





**02**  
**BAB**  
**CHAPTER**

## 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 2015, 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 Khidmat Nasihat ARKIB;
- Kursus Penghayatan Alam Sekitar (4WD);
- Kursus Pengurusan Dokumen Terperingkat;
- Majlis Jamuan Sambutan Hari Raya Aidilfitri 2015

### KEWANGAN

Pada tahun 2015, jumlah peruntukan yang diterima oleh JAS adalah sebanyak RM150,896,799.87. Daripada jumlah tersebut, sebanyak RM133,906,799.87 (88.7%) telah diperuntukkan bagi perbelanjaan mengurus sementara baki sebanyak RM16,990,000.00 (11.3%) merupakan peruntukan bagi perbelanjaan pembangunan. Prestasi perbelanjaan mengurus dan pembangunan bagi tahun 2015 masing-masing pada tahap 100% dan 99.08%.

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 2015, the Administration and Innovation Section had conducted the following activities:

- Monthly Assembly with the Head Director and staff of DOE;
- Audit visit to DOE state;
- Course on Record Management and Advisory Service from ARKIB on 16-18 March 2015;
- Course on File Classification on 27-29 May 2015;
- Safety Driving Course on 2-4 Oct 2015;
- Hari Raya Aidilfitri celebration luncheon on 31 July 2015.

### FINANCE

In 2015, DOE received a total budget allocation of RM150,896,799.87. From this amount, a sum of RM133,906,799.87 (88.7%) was allocated for operational expenditure while the remaining RM16,990,000.00 (11.3%) was allocated for development projects. Expenditure performances for the operational and development budgets were 100% and 99.08% respectively.

## PENGURUSAN SUMBER MANUSIA

Jabatan Alam Sekitar telah menerima Senarai Perjawatan 2016 yang telah dikemaskini oleh Perbendaharaan Malaysia sehingga 31 Julai 2015. Jumlah perjawatan Jabatan Alam Sekitar sehingga 31 Disember 2015 adalah 1571.

## 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 yang dianjurkan oleh JAS dan agensi-agensi berkaitan. Bagi tahun 2015, 99.86% 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 C27 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 2014

Majlis Anugerah Perkhidmatan Cemerlang Tahun 2014 telah diadakan pada 10 April 2015. Seramai 122 pegawai telahpun diperakukan Anugerah Perkhidmatan Cemerlang untuk tahun 2014.

## PENGURUSAN ASET DAN STOR

Sepanjang tahun 2015, Seksyen Pengurusan Aset telah menganjurkan kursus-kursus di JAS Negeri seperti berikut:

- **Kursus Sistem Pengurusan Aset (SPA);**
- **Kursus Pengurusan Stor (TPS);**
- **Taklimat Pengurusan Aset & Stor; dan**
- **Taklimat Pengurusan Aset Tak Alih**

Pada tahun 2015, Jabatan Alam Sekitar telah selesai melaksanakan penyediaan baki awal aset dan stok untuk Perakaunan Akruan 2016. 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.

## HUMAN RESOURCE MANAGEMENT

The Department of Environment had received new Warrant effective on 31st July 2015. Total posts in the department as of 31st December 2015 are 1571.

## TRAINING

New officers and staff recruited were provided with 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 staffs were encouraged to participate in various courses organized by DOE and relevant agencies. In 2015, 99.86% 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

The 2014 Excellent Service Awards Presentation Ceremony was held on 10th April 2015. A total of 122 officers received this award in recognition of their excellent job performance throughout year 2014.

## ASSETS AND STORE MANAGEMENT

During 2015, the Asset Management Section has conducted courses at DOE State Offices as followed:

- Course on Asset Management System (SPA);**
- Course on Store Management System (TPS);**
- Course on Asset and Store Management; and**
- Course on Immovable Asset Management**

In 2015, the Department of Environment have completed the preparation of the opening balances of assets and stocks for Accrual Accounting for 2016. Department of Environment also have fully utilized the Asset Management System (SPA) and Store Management System (SPS) by online at all DOE offices throughout Malaysia .