



INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA

VERSION NO : 01

REVISION NO : 00

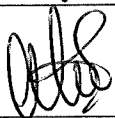
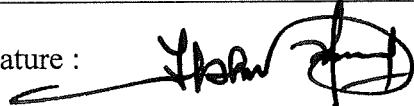
TRANSFER OF ADMINISTRATIVE AND
TECHNICAL STAFF

EFFECTIVE DATE : 01/10/2019


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TRANSFER OF ADMINISTRATIVE AND TECHNICAL STAFF

Prepared By :-	Approved By :-
Signature : 	Signature : 
Name : Norsuriyati Abdullah	Name : Dato' Abdul Rahim Ahmad
Position : Senior Assistant Director Employment (Non-Academic) Unit Management Services Division	Position : Executive Director Management Services Division
Date : 01 October 2019	Date : 01 October 2019

CONTROLLED COPY NO. :

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1. OBJECTIVE

This procedure is prepared to ensure the transfer process of administrative and technical staff is carried out efficiently and managed effectively according to the terms and references (Item no. 4).

2. SCOPE

This procedure is implemented by the Employment (Non-Academic) Unit, Management Services Division of IIUM for relocating of administrative and technical staff.

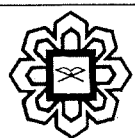
3. DEFINITION/ ABBREVIATION

Definitions:

- 3.1 Placement : Posting of staff in a workplace
- 3.2 Transfer Plan : Proposal for staff transfer arrangement
- 3.3 Management : University management

Abbreviations:

- 3.4 MSD : Management Services Division
- 3.5 ENAU : Employment (Non-Academic) Unit
- 3.6 DD, HRM : Deputy Director, Human Resource Management
- 3.7 SAD : Senior Assistant Director
- 3.8 SAA : Senior Administrative Assistant
- 3.9 K/C/D/I/O : Kulliyah/Centre/Division/Institute/Office
- 3.10 HURIS : Human Resource Information System



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4. REFERENCE

- 4.1 MSD's General / Service Circulars
- 4.2 IIUM's Policies
- 4.3 Relevant Government Circular adopted by IIUM
- 4.4 Terms and Conditions of Service

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5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
Staff / K/C/D/I/O	5.1 Stage 1 : Application for transfer 5.1.1 Receive request of transfer from staff or K/C/D/I/O.
SAD DD, HRM	5.2 Stage 2 : Transfer plan 5.2.1 Prepare the transfer plan based on vacancy, mutual and staffing needs. 5.2.2 Discuss the transfer plan with the Management for their approval.
SAA SAD/ SAA	5.3 Stage 3 : Notice of Transfer 5.3.1 Draft transfer letter to staff. 5.3.2 Check and issue transfer letter to staff.
SAA/ K/C/D/I/O	5.4 Stage 4 : Updating HURIS 5.4.1 Update new placement in the HURIS for staff who have reported for duty.

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6. QUALITY RECORDS

NO	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1	Request letter from staff / K/C/D/I/O	7 years after staff ceased employment	Staff personal file MSD filing cabinet	SAA
2	Notice of transfer letter	7 years after staff ceased employment	Staff personal file MSD filing cabinet	SAA
3	Handover Notes form & Notice of Transfer form	7 years after staff ceased employment	Staff personal file MSD filing cabinet	SAA

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7. FLOWCHART

