

FUNCTION

The Management Services Division covers all aspects of general administration, buildings and assets management, coordination of districts and real estate properties, events and protocol management, finance and resource centres.

General Administration

Vehicles Unit

- Manage maintenance of official state government vehicles.
- Carry out administrative matters for smooth operations of the vehicles unit.

General Unit

- Correspondence
- Gazetting
- Management of files

Human Resource Management Unit

- Maintain records of annual leave/sick leave of all management services division staff.
- Prepare and process applications for confirmation of posts, placement under pension status, resignations, verification of acting duties.
- Manage and organise the annual work target forms and annual performance reports.

Hospitality Unit

- Supervise preparations for official government / statutory body / private sector functions and ceremonies.

MAKSAK (Malaysia Welfare and Sports Organisation for Civil Servants)

- Collect advertising revenues/donations from associate members of MAKSAK.
- Manage orders for equipment/sportswear of MAKSAK Games.
- Maintain and update MAKSAK files.
- Coordinator of the MAKSAK program / activity and MAKSAK Malaysia

Management of Districts and Real Estate Properties

- Manage matters pertaining to appointments and services of state village heads.
- Manage the *Fardhu Haji* awards for state village heads.
- Coordinate administrative issues for all district and land offices in Perak.
- Coordinate administrative issues for all sub-districts in Perak
- Coordinate meetings between the State Secretary and district officers.
- Manage and maintain the state secretariat building and state residences.
- Maintain and repair government residences in Ipoh area.
- Disposal of government buildings/residences in Ipoh area.
- Manage rentals/use of Civil Servants Training Institute (ILPA).

Management of Assets and Buildings

Technical Unit

- Coordinate operations and general maintenance works, electrical and mechanical at the State Secretariat building, government residences/quarters in Ipoh district, state rest houses and Civil Servants Training Institute (ILPA).

Security Unit

- Manage security surveillance for the State Secretariat building, Seri Perak Darul Ridzuan building and State Secretary's official residence.
- Monitor and supervise the security guards.

Buildings Unit

- Coordinate use of the State Secretariat and Seri Perak Darul Ridzuan buildings.
- Supervise office cleaning, landscaping, pest control and other tasks carried out by private companies appointed by the state government.

Management of Protocol and Events

- Manage all official state government functions.

Finance

Study Loans

- Processing Unit
 - Offer of Perak state government study loans.
- Payment and Revenue Collection Unit
 - Remittance of payments to sponsors.
 - Manage study loan repayments.
- Enforcement Unit
 - Manage matters related to collection of defaulted loan repayments.
- Legal Unit
 - Improve collection of defaulted loan repayments (persistent defaulters) via legal/court actions.

Finance

- Salary Unit
 - Manage salary matters for all Perak state secretariat staff.
- Payment Unit
 - Prepare payments via the SPEK System.
 - Manage control of allocations for the Perak state secretariat.
- Revenue/Trust Unit
 - Manage collection of revenues satisfactorily according to financial rules and procedures.
- Store Unit
 - Procurement of common-use supplies for all divisions and units under the state secretariat.
 - Perform write-offs for the management services division.
 - Manage matters on security, cleanliness and updating of supply store.
- **Resource Centre**
 - Procurement of reference materials.

- Channelling of information.