



PEMBANGUNAN SUMBER MANUSIA BERHAD (545143 D)
KEMENTERIAN SUMBER MANUSIA
Wisma PSMB
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Our ref. : (60)PSMB/20/8
Kulit 6
Date : 20 July 2010

EMPLOYERS CIRCULAR NO. 15/2010

FINANCIAL ASSISTANCE FOR THE PURCHASE OF POSTERS

1.0 PURPOSE

1.1 The purpose of this Circular is to inform PSMB registered employers on the inclusion of posters as items that are claimable under the Purchase of Training Aids and Setting-Up of Training Room Scheme.

2.0 BACKGROUND

2.1 In order to encourage upgrading of skills and continuance acquisition of knowledge of workers, the purchase of posters has been included as claimable items under the Purchase of Training Aids and Setting-Up of Training Room Scheme.

2.2 This is due to the fact that posters are a form of static training and impactful reminders where workers can apply at the workplace to increase their productivity and efficiency. Examples of posters that are claimable are posters on 5S, Occupational Safety and Health at the Workplace, Six Sigma, Productivity, Innovation and Creativity, and Quality Control Circle (QCC).

3.0 APPLICATION AND CLAIM PROCEDURES FOR TRAINING GRANT

- 3.1 Notwithstanding paragraph 2.1 above, employers must obtain approvals from the Training Grant Division of PSMB before any purchases of posters can be made. Applications for training grant can be made under the Purchase of Training Aids and Setting-Up of Training Room Scheme. Applications must be attached with a quotation and brochures or catalogues from the supplier. Only posters that are job or training related can be considered. Posters purchased without prior approval will not be considered for reimbursement of training grant.
- 3.2 Likewise, reimbursement of training grant must be submitted to the Accounts and Finance Division of PSMB together with receipt as proof of purchase.

4.0 EFFECTIVE DATE

- 4.1 The effective date of this Circular is 1 August 2010.

5.0 CLOSING

- 5.1 Please feel free to contact our Customer Service Centre at (03) 2096 4600 or (03) 2096 4819 should you require further clarification or assistance.

Thank you.

“PEKERJA TERLATIH MENJANA KECEMERLANGAN”
“Pekerja Berinovasi Pemacu Transformasi”

Yours sincerely,

(AMIRNUDDIN BIN MAZLAN)

Chief Executive

Pembangunan Sumber Manusia Berhad