

Bab
Chapter

2

BAHAGIAN PENTADBIRAN DAN KEWANGAN

ADMINISTRATION AND FINANCE DIVISION

Bahagian Pentadbiran dan Kewangan telah diberi tanggungjawab untuk merancang, melaksana dan memantau aktiviti pentadbiran am, pengurusan sumber manusia dan pengurusan kewangan. Bahagian ini juga memberi khidmat sokongan kepada semua kakitangan di Ibu Pejabat dan JAS Negeri. Bahagian ini dibahagikan kepada lima (5) seksyen yang utama iaitu Seksyen Pentadbiran dan Inovasi, Seksyen Sumber Manusia, Seksyen Kewangan, Seksyen Pembangunan dan Seksyen Pengurusan Aset.

Pentadbiran Dan Inovasi

Pada tahun 2016, Seksyen Pentadbiran dan Inovasi telah menjalankan aktiviti-aktiviti seperti berikut:

- Perhimpunan Bulanan bersama Ketua Pengarah dan kakitangan JAS;
- Lawatan Naziran ke JAS Negeri;
- Kursus Pengurusan Rekod dan Klasifikasi Fail
- Kursus Penghayatan Alam Sekitar (4WD); dan
- Majlis Jamuan Sambutan Hari Raya Aidilfitri

Kewangan

Pada tahun 2016, jumlah peruntukan yang diterima oleh JAS adalah sebanyak RM145,436,208.00. Daripada jumlah tersebut, RM130,233,590.00 (89.5%) telah diperuntukkan bagi perbelanjaan mengurus sementara baki RM15,202,618.00 (10.5%) merupakan peruntukan bagi perbelanjaan pembangunan. Prestasi perbelanjaan mengurus dan pembangunan bagi tahun 2016 masing-masing pada tahap 99.71% dan 99.24%.

Pengurusan Sumber Manusia

Jabatan Alam Sekitar telah menerima Senarai Perjawatan Baru 2017 yang berkuatkuasa mulai 31 Julai 2016. Jumlah perjawatan Jabatan Alam Sekitar sehingga 31 Disember 2016 adalah 1542.

Latihan

Pegawai dan kakitangan baru yang dilantik telah diberikan latihan asas yang berkaitan untuk memastikan sistem penyampaian Jabatan dapat dipertingkatkan. Selaras dengan konsep pembelajaran berterusan, semua warga kerja JAS digalakkan untuk mengikuti pelbagai kursus

The Administration and Finance Division is responsible for planning, executing and monitoring general administrative activities, human resource and finance management. This division also provides support services to the different divisions of the Headquarters as well as all the State DOE offices nationwide. This division is divided into five (5) main sections, namely the Administrative and Innovation Section, Human Resource Section; Finance Section, Development Section and the Assets Management Section.

Administration and Innovation Section

In 2016, the Administration and Innovation Section had carried out the following activities:

- Monthly Assembly with the Director General and staff of DOE;
- Audit visit to DOE state;
- Course on Record Management and File Classification
- Environmental Awareness Courses (4WD); and
- Hari Raya Aidilfitri celebration luncheon

Finance

In 2016, DOE received a total budget allocation of RM145,436,208.00. From this amount, a sum of RM130,233,590.00 (89.5%) was allocated for operational expenditure while the remaining RM15,202,618.00 (10.5%) was allocated for development projects. Expenditure performances for the operational and development budgets were 99.71% and 99.24% respectively.

Human Resource Management

The Department of Environment has received the New Personnel List 2017 with effect from July 31, 2016. The number of posts of the Department of Environment up to December 31, 2016 is 1542.

Training

Newly recruited officers and staffs were given relevant basic training to ensure that the delivery system of the Department would be further enhanced. In line with the concept of continuous learning, all staff were encouraged

yang dianjurkan oleh JAS dan agensi-agensi berkaitan. Bagi tahun 2016, 99.12% daripada keseluruhan bilangan anggota JAS telah menjalani kursus melebihi 7 hari dengan jayanya.

Kompetensi

Peperiksaan Perkhidmatan untuk tujuan Pengesahan Dalam Perkhidmatan bagi pegawai-pegawai Gred C41 dan C29 telah diadakan sebanyak 2 kali setahun (Mei dan November). Peperiksaan Kenaikan Pangkat Secara Lantikan (KPSL) diadakan sekali setahun iaitu pada bulan September yang bertujuan untuk meningkatkan kerjaya pegawai-pegawai teknikal di JAS.

Penghargaan Terhadap Warga Kerja Cemerlang Bagi Tahun 2015

Majlis Anugerah Perkhidmatan Cemerlang Tahun 2015 telah diadakan pada 5 April 2016. Seramai 119 pegawai telahpun diperakukan Anugerah Perkhidmatan Cemerlang untuk tahun 2015.

Pengurusan Aset dan Stor

Sepanjang tahun 2016, Seksyen Pengurusan Aset telah menganjurkan kursus/ bengkel/ taklimat seperti berikut:

- Taklimat Sistem Pengurusan Stor di Bahagian Komunikasi Strategik;
- Taklimat Tatacara Pengurusan Aset dan Stor (TPA/TPS) dan Tatacara Pengurusan Aset Tak Alih (TPATA) di JAS Sabah;
- Kursus dan Latihan Hands-On Sistem SPA & SPS di EIMAS;
- Kursus dan Latihan Hands-On Sistem SPA & SPS di JAS Cawangan Miri;
- Bengkel Hands-On Penggunaan SPA & SPS anjuran Seksyen Pengurusan Aset, JAS.

Pada tahun 2016, Jabatan Alam Sekitar telah selesai melaksanakan penyediaan baki awal aset alih dan stok untuk Perakaunan Akruan 2017. Jabatan Alam Sekitar juga telah menggunakan sepenuhnya Sistem Pengurusan Aset (SPA) dan Sistem Pengurusan Stor (SPS) secara atas talian di semua pejabat JAS seluruh Malaysia.

to participate in various courses organized by DOE and relevant agencies. In 2016, 99.12% of the Department's total workforce had successfully undergone more than 7 days of training.

Competency

Service Confirmation Examinations for officers of Grades C41 and C27 were held twice a year (May and November). The Promotion Examination (KPSL) was held in September to allow technical officers in DOE to further enhance their career development.

Appreciation of Excellent Employees For The Year 2015

The Excellent Service Award Year 2015 was held on 5 April 2016. A total of 119 officers have been awarded the Excellent Service Award for 2015.

Assets and Store Management

During 2016, the Asset Management Section has conducted courses / workshops/ briefings as follows:

- Briefing on Store Management System at Strategic and Communication Division;
- Briefing on Asset and Store Management Procedures and Immovable Assets Management Procedures at DOE Sabah;
- Asset and Store Management System Courses and Hands On Training at EiMAS;
- Asset and Store Management System Courses and Hands On Training at DOE Miri;
- Asset and Store Management System Hands On Workshop by Seksyen Pengurusan Aset, DOE.

In 2016, the Department of Environment have completed the preparation of the opening balances of assets and stocks prior to Accrual Accounting for 2017. Department of Environment also have fully utilized the Asset Management System (SPA) and Store Management System (SPS) via online at all DOE offices throughout Malaysia.

