

## SURAT PEKELILING BERSAMA BIL. 2/2024

**KEPADA** : Semua Setiausaha Tetap Kementerian  
Semua Ketua Jabatan Negeri/Persekutuan  
Semua Badan Berkanun Negeri/Persekutuan

**PERKARA** : **PEMBATALAN SURAT PEKELILING BERSAMA YANG TIDAK LAGI RELEVAN**

**RUJ. KAMI** : SFS/14701/1 (95)

**TARIKH** : 30 September 2024

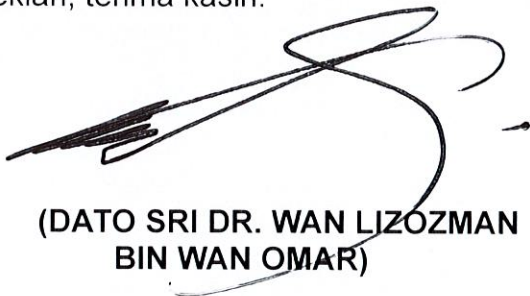
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Dengan hormatnya perkara di atas adalah dirujuk.

2. Seperti yang kita sedia maklum, Surat Pekeliling dikeluarkan sebagai surat pengumuman rasmi kerajaan, yang merupakan salah satu punca kuasa untuk penjawat awam melaksanakan tugas serta memastikan proses dan prosedur kerja dipatuhi. Seiring dengan perkembangan semasa, terdapat Surat Pekeliling Bersama yang telah dikeluarkan oleh Setiausaha Kewangan Negeri Sarawak bersama Pegawai Kewangan Persekutuan Sarawak yang telah lapuk dan tidak lagi relevan.

3. Sehubungan itu, Surat Pekeliling Bersama ini bertujuan untuk memaklumkan bahawa Surat-Surat Pekeliling Bersama di Lampiran A yang telah dikeluarkan antara tahun 1969 sehingga 1988 adalah **DIBATALKAN** berkuat kuasa pada tarikh Surat Pekeliling Bersama ini dikeluarkan.

Sekian, terima kasih.



(DATO SRI DR. WAN LIZOZMAN  
BIN WAN OMAR)

Setiausaha Kewangan Negeri  
Sarawak



(LEONARD WILFRED YUSSIN)

Pegawai Kewangan Persekutuan  
Sarawak

Disediakan oleh: Unit Kewangan  
Bahagian Kewangan dan Pentadbiran  
Pejabat Setiausaha Kewangan Negeri  
Sarawak

**PEMBATALAN SURAT PEKELILING KEWANGAN YANG TIDAK LAGI RELEVAN**

| <b>BIL.</b> | <b>TAJUK SURAT PEKELILING BERSAMA</b>                                                                                                                                        | <b>NO. RUJUKAN</b>                   | <b>CATATAN</b>                                                                                          |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|---------------------------------------------------------------------------------------------------------|
| 1.          | <i>Circular Memorandum</i><br><i>Purchase of Boat Hulls</i><br>bertarikh 17 September 1969                                                                                   | SFS/00322 &<br>FED/TRY/SK.05<br>5/17 | Tidak relevan kerana prosedur baharu telah dinyatakan dalam surat pekeliling yang sedang berkuat kuasa. |
| 2.          | <i>Joint Circular Memorandum</i><br><i>Purchase, Record, Maintenance, Board of Survey and Disposal of Vehicles, Mechanical Plant and Equipment</i> bertarikh 4 Disember 1975 | SFS/00070                            | Tidak relevan kerana prosedur baharu telah dinyatakan dalam surat pekeliling yang sedang berkuat kuasa. |
| 3.          | Surat Pekeliling Bersama<br><br>Surat Pekeliling<br>Perbendaharaan Bil.8/1995:<br>Pembaikan dan<br>Penyenggaraan Bot/ Kapal<br>Kerajaan bertarikh 16 Jun<br>1986             | SFS/00194/7/(8)                      | Tidak relevan kerana prosedur baharu telah dinyatakan dalam surat pekeliling yang sedang berkuat kuasa. |
| 4.          | Surat Pekeliling Bersama<br><br>Steel Industry (Sarawak) Sdn.<br>Bhd. bertarikh 31 Mei 1988                                                                                  | C/SFS/SEDC/3<br>0/2/(28)             | Tidak relevan kerana syarikat tersebut tidak lagi beroperasi.                                           |

CIRCULAR MEMORANDUM

(97) 2 (8)

From: State Financial  
Secretary and  
Federal Financial  
Officer.

To:

Subject: Purchase of Boat c.c. (Pl. see below)  
Hulls.

Our ref: SFS/00322" Date: 17.9.69.  
FED/TRY/SK.000/17

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It has been observed on a number of occasions that wooden boat hulls have been boarded out as beyond economical repair and recommended for disposal after having a relatively short life because of the unsuitability of the timber used in their construction. In order to avoid wastage of public funds in this manner, it has been decided that all purchases of new boat hulls should be made through the appropriate Divisional Engineer, who will consult the Forest Department on the suitability of the timber to be used and arrange for the construction to be supervised where necessary in order to secure the maximum benefit possible as regards durability and longevity for the moneys necessarily spent.

*[Signature]*  
.....  
Federal Financial Officer

*[Signature]*  
.....  
State Financial Secretary

To: All Residents.  
All Permanent Secretaries.  
All Heads of Departments.

c.c. Director of Audit ✓  
Accountant-General.

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JOINT CIRCULAR MEMORANDUM

From: Federal Financial Officer.  
State Financial Secretary.

To: Please see below

Subject: Purchase, Record, Maintenance,  
Board of Survey and Disposal  
of Vehicles, Mechanical Plant  
and Equipment

Our Ref: SFS/00070

Date: 4th December, 1975.

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This Circular defines the procedures for the purchases, records, maintenance, Boards of Survey and disposal of Vehicles, Mechanical Plant and Equipment and the responsibilities of the Mechanical Branch of Public Works Department and other Departments in respect of the subject in question. This Circular supercedes Secretariat Circular No.2/1960 dated 30th April, 1960.

I. PURCHASE OF PLANT AND EQUIPMENT

2. All purchases of Plant and Equipment will, where possible, be centralised. Purchase of all new equipment should be undertaken in consultation with the Public Works Department Mechanical Branch which will advise regarding the most economical and suitable types for local use. This will facilitate:-

- (i) Standardisation.
- (ii) Holding and obtaining necessary spare parts.
- (iii) Introduction of records for every item of mechanical equipment.
- (iv) Provision of replacements.

3. Purchases of the following plant and equipment will be the responsibility of Public Works Department:-

- (i) Vehicles - Passenger and Commercial Vehicles.
- (ii) Earthmoving Plant - Bulldozers, Graders, Shovels, Excavators, etc.
- (iii) Quarry Plant - Crushers, Granulators, Screens, Conveyors, etc.
- (iv) Compaction Plant - Rollers, Static and Vibratory Rollers, etc.
- (v) Bitumen Plant - Spreaders, Distributors, Premix Plant, etc.
- (vi) Civil Engineering Plant - Concrete Mixers, Water Pumps, Concrete Vibrators, etc.
- (vii) Miscellaneous Plant - Generators, Chainsaws, Grass Cutters, etc.
- (viii) Outboard Motors - Various sizes.
- (ix) Workshop Equipment and Tools.
- (x) Water Supply Plant and Equipment.
- (xi) Electrical Equipment and Appliances.

/s/ Public ...

4. Public Works Department will, however, not be responsible for the purchases of:-

- (i) Specialised equipment operated by the Telecommunications Department;
- (ii) Specialised equipment operated by the Postal Department;
- (iii) Specialised equipment operated by the Printing Department;
- (iv) Specialised equipment operated by the Marine Department;
- (v) Specialised equipment operated by Lands and Surveys;
- (vi) Various office equipment controlled by Organisation and Methods Division; and
- (vii) Specialised Hospital Equipment operated by the Medical and Health Services.

*Public Works Department*

5. All Departments should make use of the services of Public Works Department where possible. Technical Departments having their own facilities may make their own arrangement regarding purchases.

6. Departments which are required to purchase their Mechanical Plant and Equipment through Public Works, should submit their requirements to the Director, Public Works immediately after the Annual Estimates examination. The details should include the following:-

- (i) Quantity Required;
- (ii) Type of Plant and Equipment;
- (iii) Size or capacity of Plant and Equipment; and
- (iv) Use or purpose of the Plant and Equipment.

Should there be any change in the requirements at a later date, the Director of Public Works is to be informed accordingly.

7. The Public Works Department will, on receipt of all submissions, compile a list of the total requirements, prepare the specifications and tender documents, call for and process the tenders. After tenders have been accepted by the appropriate Tenders Boards, Public Works Department then proceeds to purchase the plant and equipment.

## II. RECORDS

8. Public Works Department is responsible for maintaining a Master Plant Record of all Mechanical Plant and Equipment for all Departments. The record card used is Form PWD 66 - Sarawak Plant Records.

9. All Mechanical Plant and Equipment purchased through Public Works Department will be automatically registered and recorded in the Master Plant Record. Where departments are making their own purchases, two extra copies of PWD 66 - Sarawak Plant Record should be prepared and sent to Public Works Department Headquarters for entry into the Master Plant Record.

10. Where any item of Plant and Equipment is written off or disposed off by auction or sale by tender, full details of the write-off or sale by auction/tender, must be conveyed to the Director of Public Works. This is to enable the item so listed in the Master Plant Record to be removed.

11. In the case of write-off, the reason or reasons for the write-off and the approving authority should be stated. For sale by auction or tender, the following details should be provided:-

- (i) Full details of Board of Survey, i.e. reference, recommendation and approval;
- (ii) Amount realised at auction or sale by tender and to whom; and
- (iii) Treasury Receipt number and date.

### III. MAINTENANCE

12. The Public Works Department has Mechanical workshops throughout the State and can provide the following services to Departments:-

- (i) General services and maintenance of plant and equipment.
- (ii) All repairs and major overhauls.  
(This is in respect of certain stations only).

13. Departments, which have no facilities of their own for maintenance and repairs, are required to have their vehicles, plant and equipment serviced and maintained in Public Works Department Workshops. All maintenance and repairs must be entered in Form PWD 50 - Vehicle Log Book for both Vehicles and Plant.

14. Where the services of Public Works Department are not available locally or due to the urgency of the matter, Departments may send their vehicles, plant and equipment serviced to private firms for repairs. However, Departments should note that Public Works Department will not undertake any future repairs nor rectify any repairs that are not carried out in its workshops.

15. In order that the Public Works Department may be fully aware of the scope of the work which will be required in its workshops, all Departments are to advise Public Works what Mechanical Plant and Equipment they wish the Department to maintain for them by giving a complete list of the various items to the respective Public Works Department's Workshops in the State.

### IV. BOARD OF SURVEY

16. Where vehicles, mechanical plant and equipment are beyond economical repairs or damaged beyond repairs, they must be put up for Board of Survey using Form T.130 (Rev.12/71) and T.130A (Rev.2/66).

17. Departments are responsible for the initiation of Boards of Survey in accordance with Treasury Instruction 276. For State Departments, please note also State Financial Secretary's Office Circular No.2 of 1967.

18. The Board of Survey shall consist of at least two senior officers competent to assess the value and usefulness of the vehicles or mechanical plant being surveyed and not responsible for the physical custody of the particular stores or items. In the case of vehicles (other than bicycles) and other mechanical, scientific or technical plant, at least one member of the Board shall be an officer suitably qualified to inspect and report on the condition of the vehicles or plant. The physical presence of the technical officer may be dispensed with if a Beyond Economical Repair (BER) Certificate signed by a qualified Engineer has been obtained on the vehicle or plant under survey.

19. Departments may, at any time, request the Public Works Department to carry out a mechanical inspection of their vehicles and plant to determine whether the vehicles or plant concerned ought to be boarded. When initiating Board of Survey, a copy of the Mechanical Inspection Report should be attached to enable early consideration and approval by the appropriate Authority to be given.

20. In the case of Federal Departments, recommendation for write-off of all equipment costing \$10,000.00 and above (original purchase value) should be forwarded to their respective Headquarters in Kuala Lumpur for necessary action.

#### V. DISPOSAL

21. For all mechanical plant and equipment approved for disposal by auction or sale by tender, action must be taken as soon as possible.

22. Departments may send their plant and equipment to Public Works Department for disposal.

23. The Departments must advise the Director of Public Works giving full details of plant that are disposed of. As explained in paragraph 10 above, this is to enable the item or items to be removed from the Master Plant Record.

#### VI. DIVISION OF RESPONSIBILITY

24. The Public Works Department Mechanical Branch will be responsible for:-

- (i) All maintenance;
- (ii) All repairs and major overhauls;
- (iii) Assessing "life" of all mechanical plant and equipment;
- (iv) Advising all Departments when application should be made for replacement of plant and equipment.

/(v) Provision ...

5.

- (v) Provision of all relevant information to the Board of Survey when necessary. Supervision of Auction Sales or disposal of equipment in accordance with the decision of the approving Authority;
- (vi) Assessing cost of repairs in all cases of accidents involving Government vehicles; and
- (vii) Reporting to the Head of Department concerned cases of negligence and mishandling of equipment including recommendations for surcharges on the officer responsible.

25. It will be the responsibility of other Departments:-

- (i) To obtain advice from the Public Works Department Mechanical Branch regarding the purchase of equipment commencing with requests for estimated prices for inclusion in their annual estimates;
- (ii) To make provision for purchase funds.
- (iii) To ensure that individual records are kept up to date.
- (iv) To see that maintenance is carried out and controlled under instructions from Public Works Department Mechanical Branch.
- (v) To provide funds for maintenance, repairs, overhauls and replacements.
- (vi) To see that repairs and overhauls are carried out as far as possible by the Public Works Department Mechanical Branch.
- (vii) To control equipment while actually in use.

  
.....  
Federal Financial Officer

  
.....  
State Financial Secretary.

TO: All Ministeries.  
All Residents.  
All Heads of Departments.

Ref: SFS/00070

Date: 3rd May, 1976.

3  
21From: State Financial Secretary  
and  
Federal Financial OfficerTo: All Ministries.  
All Residents.  
All Heads of Departments.Subject: Purchase, Record, Main-  
tenance, Board of Survey  
and Disposal of Vehicles,  
Mechanical Plant and  
Equipment.

Your ref:-

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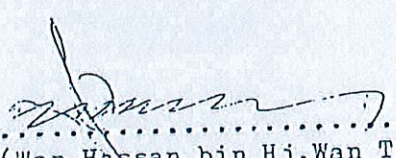
Heads of Departments are requested to insert the following new provisions into the Joint Circular Memorandum of this series dated 4th December, 1975:-

- (a) Under the heading: Purchase of Plant and Equipment Page 2, paragraph 4, add in after item (vii) a new item (viii) as follows:

"(viii) Specialised equipment operated by the Department of Broadcasting";

- (b) Under the heading "Disposal", page 4, add in a new paragraph 23A as follows:

"23A. Departments should note that goods which have been purchased by them under the exemption from Custom Duties and Sale Tax are liable to such duties or tax when disposed of. The Departments concerned should, therefore, advise the Regional Director of Customs when disposing of such goods either by tender or auction. Details in respect of value/price, description and quantity of goods sold or auctioned are to be forwarded to the Regional Director of Customs who will then advise the amount of custom duties and sale tax payable".

  
.....  
(Wan Hassan bin Hj. Wan Teh)  
Federal Financial Officer

  
.....  
(Hj. Bujang Mohd. Nor)  
State Financial Secretary

\* To be include in Procurement Section  
(have to confirm under Review/ amend or still active)

### SURAT PEKELILING BERSAMA

Daripada: Setiausaha Kewangan Negeri  
Pegawai Kewangan Persekutuan

Kepada: Semua Setiausaha Tetap  
Semua Ketua Jabatan Negeri  
dan Persekutuan  
- Semua Residen  
Semua Ketua Badan Berkanun

Perkara: Surat Pekeliling Perbendaharaan bil. 8/1985: Pembaikan dan Penyelenggaraan Bot/Kapal Kerajaan

Salinan Kpd: Sila lihat di bawah

Bil. Kami: SPS/00194/71(8)

Tarikh: 16 Jun, 1986

Bersama ini dilampirkan sesalinan Surat Pekeliling yang tersebut di atas daripada Ketua Setiausaha, Kementerian Kewangan Malaysia yang berketerangan sendiri maksudnya untuk perhatian tuan.

2. Memandang bahawa Perbadanan Urusan KAJURUTERAAN dan LIMBONGAN Brooke adalah 100% milik Kerajaan Negeri keutamaan hendaklah diberi kepada Perbadanan ini dalam urusan pembaikan dan penyelenggaraan bot dan kapal Kerajaan selaras dengan tatacara yang telah ditetapkan dalam Pekeliling berkenaan.



(Abdul Aziz Mohd. Ali)  
Pegawai Kewangan Persekutuan,  
Sarawak.

(Liang Kim Bang)  
Setiausaha Kewangan Negeri,  
Sarawak.

s.k. Setiausaha Kerajaan Negeri, Sarawak.  
Peguan Besar Negeri, Sarawak.  
Pengurus Besar,  
Perbadanan Urusan KAJURUTERAAN dan LIMBONGAN Brooke,

SURAT PEKELILING BERSAMA



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ARIPADA: Setiausaha Kewangan  
Negeri, Sarawak.

Pegawai Kewangan  
Persekutuan, Sarawak.

KEPADA: Semua Setiausaha Tetap Kementerian.  
Semua Residen.  
Semua Ketua Jabatan-Jabatan  
Negeri dan Persekutuan.  
Semua Ketua Badan-Badan Berkanun  
Negeri dan Persekutuan.  
Semua Pengerusi, Majlis-Majlis  
Perbandaran dan Kuasa Tempatan.

PERKARA: Steel Industry (Sarawak)  
Sdn. Bhd.

SALINAN KPD: SFS/00021/4 /

BIL. KAMI: C/SFS/SEDC/30/2/(28)

TARIKH: 31 Mei, 1988

Steel Industry (Sarawak) Sdn. Bhd. [SIS], anak syarikat Perbadanan Pembangunan Ekonomi Sarawak, akan memulakan pengeluarannya pada 1 Ogos, 1988. SIS ialah kilang gelek keluli yang menghasilkan bar keluli bulat sederhana (mild steel round) dan bar keluli diubah bentuk tegangan tinggi (high tensile deformed bar) yang berukuran garispusatnya 8-32 mm. Kedua-dua jenis bar keluli tersebut menepati piawai BS 4449 dan MS 1461973. Selain daripada itu, SIS juga mengeluarkan bar-bar keluli berkualiti komersial. Semua bar keluli pengeluaran SIS adalah sesuai untuk industri binaan.

2. Sehubungan dengan ini, Kerajaan Negeri telah menetapkan bahawa di dalam semua tender hendaklah dinyatakan hanya bar-bar keluli daripada SIS sahaja digunakan. Ketetapan ini meliputi semua kerja yang dilaksanakan sendiri oleh jabatan ataupun menerusi perunding. Dengan ini tuan adalah diminta mematuhi arahan ini.

"HIDUP SELALU BERKHIDMAT"

(Abdul Aziz bin Mohd. Ali)  
Pegawai Kewangan Persekutuan,  
Sarawak.

(Datuk Liang Kim Bang)  
Setiausaha Kewangan Negeri,  
Sarawak.

Setiausaha Sulit kepada Tuan Yang Terutama  
Yang Di Pertua Negeri Sarawak.

Setiausaha, Dewan Undangan Negeri

Setiausaha, Suruhanjaya Perkhidmatan Awam

Setiausaha Kerajaan Negeri  
(Pejabat Ketua Menteri)

Setiausaha Kerajaan Negeri  
(Bahagian Perjawatan)

Setiausaha Kerajaan Negeri  
(Bahagian Latihan)

Residen, Bahagian Kuching

Residen, Bahagian Sri Aman

Residen, Bahagian Sibul

Residen, Bahagian Miri

Residen, Bahagian Limbang

Residen, Bahagian Sarikei

Residen, Bahagian Kapit

Residen, Bahagian Samarahan

Residen, Bahagian Bintulu

Setiausaha Sulit, Kementerian Kewangan

Setiausaha Tetap, Kementerian Pembangunan Infrastruktur

Setiausaha Tetap, Kementerian Pertanian dan Pembangunan Masyarakat

Setiausaha Tetap, Kementerian Pembangunan Sosial

Setiausaha Tetap, Kementerian Pembangunan Tanah

Setiausaha Tetap, Kementerian Perancangan Sumber

Setiausaha Tetap, Kementerian Alam Sekitar dan Pelancongan

Setiausaha Tetap, Kementerian Perumahan

Setiausaha Tetap, Kementerian Pembangunan Perindustrian

Pengarah Pembangunan (Unit Perancang Negeri)

Akauntan Negeri

Peguan Besar Negeri

Pengarah Kerja Raya  
 Pengarah Hutan  
 Pengarah Tanah dan Ukur  
 Pengarah Pertanian  
 Pengarah Parit dan Taliair  
 Pengarah Kastam  
 Pengarah Hasil Dalam Negeri  
 Pengarah Laut  
 Yang Dipertua, Majlis Islam Sarawak  
 Pengarah Muzium  
 Ketua Majlis Adat Istiadat  
 Pengarah MAMPU  
 Pegawai Perhubungan Sarawak, Rumah Sarawak  
 208, Jalan Tun Ismail, Kuala Lumpur  
Ketua Badan Badan Berkanun (Negeri)  
 Pengurus Besar, Perbadanan Pembekalan Letrik Sarawak  
 Pengurus Besar, Perbadanan Perusahaan Kemajuan Kayu Sarawak  
 Pengurus Besar, Perbadanan Urusan Kejuruteraan dan Lembongan Brooke  
 Pengerusi, Perbadanan Pembangunan Ekonomi Sarawak  
 Pengurus Besar, Lembaga Air Kuching  
 Pengurus Besar, Lembaga Air Sibu  
 Pengurus Besar, Lembaga Pelabuhan Kuching  
 Pengurus Besar, Lembaga Pelabuhan Rejang  
 Pengurus Besar, Lembaga Pelabuhan Miri  
 Pengurus Besar, Lembaga Kemajuan Bintulu  
 Pengurus Besar, Lembaga Pembangunan Tanah Sarawak  
 Pengurus Besar, Lembaga Pembangunan dan Lindungan Tanah  
 Pengerusi, Lembaga Penyatuan dan Pemulihan Tanah Sarawak