FINANCE DIVISION CIRCULAR NO. 2 YEAR 2016

REVISION OF COMPUTER REIMBURSEMENT ALLOWANCE ENTITLEMENT

1.0 OBJECTIVE

1.1 The objective of this Circular is to inform all Deans / Directors / Chief Librarian and all staff of the International Islamic University Malaysia on the revision of computer reimbursement allowance entitlement.

2.0 BACKGROUND

2.1 Recently, the Prime Minister has announced the recalibrated Budget 2016 as part of the endeavor to ensure the country's sustainability. The recalibration is necessary due to the current global economic reality impacted by the slump in oil prices and slower growth of economic power blocks – the United States and China.

2.2 In doing so, the government is looking at optimizing development and operational expenditures to ensure the economic growth remains on track.

2.3 The recalibration of Budget 2016 has substantially affected the allocation of operating budget to all ministries, agencies, statutory bodies and public universities.
2.4 In view of the above, the IIUM has taken certain measures to prioritize and be more prudent in its spending which among others include reduction of expenditure for computer reimbursement allowance entitlement to IIUM staff.

3.0 DECISION

3.1 In principle, the IIUM has given its approval to reduce the computer reimbursement allowance entitlement from RM3,000.00 for each staff to RM2,000.00 for each staff.

3.2 It has been decided that priority for disbursement of the computer reimbursement allowance will be given on a "first come first serve basis" until the budget allocation is fully exhausted according to the following order:

(i) New recruited staff
(ii) Staff who reported for duty from study leave
(iii) Reimbursement for purchases in 2014 (refer to criteria)
(iv) Reimbursement for purchases in 2015 (refer to criteria)

3.3 The rest of the prevailing rules and regulations of the computer allowance entitlement remain unchanged.

4.0 IMPLEMENTATION

4.1 The effective date for the implementation of the above Circular is 1st January 2016.

4.2 All Deans/Directors/Chief Librarian are kindly requested to take note on the Circular and extend the information to relevant staff members at the respective Kulliyyahs / Centres / Divisions / Institutes / Library.

Your cooperation in the above matter is highly appreciated.

Thank you.

[Signature]

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