

Reference No. : CUCMS/HR/12-2 / (5)



Nurturing the Passion to Care

CYBERJAYA UNIVERSITY COLLEGE OF MEDICAL SCIENCES (CUCMS)

**SERVICE CIRCULAR NUMBER 5
2010**

REVISION ON ADMINISTRATIVE ALLOWANCE

Registrar Office June, 2010

Copied to:
Chairman, In-Fusion Education Sdn. Bhd.
Chairman, CUCMS's Board of Governor.
President, CUCMS.
All Deans,
All Directors,
All Heads of Department,
All Staff

CYBERJAYA UNIVERSITY COLLEGE OF MEDICAL SCIENCES

CUCMS/HR/12-2 / (5) , 2010

28 June, 2010

SERVICE CIRCULAR NO.5/ 2010

REVISION ON ADMINISTRATIVE ALLOWANCE

1.0 OBJECTIVE

This Circular seeks to inform all staff of the Cyberjaya University College of Medical Sciences about the decision regarding the new and a revised Administrative Allowance.

2.0 BACKGROUND

- 2.1 This allowance is provided to academics who was appointed to hold an administrative position.
- 2.2 The administrative position such as Dean, Deputy Dean and Director will be appointed directly by the President of the University. Appointment for Head of Division and Year Coordinator will be appointed by the President with a recommendation from the Dean of the Faculty or the Director of the Centre.
- 2.3 Position with appointment of more than six month will only entitle to this allowance.

3.0 ADMINISTRATIVE ALLOWANCE

- 3.1 The revised administrative allowance are as follows :-

No.	Position	Current Allowance (RM)	New Allowance (RM)
1.	Dean	1,000.00	1,200.00
2.	Deputy Dean / Director	600.00	800.00
3.	Head of Division	-	600.00
4.	Year Coordinator	300.00	400.00

4.0 TERMS OF REFERENCE

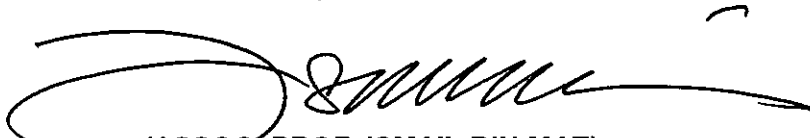
- 4.1 Academicians who are appointed as administrators will have to work according to the official office hours as approved by the University.
- 4.2 The academic administrator have office to bear as well as to manage the administration, teaching and learning activities and public relations with internal and external customers of the respective faculties or centres.
- 4.3 The administrator need to ensure all activities in the faculties or centres reflect the vision, mission and objectives of the faculties, centres and University and to report to the University President from time to time.

This Circular is effective 1 July, 2010.

Thank you.

"NURTURING THE PASSION TO CARE"

Yours sincerely,



(ASSOC. PROF. ISMAIL BIN MAT)
Registrar