

# UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.02/10.12/2 Jld. 7 ( 21 )

25 Mac 2020  
30 Rejab 1441

## PEKELILING PENTADBIRAN BIL. 17/2020

### PELANJUTAN TEMPOH PELAKSANAAN PERINTAH KAWALAN PERGERAKAN (PKP) HINGGA 14 APRIL 2020 DI SELURUH NEGARA DI BAWAH AKTA PENCEGAHAN DAN PENGAWALAN PENYAKIT BERJANGKIT 1988 DAN AKTA POLIS 1967

Merujuk kepada Perutusan Khas Yang Amat Berhormat Perdana Menteri pada 25 Mac 2020, dimaklumkan bahawa tempoh Perintah Kawalan Pergerakan (PKP) akan dilanjutkan sehingga 14 April 2020 berikutan penambahan kes baharu setiap hari.

2. Untuk memastikan arahan PKP tidak menjejaskan perkhidmatan utama dan kritikal Universiti, maka panduan yang dikeluarkan sebelum pekeliling ini adalah masih terpakai.
3. Bagi melancarkan operasi penyampaian perkhidmatan Universiti dalam tempoh ini, disertakan Panduan Melaksanakan Tugas Bagi Kumpulan Pengurusan & Profesional dan Sokongan ketika Pelaksanaan Kawalan Pergerakan seperti di Lampiran 1.
4. Arahan ini berkuat kuasa sehingga 14 April 2020 atau sehingga pihak Kerajaan mengeluarkan arahan terbaharu mengenai isu ini.
5. Seluruh warga Universiti adalah diarah mematuhi Perintah Kawalan Pergerakan bagi mengekang penularan wabak Covid-19. Semua staf dikehendaki melaksanakan tugas dari rumah, sentiasa mengamalkan kebersihan dan penjagaan kesihatan diri.

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 (Kampus UTM Kuala Lumpur)
  - Pengarah Pusat Penyelidikan UTM Pagoh
  - Pegawai-Pegawai Kanan/Dekan/Pengarah



**PANDUAN MELAKSANAKAN TUGASAN  
BAGI KUMPULAN PENGURUSAN & PROFESIONAL DAN PELAKSANA  
KETIKA PELAKSANAAN PERINTAH KAWALAN PERGERAKAN (PKP)**

Berikutan Perintah Kawalan Pergerakan (PKP) yang berkuat kuasa mulai 18 Mac hingga 14 April 2020, semua staf adalah diminta untuk memastikan operasi Universiti berjalan dengan baik. Mesyuarat Jawatankuasa Pengurusan Universiti Khas pada 22 Mac 2020 telah bersetuju untuk operasi perkhidmatan Universiti perlu dilaksanakan walaupun tidak sepenuhnya. Maka, berikut adalah panduan dan langkah-langkah untuk tindakan semua staf dan Ketua Pusat Tanggungjawab:

NO.	PERKARA	TINDAKAN
1.	Peranan Ketua Jabatan dan Staf	<p>Mengaturkan tugas yang boleh dilaksanakan dari rumah. Staf yang diperlukan untuk hadir ke pejabat boleh dibuat secara giliran dengan bilangan sangat terhad dan dalam tempoh yang terhad.</p> <p>Pastikan:</p> <ul style="list-style-type: none"> <li>- Membawa surat kebenaran Ketua Jabatan</li> <li>- Memakai topeng muka</li> </ul> <p>Pastikan jarak sosial (1 meter) seperti yang disarankan oleh pihak Kementerian Kesihatan dipatuhi.</p>
2.	Kebeneran Membawa Balik <i>Laptop, PC</i> atau Alatan Jabatan untuk Melaksanakan Tugas Dari Rumah	<p>Ketua PTJ boleh membenarkan staf membawa alatan / harta Universiti ke rumah untuk melaksanakan tugas dengan surat kebenaran.</p> <p>Staf perlu mengisi borang kebenaran membawa aset keluar daripada kampus sebagai rekod bagi tujuan pergerakan dan kawalan inventori. Borang KEW.PA-9A (Borang Penyerahan / Pinjaman Peralatan Milik UTM).</p> <p>Staf dikehendaki melapor dan mengisytihar alat / harta Universiti yang dibawa keluar kepada Pengawal yang bertugas di PINTU KELUAR kampus.</p> <p>Keselamatan alat/ harta Universiti adalah di bawah tanggungjawab staf.</p>

3.	Mesyuarat / Bengkel Online	<p>Mesyuarat secara <i>online</i> boleh dilaksanakan menggunakan aplikasi yang disediakan oleh pihak UTMDigital.</p> <p>Tatacara penggunaan aplikasi mesyuarat secara online (webex) boleh diakses secara:</p> <p>i. <i>Online Meeting Guideline</i> - <a href="https://digital.utm.my/wp-content/uploads/2020/03/UTMDigital-online-meeting-guideline.pdf">https://digital.utm.my/wp-content/uploads/2020/03/UTMDigital-online-meeting-guideline.pdf</a></p> <p>ii. <i>Webex Online Meeting Guideline</i> - <a href="https://digital.utm.my/wp-content/uploads/2020/03/UTMDigital-webex-online-meeting-guideline.pdf">https://digital.utm.my/wp-content/uploads/2020/03/UTMDigital-webex-online-meeting-guideline.pdf</a></p> <p>Maklumat lanjut sila hubungi: Puan Diniha bt Miskam, e-mel : <a href="mailto:diniha@utm.my">diniha@utm.my</a>.</p> <p>Masa mesyuarat atau bengkel harus ditetapkan iaitu tertakluk pada masa bekerja iaitu mulai jam 8.30 pagi hingga 5.30 petang dengan merujuk Pekeliling Bil.15/2020 yang boleh dimuat turun melalui <a href="http://registrar.utm.my/circular">http://registrar.utm.my/circular</a>.</p>
4.	Latihan dan Pembelajaran Secara Online	<p>Staf boleh mengikuti latihan dan pembelajaran melalui pautan berikut:</p> <p>i. ePSA (e-Pembelajaran Sektor Awam) Link : <a href="https://www.epsa.gov.my/">https://www.epsa.gov.my/</a></p> <p>ii. <i>MyLinE (Online Resources for Learning in English)</i> Link: <a href="http://myline.utm.my">myline.utm.my</a></p> <p>Pendaftaran latihan secara <i>online</i> melalui sistem <i>UTMSmile</i>:</p> <p><b><u>ePSA</u></b></p> <p>Staf yang telah menyelesaikan latihan ePSA dikehendaki untuk menyerahkan 'Surat Tamat Kursus ePSA' kepada PSM PTJ bagi tujuan perekodan ke dalam sistem <i>UTMSmile</i> bagi melayakkan staf menerima Mata CPD.</p> <p><b><u>MyLine</u></b></p> <p>Staf yang telah melengkapkan latihan <i>MyLine</i> yang dibuka setiap bulan akan didaftarkan ke dalam sistem <i>UTMSmile</i> oleh Pihak Seksyen Pembangunan Bakat bagi melayakkan staf menerima Mata CPD.</p>
5.	Senarai Tugas yang Boleh Dilaksanakan	<p>Sila rujuk Pekeliling Pentadbiran Bil.15/2020 – Arahan Pelaksanaan Perintah Kawalan Pergerakan Mulai 18 Mac hingga 31 Mac 2020 di Seluruh Negara di Bawah Akta Pencegahan dan Pengawalan Penyakit Berjangkit 1988 dan Akta Polis 1967 – Lampiran II iaitu Panduan Khas Bekerja dari Rumah Berikutan Perintah Kawalan</p>



		Pergerakan Mulai 18 Mac 2020 hingga 31 Mac 2020 di Bawah Akta Pencegahan dan Pengawalan Penyakit Berjangkit 1988 dan Akta Polis 1967.
6.	Tugas yang Memerlukan Data Internet	<p>Bagi tidak membebankan staf, bayaran data penggunaan internet boleh dituntut kepada Jabatan masing-masing melalui Peruntukan Mengurus dengan jumlah maksimum sebanyak RM70.00 seorang. Jabatan boleh memohon peruntukan khas tambahan berhubung perkara ini kepada Jabatan Bendahari.</p> <p>Staf boleh memilih pelbagai pelan data <i>broadband</i>, <i>dual sim</i>, <i>top up</i> bergantung kepada peranti sedia ada milik staf.</p> <p>Kemudahan ini layak diberikan kepada staf dan tertakluk kepada kuota yang ditetapkan mengikut Pusat Tanggungjawab (PTJ) (10% daripada bilangan staf keseluruhan di PTJ).</p> <p>Tuntutan boleh dilaksanakan dengan menyenaraikan tugas yang telah dilaksanakan, tempoh dan masa diperuntukkan dengan sokongan surat arahan dan pengesahan Ketua PTJ.</p> <p>* Staf yang telah menerima kemudahan telefon Universiti tidak layak memohon bantuan khas ini.</p>

Dikeluarkan oleh:

Bahagian Sumber Manusia, Jabatan Pendaftar  
 UTM Johor Bahru  
 25 Mac 2020

# UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.02/10.12/2 Jld. 7 ( 21 )

25 March 2020  
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## ADMINISTRATIVE CIRCULAR NO. 17/2020

### **EXTENSION OF THE IMPLEMENTATION PERIOD OF THE MOVEMENT CONTROL ORDER (MCO) UNTIL 14 APRIL 2020 THROUGHOUT THE WHOLE COUNTRY IN ACCORDANCE TO THE PREVENTION AND CONTROL OF INFECTIOUS DISEASES ACT 1988 AND THE POLICE ACT 1967**

With reference to the Honorable Prime Minister's Special Message on 25 March 2020, it is declared that the duration of the Movement Control Order (MCO) is extended to 14 April 2020 following the increase in the number of new cases daily.

2. To ensure that the Movement Control Order do not affect the University's key and critical services, the guidelines issued prior to this circular are still applicable.
3. For the smooth operation and delivery of the University's services, a Guideline to Performing Tasks for Management & Professional and Support Groups during the implementation of the Movement Control Order as shown in Appendix 1 is included.
4. This directive is effective until 14 April 2020 or until the Government issues a new directive on this issue.
5. All University communities are required to comply with the Movement Control Order to prevent the spread of the Covid-19 outbreak. All staff are required to carry out work from home, while maintaining personal hygiene and health care.

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



## GUIDELINE ON PERFORMING TASKS FOR MANAGEMENT & PROFESSIONAL AND SUPPORT GROUPS DURING THE IMPLEMENTATION OF MOVEMENT CONTROL ORDER (MCO)

Following the Movement Control Order effective 18 March until 14 April 2020, all staff are requested to ensure the University's operations are performing well. The Special University Management Committee Meeting on 22 March 2020, agreed that the University's service operations should be carried out, though not completely. Here are the guidelines and steps for the actions of all staff and the Head of Responsibility Centres (PTJ):

NO.	ITEM	ACTION
1.	Role of Head of Department and Staff	<p>Organize tasks that can be performed from home. The staff needed to attend office can be made in rotation with a very limited number present and within a limited time.</p> <p>Please be sure to :</p> <ul style="list-style-type: none"> <li>- Bring the authorisation letter from the Head of Department at all times,</li> <li>- Wear a face mask</li> <li>- Practice social distancing (1 meter) as recommended by the Ministry of Health.</li> </ul>
2.	Permission to Bring Back Laptops, PCs or Office Equipment to Perform Home-Based Tasks	<p>The Head of Department may issue a letter of approval to allow staff to bring home University equipment / property to carry out the work at home.</p> <p>Staff must fill out an authorization form to bring assets out of campus as a record for movement and inventory control. Form KEW.PA-9A (UTM Assignment / Loan of Equipment Form).</p> <p>Staff are required to report and declare University equipment / property taken out to the security guard on duty at the campus EXIT GATE</p> <p>The safety of the University's equipment / property is under the responsibility of the staff.</p>



3.	Online Meetings / Workshops	<p>Online meetings can be held using applications provided by UTMDigital.</p> <p>The procedure for using online meeting application (webex) is accessible via:</p> <ul style="list-style-type: none"> <li>i. <i>Online Meeting Guideline</i> - <a href="https://digital.utm.my/wp-content/uploads/2020/03/UTMDigital-online-meeting-guideline.pdf">https://digital.utm.my/wp-content/uploads/2020/03/UTMDigital-online-meeting-guideline.pdf</a></li> <li>ii. <i>Webex Online Meeting Guideline</i> - <a href="https://digital.utm.my/wp-content/uploads/2020/03/UTMDigital-webex-online-meeting-guideline.pdf">https://digital.utm.my/wp-content/uploads/2020/03/UTMDigital-webex-online-meeting-guideline.pdf</a></li> </ul> <p>For more information please contact: Puan Diniha bt Miskam, e-mel : <a href="mailto:diniha@utm.my">diniha@utm.my</a>.</p> <p>Meeting / workshops hours should be set within working hours from 8.30am to 5.30pm, with reference to Circular No.15/2020 which can be downloaded via <a href="http://registrar.utm.my/circular">http://registrar.utm.my/circular</a>.</p>
4.	Training and Online Learning	<p>Staff can follow training and learning through the following links:</p> <ul style="list-style-type: none"> <li>i. ePSA (e-Learning Public Sector) Link : <a href="https://www.epsa.gov.my/">https://www.epsa.gov.my/</a></li> <li>ii. <i>MyLinE (Online Resources for Learning in English)</i> Link: <a href="http://myline.utm.my">myline.utm.my</a></li> </ul> <p>Online training registration through <i>UTMSmile</i> system</p> <p><b><u>ePSA</u></b></p> <p>Staff who have completed ePSA training are required to submit an 'ePSA End of Course Letter' to PSM PTJ for the purpose of recording into the UTMSmile system to qualify for CPD Points.</p> <p><b><u>MyLine</u></b></p> <p>Staff who have completed MyLine will be enrolled in the UTMSmile system by the Talent Development Section to qualify for CPD Points. MyLine training is open each month.</p>
5.	Types of work that can be done from home	<p>Please refer to Administrative Circular No.15/2020 – Directive on the implementation of the Movement Control order effective from 18 March 2020 until 31 March 2020, throughout the whole country in accordance to the Prevention and Control of Infectious Diseases Act 1988, and the Police Act 1967. See Appendix II - Special guidelines to working from home following the Movement Control Order from 18 March 2020 to 31 March 2020 in accordance to the Prevention and Control of Infectious Diseases Act 1988 and the Police Act 1967.</p>

6.	Work That Need Internet Data	<p>To lessen the burden of staff, payment for Internet usage can be made through the respective Departments under the Management Provision at a maximum amount of RM70.00 per person. The Department may request additional special provisions in this regard to the Treasurer's Department.</p> <p>Staff may choose from a variety of broadband, dual sim, top up data plans depending on staff's existing devices.</p> <p>This facility is eligible for staff and subject to the quota set by the Centre of Responsibility (PTJ) (10% of the total staff at PTJ).</p> <p>Claims can be made by listing the tasks that have been performed, the duration and time allocated with the supporting letter and confirmation of the Head of PTJ.</p> <p>* Staff who have received the University's telephone provisions are not eligible for this special assistance.</p>
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Issued by:

Human Resources Division, Registrar's Department  
UTM Johor Bahru  
25 March 2020