
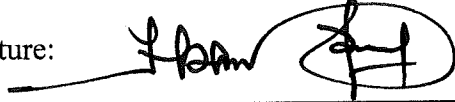

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	<b>REVISION NO. : 01</b>
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# CONFIRMATION IN SERVICE

<b>Prepared By: -</b>	<b>Approved By: -</b>
Signature: 	Signature: 
Name: Razimah Abdul Rashid	Name : Dato' Abdul Rahim Ahmad
Position: Senior Assistant Director Services Unit Management Services Division	Position: Executive Director Management Services Division
Date: 01/06/2020	Date: 01/06/2020

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## 1. OBJECTIVE

To ensure that the process of confirmation in service for staff is implemented efficiently in accordance with the policies, rules and regulations.

## 2. SCOPE

This process is implemented by the Services Unit, Management Services Division of International Islamic University Malaysia with the cooperation from the K/C/D and it is only applicable to the permanent staff members.

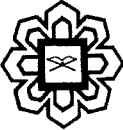
## 3. DEFINITIONS/ ABBREVIATIONS

### Definitions:

Confirmation in service is an exercise where a staff is confirmed in his/her respective services once they fulfill their confirmation requirements.


### Abbreviations:

- 3.1 ED : Executive Director
- 3.2 HOD : Head of Department
- 3.3 DD/SAD : Deputy Director/ Senior Assistant Director
- 3.4 AA : Administrative Assistant
- 3.5 SU : Services Unit
- 3.6 SSC : Staff Service Committee
- 3.7 BOG : Board of Governors
- 3.8 APAR : Annual Performance Appraisal Report
- 3.9 HURIS : Human Resource Information System
- 3.10 DRMU : Data and Records Management Unit

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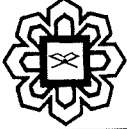
#### **4. REFERENCES**

- 4.1 IIUM rules and regulations
- 4.2 Relevant Government circulars
- 4.3 Employment Act 1955
- 4.4 Industrial Relations Act 1967
- 4.5 IIUM Staff Handbook


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## 5. RESPONSIBILITY AND DETAILED PROCEDURE

<b>RESPONSIBILITY</b>	<b>DETAILED PROCEDURE</b>
AA	<p><b>5.1 Identify staff eligible for confirmation</b></p> <p>5.1.1 Identify the staff members who are eligible to be confirmed in service at the beginning of the year.</p>
AA/DD AA/DD	<p><b>5.2 Check Annual Performance Appraisal Report and confirmation criteria</b></p> <p>5.2.1 If APAR 80% and more; and has fulfilled all the confirmation criteria, to get recommendation from the Head of Department.</p> <p>Upon recommendation by the Head of Department, to process/issue confirmation letter. If Head of Department does not recommend, to issue deferment / conditional confirmation letter to the relevant staff.</p> <p>5.2.2 If APAR less than 80%, and/or yet to fulfill other criteria, to wait until fulfills criteria.</p>
AA/DD AA/DD	<p><b>5.3 Notification to SSC and BOG</b></p> <p>5.3.1 List of staff that have been confirmed table to the SSC for notification.</p> <p>5.3.2 Minutes of the SSC table in the BOG for notification.</p>


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<b>RESPONSIBILITY</b>	<b>DETAILED PROCEDURE</b>
AA	<b>5.4 Stage 6: Update HURIS</b> 5.4.1 Key in details in HURIS.
AA	<b>5.5 Stage 7: File documents</b> 5.5.1 Send to DRMU to file all relevant documents in the respective file.

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## 6. QUALITY RECORDS

<b>NO.</b>	<b>QUALITY RECORDS</b>	<b>RETENTION PERIOD</b>	<b>LOCATION</b>	<b>RESPONSIBILITY</b>
1.	Annual Performance Appraisal Report Forms	20 years after staff ceased employment	Confidential File MSD Filing Room On-Line Module	DRMU
2.	Paper and Minutes of Meeting	20 years after staff ceased employment	Confidential File MSD Filing Cabinet	DRMU
3.	Related letters to staff members pertaining to confirmation in service	20 years after staff ceased employment	Confidential File Personal File MSD Filing Cabinet	DRMU

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**7. FLOWCHART**

**CONFIRMATION IN SERVICE**

