2020. Panduan ini perlu dipatuhi oleh semua pihak dan dijadikan rujukan bagi pembangunan SOP khusus di peringkat jabatan, sekiranya perlu.

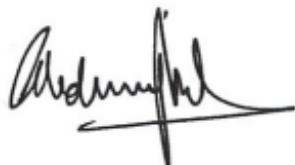
4. Semua staf diminta merujuk kepada panduan tersebut bagi memastikan operasi Universiti dapat diteruskan dengan sebaik mungkin tanpa menimbulkan risiko kepada mana-mana pihak. Panduan tersebut boleh dimuat turun melalui laman web Jabatan Pendaftar di <https://registrar.utm.my/panduanpkp/>

5. Semua warga Universiti diminta untuk terus membudayakan corak kehidupan mengikut kebiasaan baharu. Amalan penjarakan sosial dan kepentingan menjaga kebersihan perlu terus dijadikan amalan sehingga rantaian COVID-19 dapat diputuskan sepenuhnya di Malaysia.

Sekian, terima kasih.

“Berkhidmat untuk Negara kerana Allah”

Saya yang menjalankan amanah,



(ABDUL RAZIB BIN HJ. SHAHUDDIN)

Pendaftar

- s.k. - Naib Canselor
- Timbalan Naib Canselor (Pembangunan)
 - Timbalan Naib Canselor (Penyelidikan dan Inovasi)
 - Timbalan Naib Canselor (Akademik dan Antarabangsa)
 - Timbalan Naib Canselor (Hal Ehwal Pelajar)
 - Pro-Naib Canselor (UTM Kuala Lumpur)
 - Pengarah Pusat Penyelidikan UTM Pagoh
 - Pegawai-Pegawai Kanan/Dekan/Pengarah

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ADMINISTRATIVE CIRCULAR NO. 31/2020

APPLICATION OF WORKING GUIDELINES POST MOVEMENT CONTROL ORDER (MCO) FOR STAFF AT UNIVERSITI TEKNOLOGI MALAYSIA

From the special announcement made by the Honorable Prime Minister on 10 May 2020, it was declared that the term of the Conditional Movement Control Order (CMCO) will be extended to 9 June 2020. Accordingly, the University has agreed to resume full operations beginning 13 May 2020.

2. However, all directives / SOPs issued by the Government / National Security Council / Ministry of Health must be complied with from time to time as the COVID19 chain has not been fully broken. Therefore, to ensure the safety and welfare of all UTM residents, the University has agreed to implement a gradual method in returning to work. This method is also expected to help staff adjust to new normal working conditions, and at the same time, manage family matters such as childcare, before returning to work as normal before the MCO.

3. In this regard, the **Post-MCO Working Guideline** has been developed by the University for the purpose of reference to all staff and departments to resume operations beginning 13 May 2020. This guideline should be followed by all parties and used as a reference for SOP development at the departmental level, if necessary.

4. All staff are required to refer to the guidelines to ensure that the University's operations can continue as efficiently as possible without jeopardizing the risk to any party. The guideline can be downloaded through the Department of Registrar's website at <https://registrar.utm.my/panduanpkp/>

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5. All University community members are asked to continue inculcating a new way of life by practicing social distancing and maintaining hygiene until the COVID19 chain is fully removed in Malaysia.

Thank you.

“Berkhidmat untuk Negara kerana Allah”

I, who uphold trust,



(ABDUL RAZIB BIN HJ. SHAHUDDIN)

Registrar

- c.c. - Vice-Chancellor
- Deputy Vice-Chancellor (Development)
 - Deputy Vice-Chancellor (Research and Innovation)
 - Deputy Vice-Chancellor (Academic and International)
 - Deputy Vice-Chancellor (Student Affairs)
 - Pro-Vice-Chancellor (UTM Kuala Lumpur)
 - Director Research Centre – UTM Pagoh
 - Senior Officers / Deans / Directors