



(Company No. 101067-P)

الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يونسبرسياتي اسلام انبارا بعثنا مللينا



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CERTIFIED TO MS. ISO 9001:2000
Registration No. AR 4007

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OFFICE OF THE EXECUTIVE DIRECTOR
MANAGEMENT SERVICES DIVISION

IIUM/202/4/1

18 Oct 2006

Our Reference:
(Rujukan Kami)

Date:
(Tarikh)

All Deans/Directors/Chief Librarian
Kulliyahs/Divisions/Centres/Library
International Islamic University Malaysia

Dear Y. Bhg. Dato'/Prof./Dr./Sir/Madam

Assalamualaikum wa rahmatullahi wa barakatuh

**SERVICE CIRCULAR NO. 8/2006
MANAGEMENT SERVICES DIVISION**

**ADOPTION OF GOVERNMENT TREASURY CIRCULAR NO. 2 YEAR 2005
ON THE REVISION OF HONORARIUM TO PART-TIME
LECTURERS/SPEAKERS/FACILITATORS OF GOVERNMENT OFFICIALS**

1. OBJECTIVE

The objective of this circular is to inform all Deans/Directors/Chief Librarian of the Kulliyahs/Divisions/Centres/Library on the decision of the University pertaining to the adoption of the above Government Service Circular on the revision of honorarium to part-time Lecturers/Speakers/Facilitators of Government officials.

2. BACKGROUND

2.1 The University has been conducting various in-house courses such as Induction Course, TIDE programmes, Trainings, Ibadah Camp, Official events, etc. In most of the occasions, the invited lecturers/speakers/facilitators are the IIUM staff members who are appointed as speakers for the programmes based on their expertise in the related topic.

2.2 The University, at present, is adopting the Government Treasury Circular Letter No. 1 Year 1996 as approved by the Staff Service Board No. 1/2002 on 29th January 2002 in paying the honorarium to the University officials invited to be part-time lecturers/speakers/facilitators to conduct course/workshop/official events.

2.3 The Government, through its Treasury Circular No. 2 of Year 2005 has agreed to revise the honorarium to government officials invited to be part-time lecturers/speakers/facilitators as follows:-

Amount of Honorarium			
Service Group	Part-time Lecturers/Speakers	Part-time Facilitators	Maximum per month
Professional & Management Group (Special Grade)	RM300.00 per hour	RM100.00 per hour	Not more than half of monthly basic salary of the officer
Professional & Management Group (Grade 53 & 54)	RM200.00 per hour	RM100.00 per hour	
Professional & Management Group (Grade 45 - 52)	RM150.00 per hour	RM90.00 per hour	
Professional & Management Group (Grade 41 - 44)	RM120.00 per hour	RM80.00 per hour	
Support Group	RM80.00 per hour	RM60.00 per hour	

2.4 The implementation of the above circular is subject to the following conditions:-

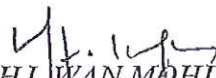
- a) the appointment as lecturers/speakers/facilitators must be approved by the respective Head of Department;
- b) the duty as speakers/facilitators is not part of their substantive duty;
- c) officials of a training/learning unit/institute, teaching/school institution where delivering lecture/talk is part of their substantive duties, they may be paid with the honorarium if the program/workshop/official event is not conducted by and not part of their department/institute/organisation;
- d) the secretariat who is delivering lecture/talk or being a facilitator in the programme organized, is not eligible for the payment of honorarium under this circular;
- e) the honorarium could be given for the completed half-an hour duration if the course is more than one hour; and
- f) the part-time lecturer/speaker/facilitator who is given a gift by the organiser is not eligible for the honorarium.

3. **DECISION AND IMPLEMENTATION**

3.1 The Majlis Meeting No. 72 held on 29th June 2006 had approved the recommendations of the Staff Service Board (SSB) Meeting No. 2/2006 held on 26th June 2006 as follows:-

- i) To adopt the revised rate of honorarium as stated in the Government Treasury Circular No. 2 of Year 2005.
- ii) The circular is applicable to any staff members appointed as part-time lecturer/speaker/facilitator for short training courses/programmes such as Induction Course, TIDE, CLA, IEP, etc., but not academic programmes.
- iii) The effective date of its implementation is 1st January 2006.

Thank you. *Wassalam.*


H.J. WAN MOHD. HILMI BIN WAN KAMAL
Executive Director
Management Services Division

- c.c. :
- : Y. Bhg. Prof. Dato' Dr. Syed Arabi Idid
Rector
 - : Prof. Dr. Mohd. Azmi bin Omar
Deputy Rector (Academic and Research)
 - : Prof. Dr. Sano Koutoub Moustapha
Deputy Rector (Internationalisation and Innovation)
 - : Ustaz Hamidon bin Abdul Hamid
Deputy Rector (Student Affairs and Alumni)
 - : Tn. Hj. Ahmad Zailan bin Shaari
Executive Director, Finance Division