

Ref:

Ministry/Department

Date

OFFER OF CONVERSION TO THE CLEAN WAGE SYSTEM

Officer's name Division

Appointment Salary Scale

Date of appointment Present Incremental
to present grade Date

Terms of Employment on current contract:

On contract for months with effect from

In accordance with the provisions of Service Circular No. 8/1972 you are hereby offered conversion of salary with effect from as hereunder:—

From: Basic Salary as at	\$	p.m.
Child Allowance	\$	p.m.
House Allowance	\$	p.m.
	<u> </u>	
Total	\$	<u>p.m.</u>

To: (i) Clean Wage in new salary scale of \$.....	\$	p.m.
Regional Allowance payable with effect from	\$	p.m.
	<u> </u>	
Total	\$	<u>p.m.</u>

or

WHERE PERSONAL-TO-HOLDER SCALE IS APPLICABLE

(ii) Clean Wage in Personal- to-Holder Scale of \$	\$	p.m.
Regional Allowance payable with effect from	\$	p.m.
	<u> </u>	
Total	\$	<u>p.m.</u>

2. Your incremental date will be if you accept the Clean Wage System in the new Salary Scale or the Personal-to-Holder Scale if applicable.

3. You are requested to complete three copies of OPTION FORM attached herewith and submit them to me within a period of four months from the date of the issue of Service Circular 8/72 after having made one of the following options:—

(a) accept the Clean Wage System in the new salary scale and the terms and conditions of service as set out in Service Circular 8/1972;

OR

(b) accept the Clean Wage System in the Personal-to-Holder Scale and the terms and conditions of service as set out in Service Circular 8/1972;

OR

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

4. If you accept the Clean Wage System in the new salary scale or the Personal-to-Holder scale if applicable, and the terms and conditions of service as aforesaid then your salary and the terms and conditions of your contract as embodied in your current Agreement are deemed to have been accordingly and to that extent only revised by the provisions of the said Service Circular in respect of the unexpired period of the said Agreement as from

5. If you do not submit your completed option forms within the stipulated period you shall be deemed to have NOT opted for the Clean Wage System and the new terms and conditions of service.

6. Your option once exercised is irrevocable. However, should there be an error on the part of the Government resulting in a wrong offer being made to you such an offer shall be null and void and a fresh offer shall be made to you.

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Head of Department

Copy to: State Secretary/Secretary-General, Ministry of Sarawak Affairs
(Establishment Division).

Accountant-General, Sarawak.