

**KERAJAAN SERI PADUKA BAGINDA  
MALAYSIA**

**PEKELILING PERKHIDMATAN BIL. 8 TAHUN 1972**

**PELAKSANAAN GAJI BERSIH KEPADA PEGAWAI-PEGAWAI  
KONTREK, SARAWAK**

The salary scales and terms and conditions of service of officers in the Public Service in East Malaysia (Sarawak) have been revised with the issue of Service Circular No. 9 of 1971. However, the circular did not cover officers on contract including designated officers on contract. It has now been decided that contract officers who were appointed before the date of issue of this Service Circular and are still serving on the date of issue of this Service Circular shall also be given the opportunity to choose whether to opt into the new salary system and terms and conditions of service as provided in Service Circular No. 9 of 1971.

2.—(i) Contract Officers who are eligible to opt under this Service Circular are, however, restricted to those whose salary scales are identical with those of Government officers of similar category before the issue of this Service Circular.

(ii) The provisions of this Service Circular shall not apply to:—

- (a) Contract Officers in the Education and Teaching Services;
- (b) Contract Officers in Statutory Bodies;
- (c) Contract Officers who have their services terminated on disciplinary grounds or as a result of conviction in a criminal court;
- (d) Designated Contract Officers until such time as the agreement of the British Government has been obtained; and
- (e) Contract Officers whose salary scales are peculiar to themselves and are different from the salary scales applicable to Government officers.

3. The conversion tables shall be those contained in Service Circular No. 9 of 1971. The new terms and conditions of service shall also be as provided in the said Service Circular, and the provisions relating to contract officers are as follows:—

(i) *Salaries*

The clean wage system shall be applicable and no child, supplementary, housing or interim housing allowances shall be payable over and above the clean wage except as specified in the Service Circular.

(ii) *Other Allowances*

The prevailing rates as provided under Service Circular No. 9 of 1971 will apply.

(iii) *Gratuity*

(a) The new rate of gratuity shall be 15% of the final clean wage for each completed month of continuous residential service, including earned leave granted less Government contribution to the Employees' Provident

Fund (as established under the Employees' Provident Fund Ordinance, 1951) and interest on it: Provided that the gratuity will be payable only after the satisfactory completion of an officer's agreement, or if the agreement is extended for a further period, at the satisfactory completion of the extended term.

(b) The new rate of gratuity shall apply to all officers who opt for the clean wage system and terms and conditions of service regardless whether or not they are eligible for gratuity under their current agreements.

(c) Officers who have opted for the clean wage system and terms and conditions of service as set out in this Service Circular shall have their gratuity calculated as follows:—

(i) at the new rate as set out in sub-paragraph (a) above with effect from 1st November, 1972; and

(ii) in respect of the whole length of service which they have served prior to 1st November, 1972 at the rate and on the aggregate basic salary and pensionable inducement allowance, if any, as set out in their respective agreements.

(iv) *Passages to country of origin*

Officers will be eligible for Government paid passages on first appointment from the place of recruitment to the place in which he is taking up his appointment and on satisfactory completion of his contract will be eligible for similar passages to his registered home town. Government paid passages are granted in respect of an officer, his wife and dependent children under the age of 19 years up to 4 in number.

(v) *Local Leave*

Local leave is hereby abolished and officers will be eligible for earned leave as provided in paragraphs 21 and 22 of Service Circular No. 9 of 1971 except that the effective date will be from 1st November, 1972.

(vi) *Unrecorded Leave*

The provision of paragraph 30 of Service Circular No. 9 of 1971 will apply.

(vii) *Leave on Medical Grounds*

The provision of paragraph 34 of Service Circular No. 9 of 1971 will apply.

(viii) *Maternity Leave*

The provision of paragraph 35 of Service Circular No. 9 of 1971 will apply except that the effective date will be from 1st November, 1972.

(ix) *Hours of Work*

The provision of paragraph 36 of Service Circular No. 9 of 1971 will apply.

(x) *Overtime*

The provision of paragraph 37 of Service Circular No. 9 of 1971 will apply.

(xi) *Specialist Allowance*

The provision of paragraph 49 of Service Circular No. 9 of 1971 will apply.

(xii) *Pilotage Fees*

The provision of paragraph 53 of Service Circular No. 9 of 1971 will apply.

(xiii) *Regional Allowance*

A non-gratuity earning regional allowance at the rates prescribed in paragraph 54 of Service Circular No. 9 of 1971 will be payable with effect from 1st November, 1972.

(xiv) *Hospital Charges*

As provided in paragraph 56 of Service Circular No. 9 of 1971.

(xv) *Modes of Travelling*

The provision of paragraph 57 of Service Circular No. 9 of 1971 will apply.

(xvi) *Transfer Expenses*

As in paragraph 58 of Service Circular No. 9 of 1971.

(xvii) *Loans for Purchase of Vehicles*

As in paragraph 59 of Service Circular No. 9 of 1971.

(xviii) *Housing*

The provisions of paragraphs 67, 69, 70, 71, 72, 75 and 77 of Service Circular No. 9 of 1971 will apply.

(xix) *Personal-to-Holder Scales*

Will only be applicable to serving contract officers. They shall not be available to those appointed on or after the date of issue of this Service Circular. Officers who convert to the personal-to-holder scales shall be governed by the provision of the following paragraph in respect of eligibility for annual increments.

(xx) *Incremental Date*

(a) An officer who has been on a fixed salary or on the maximum of an incremental salary scale for a year or more on or before 1st November, 1972 shall have his incremental date revised to 1st December, 1972 if the officer concerned converts to an incremental new salary scale.

(b) An officer who has been on a fixed salary or on the maximum of an incremental scale for a period of less than one year on 1st November, 1972 and converts to an incremental scale, his incremental date in the new scale shall be fixed as follows:—

(i) If he received the fixed salary or reached the maximum of the scale on the first day of a month, his incremental date shall be the first day of that month;

(ii) In all other cases the incremental date shall be the first day of the following month.

(c) In cases where the incremental date of an officer falls on 1st November, 1972 the incremental date shall be deemed to be 31st October, 1972 for the purpose of conversion to the clean wage.

(d) The incremental date of an officer converting from one point in the present salary scale to a corresponding point in the new salary scale will not be changed. In cases where two or more salary points in the present salary scales as shown in the Conversion Tables are grouped together and are converted to one point in the new salary scale the incremental dates of the officers concerned will be adjusted according to the formulae as set out in Service Circular No. 9 of 1971. This sub-paragraph, however, will not apply to those whose cases are governed by sub-paragraph (a) above.

### OPTION

4. All eligible serving contract officers who were appointed to the service on or before the date of issue of this Service Circular shall be given the option as per Appendix A by Heads of Departments of either:—

(a) accepting the clean wage system and the terms and conditions of service as set out in this Service Circular; or

(b) accepting the personal-to-holder scale where applicable as provided in Appendix A to Service Circular No. 9 of 1971 and the terms and conditions of service as set out in this Service Circular; or

(c) remaining in the present salary scale and the existing terms and conditions of service.

5. Officers eligible to exercise an option shall be required to do so by completing and submitting the Option Form as set out in Appendix B to his Head of Department within the time specified in paragraph 6 below. The option so exercised by the officer is irrevocable. However, should there be an error on the part of the Government resulting in a wrong offer being made such an offer will be null and void and a fresh offer will be made by the Head of Department.

6. The option shall be exercised within a period of four months from the date of issue of this Service Circular.

7. Officers who fail to exercise their option within the stipulated period shall be deemed to have not opted for the clean wage system and the new terms and conditions of service.

### EFFECTIVE DATES

8. This Service Circular shall be deemed to have come into force with effect from 1st November, 1972.

9. For officers who opt for the clean wage system and terms and conditions of service, the provisions of this Service Circular shall apply only to the unexpired period of their respective contracts with effect from 1st November, 1972.

10. The payment of any allowance as provided in this Service Circular and the cessation of payment of allowances which are abolished under this Service Circular shall be effective from 1st November, 1972.

### GENERAL

11. Existing rules, regulations and General Orders governing the terms and conditions of service which are inconsistent with the provisions of this Service Circular shall cease to be applicable to those officers who opt for the clean wage system.

12. Steps are being taken to amend the relevant laws, circulars, orders and instructions to bring them into conformity with the terms of this Service Circular.

13.—(i) The cost of this revision of salaries of officers shall be met from the appropriate sub-head from which they are being paid at the time of their option.

(ii) If there are insufficient savings under the appropriate sub-head of expenditure concerned to meet the additional cost of this revision, the Head of Department shall forward to the Secretary-General, Ministry of Sarawak Affairs (Treasury Division), Kuching or the State Financial Secretary, as the case may be, an application for supplementary provision stating therein the sum actually needed and the Head of Estimates under which the supplementary provision is required and the items under which the posts are shown.

14. Heads of Departments are responsible to ensure the correct implementation of the terms of this Service Circular and should there be any doubt clarification should be sought from the appropriate Federal Authority or the State Secretary, as the case may be.

**DATUK ABDULLAH BIN AYUB,**  
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*Malaysia.*

**PUBLIC SERVICES DEPARTMENT,  
BANGUNAN U.M.B.C.,  
KUALA LUMPUR.**

1st November, 1972.