



GUIDELINES

MANUAL PROSEDUR KERJA

[WORK PROCEDURES MANUAL]

MANAGEMENT SERVICES DEPARTMENT
PRIME MINISTER'S OFFICE
NEGARA BRUNEI DARUSSALAM

Form No. 1
Date: _____

TO: _____

FROM: _____

SUBJECT: _____

Sl. No.	Description	Remarks
1	1. To inform the Director of the Management Services Department of the appointment of the Director of the Management Services Department.	
2	2. To inform the Director of the Management Services Department of the appointment of the Director of the Management Services Department.	
3	3. To inform the Director of the Management Services Department of the appointment of the Director of the Management Services Department.	
4	4. To inform the Director of the Management Services Department of the appointment of the Director of the Management Services Department.	
5	5. To inform the Director of the Management Services Department of the appointment of the Director of the Management Services Department.	
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8	8. To inform the Director of the Management Services Department of the appointment of the Director of the Management Services Department.	
9	9. To inform the Director of the Management Services Department of the appointment of the Director of the Management Services Department.	
10	10. To inform the Director of the Management Services Department of the appointment of the Director of the Management Services Department.	

Signature: _____
Name: _____
Designation: _____

MANAGEMENT SERVICES DEPARTMENT
PRIME MINISTER'S OFFICE
NEGARA BRUNEI DARUSSALAM

Form No. 2
Date: _____

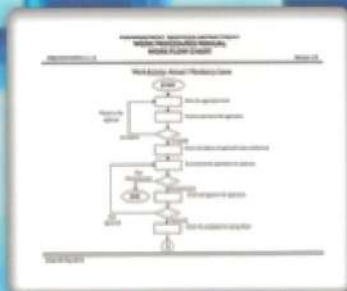
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MANUAL PROSEDUR KERJA [WORK PROCEDURES MANUAL]

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PRIME MINISTER'S OFFICE
BRUNEI DARUSSALAM**

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**GUIDELINES
WORK PROCEDURES MANUAL
BRUNEI DARUSSALAM**

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I INTRODUCTION

The Government of His Majesty The Sultan and Yang Di-Pertuan of Brunei Darussalam has always been emphasising and reminding government agencies and civil servants to improve their efficiency, effectiveness, performance, productivity and quality which aims at creating a responsible, responsive, proactive and transparent Civil Service. For this purpose, in 2000 the Government of His Majesty The Sultan and Yang Di-Pertuan of Brunei Darussalam has introduced the use of Work Procedure Manual which needs to be prepared by all ministries and government departments.

2 OBJECTIVE

The main objective of the Work Procedures Manual (WPM) is to enhance efficiency, performance, productivity and quality in ministries and government departments as well as civil servants in Brunei Darussalam.

3 BACKGROUND

3.1 Public Service Department (PSD) and Management Services Department (MSD) jointly organised a roadshow on WPM from 31st January to 2nd February 2000 at the Civil Services Institute, Rimba, Gadong, Brunei Darussalam.

3.2 PSD has also issued letters and memorandums dated 15 Muharram 1421/20th April 2000, to Permanent Secretaries at all Ministries and also Heads of Departments stating that:

- i. The Public Service Department is responsible in monitoring the implementation of WPM in every ministries and government departments.
- ii. Management Services Department will act as in-house consultants on WPM.

At present, Management Services Department was given the task to monitor as well as to give advice on consultancy services on the implementation of the programme.

4 CONCEPT OF WORK PROCEDURE MANUAL

4.1 WPM is an official reference document that every ministry and government departments should possess and utilize. This document is an important management tool that can contribute towards the overall improvement of productivity within a ministry or department.

4.2 WPM contains information that gives an overall picture of the ministry/department, such as its history, rationale for its existence, hierarchy, functions, work procedures and officers/staff responsible to carry out these procedures.

4.3 With the knowledge listed below, any officer/staff will understand:

- i. The history and rationale for the existence of that ministry/department, thus they will have a general idea of what is expected from him/her.
- ii. The objective and main functions of the ministry/department, thus enabling them to know which direction to take in executing their responsibilities.
- iii. The activities and work processes, which will show a clear and precise understanding of the scope/parameters of his/her own duties as well as the duties of the other divisions/units. In addition, steps or procedures involved for all of the activities are clearly outlined.

4.4 WPM systematically documents the sequence of a job/work. Each job /work consists of certain processes and procedures. Work that does not comply with these processes and procedures could lead to delays. It is vital that these processes, procedures and officers/staff involved are clearly defined, allocated, arranged and documented. It is also important to state the time taken in performing such processes and procedures. A systematic approach can be developed to enable work to be carried out accurately and efficiently.

4.5 WPM is also a useful training tool for newly appointed or transferred officers/staff. Lengthy induction courses or total dependence on senior officers can be reduced with the help of this official guidebook. With proper work guidelines, it also helps to create and boost the confidence of officers/staff in a comparatively shorter time.

4.6 Normally, newly appointed or transferred officers/staff rely on their experiences and seek guidance from others in performing their duties. More often than not, this knowledge and experience is not based on standard work procedures but rather on their or other individuals understanding of the job. As a result, there is a tendency for officers/staff to carry out their duties without knowing the right work procedures, scope of work and authority.

4.7 Among the benefits gained from a well configured WPM are:

- i. Officers/staff know the history on the existence that ministry/department;
- ii. Ministry/department are more able to align its objectives in line with its establishment;
- iii. All work procedures and regulations to be used are recorded as an official reference document;
- iv. Work procedures are standardized;
- v. Ensure rules of the ministry/department are adhered to;
- vi. Reduction in operational errors;
- vii. Reduction on the need for induction courses;
- viii. Helps to facilitate the transfer of officers/staff between sections/units;
- ix. Facilitate research and enables improvement on work systems;
- x. Reduction of verbal instructions on how work should be done;
- xi. Authority and working relationships within the workforce is clarified.

- 4.8 It is expected that the WPM, if properly documented and used appropriately as a reference when carrying out duties and responsibilities, will improve efficiency and effectiveness of a ministry/department.

5 MAIN FEATURES OF WORK PROCEDURE MANUAL

Work Procedures Manual document consists of eight (8) main features:

- i. Background of a ministry/department
- ii. Objective of a ministry/department
- iii. Organisational Chart of a ministry/department and section/unit
- iv. Core Functions of a ministry/department
- v. Work Activity
- vi. Work Process
- vii. Work Flow Chart
- viii. Forms or referrals used such as circulars or statute

6 DEFINITION OF THE MAIN FEATURES OF WORK PROCEDURES MANUAL

6.1 Background of a ministry/department

- i. This contains the history and rationales on the establishment of a ministry or department, and normally includes:
 - a) The organisations aims and objectives.
 - b) Related enactments involved (if any).
- ii. Information contained in the background can be used as a basis for developing objectives and structures of a ministry/department.
- iii. It may facilitate any interested researchers to know in detail about a ministry/department.

6.2 Objective of a ministry/department

- i. The objective is a statement on a ministry's/department's vision. It contains the goals that are to be achieved by a ministry/department which is in line with the purpose of its existence.

- ii. The intention of defining the objective is:
 - a) To provide a precise direction for efforts in line with the initial purpose of the establishment of a ministry/department.
 - b) As a basis for planning and structuring of programmes, projects and activities executed by a particular ministry/department to meet its customers' expectations.
 - c) As a basis for evaluating the effectiveness of a ministry/department towards the enhancement of its performance.
 - d) As a basis for developing specific objectives of sections or units under a ministry/department.
 - e) To identify short and long term strategies of a ministry/department.

6.3 Organisational Chart

- i. Organisational Chart gives a pictorial illustration of the structure, functions, activities and hierarchy of a ministry/department. It can clearly describe:
 - a) The distribution and allocation of work activities among sections and units.
 - b) Chain of command shows the hierarchy which helps to identify high and low rank officers in terms of the decision making process.
- ii. Organisational charts may help the management to plan for the following:
 - a) Additional or retrenchment of officers and staff;
 - b) Increase functions of a ministry/department;
 - c) Training programmes for officers and staff; and
 - d) Mode of management information.
- iii. Organisational chart varies among ministries/departments as well as divisions/units according to their activities, functions and roles. It can also undergo changes in line with the progress that may occur in particular ministry/department or division/unit.

6.4 Core Function

Core Function is the ministry/departments roles that need to be carried out in order to achieve its objectives. Normally its function is identified through the establishment of its divisions/sections/units within that particular ministry/department.

6.5 Work Activity

Work Activity involves tasks/jobs carried out under each Core Function. The execution of activities involves manpower, equipment, materials, time and cost.

6.6 Work Process

Work Process is a course of actions that is to be done in sequence which complies with specific regulations of an activity. Officers/staff can see clearly the steps and procedures to take in performing certain work activities/tasks. A clear Work Process can:

- i. Avoid operational lapse;
- ii. Show the complete steps of action to be taken;
- iii. Assist in supervisory work;
- iv. Facilitate inspection and revision on work processes whenever amendment is required;
- v. Minimise repetitive common instruction;
- vi. Reduce officers'/staffs' training programme;
- vii. Maintain the officers'/staffs' efficiency and effectiveness;
- viii. Simplify and expedite the officers'/staffs' daily routine;
- ix. Ensure work quality through standardised work procedures.

6.7 Work Flow Chart

Work Flow Chart illustrates diagrammatically the actions involved in an activity. Each action or step must be shown in a successive manner, showing clearly and briefly defining the actions taken from the beginning until the end. Work Flow charts may help to:

- i. enlighten officers/staff on their duties and responsibilities
- ii. indicate the *bottle neck* and repetitive actions
- iii. reflects the entire activity accordingly

6.8 Forms or referrals used such as Circulars or Laws (statute)

- i. Forms are important management tools in the administration and management of departments. It records important details in a proper and systematic manner.
- ii. Referrals, such as circulars and statute, may legally prove the existence of a particular activity or action.

7 STEPS ON PREPARING WORK PROCEDURES MANUAL

7.1 Work Procedures Manual of a ministry or department has two sections:

i. Section A

- a) It contains the first four (4) features of the Work Procedures Manual namely:
 - Background
 - Objectives
 - Organisational Chart (ministerial/departmental level)
 - Core Function (ministerial/departmental level).

- b) It briefly describes a particular ministry/department.
- c) It needs to be prepared by a particular division/unit such as the administration section or any group of officers/staff assigned by the task force whom, at a later stage, will also be responsible in compiling the Work Procedures Manual of the existing divisions/units of a ministry/department in order to produce a complete Work Procedure Manual document.

ii. Section B

- a) It contains six (6) features of the Work Procedures Manual namely:
 - Organisational Chart (for each division/unit)
 - Core Function (for each division/unit)
 - Work Activity
 - Work Process
 - Work Flow Chart
 - Referrals
- b) It focuses on functions of divisions/units.
- c) It needs to be prepared by the individual division/unit.

7.2 The following checklists need to be verified prior to the writing up of the Work Procedures Manual:

i. Background of a ministry/department

- a) Obtain articles on the history of the establishment.
- b) Research on any enactments related to its formation.
- c) State any past transformations or expansions of the management.

(An example of Background is on page 11)

ii. Objective of a ministry/department

- a) Understand the background clearly.
- b) Identify the statements that best describe the aims to be achieved. If read, they should reach the mind of:
 - The public, and they know what every ministry/ department provides.
 - The officers and staff: aware what is expected from them.
- c) Statements are normally short and precise.

(An example of Objective of a ministry/department is on page 12)

iii. Organisational Chart of a ministry/department and section/unit

- a) Identify the objectives and establish essential divisions or units comprising of the heads and their subordinates entrusted with specific activities.
- b) Create two categories of organisational charts:
 - One that simply illustrates the ministry/ department as a whole; and
 - One that Individually describes a division

- c) Sometimes early identification of its core functions is required in order to construct its organisational chart.
- d) Structuring/restructuring of organisational charts may be done internally (within the ministry/department) for minor changes. However, for a major restructuring, for example, the involvement of a supplementary post, a comprehensive proposal needs to be prepared and submitted to a particular government standing committee for their approval.
- e) Over time, there may be a need to restructure the organisational chart in line with the development of that ministry/department or division/unit.

(Examples of Organisational Charts are on pages 13 and 15)

iv. Core Functions of a ministry/department

- a) Identify the duties or activities to be carried out so as to achieve the objectives of the ministry/department.
- b) Prepare two categories of functions:
 - One that informs the core function of the ministry or department as a whole; and;
 - One that individually describes the function of a division/unit.
- c) Categorise the duties and find suitable words or sentences that best describe the function. It is advisable to maintain short but precise sentences to describe the functions of divisions/units as it will become a repetitive sub-heading in the WPM document.
- d) The core functions are dependent on activities of the ministry/department or activities common to all ministries/departments.

(Examples of Core Function are on pages 14 and 16)

v. Work Activity

- a) Identify the jobs being carried out under each function of a division/unit. These consist of the breakdown of jobs under a particular function.
- b) The main functions consist of activities specific to a ministry/department and those common to others.

Example 1 (Distinguishing between core function and activity - **specific to a ministry/department**)

Department : National Registration

Activities	Function
New/Renewal of Passport	Issue of Passport
Diplomatic Passport	
International Passage Certificate	
Missing/Burnt/Damaged passport	

Example 2 (Distinguishing between core function and activity - **common to all ministries/departments**)

Division : Administration

Activities	Function
Annual/mandatory leave	General Administration
Home to Office Passage Allowance	
Correspondence	
In-Service Training	

(An example of Work Activity is on page 17)

vi. **Work Process**

- State the main objectives or the purpose of doing that particular activity and what we want to achieve or expect from it (its results and end products). (An example of Work Process Objectives appears on page 18).
- List down the actions from the beginning till the end of the activity. These steps have to be listed in sequence.
- State the actual and currently practiced work process prior to documenting the processes.
- Begin each process with a verb.
- Make notations on referrals being referred to involved in carrying out these actions, for example forms, circulars or statutes and so on.
- State the officers/staff responsible for each action.
- State the duration of time taken to do an action. This can be done either by individual actions or the total time required to do the whole series of actions.

(Examples of Work Process are from pages 18 to 23)

vii. **Work Flow Chart**

- The work flow chart should be prepared after the completion of the work process, as the work flow chart is totally based on the work process listed in an activity.
- Use the specified symbols. (Refer Figure 1 below).
- Use short sentences to describe each action as each has been described earlier in detail at the work process.
- The sequence and number of action boxes should tally with the actions at the work process.

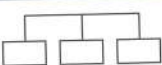
SYMBOLS		DEFINITIONS
		START/ END
		ACTION
		DECISION
		CONTINUATION
		ACTION FLOW
		SIMULTANEOUS ACTIONS

Figure 1 : Symbols used in Work Flow Charts

(Examples of Flow Charts are on pages 24 and 25)

viii. **Forms or referrals (example: circulars and statute)**

- Gather any related forms, circulars, statutes, etc. involved in the implementation of an activity.
- Copy those materials to become appendices and label them for easy reference.

(Examples of Appendices A, B ,C, D and E, and Page 26 show the table of content for the appendices.)

Note:

The arrangement of the contents of WPM must be in the sequence as shown in Chapter 9.

7.3 The following are recommendations in the preparation of a WPM.

- i. A ministry/department may create a documentation template to be distributed to the officers/staff of each division/unit responsible in preparing the WPM. This helps to synchronise the formatting of the presentation such as the type and size of fonts, tables, symbols, etc. between divisions/units. This ensures a well coordinated WPM document.
- ii. Providing a table of contents and numbering of pages to facilitate referencing.
- iii. Insert dividers in between pages where necessary.

8 IMPLEMENTATION

- 8.1** WPM should be prepared in the manner of a guide book as outlined in this manual. *(Refer to Section 7 and 9 of this manual.)*
- 8.2** The preparation of a WPM needs proper planning, thus the involvement of top management is very important.
- 8.3** To facilitate and assist in its preparation, the management should set up a supporting task force or work group. The task force/work group will continuously:
- i. Involve and support in the preparation of WPM; and
 - ii. Monitor for any development and amendments within the ministry/ department to be consistent with the WPM.
- 8.4** The task force/work group should appoint more than one officer as the coordinator. This is as a precautionary measure to prevent the loss of an expert in preparing the Work Procedure Manual in the case he/she retires or get transferred to another workplace. This initiative is to ensure the continuity of Work Procedure Manual in a particular ministry/department.
- 8.5** WPM has to be updated whenever there are amendments in the management. The activities and work processes which are no longer in use resulting from these changes have to be taken out from the manual and to be replaced with new ones.
- 8.6** The implementation of the WPM needs to be monitored by a particular department who will determine if the WPM submitted by a ministry/department is :
- i. Satisfactory and appropriate to be distributed to officers and staff of that particular ministry or department; or
 - ii. Less satisfactory and needs further improvement.

(Memorandum will be sent to the particular ministry/department to relay any feedback from MSD).

- 8.7 The Civil Service Training Institutions or its equivalent need to conduct further courses/Management on Work Procedures Manual.
- 8.8 Ministries/department need to review its WPM annually.
- 8.9 As an example the following chapter shows some parts extracted from the Management Services Department's Work Procedures Manual, which can be used as additional guidelines.

9 EXAMPLE ON WORK PROCEDURES MANUAL OF MANAGEMENT SERVICES DEPARTMENT

**EXAMPLE ON
WORK PROCEDURES
MANUAL OF
MANAGEMENT SERVICES
DEPARTMENT**

**MANAGEMENT SERVICES DEPARTMENT
WORK PROCEDURES MANUAL
BACKGROUND**

Version 1.0

- 1 January 1982
Management Services Unit (MSU) was established within the Establishment Department.

- 1 September 1986
MSU was taken over by the Prime Minister's Office as one of its Unit.

- 1 January 1990
Duties of the Government Security Department under the Ministry of Home Affairs were transferred to MSU and MSU was upgraded to become a department known as the Management Services and Government Security Department.

- 1 August 1993
Duties and functions of the Government Security Unit were taken over with the establishment of Internal Security Department. Simultaneously, this department was renowned as the Management Services Department (MSD).

VISION

A Dynamic And Competent Management Consultant Agency

MISSION

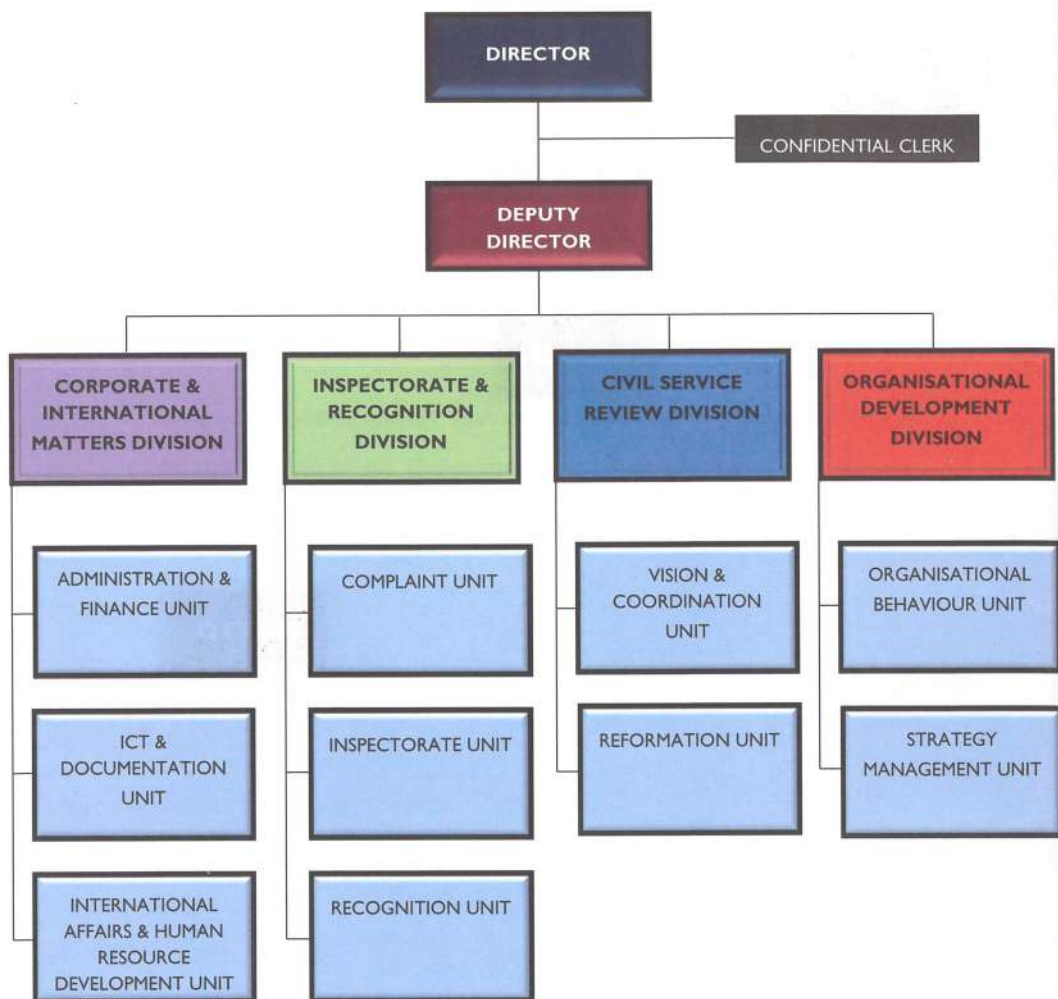
Provide Consultancy, Research And Management Audit Towards Civil Service Excellence

MOTTO

Innovate. Implement. Transform

MANAGEMENT SERVICES DEPARTMENT
WORK PROCEDURES MANUAL
ORGANISATIONAL CHART

Version 1.0

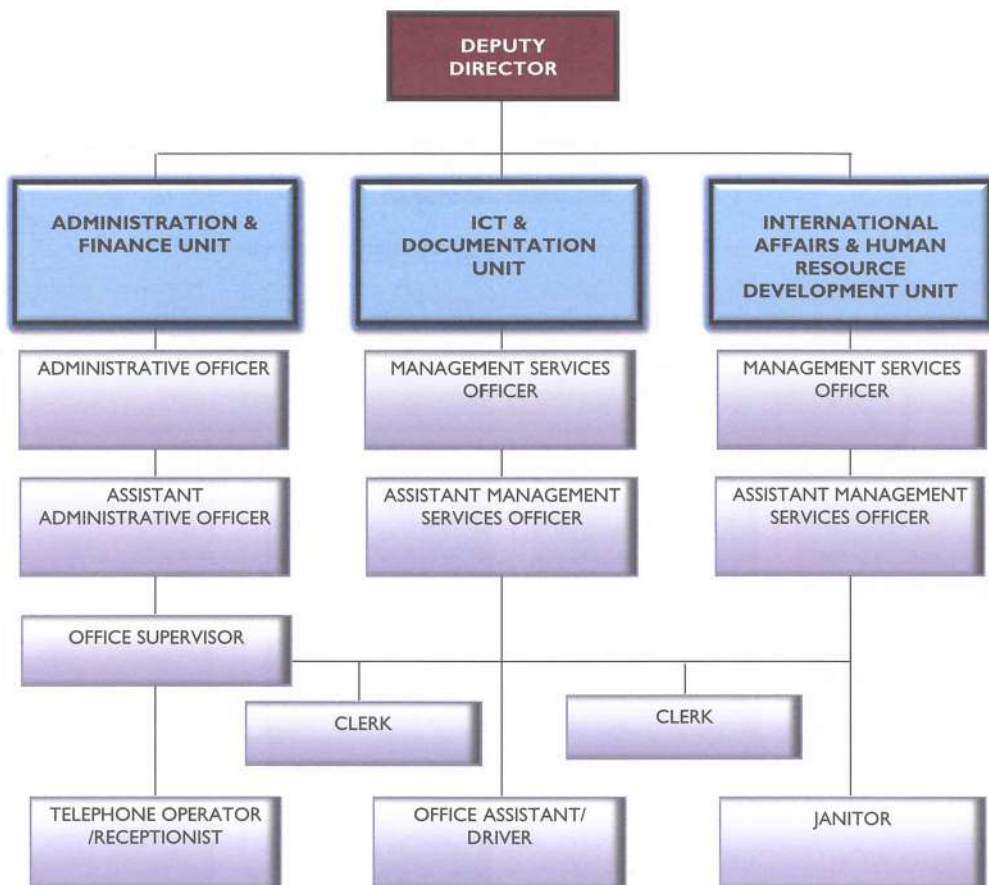


**Advising ministries and government departments
in the usage of administrative and management methods and
tools in the effort to improve the performance of the Civil Service**

**MANAGEMENT SERVICES DEPARTMENT
WORK PROCEDURES MANUAL
DIVISION STRUCTURE**

Version 1.0

CORPORATE AND INTERNATIONAL MATTERS DIVISION



**MANAGEMENT SERVICES DEPARTMENT
WORK PROCEDURES MANUAL
DIVISION MAIN FUNCTION**

Version 1.0

DIVISION : CORPORATE AND INTERNATIONAL MATTERS

UNIT : ADMINISTRATION AND FINANCE

NO	CORE FUNCTION
1	General Administration
2	General Finance Administration
3	Supports Services to Divisions within MSD
4	Act as Public Relations Officer for the Department

**MANAGEMENT SERVICES DEPARTMENT
WORK PROCEDURES MANUAL
WORK ACTIVITIES**

Version 1.0

DIVISION : CORPORATE AND INTERNATIONAL MATTERS

UNIT : ADMINISTRATION AND FINANCE

CORE FUNCTION : GENERAL ADMINISTRATION

NO	WORK ACTIVITIES
1	Record service.
2	Annual/mandatory leave.
3	Amendment in the approved Leave application.
4	Three (3) years Accumulative Leave
5	Unpaid Leave.
6	Sick Leave.
7	Maternity Leave.
8	Haj Pilgrimage Leave.

**MANAGEMENT SERVICES DEPARTMENT
WORK PROCEDURES MANUAL
WORK PROCESS**

MSD/CIM/WPM/1.1.1.2

Version 1.0

DIVISION : CORPORATE AND INTERNATIONAL MATTERS

UNIT : ADMINISTRATION AND FINANCE

CORE FUNCTION : GENERAL ADMINISTRATION

WORK ACTIVITY : ANNUAL / MANDATORY LEAVE

OBJECTIVES : TO ENSURE THE LEAVES APPLIED BY STAFF ARE INLINE WITH THE RULES AND REGULATIONS

No	WORK PROCESS	RESPONSIBLE OFFICER/ STAFF	REFERENCE	DURATION
I	Fill in the application form. Make sure all the requirements below are fulfilled: • use the Prime Minister Office's standardized form. • include the handing over of tasks and duties form for leave applied beyond 11 days. • submit the leave application form to the Assistant Administrative Officer (AA) 2 weeks prior to the actual leaves dates.	Officers / Staff of MSD	▪ Appendix A Leave application form ▪ Appendix B Prime Minister's Office Circular, No.17/1992 dated 14 August 1992 ▪ Appendix C Memorandum of Permanent Secretary of Prime Minister's Office No.JPM/0/22 Pt.1 dated 10 March 1994 ▪ Appendix E Prime Minister's Office Circular, No.5/2010 dated 25 February 2010	1 Day

**MANAGEMENT SERVICES DEPARTMENT
WORK PROCEDURES MANUAL
WORK PROCESS**

MSD/CIM/WPM/1.1.1.2

Version 1.0

No	WORK PROCESS	RESPONSIBLE OFFICER/ STAFF	REFERENCE	DURATION
2.	Receive and check the application. Make sure all the above mentioned requirements complied/ completed. If: a) completed – acquire the personnel file from the clerk (file), and proceed to process 3. b) incomplete - return the application form to the applicant, return to process 1.	Assistant Administrative Officer	▪ <u>Appendix B</u> Prime Minsiter's Office Circular, No.17/1992 dated 14 August 1992 ▪ <u>Appendix C</u> Memorandum of Permanent Secretary of Prime Minsiter's Office No.JPM/0/22 Pt.1 dated 10 March 1994 ▪ <u>Appendix E</u> Prime Minsiter's Office Circular, No.5/2010 dated 25 February 2010	

**MANAGEMENT SERVICES DEPARTMENT
WORK PROCEDURES MANUAL
WORK PROCESS**

MSD/CIM/WPM/1.1.1.2

Version 1.0

No	WORK PROCESS	RESPONSIBLE OFFICER/ STAFF	REFERENCE	DURATION
3.	Check the balance of applicant's leave entitlement from the personnel file, and complete the form with the below data: • available amount of leave entitled. • date of the leave taken previously. Verify all the data and initial at the column B of the form. Forward the application form to the respective authority/officers for their recommendation/ permission/approval: • Head of Division of respective officers and staff. • Deputy Director of respective Head of Division. • Director will approve Deputy Director's application leave. • Prime Minister's Office will approve Director's application leave.	Assistant Administrative Officer	• Appendix A Leave application form • Applicant's Personnel File	
4.	Recommend the application for approval, if: a) not recommended - inform and state the reason to the applicant - End of Process. b) recommended - response and initial (and decide an acting officer for leave applied exceeding 11 days), proceed to process 5. Notice: Leave applied by the Head of Department, will be granted by the Permanent Secretary of respective ministries.	Head of Section/ Deputy Director/ Director	• Appendix A Leave application form	1 Day

**MANAGEMENT SERVICES DEPARTMENT
WORK PROCEDURES MANUAL
WORK PROCESS**

MSD/CIM/WPM/1.1.1.2

Version 1.0

No	WORK PROCESS	RESPONSIBLE OFFICER/ STAFF	REFERENCE	DURATION
5.	Check and approve the application (and the proposed acting officer – for leave exceeding 11 days). If: a) approved - sign and proceed to process 6. b) not approved - state the reasons and return the application form for a new potential acting officer, and return to process 4. Notice: Send the copies of leave application form along with the nominated acting officer to: • Director General of Public Service. • Director of Treasury Department. • Auditor's General Audit. • Council of State (Division I and II only).	Deputy Director/ Director	• Appendix A Leave application form • Appendix C Memorandum by Permanent Secretary of Prime Minister's Office No.JPM/0/22 Pt.1 dated 10 March 1994.	
6.	Check availability for acting officer. If: a) yes - proceed to process 7. b) no - proceed to process 11. Notice: Acting allowance is eligible for 11 days onwards.	Assistant Administrative Officer	• Appendix A Leave application form • Appendix D Prime Minister's Office Circular No.4/2008 dated 11 March 2008	1 Day

**MANAGEMENT SERVICES DEPARTMENT
WORK PROCEDURES MANUAL
WORK PROCESS**

MSD/CIM/WPM/1.1.1.2

Version 1.0

No	WORK PROCESS	RESPONSIBLE OFFICER/ STAFF	REFERENCE	DURATION
7.	Prepare acting letter. Notice: The letter should consists of: • name of post; • duration and when the acting begins and ends; • compliance to relevant Prime Minister's Office circular. Submit to Director/ Deputy Director for further action.	Assistant Administrative Officer	• Appendix D Prime Minister's Office Circular No.4/2008 dated 11 March 2008 • Acting letter	1 Day
8.	Verify and sign the letter.	Deputy Director/ Director		
9	Receive the verified and signed letter.	Assistant Administrative Officer		
10.	Copy the verified letter prior distribution to: • personnel file; • Float file; • Director - General of Public Service; • Director of Treasury Department; • Audit General; • Finance unit (allowance payment).	Clerk	• Acting letter	
11.	Copy the approved leave for: • applicants; • personnel file; • Float file.		• Appendix A Leave application form	
12	Keep the original form of the approved leave application and a copy of acting letter in the personnel's file of the applicant and appointed acting officer respectively.		• Applicant's Personnel File	

**MANAGEMENT SERVICES DEPARTMENT
WORK PROCEDURES MANUAL
WORK PROCESS**

MSD/CIM/WPM/1.1.1.2

Version 1.0

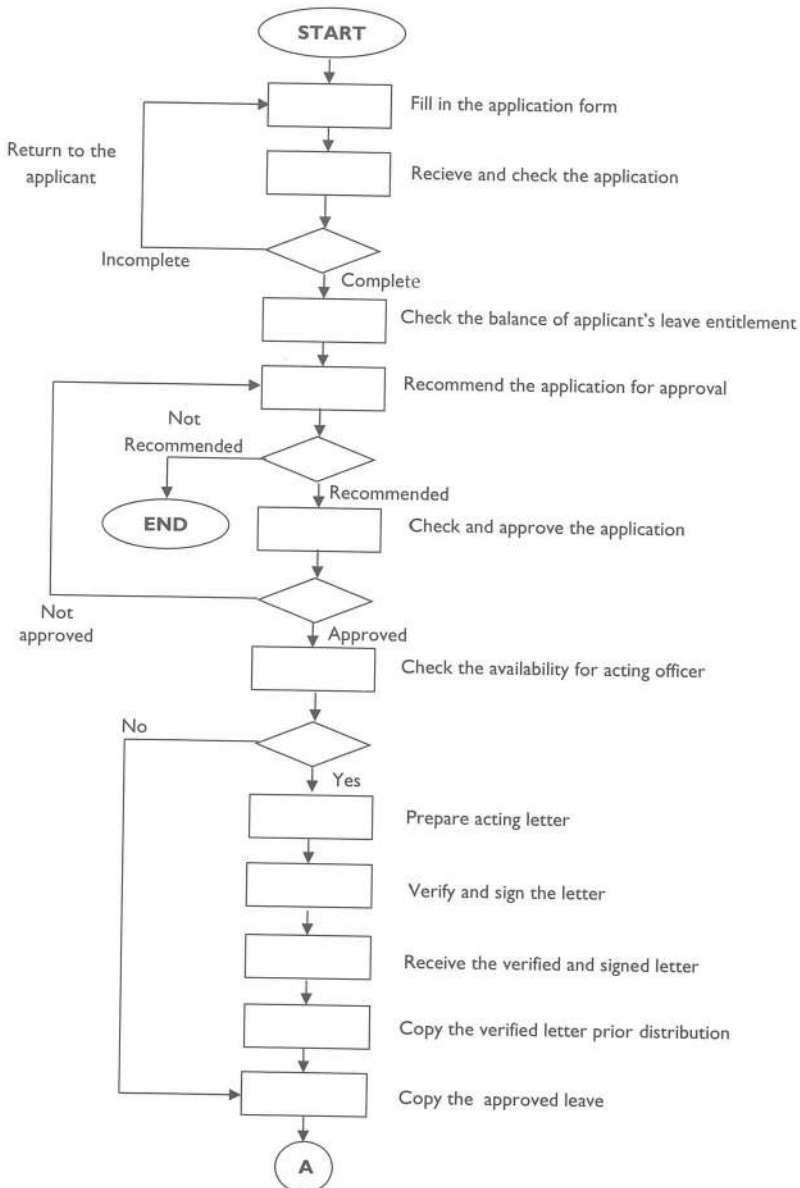
No	WORK PROCESS	RESPONSIBLE OFFICER/ STAFF	REFERENCE	DURATION
13.	Update the respective applicant's record service (both the applicant and the appointed acting officer). Notice Listing of leave which does not require the approval from the Director General of Public Service Department: • Annual leave; • Sick leave; • Maternity leave; • Daily paid leave (transition to monthly payment); • End of contract leave; and • Haj Pilgrimage leave.	Clerk	• <u>Appendix A</u> Leave Application Form • <u>Appendix C</u> Paragraph 8, Permanent Secretary Memorandum Prime Minister Office SUT, JPM, No. PMO/0/22 Pt.I dated 10 March 1994 • Acting Letter	
14.	Store the personnel file.		• Applicant's Personnel File	
15.	Give the approved form / letter: • copy of leave application to the applicant. • acting letter to the acting officer.	Office Assistant	• <u>Appendix A</u> Leave Application Form • Acting Letter	
END				
DURATION				4 DAYS

MANAGEMENT SERVICES DEPARTMENT
WORK PROCEDURES MANUAL
WORK FLOW CHART

MSD/CIM/WPM/1.1.1.2

WORK ACTIVITY: ANNUAL/ MANDATORY LEAVE

Version 1.0

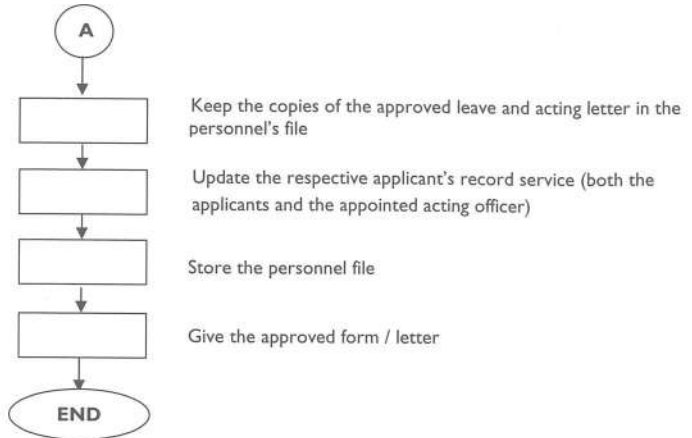


MANAGEMENT SERVICES DEPARTMENT
WORK PROCEDURES MANUAL
WORK FLOW CHART

MSD/CIM/WPM/1.1.1.2

WORK ACTIVITY: ANNUAL/ MANDATORY LEAVE

Version 1.0



**MANAGEMENT SERVICES DEPARTMENT
WORK PROCEDURES MANUAL
LIST OF FORM AND REFERRAL**

Version 1.0

APPENDIX	CONTENT
A	Leave Application Form
B	Prime Minister's Office's Circular, numbered 17/1992 dated 14 August 1992
C	Permanent Secretary's Memorandum numbered JPM/O/22 pt. I dated 10 th March 1994
D	Prime Minister's Office's Circular, numbered 4/2008 dated 11 March 2008
E	Prime Minister's Office's Circular, numbered 5/2010 dated 25 February 2010



SURAT KELILING JABATAN PERDANA MENTERI BIL: 17 /1992
NEGARA BRUNEI DARUSSALAM

PERATURAN CUTI TAHUNAN DAN
PEMBERIAN ELAUN CUTI

Pada menjunjung titah perintah Kebawah Duli Yang Maha Mulia Paduka Seri Baginda Sultan Haji Hassanal Bolkiah Mu'izzaddin Waddaulah, Sultan dan Yang Di-Pertuan Negara Brunei Darussalam, maka adalah dengan ini dimaklumkan bahawa Cuti Tempatan adalah ditiadakan dan Cuti Tahunan adalah dengan ini dipinda seperti berikut.

2. Melainkan jika disebutkan sebaliknya oleh satu perjanjian yang tertentu, semua pegawai dalam perjawatan tetap, sebulan ke sebulan atau dalam perkhidmatan 'open-vote' adalah layak mendapat cuti tahunan bergaji penuh bagi tiap-tiap 12 bulan perkhidmatan yang melayakkan seperti berikut:-

A.

BAHAGIAN	KADAR CUTI BAGI SETIAP 12 BULAN PERKHIDMATAN YANG MELAYAKKAN (HARI)	
	Umur 40 tahun keatas	Umur dibawah 40 tahun
I dan II	60	48

B.

BAHAGIAN	KADAR CUTI BAGI SETIAP 12 BULAN PERKHIDMATAN YANG MELAYAKKAN (HARI)				
	(a) Tambahan bagi umur 40 tahun keatas	(b) Lama perkhidmatan dibawah 15 tahun	(c) Jumlah cuti (a+b=c)	(d) Lama perkhidmatan 15 tahun keatas	(e) Jumlah cuti (a+d=e)
III	4	28	32	34	38
IV	3	26	29	30	33
V	2	24	26	27	29

3. Masa dalam percutian tidak layak dikira sebagai mendapat cuti.

4. Jika seorang pegawai itu memohon untuk keluar semasa waktu pejabat yang memerlukan masa setengah ($\frac{1}{2}$) hari sama ada sebelah pagi atau petang maka ia adalah dikehendaki memohon cuti sehari.



- 2 -

5. Sehubungan dengan ini, pegawai dan kakitangan adalah dimestikan mengambil sekurang-kurangnya 14 hari (secara berterusan atau tidak putus-putus iaitu cuti mandatori), dari cuti yang mereka layak apabila telah berkhidmat genap 12 bulan. Bagaimanapun jika terdapat masalah mengenai pemberian cuti yang mesti diambil ini (cuti mandatori) maka adalah terpulang kepada budibicara ketua-ketua jabatan untuk menentukan tarikh-tarikh cuti dalam jangka waktu 6 bulan selepas tarikh ia layak mendapat cuti.

6. Bilangan cuti tahunan yang mesti diambil atau ditetapkan oleh Ketua Jabatan bagi tiap-tiap 12 bulan (cuti mandatori iaitu 14 hari) seperti yang disebutkan di perenggan 5 akan dikira hilang jika pegawai tersebut tidak mengambilnya.

7. Proses pengumpulan cuti adalah secara otomatis dan kadar maksima cuti yang boleh dikumpulkan adalah dikira mengikut kelayakan cuti selama 36 bulan perkhidmatan seperti berikut:-

BAHAGIAN	(a) Bilangan cuti dalam setahun per- khidmatan	(b) Bilangan cuti yang dimestikan untuk di ambil setahun	(c) Tempoh per- khidmatan yang me- layakkan bagi pen- gumpulan cuti (tahun)	(d) Jumlah cuti maksima yang boleh di kumpulkan [(a-b)xc=d]
I dan II	60	14	3	138
	48	14	3	102
III	38	14	3	72
	34	14	3	60
	32	14	3	54
	28	14	3	42
IV	33	14	3	57
	30	14	3	48
	29	14	3	45
	26	14	3	36
V	29	14	3	45
	27	14	3	39
	26	14	3	36
	24	14	3	30

...3/-



- 3 -

8. Tertakluk kepada perenggan 10 seorang pegawai yang baru berkhidmat dibolehkan mengambil cuti setelah ia berkhidmat 12 bulan.

9. Tertakluk kepada perenggan 10 seorang pegawai itu tidak dibenarkan mengambil cuti lebih dari sekali dalam tempoh 30 hari.

10. Cuti Tahunan secara pendahuluan bolehlah dibenarkan atas sebab-sebab belas kasihan dengan syarat-syarat berikut:-

- a. Tempoh Cuti Pendahuluan yang diambil akan ditolak dari baki cuti mereka apabila layak kelak;
- b. Jika timbul sesuatu keadaan misalnya dibuang kerja atau dipendekkan perkhidmatan atau kontrak yang boleh membatalkan kelayakannya untuk mendapatkan Cuti Tahunan maka Cuti Pendahuluan yang dibenarkan akan dikira sebagai cuti tidak bergaji dan cuti pendahuluan yang telah dibenarkan hendaklah dipotong dari perkiraan gaji terakhir.

ELAUN CUTI

11. Semua pegawai dalam perjawatan tetap, sebulan kesebulan dan "open-vote" adalah berhak sekali sahaja bagi tiap-tiap 36 bulan perkhidmatan apabila dipohonkan, mendapat satu pemberian elaun cuti bagi dirinya, isterinya dan sehingga 4 orang anaknya yang dibawah umur 18 tahun, mengikut kadar elaun cuti serta syarat-syarat seperti berikut:-

BABAGIAN DAN SUKATAN GAJI	KADAR ELAUN CUTI BAGI SEORANG		
	ORANG DEWASA DAN UMUR 12 TAHUN KEATAS	DIBAWAH UMUR 12 TAHUN	DIBAWAH UMUR 2 TAHUN
I. PEGAWAI-PEGAWAI DALAM PERJAWATAN TETAP			
A. Pegawai-pegawai dalam Bahagian I dan II dalam sukatan gaji B3 keatas atau yang sebanding dengan sukatan gaji B3 keatas	\$2,500.00	\$1,250.00	\$250.00



- 4 -

BAHAGIAN DAN SUKATAN GAJI	KADAR ELAUN CUTI BAGI SEORANG		
	ORANG DEWASA DAN UMUR 12 TAHUN KEATAS	DIBAWAH UMUR 12 TAHUN	DIBAWAH UMUR 2 TAHUN
B. Pegawai-pegawai dalam Bahagian II dibawah sukatan gaji B3 atau yang sebanding dengan sukatan gaji dibawah B3 dan Bahagian III yang gaji pokoknya melebihi \$1,930.00 sebulan	\$1,750.00	\$ 875.00	\$175.00
C. Pegawai-pegawai dalam Bahagian II dan III dengan tidak mengira gaji pokoknya tetapi telah berkhidmat selama 15 tahun berturut-turut	\$1,750.00	\$ 875.00	\$175.00
D. Pegawai-pegawai dalam Bahagian III yang di bawah 15 tahun perkhidmatan dan Bahagian IV dan V	\$ 760.00	\$ 380.00	\$ 76.00
II. PEGAWAI-PEGAWAI DALAM PERKHIDMATAN SEBULAN KE SEBULAN DAN 'OPEN VOTE'			
E. Pegawai-pegawai dalam sukatan gaji B3 keatas atau yang sebanding dengan sukatan gaji B3 keatas	\$1,120.00	\$ 560.00	\$112.00
F. Pegawai-pegawai dibawah sukatan gaji B3 atau yang sebanding dengan dibawah sukatan gaji B3	\$ 760.00	\$ 380.00	\$ 76.00

12. Tarikh pemberian elaun cuti bagi seorang pegawai adalah bermula dari tarikh terakhir dalam tempoh perkhidmatan tiga tahun ia diberikan elaun tersebut.

13. Pemberian elaun cuti tidaklah akan diberi bagi seorang anak yang belajar di luar Negara Brunei Darussalam dan yang telah menikmati satu pemberian Tambang Pelajaran.

...5/-



- 5 -

14. Jika kedua-dua suami isteri itu berkhidmat dengan Kerajaan, pemberian elaun cuti terhad kepada seorang sahaja dan akan diberikan kepada pegawai dalam bahagian yang lebih tinggi atau yang menerima gaji lebih tinggi.

15. Sebagai tambahan kepada pemberian elaun cuti di atas, semua pegawai tempatan yang berjawatan tetap yang menerima gaji pokok melebihi B\$1,930.00 sebulan akan, untuk sekali sahaja dan setelah berkhidmat selama 10 tahun diberikan elaun tambang bagi dirinya dan isterinya seperti berikut:-

BAHAGIAN DAN SUKATAN GAJI	KADAR TAMBANG	
	SUAMI DAN ISTERI	SEORANG
A. Pegawai-pegawai dalam perjawatan tetap dalam Bahagian I dan II dalam sukatan gaji B3 keatas atau yang sebanding dengan sukatan gaji B3 keatas;	\$21,700.00	\$10,850.00
B. Pegawai-pegawai dalam perjawatan tetap Bahagian II dibawah sukatan gaji B3 atau yang sebanding dengan sukatan gaji dibawah B3 dan Bahagian III yang gaji pokoknya melebihi \$1,930.00 sebulan,	\$12,640.00	\$ 6,320.00

16. Pegawai-pegawai yang dibenarkan bercuti dan layak diberi elaun cuti dibawah peraturan Surat Keliling ini boleh diberikan elaun cuti mereka dengan tidak payah ke luar negeri.

17. Pegawai-pegawai kontrak yang sedang berkhidmat melalui kontrak lama akan dibenarkan mengikut syarat-syarat kontrak tersebut sehingga syarat-syarat dan peraturan-peraturan baru mengenainya dikeluarkan.

18. Permohonan untuk mendapat cuti mestilah dibuat menggunakan borang seperti di lampiran A1. Permohonan untuk mendapat elaun cuti dan tambang dibawah perenggan 11, 14 dan 15 dalam Surat Keliling ini hendaklah menggunakan borang seperti dilampiran A2.

...6/-



- 6 -

19. Surat Keliling ini adalah berjalan kuatkuasanya mulai dari tarikh Surat Keliling ini dikeluarkan dan Surat-Surat Keliling Jabatan Perdana Menteri bilangan 17/1984, 18/1984, Surat Keliling Setiausaha Kerajaan bilangan 31/1975 dan Surat Keliling Jabatan Perbendaharaan bilangan 2/1986 adalah dengan ini dibatalkan.

Sekianlah sahaja yang dapat dimaklumkan pada menjunjung titah perintah Kebawah Duli Yang Maha Mulia Paduka Seri Baginda Sultan dan Yang Di-Pertuan Negara Brunei Darussalam.

(DATO SERI LAILA JASA
HAJI AHMAD DATO PADUKA MATNOR)
Setiausaha Tetap

Jabatan Perdana Menteri
Istana Nurul Iman
Bandar Seri Begawan 1100
NEGARA BRUNEI DARUSSALAM

Rujukan: (17) JPM/SK/1992.

Tarikh: 15 Ogos 1992.

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MEMORANDUM

Setiausaha Tetap, Jabatan Perdana Menteri,
Negara Brunei Darussalam,

(Seperti pembahagian di bawah)

27 Ramadan 1414

Tarikh: 10 Mac 1994

Rujukan Lain:

Rujukan Kami: JDM/O/22 Pt. 1

Dengan hormatnya sukacita dimaklumkan bahawa pada menjunjung titah perkenan Kebawah Duli Yang Maha Mulia Paduka Seri Baginda Sultan Haji Hassanal Bolkiah Mu'izzaddin Waddaulah, Sultan dan Yang Di-Pertuan Negara Brunei Darussalam, bagi lebih melicinkan lagi pentadbiran Kementerian dan Jabatan Kerajaan Baginda, beberapa perubahan telah dibuat keatas tatacara pengendalian permohonan-permohonan cuti khususnya bagi Ketua-Ketua Jabatan, Timbalan Ketua Jabatan dan Penolong Ketua Jabatan sebagaimana yang telah disampaikan melalui memorandum Kementerian ini bilangan O/22 bertarikh 24 November 1986, iaitu seperti dibawah ini. Perenggan-perenggan yang lain yang tidak berubah juga diperturunkan dibawah ini untuk memudahkan rujukan. Perenggan tersebut walaupun bagaimanapun, mungkin akan mempunyai bilangan yang berubah daripada yang asal dan ayatnya juga mungkin berubah tetapi maksudnya masih sama. Perenggan-perenggan yang berubah maksudnya dan yang baru diperkenalkan adalah bertanda #.

2. Permohonan-permohonan cuti dan keluar negeri bagi Setiausaha Tetap setelah disebarkan/mendapat sokongan daripada Duli Yang Teramat Mulia/Yang Amat Mulia/Yang Berhormat Menteri Kementerian berkenaan hendaklah dihadapkan kepada Setiausaha Tetap, Jabatan Perdana Menteri yang akan menyebarkan Kehadspun Majlis Kebawah Duli Yang Maha Mulia Paduka Seri Baginda Sultan dan Yang Di-Pertuan Negara Brunei Darussalam untuk menjunjung kurnia perkenan Baginda.

3. Kebenaran cuti dan keluar negeri bagi [Ketua] Jabatan dan Timbalan Ketua Jabatan, termasuk jawatan-jawatan 'statutory' dalam kategori ini, bolehlah diberikan oleh Setiausaha Tetap Kementerian masing-masing. Borang permohonan cuti dan keluar negeri bagi pegawai-pegawai tersebut adalah masih lagi Borang A yang dimaksudkan dalam memorandum Kementerian ini bilangan O/22 bertarikh 17 Februari 1987, tetapi dengan meniadakan perkataan-perkataan "Yang Berhormat Menteri" dimukasurat 2 dan menggantikannya dengan perkataan "Saya". Bagi Kementerian-Kementerian dan Jabatan-Jabatan yang menggunakan borang-borang khusus yang telah diperakui, borang-borang tersebut bolehlah disesuaikan bagi maksud yang sama. Diminta perkara ini dibetulkan secara pentadbiran sahaja.

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4. Kebenaran cuti dan keluar negeri bagi pegawai-pegawai dan kakitangan dalam Pejabat Setiausaha Tetap bolehlah diberikan oleh Setiausaha Tetap masing-masing. Tatacara perlaksanaannya adalah seperti yang ditetapkan oleh Setiausaha Tetap masing-masing.

5. Kebenaran cuti dan keluar negeri bagi Penolong Ketua Jabatan dan pegawai-pegawai, termasuk jawatan-jawatan 'statutory', serta kakitangan yang lain yang dibawah pentadbiran Ketua-Ketua Jabatan bolehlah diberikan oleh Ketua Jabatan masing-masing.

6. Pihak-pihak berkuasa memberikan kebenaran cuti yang dinyatakan diporenggan-perenggan 2 hingga 5 diatas adalah juga diberikan kuasa untuk memberikan kebenaran memangku sementara dan menjalankan tugas bagi jawatan-jawatan tersebut, asalkan kebenaran itu selaras dengan peraturan-peraturan yang sedia ada. Lantikan memangku sementara dan menjalankan tugas yang dimaksudkan hanyalah bagi mengisi jawatan-jawatan berkenaan secara sementara seperti kerana percution pemegang asal jawatan tersebut atau ketiadaannya menjalankan urusan-urusan rasmi diluar negeri atau kerana jawatan itu kosong disebabkan ketiadaan pegawai yang sesuai untuk mengisikannya secara kekal tetapi jawatan itu perlu diisikan secara sementara demi untuk tidak menjejaskan perjalanan pentadbiran Kementerian/Jabatan berkenaan.

7. Dalam hubungan ini, sokongan memangku/menjalankan tugas sesuatu jawatan yang kosong bagi maksud menilai kebolehan dan kesesuaian pegawai itu untuk ditetapkan dalam jawatan berkenaan hendaklah dihadapkan kepada Ketua Pengarah Perkhidmatan Awam.

8. Perkara-perkara berikut adalah tidak perlu dihadapkan kepada Ketua Pengarah Perkhidmatan Awam untuk mendapat kebenaran:-

- a) Cuti tahunan, dan kebenaran keluar negeri;
- b) Cuti kakit;
- c) Cuti beranak;
- d) Cuti gaji hari (bagi kakitangan yang memasuki perkhidmatan bergaji bulan);
- e) Cuti hujung kontrak;
- f) Cuti pendahuluan;
- g) Cuti menunaikan Fardu Haji;
- h) Cuti lebih masa; dan
- i) Cuti kahwin bagi guru-guru.

9. Untuk membolehkan urusan-urusan ini berjalan dengan lancar, permohonan cuti, dengan masih lagi menggunakan borang yang telah ditentukan dalam Surat Keliling Jabatan Perdana Menteri bilangan 17/1992 bertarikh 15 Ogos 1992 atau borang yang dimaksudkan di perenggan 3, hendaklah dihadapkan kepada pihak-pihak berkuasa yang berkenaan sekurang-kurangnya tiga (3) minggu sebelum tarikh pegawai itu akan memulakan cutinya.

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04



KMPADA;

Yang Di-Pertua Adat Istiadat Negara,
 Negara Brunei Darussalam;
 Pengerusi Suruhanjaya Perkhidmatan Awam,
 Negara Brunei Darussalam;
 Pesuruhjaya Polis, Negara Brunei Darussalam;
 Pengarah Perjawatan, Negara Brunei Darussalam;
 Juruaudit Agung, Negara Brunei Darussalam;
 Jurutulis Majlis-Majlis Mesyuarat,
 Negara Brunei Darussalam;
 Pengarah Biro Mencegah Rasuah, Negara Brunei Darussalam;
 Pengarah Keselamatan Dalam Negeri,
 Negara Brunei Darussalam;
 Penguasa Pusat Tahanan, Negara Brunei Darussalam;
 Pengarah Unit Petroleum, Negara Brunei Darussalam;
 Pengarah Radio dan Televisyen Brunei,
 Negara Brunei Darussalam;
 Pengarah Penerangan, Negara Brunei Darussalam;
 Pengarah Biro Kawalan Narkotik, Negara Brunei Darussalam;
 Pengarah Perkhidmatan Pengurusan dan Keselamatan Kerajaan,
 Negara Brunei Darussalam.



**SURAT KELILING JABATAN PERDANA MENTERI BIL: 4/2008
NEGARA BRUNEI DARUSSALAM**

PERATURAN LANTIKAN MEMANGKU

Pada menjunjung titah perkenan Kebawah Duli Yang Maha Mulia Paduka Seri Baginda Sultan Haji Hassanal Bolkiah Mu'izzaddin Waddaulah, Sultan dan Yang Di-Pertuan Negara Brunei Darussalam, maka adalah dengan ini dimaklumkan bahawa Setiausaha Tetap/Ketua Jabatan yang berhajat mengadakan sokongan memangku satu-satu jawatan disebabkan oleh kekosongan jawatan atau ketiadaan sementara pemegangnya hendaklah mengikut tatacara berikut -

1. Tempoh Lantikan Memangku

- 1.1 Tempoh lantikan memangku bagi jawatan lantikan berperlembagaan, jawatan Setiausaha Tetap, Timbalan Setiausaha Tetap, Ketua Jabatan dan Ketua-Ketua Bahagian di kementerian-kementerian yang bertaraf Pengarah ialah selama 1 hari atau lebih.
- 1.2 Tempoh lantikan memangku bagi jawatan-jawatan yang lain dalam Bahagian I, II, III dan IV dalam Anggaran Perbelanjaan adalah selama 11 hari atau lebih.

2. Lantikan Memangku

- 2.1 Dalam apa jua keadaan, Ketua Jabatan hendaklah memilihkan hanya pegawai yang paling layak dan sesuai yang diperakukan sahaja disokong dan dibenarkan memangku. Lantikan memangku bagi pegawai yang lain hanya dapat diberikan jika pegawai yang paling layak dan sesuai tersebut tidak ada.
- 2.2 Jawatan-jawatan tertentu yang memerlukan kelayakan profesional atau teknikal tidak boleh dipangku oleh mana-mana pegawai yang memegang jawatan yang skim perkhidmatannya berlainan kecuali jika sekiranya pegawai yang dilantik memangku daripada skim perkhidmatan berlainan itu mempunyai kelulusan dan kelayakan profesional bagi jawatan tersebut. Walau bagaimanapun, jika pemegang jawatan tersebut mengendalikan tugas-tugas yang bukan berbentuk teknikal, jawatan tersebut boleh dipangku oleh mana-mana pegawai yang tidak mempunyai kelulusan dan kelayakan profesional bagi jawatan tersebut.
- 2.3 Jawatan-jawatan dalam Perkhidmatan Pentadbiran Brunei atau Pegawai Kewangan atau Juruaudit tidak boleh dipangku oleh mana-mana pegawai yang memegang jawatan yang skim perkhidmatannya berlainan kecuali jika sekiranya pegawai yang dilantik memangku dari skim perkhidmatan berlainan itu telah lulus Peperiksaan Perintah-



Perintah Am, Peraturan-Peraturan Perkhidmatan dan Peraturan-Peraturan Kewangan. Walau bagaimanapun, jika pemegang jawatan tersebut mengendalikan tugas-tugas yang bukan berbentuk pentadbiran dan kewangan, jawatan tersebut boleh dipangku oleh mana-mana pegawai yang tidak mempunyai syarat-syarat kelulusan dan kelayakan bagi jawatan-jawatan tersebut.

- 2.4 Jawatan-jawatan dalam satu aliran/bidang kerjaya atau skim perkhidmatan dalam Bahagian II hanya dibenarkan dipangku secara sementara oleh pemegang-pemegang jawatan dalam Bahagian III dalam aliran/bidang kerjaya atau skim perkhidmatan yang sama.
- 2.5 Jawatan Pakar hanya dibenarkan dipangku oleh pegawai-pegawai yang mempunyai kelayakan Pakar dalam bidang yang sama sahaja.
- 2.6 Pegawai-pegawai kontrak bukan tempatan hanya boleh dibenarkan memangku jawatan-jawatan jika tidak terdapat pegawai-pegawai tempatan yang berkelayakan dan tidak menjejaskan tugas asal lannya dilantik di dalam syarat perjanjiannya.
- 2.7 Lantikan memangku hanya dibenarkan pada peringkat 2 talian sahaja, umpamanya, apabila jawatan A kosong, pegawai B dibenarkan memangku jawatan A. Pegawai C dibenarkan memangku jawatan pegawai B di samping melaksanakan tugasnya (Pegawai C). Selapas ini, tidak dibenarkan seorang pegawai pun (misalnya Pegawai D) memangku jawatan Pegawai C.
- 2.8 Seorang pegawai hanya dibenarkan memangku satu jawatan sahaja. Walau bagaimanapun, seorang pegawai yang telah dilantik memangku satu jawatan secara berterusan kerana menilai kesesuaiannya untuk diletakkan dalam jawatan tersebut boleh memangku satu jawatan yang lain secara sementara sahaja.
- 2.9 Seorang pegawai dibenarkan memangku jawatan yang setaraf atau rendah tarafnya atau sama gelaran atau sama tanggagaji dengan jawatannya dengan syarat huraian tugas dan tanggungjawab bagi jawatan-jawatan tersebut bertlain. Jika jawatan yang hendak dipangku itu rendah tarafnya lanya adalah atas budi bicara Ketua Jabatan.
- 2.10 Satu jawatan hanya boleh dipangku oleh seorang pegawai sahaja dalam satu masa. Walau bagaimanapun, jika jawatan itu dipangku oleh seorang pegawai secara berterusan kerana menilai kesesuaiannya untuk diletakkan dalam jawatan tersebut dan jawatan berkenaan tidak boleh dibiarkan kosong kerana keadaan memangku jawatan berterusan, maka jawatan berkenaan boleh dipangku secara sementara sahaja.

[Handwritten signature]



3. Kebenaran Memangku

Kebenaran memangku diberikan oleh pihak-pihak secara berikut:-

Bil.	Jawatan Yang Akan Dipangku	Kuasa Membenarkan
a	Setiausaha Tetap dan Timbalan Setiausaha Tetap	Setelah mendapat sokongan daripada Duli Yang Teramat Mulia/Yang Berhormat Menteri Kementerian berkenaan hendaklah dihadapkan kepada Setiausaha Tetap, Jabatan Perdana Menteri yang akan menyebarkan Kehadapan Majlis Kebawah Duli Yang Maha Mulia Paduka Seri Baginda Sultan dan Yang Di-Pertuan Negara Brunei Darussalam bagi menjunjung kurnia perkenan Baginda
b	Ketua Jabatan	Duli Yang Teramat Mulia / Yang Berhormat Menteri di Kementerian masing-masing
c	Pegawai yang paling kanan selepas Ketua Jabatan atau Pengarah dan jawatan jawatan lain di Pejabat Setiausaha Tetap	Setiausaha Tetap Kementerian masing-masing
d	Timbalan/Penolong Ketua Jabatan atau Pengarah bagi Jabatan yang mempunyai jawatan Pengarah dan jawatan-jawatan lain	Ketua Jabatan masing-masing
e	Semua jawatan dalam Perkhidmatan Pentadbiran Brunei (BAS) bagi tempoh: i. 180 hari atau lebih ii. secara sementara tidak melebihi 180 hari	i. Ketua Pengarah Perkhidmatan Awam ii. Setiausaha Tetap atau Ketua Jabatan



f.	Semua jawatan lain di peringkat Kementerian dan Jabatan bagi tempoh melebihi 180 hari atau bagi menilai kebolehan dan kesesuaian seseorang pegawai untuk ditetapkan dalam jawatan yang sedang dipangkunya	Suruhannya Perkhidmatan Awam
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4. Kadar Elaun Memangku

- 4.1 Elaun memangku sama ada memangku 1 jawatan atau 2 jawatan akan dibayar dengan kadar 1/3 dari gaji permulaan jawatan yang dipangku jika pegawai itu juga dikehendaki menjalankan tugas-tugas biasanya, dengan cara pengiraan seperti berikut:-

$$\frac{1}{3} \times \text{Gaji Permulaan Jawatan Dipangku} \times \text{Jumlah Hari Memangku dalam sebulan} \div \text{jumlah hari dalam bulan tersebut.}$$

- 4.2 Elaun memangku akan dibayar dengan kadar 1/5 dari gaji permulaan jawatan yang dipangku jika pegawai itu tidak dikehendaki menjalankan tugas-tugas biasanya, dengan cara pengiraan seperti berikut:-

$$\frac{1}{5} \times \text{Gaji Permulaan Jawatan Dipangku} \times \text{Jumlah Hari Memangku dalam sebulan} \div \text{jumlah hari dalam bulan tersebut.}$$

- 4.3 Dalam apa keadaan sekalipun, jumlah elaun memangku tidak boleh melebihi separuh daripada gaji pokok yang diterima oleh pegawai berkenaan.
- 4.4 Dalam keadaan dimana pegawai yang dibenarkan memangku di bawah perenggan 4.1, jika dinaikkan pangkat secara kebelakangan yang melabikan tempoh semasa ia memangku, elaun memangkunya yang telah dibenarkan tidak akan dikulip balik.

5. Keistimewaan semasa dilantik memangku

- 5.1 Pegawai yang dilantik memangku jawatan lantikan berperlembagaan, jawatan Setiausaha Tetap, jawatan Timbalan Setiausaha Tetap dan jawatan-jawatan dalam tangga gaji Superscale C dan ke atas yang



lazimnya diberikan kemudahan sebuah kereta dan pemandu, yang dilantik bagi menilai kebolehan dan kesesuaiannya untuk ditetapkan dalam jawatan-jawatan tersebut (*substantive acting*) akan diberikan kemudahan sebuah kereta rasmi beserta pemandu. Walau bagaimanapun, pegawai-pegawai yang dilantik memegangku secara sementara tidak akan diberikan sebarang kemudahan.

- 5.2 Pegawai yang dilantik memegangku jawatan-jawatan lain sama ada secara sementara atau bagi menilai kebolehan dan kesesuaiannya untuk ditetapkan dalam jawatan-jawatan tersebut tidak diberikan keistimewaan yang lazim diberikan kepada jawatan-jawatan tersebut.
6. Umum
 - 6.1 Setiausaha Tetap/Ketua Jabatan hendaklah memastikan supaya lantikan memegangku benar-benar diperlukan sebelum sebarang sokongan atau kebenaran dilakukan. Sokongan memegangku hendaklah dilakukan bagi tujuan memastikan kelancaran pentadbiran dan perjalanan pejabat tidak terjejas.
 - 6.2 Jika seseorang pegawai atau kakitangan mengambil sebarang cuti atau berkursus secara sepenuh masa sama ada di dalam atau di luar negeri bagi tempoh yang berterusan selama 11 hari atau lebih semasa ianya dibenarkan memegangku sesuatu jawatan secara sementara, maka elain memegangku tidak akan dibayar bagi tempoh tersebut, kecuali pegawai tersebut memegangku secara berterusan bagi tujuan untuk menilai kesesuaiannya untuk ditetapkan di dalam jawatan tersebut atau dihantar bertugas atas urusan rasmi.
 - 6.3 Seorang pegawai yang diataskan untuk menjalankan tugas-tugas jawatan yang kosong atau semasa ketiadaan pemegang asal jawatan berkenaan atas sebarang sebab bagi tempoh yang kurang dari 11 hari tanpa dibayar elain. Lantikan berkenaan hendaklah dicatatkan dalam rekod perkhidmatannya.
 - 6.4 Bagi jawatan lantikan berperlembagaan, jawatan Setiausaha Tetap, jawatan Timbalan Setiausaha Tetap, Ketua Jabatan dan Ketua-Ketua Bahagian di kementerian-kementerian yang bertaraf Pengarah, elain memegangku dibayar bermula dari hari bekerja pemegang jawatan berkenaan memulakan cuti atau keluar negeri kerana bertugas atas urusan rasmi sehingga hari sebelum ianya melaporkan diri kembali bertugas. Walau bagaimanapun, tanggungjawab bagi menjalankan tugas-tugas tersebut bermula daripada waktu pemegang jawatan berkenaan memulakan cuti atau keluar negeri sehingga pemegang jawatan kembali bertugas.
 - 6.5 Elain memegangku dibayar mengikut tempoh yang dibenarkan termasuk hari-hari kelepasan biasa dan hari-hari kelepasan awam.



- 6.6 Bagi pegawai yang dibenarkan memegang dua jawatan dalam satu masa seperti keadaan yang dinyatakan diperenggan 2.8 di atas, elaun akan dibayar kepada pegawai yang dibenarkan memegang bersandarkan kadar elaun tertinggi.
- 6.7 Bagi pegawai yang dibenarkan memegang jawatan yang pemegang asal diberikan gaji secara khas batang tubuh, pembayaran elaun hendaklah didasarkan pada tanggagaji dan gaji terendah jawatan berkenaan.
- 6.8 Bagi Timbalan Setiausaha Tetap yang dibenarkan memegang jawatan Timbalan Setiausaha Tetap dan Setiausaha Tetap yang dibenarkan memegang jawatan Setiausaha Tetap, ianya tidak akan dihulurkan apa jua bentuk bayaran / imbuhan.
- 6.9 Jawatan-jawatan yang boleh dipangku adalah semua jawatan dalam Peruntukan Kakitangan dalam Anggaran Perbelanjaan dalam Bahagian IV dan ke atas.
- 6.10 Lantikan memegang hanya dibenarkan bagi pegawai-pegawai tempatan dalam perkhidmatan tetap, perkhidmatan sebulan ke sebulan dan berkontrak sahaja yang telah berkhidmat dalam jawatannya tidak kurang dari 6 bulan.
- 6.11 Pegawai-pegawai dalam perkhidmatan berikut tidak boleh dilantik memegang:-
 - a. bergaji han dan open vote; dan
 - b. berkontrak (luar negeri), kecuali yang dibenarkan di bawah perenggan 2.6.
- 6.12 Peraturan lantikan memegang ini adalah khusus untuk pegawai-pegawai dalam Perkhidmatan Awam sahaja.
- 6.13 Semua sokongan memegang hendaklah disertakan dengan Borang Timbang Terima.
- 6.14 Kebenaran lantikan memegang tidak boleh diberikan secara kebelakangan.
7. Takrif bagi semua istilah yang digunakan di dalam surat keliling ini adalah seperti yang terdapat dalam Lampiran 1.
8. Sebarang pertanyaan mengenai peraturan ini hendaklah dirujuk kepada Ketua Pengarah Perkhidmatan Awam.



9. Surat-Surat Keliling berkaitan dengan Peraturan Lantikan Memangku berikut adalah dengan ini dibatalkan:
- Surat Penberitahuan Jabatan Perkhidmatan Awam bilangan 2/2007 bertarikh 22 Muharram 1428/10 Februari 2007;
 - Surat Keliling Jabatan Perdana Menteri bilangan 14/2002 bertarikh 29 Ramadhan 1423 / 04 Disember 2002;
 - Surat Jabatan Perdana Menteri bilangan (96) JPM/O/81 Pt.2 bertarikh 15 Ramadhan 1415/15 Februari 1995;
 - Surat Keliling Jabatan Perkhidmatan Awam, JPM bilangan 6/1995 bertarikh 22 Zulkaedah 1415/22 April 1995;
 - Surat Jabatan Perdana Menteri bilangan JPM/O/22 Pt. 1 bertarikh 27 Ramadhan 1414/10 Mac 1994;
 - Surat Jabatan Perdana Menteri bilangan (88) JPM/O/81 Pt.2 bertarikh 29 Julai 1993;
 - Surat Jabatan Perdana Menteri bilangan (33) JPM/O/SPA/O Pt 2 bertarikh 16 Januari 1992;
 - Surat Keliling Pejabat Setiausaha Kerajaan bilangan 9/1981; dan
 - Paragraf mengenai "Alaon Pemangku" dalam Surat Keliling Pejabat Setiausaha Kerajaan bilangan 11/1966;
10. Surat Keliling ini berkuatkuasa mulai pada 01 Mac 2008

Sekianlah sahaja yang dapat dimaklumkan pada menjunjung tilah perkenan Kebawah Duli Yang Maha Mulia Paduka Seri Baginda Sultan dan Yang Di-Pertuan Negara Brunei Darussalam

[DATO PADUKA HAJI MUSTAPPA BIN HAJI SIRAT]

Setiausaha Tetap

Jabatan Perdana Menteri
Bandar Seri Begawan BA1000
NEGARA BRUNEI DARUSSALAM

Rujukan : (4)JPM/SK/2008
Tarikh : 03 Rabiulawal 1429
11 Mac 2008



SURAT KELILING JABATAN PERDANA MENTERI BIL: 5/2010
NEGARA BRUNEI DARUSSALAM

PERATURAN CUTI TAHUNAN (PINDAAN)

Pada menjunjung titah perkenan Kebawah Duli Yang Maha Mulia Paduka Seri Baginda Sultan Haji Hassanal Bolkiah Mu'izzaddin Waddaulah, Sultan dan Yang Di-Pertuan Negara Brunei Darussalam, dengan ini dimaklumkan bahawa Peraturan Cuti Tahunan yang dikawal melalui Surat Keliling Jabatan Perdana Menteri bilangan 17/1992, mulai Para 1 hingga 9 adalah di pinda seperti berikut:

2. Syarat Kelayakan.

- 2.1 Semua pegawai dalam Perkhidmatan Tetap, Sebulan ke Sebulan dan 'Open-Vote', (melainkan jika disebutkan sebaliknya oleh satu perjanjian yang tertentu).

3. Kelayakan Cuti Tahunan.

- 3.1 Pegawai-pegawai yang disebutkan di Para 2 adalah layak mendapat Cuti Tahunan bergaji penuh bagi setiap dua belas (12) bulan kalendar menurut kadar-kadar berikut :

UMUR	KELAYAKAN CUTI TAHUNAN MENGIKUT BAHAGIAN			
	I dan II	III	IV	V
Dibawah 40 tahun	42	26	24	22
40 tahun dan ke atas	50	34	30	27

- 3.2 Walau bagaimanapun terdapat beberapa keadaan dimana pegawai-pegawai tidak akan mendapat kelayakan cuti. Keadaan-keadaan itu ialah :

- 3.2.1 Cuti Beranak;
 3.2.2 Cuti Tidak Bergaji;
 3.2.3 Cuti Khas menemani pesakit;
 3.2.4 Cuti Khas menemani isteri/suami bertugas di luar Negeri;
 3.2.5 Cuti Menunaikan Fardhu Haji;
 3.2.6 Latihan Dalam Perkhidmatan Dalam dan Luar Negeri (bagi tempoh 31 hari dan ke atas); dan
 3.2.7 diambil Tindakan Tatatertib menurut Peraturan 50 (b) daripada Peraturan-Peraturan Pegawai-Pegawai Kerajaan (Kelakuan dan Tatatertib) Akta Suruhanjaya Perkhidmatan Awam, Penggal 83.

Amey



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4. **Perkiraan Kelayakan Cuti.**

- 4.1 Kelayakan cuti akan dikira bagi setiap satu bulan (1) kalendar. Perkiraan kelayakan cuti sebulan kalendar adalah seperti berikut :

Jumlah kelayakan Cuti Tahunan 12 bulan

5. **Pengambilan Cuti Tahunan bagi Pegawai-pegawai yang baru berkhidmat.**

- 5.1 Pegawai-pegawai yang baru berkhidmat boleh mengambil cuti tahunan setelah berkhidmat selama satu (1) bulan kalendar dengan kadar kelayakan masing-masing sebagaimana yang dinyatakan di para 3.1.

6. **Cuti Mandatori.**

- 6.1 Pegawai-pegawai Bahagian I, II dan III dimestikan mengambil Cuti Mandatori selama empat belas (14) hari bagi setiap dua belas (12) bulan kalendar dan boleh diambil pada bila-bila masa secara berterusan di sepanjang dua belas (12) bulan kelayakan.
- 6.2 Cuti Mandatori yang tidak diambil dalam tempoh berkenaan akan hilang dan ditolak dari jumlah kelayakan cuti tahunan.
- 6.3 Setiap pegawai Bahagian I, II dan III hendaklah memastikan mereka mempunyai cuti yang cukup untuk mengambil cuti mandatori pada setiap tahun.
- 6.4 Peraturan Cuti Mandatori tidak dikenakan kepada pegawai-pegawai dalam Bahagian IV dan V.
- 6.5 Bagi pegawai-pegawai yang baru berkhidmat, cuti mandatori hanya boleh diambil setelah berkhidmat dua belas (12) bulan kalendar.



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7. **Cuti Tidak Berhak**

7.1 Kaedah perkiraan "Cuti Tidak Berhak" ditiadakan.

8. **Keluar semasa waktu pejabat yang melebihi setengah ($\frac{1}{2}$) hari**

8.1 Jika seorang pegawai itu keluar pejabat atas urusan peribadi yang munasabah semasa waktu pejabat yang memerlukan masa setengah ($\frac{1}{2}$) hari sama ada sebelah pagi atau petang, maka ia dikehendaki memohon cuti satu (1) hari.

9. **Pengambilan cuti seterusnya**

9.1 Tertakluk kepada budi bicara Ketua Jabatan masing-masing, pegawai-pegawai yang baru kembali bertugas selepas bercuti dikehendaki berkhidmat tiga puluh (30) hari kalendar sebelum mengambil cuti seterusnya.

10. **Pengambilan Cuti Tahunan dan Cuti Mandatori**

10.1 Cuti Tahunan dan Cuti Mandatori yang diambil adalah termasuk hari-hari kelepasan awam dan kelepasan am.

11. **Kadar maksimum baki cuti**

11.1 Kadar maksimum baki cuti yang terkumpul pada bila-bila masa bagi semua Pegawai di dalam Bahagian I hingga V yang terkandung di dalam peraturan ini, adalah sebanyak **108 hari**.

12. **Pembatalan Surat Keliling**

12.1 Surat Keliling Jabatan Perdana Menteri bilangan 12/1993 mengenai pengecualian daripada peraturan cuti mandatori dan proses pengumpulan cuti bagi Bahagian IV dan V, dengan ini dibatalkan.

13. **Tarikhkuatkuasa dan Tatacara Pelaksanaan**

13.1 Peraturan ini mula berkuatkuasa pada **1 Mac 2010**.



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- 13.2 Tarikh kuasa peraturan ini akan menjadi tarikh permulaan bagi perkiraan cuti baru.
- 13.3 Tempoh pelaksanaan bagi penyesuaian cuti tahunan dan cuti mandatori adalah dua belas (12) bulan dari tarikh peraturan ini dikuatkuasakan.
14. Sebarang pertanyaan hendaklah ditujukan kepada Ketua Pengarah Perkhidmatan Awam.

Sekian sahaja yang dapat dimaklumkan pada menjunjung titah perkenan Kebawah Duli Yang Maha Mulia Paduka Seri Baginda Sultan dan Yang Di-Pertuan Negara Brunei Darussalam.

[AWANG SA BALI BIN ABAS]
Setiasua Tetap
Jabatan Perdana Menteri
NEGARA BRUNEI DARUSSALAM

Jabatan Perdana Menteri,
Istana Nurul Iman
Bandar Seri Begawan BA 1000
NEGARA BRUNEI DARUSSALAM

Rujukan : (5) JPM/SK/2010
Tarikh : 14 Rabiulawal 1431
25 Februari 2010

10 CONCLUSIONS

This guideline underlines the importance of WPM for ministries and government department regardless of the level of officers and staff, whereby they are required to give their full support and cooperation.

It is hoped that this guideline can assist ministries and departments, in preparing their WPM in a more proper and systematic manner.

Any queries regarding this booklet can be addressed to:

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