

1947

CIRCULAR

THE RESIDENTS AND HEADS OF DEPARTMENTS

1. In view of the imminence of Chinese New Year Government will make a further immediate grant equivalent to 1 month's pay on 31st December, 1946 salary rates.

2. This may be paid at any convenient date between 1st and 15th January to all persons on the Establishment on 31st December 1946 and who are still employed by Government on the Establishment on 1st January 1947.

3. Persons who have been invalided out of the service since September, 1945, or who, by reason of age and long service have reached their final date may also benefit.

4. In accordance with past practice this grant is not payable to persons who have been dismissed or resigned from the service since 1st January, or to persons serving notice of resignation.

5. In this last paragraph, however, an exception is made in the case of officers resigning from the service for reasons of convenience under Secretariat Circular No. 9/1946, and such officers resigning are therefore eligible to benefit under this circular.

6. Persons who were employed on non-establishment terms on 31st December, 1946, may receive benefits as follows:

Over 4 years' service but less than 6 years	1 month
Over 6 years' service but less than 10 years	2 months
Over 10 years' service	3 months

7. Widows and dependants of *Establishment Personnel* may receive the following in all cases where death occurred between 1st January, 1946, and December, 1946:

8. For each year up to and including the year of death 1 month's pay subject to a deduction being made for any sums so far received.

Example:

Date of death January, 1945	
Grant for years 1942/1945 inclusive	4 months
Less grants so far paid	3
Balance payable	1 month

Kuching, 14th January, 1947

C. E. GASCOIGNE
Ag. Treasurer of Sarawak.

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TREASURY CIRCULAR No. 8/1947.

OFFICERS OF THE SENIOR SERVICE.

Treasury Circulars Nos. 8/1946 and 2/1947 are now cancelled, and the Hon'ble the Chief Secretary has approved that:—

(1) Where Officers on first appointment are paid half salary from the date of appointment to the date of arrival in Sarawak, that salary is deemed to cover all expenses incidental to the journey to Singapore, including transport of baggage, and portorage charges; Baggage charges on Officers' personal baggage incurred in Singapore however, and Singapore/Kuching, will be paid by Government.

(2) When Officers are recruited from Malaya, or where no portion of salary is paid from date of appointment to date of arrival in Sarawak, special consideration will be given to payment of incidental expenses.

(3) Officers proceeding on, and returning from leave, will meet all incidental expenses from Singapore, and up to their return to Singapore, personally. Baggage charges incurred in Singapore and any charges between Kuching and Singapore will be met by Government, *see 6/1/1951*

(4) No charges on articles of a luxury nature e.g., Wireless sets, Motor Cars, etc.: or Import Duty on articles brought into Sarawak will be paid by Government.

(5) All claims with supporting documents must be submitted to the Financial Secretary, Kuching.

Kuching, 22nd August, 1947.

C. E. GASCOIGNE,
Ag. Financial Secretary.

TREASURY CIRCULAR No. 20/1948.

REVISED TERMS OF SERVICE.

Consequent upon the revised terms of service set out in Secretariat Circulars Nos. 16-22, Residents and Heads of Departments are now requested to complete the Option Forms in respect of officers on the establishment of their departments.

2. After completion, the Option Forms should be returned to the Treasury Office for verification.

3. When verification is completed the Option Forms will be returned to the Resident or Head of Department, who will transmit six copies to each officer of the Senior Service and five copies to each officer of the Junior Service.

4. Each officer should be instructed to complete the certificate at the foot of each copy of the Option Form and to return copies numbered 2-5 (2-6 in the case of the Senior Service Officers) to the Resident or Head of his department without delay.

5. On return of the Option Forms duly signed, two copies should be retained by the Resident or Head of Department and the remaining copies (three copies in respect of Senior Service Officers, and two copies in respect of Junior Service Officers) should be forwarded to the Financial Secretary. The signed Option Form is the authority for payment of salary at the Revised Rate.

6. Arrears of salary due to each individual officer should then be calculated, the arrears voucher completed in quadruplicate and forwarded to the Financial Secretary with one of the copies of the signed Option Form attached. The rental to be charged in respect of the occupation of Government Quarters should be obtained from the Resident of each Division.

7. Before completion of the Arrears Voucher, an enquiry should be addressed to any officer indebted to Government, asking whether or not he desires to repay all or any part of his indebtedness.

8. Arrears will be paid only on the authority of the Treasury, and in the following manner :—

Arrears due up to \$500	... immediately.
Arrears due on next \$500	... on 1st February, 1949.
Arrears due on next \$750	... on 1st May, 1949.
Arrears due on balance	... on 1st July, 1949.

9. In any case where an officer desires to repay an advance or loan, as suggested in paragraph 7, the repayment in part or in full will be accepted; and, if after this repayment there remain any arrears of pay due to the officer, the balance will be paid to him in accordance with paragraph 8, up to \$500 immediately.

10. The revised rates of salary will be paid through departmental pay sheets as from 1st October, 1948.

L. K. MORSE,
Acting Financial Secretary.

Kuching, 1st October, 1948.

NOTE FOR RESIDENTS II, III, IV & V DIVISIONS.

No action is required under paragraph 2 above. The option forms will be completed in Kuching, and forwarded to you for distribution as in paragraph 3.

(102)

TREASURY CIRCULAR No. 1/1949.

Revised Terms of Service.

Calculation of arrears of salary due to officers who resigned under Secretariat Circular No. 9/1946, or who have been invalided from the service, may be made without the formality of completion of Option Forms.

2. Schedules must be prepared showing for each officer:-

- (a) Name.
- (b) Post.
- (c) Date re-employed after Liberation.
- (d) Date resigned, invalided, etc.
- (e) Period effected by revision (state the dates).
- (f) Old salary.
- (g) Revised salary.
- (h) Arrears of salary.
- (i) Arrears of Cost-of-Living Allowance.
- (j) Total arrears due.
- (k) Deductions - Special Allowance, Rent, etc.
- (l) Balance payable.

3. The Schedules may be prepared departmentally, but must be submitted to the Treasury, Kuching, for verification before any payment is made.

4. Payment should not normally be made until after payment of second instalment of arrears to serving officers.

L. K. MORSE,

Ag. Financial Secretary.

Kuching, 7th January, 1949.

E/I.

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TREASURY CIRCULAR NO.10/1949.

COLONIAL DEVELOPMENT AND WELFARE SCHEME STORES.

The following extract from a letter dated 25th February, 1949, received from the Crown Agents for the Colonies, London, is circulated for general information and necessary action by all Officers concerned:-

"With reference to the Secretary of State's Circular saving telegram of the 15th June 1944 regarding the non-insurance of supplies wholly charged to Colonial Development and Welfare Schemes and subsequent circular of the 5th September 1944 requiring the insurance of stores at the expense of Colonial Governments in the case of schemes which are financed jointly by the Colony and H.M. Treasury, provided it is the current practice of those governments to insure, we have the honour to state that we are often doubtful whether the stores on particular indents should be insured or not when the indents do not give full particulars of the financial arrangements.

We would suggest therefore that in cases where stores are wholly charged to H.M. Treasury, a prominent note should be made on the indent (or in the letter of authority) stating "Indent is wholly chargeable to Colonial Development and Welfare Scheme and insurance is not required".

In the absence of such a special instruction from indents dated 1st May 1949 or later, it will be assumed that the normal standing instructions regarding insurance should be followed and the premium will be charged to the funds of the administration concerned. In the case of indents dated prior to 1st May, 1949, we will refer for instructions when there is doubt."

H. M. COCKLE.
Ag. Accountant-General.

Kuching, 12th March, 1949.

CT

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TREASURY CIRCULAR NO. 16/1950

With reference to Treasury Circular No. 12/1950, Form F is being amended and will be re-issued as Form F1. The list of Election Forms given in Treasury Circular No. 12/1950 should be amended by deleting Form F and its description and substituting:-

- F1. Junior Service officer confirmed in appointment on Provident Fund service and holding office now gazetted as pensionable, electing to remain on non-pensionable terms under the Provident Fund Ordinance or the Government Employees Provident Fund Ordinance, 1949.
2. Forms F1 are being printed urgently and a supply will be forwarded to Residents and Heads of Departments as soon as possible. Any election already made on Form F should be considered as cancelled and a Form F1 completed in its place.

R.J. Henniker-Heaton
Acting Accountant-General.

Kuching, 14th July, 1950.
HF

TREASURY CIRCULAR NO. 16/1952.

An agreement has been reached between the State of Brunei and the Sarawak Government that all Post Offices in Brunei and Sarawak will be treated for the purpose of the Money Order Service as being of one administration.

2. With effect from the 1st of June, 1952, any person in Sarawak wishing to pay money to any person in the State of Brunei may do so by money order which may be purchased from any post office in Sarawak.

3. The Post Office will send the usual advice direct to the Brunei post office concerned and issue the original money order itself to the remitter in the normal manner. The Brunei post office will pay on presentation of the money order after comparison with the advice.

4. The cash received for the sale of a Money Order which is to be encashed in the State of Brunei shall be credited to "Postal and Money Orders" in the Posts and Telegraphs Cash Receipts Book and a letter "B" marked against each entry, but the commission on the sale shall be credited to Revenue Head 8 Subhead 1 - Commission on Money and Postal Orders, in the normal manner.

5. Any Money Orders issued by a Post Office in Brunei may be presented for payment at a Post Office in Sarawak. These may be paid by the Post Office only after comparison with the Money Order Advice in the normal manner, and equivalent cash drawn at a Government Treasury by separate voucher debiting "Money Orders - BRUNEI ACCOUNT". The duplicate copy of this voucher shall be sent to the Postmaster-General, Kuching, in accordance with normal procedure.

H. M. COCKLE,
Accountant-General,
Sarawak.

Kuching, 15th May, 1952.
HCL.

Distribution:

Residents and Heads of Departments
Deputy Assistant Treasurers
All Stations.

349
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C. LIGHTLEY

TREASURY CIRCULAR NO. 5/1953.

M.V. "Lucile"

In order that Residents and Heads of Departments and the Sarawak Steamship Company, Limited, and their agents who manage the M.V. "Lucile", may know under what circumstances charges are to be raised in respect of services rendered to Government by this vessel, the following instructions shall be adhered to strictly.

2. The M.V. "Lucile" will continue to carry Government cargoes and officers on transfer from one station to another without any charge being levied upon the Government Department concerned.

3. In this connexion, the Food Control and Supplies organisation will be treated as a commercial concern.

4. Government Orders will be issued only for those services which would be accepted as a charge against public funds if the M.V. "Lucile" was a commercial vessel. Such Government Orders will be marked plainly "O.H.M.S. - No Charge".

5. In all other cases a Government Order will NOT be issued, and the Sarawak Steamship Company or their agents will bill accordingly.

H.M. COCKLE,
Accountant-General,
Sarawak.

Kuching, 11th April, 1953.

BCF

Distribution:

Residents and Heads of Departments.

Deputy Assistant Treasurers.

All Stations.

Managing Director, Sarawak Steamship Co., Ltd., Kuching.

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Each year Government enters into contracts for the supply of its total requirements of motor spirit, diesel oil and diesoline, kerosene, malarial and lubricating oils, greases and other special oil fluids. The contractor for the year 1953 is the Shell Company of Singapore Limited, who is responsible for the delivery of the above oil products through the Borneo Company Limited, its agent's stores at Kuching and Sibu.

2. It is a term of these contracts that Government shall be free to purchase from suppliers other than the contractor only when the contractor is unable to supply owing to circumstances beyond his control or interference with his sources of supply. Conversely, the contractor must not fail to supply other than for these reasons certain specified quantities of the various oil products.

3. It appears that officers responsible for purchasing oils are not fully conversant with this arrangement and recent instances of purchasing oil from suppliers other than the contractor have been observed.

4. It is essential that all oil supplies should be obtained from the contractor to Government and that in the event of failure to obtain supplies from the contractor's stores a written report upon the circumstances should be addressed to the Director of Public Works.

H.M. COCKLE,
Accountant-General,
Sarawak.

Kuching, 27th May, 1953.

BCF

Distribution:

Residents and Heads of Departments.
Deputy Assistant Treasurers.
All Stations.

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TREASURY CIRCULAR NO. 19/1954.

It has been observed that Government vehicles are being used to convey officers in certain Divisions/Departments from their residences to their places of work; and vice versa, and that Government vehicles are also, on occasion, being used to transport officers to and from social engagements.

2. The cost of transport between an officer's house and his place of employment is not admissible, either directly or indirectly, as a charge against Public Funds and the use of official transport for other than official business is not permissible without the prior specific approval of the Chief Secretary.

3. I should be grateful if you would so advise all officers of your Division/Department.

H. M. COCKLE,
Accountant-General,
Sarawak.

Kuching, 20th August, 1954.

CF

DISTRIBUTION:

All Residents and Heads of Departments
All Deputy Assistant Treasurers
All Stations.

TREASURY CIRCULAR NO. 25/1954.

With reference to paragraph 2 of Treasury Circular No. 19/1954, the Chief Secretary has approved that subject to the approval of the Resident or Head of Department concerned Government vehicles may be used, when available, to convey officers both to and from their places of work and to and from social engagements at those stations which have indifferent road systems which are not linked with any outside road system.

2. Officers who avail themselves of this privilege shall be required to comply with the following terms and conditions:-

- (a) to pay to Government a charge of twenty cents for every mile or part of a mile for which the vehicle is used for other than official business;
- (b) to personally take out a policy of insurance in respect of third-party risks as complies with the requirements of the Motor Vehicles Insurance (Third Party Risks) Ordinance, No. 11 of 1949, as if such vehicle were a private vehicle;
- (c) to pay in addition to the payments required by conditions (a) and (b) above any overtime payments which may be payable to the driver of the vehicle.

3. Payments received in respect of paragraph 2 (a) and (c) above shall be credited to Revenue Head 4.- Departmental Services Subhead 14.- Hire of Government Equipment.

H. M. COCKLE,
Accountant-General,
Sarawak.

Kuching, 10th September, 1954.

CF

DISTRIBUTION:

All Residents and Heads of Departments.
All Deputy Assistant Treasurers.
All Stations.

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TREASURY CIRCULAR NO. 26/1954.

Typewriters

In order that an up to date record of all typewriters may be prepared Residents and Heads of Departments are requested to submit to me, as early as possible, the following particulars of all Government typewriters in their Division/Department:-

DIVISION/DEPARTMENT.....

Govern- ment No.	Make	Makers No.	Length of carriage	Where located	Condition

H. M. COCKLE,
Accountant-General,
Sarawak.

Kuching, 21st September, 1954.

LCF

DISTRIBUTION:

All Residents and Heads of Departments
All Deputy Assistant Treasurers
All Stations.

TREASURY CIRCULAR NO. 29/1954.

With reference to Treasury Circular No. 25/1954 relating to the use of Government vehicles, I should be grateful if Residents and Heads of Departments who grant approval to officers of their Division/Department to use Government vehicles for other than official business at those stations which have indifferent road systems which are not linked with any outside road system would forward a copy of every such approval to me and to the Principal Auditor.

H. M. COCKLE,
Accountant-General,
Sarawak.

Kuching, 18th October, 1954.

CF

DISTRIBUTION:

All Residents and Heads of Departments
All Deputy Assistant Treasurers
All Stations.

325

TREASURY CIRCULAR NO. 16/1955.

I should be grateful if you would inform all officers of your Division/Department that the taxi service notified in paragraph 3 of Treasury Circular No. 21/1954 has now been replaced by the following:-

"Radio Taxis",
7th Storey Hotel,
Rochore Road,
Singapore (Telephone: 25017).

2. This firm has guaranteed to supply the Government Agents with taxis and garage cars. Their offices are open on a 24 hours basis.

H. M. COCKLE,
Accountant-General,
Sarawak.

Kuching, 28th April, 1955.

LF

DISTRIBUTION:

All Residents and Heads of Departments
All Deputy Assistant Treasurers
All Stations.

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TREASURY CIRCULAR NO. 22/1955.

I should be grateful if the Chairman of both Senior and Junior Housing Boards at each station would forward to me as soon as possible, a list of all Senior Service and Junior Service officers occupying Government quarters showing the officer's name, department and the type of house occupied.

2. I should also be grateful if you would inform me of the dates officers occupy or vacate quarters in the future.

H. M. COCKLE,
Accountant-General,
Sarawak.

Kuching, 31st May, 1955.

LWR/F

DISTRIBUTION:

All Residents and Heads of Departments
All Deputy Assistant Treasurers
All Stations
Chairman, Senior Service Housing Board, Kuching.
Chairman, Junior Service Housing Board, Kuching.

Listing and Adding Machines

In order that an up to date record of all Listing Machines may be prepared Residents and Heads of Departments are requested to submit to me, as early as possible, the following particulars of all Government Listing and Adding Machines in their Division/Department. A nil return is required where there is no such machine. "Capacity" means the number of figure that can be accommodated in the machine, e.g., 99,999.99, etc. Registered numbers will be allocated by this office in due course.

DIVISION/DEPARTMENT.....

Registered No. (For Treasury Kuching, use only)	Make	Maker's No.	Capacity	Where located	Condition
<u>Listing Machines</u>					
	National	23456	999,999.99	Treasury Kuching	New
	Victor	1234	99,999.99	R. & D.O. Sibu	Fair
<u>Adding Machines</u>					
	Bell Punch	324	9,999,999.99	Treasury Miri	Good
	Burrough	7890	999,999.99	T. & C. Kuching	Poor

H. M. COCKLE,
Accountant-General,
Sarawak.

Kuching, 8th June, 1955.
ZF

DISTRIBUTION:

All Residents and Heads of Departments
All Deputy Assistant Treasurers
All Stations.

424

TREASURY CIRCULAR NO. 28/1955.

I refer to Secretariat Circular No. 1/1955.

2. Where an officer was transferred between the "arrears" period, i.e., 1st October, 1954, to 1st June, 1955, each department under which the officer served should prepare form Consol 2 for the period with which it is concerned and forward it to me with the necessary voucher.

H.M. COCKLE,
Accountant-General,
Sarawak.

Kuching, 5th July, 1955.

DISTRIBUTION:

All Residents and Heads of Departments
All Deputy Assistant Treasurers
All Stations.

(432)

TREASURY CIRCULAR NO. 4/1956.

Constabulary Stationed in Brunei

Return passages to Brunei.

With effect from 30th January, 1956, Marching Orders issued to members of the Constabulary stationed in Brunei when they proceed on leave to Sarawak will be endorsed with instructions to District Officers and/or Police Officers in charge of Divisions to purchase the passages for which the men concerned are eligible and to debit the cost to Brunei Current Account.

2. Divisional Officers and Sub-Accountants are requested to take the following action:-

- (a) Arrange payment for the return passage at the time of booking.
- (b) Endorse the Marching Order with details of action taken.
- (c) The Payment Voucher should quote the relative Marching Order reference, name and number of the Officer concerned. Two receipted copies of each payment voucher should be forwarded to me by the first post after payment has been made.

H.M. COCKLE,
Accountant-General,
Sarawak.

Kuching, 16th February, 1956.

DISTRIBUTION:

All Residents & Heads of Departments.
All Deputy Assistant Treasurers.
All Stations.

474

TREASURY CIRCULAR NO.32/1957.

Insurance on Outboard Motor Advances.

With reference to paragraph 1 of Treasury Circular No.24/1957.

2. Will Residents and Heads of Departments please note that it is necessary for outboard motors to be fully insured for total loss, as I have not been able to obtain a rate from any Insurance Company who is willing to provide comprehensive insurance cover.

H.M. COCKLE,
Accountant-General,
Sarawak.

Kuching, 14th October, 1957.

DISTRIBUTION:

All Residents & Heads of Departments.
All Deputy Assistant Treasurers.
All Stations.

lcp

TREASURY CIRCULAR NO.3/1958.

An extract from the Report made by the Director of Audit for the year 1956 is appended below for the information and necessary action of all officers responsible for the records required by Section 33 of Financial Regulations:-

"102. The records which departments keep of non-expendable stores and equipment, e.g. workshop tools and office machines, leave much to be desired. Few departments maintain the records required by Section 33 of the Financial Regulations and unless these records are kept there can be no guarantee that Government is obtaining full value from its purchases before items disappear from use and perhaps replacements have to be obtained. In particular this applies to tools issued to electrical and mechanical workshops."

2. Please ensure that accurate records of Plant and Tools, for which you are responsible, are prepared immediately and that these are kept up-to-date so that there may be no grounds for adverse comment in future.

H.M. COCKLE,
Accountant-General,
Sarawak.

Kuching, 17th January, 1958.

DISTRIBUTION:

All Residents & Heads of Departments.
All Deputy Assistant Treasurers.
All Stations.

TREASURY CIRCULAR NO.20/1958.

Pilgrim Passes.

Sub-Accountants are requested to note that Pilgrims are required to pay to the Government \$40/- each before they depart from their Stations on pilgrimage, as follows:-

\$20.-	for credit of R3/8. Pilgrim Passes.
\$20.-	for credit of Deposits - Departmental
	(Majlis Islam)(Code letters DD)
<u>\$40.-</u>	
=====	

2. Sub-Accountants on receipt of such payments should therefore credit the accounts mentioned above accordingly. The procedure for Kuching collections has been dealt with separately.

3. At the end of each month in which such collections have been made, Sub-Accountants are requested to remit the amounts, which they have received and credited to Deposits - Departmental (Majlis Islam), to the President, Majlis Islam, Kuching, by preparing a payment voucher debiting Deposits - Departmental (Majlis Islam) (Code letters DD) in accordance with Financial Regulation 450. The payment vouchers should contain the following information:-

1. Names of Pilgrims.
2. Pilgrim Pass Numbers.
3. Dates the deposits were received.
4. Amounts.
5. Receipt Numbers.

4. The Deputy Assistant Treasurer, Sibu, is requested to note that bills will not be sent as heretofore to Sibu for collection but he should issue the normal Government Receipts (Form T.69) when collections are made.

C. LIGHTLEY,
Ag. Accountant-General.

Kuching, 25th March, 1958.

Enclosure.

All Residents & Heads of Departments.
All Deputy Assistant Treasurers.
All Stations.

ZP

Treasury Circular No.9/1959

REST HOUSE CHARGES

1. The following charges will be made in Government Rest Houses with effect from 1st September 1959:-

CHARGES

A. KUCHING, SIBU, MIRI AND SIMANGGANG

(a) Government Officers

Board - \$6 per person per day, subject to a rebate for meals not taken, provided that adequate notice is given in the book supplied. Board for children will be the actual cost of meals paid to the catering Contractor.

Attendance and Service

Single officer	\$2 per day
Married couple	\$3 per day
child	50 cents per day

Rent - $7\frac{1}{2}\%$ of basic salary with a maximum of \$90 per month, provided the officer is not paying rent for other Government quarters.

(b) Non-Government Visitors staying at Government rates.

Board - the same as for Government Officers.

Attendance and Service

Single person	\$5 per day
Married couple	\$6 per day
child	50 cents per day

Provided that where Government is responsible for providing rent - free accommodation, the charge will be the same as for Government Officers.

(c) Other Non-Government Visitors

Board and Lodging

Adult person	\$17.50 per day
child	\$ 8.75 per day

Subject to a rebate for meals not taken, provided that adequate notice is given in the book supplied.

B. MUKAH

(a) Government Officers

Lodging and Service

Single officer	\$1 per day
Married couple	\$2 per day

Rent - $7\frac{1}{2}\%$ of basic salary with a maximum of \$90 per month, provided the officer is not paying rent for other Government quarters.

(b) Non-Government Visitors staying at Government rates.

Lodging and Service

Single person	\$4 per day
Married couple	\$5 per day
child	50 cents per day

Provided that where Government is responsible for providing rent-free accommodation, the charge will be the same as for Government Officers.

(c) Other Non-Government Visitors

Lodging and Service

Single person	\$5 per day
Married couple	\$10 per day
child	\$3 per day

NON-GOVERNMENT VISITORS 2. Non-Government Visitors will be accommodated at Government Rest Houses only with the prior specific approval of the Chief Secretary; who will decide whether or not they are to be charged at Government rates.

PRIORITY 3. Priority of accommodation will always be given to Government Officers travelling on duty.

INTERPRETATION 4. The term "Government Officers" includes officers of the Government of North Borneo and the State of Brunei.

The term "child" means a child of 12 years of age or under.

SEPARATE ROOM FOR CHILD 5. If any child occupies a separate room, the Service charge will be at the same rate as that of an adult.

ACCOMMODATION 6. Should accommodation at a Government Rest House not be available for a Sarawak Government Officer travelling on duty, or awaiting quarters, and it is necessary and possible for him to be accommodated in a hotel the officer may recover, on production of a receipted bill, together with a certificate signed by the Officer-in-charge of the Rest House stating that accommodation was not available during the relevant period, the difference between the amount he would have paid for full board, attendance, service and rent at the Rest House, and the amount he actually paid for accommodation at the hotel. Payment Vouchers must contain a certificate, signed by the Head of Department or Divisional representative to the effect that the officer was on duty.

When accommodation in a Government Rest House is available and the officer wishes to make his own arrangements, claims for hotel board and lodging expenses will be limited to the amount which would have been charged had the officer been accommodated in such Rest House.

RENT TO BE
DEDUCTED
THROUGH
PAYSHEETS
MONTHLY
RETURN

7. The rent referred to in connection with Sarawak Government Officers will be deducted from monthly salaries by the Treasury, Kuching. In order that this may be done as soon as possible, Residents are requested to arrange with Officers-in-charge of Rest Houses for a return to be forwarded to the Accountant-General on the first day of each month in respect of officers accommodated during the preceding month. Returns should show details of all Sarawak Government Officers who have been staying in the Rest House, under the following headings:

Officer's name and initials
Officer's Station (and department if known)
Date of arrival
Date of departure

COPY FOR
PERUSAL

8. This Circular supersedes Treasury Circular No. 3/1957 which is hereby cancelled. Officers-in-charge of Rest Houses are requested to keep a copy of this Circular available for perusal by visitors, on request.

H. M. J. Underhill
Accountant-General,
Sarawak.

Kuching, 1st August, 1959.

DISTRIBUTION:

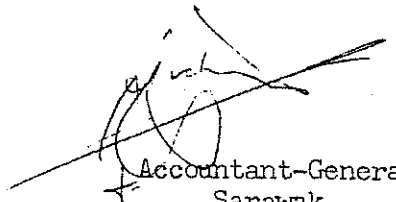
Residents and Heads of Departments
Deputy Assistant Treasurers
Sibu
Miri
Simanggang
All Stations
Officers-in-charge Rest Houses
Kuching
Sibu
Miri
Simanggang
Mukah.

Ref: TRY: 20/2/88.

Treasury Circular No. 17/1960.

Rest House Charges

Will all recipients of Treasury Circular No. 13/1960 kindly delete the reference to "Bintulu". Additions under paragraph 1.(B) Mukah should be limited to Marudi and Kapit only.


Accountant-General,
Sarawak.

Kuching, 16th. September 1960.

DISTRIBUTION:

Residents and Heads of Departments
Deputy Assistant Treasurers

Sibu

Miri

Simanggang

All Stations

Officers-in-charge Rest Houses

Kuching

Sibu

Miri

Simanggang

Mukah.

1 APR 1968 1 TO
TREASURY CIRCULAR NO. 23/1

~~1~~ Adcomstant-General
Salamak.

GOVERNMENT REST HOUSES

Since Treasury Circular No. 9/1959 was issued, certain policy decisions by the Chief Secretary have been made. It has been decided therefore to reissue the Circular embodying all decisions made, even though no actual changes have been made in the charges.

INSTRUCTIONS

2. Appendix 'A' to this Circular embodies Instructions for Rest Houses which can be displayed on Rest House Notice Boards.

CHARGES

3. Appendix 'B' to this Circular has been designed in the form of a reference chart to denote charges payable in Rest Houses with catering facilities, and Rest Houses without catering facilities:-

(a) Rest Houses with Catering facilities

Kuching
Sibu
Miri
Simanggang

(b) Rest Houses without Catering facilities

Mukah
Marudi
Kapit

For convenience, this too can be displayed on Rest House Notice Boards.

RULES

4. Appendix 'C' to this Circular is normally outside the scope of a Treasury Circular. It is however included as a guide to Residents/District Officers in formulating their own, or, for display in its entirety in the interests of uniformity throughout Rest Houses.

BILLS

5. Will officers-in-charge of Rest Houses kindly note that all bills should be rendered on form T.116 - it is incorrect to issue a typewritten bill for meals supplied, and a separate bill for attendance/service charge.

BOARD

6. It is left to the discretion of Residents to prescribe the breakdown charges for board within the daily total of \$6 per adult for Government rates and \$10 per adult for non-government rates. The prevailing rates in Kuching Rest House are quoted for guidance:

	<u>Government Rate</u>	<u>Non-Government Rate</u>
Morning tea	.10	.30
Breakfast	1.30	1.70
Lunch	2.00	3.50
Afternoon tea	.30	.50
Dinner	2.30	4.00
	<u>\$6.00</u>	<u>\$10.00</u>

7. Treasury Circular No. 9/1959 is hereby cancelled.

Kuching, 7th November 1960.

DISTRIBUTION:

[Signature]
Accountant-General,
Sarawak.

GOVERNMENT REST HOUSE INSTRUCTIONS

PRIORITY

1. Priority of accommodation will always be given to Sarawak Government officers travelling on duty.

NON-GOVERNMENT VISITORS

2. Non-Government visitors may be accommodated at Government Rest Houses:

(a) in Kuching - with the prior approval of the Chief Secretary; Resident; Ty 010/1962

(b) in Outstations - at the discretion of the District Officer, who will consider what alternative accommodation is available and the extent to which overcrowding is likely to be caused; where there is any doubt as to the rate to be charged, reference should be made to the Resident, ~~or Chief Secretary~~.

Officers responsible for making arrangements for non-Government visitors should inform Rest Houses in advance where the visitor is ~~entitled to be charged at Government rates and, if so, whether Government is responsible for providing rent free accommodation; this advice should be in writing.~~ a Government sponsored guest and is entitled to be charged under Category A. Ty 010/19

SEPARATE ROOM FOR CHILD

3. If any child occupies a separate room, other than an extension room specially provided to form a family room, the Service Charge will be at the same rate as that of an adult, in the case of one child, or at the same rate as that of a married couple, in the case of two or more children.

RETENTION OF ROOM

4. If a room is retained during the temporary absence of an officer or visitor, and luggage is left in the room, attendance and service charge (or lodging and service charge) will continue to be charged.

REDUCTION FOR MARRIED OFFICERS WITH CHILDREN

5. When a married Sarawak Government officer with a child or children is required to spend over fourteen consecutive days in a Government Rest House, there should be a reduction of 10% in the bill rendered to him, provided the officer is on duty or awaiting quarters.

SETTLEMENT OF ACCOUNTS

6. All visitors, other than Government officers, must settle their accounts weekly, or upon presentation if staying for a shorter period.

GUESTS

7. Visitors will be responsible for the payment of any meals supplied to their guests in a Rest House.

TABLE MONEY

8. By prior arrangement, meals can be served to non-resident Government officers at current rates, plus an additional charge of 25 cents per person per meal Table Money.

ACCOMMODATION NOT AVAILABLE

9. Should accommodation at a Government Rest House not be available for a Sarawak Government officer travelling on duty or awaiting quarters, and it is necessary and possible for him to be accommodated in a hotel, the officer may recover, on production of a receipted bill, together with a certificate signed by the officer-in-charge of the Rest House stating that accommodation was not available during the relevant period, the difference between the amount he would have paid

Head of Department or Divisional representative, to the effect that the officer was on duty.

ALTERNATIVE
ACCOMMODATION

10. Where accommodation in a Government Rest House is available, but the officer chooses to stay in a hotel, claims for hotel board and lodging expenses will be limited to the amount which would have been allowed under General Order 311(i), had the officer been accommodated in the Rest House.

MONTHLY RETURN

11. Officers-in-charge of Government Rest Houses should forward a return to the Accountant-General on the first day of each month in respect of Sarawak Government Officers accommodated during the preceding month for 31 or more consecutive days. Returns should show details under the following headings:-

Officer's name and initials

Officer's station and department

Date of arrival

Date of departure.


ACCOUNTANT-GENERAL,
SARAWAK.

GOVERNMENT REST HOUSE RULES

PERSONAL
ATTENDANCE

1. Visitors requiring personal attendance should bring their own servants. Rest House servants may not be called upon to perform the duties of private servants. No Rest House servant may be employed for private purposes outside the Rest House under any circumstances.

DUTIES OF
SERVANTS

2. Duties of Rest House servants cease after dinner has been served, and they may not be called upon later except in the case of the arrival or departure of visitors.

RESPONSIBILITY
FOR VALUABLES

3. No responsibility will be accepted for the safety of money or valuables left by visitors in their rooms.

DAMAGE

4. Visitors will be required to pay for any damage caused by them to any article of furniture, crockery etc.

LAUNDRY &
SHOE CLEANING

5. Rest Houses do not provide laundry or shoe cleaning services, but visitors may make private arrangements with their Room Boys.

DISTURBANCE

6. Visitors creating a disturbance or being guilty of improper behaviour may be refused further accommodation.

HOURS FOR
MEALS

7. Hours during which meals are served are as follows:

Morning tea from to
Breakfast from to
Lunch from to
Afternoon tea from to
Dinner from to

RESIDENT/DISTRICT OFFICER.

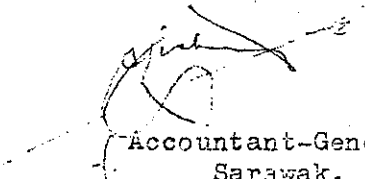
Ref: ERY: 53/1/1(II)/250.

TREASURY CIRCULAR NO.5/1962.

Maintenance and repairs of typewriters,
safes and office machinery.

With effect from 1st April, 1962 the mechanics who are at present under the control of the Treasury will be situated at the Government Printing Office and responsible to the Government Printer. When the transfer takes place all typewriters and office machinery which are repaired and awaiting collection, or still under repair, will also be transferred to the Government Printing Office.

2. All enquiries and typewriter/office machinery, safe repairs should be forwarded to the Government Printer with effect from 30th March, 1962.


Accountant-General,
Sarawak.

Kuching, 16th March, 1962.

DISTRIBUTION:

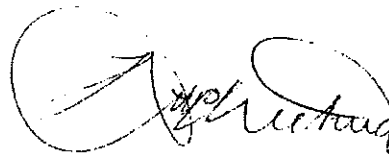
All Residents and Heads of Departments.
All Deputy Assistant Treasurers.
All Stations.

TREASURY CIRCULAR NO.25/1968.

Indebtedness Clearance Certificate

With effect from the date of this Circular, Indebtedness Clearance Certificate should be submitted on revised Form T.282 (Revised 10/68) in accordance with Financial Regulation 144. A specimen copy of the form is attached.

2. The unrevised Form T.282 and previously revised Form T.282 (Rev. 4/68) are to be treated as cancelled.
3. Please place your indent direct with the Government Printer, Kuching.



(Hii Chee Huat)
for Accountant-General

Kuching, 20th December, 1968.

DISTRIBUTION:

- All Ministries.
- All Residents and Heads of Departments.
- All Senior Accounting Officers.
- All Stations.

SARAWAK GOVERNMENT

INDEBTEDNESS CLEARANCE CERTIFICATE

From

Reference

Date, 19.....

(I) Please indicate whether, who will leave the service with effect from, 19....., has any accounts outstanding against your Department or offices under your control.

Department	Amount		Signature and Date	Designation
	\$	c.		
1. Agriculture				
2. Education				
3. Forests Section Office				
4. Inland Revenue				
5. Lands and Surveys				
6. Medical—Dental Clinic				
—General Hospital				
7. Museum				
8. Printing				
9. Prisons				
10. Public Trustee				
11. Public Works				
12. Rest House				
13. S.E.S. Corpn.				
14. State Secretary (Establishment Division)				
15. Telecommunications				
16. Treasury—Accounts Section				
—Loans Section				
—Salaries Section				

N.B. This Certificate should be completed and forwarded, as soon as possible, to the Treasury, Kuching for the purpose of recovering any debts due to Government before balances of gratuity, pension, provident fund or salary may be paid to the abovenamed.

Signature

Designation

(II) Accountant-General,
Kuching.

Forwarded in accordance with Financial Regulation No. 144.

Signature

Indebtedness Clearance Certificates

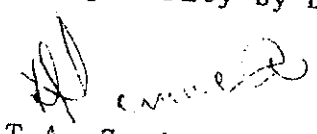
A Treasury Circular No.11/1967 dated 24th October 1967 was issued drawing attention to the necessity of submitting Indebtedness Clearance Certificates promptly but there have been an increasing number of instances recently in which the Certificates have been submitted very late even despite reminders.

2. It is reiterated that it is a requirement of Financial Regulation No.144 that the Certificates shall be prepared:-

(a) in the case of an officer on the establishment, before his Pension or Provident Fund is paid to him;

(b) in the case of an officer not on the establishment, before the final payment of salary or wages for which he is eligible is made.

3. It would be appreciated therefore if, as soon as it is known that officers are about to retire, complete their contracts or leave the service for any other reason, the Indebtedness Clearance Certificates could please be sent out immediately and be given the most urgent priority by Departments to which they are circulated.


(T.A. Scrimshaw)
Accountant-General,
Sarawak.

Kuching, 3rd February, 1969.

Distribution:

All Ministries
All Residents and Heads of Departments
All Stations
All Senior Assistant Accountants

Specimen to Treasury Circular No.5/1969 dated 20th
February, 1969.

REPAYMENT WARRANT

- (1) The warrant below should be detached before presented for payment.
- (2) It may be presented for payment as a bill through any bank within or without Sarawak, or to any Sub-Treasury within Sarawak where banking facilities are not available.
- (3) The warrant is not transferable. Only the person named in the warrant should sign the receipt on the reverse of the warrant.
- (4) The collecting Banker or Sub-Treasury may call for independent identification by a witness in the space provided.

NOT NEGOTIABLE		GOVERNMENT OF MALAYSIA		07-20-10	
No 00001		BANK NEGARA MALAYSIA,			
KUCHING					
TE	PAY TO THE ORDER OF	Y.A.			
		MS	Cts.		
			R		
	MALAYSIAN DOLLARS				
INLAND REVENUE REPAYMENT WARRANT ACCOUNT					
TAXPAYER'S NO:					
For INLAND REVENUE DEPARTMENT.					
For INLAND REVENUE DEPARTMENT.					

RECEIPT AND ENDORSEMENT

RECEIVED THE SUM STATED OVERLEAF

DATE SIGNATURE

EXEMPT
FROM
STAMP
DUTY

Witness to Thumb Print Mark, or
Signature in other than Roman Characters
And Payment Made in my Presence

.....
Witness

Ref: TRY:41/5/6(VIII)/83
& TRY:58/2(III)/26

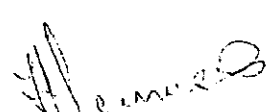
TREASURY CIRCULAR NO.16/1969

Submission of Indebtedness Clearance Certificate
(Form T.282 revised 10/68)

Two Treasury Circulars No.11/67 and 4/69 were issued some time ago regarding the need for prompt submission of Indebtedness Clearance Certificates when officers leave the Service. The situation has improved but there are still many cases of late submission and it will be appreciated that this causes a delay in effecting payments of sums due to the ex-officers concerned.

2. The main payments affected as far as Treasury is concerned are withdrawals from the Government Employees' Provident Fund, Teachers' Provident Fund and Local Authorities' Employees' Provident Fund, gratuities and balance of salaries in the case of officers not on the Establishment who are paid through the paysheets, and pensions including commuted pension payments to retiring officers. Payment is withheld in such cases until the Indebtedness Clearance Certificates are received in accordance with Financial Regulation No.144 or, in the case of contract gratuities, pending clearance from the Comptroller of Inland Revenue, Sarawak who is an addressee listed in the form of Certificate.

3. It would be appreciated therefore if Permanent Secretaries, Residents, Heads of Departments and Sub-Accountants could please again impress on their staff (a) that the Indebtedness Clearance Certificate should, if possible, be circulated immediately before an officer leaves the service and (b) that the utmost priority should be given to completion and onward transmission of the Certificate in every case. Please note that the final items in the Certificate will be completed in Treasury Headquarters prior to effecting payment.


(T.A. Scrimshaw),
Accountant-General,
Sarawak.

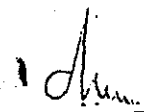
Kuching, 11th November 1969.

Distribution:

All Ministries
All Residents and Heads of Departments.
All Senior Accounting Officers.
All Stations.

plus Government donations with compound interest thereon in respect of contributors to the Sarawak Non-Pensionable Employees Provident Fund under Section 38 of the Ordinance (Cap. 90) will be adjusted in the final payment of the refund.

7. Appendices "A" and "B" and the "Undertaking" Forms are available at the Government Printing Office, Kuching. All departments may obtain them direct therefrom.


(Chan Kay Tee)
for Ag. Accountant-General,
Sarawak.

Kuching: 15th August 1974.

Distributions:

All Ministries.
All Residents and Heads of Departments.
Kuching Water Board.
Sibu Water Board.
All Senior Accounting Officers.
All Stations.

TREASURY CIRCULAR NO. 5/1974Winding Up of the Sarawak Widows' and Orphans'
Pension Fund

With reference to the Circular Letters Ref: TRY:830/2 and TRY: 833/2 of 15th August, 1974 issued by the Boards of Management of the Sarawak Widows' and Orphans' Pension Fund and Non-Pensionable Employees' Provident Fund, this is to inform all concerned that in view of the option period and the tremendous amount of work being involved in processing and documenting the Option Forms and calculation of interest, the Boards of Management of the said Funds have decided to grant an advance to all contributors, who opt to withdraw from the Funds.

2. The advance is to be granted on the following basis:-

- (a) The advance is conditional on the contributors having exercised their options to withdraw from the Fund.
- (b) The advance is optional.
- (c) The advance is to be calculated at 50% of the contributors' own contributions in respect of those contributors under the Sarawak Widows' and Orphans' Pension Ordinance, and at 50% of the contributions plus donations and interest thereon in respect of those contributors under Section 38 of the said Ordinance at the latest postings as shown on the individual contributors' ledger cards and is to be corrected to the nearest \$100.
- (d) Contributors receiving the advance are requested to sign an undertaking (as per attached) to the effect that such advance shall be recovered in full when payment of the refund is made.

3. All Departments are requested to collect the signed Option Forms from their respective staff and submit them together with the Supporting List (Appendix "A" or "B" attached) to the State Treasury Headquarters, Kuching. Names of contributors and their W. & O.P. F. or N.P.E.P.F. numbers should be filled in Columns 1 to 4 of the List (Appendix "A" or "B") in the same order as they appear in the monthly paysheets. Columns 5 and 6 of the List will be completed by the Treasury Office. Five copies of Appendix "A" or "B" should be submitted.

4. The payment of the advance will be effected as soon as the signed Option Forms, undertaking and the Supporting List (Appendix "A" or "B") are received by this Office. After the payment has been effected four copies of the respective Appendix should be re-submitted to Treasury after completion of Columns (7) to (9) thereof together with the original payment vouchers.

5. All Heads of Departments and Officers in Charge of Branch Offices in Outstation should, on receipt of this Treasury Circular, allocate a certain number of officers to specifically compile the List-Appendix "A" or "B" and ensure this is promptly cleared and submitted to me so that payment of the advance can be effected without any delay.

6. Any income tax payable on the refund of contributions

TREASURY CIRCULAR NO. 19/1957.

Rent on Quarters.

With effect from 1st July, 1957, officers occupying quarters in the undermentioned flats will be charged rental for the hire of equipment at the following rates in addition to the normal 10% deduction from salary for rent:-

Rock Court Flats, Kuching.	\$48.00 per month
S.S. Flats, Sibü.	\$48.00 per month
Golf Links Flats, Kuching.	\$25.00 per month.

2. Overdeductions for the months of March to June, 1957, inclusive have been refunded in the June or July paysheets.

3. Lines 5 to 11, paragraph 22, of Treasury Circular No. 15/1956 are hereby cancelled.

H.M. COCKLE.
Accountant-General,
Sarawak.

Kuching, 25th July, 1957.

DISTRIBUTION:

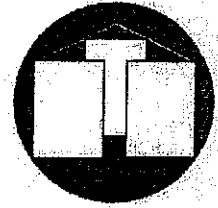
Heads of Departments, Kuching.
Resident, Third Division.
Deputy Assistant Treasurer, Sibü.



JABATAN PERBENDAHARAAN NEGERI

Tingkat 10, Menara Pelita, Jalan Tun Abdul Rahman Ya'akub,
Petra Jaya, 93050 Kuching, Sarawak, Malaysia.
Telefon : 082-440111

Faksimili: 082-447203 (Akauntan Negeri)
Faksimili: 082-445270 (Timb. Akauntan Negeri)
Faksimili: 082-446395 (Penadbiran)
Faksimili: 082-446082 (Akauntan Penyesuaian)
Faksimili: 082-442164 (Akauntan Gaji)
Faksimili: 082-440704 (Pengurusan Dana)
Faksimili: 082-445478 (Pencen)



SURAT PEKELILING PERBENDAHARAAN NO. PP. 2/2004

PERKARA: PENUTUPAN PERBENDAHARAAN KECIL, SPAOH

1. Tujuan

Surat Pekeliling ini bertujuan untuk :

- 1.1 Memaklumkan penutupan Perbendaharaan Kecil Spaoh dan
- 1.2 Menetapkan prosedur baru untuk pungutan dan lojmen bagi pejabat-pejabat yang berada di Daerah Spaoh.

2. Penutupan Perbendaharaan Kecil

Kerajaan Negeri telah memutuskan bahawa Perbendaharaan Kecil Spaoh ditutup mulai 1 Jun, 2004. Berikutan daripada keputusan ini, fungsi Perbendaharaan Kecil di daerah tersebut akan diambilalih oleh Perbendaharaan Bahagian Betong.

3. Prosedur Baru Pungutan

Semua pungutan yang dibuat oleh pejabat-pejabat di daerah Spaoh hendaklah dimasukkan ke akaun Bank Kerajaan Negeri Sarawak di Bahagian Betong. Bank yang sedang digunakan adalah Hong Leong Bank Berhad, Betong.

Carta Aliran kerja proses pungutan adalah seperti di Lampiran A.

4. Pertanyaan

Sebarang pertanyaan, sila berhubung dengan Puan Hj. Elean Masa'at, di talian 082 - 440111 samb. 212.

5. Kuatkuasa

Surat Pekeliling ini berkuatkuasa mulai 1 Jun, 2004.

"Tepat Rahmah Yakin"

"BERSATU BERUSAHA BERBAKTI"

(WAN MOHD YUSOP BIN WAN MOSS)
Akauntan Negeri, Sarawak.

Ruj: TRY:3020030(II)/(71)