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TREASURY CIRCULAR No.1/1946.

Government Debts 1941.

It has been decided that all debts due by Government in 1941, should now, subject to scrutiny, and the certificate of the relevant Head of Department be paid on demand.

2. In all cases where there is an element of doubt as to the final sum involved, it will be necessary to retain 10 per cent in the hope of further documentary evidence coming to light, but this percentage may be increased to meet the needs of any particular case at the discretion of the scrutinising officer.

3. Where there are no documents available at all, or such as are available inconclusive, an immediate payment of 50 per cent may be made and the rest will be considered later and payment made as the facts may justify on the further investigation that will be necessary.

(Sd) C. E. Gascoigne.

Ag. Treasurer of Sarawak.

Kuching, 3rd May, 1946.

Distribution.

All Heads of Department.

TREASURY CIRCULAR No.2/1946.

Pensions.

Payment of all arrears of pensions 1942/1945 may now be made charging Vote 36, Arrears of pension etc.

2. Care should be taken to adjust any advances drawn against arrears of pension during the period of Military Administration.

3. (a) Treasurers and District Officers should also exercise the greatest care in seeing that the legal inheritors draw these arrears and not relatives who may well apply and have no authoritative claim.

(b) In all cases of doubt in this respect reference should be made to the SCA and SNA Kuching in Chinese and Malay cases respectively.

4. Previous practice of payment of pension in full for the month of death be continued.

(Sd) C. E. Gascoigne.

Ag. Treasurer of Sarawak.

Kuching, 4th May, 1946.

Distributions.

All Heads of Department.

TREASURY CIRCULAR No. 1/1947.

Application for loans are being received from Government Officers to settle debts incurred during the period of Enemy Occupation.

- All Heads of Departments so approached should draw the attention of applicants to the provisions of the Moratorium Proclamation, and also inform them that the extent of their liabilities will not be certain until the Moratorium is lifted, when it is possible that appropriate legislation may be passed.

C. E. GASCOIGNE,

Kuching, 24th January, 1947. *Acting Treasurer of Sarawak.*

TREASURY CIRCULAR No. 7/1947.

EX-GRATIA PAYMENT TO NON-INTERNEED GOVERN-  
MENT SERVANTS ON THE PERMANENT ESTABLISH-  
MENT IN RESPECT OF THE PERIOD OF THE  
JAPANESE OCCUPATION.

In as much as it has been ascertained that the Japanese Military Administration imposed certain reductions in the salaries and wages of Government servants during the Occupation, a scheme of ex-gratia payments has now been approved by the Governor in Council based on the principle of making up those deductions in respect of the period from 1.1.1942 to 31.8.1945.

2. It has been ascertained that the Japanese imposed a general cut on all salaries over \$50 per month on the following lines :

- 18% cut on the first \$100.
- 35% cut on the second \$100.
- 55% cut on the third \$100.
- 70% thereafter

On the other hand at the end of each of the three years, 1942, 1943 and 1944, the Japanese paid a bonus of  $\frac{1}{3}$  month,  $\frac{1}{3}$  month and  $\frac{1}{3}$  month salary respectively so that during the period 1st January, 1942, to 31st August, 1944, Government officers received  $45\frac{1}{3}$  months' salary at the reduced rate against the 44 months' salary at the full rate which they would have received had there been no Japanese Occupation. It is the difference between these two sums which it has now been decided to make good and it should be calculated on the following basis :—

Officers in receipt of a salary not exceeding \$100 p.m.	6.8 months salary.
Officers in receipt of a salary exceeding \$100 p.m. but not exceeding \$200 p.m.	14.5 months salary less \$771.
Officers in receipt of a salary exceeding \$200 p.m. but not exceeding \$300 p.m.	23.6 months salary less \$2,584.
Officers in receipt of a salary exceeding \$300 p.m.	30.4 months salary less \$4,624.

3. Government servants have already received advances authorised by the British Military Administration and also Rehabilitation Grants of six months salary or wages under FIN 125/3, FIN 816 and FIN 869. From the sums now payable there shall be deducted the B.M.A. advances and all Rehabilitation Grants so far issued by Government.

4. For the purposes of computing the monthly salary or wages under paragraph 2 above, the salary shall be taken as at 1st November, 1943. Increments due under approved salary schemes and conditions of service and increments earned by retrospective promotions will be included, but no allowances shall be included.

5. The provisions of this Circular are applicable to officers who were recruited on to the permanent Government Establishment before 24th December, 1941; provided that each officer shall

(a) have served in his post up to the last day of duty prior to the Japanese Occupation of his Divisional Headquarters or been on authorised leave of absence not including leave prior to retirement;

(b) have spent the period 24.12.1941 to 11.9.1945 in Japanese occupied territory;

(c) have reported back for duty after the Liberation without undue delay and prior to 1st 31.8.1945.



TREASURY CIRCULAR NO.9/1947.

Treasury Circular No.7/1947 explains in paragraphs 1 and 2, the basis upon which ex gratia payments to Non-Interned Government Servants on the Permanent Establishment in respect of the period of the Japanese Occupation are calculated.

2. Applying the facts contained in those paragraphs to each salary grade, the undermentioned formulae are obtained for calculation of payments to be made:-

(S=Monthly salary as at 1st November, 1943).

Salaries up to \$100.00

$$\begin{aligned} 44S - 45\frac{1}{3}\left(\frac{100 - 18}{100}S\right) &= 44S - 45\frac{1}{3}\left(\frac{82}{100}S\right) \\ &= 44S - \frac{136}{3} \times \frac{82}{100}S = 6.8S \\ &===== \end{aligned}$$

Salaries over \$100.00 and up to \$200.00

$$\begin{aligned} 44S - 45\frac{1}{3}\left[\left(100 - 18\right) + \frac{100 - 35}{100}(S - 100)\right] \\ = 44S - 45\frac{1}{3}\left[82 + \frac{65}{100}(S - 100)\right] \\ = 44S - \frac{136}{3}\left(\frac{8200 + 65S - 6500}{100}\right) = 14.5S - 771. \\ &===== \end{aligned}$$

Salaries over \$200.00 and up to \$300.00

$$\begin{aligned} 44S - 45\frac{1}{3}\left[\left(100 - 18\right) + \left(100 - 35\right) + \frac{100 - 55}{100}(S - 200)\right] \\ = 44S - 45\frac{1}{3}\left[82 + 65 + \frac{45}{100}(S - 200)\right] \\ = 44S - \frac{136}{3}\left(\frac{8200 - 6500 - 45S - 9000}{100}\right) = 23.6S - 2584 \\ &===== \end{aligned}$$

Salaries over \$300.00

$$\begin{aligned} 44S - 45\frac{1}{3}\left[\left(100 - 18\right) + \left(100 - 35\right) + \left(100 - 55\right) + \frac{100 - 70}{100}(S - 300)\right] \\ = 44S - 45\frac{1}{3}\left[82 + 65 + 45 + \frac{30}{100}(S - 300)\right] \\ = 44S - \frac{136}{3}\left(\frac{820 + 650 + 450 + 3S - 900}{10}\right) = 30.4S - 4624 \\ &===== \end{aligned}$$

C.E. GASCOIGNE.

Ag. Financial Secretary.

Kuching, 18th September, 1947.

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TREASURY CIRCULAR NO. 1C/1947.

COST OF LIVING ALLOWANCES TO PENSIONERS.

The upper limit of \$220.00 per mensem referred to in Treasury Telegram FIN 635 of 24th September, 1946, has now been abolished.

2. Pensioners whose pensions are in excess of this figure may now draw the 10% Cost of Living Allowance payable under the telegram referred to above.

3. Arrears for the period up to 30th September, 1947, will be paid by the Treasury direct.

C.E. GASCOIGNE.

Ag. Financial Secretary.

Kuching, 25th September, 1947.

INDEBTEDNESS AND LOANS.

1. The Governor in Council having considered the implications of the confidential returns recently submitted by members of the Junior Service has now approved the granting of loans to meet the indebtedness of the Junior Service on the following terms and conditions:-

- (a) Loans will be granted interest free.
- (b) In general, loans will be repayable by monthly instalments over a maximum period of 5 years, and at a rate of not less than 10% of the applicant's substantive annual salary, or \$120.00 per annum whichever is the greater, but special consideration will be given to any case where the foregoing operates harshly.
- (c) Repayments will begin at the end of the month next succeeding that in which the loan has been issued.
- (d) Officers are at liberty to repay at a higher rate if desired, and can at any time arrange an increase in the monthly repayment rate, and make lump sum reductions of the total outstanding at their convenience.

2. Government will advance sums up to the following maximum amounts:-

- (a) Provident Fund and Bonus Scheme: Up to 75% of the total sum standing to the credit of each officer's account. In special cases Government may advance up to 100% of these credits, but each such case will be considered separately and on its own merits.
- (b) Pensionable Establishment: Advances will be made up to a maximum sum equal to five years' purchase of one-third of the pension to which an officer would be entitled at the date of making the loan application.

3. The following are the classes of debts against which loans will not be granted:-

- (a) Extravagant birth, marriage and funeral expenses which are regarded as unreasonable taking into consideration the applicant's status and length of service.
- (b) Except in cases where a specific agreement had been made by the debtor and his creditor regarding terms of repayment Government will not advance money to repay debts incurred during the occupation period until these are ascertainable by reference to the Debtor/Creditor Legislation soon to be published.
- (c) No loans will be granted to pay debts incurred before joining the Government Service.

PROCEDURE.

4. It is intended that the detailed debts of officers shall be kept strictly confidential and that they will not be disclosed to any person other than the Financial Secretary and such other Treasury Senior Officer to whom he may find it necessary to delegate duties in this connection to aid him in assessing the loan applications. Each officer desiring to accept a loan on these conditions should therefore submit to the Financial Secretary:-

- (a) a formal application on form T.86, and
- (b) a Statement giving full details of all debts.

5 (a) The only details required on form T.86 are the name

TREASURY CIRCULAR NO.15/1947.

Some doubts have arisen as to the extent to which the pensions of Widows and children of Sarawak Civil Service pensioners are safe guarded in view of the changed status of the Colony.

2. It is desired to reassure all pensioners and their dependants, present and prospective, that their rights in accordance with the legislation in force at the date of the pensioner leaving the service have been and will continue to be, preserved in their entirety.

(SGD) C.E. GASCOIGNE.

Kuching, 10th November, 1947.

Ag. Financial Secretary.

TREASURY CIRCULAR No. 13/1948.

Telegraphic Transfers.  
Inter-Station Payments.  
and Allotments.

1. In order to maintain effective control over the receipt and payment of Telegraphic Transfers, Inter-Station Payments and Allotments, it has been decided that with effect from 1st August, 1948, a return should be made at the close of each month by all stations at which transactions of this nature occur.

2. The forms of return are being prepared and a supply of forms will be despatched to Divisional Treasuries for transmission to Outstations in the course of the next few days. Specimen forms are attached.

3. It should be noted that the original monthly returns will be made direct to this office, but that copies of those returns will also be sent by Outstations to Divisional Treasuries.

C. E. GASCOIGNE,  
Ag. Financial Secretary.

Kuching, 7th July, 1948.

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TREASURY CIRCULAR No. 18/1948.

INDEBTEDNESS AND LOANS.

The Governor in Council has approved the granting of loans to NON-ESTABLISHMENT Employees on the following terms and conditions:-

- (a) Loans will be granted interest free.
  - (b) In general, loans will be repayable by monthly instalments over a maximum period of 5 years, and at a rate of not less than 10% of the applicant's wages at the end of each month or \$10.00 a month whichever is the greater, but special consideration will be given to any case where the foregoing operates harshly.
  - (c) Repayments will begin at the end of the month next succeeding that in which the loan has been issued.
  - (d) Employees are at liberty to repay at a higher rate if desired, and can at any time arrange an increase in the monthly repayment rate, and make lump sum reductions of the total outstanding at their convenience.
2. Government will advance sums up to 75% of the amount for which the employee is eligible under the Bonus Scheme.
3. The following are the classes of debts against which loans will not be granted:-
- (a) Extravagant birth, marriage and funeral expenses which are regarded as unreasonable taking into consideration the applicant's status and length of service.
  - (b) Except in cases where a specific agreement had been made by the debtor and his creditor regarding terms of repayment, Government will not advance money to repay debt incurred during the occupation period until these are ascertainable by reference to the Debtor/Creditor Legislation soon to be published.
  - (c) No loans will be granted to pay debts incurred before joining the Government Service.
4. Procedure. Each employee desiring to accept a loan on these conditions should submit to the Head of his Department:-
- (a) a formal application on form T.86, and
  - (b) a Statement giving full details of all debts.

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TREASURY CIRCULAR NO.23/1948.

Revised Rates of Salary for N.C.O's and men.

All officers responsible for the completion of Constabulary Paysheets are authorised to compute the October paysheets for N.C.O's and men at the Revised Rates of Salary, even though the Option Form may not have been signed by the individual.

2. This authority is not extended to the salaries of personnel above the rank of Sergeant Major.

L.K. MORSE.

Ag. Financial Secretary.

Kuching, 18th October, 1948.

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TREASURY CIRCULAR NO. 8/1949.

MAKE UP SALARIES OF OFFICERS DURING BBKAU OR BMA.

It has been decided that consideration will be given to making up the salaries of officers for the period during which they were employed by the BBKAU or the BMA on salaries less favourable than those which they would have received for the performance of duties in their normal Civil Government posts.

2. In order that Government may ascertain the extent of any liability which it may eventually agree to undertake in this connection, it is essential that every officer who was so employed by the BBKAU and/or the BMA shall forward, through his Resident or Head of Department, a return giving full details. A specimen form of Return (A) is attached.

3. On receipt of individual returns, Residents and Heads of Departments should tabulate the information giving in a form as shown in Specimen (B) attached. When completed, (B) should be forwarded to the Accountant-General, Kuching, in duplicate, so as to arrive not later than 19th April, 1949.

H.M. COCKLE.

Ag. Accountant-General.

Kuching, 21st February, 1949.

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TREASURY CIRCULAR No. 24/1949.

Indebtedness Clearance Certificates.

In future, whenever an officer, whether on the Establishment or not, subject to the provisions of paragraph 2 below, leaves the service of Government, an Indebtedness Clearance Certificate shall be completed by the head of his office, shewing all debts due by such officer to Government. This Certificate 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. The Certificate shall in this case be attached to the voucher recording such final payment, and any outstanding debts shall be recovered by means of deductions from that voucher.

2. In the case of casual employees and labourers, it is realised that it is often not possible to follow the procedure laid down in paragraph 1 above, but every endeavour shall be made to ensure that debts due to Government are paid before termination of service.

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

Kuching, 16th July, 1949.

C/I.

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TREASURY CIRCULAR No. 25/1949.

Fees for Birth and Death Certificates.

Fees for Birth and Death Certificates, which were credited in the past to Revenue Head 4 - Departmental Reimbursements (B) Medical and Health Subhead 5 - Birth and Death Certificates, shall with effect from 1st January, 1949, be credited to Head 3 - Fees of Court, etc., Subhead 15 - Birth and Death Certificates.

2. These fees, which have already been credited to the former account for the period 1st January, 1949, to 31st July, 1949, will be transferred to the latter account by this Office.

3. Late Registration fees and Search fees shall continue to be credited to Head 3 Subhead 10 - Registration of Deeds and Head 3 Subhead 14 - Miscellaneous respectively.

H. M. COCKLE,

Ag. Accountant-General.

Kuching, 24th August, 1949.

C/I.

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TREASURY CIRCULAR No. 26/1949.

With reference to Treasury Circular No. 8/1949, the Secretary of State for the Colonies has approved the payment of make-up salaries and house allowances to officers employed by the BBCAU and/or BMA for the period 1st September 1945 to 31st December 1945 inclusive.

2. In order that payments may be made at the earliest opportunity, I should be grateful if you would kindly prepare a paysheet in duplicate, with complete detailed descriptions as shewn in the specimen attached, and forward it to this office for verification.

3. Payment will be made as soon as verification is completed. The expenditure is chargeable to Head 20 - Miscellaneous Services, Subhead 39 - Make-up pay, and the authority is Special Warrant No. 221 of 1949.

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

Kuching, 25th August, 1949.

C/I.

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TREASURY CIRCULAR No. 27/1949.

With effect from 1st September, 1949, the Monthly Returns on Forms T.34 - Salaries and allowances - to which Treasury Circular No. 7/1948 refers, and T.37 - Contributions to Provident Fund and Widows' and Orphans' Pensions - shall be discontinued.

2. Treasury Circular No. 7/1948 shall be cancelled with effect from 1st September, 1949.

3. These returns shall be replaced by an additional copy of the paysheets in accordance with the following instructions which shall come into force with effect from 1st September, 1949.

4. Four copies of each paysheet shall be prepared of which the original and the duplicate shall both be signed in full by the paying officer and by each payee.

5. Against the name of each payee who is a contributor to the Provident Fund shall be inserted his Provident Fund number.

6. A summary shall be made at the foot of each paysheet in the following form:-

Total Provident Fund Contributions	\$
Total Widows' and Orphans' Pensions	
Sarawak	\$
Foreign	\$
Total deduction from paysheet by way of Provident Fund and Widows' and Orphans' Contributions	\$
	=====

7. All contributions in respect of Provident Fund and Widows' and Orphans' pensions shall be made only by deductions on paysheets, and on no account shall contributions be made in any other manner. Any adjustments which may be required in respect of errors or omissions shall be effected through subsequent paysheets. An explanation shall be given in the "Remarks" column of the paysheet for any adjustments so made.

8. The original, duplicate and triplicate copies of all paysheets shall be forwarded to the Divisional Treasury with the monthly accounts in the normal manner.

9. A similar procedure shall be followed by Departments in Kuching except that it will be necessary to forward only two copies of each paysheet to the Treasury.

10. This Circular shall not in any way affect Treasury Circular No. 2/1949 and the statements required thereby shall continue to be submitted.

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H. M. COCKLE,

TREASURY CIRCULAR No. 32/1949.

Payment of Salaries and Allowances.

With a view to reducing the time and paper at present expended on the payment of salaries and allowances, and in order to concentrate all the relevant information on one form, it has been decided to introduce a revised paysheet.

2. With effect from 1st January, 1950, the use of the present Treasury Forms T.31 and T.32 and the practice of preparing Payment Vouchers as well as paysheets for salaries and allowances shall be discontinued.

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3. Payment of salaries and allowances of all Establishment staff and monthly paid employees shall, with effect from 1st January, 1950, be effected by means of revised Form T.32, of which a copy is attached, and no other form or voucher will be necessary. Separate paysheets shall, as at present, be prepared for officers of separate Departments.

4. The provisions of Treasury Circular No. 27/1949 shall continue to apply, but the summary required by paragraph 6 of that Circular shall be shewn in the space for Deductions in the table of allocations.

5. The amount shewn as "Balance Payable" in the table of allocations shall agree with the sum shewn at the foot of the column headed "Balance Payable".

6. Contributions to Co-operative Thrift and Loan Societies shall be shewn as "Deductions - Other" and distinguished by a "C" in that column.

7. The following points shall be carefully noted:-

(a) Only the holder of a Treasury or Departmental Warrant shall sign the declaration and certificate at the foot of the Form.

(b) In cases where the Warrant holder is not himself the paying officer, he shall formally authorise another officer to distribute pay on his behalf. When this is the normal practice, as in larger offices, the Warrant holder shall give to the paying officer a written authority, of which copies shall be sent to the Accountant-General or Divisional Treasurer, as the case may be, and to the Principal Auditor. When such authority is required only on isolated occasions, the authority shall in each case be attached to the paysheet.

(c) The witnessing of payments shall be in accordance with Treasury Circular No. 12/1949.

8. The initial supply of revised Forms T.32 will be issued to all outstations by Divisional Treasuries. Subsequent requirements shall be ordered direct from the

Approval has now been received from the Secretary of State for the revision of scales of pay for Non-Establishment employees. It is pointed out, however, that Government's recommendations on this subject covered revision not only of pay but also of general terms and conditions of service of these employees and it is now necessary, therefore, to re-draft those sections of General Orders dealing with this subject, which may involve some delay in the publication of the full details of the final arrangements. Meanwhile the Chief Secretary has directed that every effort should be made to introduce the revised salary scales at once and that payments of arrears of pay should be made at the earliest possible opportunity.

2. The attached schedule gives a summary of the present rates of pay for Non-Establishment staff and the approved revised rates which are to come into force with effect from 1st October, 1948. Residents and Heads of Departments are accordingly requested to prepare paysheets showing the arrears of pay and cost of living allowance, due to revised salary, of all Non-Establishment employees of their departments. These paysheets should be given high priority and should be submitted to the Treasury as soon as they are completed.

3. It is possible that some departments which employ a small number of non-establishment staff may be able to submit paysheets for the total sum for which these employees are eligible before 28th December, 1949. However, in the larger departments it may not be possible to do this and in such cases an immediate advance may be made. This advance shall not exceed two-thirds of the amount for which an employee who has been continuously employed since 1st October, 1948, is eligible, less the advance of \$15.00 already made on the authority of my telegram ACGEN No. 627 dated 21st July, 1949. When the final arrears paysheets are presented to the Treasury a deduction of such advances as were received in accordance with the provisions of this Circular and the telegram referred to above shall be shown in respect of each employee concerned.

4. The number of this Circular shall be quoted as the authority for payment and the Vote Head to be debited shall be—  
Head "Miscellaneous Services"

Subhead "Arrears of Pay Non-Establishment Staff".

5. A Non-Establishment employee who will, under the revised conditions, be receiving salary in an incremental scale will be placed on the revised scale with effect from 1st October, 1948, (or such subsequent date as he was first appointed) on the salary point next above his unrevised basic pay at that date. In cases where there has been promotion since 1st October, 1948, from one grade to another, which is now incremental, there will not only be conversion, effective on the 1st October, 1948 or subsequent date of appointment to the original post, to the next point above basic pay on that date, but there will also be conversion, from the date of promotion, to the minimum of the scale of the post to which he was promoted, unless his revised salary in the earlier post is already higher than that minimum. If it is, he will enter the scale of the promotion post at his previous revised salary if it is a point in that scale and at the next higher point if it is not such a point.

Examples:—(i) A Notice Server who on 1st October, 1948, was in receipt of salary of \$33 per month will convert to the new scale of \$30 x A1—\$40 at the point \$34 per month as from that date.

(ii) A Nurseryman in the Agriculture Department who, on the appropriate date, was in receipt of salary of \$65 per month, will be placed on the revised scale at the salary point \$68 per month with effect from the same date.

6. Cost of living allowance will, for the present, remain at existing rates except that any employee who would by reason of the revision of pay draw less in wages plus cost of living allowance than he was drawing prior to revision will continue to receive the

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TREASURY CIRCULAR No. 5/1950. (Kuching only)

With effect from February, 1950, the payment of salaries and allowances to officer's banking accounts will be made direct by this office.

2. The paysheet prepared in accordance with Treasury Circular No. 32/1949, and submitted to the Treasury, Kuching, shall show as a deduction from the total "Balance payable" the total amount which is to be paid into a Bank on behalf of those officers who have requested that this be done. This sum shall be supported by completed pay-in slips in the names of the officers concerned.

3. The Treasury will pay the appropriate amount to the respective Bank, obtain the receipted pay-in slips from the Bank and forward them with the paysheet to the department for transmission to the officer concerned who shall then sign the acquittance required on the paysheet.

4. Paragraph 5 of Treasury Circular No. 32/1949 shall be amended to read:

The amount shewn as "Balance Payable" in the table of allocations shall agree with the total sum shewn in the column "Balance payable" before the Bank deduction is made.

5. It will be appreciated that the receipt given by the warrant holder will be restricted to the sum actually drawn in cash.

6. Departmental paysheets shall be submitted to the Treasury, Kuching, not later than the twentieth day of the month in which payment is to be made.

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

Kuching, 1st February, 1950.

C/I.

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**TREASURY CIRCULAR No. 12/1950.**

With reference to Secretariat Circulars Nos. 4/1950, and 16/1950, I attach a table of elections available to various classes of officers together with a list of election forms and one copy of each of those forms which, it is hoped, cover all options under the new pensions legislation.

2. I should be most grateful if you would kindly inform me, at your earliest convenience, of the number of copies of each type of election form reference A to R required for your staff and these will then be despatched to you.

3. I should be glad if this matter may receive immediate attention as the period of election in most cases, expires on 31st August, 1950.

Kuching, 10th June, 1950.

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

**List of election Forms in connexion with the Pensions Ordinance, 1949, the Widows' and Orphans' Pensions Ordinance, and the Government Employees Provident Fund Ordinance, 1949.**

- A. Senior Service officer of more than ten years' service electing to remain under Pensions Ordinance (Cap. 22).
- B. Senior Service officer of less than ten years' service electing to continue on old Provident Fund until completion of ten years' service and then to remain under the Pensions Ordinance (Cap. 22).
- C. Senior Service officer of less than ten years' service not wishing to remain under the Pensions Ordinance (Cap. 22).
- D. Senior Service officer to whom it was intimated before appointment that he would be affected by pension changes, applying to come under the Widows' and Orphans' Pensions Ordinance, 1949.
- E. Senior Service officer transferred from other public service wishing to make contributions to the Sarawak Widows' and Orphans' Pension Fund.
- F. Junior Service officer confirmed in appointment on Provident Fund service and holding office now gazetted as pensionable, electing to remain under the Provident Fund Ordinance.
- G. Junior Service officer confirmed in appointment on Provident Fund service and holding office now gazetted as pensionable, electing to come under the Widows' and Orphans' Pensions Ordinance, 1949, and applying to draw half own contributions to the Provident Fund.
- H. Junior Service officer confirmed in appointment on Provident Fund service and holding office now gazetted as pensionable, electing to come under the Widows' and Orphans' Pensions Ordinance, 1949, with request to freeze Provident Fund account, and wishing/not wishing to make a lump sum contribution to the Widows' and Orphans' Pension Fund.

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TREASURY CIRCULAR NO. 17/1950

The titles, classification and rates of wages appearing against the heading "Municipal" in the attachment to Treasury Circular No. 37/1949 are appropriate to, and were intended for, the special conditions of Kuching only.

2. The heading "Municipal", referred to above, should be amended to read "Municipal, Kuching".

R.J. HENNIKER-HEATON,  
Acting Accountant-General.

Kuching, 17th August, 1950.  
HF.

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TREASURY CIRCULAR NO. 17/1952.

Debts due to Government

Heads of Departments shall notify the Accountant-General of any case where an account rendered to a Government officer remains unpaid for a period of more than two months.

2. Debts due by Government officers to Government Departments, which remain unpaid for more than two months after the date of rendering the account, will be deducted from such officers' salary by the Accountant-General.

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

Kuching, 19th May, 1952.

CL.

Distribution:

Residents and Heads of Departments  
Deputy Assistant Treasurers  
All Stations.

322  
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TREASURY CIRCULAR NO. 19/1952.

Temporary Increases of Pension

In view of the Resolution passed in the Council Negri on 22nd May, 1952, the Temporary Ex-Gratia payment at present granted in addition to pensions and Special allowances shall cease with effect from 1st June, 1952.

2. Thereafter and until further notice, temporary increases of pension shall be granted at the following rates:-

- (a) A temporary increase of 20% of the basic pension or retiring allowance with a minimum of \$10.- per month to recipients of pensions awarded under the Pensions Ordinance (Cap. 22) to public officers who retired before the 1st July, 1946, or to their widows or orphans; and of pensions or allowances granted under the Constabulary Regulations or Administrative Regulations.
- (b) A temporary increase of 10% of the Sarawak Pension or Allowance (or of the reduced pension if part has been commuted) with a minimum of \$10.- per month and a maximum of \$71.43 per month to recipients of pensions or allowances awarded to officers who retired on or after the 1st July, 1946, or to the widows or orphans of officers who died in the service on or after that day.
- (c) A temporary increase of 30% of the pensions to recipients of war pensions awarded and at present in issue under the Volunteers (Pay and Pensions) Rules, 1941; Orders under Regulation 36 of the Passive Defence Services Regulations, 1941; Orders under Rule 13 of the Defence Regulations (Special Police Force) Rules, 1941; Orders under Regulation 11 of the Defence (Coastguards) Regulations, 1941; and under Secretariat Circular No. 4/1946.

----- 3. A new list of pensions showing the new rates payable to pensioners in your Division is enclosed for your information and action.

C. LIGHTLEY,  
Acting Accountant-General,  
Sarawak.

Kuching, 7th June, 1952.  
JHL.

Distribution:

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

286

TREASURY CIRCULAR NO. 32/1952.

The Sarawak Widows' and Orphans' Pension Fund

Residents and Heads of Departments are reminded of the importance of ensuring that the requirements of Treasury Circular No. 7/1950 are complied with and requested to draw the attention of all officers of their Division/Department, who are eligible to become members of the Fund, to the requirements of section 5 of the Widows' and Orphans' Pensions Ordinance, 1949, and to the penalties under section 6 of that Ordinance, which may be incurred by any contributor who fails or neglects to comply with those requirements..

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

Kuching, 26th November, 1952.

CF.

Distribution

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

TREASURY CIRCULAR NO. 1/1953.

Provident Fund.

The attention of Residents and Heads of Departments is drawn to the following extract from Section 7(b) of the Provident Fund Ordinance, Chapter 20, which is circulated for the information of all officers concerned:-

"no contributory shall be allowed to contribute or to receive donations for a longer period than twenty six years".

From the date upon which an officer has contributed for the full period permissible under the terms of the Provident Fund Ordinance, Chapter 20, he shall, by virtue of Section 7(b) thereof, cease to make further contributions or receive donations.

2. As it is considered that so long as an officer so affected serves Government, he should be entitled to some Provident Fund benefits it has been decided that such an officer shall be given an option, under Section 8 of the Government Employees Provident Fund Ordinance, 1949, to elect to contribute to the Government Employees Provident Fund with effect from the date upon which he is no longer permitted to contribute under the terms of the former Ordinance.

3. An officer who so elects shall be required to contribute one-twentieth or 5% of his monthly salary as stated in Section 9(1) of the Government Employees Provident Fund Ordinance and Government shall donate a corresponding sum as required in Section 11(1) thereof.

4. I should be most grateful if this Circular may be brought to the notice of, and, where necessary, explained to, any members of the staff of your Division/Department who may be affected.

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

Kuching, 29th January, 1953.

CF.

Distribution:

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

(350)

TREASURY CIRCULAR NO. 7/1954.

Debts due to Government

I have observed that certain departments are not complying with Treasury Circular No. 17/1952, which states -

" Heads of Departments shall notify the Accountant-General of any case where an account rendered to a Government officer remains unpaid for a period of more than two months.

2. Debts due by Government officers to Government Departments, which remain unpaid for more than two months after the date of rendering the account, will be deducted from such officers' salary by the Accountant-General. "

2. I should be grateful if all officers concerned would comply strictly with the above quoted Treasury Circular in future and ensure that the practice, some departments have adopted, of sending "open" memoranda to officers informing them that unless an account is paid before a certain date the amount will be deducted from the officers' salary will not be repeated.

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

Kuching, 20th March, 1954.

CF

DISTRIBUTION:

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

280

TREASURY CIRCULAR NO. 10/1954.

Registration of Births and Deaths.

My attention has been drawn to the number of I.S.P. transactions each month in respect of the transfer to Kuching of Stamp duties and registration fees in respect of Births and Deaths.

2. In future, all such revenue shall be credited direct to the appropriate Revenue Head and Subhead by the station where the fees are collected - Revenue Head 3 Subhead 9.- Stamp duties and Revenue Head 3 Subhead 11.- Births and Deaths Registration.

3. With effect from the date of the receipt of this Circular, stations shall submit application forms for certificates to the Registrar General of Births and Deaths, Kuching, and quote thereon the following information:-

Receipt No..... issued dated.....

Credited to Head 3/9 Stamp duties \$.....

" " " 3/11 Births and  
Deaths Regis-  
tration \$.....

" " " 3/11 Other Fees \$.....

Total \$=====

Signed.....

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

Kuching, 3rd May, 1954.

BCF

DISTRIBUTION:

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

The attention of all officers is drawn to the existing instructions for the payment of:-

- (a) B.M.P. Dayak allotments.
- (b) B.B.T.C. Dayak allotments.
- (c) S.O.L. allotments per B.C.L., Kuching.

2. The present procedure of authorising by memorandum the payment of allotments from the employees of the above named organisations shall be discontinued, and the authority for payment for the month of September, 1954, and thereafter shall be by means of Allotment Drafts.

3. All standing instructions for the payment of allotments, pensions, etc., on behalf of the Sarawak Oilfields Limited by the Borneo Company Limited are cancelled after payments have been made in respect of the month of August, 1954.

4. Allotment Drafts will be prepared in the Treasury, Kuching, and sent to stations for payment. The Sub-accountant having satisfied himself that the person applying for the allotment is the person named thereon, shall then effect payment. Immediately thereafter he shall cancel the draft by initialling it in red ink over the signature of the drawer and stamp the draft "PAID".

5. Paid Allotment Drafts shall be forwarded monthly to the Accountant-General as supporting documents to a voucher debiting one of the following heads as may be appropriate:-

- (a) Deposits - B.M.P. Dayak Allotments
- (b) Deposits - B.B.T.C. Dayak Allotments
- (c) Deposits - S.O.L. Allotments.

----- 6. A specimen of an allotment draft is attached.

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

Kuching, 2nd August, 1954.

BCF

DISTRIBUTION:

All Residents and Heads of Departments (for information only).

All Deputy Assistant Treasurers.

District Officer, Simanggang.

District Officer, Betong.

District Officer, Lubok Antu.

Native Officer, Engkilili.

Native Officer, Lingga.

District Officer, Sibuan.

District Officer, Mukah.

District Officer, Kanowit.

District Officer, Kapit.

Native Officer, Oya.

Native Officer, Tatau.

Native Officer, Song.

Native Officer, Julau.

Native Officer, Balingian.

District Officer, Miri.

District Officer, Bintulu.

District Officer, Baram.

Native Officer, Niah.

The Sarawak Oilfields Ltd. Co.,  
The British Malayan Petroleum/Ltd.  
Bombay Burmah Trading Corp. Ltd.,  
The Borneo Company Limited.

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TREASURY CIRCULAR NO. 22/1954.

The following amendment is made to Treasury Circular No. 34/1952.

Delete sub-paragraph (b) of paragraph 3 and insert the following:-

"(b) the amount on which the allowance will be calculated for a vehicle which has been in the possession of the officer for a period of twelve months or more, or which the officer bought secondhand, shall not exceed the amount which the Director of Public Works certifies is its fair market value in Sarawak at the time the officer makes his application for an allowance".

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

Kuching, 26th August, 1954.

CF

DISTRIBUTION:

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

317

TREASURY CIRCULAR NO. 28/1954.

Statutory Declarations  
Registration of Births & Deaths Ordinance.

My attention has been drawn to instances where a drafting fee of \$3.00 in addition to the stamp duty of \$2.50 has been incorrectly charged for the preparation of statutory declarations required under the Registration of Births and Deaths Ordinance 1951 (No. 6 of 1951).

2. A drafting fee should not be charged in respect of a statutory declaration unless it is drafted by a Registrar of Deeds, under the Registration of Deeds Ordinance, Cap. 84 in Volume III of the Laws, and subsequently registered under Section 5 of that Ordinance.

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

Kuching, 2nd October, 1954.

BF

DISTRIBUTION:

All District Officers.

All Native Officers.

All Residents and Heads  
of Departments

All Deputy Asst. Treasurers

} for information.

324

TREASURY CIRCULAR NO. 1/1955.

LAST PAY CERTIFICATES.

In order that the issue of Last Pay Certificates may be more effectively controlled would you please ensure that they are numbered in the top right hand corner with effect from 1st February, 1955.

2. In Kuching they should be numbered by Departments e.g. MED.1/55, TRY.1/55.

3. In Sibu, Miri and Simanggang they should be numbered by the Deputy Assistant Treasurer e.g. MIRI 1/55 and at other stations by the Officer in Charge of the station e.g. SUNDAR 1/55.

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

Kuching, 28th January, 1955.

CF

DISTRIBUTION:

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

TREASURY CIRCULAR NO. 2/1955.

Treasury Circulars 17/1952 and 7/1954 set out the procedure to be adopted when debts due by Government Officers to Government Departments remain unpaid for two months or more.

2. With effect from 1st March, 1955, in order to reduce the number of deductions from pay sheets the recovery of outstanding Government debts will, normally, not be deducted from pay sheets, but will be collected by Residents, Heads of Departments, and Officers in Charge of Stations.
3. It will still be necessary for Heads of Departments to notify the Accountant-General of any case where an account rendered to a Government Officer remains unpaid for a period of more than two months.
4. The Accountant-General will then inform the Resident, Head of Department, or Officer in Charge of Station who will collect the outstanding amount and pay it into the Treasury, obtaining a Treasury receipt for the amount paid.
5. The Accountant-General and the Head of the Department to whom the money is owed will then be informed that the debt has been collected and the number of the Treasury receipt will be quoted.

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

Kuching, 29th January, 1955.

LWR/C/F

DISTRIBUTION:

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

TREASURY CIRCULAR NO. 5/1955.

Within the next six months the pay sheets for monthly paid staff will be prepared in the Treasury, Kuching, and distributed to Departments and Stations for payment.

2. Detailed information will be forwarded at a later date but in order that existing records may be checked, I should be grateful if an extra copy of all pay sheets as at 31st March, 1955, could be sent direct to me as soon as they are prepared.
3. Care should be taken to ensure that the appointments shown on the pay sheets are in accordance with Secretariat Circular No. 23/1953 and the salary group of each officer should be shown, i.e., S.23, J.19, N.28 together with the officer's incremental date. Where personal emoluments of any officer are charged to Part II of the estimates a note should be made in the remarks column.
4. The name of every officer other than officers of the Senior Service, should be shown in FULL and if any officer is on leave, secondment or course of instruction, etc., the details should be shown against his name together with the arrangements in respect of his salary during his absence. A note should also be made when an officer's salary is paid direct to his account with the Chartered Bank of India, Australia and China.
5. A list should accompany each pay sheet showing details of allotments. This list should show the name of the officer making the allotment, the recipient of the allotment, the place of payment and the amount. Where allotments are payable outside Sarawak the name of the recipient of the allotment need not be shown.
6. From 1st April, 1955, and until further notice it will be necessary to notify me of any alterations to the following allowances and deductions for any officer as soon as they are authorised:-

Salary and Allowances.

1. Payment of House Allowances.
2. Payment of any other Sundry Allowances.
3. Requests from officers for their salary to be paid into their account with a Bank.

Deductions from Salary.

4. Allotments.
5. Co-operative Thrift and Loan Society.
6. Rent for Quarters.
7. Mess Fund.

These alterations should be sent to me on form TRY/MA/1 which should be numerically numbered in the same manner as Last Pay Certificates (see Treasury Circular No. 1/1955).  
----- A supply of forms is attached to this Circular.

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

Kuching, 26th February, 1955.  
LWR/C/F  
DISTRIBUTION:

(397)

1657—3,000—9; 2 35—G. P. Sarawak.

TRY/M.A/I.

To Accountant-General,  
Kuching.

From

Date

---

The following alterations have been made to the undermentioned officer's salary and allowances/Deductions from salary. (Treasury Circular 5 /1955)

Department .....

Station .....

Name .....

Details .....

.....

.....

NOTE. CARE SHOULD BE TAKEN TO ENSURE THE ABOVE SETS  
OUT ALL THE DETAILS TOGETHER WITH EFFECTIVE DATES.

Signature .....

396

TREASURY CIRCULAR NO. 6/1955.

With reference to Treasury Circular No. 17/1954 dated 2nd August, 1954, on the subject of payments of allotments on behalf of British Malayan Petroleum Co., Ltd., Bombay Burmah Trading Corporation Limited and Sarawak Oilfields Limited.

2. The following amendments should be made to paragraph 5 thereof:-

(i) Delete heads of account (a), (b) and (c) and

(ii) Substitute therefor "Drafts (Allotment)".

3. Allotments as authorised by memoranda before the introduction of Allotment Drafts, if still unpaid, shall continue to be paid and debited to the accounts as stated on the memoranda authorising payment, until instructions to the contrary are received from me.

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

Kuching, 4th March, 1955.

ZLF

DISTRIBUTION:

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

TREASURY CIRCULAR NO. 8/1955.

Treasury Circular No. 2/1955 is hereby cancelled and substituted with the following:-

2. With effect from 1st March, 1955, in order to reduce the number of deductions from pay sheets the recovery of outstanding Government debts will, normally, not be deducted from pay sheets, but will be collected by Residents, Heads of Departments, and Officers in Charge of Stations.

3. It will still be necessary for Heads of Departments to notify the Accountant-General of any case where an account rendered to a Government Officer remains unpaid for a period of more than two months.

4. The Accountant-General will then inform the Resident, Head of Department, or Officer in Charge of Station, on form T.260, who will ensure that the outstanding amount is paid into the Treasury.

5. The Accountant-General will be informed on form T.260 that the bill has been paid and of the number of the relevant Treasury receipt.

----- 6. A specimen of form T.260 is attached.

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

Kuching, 16th March, 1955.

LF

DISTRIBUTION:

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

(40)



## SARAWAK GOVERNMENT TREASURY.

From Accountant-General,  
Kuching.

To .....  
(in triplicate)

Date .....

The undernoted bills, which have been outstanding for more than 2 months, are referred to you. Please take action in accordance with Treasury Circular No. 8/1955, and return this form to the Accountant-General, Kuching, in duplicate.

QUERY.

REPLY.

400

TREASURY CIRCULAR NO. 9/1955.

Advances of Salary.

I have observed that Advances of Salary are being made contrary to Financial Regulations and the attention of all Residents and Heads of Departments, Officers in Charge of Stations and Heads of Offices is drawn to the fact that they are only permitted to authorise such advances strictly in accordance with Financial Regulations 467 or 471.

2. From 1st April, 1955, Form TRY/MA/15 will be prepared in triplicate for all advances of salary and this form will be numerically numbered in the same manner as Last Pay Certificates (see Treasury Circular No.1/1955). The original of Form TRY/MA/15 will be forwarded to the Accountant-General, the duplicate will be attached to the payment voucher and the triplicate will be retained by the Resident, Head of Department or Officer in Charge of the Station authorising the advance.
3. Sub-Accountants shall ensure that no payment voucher for an advance of salary is passed for payment unless a numerically numbered copy of TRY/MA/15 is attached to it.
4. Where a payment voucher is prepared covering an Advance of Salary to more than one officer and there is insufficient space on Form TRY/MA/15 for all of the names, a supporting list shall be attached to the form.

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

Kuching, 17th March, 1955.

LWR/C/F.

DISTRIBUTION:

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

402

TREASURY CIRCULAR NO. 12/1955.

With reference to Treasury Circular No. 5/1955,  
I should be grateful if extra copies of pay sheets  
could be sent to me for April, 1955, and each month  
until further notice.

2. It will not be necessary to include on the pay  
sheets all the special information required under  
paragraphs 3, 4 and 5 of the above Treasury Circular.

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

Kuching, 26th March, 1955.

LWR/F

DISTRIBUTION:

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

TREASURY CIRCULAR NO. 17/1955.

I have observed that a number of officers, particularly those who are serving in outstations, are drawing their salary in cash and then obtaining Treasury Drafts in order to pay a portion of the salary so drawn into a Bank.

2. This practice causes unnecessary work and it would be very much appreciated if such officers would kindly arrange to have their salaries paid direct to a Bank in future.

3. In this connexion I should be pleased, on the request of any officer, to arrange with any bank, within the Colony, which the officer may nominate to forward the necessary forms in order that he may open an account to which his salary would be paid direct in future.

4. I should be most grateful if Residents and Heads of Departments would kindly bring this Circular to the knowledge of all officers in their Division/Department.

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

Kuching, 30th April, 1955.

CF

DISTRIBUTION:

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

(414)

TREASURY CIRCULAR NO. 26/1955.

Commencement of  
New System.

With effect from the month of August, 1955, pay sheets for all monthly paid staff, with the exception of those mentioned in paragraph 2 hereunder, will be prepared in the Treasury, Kuching, and forwarded to Heads of Departments, Divisional Treasurers or Officers-in-Charge of Stations, for distribution.

Salaries of  
Penghulus, Tua  
Kampongs and  
Mosque Officials.

2. Salaries of Penghulus, Tua Kampongs and Mosque officials will not be included on the pay sheets and should be paid by Residents or Officers-in-Charge of Stations as heretofore and allocated to the respective Expenditure Heads.

Pay Advice Slips  
and Payment  
Vouchers to  
accompany Pay Sheets.

3. In all other cases a Pay Advice Slip will be forwarded with the Pay Sheets for the information of, and in certain cases, the necessary action, as described in paragraphs 4 and 5 hereunder of the officers named therein. A payment voucher will also be enclosed for the total of the NET salaries payable in cash.

Pay Advice Slips  
and Receipts for  
payment of salaries  
in cash.

4. When an officer's salary is paid in cash the Pay Advice Slip will consist of two parts; the first part will shew the officer's salary and allowances and the second part will be the receipt to be signed by the officer and handed back to the paying officer. The receipt portion of the slip will bear a printed control number.

Unpaid Salaries.

5. When the salary of an officer cannot be paid within 3 days after the end of the month (or, in the month of December only, before the last working day of the year) the salary shall be repaid to the Treasury. The Treasury receipt number shall be written on to the receipt portion of the Pay Advice Slip by the Head of Department/Station in red ink. All signed receipt portions and receipt portions in respect of unpaid salaries will be forwarded to the Divisional or Sub-Treasury in numerical order to support the payment voucher. The Treasury receipt numbers will also be written on to the Pay Advice Slip itself by the Head of Department/Office which will be returned to the Accountant-General under cover of Form TRY/MA/3 explaining why the salary was unpaid. Forms TRY/MA/3 shall be departmentally numbered. (A supply of forms TRY/MA/3 is attached to this Circular.

Postings to  
Vote Books.

6. The total of personal emoluments and fixed conveyance allowances payable to a Bank or by Cash will be found on the last page of the pay sheet and these amounts should be debited to the appropriate account in the Vote books.

Arrears of Salary  
and allowances prior  
to 1st August, 1955.

7. No arrears of salary or allowance will be included in the August pay sheet where the authority is dated prior to 1st August, 1955, or, in the case of increments, where the date of the Accountant-General's confirmation of the increment is dated prior to the 1st August, 1955, and it will be the responsibility of Heads of

120

Arrears and  
allowances  
prior to 1st  
August, 1955.

8. In the same manner no advances against salary granted prior to the 1st August or arrears of rent of quarters, or arrears of contributions to Widows' and Orphans' Pension Fund or Government Employees Provident Fund, including those brought about by the consolidation of salary under Secretariat Circular No. 1/1955, will be deducted in the August pay sheets and it will be the responsibility of Heads of Departments to recover in accordance with Treasury Circular No. 8/55 any such advances or arrears unless authority has been received from the Accountant-General for the arrears to be paid by instalments.

Crediting unpaid  
Salaries to  
Vote Book.

9. When salaries are unpaid and are repaid to the Divisional or Sub-Treasury in accordance with paragraph 5 above the total of the unpaid personal emoluments and fixed conveyance allowances contained in the net salaries shall be credited to the appropriate account in the Vote Book.

Payment of  
Salaries or  
allotments to Bank.

10. When an officer's salary is paid direct to a Bank, no receipt will be attached to the Pay Advice Slip. When an officer makes an allotment from his salary to a Bank the receipt portion of the Pay Advice Slip will cover only that portion of his salary which is drawn in cash. Salaries and allotments which are to be credited to an officer's account with a bank will be paid by the Accountant-General only, and in no circumstances may they be paid by any other officer.

Advances.

11. If an officer's name does not appear on the pay sheet he may be granted an advance which shall not exceed one month's emoluments or the emoluments which the officer has earned at the time, whichever may be the less. Form TRY/MA/3 shall be forwarded to the Accountant-General setting out the names of officers omitted from the Pay Sheet, and any arrears of salary which may be payable will be included in the next month's pay sheet. Form TRY/MA/15 will also be submitted in accordance with Treasury Circular 9/1955. Other queries on Pay Sheets shall be forwarded to the Accountant-General on Forms TRY/MA/3 and telegrams may be sent only in cases of extreme urgency.

Transfer of  
Officers between  
stations and  
Departments.

12. Pay Sheets will be prepared on the basis of the information received by the Accountant-General up to the second day of the month. It will be appreciated that an officer who is transferred between departments or stations will not be included on the correct pay sheet unless the Accountant-General is informed of the impending move well in advance. Advance information of an officer's transfer shall be forwarded to the Accountant-General on Form TRY/MA/19 so as to arrive in Kiching not later than the 1st of the month. These forms will be departmentally numbered. In the event of an officer being

of  
(129)

The telegram will read as follows:-

"(Officer's name) transferred (Station and department of transfer) on (date of transfer) stop Personal emoluments chargeable to (expenditure head).

The purport of this telegram shall be confirmed by sending a Form TRY/MA/19 in the usual manner. Unless the telegram can arrive in Kuching by the first day of the month it shall not be sent and telegrams shall not be sent if Form TRY/MA/19 would arrive in sufficient time. An example of a Form TRY/MA/19 is attached.

-----  
Transfer  
Certificate.

13. With effect from 31st July, 1955, Last Pay Certificates will no longer be prepared by departments. A new form is being introduced known as a "Transfer Certificate" - Form T.28/B. This form will be prepared departmentally and numbered and distributed in accordance with the distribution shewn at the bottom of the form. The completion of this form will be necessary for all officers transferred although Form TRY/MA/19 may already have been forwarded to the Accountant-General. When an officer is transferred or seconded to another Territory a Transfer Certificate will be prepared, one copy being handed to the officer, one copy sent to the Head of Department and one copy sent to the Accountant-General who will prepare a Last Pay Certificate. Transfer Certificates will not be sent outside Sarawak. An example of Form T.28/B is attached hereto.

-----  
Officers leaving  
Service.

14. When an officer leaves the service for any reason Form TRY/MA/19 will be forwarded to the Accountant-General as soon as the date of the officer's termination of service is known. A transfer certificate will also be prepared when the officer actually leaves the service; officers leaving the service in the middle of a month will be granted an advance to cover their net salaries up to the date of termination of service and Form TRY/MA/15 forwarded to the Accountant-General in accordance with Treasury Circular No. 9/1955. It is the responsibility of Heads of Departments/Offices or Officers-in-Charge of Stations to ensure clearance certificate are completed.

Local  
Allotments.

15. With effect from 31st July Allotment Drafts will be prepared in the Treasury, Kuching for all local allotments and will be forwarded for payment to Stations monthly with the pay sheets.

16. Having satisfied himself that the person applying for the allotment is the person named thereon, the sub-accountant will effect payment. Immediately after payment he will cancel the draft by initialling it in red ink over the signature of the drawer and stamp the draft "Paid".

(428)

TREASURY CIRCULAR NO. 30/1955.

Monthly Salaries.

With reference to paragraph 5 of Treasury Circular No. 26/55 dealing with unpaid salaries.

2. Salaries which cannot be paid within 3 days after the end of the month, and are therefore repaid to the Treasury, should be credited to "Salaries Control".

H.M. COCKLE,

Accountant-General,  
Serawak.

Kuching, 13th August, 1955.

LWR/C/P.

DISTRIBUTION:

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

(428)



TREASURY CIRCULAR NO. 32/1955.

MONTHLY PAY SHEETS

I have observed that Treasury Circular No. 26/1955 is not being complied with by certain Departments and Stations and I should be most grateful if particular care may be taken to ensure that the ensuing instructions are followed closely.

2. No alterations to be made on Pay Sheets.

Although the amount shown on a pay sheet as payable to an officer may be incorrect, that amount shall be paid to the officer and under no circumstances shall any alterations be made to the Pay Sheet or Payment Voucher.

3. Reporting errors on Pay Sheets.

Any error on a pay sheet shall be reported to me on Form TRY/MA/3 at the earliest opportunity. Under or overpayments shall not be paid or recovered by Departments/Stations as they will be adjusted in the pay sheet for the following month on receipt of Form TRY/MA/3.

4. Advances and Alterations to an Officer's Salary or Allowance.

When Form TRY/MA/15 (Advance of Salary) is received by the Treasury, Kuching, too late to include the advance in the current month's pay sheet, the advance will be deducted in the following month. In a similar manner any alterations to an officer's salary or allowances will be adjusted in the following month and no action other than the report on Form TRY/MA/3, as required by paragraph 3 above, shall be taken by the Department/Station.

5. Unpaid Salaries.

When the salary of an officer cannot be paid within three days after the end of the month (or, in the month of December only, before the last working day of the year) the salary shall be repaid to the Treasury and credited to "Salaries Control".

The Treasury receipt number shall be written on to the receipt portion of the Pay Advice Slip by the Head of Department/Office in red ink. The Treasury receipt number shall also be written on to the Pay Advice Slip itself by the Head of Department/Office and the Pay Advice Slip will be returned to me under cover of Form TRY/MA/3 explaining why the salary was unpaid. Forms TRY/MA/3 shall be

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6. Accounting for receipt portions and Payment Vouchers.

All signed receipt portions together with the receipt portions in respect of unpaid salaries, shall be sorted into numerical order and shall be forwarded to the Treasury or sub-Treasury for attachment to the Payment Voucher.

7. Non-compliance with paragraph 6 or with Treasury Circular 5/1955.

Particular care must be taken to ensure that paragraph 6 of Treasury Circular 5/1955 is complied with as failure to do so will result in an officer being under or overpaid - this applies particularly to House Allowances and Rent for Quarters. It will be appreciated that Form TRY/MA/1 is the basis of information for the allowances set out in paragraph 6 of Treasury Circular 5/1955 and it is most important that I am informed of all alterations. I have noticed that Form TRY/MA/1 is being submitted showing alterations to salaries and allowances and for deductions from salary other than those set out in paragraph 6 of Treasury Circular 5/1955. This causes a lot of unnecessary work both to Departments/Stations and to the Treasury.

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

Kuching, 6th September, 1955.

DISTRIBUTION:

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

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TREASURY CIRCULAR NO. 37/1955.

December, 1955, salaries will be paid on 22nd December, which means that the preparation of pay sheets will start in Kuching on the 5th December, 1955.

2. All Heads of Departments and Stations are asked to ensure that I am notified of transfers, resignations, increments and any other occurrences which will affect the December pay sheets not later than 1st December, 1955.

3. Where letters despatched by mail would not be received by me on or before 1st December, the necessary information should be telegraphed.

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

Kuching, 25th October, 1955.

DISTRIBUTION:

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

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TREASURY CIRCULAR NO. 2/1956.

MONTHLY PAY SHEETS

With effect from 1st February, 1956, all salaries repaid to Treasury in respect of officers on leave or transferred from one station to another will be credited to a below the line account known as "Unclaimed Salaries Account".

2. All other salaries repaid to Treasury will be credited to "Salaries Control Account" i.e., when an officer has retired or died and his salary is included on the pay sheet.

3. The Treasury Receipt number will be written on the receipt portion of the pay advice slip which will be sorted into its proper numerical order and forwarded to the Treasury or sub-Treasury for attachment to the Payment Voucher.

4. The Treasury receipt number will be written on the pay advice slip together with the reason the salary was repaid to the Treasury and whether the salary has been credited to "Unclaimed Salaries Account" or "Salaries Control". The Pay Advice Slip will then be forwarded to the Accountant-General under cover of Form TRY/MA/3.

5. When an officer reports to his Station on return from leave he will be paid the exact amount of the salary that has been credited to "Unclaimed Salaries Account" by payment voucher which will be debited to "Unclaimed Salaries Account". The Treasury receipt number in respect of the amount originally repaid to Treasury will be entered on the Payment Voucher.

6. When an officer has been transferred from one Station to another and his name does not appear on the pay sheet the new station will telegraph the former station as follows:-

"Advise whether (month) salary (name) repaid Treasury (.) If so state amount and Treasury receipt number."

If the amount has been repaid to the Treasury the former Station will reply by telegraph as follows:-

"Salary (name) for (month) amounting to \$ repaid Treasury (.) Receipt number...(.)"

7. The officer's new station will then pay the amount stated in the telegram by payment voucher debiting "Unclaimed Salaries Account". The Treasury receipt number will be entered on the payment voucher.

8. The amount paid to any officer will always be the exact amount originally repaid to the Treasury and no adjustments will be made or advances deducted from that figure.

9. If the officer's salary has not been included on the pay sheet at the officer's former station he will be granted an advance in accordance with Treasury Circular No. 32/55.

10. The above is summarised as follows:-

(1) Repayment of Salaries to Treasury.

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TREASURY CIRCULAR NO. 5/1956.

MONTHLY PAY SHEETS.

When unclaimed salaries are repaid to Treasury for the credit of "Unclaimed Salaries Account" as detailed in Treasury Circular No.2/1956, the amount shall not be written back in the vote books except as at paragraph 2 hereunder.

2. At 31st December of each year the "Unclaimed Salaries Account" will be reconciled in Kuching and any unclaimed salaries will then be credited back to Personal Emoluments in the Colony Accounts. All Departments and Stations will be notified of the amounts credited back to Personal Emoluments in order that the vote books may be adjusted accordingly.

3. All unclaimed salaries included in the pay sheets in error and repaid to Treasury for the credit of "Salaries Control Account" in respect of officers who have retired from the service etc., shall be written back in the vote books.

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

Kuching, 17th February, 1956.

DISTRIBUTION:

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

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TREASURY CIRCULAR NO.15/1956

Arrears of Salary and Allowances under  
Secretariat Circular 10/1956

THIS CIRCULAR IS MOST IMPORTANT AND IT  
MUST BE FULLY UNDERSTOOD BY ALL CONCERNED.  
ANY DEVIATION FROM THIS CIRCULAR WILL  
RESULT IN DELAY IN PAYMENT OF ARREARS

The new rates of salaries and allowances under the above circular will appear on November 1956 paysheet for the first time.

2. All monthly paid officers will be required to sign an option form or election certificate which must be forwarded to the Accountant-General and a supply of option forms and election certificates is attached for outstations. Departments in Kuching should obtain their supply from the Government Printer.
3. Where an officer does not opt for the new terms of service and has been paid at the new rates of salaries and allowances, the Accountant-General will make the necessary adjustments and recover any overpayment by deduction from salary in any month after November, 1956.
4. All established or non established officers shall be asked to sign an option form and contract officers asked to sign an election certificate. Residents and Heads of Departments or offices should get the option forms and election certificates signed immediately to save time at a later date. The disposal of these forms is set out in paragraph 7 below.
5. Arrears of salary and allowances for the period 1st January to 31st October, 1956, will be paid by the Accountant-General, and, as soon as possible after 31st October, 1956, an arrears form (specimen attached) for every officer receiving a monthly salary, other than officers on a fixed salary inclusive of allowances or in receipt of a salary which does not convert in accordance with Secretariat Circular No.10/1956, will be forwarded to Residents, Heads of Departments and Offices showing the salary and allowances received and the amount of arrears due under the above circular for the period 1st January to 31st October 1956. No arrears forms will be included at this stage for officers receiving a fixed salary or a salary which does not convert in accordance with Secretariat Circular No.10/1956.
6. On receipt of the arrears forms Residents and Heads of Departments and Offices shall check the arrears forms, note any difference on the back and sign the forms.
7. The signed option forms and election certificates referred to in paragraph 2 above shall be STUCK on to the back page of the arrears form. Arrears forms for Resident and District Offices shall be forwarded to the Resident of the Division. All other forms shall be forwarded to the Head of Department.

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TREASURY CIRCULAR NO.19/1956.

INCREMENT CERTIFICATES

Residents and Heads of Departments are requested to bring into use as soon as possible the new form of Increment Certificate (Form T.222A) a specimen of which is attached.

2. All stocks of the old type Increment Certificate (Form T.222) should be returned to the Government Printer.

3. With effect from 1st February, 1957, no action will be taken by me on certificates submitted on the old type Form T.222.

C.R. BOUCHER.  
Acting Accountant-General,  
Sarawak.

Kuching, 31st December, 1956.

DISTRIBUTION.

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

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1. Child Allowance of \$.....p.m.  
and the officer is entitled to draw child allowance under the  
authority of the regulations in force.
2. Inducement Pay \$ .....p.m.
3. Education Allowance \$ .....p.m.
4. ....p.m.
5. ....p.m.
6. Rent of Quarters \$ .....p.m. being .....% of salary.

Class of Quarters entitled .....

Standard of Quarters occupied .....

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Department .....

Ref : .....

Station .....

**INCREMENT CERTIFICATE.**

I certify that the undermentioned officer is eligible by length of service and the satisfactory performance of his duties during the past twelve months to qualify for an increment due on .....

I am not aware of any reason why this increment should be stopped or deferred and recommend the increment be granted.

Name .....

Appointment ..... Station .....

Present Salary \$ ..... p.m. }

New Salary \$ ..... p.m. } Division .....

From the date of the increment this officer will be entitled to the draw allowances and will pay rent as set out on the reverse of this form.

Signature .....

Date .....

Title .....

\_\_\_\_\_  
The above increment is confirmed.

Date .....

for Accountant-General.

Reference .....

NOTE :—The above should be submitted to the Accountant-General  
in **Duplicate**.

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TREASURY CIRCULAR NO. 3/1957.

With effect from 1st February, 1957, the following charges will be made in Government Rest Houses at Kuching, Sibu and Miri :-

(a) Non Government Visitors.

Board & Lodging           \$17.50 per person per day.

Board & Lodging           \$ 8.75 per child per day.

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

(b) Government Officers.

(i) Boarding Charge \$6.00 per person per day.

Subject to a rebate for meals not taken provided adequate notice is given.

Boarding charge for children of Government officers will be the actual cost of meals as paid to the catering contractor.

(ii) Attendance & Service Charge.

Single officer   \$2.00 per day.

Married couple   \$3.00 per day.

Children           .50 cents per day.

(iii) Rent  $7\frac{1}{2}\%$  of basic salary. Where an officer is paying rent for any other Government Quarter during the period of his stay in the Rest House, no rent for the Rest House shall be charged.

Rent will be deducted from monthly salaries by the Treasury, Kuching and Residents are requested to arrange with the Manageress of Rest Houses for a return to be forwarded each Monday, made up to the previous Saturday showing the following details of Government Officers who have been in the Rest House -

(1) Name,

(2) Officer's Station,

(3) Date and time of arrival,

(4) Date and time of leaving.

2. In the event of accommodation not being available at a Government Rest House for an Officer while on duty in Kuching, Sibu or Miri and it is necessary for him to be accommodated in an hotel, he may recover, on production of receipted bills together with a certificate signed by the Officer-in-Charge of the Rest House stating that Rest House accommodation was not available, the difference between what he would have paid for full Board, Attendance and Service, and Rent at the Rest House and the amount he actually paid for the cheapest accommodation at an hotel. In the case where the cheapest accommodation at an hotel is also not available he should produce a certificate signed by the Manager of the hotel to that effect. Vouchers shall contain a certificate, signed by the Head of Department of Divisional representative to the effect that

TREASURY CIRCULAR NO. 20/1957.

Allotments on behalf of officers  
Seconded to Local Authorities.

With effect from the month of September, 1957, the present procedure whereby Allotments made by me on behalf of officers seconded to Local Authorities will cease.

2. Where any officer, who is seconded to a Local Authority, wishes to make an allotment it shall be deducted from his salary in the Local Authorities Paysheet (form LA12) in the normal manner and the total amount, supported by a list (in duplicate) of names of allotters and amounts, shall be paid in to the nearest Government Treasury for the credit of "Allotments". The original Government Treasury receipt shall be attached to the Local Authorities paysheet in support of the deductions made on account of Allotments in the "Deductions" column.

3. One copy of the list shall be attached to the duplicate Government Treasury receipt and the other shall be forwarded by the Government Treasury to me under cover of an official memorandum, requesting me to effect payment.

4. On receipt of the list referred to in the preceding paragraph allotment drafts will be prepared by me and distributed for payment.

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

Kuching, 24th July, 1957.

DISTRIBUTION:

All Stations.  
All Local Authorities.

TREASURY CIRCULAR NO. 29/1957.

Revised Procedure for the  
Payment of Local Pensions.  
-----

With effect from the month of January, 1958, local pensions will cease to be paid by Pension Voucher (form T.131); payment of pensions on account of the months prior to January, 1958 will continue, however, to be paid by Pension Voucher (form T.131).

.....

2. During the month of December in each year, Pension Warrants (form T.61) will be prepared centrally in the Treasury, Kuching, in books of 12, specimen attached, and will be payable to pensioners at any Government Treasury, monthly during the following year, on production of identity cards or other means of identification which is to the satisfaction of the paying sub-accountant.

3. Every Pension Warrant (form T.61) will be overprinted with the date on/or after which payment may be made, and will be serially numbered. As a precaution against fraud the total amount of each Pension Warrant will also be denoted by punching against the relevant amounts in dollars and cents printed at the top left hand corner of the Pension Warrant.

4. Residents are requested to inform me as soon as possible, but not later than the 30th November, 1957, of the names of pensioners who normally draw pensions within their Division, stating the name of the station where the pension is normally drawn, against each name. This will enable the books of Pension Warrants to be issued to Administrative Officers in charge of stations for distribution to pensioners in January, 1958.

5. One payment voucher shall be prepared daily by each sub-accountant, debiting "Pensions Control", to the original of which all Pension Warrants (form T.61) encashed during the day will be attached.

6. Pension Vouchers (form T.131) will be obsolete other than for the payment of pensions on account of the months prior to January, 1958, and should be returned to the Government Printer, for conversion to scrap paper, by the 31st January, 1958. After this date, pensions on account of the previous year, which have not been paid, shall be referred to this office by telegram; after confirmation, pension vouchers on form T.131 will then be submitted to the stations concerned in accordance with Financial Regulation No.450.

H.M. COCKLE.

Accountant-General,  
Sarawak.

Kuching, 30th September, 1957.

DISTRIBUTION:

TREASURY CIRCULAR NO.30/1957.

Increment Certificates.

Normal  
Increments.

1. It has been decided that with effect from 1st December, 1957, Increment Certificates (form T.222A) shall be dispensed with in their present form for all increments which are granted in accordance with General Order No.187.

2. It will be necessary in the first instance for all incremental dates to be checked; incremental dates have been added to the details shown on the Addressograph plates from which paysheets are prepared and this information will be listed and circulated to Residents and Heads of Departments, under separate cover, for verification and return to me.

3. Early in the month of November, 1957, lists (form T.63) will be prepared in this office of all officers who are due for an increment during the month of December, 1957; these lists will be forwarded to the respective Resident or Head of Department for acceptance and they should be returned so as to reach me not later than 30th November, 1957.

4. A similar procedure will be followed for all months after November, 1957.

Efficiency  
Bar  
Increments.

5. Increments which are granted in accordance with General Order No.190 will continue to be prepared by Residents and Heads of Departments, and approved by the Chief Secretary.

6. The necessary amendments to General Orders No.186 to 189 and General Order No.191 will be made in due course.

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

Kuching, 3rd October, 1957.

DISTRIBUTION:

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

TREASURY CIRCULAR NO. 39/1957.

Revised Procedure for the  
Payment of Local Pensions.

With reference to Treasury Circular No. 29/1957 Pension Warrants (Form T.61) have now been completed and books of Pension Warrant will be distributed to Stations in the near future.

Procedure for  
Payment of  
Warrants.

2. The following instructions are for the guidance of paying officers -

(1) In all cases where the payee is unknown to the paying officer the payee shall either produce his identity card for examination by the paying officer or be identified by some person who is known to the paying officer; in such cases that person shall sign the voucher as witness to the payment.

(2) Pensions shall not be paid until the last day of the month to which they refer.

(3) Paying Officers shall pay pensions only on the production of the complete pension book. Under no circumstances may loose warrants be paid.

(4) Before payment the paying officer shall -

(a) Check to see that the Accountant-General's stamp is on each warrant.

(b) Check to see that the Pension Warrants for subsequent months are intact in the Warrant Book and are unsigned.

(c) Check the punched holes on each Warrant to see that the punching corresponds with the amount shown on the warrant. As an added precaution the total amount payable each month is shewn on the cover of the

TREASURY CIRCULAR NO.1/1958.

Contributions to Government Funds  
on behalf of officers seconded.

In order to facilitate the sorting of receipts and eventual posting to the accounts in the Kuching Treasury, I should be most grateful if the Treasurers of Local Authorities would kindly arrange to obtain separate Treasury receipts for amounts paid to Government Treasuries on account of contributions and donations on behalf of seconded officers to the -

Government Employees Provident Fund.

Provident Fund.

Widows' & Orphans' Pension Fund.

Local Authorities' Employees Provident Fund.

2. Each amount paid in, for which a Government receipt is to be obtained, should be supported by a schedule on the appropriate form as under -

Government Employees Provident Fund	...	L.A.17
Provident Fund	... ..	L.A.17
Widows' & Orphans' Pension Fund	...	L.A.18
Local Authorities' Employees Provident Fund	...	L.A. 3.

3. Government Treasuries should attach the appropriate schedule to the duplicate of the receipt for transmission to me with the monthly accounts.

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

Kuching, 6th January, 1958.

DISTRIBUTION:

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

TREASURY CIRCULAR NO.7/1958.

With effect from 1st April, 1958, all advances of salaries granted to officers in accordance with Financial Regulations 467 and 471 will be authorised on Form T.75.

.....  
2. A specimen of form T.75 is attached. These forms are printed in triplicate and are bound in a book.

3. The original of form T.75 (white) will take the place of a payment voucher and will be entered in the Cash Payment Book, when payment is made, in exactly the same manner as a payment voucher (form T.27).

4. The duplicate copy (green) shall be forwarded to the Accountant-General, Kuching, by the first available post leaving the station after the advance has been made so that recovery of the advance may be effected through the pay sheets.

5. The triplicate copy (yellow) will be the office copy of the payment voucher and it will be retained in the book for reference; an entry will be made, in the space provided, on this office copy of the date on which the duplicate copy (green) was forwarded to the Accountant-General. Form T.75 will be serially numbered in the same manner as Last Pay Certificates (see Treasury Circular No.1/1955) in the portion headed "serial number".

6. The Treasury voucher number will be inserted in the normal manner when payment of the advance is effected. Form T.75 shall not be made payable to more than one person; i.e. for every advance granted one form T.75 shall be prepared.

7. The present form TRY/MA/15 will become obsolete with effect from 1st April, 1958.

8. The necessary amendments to Financial Regulations will be made in due course.

H.M. COCKLE.

Accountant-General,  
Sarawak.

Kuching, 22nd January, 1958.

DISTRIBUTION:

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



# SARAWAK GOVERNMENT

T. 75

Station .....

Treasury Voucher No. .... / .....

Serial No. ....

Head of Estimates ..... Advances — Departmental ..... Adv. No. ....

Sub-head ..... (Salaries) ..... (S) No. ....

Dr. to .....

Detailed description of Service	Amount	
	\$	cts.
Advance of <u>one month's salary</u> * ..... days salary granted in accordance with Financial Regulation No. <u>467</u> * <u>471</u> the above-named officer.  Delete whichever is inapplicable		
TOTAL \$		

I certify that this advance of Dollars ..... and cents ..... is granted in accordance with the above Financial Regulation and is approved for the following reason .....

Checked .....  
Authorised for payment .....  
Accountant-General / Sub-Accountant

Signature .....  
Title .....

## RECEIPT

Received this ..... day of ..... 19..... the sum of Dollars .....

Witness to marks  
and payments made  
by the Government

Signature of Receiver

TREASURY CIRCULAR NO.15/1958.

Payment of Salaries to Officers  
Training in Kuching.

It has been brought to my notice that the salaries of certain officers who are taking courses of training in Kuching have been paid contrary to Financial Regulation No.42. The practice, which has been adopted by some Heads of Departments, of submitting Engagement Notices to me for such officers and crediting their expenditure votes with remittances of emoluments by Treasury Draft from Local Authorities and officers in charge of Development Schemes should cease forthwith.

2. In future when any officers, whose salaries are debited to Development Schemes, come to Kuching for training, the Warrant Holder should issue a Departmental Warrant to the Head of Department concerned in Kuching for the requisite amount.

3. When any Local Authority Officers come to Kuching for training, their nett emoluments should be paid on each pay day to the nearest Government Treasury who will credit the amount direct to "Advances - Departmental (..... Head of Department, Kuching)" and submit an advice immediately to the Head of Department concerned on form T.22.

4. On no account should such remittances be made by Treasury Draft unless the Draft is payable to the officer concerned and in such cases no action is to be taken by the Head of Department in Kuching.

H.M. COCKLE.

Accountant-General,  
Sarawak.

Kuching, 5th March, 1958.

DISTRIBUTION:

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

Transfer/Termination of Service  
Certificate (Form T.81).

A new type of Transfer/Termination of Service Certificate (Form T.81) has been introduced and will be brought into use immediately. This new Form T.81 replaces the existing Transfer Certificate (Form T28B) and Advance Information of Posting or Termination of Service (Form TRY/MA/19).

.....  
2. The new Transfer/Termination of Service Certificate (Form T.81) will be bound in book form in sets of four, as per attached specimen.

3. The distribution of this new form as set out below should be very carefully noted as the late arrival of these certificates will result in officers' names appearing on the wrong paysheets. As soon as the details of an officer's transfer or termination of service are known, all four copies of the form must be completed and distributed as follows:-

- 1st copy (Pink). To the Accountant-General as advance information as soon as details of an officer's transfer or termination of service are known.
- 2nd copy (Blue). To the officer's Head of Department as soon as the officer proceeds on transfer or his services are terminated.
- 3rd copy (Green). To the Officer-in-Charge of the station to which the officer is being transferred. If an officer's services are terminated, this copy will not be distributed.
- 4th copy (White). Top Portion to be retained by the Station of origin.
- Bottom Portion to be sent to the Accountant-General as soon as the officer proceeds on transfer or his services are terminated.

4. The Transfer/Termination of Service Certificates (T.81) will be serially numbered in the same sequence as are the present Transfer Certificates (Form T28B); supplies should be ordered from the Government Printer.

G. SIGHTLER.

Acting Accountant-General,  
Sarawak.

Kuching, 28th March, 1958.

# ADVICE OF TRANSFER/TERMINATION OF SERVICE★

Serial No. ....	
Name of Officer	Present Appointment
Present Station	Present Department
New Station	New Department
Expenditure votehead chargeable E /	Due date of departure / /19.....

Present Salary \$ per month	Division and Scale	Incremental Date
-----------------------------	--------------------	------------------

Allowances now drawn by officer	Amount per month \$ c	Date allowance is to cease (if applicable)	FOR USE ONLY BY ACCOUNTANT-GENERAL
1. Inducement Pay			Visual } From tray .....
2. Child Allowance			Index } To tray .....
3. Education Allowance			Addressograph Plates .....
4. Fixed Conveyance Allowance			W.O.P.F. ....
5. Acting Allowance			Provident Fund .....
6.			SPECIAL ADVANCES
7.			H.L. ....
8.			M.V. ....
9.			FRIG. ....

SPECIMEN

Salary Advance of \$..... granted against ..... 19..... T. 75 Serial No..... refer	
Quarters vacated on ..... 19..... for which rent at % of salary*/\$ has been chargeable.	
Last leave granted	Balance of leave as at ..... 19.....
From ..... 19..... to ..... 19.....	..... days
Remarks	

Date ..... 19.....	Signature .....
Station .....	Designation .....

\*Delete whichever does not apply.

ORIGINAL

SEND THIS COPY TO THE ACCOUNTANT-GENERAL AS ADVANCE  
NOTIFICATION AS SOON AS DETAILS OF TRANSFER OR  
TERMINATION OF SERVICE ARE KNOWN.

TREASURY CIRCULAR NO.19/1958.

Lost Pension Warrants (Form T.61)

Reference Treasury Circulars No.29/1957 and 39/1957 in respect of the Revised Procedure for the payment of local pensions, the undernoted Pension Warrant Book for 1958 pensions has been reported to me as lost and Sub-Accountants are requested not to make any payment on those warrants if presented to them for payment.

2. If the warrants listed below are presented for payment, Sub-Accountants should retain them, obtain the name and address of the person who presented them for payment, and forward them by the first available opportunity to me for cancellation.

Pensioner's Name - Sujang bin Dahlan.

Pensioner's No. - C.244

Amount of pension p.m. E.29/1. \$12.75  
=====

Warrant No.1934/58 - not to be paid before the last day of March, 1958.  
-" 2654/58 - not to be paid before the last day of April, 1958.  
-" 3374/58 - not to be paid before the last day of May, 1958.  
+" 4094/58 - not to be paid before the last day of June, 1958.  
-" 4814/58 - not to be paid before the last day of July, 1958.  
-" 5534/58 - not to be paid before the last day of August, 1958.  
-/- 6253/58 - not to be paid before the last day of September, 1958.  
-" 6974/58 - not to be paid before the last day of October, 1958.  
-" 7694/58 - not to be paid before the last day of November, 1958.  
-" 8414/58 - not to be paid before the last day of December, 1958.

Number of unpaid Pension Warrants still remaining in book - 10 as detailed above.

3. Kindly acknowledge receipt of this Circular on the tear off portion below.

C. LIGHTLEY,  
Acting Accountant-General,  
Sarawak.

Kuching, 24th March, 1958.

Kuching.

I acknowledge receipt of Treasury Circular No.19/1958 dated 24th March, 1958, and its contents will be given my closest attention.

Date, .....

.....  
Sub-Accountant

TREASURY CIRCULAR NO. 34/1958.

Draft Allotments

It is considered that it would be more advantageous if Draft Allotments (Forms T.249a, T.249b and T.249c) were payment vouchers in themselves.

2. Stocks are now nearing exhaustion and the form has accordingly been re-designed. Existing stocks of forms T.249a, T.249b and T.249c which have been, or will be issued, will continue to be treated as attachments to payment vouchers as instructed by Treasury Circulars No. 17/54 and 6/55.

.... 3. A specimen of revised form T.249 is attached. When introduced, they will continue to be issued by the Kuching Treasury only and will be entered in the Cash Book when payment is effected in the same manner as normal payment vouchers (Form T.27).

H.M. COCKLE.

Accountant-General,  
Sarawak.

Kuching, 13th August, 1958.

DISTRIBUTION:

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

Payment of Local Pensions.

Pension Warrants (Form T.61) for 1959 will be in the form of payment vouchers. A specimen is attached. As soon as the books of Pension Warrants are received at Stations they should be distributed to the pensioners concerned.

2. The following instructions are for the guidance of paying officers -

(1) In all cases where the payee is unknown to the paying officer the payee shall either produce his identity card for examination by the paying officer or be identified by some person who is known to the paying officer; in such cases that person shall sign the voucher as witness to the payment.

(2) Pensions shall not be paid until the last day of the month to which they refer.

(3) Paying Officers shall pay pensions only on the production of the complete pension book. Under no circumstances may loose warrants be paid.

(4) Before payment the paying officer shall -

(a) Check to see that the Accountant-General's stamp is on each warrant.

(b) Check to see that the Pension Warrants for subsequent months are intact in the Warrant Book and are unsigned.

(c) Check the punched holes on each Warrant to see ~~that~~ the punching corresponds with the amount shown on the warrant. As an added precaution the total amount payable each month is shewn on the cover of the Warrants, and the amount shown on the Warrant should be checked against these figures.

3. When Pension Warrants for 1959 are presented for payment they shall be entered into the Cash Book in the same manner as normal payment vouchers (Form T.27) and as the Pension Warrant is a payment voucher in itself; and is a serially numbered form no duplicate copy need be kept by the paying station to support the duplicate copy of the Cash Book. It is emphasised, however, that the serial number of the warrant must be recorded in the particulars column of the Cash Book in addition to the name of the pensioner, when payment is effected.

4. Any Pension Warrants for 1958 which are received after 1st January, 1959 shall be paid in accordance with Treasury Circular 39/1957. One payment voucher shall be prepared for all 1958 Pension Warrants received in any one day and debited to "Pension Control" to the original of which all the 1958 Pension Warrants (Form T.61) encashed during the day shall be affixed.

Residents & Heads of Department.  
Deputy Assistant Treasurers.  
Stations.

Ref: No. TRY: 20/1B/9.

TREASURY CIRCULAR NO. 8/1959

Unpaid Salaries

The attention of all Heads of Departments and Officers in charge of Stations is drawn to the provisions of Financial Regulations (1959 Edition) Nos. 127 - 136 which prescribe the procedure to be followed when salaries remain unpaid.

2. These regulations should be strictly adhered to and on no account should they be varied in any respect.

H.M. J. Underhay

Accountant-General.

Kuching, 20th July, 1959.

DISTRIBUTION:

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



TREASURY CIRCULAR NO.18/59.

Travelling and Jungle Allowance -  
daily paid staff

Attention is drawn to Secretariat Circulars 12/1952 and 9/1955 which deal with conditions of service of daily paid employees.

2. There appears to be a general misunderstanding as to the meaning of Secretariat Circular 9/1955 which explained the conditions on which Travelling (Subsistence) Allowance and Jungle Allowance were payable. It is therefore emphasised that by paragraph (iii)(b) of the circular, daily paid employees may not be paid both subsistence and jungle allowance.

3. It would be appreciated if you would please ensure that the terms of the Secretariat Circular are followed.

  
Accountant-General,  
Sarawak.

Kuching, 21st November, 1959.

DISTRIBUTION:

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

TREASURY CIRCULAR NO.1/1960.


DEBTS TO GOVERNMENT BY GOVERNMENT OFFICERS

The present practice, whereby Heads of Departments notify the Accountant-General of all accounts rendered to Government officers which remain unpaid for a period of more than two months, will be discontinued with immediate effect.

2. In future, where an account rendered to a Government officer remains unpaid for a period of more than two months, the following action will taken:-

- (a) The Head of Department to whom the amount is owing will notify the officer's Resident or Head of Department direct of the outstanding account; the latter will take steps to ensure that the outstanding account is paid into the Treasury, and notify the Head of Department who reported the matter accordingly, quoting the Treasury receipt number concerned;
- (b) if the officer has not paid the outstanding amount after a further month, the matter must be reported to the Accountant-General by the officer's Resident or Head of Department, with a copy to the Head of Department who notified the fact.

3. Treasury Circular No.8/1955 and Treasury form T.260 are hereby cancelled.

  
Ag. Accountant-General,  
Sarawak.

Kuching, 27th January, 1960.

DISTRIBUTION:

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

Lost Pension Warrants (Form T.61)

Reference Treasury Circulars No.29/1957 and 39/1957 in respect of the Revised Procedure for the payment of local pensions, the undernoted Pension Warrants for 1960 pensions have been reported lost and Sub-Accountants are requested not to make any payment on those warrants if presented to them for payment.

2. If the warrants listed below are presented for payment, Sub-Accountants should retain them; obtain the name and address of the person who presented them for payment, and forward them by first available opportunity to me for cancellation.

Pensioner's name - Chambai bin Bakar

Pensioner's No. - C.47

Amount of pension p.m. E.29/1 \$12.60

Amount of Special Allowance p.m. E29/3	10.00
	<u>\$22.60</u>
	=====

Warrant No. 00384/60 - not to be paid before the last day of January 1960

Warrant No. 01234/60 - not to be paid before the last day of February, 1960.

3. Kindly acknowledge receipt of this Circular on the tear off portion below.

C. LIGHTLEY

Actg. Accountant-General.

Kuching, 12th February, 1960.

DISTRIBUTION:

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

To Accountant-General,  
Kuching.

I acknowledge receipt of Treasury Circular No. \*  
dated 1960, and its contents will be given my closest  
attention.

Date .....

Sub-Accountant,  
Station .....

TREASURY CIRCULAR NO.4/1960.

Lost Pension Warrants (Form T.61)

Reference Treasury Circulars No.29/1957 and 39/1957 in respect of the Revised Procedure for the payment of local pensions, the undernoted Pension Warrants for 1960 pensions have been reported lost and Sub-Accountants are requested not to make any payment on those warrants if presented to them for payment.

2. If the warrants listed below are presented for payment, Sub-Accountants should retain them, obtain the name and address of the person who presented them for payment, and forward them by first available opportunity to me for cancellation.

Pensioner's name - Rumpang Anak Serit

Pensioner's No. - C.142

Amount of pension p.m. E.29/1 \$14.12

Amount of Special Allowance p.m. E.29/3 10.00

\$24.12

<u>Warrant No.</u>	<u>Month</u>	<u>Warrant No.</u>	<u>Month</u>
00437/60	January, 1960	05537/60	July, 1960
01287/60	February, 1960	06387/60	August, 1960
02137/60	March, 1960	07237/60	September, 1960
02987/60	April, 1960	08087/60	October, 1960
03837/60	May, 1960	08937/60	November, 1960
04687/60	June, 1960	09787/60	December, 1960.

3. Kindly acknowledge receipt of this Circular on the tear off portion below.

C. LIGHTLEY.

Ag. Accountant-General,  
Sarawak.

Kuching, 9th April, 1960.

DISTRIBUTION:

All Residents and Heads of Departments.

All Deputy Assistant Treasurers.

All Stations.

-----  
To Accountant-General,  
Kuching.

I acknowledge receipt of Treasury Circular No.                      dated                       
and its contents will be given my closest attention.

Sub-Accountant,

Station .....

Date .....

Lost Pension Warrants (Form T.61)

Reference Treasury Circulars No. 29/1957 and 39/1957 in respect of the Revised Procedure for the payment of local pensions, the undernoted Pension Warrants for 1960 pensions have been reported lost and Sub-Accountants are requested not to make any payment on those warrants if presented to them for payment.

2. If the warrants listed below are presented for payment, Sub-Accountants should retain them, obtain the name and address of the person who presented them for payment, and forward them by first available opportunity to me for cancellation.

A. Pensioner's name - John Peter Bateman

Pensioner's No. - SA.172

Amount of pension p.m. E.29/3 = \$13.12  
=====

<u>Warrant No.</u>	<u>Month</u>
01995/60	March, 1960 only.

B. Pensioner's name - Lim Ah Ann

Pensioner's No. - JS.88

Amount of pension p.m. E.29/1 = \$146.84  
=====

<u>Warrant No.</u>	<u>Month</u>
05158/60	July, 1960
06008/60	August, 1960
06858/60	September, 1960
07708/60	October, 1960
08558/60	November, 1960
09408/60	December, 1960.

3. Kindly acknowledge receipt of this Circular on the tear off portion below.

*Frank C. Ogden*  
+ Accountant-General,  
Sarawak.

Kuching, 2nd August, 1960.

DISTRIBUTION:

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

To Accountant-General,  
Kuching.

I acknowledge receipt of Treasury Circular No.      dated      and its contents will be given my closest attention.

TREASURY CIRCULAR NO.10/1960.

Lost Pension Warrants (Form T.61)

Reference Treasury Circulars No.29/1957 and 39/1957 in respect of the Revised Procedure for the payment of local pensions, the undernoted Pension Warrants for 1960 pensions have been reported lost and Sub-Accountants are requested not to make any payment on those warrants if presented to them for payment.

2. If the warrants listed below are presented for payment, Sub-Accountants should retain them, obtain the name and address of the person who presented them for payment, and forward them by first available opportunity to me for cancellation.

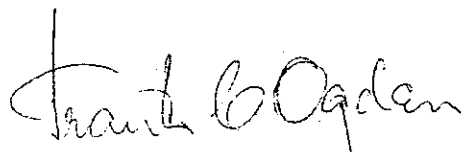
Pensioner's name - Imong anak Awan

Pensioner's No. - SA.146

Amount of pension p.m. E.29/3	=	\$13.00
E.29/6	=	<u>10.00</u>
		\$23.00
		=====

<u>Warrant No.</u>	<u>Month</u>
04530/60	June, 1960
05380/60	July, 1960
06230/60	August, 1960
07080/60	September, 1960
07930/60	October, 1960
08780/60	November, 1960
09630/60	December, 1960

3. Kindly acknowledge receipt of this Circular on the tear off portion below.

  
for Accountant-General,  
Sarawak.

Kuching, 18th August, 1960.

DISTRIBUTION:

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

To Accountant-General,  
Kuching.

I acknowledge receipt of Treasury Circular No. . . . . dated . . . . .  
and its contents will be given my closest attention.

TREASURY CIRCULAR NO.11/1960.

Unclaimed Wages

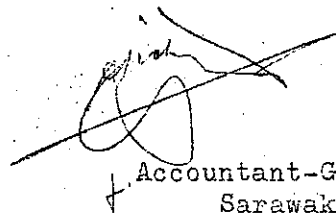
The practice of paying unclaimed wages, which are not included in the monthly paysheets prepared in the Treasury, Kuching, to the Sub-Accountant for credit of "Deposits - unclaimed wages" (formerly "Overpayments received") after 3 days has proved to be unworkable.

2. In future all unpaid wages and salaries which are not included in the paysheets prepared in this office will be credited back to the expenditure voteheads to which originally debited, after the expiry of 3 days. Should the payee claim his wages after this period, the warrant holder should check from his vote book that the amount has in fact been credited back to the expenditure votehead and then prepare a new payment voucher.

3. Paragraph 15 of the pamphlet "Accounting Procedure at end of year" which was introduced by Treasury Circular No.19/59 is hereby cancelled and substituted with -

"Unclaimed  
Wages

15. Unpaid wages and salaries which are not included in the monthly paysheets prepared in the Treasury, Kuching, will, after 3 days, be credited back to the expenditure head to which they were originally debited. Any wages remaining unpaid at the last business day of the financial year must be reccredited to the Expenditure head on that day. Should the payee subsequently claim his wages, a payment voucher will be prepared debiting the appropriate expenditure head (see Financial Regulation 40)"



Accountant-General,  
Sarawak.

Kuching, 19th August, 1960.

DISTRIBUTION:

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

Treasury

Ref: TRY: 10/5(I)/307

TREASURY CIRCULAR NO.20/1960.

Loans for Purchase of Transport (Vehicles, Outboard engines etc.)

Heads of Departments and other officers through whom applications for these loans are submitted, are requested to ensure that the loans are justified. Cases have occurred which indicate that applications are at times not given the thorough consideration they require. For example, funds advanced on the recommendation of an officer on the grounds that the transport was needed for the due performance of the applicant's duties were later found to have been applied to repairing the applicant's house. Similarly, an applicant whose Head of Department had certified that the vehicle concerned was required for the efficient performance of his duties, subsequently applied through the Head of Department for permission to sell it owing to additional commitments he proposed to undertake.

2. It will be appreciated if applications for loans are thoroughly examined with due regard to the degree of need for the transport and the financial position of the applicant in relation to the repayments. Second-hand vehicles readily commend themselves to applicants on modest salaries owing to the lower prices which enable the repayments to be made at a rate consistent with their salaries. Consideration should, however, be given to the probability that the cost of maintenance and repair of such vehicles may well produce financial embarrassment despite the low rate of the loan repayments.

H.M. J. Underday

Accountant-General,  
Sarawak.

Kuching, 13th October, 1960.

DISTRIBUTION:

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



TREASURY CIRCULAR NO.30/1960.

REF: TRY:44/19/208

Incremental Dates.

The Chief Secretary's circular memorandum CS0/2957 dated 27th. April 1960 notified that, with effect from 1st. January 1961, the incremental dates of all Government officers would be advanced to the first day of the month during which they would otherwise fall due. From January 1961, therefore, the monthly salaries of officers to whom increments are awarded will be paid at the new rate for the entire month.

2. For the time being, Forms T.63 (List of Increments Due) will continue to be issued by the Treasury to Heads of Departments and Residents for their certification that the increments shown therein are agreed and that the list is complete.

H. M. J. Lunderbay

Accountant-General,  
SARAWAK.

Kuching, 5th. December, 1960.

DISTRIBUTION:

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

Salaries Tax - Deductions from Salary

The Inland Revenue Bill recently passed by Council Negri introduces a tax on the salaries of employed persons. It is intended to impose upon employers the obligation to deduct from their employees' monthly salaries such sums as will amount to the approximate tax for which the employees will be liable for the year during which the deductions are made.

2. The Commissioner of Inland Revenue has prepared tables of deductions which will soon be published. The sums in the tables are based on the net emoluments of each taxpayer (salary plus Inducement Pay and Child and Education Allowances less contributions to Provident and Widows' and Orphans' Pensions Funds) and vary according to his marital status, i.e. whether he is single or married and the number of dependant children of a married taxpayer.

3. In June 1960, Heads of Departments and Residents were requested to submit to the Treasury information on the marital status and number of children of officers serving under them, together with any changes which might arise subsequently. The Commissioner of Inland Revenue intends to take the necessary steps to introduce the procedure for making deductions from salaries for January 1961 onwards. Assuming that this is done, deductions based on the information in the hands of the Treasury will then be commenced.

4. The following procedure will be followed:-

- (i) deductions will be made according to the marital status and number of dependant children as reported to the Treasury (see Note below);
- (ii) if the Treasury has not been informed that an officer is married, his deductions will be made at single rates;
- (iii) the rate of deduction applicable to an officer's marital status and number of dependant children will continue to be made until the Treasury is notified of a change (e.g. the birth of a child);
- (iv) when a change is notified, deductions at the new rate will commence with the deduction made from the salary for the month following that in which the notification is received by the Treasury;
- (v) any change must be notified to the Treasury immediately as no adjustment of deduction already made can be effected.

Note

It will not be sufficient to treat information regarding marriage, births etc. notified to the Treasury in connection with the Widows' and Orphans' Pensions Fund or other matters as sufficient for the purpose of Salaries Tax deductions.

5. No deductions will be made from the salary of an unmarried officer whose net emoluments are less than \$280 a month or of a married officer whose net emoluments are less than \$425.

*H. M. J. Underhay*  
Accountant-General,  
Sarawak.

Kuching, 9th. December 1960.

DISTRIBUTION:-

Heads of Departments.  
Residents

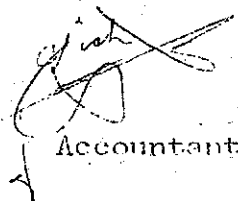
Treasury Circular No. 6/1961.

Ref: TRY:118/1/92

Payments of Salaries etc. Tax to the  
Inland Revenue Department.

Cases have come to light of deductions of salaries tax being remitted to the Commissioner of Inland Revenue by means of Treasury Drafts.

2. This practice is incorrect. Will all Sub-Accountants please note that all such payments by District Councils, Water Boards or firms should not be accepted by them; the correct method of remitting money to the Inland Revenue Department is for the authority or firm concerned to send a cheque, or money order, direct to the Commissioner of Inland Revenue.

  
Accountant-General.

al.

Ref: TRY: 44/10(III)/152

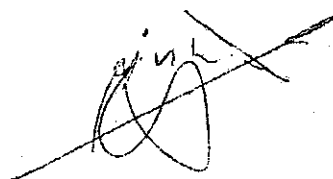
TREASURY CIRCULAR NO.10/1961.

Indebtedness Clearance Certificates

It is clear from certain recent applications to waive recovery of revenue in accordance with Financial Regulation No.177 that Indebtedness Clearance Certificates are not being fully distributed by heads of office before completion under Financial Regulation No.144.

2. Will all heads of office please note that it is most essential that each Indebtedness Clearance Certificate be distributed to every department <sup>Government and the local S.S.C. Office</sup> against which an officer may have incurred indebtedness. Particular attention should be paid to ensure that Rest Houses are included in the distribution.

See O 3/1961



for Accountant-General,  
Sarawak.

Kuching, 8th March, 1961.

DISTRIBUTION:

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

as.  
Ref: TRY: 44/4/1/245.

TREASURY CIRCULAR NO.14/1961.

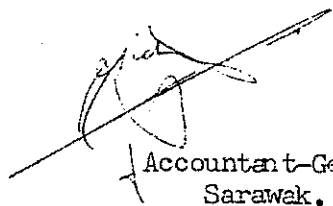
Payment of Salaries to officers training  
in Kuching.

An error in Treasury Circular No.15/1958 is causing a certain amount of confusion.

2. Will addressees of the above Treasury Circular kindly amend paragraph 3 to read:

"Deposits - Departmental etc. ...." instead of

"Advances - Departmental etc. ....".

  
Accountant-General,  
Sarawak.

Kuching, 29th March, 1961.

DISTRIBUTION:

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

Lost Pension Warrants (Form T.61)

Reference Treasury Circulars No.29/1957 and 39/1957 in respect of the Revised Procedure for the payment of local pensions, the undernoted Pension Warrants for 1961 pensions have been reported lost and Sub-Accountants are requested not to make any payment on those warrants if presented to them for payment.

2. If the warrants listed below are presented for payment, Sub-Accountants should retain them, obtain the name and address of the person who presented them for payment, and forward them by first available opportunity to me for cancellation.

Pensioner's name - Hj. Ibrahim bin Hj. Ahmad.

Pensioner's No. - JS.226

Amount of pension p.m. E.31/1 = \$297.75  
=====

<u>Warrant No.</u>	<u>Month</u>
03354/61	March, 1961
04854/61	April, 1961
06354/61	May, 1961
07854/61	June, 1961
09354/61	July, 1961
10854/61	August, 1961
12354/61	September, 1961
13854/61	October, 1961
15354/61	November, 1961
16854/61	December, 1961

3. Kindly acknowledge receipt of this Circular on the tear off portion below.

*Frank O. Caplan*  
for Accountant-General,  
Sarawak.

Kuching, 7th April, 1961.

DISTRIBUTION:

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

-----  
To Accountant-General,  
Kuching.

I acknowledge receipt of Treasury Circular No. \_\_\_\_\_ dated \_\_\_\_\_  
and its contents will be given my closest attention.

as.

Ref:TRY:67/1(iii)/317

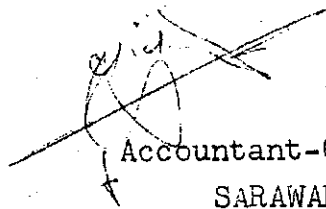
Treasury Circular 16/1961.

Form T.156. Notification of alterations to  
Officer's Salary or allowances.

.....  
Form T.156 has been re-designed and a copy of  
the new form is attached to this circular for  
information.

Indents for this form should be placed on the  
Government Printer on receipt of this circular, and  
when stocks are received they should be brought into  
use immediately. The old form should thereafter be  
no longer used.

It is important that nothing should be written  
in any of the spaces at the bottom of the new form  
under the heading "For Treasury Kuching use only",  
and that each form should relate to not more than  
one officer.

  
Accountant-General,  
SARAWAK.

Kuching, 10th May, 1961.

DISTRIBUTION:

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

Treasury Circular No.25/1961


Ref:TRY/44/5A/1/394

Daily Paid Employees

Attention is drawn to Secretariat Circular No.14/1961 and in particular Appendix "A" to Standing Order No. 1 of 1961.

2. To facilitate checking, the category of each employee should please be indicated in the wages sheets (form T.33) by means of a letter as follows:-

- (i) Unskilled - "U"
- (ii) Semi-skilled - "SS"
- (iii) Skilled - "S"

  
for Accountant-General,  
Sarawak.

Kuching, 27th November, 1961.

DISTRIBUTION:

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



Lost Pension Warrants (Form T. 61)

Reference Treasury Circulars No.29/1957 and 39/1957 in respect of the Revised Procedure for the payment of local pensions, the undernoted Pension Warrants for 1961 pensions have been reported lost and Sub-Accountants are requested not to make any payment on those warrants if presented to them for payment.

2. If the warrants listed below are presented for payment, Sub-Accountants should retain them, obtain the name and address of the person who presented them for payment, and forward them by first available opportunity to me for cancellation.

Pensioner's name - Dewi Singh

Pensioner's No. - P.4

Amount of pension p.m. E.31/1 = \$10.00  
 E.31/6 = 10.00  
 \$20.00  
 =====

<u>Warrant No.</u>	<u>Month</u>
13501/61	October, 1961
15001/61	November, 1961
16501/61	December, 1961

3. Kindly acknowledge receipt of this Circular on the tear off portion below.

*J. A. Chua*  
 for Accountant-General,  
 Sarawak.

Kuching, 13th January, 1962.

DISTRIBUTION:

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

-----  
 To Accountant-General,  
 Kuching.

I acknowledge receipt of Treasury Circular No. .... dated .....  
 and its contents will be given my closest  
 attention.

Date .....

Sub-Accountant,  
 Station ..... 250

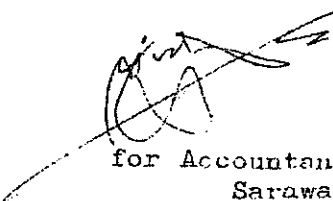
Treasury Circular No. 3/1962

Indebtedness Clearance Certificates

Attention is drawn to Financial Regulation 144 and to Treasury Circular 10/1961.

Misunderstandings regarding the recovery of outstanding debts due by officers have recently arisen as a result of indebtedness clearance certificates having been circulated to non-Government bodies such as district councils, co-operative societies and public utility undertakings, and it is therefore stressed that clearance certificates are not to be circulated outside government departments and the local office of the Sarawak Electricity Supply Company Ltd. which is wholly owned by Government.

Treasury Circular 10/1961 should be amended by substituting the words "Government department and the local S.E.S. Co. Office" for the word "department" in line 3 of paragraph 2.

  
for Accountant-General,  
Sarawak.

Kuching, 7th February, 1962.

DISTRIBUTION:

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

TREASURY CIRCULAR NO. 4/1962Lost Pension Warrants (Form T.61)

Reference Treasury Circulars No. 29/1957 and 39/1957 in respect of the Revised Procedure for the payment of local pensions, the undernoted Pension Warrants for 1961 pensions have been reported lost and Sub-Accountants are requested not to make any payment on those warrants if presented to them for payment.

2. If the warrants listed below are presented for payment, Sub-Accountants should retain them, obtain the name and address of the person who presented them for payment, and forward them by first available opportunity to me for cancellation.

Pensioner's name - L. Bujang Suboh

Pensioner's No. - JS. 146

Amount of pension p.m. E.32/1 = \$155.37

<u>Warrant No.</u>	<u>Month</u>
01494/62	February, 1962
02694/62	March, 1962
03894/62	April, 1962
05094/62	May, 1962
06294/62	June, 1962
07494/62	July, 1962
08694/62	August, 1962
09894/62	September, 1962
11094/62	October, 1962
12294/62	November, 1962
13494/62	December, 1962

3. Kindly acknowledge receipt of this Circular on the tear off portion below.

*J. P. Chua*  
for Acctg. Accountant-General,  
Sarawak.

Kuching, 7th March, 1962.

DISTRIBUTION:

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

-----  
To Accountant-General,  
Kuching.

I acknowledge receipt of Treasury Circular No. \_\_\_\_\_ dated \_\_\_\_\_  
and its contents will be given my closest attention.

Sub-Accountant,  
Station .....

TREASURY CIRCULAR NO.15/1962.

Lost Pension Warrants (Form T.61)

Reference Treasury Circulars No.29/1957 and 39/1957 in respect of the Revised Procedure for the payment of local pensions, the undernoted Pensions Warrants for 1962 pensions have been reported lost and Sub-Accountants are requested not to make any payment on those warrants if presented to them for payment.

2. If the warrants listed below are presented for payment, Sub-Accountants should retain them, obtain the name and address of the person who presented them for payment, and forward them by first available opportunity to me for cancellation.

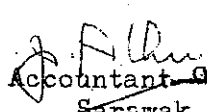
Pensioner's name - Percy Mowe

Pensioner's No. - JS.99

Amount of pension p.m. E.32/1 = \$58.08  
 E.32/6 = 10.00  
 \$68.08  
 =====

<u>Warrant No.</u>	<u>Month</u>
06244/62	June, 1962
07444/62	July, 1962
08644/62	August, 1962
09844/62	September, 1962
11044/62	October, 1962
12244/62	November, 1962
13444/62	December, 1962.

3. Kindly acknowledge receipt of this Circular on the tear off portion below.

for  Accountant-General,  
 Sarawak.

Kuching, 12th July, 1962.

DISTRIBUTION:

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

-----  
 To Accountant-General,  
 Kuching.

I acknowledge receipt of Treasury Circular No. \_\_\_\_\_ dated \_\_\_\_\_  
 and its contents will be given my closest  
 attention.

Sub-Accountant,

269

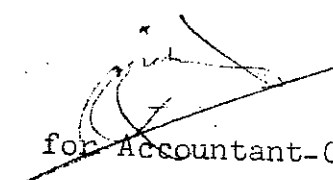
A.A.S.  
Ref: TRY: 44/10(IV)/79.

TREASURY CIRCULAR NO.16/1962.

Indebtedness Clearance Certificates

Further to Treasury Circular No.3/1962.

2. An Indebtedness Clearance Certificate (T.282) has now been printed for general use and is available by indent on the Government Printer.

  
for Accountant-General.

Kuching, 20th July, 1962.

DISTRIBUTION:

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

Salaries Tax

The Commissioner of Inland Revenue has issued a notice to the press concerning the amounts deducted by employers from salaries in respect of Salaries Tax payable by their employees. Government officers who are liable to Salaries Tax will know that the sum deducted from their monthly salary is calculated by the Treasury according to the amount of their net basic emoluments. The press notice relates to the additional tax payable through the receipt of extraordinary emoluments received from employers (for example, commissions, bonuses, acting allowances), such emoluments producing a higher tax liability than the total of the amounts deducted from salaries during the tax year. The excess tax would normally be payable in one sum when the taxpayer is assessed for tax after the end of the year.

2. In his press release the Commissioner has suggested two alternative methods by which taxpayers who may receive extraordinary emoluments of this kind can avoid the inconvenience of paying the excess tax in one sum. The first is that an employee could make an arrangement with his employer to increase the rate of deductions from his salary. The second is that an employee may make advance payments direct to the Inland Revenue Department.

3. Owing to the centralization of civil servants' salaries in the Treasury and to the mechanized system of compilation, it is regretted that the first alternative cannot be permitted. When an officer who receives extraordinary taxable emoluments, such as Acting Allowance, of such an amount that an inconveniently large sum of tax will be payable over and above the amount paid by the regular deductions from his salary, he should make advance payments to the Inland Revenue Department if he wishes to avoid making the lump sum payment.

H. M. J. Underhay

Accountant-General,  
Sarawak.

Kuching, 31st. July 1962.

DISTRIBUTION:-

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

Overtime Pay, Employees on Daily Rates of Pay

It is observed that the terms of Standing Order No. 1 of 1961 (Secretariat Circular No. 14/1961) are not being followed by all Stations and departments, and this Circular is therefore issued to bring to the notice of all concerned with the calculation of overtime payments to employees on Daily Rates of Pay the correct procedure.

2. By paragraph 7 of Standing Order No. 1 of 1961 "overtime" means hours worked at the request of the Officer-in-Charge in any of the following circumstances:

- (i) on a day during leave (as defined in Standing Order 8(a));
- (ii) on a holiday (as defined in Standing Order 8(b));
- (iii) on Sunday; and
- (iv) in excess of normal working hours on a working day.

Standing Orders 8(a) and 8(b) are clear and explicit and do not require clarification. The "normal working hours" are defined by paragraph 6 of Standing Order No. 1 as being 8 hours on five days and 4 hours on one day in any one week.

3. Secretariat Circular No. 1/1962 provides that overtime shall be calculated on the basis of a 44-hour working week, i.e.:

$$\frac{\text{Weekly Rate}}{44} \times \text{overtime worked} \times \text{overtime rate} = \text{Overtime payment.}$$

From paragraph 6 of Standing Order No. 1 of 1961 the weekly rate is 6 times the daily rate (the working week consisting of 6 days).

4. Examples of overtime calculations on the above basis are appended:

- (i) An employee works 8 hours on a day during leave (as defined in Standing Order 8(a)).  
He is entitled to the normal rate per hour (for the first 8 hours) in addition to the day's pay in respect of the leave granted.

Assuming his daily rate of pay is \$3.40, the overtime will be calculated as under:

$$\$3.40 \times \frac{6}{44} \times 8 \times 1 = \$3.71 \text{ (in addition to his day's pay of \$3.40).}$$

- (ii) The same employee works 10 hours on a holiday (as defined in Standing Order 8(b)).  
He is entitled to the normal rate per hour for the first 8 hours and to double the normal rate for the 2 hours in excess of 8.

The calculation is therefore:

$$(a) \text{ First 8 hours: } \$3.40 \times \frac{6}{44} \times 8 \times 1 = \$3.71$$

$$(b) \text{ Further 2 hours: } \$3.40 \times \frac{6}{44} \times 2 \times 2 = \$1.85$$

$$\text{Total overtime pay} = \$5.56$$

(in addition to \$3.40 to which he is entitled on a holiday, as defined).

Aty. AG.

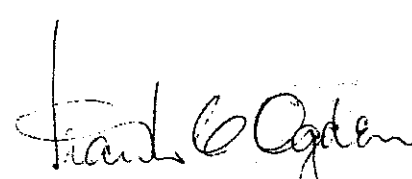
TREASURY CIRCULAR NO.22/1962.

REF: TRY/118/1(II)/23.

Salaries Tax

The procedure by which officers are required to complete a Salary Advice Form - Annual Summary and to forward it duly completed together with their monthly salary advices to the Commissioner of Inland Revenue when they submit their annual Salaries Tax return, is not being observed by a large number of officers and this is causing considerable unnecessary work both to the Treasury and Inland Revenue departments.

2. The attention of all officers is drawn to the necessity of preserving the monthly salary advice forms and submitting them to the Inland Revenue Department in accordance with the note at the head of the Annual Summary form. The monthly salary advice forms will be returned by the Inland Revenue Department after perusal and checking.



1 Ag. Accountant-General.

Kuching, 21st September, 1962.

DISTRIBUTION:

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



Lost Pension Warrants (Form T.61)

Reference Treasury Circulars No. 29/1957 and 39/1957 in respect of the Revised Procedure for the payment of local pensions, the undernoted Pensions Warrants for 1962 pensions have been reported lost and Sub-Accountants are requested not to make any payment on those warrants if presented to them for payment.

2. If the warrants listed below are presented for payment, Sub-Accountants should retain them, obtain the name and address of the person who presented them for payment, and forward them by first available opportunity to me for cancellation.

Pensioner's name - Harry Anding

Pensioner's No. - P.314

Amount of pension p.m. E.32/1 = \$131.66

<u>Warrant No.</u>	<u>Month</u>
11691/62	October, 1962
12891/62	November, 1962
14091/62	December, 1962.

3. Kindly acknowledge receipt of this Circular on the tear off portion below.

for Actg. ~~Accountant-General,~~  
Sarawak.

Kuching, 8th November, 1962.

DISTRIBUTION:

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

To: Accountant-General,  
Kuching.

I acknowledge receipt of Treasury Circular No. \_\_\_\_\_  
dated \_\_\_\_\_ and its contents will be given my closest  
attention.

Sub-Accountant,

Station .....

Date .....

Lost Allotment Draft (Form T.249)

Reference Treasury Circular No. 17/1954 regarding payment of allotments, the undernoted allotment draft has been reported lost and Sub-Accountants are requested not to make payment on this draft if presented to them for payment.

2. If the draft is presented for payment, Sub-Accountants should retain it, obtain the name and address of the person who presented it for payment and forward it by first available opportunity to me for cancellation.


Allotment Draft No. 21636

Date of Draft - 1.10.62.

Amount - \$30.00

Payable to - Ani bin Mahrif,  
c/o Kampong Tengah,  
Simanggang.

3. Kindly acknowledge receipt of this Circular on the tear off portion below.

for Actg.  Assistant General,  
Sarawak.

Kuching, 3rd December 1962.

DISTRIBUTION:-

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

To: Accountant-General,  
Kuching.

I acknowledge receipt of Treasury Circular No. ....  
dated ..... and its contents will be given my closest  
attention.

Sub-Accountant.

Station .....

Date: .....

Ref: ERY: 146/2

TREASURY CIRCULAR NO.10 of 1963.

Sessional Paper No.4 of 1963

The salaries of officers affected by the changes resulting from the above will be adjusted on from paysheets for July 1963.

2. Any arrears due for the period January to June 1963 will be calculated in the Treasury, and Statements showing these arrears will be sent in due course to Departments, for acceptance and signature by the officers concerned, and subsequent resubmission to the Treasury for payment.

*A. Grew*  
for Accountant-General.

Kuching, 19th June, 1963.

DISTRIBUTION:

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

WIDOWS' AND ORPHANS' PENSIONS FUND

The Government Actuary has submitted a favourable report on the financial position of the Fund and has recommended increases in the pensions registered in favour of contributors and in those already paid to widows of deceased contributors. The Actuary has stated that the increases should be applied to pensions registered at 1st January, 1963. He has also recommended that the new rates of contributions provided for in Ordinance 21/1961 should be brought into operation with effect from the same date. To introduce these changes a Bill to amend the Widows' and Orphans' Pensions Ordinance (Cap. 90) is to be presented to Council Negri at its next session in August.

2. Following the adoption by Government of most of the recommendations of the Watson Commission the salaries of many officers will be revised, also with effect from 1st January. It was notified in Treasury Circular 10/1963 that salaries would be payable at the new rates from July onwards and that arrears for the period January to June would be paid soon after. It will be convenient to all if the new rates of contribution to the Widows' and Orphans' Pensions Fund are dealt with in the same way. Contributions at the new rates will therefore be deducted from salaries from the month of July. Adjustments in respect of the period January to June will be made as follows:-

- (a) in the case of officers whose salaries are revised under the Watson Report, by deduction from, or addition to, the arrears of salary for that period;
- (b) in the case of officers whose salaries are not affected by the Watson Report, by deduction from, or addition to, the salary payment for September or October next.

In the unlikely event of the Bill not being passed by Council Negri the adjustments will be cancelled and the existing rates of contribution re-introduced.

3. The adjustments for the period January to June 1963 may entail a small overall additional payment by the officer or a small refund to him. In many cases no adjustment will be necessary - that is, where the contributions already paid at the present rates are the same as those payable at the new rates.

4. The new rates are applied to salary "bands" which are shown below. The effect will be that the rate of contribution payable by an officer will remain the same while his salary is within a band and will only increase when his salary moves into the next higher band.

<u>Salary Band</u>	<u>Monthly Contribution</u>
On salaries up to \$120	\$5.00
Salaries \$121 to \$140	6.50
" \$141 to \$160	7.50
" \$161 to \$180	8.50
" \$181 to \$220	10.00
" \$221 to \$260	12.00
" \$261 to \$300	14.00
" \$301 to \$340	16.00
" \$341 to \$380	18.00
" \$381 to \$420	20.00

386

Salaries \$921 to \$1,000

\$50.00

On salaries exceeding \$1,000

5% of salary subject to  
a maximum of \$50 at the  
officer's option (as at  
present).

5. It has already been stated that in many cases the retroactive application of the new rates of contribution will involve no adjustment for back contributions for the period January/June. In others, adjustment will entail a refund to officers. In cases where officers have to pay arrears of contributions the largest sum payable in respect of the six-month period will be:-

- (a) \$1.50 by an officer on a salary of \$180 or less;
- (b) \$4.50 by an officer on a salary exceeding \$180 and not exceeding \$500;
- (c) \$10.50 by an officer on a salary exceeding \$500.

In any case, the officer will be compensated for a back payment when his salary moves into the next band since his contribution will then be lower than that which he would have paid at the present rate of contribution (5% of salary).

6. Sufficient copies of this circular are supplied for all contributors to the Fund. Heads of Department and Residents are requested kindly to distribute them as soon as possible.

*H. M. J. Underhay*

Accountant-General,  
Sarawak.

Kuching, 8th July, 1963.

DISTRIBUTION:-

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

TRY: 44/10(IV)/

Treasury Circular No. 14 of 1963

Indebtedness Clearance Certificates

With reference to Treasury Circular No. 10/1961 dated 8th March 1961, please add the following further paragraph:

"3. Regardless of the Station in which an Officer is serving when he leaves Government Service, the Indebtedness Clearance Certificate must be submitted to the Commissioner of Inland Revenue, Kuching".

A. G. L.  
Accountant-General.

Kuching, 8th July, 1963.

Distribution:

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

TREASURY CIRCULAR NO. 15/1963Lost Pension Warrants (Form T.61)

Reference Treasury Circular No. 39/1957 in respect of the Revised Procedure for the payment of local pensions, the undernoted Pensions Warrants for 1963 pensions have been reported lost and sub-accountants are requested not to make any payment on those warrants if presented to them for payment.

2. If the warrants listed below are presented for payment, sub-accountants should retain them, obtain the name and address of the person who presented them for payment, and forward them by first available opportunity to me for cancellation.

Pensioner's Name: Jingga anak Lami

Pensioner's No. C.403

Amount of pension p.m. E.32/1 = \$39.15

<u>Warrant No.</u>	<u>Month</u>
06614	July, 1963
07614	August, 1963
08614	September, 1963
09614	October, 1963
10614	November, 1963
11614	December, 1963

3. Kindly acknowledge receipt of this Circular on the tear off portion below.

*K. S. W.*  
for Accountant-General,  
Sarawak.

Kuching, 11th July, 1963.

DISTRIBUTION:

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

-----  
To: Accountant-General,  
Kuching.

I acknowledge receipt of Treasury Circular No.  
dated ..... and its contents will be given my closest  
attention.

Sub-Accountant,

Station .....

Lost Pension Warrant (Form T.61)

Reference Treasury Circular No.39/1957 in respect of the Revised Procedure for the payment of local pensions, the undernoted Pension Warrant for 1963 has been reported lost and sub-accountants are requested not to make any payment on that warrant if presented to them for payment.

2. If the warrant listed below is presented for payment, sub-accountants should retain it, obtain the name and address of the person who presented it for payment, and forward it by first available opportunity to me for cancellation.

Pensioner's Name: Miew anak Kasa

Pensioner's No. : C.316

Amount of pension p.m. E.32/1 = \$43.88

Warrant No.

Month

04534

May, 1963.

3. Kindly acknowledge receipt of this Circular on the tear off portion below.

*Frank G. Cyden*  
for Accountant-General,  
Sarawak.

Kuching, 30th July, 1963.

DISTRIBUTION:

All Residents and Heads of Departments.

All Deputy Assistant Treasurers.

All Stations.

To: Accountant-General,  
Kuching.

I acknowledge receipt of Treasury Circular No.  
dated and its contents will be given my  
closest attention.

Sub-Accountant,

Station .....

Date .....



Treasury Circular No. 17/1963

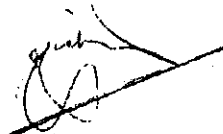
TRY: 125/40/140

AG

Equipment and Stores on loan or issue to H. M. Forces

Will sub-accountants please note that it is essential that a receipt be obtained from a duly authorised officer where Government equipment or stores are issued or loaned to the armed forces.

The receipt should clearly indicate the equipment or stores issued or loaned (with serial numbers of equipment where applicable) and the full name, rank and unit of the officer to whom the equipment or stores are being issued or loaned.

  
for Accountant-General,  
Sarawak.

Kuching, 30th August, 1963.

DISTRIBUTION:

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

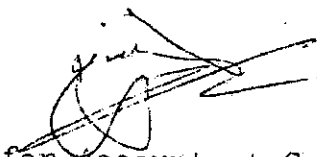
Ref: TRY:45/2/75

Treasury Circular No.21/1963.

Revision of General Orders

Will all sub-accountants please note that under the new General Orders 146 and 147 (Interim Edition), the authority for the granting of special advances for the purchase of motor cars, motor cycles, outboard motors, boat hulls, bicycles and refrigerators is now vested in the State Secretary. All outstanding applications which had not been approved at the time of receipt of the new General Orders have been forwarded to the State Secretary for action. Future applications must be forwarded through the Resident or Head of Department to the State Secretary.

2. Under the new General Order 142 Certificates of Competence for Accounting Machine Operators will no longer require to be countersigned by the Accountant-General.

  
for Accountant-General,  
Sarawak.

Kuching, 9th October, 1963.

DISTRIBUTION:

All Residents & Heads of Department.  
All Stations.  
Deputy Assistant Treasurers, Simanggang, Sibul, Miri.  
State Secretary.  
Permanent Secretary Ministry of Natural Resources.  
Permanent Secretary Ministry of Works & Communications.  
Permanent Secretary Ministry of Local Government.

TREASURY CIRCULAR NO. 24/1963

Lost Pension Warrants (Form T. 61)

Reference Treasury Circular No. 39/1957 in respect of the Revised Procedure for the payment of local pensions, the undernoted Pensions Warrants for 1963 pensions have been reported lost and sub-accountants are requested not to make any payment on those warrants if presented to them for payment.

2. If the warrants listed below are presented for payment, sub-accountants should retain them, obtain the name and address of the person who presented them for payment, and forward them by first available opportunity to me for cancellation.

Pensioner's Name: Luda ak Jambai

Pensioner's No.: C. 503

Amount of pension p.m. E. 32/1 = \$33.35

<u>Warrant No.</u>	<u>Month</u>
09709	October, 1963
10709	November, 1963
11709	December, 1963

3. Kindly acknowledge receipt of this Circular on the tear off portion below.

for Accountant-General,  
Sarawak.

Kuching, 26th October, 1963.

DISTRIBUTION:

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

To: Accountant-General,  
Kuching.

I acknowledge receipt of Treasury Circular No.  
dated and its contents will be given my closest  
attention.

Sub-Accountant,

Station: .....

341

TREASURY CIRCULAR No.27/1963.Lost Pension Warrant (Form T.61)

Reference Treasury Circular No.39/1957 in respect of the Revised Procedure for the payment of local pensions, the undernoted Pension Warrant for 1963 has been reported lost and sub-accountants are requested not to make any payment on that warrant if presented to them for payment.

2. If the warrant listed below is presented for payment, sub-accountants should retain it, obtain the name and address of the person who presented it for payment, and forward it by first available opportunity to me for cancellation.

Pensioner's Name: Engkol anak Ruboh

Pensioner's No. : C 205

Amount of pension p.m. E.32/1 = \$30.86

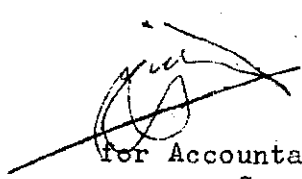
Warrant No.

Month

11432/63

December, 1963.

3. Kindly acknowledge receipt of this Circular on the tear off portion below.

  
for Accountant-General,  
Sarawak.

Kuching, 20th December, 1963.

DISTRIBUTION:

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

-----  
To: Accountant-General,  
Kuching.

I acknowledge receipt of Treasury Circular No.  
dated \_\_\_\_\_ and its contents will be given my  
closest attention.

Sub-Accountant,

Station .....

Date .....

3444

TREASURY CIRCULAR No. 1/1964.

Lost Pension Warrant (Form T.61)

Reference Treasury Circular No.39/1957 in respect of the Revised Procedure for the payment of local pensions, the undernoted Pension Warrant for 1963 has been reported lost and sub-accountants are requested not to make any payment on that warrant if presented to them for payment.

2. If the warrant listed below is presented for payment, sub-accountants should retain it, obtain the name and address of the person who presented it for payment, and forward it by first available opportunity to me for cancellation.

Pensioner's Name: Mustapha Bin Jamel

Pensioner's No. : C 64

Amount of pension p.m. E.32/1 = \$19.80


Warrant No.

11339

Month

December, 1963.

3. Kindly acknowledge receipt of this Circular on the tear off portion below.

  
for Accountant-General,  
Sarawak.

Kuching, 16th January, 1964.

DISTRIBUTION:

All Residents and Heads of Departments.  
All Senior Assistant Accountant.  
All Stations.

-----  
To: Accountant-General,  
Kuching.

I acknowledge receipt of Treasury Circular No.  
dated \_\_\_\_\_ and its contents will be given my  
closest attention.

Sub-Accountant,

TREASURY CIRCULAR NO. 6/1964Lost Pension Warrant (Form T. 61)

Reference Treasury Circular No. 39/1957 in respect of the Revised Procedure for the payment of the local pensions, the undernoted Pension Warrants for 1964 have been reported lost and sub-accountants are requested not to make any payment on these warrants if presented to them for payment.

2. If any of the warrants listed below is presented for payment, sub-accountants should retain it, obtain the name and address of the person who presented it for payment, and forward it by first available opportunity to me for cancellation:-

Pensioner's Name: Abdul Hamid bin Mahli

Pensioner's No.: C. 509

Amount of pension p.m. C. 13/32-4 = \$86.35

<u>Warrant No.</u>	<u>Month</u>
03570	April
04520	May
05470	June
06420	July
07370	August
08320	September
09270	October
10220	November
11170	December

3. Kindly acknowledge receipt of this Circular on the tear-off portion below.

(Sgd.) Joseph M. Chen

for Accountant-General,  
Sarawak.

Kuching, 14th April, 1964.

DISTRIBUTION:

All Residents and Heads of Departments.  
All Senior Assistant Accountant.  
All Stations.

To: Accountant-General,  
Kuching.

I acknowledge receipt of Treasury Circular No. ....  
dated ..... and its contents will be given my  
closest attention.

TREASURY CIRCULAR NO. 8/64

Lost Pension Warrant (Form T. 61)

Reference Treasury Circular No. 39/1957 in respect of the Revised Procedure for the payment of local pensions, the undernoted Pension Warrants for 1964 have been reported lost and sub-accountants are requested not to make any payment of that warrant if presented to them for payment.

2. If any of the warrants listed below is presented for payment, sub-accountants should retain it, obtain the name and address of the person who presented it for payment, and forward it by first available opportunity to me for cancellation:-

Pensioner's name: Maiku

Pensioner's No.: P.66

Amount of pension p.m. C.13/34-2 = \$19.00

<u>Warrant No.</u>	<u>Month</u>
00964	February
01914	March
02864	April
03814	May
04764	June
05714	July
06664	August
07614	September
08564	October
09514	November
10464	December

3. Kindly acknowledge receipt of this Circular on the tear-off portion below.

for Actg. Accountant-General,  
Sarawak.

Kuching, 4th July, 1964.

DISTRIBUTION:

All Residents and Heads of Departments.  
All Senior Assistant Accountant.  
All Stations.

To: Accountant-General,  
Kuching.

I acknowledge receipt of Treasury Circular No. ....  
dated ..... and its contents will be given my closest  
attention

TREASURY CIRCULAR NO.9/1964Lost Pension Warrant (Form T.61)

Reference Treasury Circular No.39/1957 in respect of the Revised Procedure for the payment of the local pensions, the undernoted Pension Warrants for 1962 have been reported lost and sub-accountants are requested not to make any payment on these warrants if presented to them for payment.

2. If any of the warrants listed below is presented for payment, sub-accountants should retain it, obtain the name and address of the person who presented it for payment, and forward it by first available opportunity to me for cancellation:-

Pensioner's Name : Sohan Singh

Pensioner's No. : C.102

Amount of pension p.m.: \$25.75

<u>Warrant No.</u>	<u>Month</u>
11228	October, 1962
12428	November, 1962
13628	December, 1962

3. Kindly acknowledge receipt of this Circular on the tear-off portion below:

*P.M. Carr*  
(P.M. Carr)  
for Accountant-General.

Kuching, 10th August, 1964.

DISTRIBUTION:

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

To: Accountant-General,  
Kuching.

I acknowledge receipt of Treasury Circular No. ....  
dated ..... and its contents will be given my closest  
attention.

Sub-Accountant,

Station .....

355



TREASURY CIRCULAR NO. 11/64Lost Pension Warrant (Form T.60)

Reference Treasury Circular No.39/1957 in respect of the Revised Procedure for the payment of local pensions, the under-noted Pension Warrants for 1964 have been reported lost and sub-accountants are requested not to make any payment of that warrant if presented to them for payment.

2. If any of the warrants listed below is presented for payment, sub-accountants should retain it, obtain the name and address of the person who presented it for payment, and forward it by first available opportunity to me for cancellation:-


Pensioner's Name: Wong Shak Khiun

Pensioner's No. JS 238

Amount of pension p.m. C.13/32-4 = \$34.39

<u>Warrant No.</u>	<u>Month</u>
04941	June
05891	July
06841	August
07791	September
08741	October
09691	November
10641	December

3. Kindly acknowledge receipt of this Circular on the tear-off portion below.

  
(Lee Nam Chong)  
for Accountant-General,  
Sarawak.

Kuching, 10th November, 1964.

DISTRIBUTION:

All Residents and Head of Departments.  
All Senior Assistant Accountant.  
All Station.

-----  
To: Accountant-General,  
Sarawak.

I acknowledge receipt of Treasury Circular No.....  
dated ..... and its contents will be given my closest  
attention.

TREASURY CIRCULAR NO.2/1965.

Advances, Chinese New Year  
and Hari Raya

The Sarawak Government Asian Officers' Union requested that salaries for January be paid early in view of the incidence of Chinese New Year and Hari Raya at the beginning of February. This arrangement would obviate the need for advances of salary.

2. It has accordingly been arranged by Government and the Union that salaries be paid on Tuesday, 26th January.

*H.M.J. Underhay*

(H.M.J. Underhay)  
Accountant-General,  
Sarawak.

Kuching, 20th January, 1965.

DISTRIBUTION:

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

Correspondence etc concerning paysheets

I should be grateful if the attention of officers could be drawn to the following extract from Treasury Circular No.26/1955:-

"Paysheets will be prepared on the basis of the information received by the Accountant-General up to the second day of the month."

2. It will be appreciated that late advice of alterations causes a great deal of extra work especially when the paysheet concerned has already been prepared. Work on the paysheets has to start early in the month to ensure that all stations receive them by payday.

3. I should be most grateful therefore if correspondence regarding salaries, advances, transfers, courses, leave or duty outside Sarawak, changes in allotments, allowances and deductions etc. could be sent to the Treasury well in advance where possible. It is not, of course, always possible for many reasons but ideally the information should reach the Treasury BEFORE THE SECOND DAY OF THE MONTH TO WHICH IT REFERS.

4. Your co-operation will be much appreciated. It will enable Treasury to give better service and ensure that, as far as possible, officers draw the correct pay in the right month, and avoid the necessity of very many retrospective "adjustments."

(T. A. Scrimshaw)  
Ag. Accountant-General

Kuching 28th April, 1965.

Distribution

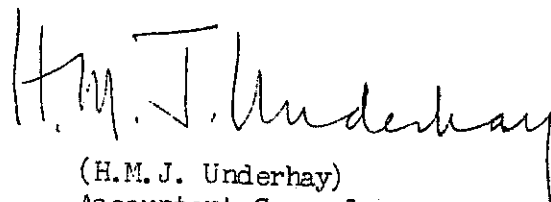
All Ministries  
All Residents & Heads of Departments  
All Senior Assistant Accountants  
All Stations

TREASURY CIRCULAR No.20/1965

Payments of Salary - Chinese New Year  
and Hari Raya Puasa

In view of the incidence of Chinese New Year on 21st January and of Hari Raya Puasa probably on the 23rd, it has been arranged with the Sarawak Government Asian Officers' Union that salaries for January will be paid on the 14th of that month, thereby avoiding the need for advances of salary. It would be appreciated if you would kindly advise your staff accordingly.

2. Pensions paid by warrant may also be paid on or after 14th January.

  
(H.M.J. Underhay)  
Accountant-General,  
Sarawak.

Date: 14th December, 1965.

DISTRIBUTION:

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

Lost Pension Warrant (Form T.61)

Reference Treasury Circular No. 39/1957 in respect of the Revised Procedure for the payment of local pensions, the under-noted Pension Warrant for 1965 has been reported lost and sub-accountants are requested not to make any payment of that warrant if presented to them for payment.

2. If the warrant listed below is presented for payment, sub-accountants should retain it, obtain the name and address of the person who presented it for payment, and forward it by first available opportunity to me for cancellation:

Pensioner's Name: Ex Cpl. 413 Jinggan ak Lamit

Pensioner's No. C.403

Amount of pension p.m. C.14/22-5 = \$39.15


Warrant No.

Month

17755

December, 1965

3. Kindly acknowledge receipt of this Circular on the tear-off portion below.

  
(Lee Chui Chan)  
for Accountant-General.

Kuching, 1st February, 1966.

DISTRIBUTION:

All Residents and Head of Departments.  
All Senior Assistant Accountants.  
All Station.

To: Accountant-General,  
Sarawak.

I acknowledge receipt of Treasury Circular No. ....  
dated ..... and its contents will be given my  
closest attention.

Sub-Accountant.

Date:

Station .....

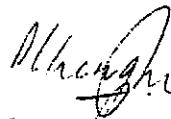
TREASURY CIRCULAR NO. 4/1966.

Salaries Tax

New rates of deduction from salaries in respect of Salaries Tax for 1966 have been promulgated by the Tax authorities.

Will all Ministries and Departments take note that deduction of salaries tax at the new standard rates will be effected from the month of February, 1966 only. Officers should please be notified accordingly.

Any enquiries regarding the new deduction rates should be addressed to the Inland Revenue Department and not to the Treasury.



(Sim Cheng Kui)  
for Accountant-General.

Kuching, 3rd February, 1966.

DISTRIBUTION:

All Ministries

All Departments

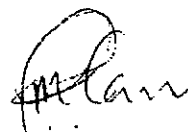
Checking of Paysheets

Cases are occurring with increasing frequency of officers incurring large debts to Government caused by consistent overpayments of salary which are in some cases allowed to continue month after month for a year or more and may amount to thousands of dollars. Subsequent recovery of these overpayments where they have been accepted without protest frequently involves the officer concerned in a certain amount of hardship.

2. A small number of these overpayments may be caused by matters beyond the control of Heads of Offices but the majority of them can be avoided or minimised if:-

- (a) Prompt, accurate and clear information is sent to Treasury, on the appropriate form, of all changes in an officer's circumstances which affect his salary;
- (b) Paysheets are examined in detail immediately on receipt from Treasury to ensure that all salaries, allowances and deductions are correct and complete, and that all the notifications referred to above have been given effect. Failure to do so is contrary to Financial Regulation 119 so any loss to Government which might arise from inability to recover an overpayment resulting from such an omission might become the responsibility of the officer who should have examined the paysheet;
- (c) Any discrepancies discovered are promptly reported to Treasury and any obvious overpayments (or underdeductions) recovered from the officers concerned on pay day;
- (d) Officers themselves examine their Pay Advice Slips on receipt, and report immediately anything which they consider to be incorrect.

3. Residents, Permanent Secretaries and Heads of Departments are requested to ensure that the contents of this circular are brought to the attention of all Heads of Offices in respect of which separate paysheets are prepared so that all such officers may be made aware of their responsibility for the correct payment of salaries to the staffs under their control. Heads of Offices should remind all individual officers of their own responsibility to notify any errors or omissions in their monthly pay; they are the ones who ultimately suffer when it becomes necessary to recover from them large accumulations of overpayments or under-deductions.



(P. M. Carr)  
for Accountant-General.

Kuching, 7th February, 1966.

DISTRIBUTION:

TREASURY CIRCULAR NO. 11/56.Lost Pension Warrant (Form T.98)

Reference Treasury Circular No. 39/1957 in respect of the Revised Procedure for the payment of local pensions, the undernoted Pension Warrant for 1966 has been reported lost and sub-accountants are requested not to make any payment of that warrant if presented to them for payment.

2. If the warrant listed below is presented for payment, sub-accountants should retain it, obtain the name and address of the person who presented it for payment, and forward it by first available opportunity to me for cancellation:

Pensioner's Name: Maoh ak. Kam

Pensioner's No. SA.259

Amount of pension p.m. S.24/9-8 = \$17.00

<u>Warrant No.</u>	<u>Month</u>
18850	April, 1966
19100	May, 1966
19350	June, 1966
19600	July, 1966
19850	August, 1966
20100	September, 1966
20350	October, 1966
20600	November, 1966
20850	December, 1966.

3. Kindly acknowledge receipt of this Circular on the tear-off portion below.

  
(Lee Chui Chan)  
for Ag. Accountant-General.

Kuching, 2nd May, 1966.

DISTRIBUTION:

All Residents and Head of Departments.  
All Senior Assistant Accountants.  
All Station.

To: Accountant-General,  
Sarawak.

I acknowledge receipt of Treasury Circular No. ....  
dated ..... and its contents will be given  
my closest attention.



TREASURY CIRCULAR NO.12/1966Lost Pension Warrant (Form T.98)

Reference Treasury Circular No.39/1957 in respect of the Revised Procedure for the payment of local pensions, the undernoted Pension Warrant for 1966 has been reported lost and sub-accountants are requested not to make any payment of that warrant if presented to them for payment.

2. If the warrant listed below is presented for payment, sub-accountants should retain it, obtain the name and address of the person who presented it for payment, and forward it by first available opportunity to me for cancellation:

Pensioner's Name: T.K. Suhaili bin Dangok

Pensioner's No. SA.328

Amount of pension p.m. S.24/9-8 = \$19.50

<u>Warrant No.</u>	<u>Month</u>
18660	March, 1966
18910	April, 1966
19160	May, 1966
19410	June, 1966
19660	July, 1966
19910	August, 1966
20160	September, 1966
20410	October, 1966
20660	November, 1966
20910	December, 1966

3. Kindly acknowledge receipt of this Circular on the tear-off portion below.

(Lee Chui Chan)  
for Ag. Accountant-General.

Kuching, 6th June, 1966.

DISTRIBUTION:

All Resident and Head of Departments.  
All Senior Assistant Accountant.  
All Station.

To: Accountant-General,  
Sarawak.

I acknowledge receipt of Treasury Circular No. ....  
dated ..... and its contents will be given my closest attention.

Sub-Accountant.

Station .....

Date:

406

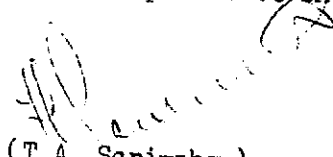
TRY: 65/1(IX)/90

TREASURY CIRCULAR NO. 5/1967

VOUCHERS FOR PAYMENT OF WAGES

The Director of Audit has pointed out that in many cases vouchers (T27) for payment of wages contain such words as "payment of wages to labourers in accordance with T.33 attached". This wording and the supporting wages sheets often afford little clue to checking officers as to correctness of allocation to the appropriate Head and Subhead.

2. It would be appreciated therefore if a brief indication of the jobs on which the labourers were working could please be shown on the form T27 for checking purposes.

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

Kuching, 12th May, 1967.

Distribution:

All Ministries  
All Residents and Heads of Department  
All Stations  
All Senior Assistant Treasurers

TREASURY CIRCULAR NO.8/67.

Lost Pension Warrant (Form T.61)

Reference Treasury Circular No.39/1957 in respect of the Revised Procedure for the payment of local pensions, the under-noted Pension Warrants for 1967 have been reported lost and sub-accountants are requested not to make any payment on those Warrants if presented to them for payment.

2. If any of the warrants listed below are presented for payment, sub-accountants should retain them, obtain the name and address of the person who presented them for payment, and forward them by first available opportunity to me for cancellations:-

Pensioner's Name: Su'ut bin Towkay  
Pensioner's No. P.397  
Amount of pension p.m. C.14/22-5 = \$165.54

<u>Warrant No.</u>	<u>Month</u>
10258	November
11258	December

3. Kindly acknowledge receipt of this Circular on the tear-off portion below.

*(Signature)*  
(Joseph M. Chen)  
for Accountant-General,  
Sarawak.

Kuching, 18th October, 1967.

DISTRIBUTION:

All Residents and Head of Departments.  
All Senior Assistant Accountant.  
All Station.

To: Accountant-General,  
Sarawak.

I acknowledge receipt of Treasury Circular No.8/67 dated  
..... and its contents will be given my closest attention.

Date:

Sub-Accountant,  
Station .....

Treasury Circular No.11/1967Indebtedness Clearance Certificate

I should be grateful if the attention of all Heads of Office could please be drawn to the requirements contained in Financial Regulations regarding the above which are quoted as follows for ease of reference:-

144. Subject to the provisions of Regulation 145, whenever an officer, whether or not on the establishment, leaves the Government Service, an Indebtedness Clearance Certificate shall be completed by the head of his office, showing all debts due by such officer to Government. This Certificate 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.

145. In the case of casual employees and labourers, it may be impracticable to follow the procedure laid down in Regulation 144 but every endeavour shall be made to ensure that debts due to Government are paid before termination of service.

2. The Certificates are submitted to this Office on form T.282 but considerable delay and inconvenience is sometimes caused due to

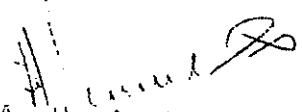
(a) the Certificates being submitted very late and often after several reminders from Treasury;

(b) errors or omissions in the Certificates being subsequently discovered.

3. In connection with (a), until the Certificates are received, payments of the final amount of salary, pension gratuity, contract gratuity or Provident Fund refund due to the officer will be delayed. This often comes at a time when the officer concerned is very much in need of funds to finance travel arrangements, house purchase etc. Officers frequently think that the Treasury is at fault for the delay when the reason is late receipt of the necessary Certificates. In this connection in the reference to any previous correspondence or the Treasury memorandum requesting submission, where appropriate, could be quoted at the foot of the Certificates this would be of considerable assistance.

4. As regards (b), several cases have come to light recently where small debts due to Government were omitted in the Certificates. It will be appreciated that in the case of Non Established and Contract Staff, it may be difficult or even impossible to recover such debts once the Provident Fund refund or terminal gratuity has been paid. Extreme care should therefore be taken to ensure that

the form is fully complete and if an officer has been recently transferred, enquiry made of his last Station or Office before submission. In this case there may be some unavoidable delay but action should please be taken to speed up matters as far as possible.

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

Kuching, 24th October 1967.

Distribution:

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

Ref: TRY: 58/18(VI)/202.

TREASURY CIRCULAR NO.1/1968.

Pension Warrants

With effect from the 1st January, 1968, all Pension Warrants, Forms T.61, 98, 98A and 99, will be issued in duplicate copies for mechanised accounting purpose at this Office. The procedure regarding payment of these warrants will remain the same except when the warrants are presented for payment by the warrant holder, they must be detached together with the Duplicate Pension Warrants (Forms T.61A, 98C, 98B or 99A where applicable). No signature of the recipient is required on the Duplicate Pension Warrants. At the end of each month, the original and duplicate warrants must be sent, as usual, with the station monthly accounts to the Treasury, Kuching.

*J. M. Chen*  
(Joseph M. Chen)  
for Accountant-General.

Kuching, 8th January, 1968.

DISTRIBUTION:

All Residents and Head of Departments.  
All Senior Assistant Accountants.  
All Stations.

444

TREASURY CIRCULAR NO. 2/68.

Lost Pension Warrant (Form T.98)

Reference Treasury Circular No. 39/1957 in respect of the Revised Procedure for the payment of local pensions, the undernoted Pension Warrants for 1966 have been reported lost and sub-accountants are requested not to make any payment of those warrants if presented to them for payment.

2. If any of the warrants listed below is presented for payment, sub-accountants should retain it, obtain the name and address of the person who presented it for payment, and forward it by first available opportunity to me for cancellation:

Pensioner's name : Mdm. Gadong Balong  
 Pensioner's No. : SA. 314  
 Amount of Pension p.m. S.24/9-8 = \$5.21

<u>Warrant No.</u>	<u>Month</u>
18149	January, 1966
18399	February, 1966
18649	March, 1966
18899	April, 1966
19149	May, 1966
19399	June, 1966
19649	July, 1966
19899	August, 1966
20149	September, 1966
20399	October, 1966
20649	November, 1966
20899	December, 1966

3. Kindly acknowledge receipt of this Circular on the tear-off portion below.

(Joseph M. Chen)  
 for Accountant-General,  
 Sarawak.

Kuching, 26th February, 1968.

DISTRIBUTION:

All Residents and Head of Departments.  
 All Senior Accounting Officers.  
 All Stations.

To: Accountant-General,  
 Sarawak.

I acknowledge receipt of Treasury Circular No. ....

TREASURY CIRCULAR NO. 3/68.

Income Tax deductions - Change of Marital Status

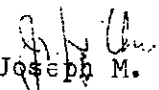
Queries have been frequently received in the Treasury from Departments pointing out that no adjustment of income tax deduction has been made in the paysheet despite the change of marital status already notified to the Treasury.

2. In almost all cases subsequent investigation revealed that the information notified to the Treasury was in connection with the Widows' and Orphans' Pensions Fund and not for the purpose of Income Tax deductions.

3. In this respect and with a view to avoid further misunderstanding, the attention of all Ministries and Departments is invited to paragraph 4 of Treasury Circular No. 31/60 of 9th December, 1960 and in particular to the Note to paragraph 4(1). For easy reference the Note reads as follows:-

"It will not be sufficient to treat information regarding marriage, births etc. notified to the Treasury in connection with the Widows' and Orphans' Pensions Fund or other matters as sufficient for the purpose of Salaries Tax deductions."

4. The monthly payroll contains approximately 10,000 officers' salaries and it will be appreciated that in the circumstances it is necessary to rely on separate advices for salary record purposes.

  
(Joseph M. Chen)  
for Accountant-General.

Kuching, 29th February, 1968.

DISTRIBUTION:

All Ministries.  
All Residents & Heads of Departments.  
All Senior Accounting Officers of Treasury in Kuching,  
Simanggang, Sibul, Miri and Limbang.  
All Stations.



Ref: TRY: 3/5(IV)/331.

TREASURY CIRCULAR NO. 7/1968.

Application for Child Allowance

With effect from the date of this Circular, applications for child allowance should be submitted on amended form T.286, a specimen copy of which is attached.

2. Cases are occurring with increasing frequency of Departments sending documentary evidence of birth of child such as birth certificates and receipts of information of birth as well as adoption certificates together with the officers' application for child allowance to the Treasury.

3. This practice causes unnecessary extra work both to the Departments concerned and the Treasury and should please cease forthwith. Documentary evidence produced in support of the application should be returned to the applicant after examination by the Permanent Secretary to the Ministry or the Head of Department. Only the application form, duly completed and signed at the foot of the form, should be sent to the Treasury.

4. General Order 137(2) requires the submission annually of a renewal application also on amended Form T.286 in respect of a child who is over 17 years of age and continuing to receive full time education. It will be appreciated if the attention of all officers concerned is drawn to the necessity of complying with this requirement.

5. The attention of all officers concerned is also drawn to the necessity of notifying their Permanent Secretaries or Heads of Department immediately there is any change in the status of their children which affects the entitlement to the allowance.

(Joseph M. Chen)  
for Accountant-General.

Kuching, 7<sup>th</sup> May, 1968.

DISTRIBUTIONS:

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

# SARAWAK GOVERNMENT

## APPLICATION FOR CHILD ALLOWANCE

*To be completed in duplicate by monthly-paid Officers claiming child allowance under the General Orders and submitted to their Head of Department. If the child is over seventeen and receiving full-time education, this application must be completed and submitted every year on 31st December.*

Name of Officer .....

Appointment ..... Department .....

Station .....

I wish to claim child allowance under the General Orders. Particulars of the child for whom I claim the allowance are as follows:—

Name .....

Date of birth .....

Date of adoption (in the case of an adopted child) .....

(If the child is over seventeen years of age and receiving full-time education, enter name of school and address below.)

School .....

Address .....

I hereby certify that this is a true statement and I realise that the penalty for submitting a false statement will be very severe. I certify that the child named above is wholly dependent on me and I honestly believe that I am entitled to draw Child Allowance in accordance with the General Orders. I certify further that I will notify my Head of Department immediately there is any change in the status of my child or children which affects my entitlement to Child Allowance.

Date ..... 19.... Signed .....

To be completed by Head of Department.

I certify that I have examined this statement and where necessary evidence produced in support of it. To the best of my knowledge and belief it is a true statement.

Signed .....

Date ..... 19.... Title .....

Ref: TRY:118/10/12

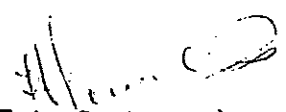
TREASURY CIRCULAR NO.8/1968

Income Tax Returns

Many Officers will have received the Income Tax Return Form B for completion and this form is required to be submitted to the Department of Inland Revenue within 60 days.

2. It will be noted at page 3 under Statutory Income that there is provision for attaching a Statement of Gross Remuneration from the Employer. The Treasury is in process of preparing these Statements for each Officer but, as over 9500 Officers are involved, it will clearly take a long time to prepare them all and certainly it would not be possible to do so within the 60 day time limit indicated on Form B

3. Some Employer's Statements have already been prepared and submitted to Officers through their Ministry or Department as appropriate and also to the Inland Revenue as required by the Income Tax Act 1967. The rest will be forwarded in batches as and when ready. In the meantime however, it has been confirmed that Officers who do not receive their Statements in time may submit their Forms B to the Inland Revenue giving details of emoluments supported by salary advice slips. All Officers are however advised to submit to the Inland Revenue the Employer's Return C.P.8C immediately they are received from their Ministry or Department.

  
(T.A. Scrimshaw)  
Accountant-General

Kuching, 9th May, 1968.

DISTRIBUTION:

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

TREASURY CIRCULAR NO.9/68

Lost Pension Warrant (Form T.61)

Reference Treasury Circular No.39/1957 in respect of the Revised Procedure for the payment of local pensions, the undernoted Pension Warrant for 1967 has been reported lost and sub-accountants are requested not to make any payment on this Warrant if presented to them for payment.

2. If the warrant listed below is presented for payment, sub-accountants should retain it, obtain the name and address of the person who presented it for payment, and forward it by first available opportunity to me for cancellation:-

Pensioner's Name: Su'ut bin Towkay

Pensioner's No. : P.397

Amount of pension p.m. C.14/22-5 = \$165.54

Warrant No.

09258

Month

October

3. Kindly acknowledge receipt of this Circular on the tear-off portion below.

(Joseph M. Chen)  
for Accountant-General,  
Sarawak.

Kuching, 24th May, 1968.

DISTRIBUTION:

All Residents and Head of Departments.  
All Senior Accounting Officers.  
All Stations.

To: Accountant-General,  
Sarawak.

I acknowledge receipt of Treasury Circular No.9/68 dated  
24th  
.....May, 1968 and its contents will be given my closest attention.

Sub-Accountant,

455

A. G.

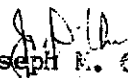
Ref: TRY 67/1 (XI)/107

TREASURY CIRCULAR NO. 10/1968

Application for Rent Allowance

With effect from the date of this Circular, applications for rent allowance should be submitted on revised Form T.133 (Rev. 5/68), a specimen copy of which is attached.

2. The present unrevised Form T.133 which was designed solely for the purpose of making initial applications in 1963 under Treasury Circular No. 9/1963 is to be treated as cancelled.

  
Joseph M. Chen,  
for Accountant-General

Kuching, 1st June, 1967.

DISTRIBUTIONS

All ministries  
All Residents and Heads of Departments  
All Senior Accounting Officers  
All stations

SARAWAK GOVERNMENT

APPLICATION FOR RENT ALLOWANCE

Name of Officer: .....  
(IN BLOCK LETTERS)

Station: ..... Department: .....

Appointment and Grade: ..... Monthly Basic Salary: .....

A. (To be completed by officer making initial application or by an officer who has vacated Government quarters for private accommodation)

I wish to claim Rent Allowance under General Order 139.

I certify that I have not occupied, shared or lived in Government quarters for a period of not less than 60 days from the date of my \*appointment to the service/vacating Government quarters on ..... (date).

I further certify that as at this date there has been no change in the circumstances affecting my eligibility for the Allowance and that I will notify my Head of Department immediately there is any change.

Date .....

\*Delete whichever is inapplicable.

Signature of Officer

B. (To be completed by officer applying for resumption of Allowance)

I wish to apply for resumption of Rent Allowance.

Prior to my transfer from ..... (station) on ..... (date)  
I was in receipt of the Allowance.

I certify that I have not occupied, shared or lived in Government quarters since the date of my transfer mentioned above. I will notify my Head of Department immediately there is any change in the circumstances affecting my eligibility for the Allowance.

Date .....

Signature of Officer

C. (To be completed by officer applying for Allowance for specific period of not less than 60 days)

I wish to claim Rent Allowance under General Order 139 for period from .....  
to ..... (date) i.e. the period between the date I vacated to the date I re-occupied Government quarters.

Date .....

Signature of Officer

CERTIFICATE BY HEAD OF DEPARTMENT

The above particulars are correct. I certify that he is an officer on the permanent establishment/a contract officer eligible for the Allowance in terms of his Contract Agreement.

Date .....

\*Delete whichever is inapplicable.


Head of Department

Ref: TRY 67/1(XI)/111

TREASURY CIRCULAR No. 11/1968.

Application for Rent Allowance

The effective date of Treasury Circular No. 10/1968 should read "1st June, 1968" instead of "1st June, 1967". Please amend your copy accordingly.

  
Joseph M. Chen  
for Accountant-General

Kuching, 4th June, 1968

DISTRIBUTIONS:

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

- (ii) Enable Department to commit amount in vote ledger.
- (iii) Advise applicant of amount payable in respect of each child where the allowance payable is in respect of more than one child.
- (iv) Advise Department & Applicant when payment is likely to be expected.

*J. H. U.*  
(Joseph M. Chen)  
for Accountant-General.

Kuching, 2nd July, 1968.

DISTRIBUTION:

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



TREASURY CIRCULAR NO.12/68.

Applications for Reimbursement for Cost of Passages  
of School Children and Education Allowance

Henceforth the following procedures are to be adopted regarding Applications for Reimbursement for Cost of Passages of School Children and Education Allowance:-

(1) Application for Reimbursement for Cost of Passages of School Children (G.O.216 & Secretariat Circular No.19/1956)

(a) Application should be submitted in triplicate on form T.19 (Rev.4/68) a Specimen Copy of which is attached to this Circular, to the Chairman, Education Grants Committee, State Establishment Office, Kuching.

(b) After the application has received the consideration of the Education Grants Committee, it will be distributed as follows:-

(i) Original copy to Head of Department for purpose of effecting payment.

(ii) Duplicate copy to Accountant-General for examination purpose to ensure payment has been effected correctly.

(iii) Triplicate copy to be retained by Education Grant Committee.

(c) It is hoped that the adoption of the above procedure will not only save time but will also ensure more prompt payment.

(2) Application for Education Allowance (Appendix I to General Order 138(1)(b) & Secretariat Circular No.19/1956)

(a) Application on form T.9 (Rev.4/68) a Specimen copy of which is attached and supporting certificate (form T.12) should be submitted in triplicate to the Chairman, Education Grants Committee, State Establishment Office, Kuching. After consideration by the Education Grants Committee, all three copies of both forms will be distributed as follows:-

(i) Original copy to Accountant-General for purpose of making payment of allowance through monthly paysheets.

(ii) Duplicate copy to be returned to applicant through the Head of Department for information purpose only.

(iii) Triplicate copy to be retained by Education Grants Committee.

(b) Besides reducing the number of queries received in the Treasury, the adoption of the above would also serve the following purposes:-

(i) Notify Department and Applicant of amount of allowance payable.

TREASURY CIRCULAR NO.13/68

Lost Pension Warrant (Form T.61)

Reference Treasury Circular No.39/1957 in respect of the Revised Procedure for the payment of local pensions, the undernoted Pension Warrant for 1968 has been reported lost and sub-accounts are requested not to make any payment on this Warrant if presented to them for payment.

2. If the warrant listed below is presented for payment, sub-accountants should retain it, obtain the name and address of the person who presented it for payment, and forward it by first available opportunity to me for cancellation:-

Pensioner's Name: Ex. Cpl. 108 Sa'at Bin Lias

Pensioner's No. : C. 407

Amount of pension p.m. C.14/22-5 = \$52.74

<u>Warrant No.</u>	<u>Month</u>
04937	May

3. Kindly acknowledge receipt of this Circular on the tear-off portion below.

(Joseph M. Chen)  
for Accountant-General,  
Sarawak.

Fuching, 9th July, 1968.

DISTRIBUTION:

All Residents and Head of Departments.  
All Senior Accounting Officers.  
All Stations.

To: Accountant-General,  
Sarawak.

I acknowledge receipt of Treasury Circular No.13/68 dated 9th July, 1968 and its contents will be given my closest attention.

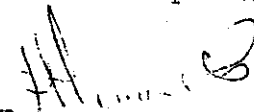
TREASURY CIRCULAR NO.14/1968

Allotments to American International  
Assurance Co., Ltd.

As you are aware, it has been the practice for many years for the Treasury to make deductions from salaries by allotment in respect of insurance premia and pay them over to the above named company.

2. The work has become increasing heavy until at present there are about 900 allotments each month to this company. Requests for alterations in amounts, new applications and cancellations are continually received and the position has been reached where it is impossible to continue this practice from within Treasury Staff resources, especially in view of the extreme pressure of work on the Salaries Section due to extra requirements in respect of Income Tax and increase in number of Officers on the payroll. The work involved in these allotments has in fact grown unreasonably heavy apart from the consideration that, except for one or two odd payments, no other similar company has been assisted in this manner.

3. In view of the above, Government has decided to terminate the present arrangements. Allotments to this company will therefore cease after the month of December 1968. The company will be advised accordingly and this long period of notice should be sufficient to enable the company to make alternative arrangements for collecting the premia with effect from 1st January, 1969. All Officers with existing allotments of this nature will be informed accordingly by means of a note on their respective pay slips.

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

Kuching, 12th July, 1968.

DISTRIBUTION:

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

Lost Pension Warrant (Form T.61)

Reference Treasury Circular No.39/1957 in respect of the Revised Procedure for the payment of the local pensions, the undernoted Pension Warrants for 1968 have been reported lost and sub-accountants are requested not to make any payment on those Warrants if presented to them for payment.

2. If any of the warrants listed below is presented for payment, sub-accountants should retain it, obtain the name and address of the person who presented it for payment, and forward it by first available opportunity to me for cancellation:-

Pensioners Name: Ex. P.C.298 Semon B. Mat  
Pension No.: C.426  
Amount of pension p.m.: \$38.21

<u>Warrant No.</u>	<u>Month</u>
05093	June
06093	July
07093	August
08093	September
09093	October
10093	November
11093	December

3. Kindly acknowledge receipt of this Circular on the tear-off portion below.

*J.M.C.*  
(Joseph M. Chen)  
For Ag-Accountant-General,  
Sarawak.

Kuching, 30th July, 1968.

Distribution:

All Residents and Head of Departments.  
All Senior Accounting Officers.  
All Stations.

To: Accountant-General,  
Sarawak.

I acknowledge receipt of Treasury Circular No.15/68 dated 30th July, 1968 and its contents will be given my closest attention.

465

Lost Pensions Warrants (Form T.61)

Reference Treasury Circular No.39/1957 in respect of the Revised Procedure for the payment of local pensions, the undernoted Pension Warrants for 1968 have been reported lost and sub-accountants are requested not to make any payment on these Warrants if presented to them for payment.

2. If any of the warrants listed below is presented for payment, sub-accountants should retain it, obtain the name and address of the person who presented it for payment, and forward it by first available opportunity to me for cancellation:-

Pensioner's Name:- Abg. Suhaimi bin Hj. Bojeng

Pensioner's No.:- JS.119

Amount of pension per month:- C.14/22-5 = \$129.60

<u>Warrants No.</u>	<u>Months</u>
07077	August
08077	September
09077	October
10077	November
11077	December

3. Kindly acknowledge receipt of this circular on the tear-off portion below.

(Joseph M. Chen)  
for Accountant-General,  
Sarawak.

Kuching, 10th August, 1968.

Distribution:

All Residents and Head of Departments.  
All Senior Accounting Officers.  
All Stations.

To:-  
Accountant-General,  
Sarawak.

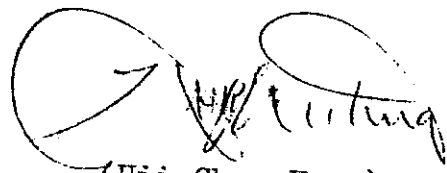
I acknowledge receipt of Treasury Circular No.16/68 dated 10th August, 1968 and its contents will be given my closest attention.

Sub-Accountant .....  
Station .....

TREASURY CIRCULAR NO.22/1968

Allotments to American International  
Assurance Co., Ltd.

Further to Treasury Circular No. 14/1968 dated 12th July, 1968, I wish to inform you that in view of the difficulty of officers stationed outside Kuching District in paying insurance premia direct to the above named company, Government has decided that the Treasury will continue to collect premia after 31st December, 1968 in respect of present policy holders only who are stationed outside Kuching District.

  
(Hii Chee Huat)  
for Accountant-General,  
Sarawak.

Kuching, 13th November, 1968.

Distribution:

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

Lost Pension Warrant (Form T.61)

Reference Treasury Circular No. 39/1957 in respect of the Revised Procedure for the payment of local pensions, the undernoted Pension Warrant for 1968 has been reported lost and sub-accountants are requested not to make any payment on this warrant if presented to them for payment.

2. If this warrant listed below is presented for payment, sub-accountants should retain it, obtain the name and address of the person who presented it for payment, and forward it by first available opportunity to me for cancellation.

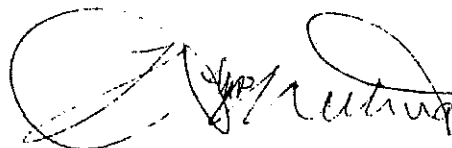
Pensioner's Name: Leong Yong Heng

Pensioner's No: JS. 82

Amount of pension per month: \$122.88

<u>Warrant No.</u>	<u>Month</u>
09054	October, 1968

3. Kindly acknowledge receipt of this Circular on the tear-off portion below.



(Hii Chee Huat)  
for Accountant-General,  
Sarawak.

Kuching: 9th January, 1969.

Distribution:

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

To:

Accountant-General,  
The Treasury,  
Kuching.

I acknowledge receipt of Treasury Circular No. 2/1969 dated 9th January, 1969 and its contents will be given my closest attention.

.....  
Sub-Accountant

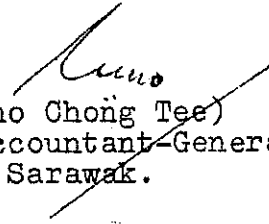
Treasury Circular No.5/1969

Repayment Warrants - Inland Revenue Department

This is to notify that the Repayment Warrant used by the Inland Revenue Department, Sarawak for refund of all taxes, other than Trades Licencing fees, has been revised as per specimen attached.

This revised Repayment Warrant will be issued as from 1st March, 1969 and is to be treated along the similar lines as stipulated in Treasury Circular No.7/1961 of 23.2.61.

However, the Repayment Warrants in the old forms issued prior to 31st March, 1969 are still valid for the usual period of six months.

  
(Kho Chong Tee)  
for Ag. Accountant-General,  
Sarawak.

Date 20th February, 1969.

Distribution:

All Ministries.

All Residents and Heads of Departments.

All Stations.

All Senior Assistant Accountants.



TREASURY CIRCULAR NO. 7/1969

Lost Pension Warrant (Form T.61 - Revised 11/68)

Reference Treasury Circular No. 39/1957 in respect of the Revised Procedure for the payment of local pensions, the undernoted Pension Warrant for 1969 has been reported lost and sub-accountants are requested not to make any payment on this warrant if presented to them for payment.

2. If the warrant listed below is presented for payment, sub-accountants should retain it, obtain the name and address of the person who presented it for payment, and forward it by first available opportunity to me for cancellation:-

Pensioner's name : George Lim

Pensioner's No. : JS 127

Amount of pension per month = \$88.93

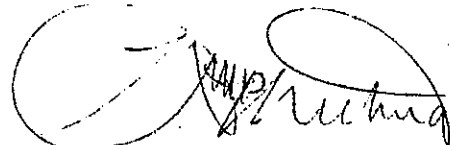
Warrant No.

Month

03196

March, 1969

3. Kindly acknowledge receipt of this Circular on the tear-off portion below.



(Hii Chee Huat)  
for Ag. Accountant-General,  
Sarawak.

Kuching: 14th April, 1969.

DISTRIBUTION:

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

To: Ag. Accountant-General,  
The Treasury,  
Kuching.

I acknowledge receipt of Treasury Circular No. 7/69 dated 14th April, 1969 and its contents will be given my closest attention.

.....  
Sub-Accountant

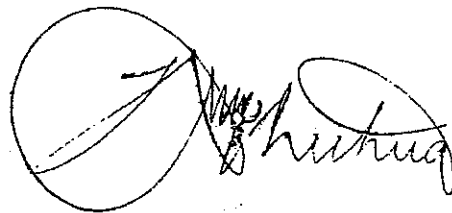
Station .....

TREASURY CIRCULAR NO. 10/1969

Application for Education Allowance and  
Principal's Certificate

Further to Treasury Circular No. 12/68 dated 2nd July, 1968, I should be grateful if you would please note that with immediate effect Application for Education Allowance and the supporting Principal's Certificate should be submitted in triplicate on revised Form T.9 (Revised 4/69) and Form T.12 (Revised 4/69) respectively to the Chairman, Education Grant Committee, State Establishment Office, Kuching for approval.

- .... 2. A specimen copy each of the revised forms is attached.
3. The old Form T.9 (Rev. 4/68) and Form T.12 are to be treated as obsolete.
4. Please place your indent for the revised forms direct with the Government Printer, Kuching.



(Hii Chee Huat)  
for Ag. Accountant-General,  
Sarawak.

Kuching, 10th July, 1969.

DISTRIBUTION:

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

TREASURY CIRCULAR NO.12/1969Collections of E.P.F. Contributions and  
Encashment of E.P.F. Warrants

I am to inform you that the State Government has decided to assist the Employees Provident Fund Board of East Malaysia, Kuching, in collections of E.P.F. contributions and encashment of E.P.F. Warrants to be effected by the following Sub-Treasuries with Class C Post Offices only:-

Simunjan - T.C. No. 2/70  
 Debak  
 Engkilili  
 Kabong  
 Lingga  
 Lubok Antu  
 Pusa  
 Roban  
 Sebuyau  
 Spaoh

Dalat — T.C. No. 2/70  
 Daro  
 Julau  
 Song  
 Bekenu — new Post Office  
 Niah — T.C. No. 2/70  
 Sebauh  
 Tatau  
 Sundar  
 Nanga Medamit

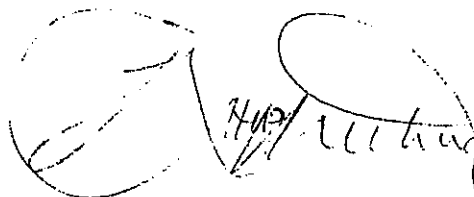
2. In accepting the collection of the monthly remittances, arrears of contributions and interest on late payment from employers to the Employees Provident Fund of East Malaysia, Hock Hua Bank Building, P.O. Box 1282, Kuching, the following procedure shall be complied with:-

- (a) The provisional E.P.F. receipts which will be supplied by the Fund shall be issued for the amount received from the payer at the time of receipt.
- (b) A Daily Abstract and Summary of E.P.F. Collections (Form EPF.EM.1046A) shall promptly be completed and signed by the Officer-in-Charge at the close of business hours on the same day showing the total collection for the day.
- (c) The total collection shall duly be brought to account for by means of a Treasury Receipt (Form T.69) to be issued for the credit of the Trust Account "Deposits-Employees' Provident Fund" (code "EPF"). All original copies of such Treasury Receipts shall be sent to me for necessary action under cover of a memorandum at the end of the month.
- (d) All original copies of Form EPF.EM.1046A shall be attached to the original copies of the Treasury Receipts (Form T.69) issued during the month and sent to me as mentioned at sub-paragraph (c) above.
- (e) The duplicate copy of Form EPF.EM.1046A shall promptly be sent together with all the relevant E.P.F. Forms, namely, Forms A, B, E, F, E.P.F. 3 and etc. to E.P.F. of East Malaysia, Kuching.
- (f) It shall be noted that no arrears of E.P.F. contributions and interest on late payment may be accepted unless you have been requested to accept such monies by the Accountant, E.P.F. of East Malaysia, Kuching.

5. The Officer-in-Charge at the respective Sub-Treasuries as mentioned in paragraph one above shall daily check the Advices on hand and return void Advices to the Accountant, E.P.F. of East Malaysia, Kuching, with the words "Out-of-date" written in PENCIL directly under the original date of issue. If the out-of-date E.P.F. Warrant is presented for payment, the bearer should kindly be requested to return it to the Accountant, E.P.F. of East Malaysia, Kuching.

6. If a E.P.F. Warrant is presented for payment for which no Advice has been received by the Officer-in-Charge at the respective Sub-Treasuries as mentioned in paragraph one above, the Officer-in-Charge shall check whether the office of payment named on the Warrant is the Sub-Treasury at which the Warrant is presented. If another Sub-Treasury is named the person presenting the Warrant should be advised to encash the Warrant at that Sub-Treasury.

7. The E.P.F. of East Malaysia, Kuching will send the E.P.F. manuals to the Officers-in-Charge at the respective Sub-Treasuries for their guidance in due course.



(Hii Chee Huat)  
for Accountant-General,  
Sarawak.

Kuching, 31st July, 1969.

Distribution:

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

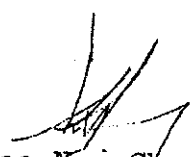
Ref: TRY:44/23(XII)/238

TREASURY CIRCULAR NO.15/1969

Payment of Wages to Muslim Officers on daily pay  
- "Hari Raya Puasa, 1969"

I am directed to inform you that approval has been given to pay all Muslim officers who are employed on daily rate of pay their wages earned up to and including 8th December, 1969 on 8th December, 1969 on the occasion of Hari Raya Puasa, 1969 which falls on 11th December, 1969.

2. It should be noted that payment of such wages shall be prepared and certified in the normal manner on Payment Voucher Form T.27 supported by Wages Sheet Form T.33 and that it shall be debited to the Expenditure Head and Sub-Head concerned.

  
(Lee Nam Chong)  
for Accountant-General.

Kuching, 23rd October, 1969.

DISTRIBUTION:

All Ministries.

All Residents and Heads of Departments.

All Stations.

All Senior Assistant Accountants.

Treasury Circular No.18/1969

Lost Pension Warrants (Form T.61 - Revised 11/68)

Reference Treasury Circular No.39/1957 in respect of The Revised Procedure for the payment of local pensions, the under-noted Pension Warrants for 1969 have been reported lost and sub-accountants are requested not to make any payments on these warrants if presented to them for payments.

2. If the warrants listed below are presented for payments, sub-accountants should retain them, obtain the names and addresses of the persons who presented them for payments, and forward them by first available opportunity to me for cancellation:-

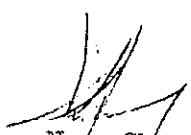
Pensioner's name: Merayang anak Pira

Pensioner's No. : C.598

Amount of pension per month: \$65.52

<u>Warrant No.</u>	<u>Month</u>
07398	July, 1969
08498	August, 1969
09598	September, 1969
10698	October, 1969
11798	November, 1969
12898	December, 1969

3. Please acknowledge receipt of this circular on the tear-off portion below.

  
(Lee Nam Chong)  
for Accountant-General,  
Sarawak.

Kuching, 25th November, 1969.

DISTRIBUTION:

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

-----  
To: Accountant-General,  
The Treasury,  
Kuching.

I acknowledge receipt of Treasury Circular No.18/1969 dated 25th November, 1969 and its contents will be given my closest attention.


TRY:41/5/13(II)/130

Treasury Circular No.2/1970

Collection of E.P.F. Contributions and  
Encashment of E.P.F. Warrants

Further to Treasury Circular No.12/1969, I have to inform you that Bekenu and Dalat Post Offices have been upgraded to Class 'B' status as from 11th November, 1969 and 1st February, 1970 respectively.

2. Please, therefore, note that the duties in respect of Collections of Employees Provident Fund Contributions and payments of Employees Provident Fund Warrants would be undertaken by the Post Offices at Bekenu and Dalat as from the above mentioned dates. Please therefore delete 'Dalat and Bekenu' from the list as shown in paragraph 1 of T.C. No.12/1969.

  
(Lee Nam Chong)  
for Accountant-General.

Distributions:

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

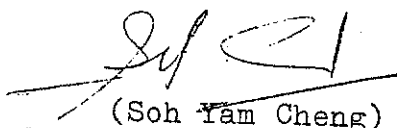
Ref: TRY:44/23(XIII)/107

TREASURY CIRCULAR NO.3/1970.

Payment of Wages to Chinese Daily Paid Employees  
for Chinese New Year Festival.

I am directed to inform you that approval has been given to pay all Chinese daily paid employees their wages earned up to and including 3rd February, 1970 (i.e. including the balance of January, 1970 wages earned, if any) for the Festival of the Chinese New Year which fall on 6th February, 1970.

2. It will be noted that Wages Sheet on Form T.33 and Payment Voucher on Form T.27 shall be prepared and certified in the normal manner and all such wages shall be debited to the Expenditure Head and Sub-Head concerned.

  
(Soh Yam Cheng)  
for Accountant-General.

Kuching, 17th January, 1970.

DISTRIBUTION:

All Ministries.  
All Residents and Heads of State & Federal Departments.  
All Stations.  
All Senior Assistant Accountants.



TREASURY CIRCULAR NO.4/1970

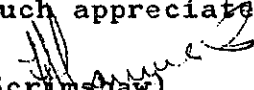
Deposits General & Deposits Court

As you are aware, all deposits outstanding on 31st December each year are required to be brought forward in the respective Registers on 1st January and a schedule of the outstanding deposits must be submitted to the Accountant-General, Kuching by 28th February following. Nil returns are required. Please see paragraph 13 of the attachment to Treasury Circular No.13/1969 and Financial Regulation No.487.

2. The Treasury is currently undertaking a very important exercise to put the reconciliation of Trust Accounts on a sounder footing than has previously been possible. Two of the principal accounts involved are the Deposits General (code DG) and the Deposits Court (code DC). I should be very grateful therefore if the utmost care could please be taken in preparing the schedules of outstanding deposits for these two accounts as at 31.12.69 and thereafter if they could be submitted promptly. The schedules should be complete in all respects and, in particular, nil returns should be submitted if applicable because the information, although negative, will be of extreme value in the Treasury Reconciliation Section exercise.

3. Any unclaimed deposits which have been transferred to Revenue by Journal Voucher in 1969 accounts or previously should not be included in the schedules of outstanding deposits.

4. Your assistance in this matter will be much appreciated.

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

Kuching, 30th January, 1970.

DISTRIBUTION:

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

Lost Pension Warrants (Form T.61 - Revised 11/68)

Reference Treasury Circular No.39/1957 in respect of the Revised Procedure for the payment of local pensions, the undernoted Pension Warrants for 1970 have been reported lost and sub-accountants are requested not to make any payments on these warrants if presented to them for payment.

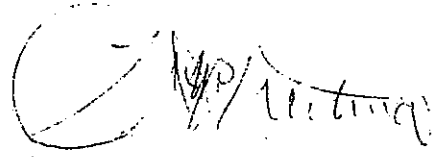
2. If the warrants listed below are presented for payment, sub-accountants should retain them, obtain the names and addresses of the persons who presented them for payment, and forward them by first available opportunity to me for cancellation:-

Pensioner's name: Chee Peck Bee  
Pensioner's No. JS.128  
Amount of pension per month: \$88.85

<u>Warrant No.</u>	<u>Month</u>
01271/1970	February, 1970
02471/1970	March, 1970
03671/1970	April, 1970
04871/1970	May, 1970
06071/1970	June, 1970
07271/1970	July, 1970
08471/1970	August, 1970
09671/1970	September, 1970
10871/1970	October, 1970
12071/1970	November, 1970
13271/1970	December, 1970

3. On receipt of this circular, sub-accountants are requested to check immediately their Cash Book in order to ensure that no payment on the Pension Warrant No.01271/1970 mentioned above has been made in January and February, 1970. In the event that the warrant has been cashed, sub-accountant concerned should immediately inform me and send the original paid warrant by registered post under Financial Regulation 534. I should be most grateful if a careful check could please be made as failure to do so might involve the checking officer to be held responsible for any over-payment should any occur due to non-compliance. It will be appreciated that if no information is received that warrant has been cashed it will be assumed that no payment has been made and a new warrant will be issued in due course.

4. Please acknowledge receipt of this circular on the tear-off portion below.



(Hii Chee Huat)  
for Accountant-General,  
Sarawak.

Kuching: 5th March, 1970.

Distribution:

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

To: Accountant-General,  
The Treasury,  
(Pensions Section), Kuching.

I acknowledge receipt of Treasury Circular No.5/1970 dated 5th March, 1970 and its contents will be given my closest attention.

Lost Pension Warrant (Form T.61 - Revised 11/68)

Reference Treasury Circular No.39/1957 in respect of the Revised Procedure for the payment of local pensions, the undernoted Pension Warrant for 1970 has been reported lost and sub-accountants are requested not to make any payment on this warrant if presented to them for payment.

2. If the warrant listed below is presented for payment, sub-accountants should retain it, obtain the name and address of the person who presented it for payment, and forward it by first available opportunity to me for cancellation:-

Pensioner's name: Ali Besah bin Abg. Edin

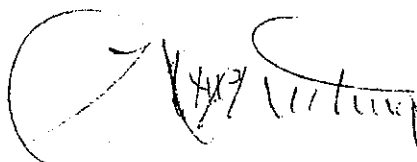
Pensioner's No.:- C.41

Amount of pension per month: \$76.67

<u>Warrant No.</u>	<u>Month</u>
01738/1970	February, 1970

3. On receipt of this circular, sub-accountants are requested to check immediately their Cash Book in order to ensure that no payment on the above-mentioned warrant has been made in January and February, 1970. In the event that the warrant has been cashed, sub-accountant concerned should immediately inform me and send the original paid warrant by registered post under Financial Regulation 534. I should be most grateful if a careful check could please be made as failure to do so might involve the checking officer to be held responsible for any overpayment should any occur due to non-compliance. It will be appreciated that if no information is received that warrant has been cashed it will be assumed that no payment has been made and a new warrant will be issued in due course.

4. Kindly acknowledge receipt of this circular on the tear-off portion below.



(Hii Chee Huat)  
for Accountant-General,  
Sarawak.

Kuching: 5th March, 1970.

Distribution:

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

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To: Accountant-General,  
The Treasury,  
(Pension Section), Kuching.

I acknowledge receipt of Treasury Circular No.6/1970 dated 5th March, 1970 and its contents will be given my closest attention.

TREASURY CIRCULAR NO. 7/1970

Collections of E.P.F. Contributions and  
Encashment of E.P.F. Warrants


Further to my Treasury Circular No. 12/1969 dated 31st July, 1969, I should be grateful if you would please note that the Post Office at Simunjan will be operated as a Class "B" Post Office with effect from 1st May, 1970 and that the duties in respect of collection of E.P.F. contributions and payments of E.P.F. Warrants will thus be undertaken by the Post Office.

2. The word "Simunjan" specified in the first paragraph of the Treasury Circular quoted above may therefore be deleted on 1st May, 1970.

3. Reference is also made to paragraph 2(a)(i) of my Circular Memorandum TRY:41/5/13(II)/131 of 19th January, 1970, which is hereby amended to read as follows:-

"If employees' salaries and wages are paid and charged to Ordinary Expenditure (i.e. Part I) heads, the Government share of contribution should be debited to the Personal Emoluments Votes or other sub-heads under the same heads."

4. Paragraph 3(b) of the aforesaid Circular Memorandum is amended to the effect that the Payment Voucher should be made payable to the Head of Office instead of to the Postmaster.



(Hii Chee Huat)  
for Accountant-General,  
Sarawak.

Kuching, 14th April, 1970.

DISTRIBUTION:

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

TREASURY CIRCULAR NO.8/1970Personal Advances

With reference to paragraph 4 of the Treasury Circular No. 17/1966 dated 10th October, 1966, you are authorised to grant on 22nd May, 1970 half-month's net June, 1970 salary to any Dayak officers who request for such an advance on the occasion of Dayak Festival Day which falls on 1st June, 1970. The following procedures shall be adopted.

(i) Forms and Supporting Statement

One of these Forms T.75 (Revised 8/66) and T.75A may be used for all personal advances granted to State or Federal Officers respectively together with a detailed supporting statement which should be prepared in triplicate as follows:-

Personal AdvancesDayak Festival Day 1970

PAYMENT					RECOVERY		
No.	Date	Name	Amount	Signature of Receiver	Date	Treasury Receipt No.	Amount

\$  
=====

\$  
=====

Amount in words: Dollars ..... Dollars .....

Signature .....

Title .....


Date .....

(ii) Recovery

It will be appreciated that it will not be in time for the Treasury nor within the scope of staff resources of this office to effect recovery of such numerous advances by deduction through the current paysheets in the normal manner. You are, therefore, requested to recover such salary advances on pay day for the month of June, 1970 and to insert the Treasury receipt references in the "Recovery" column of the supporting statement which shall be signed and dated twice, i.e. at the times of payment and of recovery.

cover of a memorandum to the Accountant-General, Kuching, as soon as such recoveries are made for the purposes of verification and reconciliation.

2. In this connection, I should be grateful if all concerned could please be informed that the fact that advances have been granted as above will NOT provide grounds for further advances against emoluments for the balance of June, 1970 and that any such requests cannot be entertained.

  
(Lee Nam Chong)  
for Accountant-General,  
Sarawak.

Kuching, 24<sup>th</sup> April, 1970.

DISTRIBUTION:

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

Treasury Circular No.9/1970

Personal Advances - Constabulary

At present, advances against salaries granted to those officers of the Federal Departments are charged to Personal Advances (Public Officers) Fund - Federal, Code "AGF".

2. Since the Constabulary Department has the responsibility of controlling and preparing of Monthly Paysheets, it is considered that in order to facilitate the control of the Personal Advances Account more efficiently, a separate Account Code is necessarily to be opened.

3. Thus, as from 1st July, 1970, all advances against salaries granted to Constabulary Personnel should be charged to the under-mentioned new Account Code.

Personal Advances (Public Officers) Fund    Code No."AGC"  
Constabulary

Controlling Officer: Commissioner, Royal Malaysia Police,  
Sarawak Component.

4. Form T.75A normally used for such advances should continue to be used; but, the Sub-head (Federal) is to be replaced by the word "Constabulary" and the Code No."AGF" is to be amended to read "AGC". The duplicate advice copy (pink) should, after being issued, be forwarded immediately to the Commissioner, Royal Malaysia Police, Sarawak Component for his necessary action and not to the Accountant-General, Sarawak.

5. Any adjustments or recoveries made in respect of those advances granted prior to 1.7.1970 should continue to be credited to "AGF" until all such advances are fully recovered.

6. I would wish to emphasise that care should please be taken by all concerned to ensure that all adjustments or recoveries made are correctly credited to the respective account previously debited.

(Kho Chong Tee)  
for Accountant-General.

Kuching, 29th May, 1970.

DISTRIBUTION:

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

## SARAWAK GOVERNMENT

# APPLICATION FOR INTERIM HOUSING ALLOWANCE FOR NON-ESTABLISHED OFFICERS IN DIVISION IV

Name of Officer: .....  
(IN BLOCK LETTERS)

Station: ..... Department: .....

Appointment and Grade: ..... Monthly Basic Salary: .....

A. (To be completed by officer making initial application or by an officer who has vacated Government quarters for private accommodation).

I wish to claim Interim Housing Allowance under Joint Circular Memorandum ref: 97/EO/1304/2 dated 9.9.1969.

I certify that I have not occupied, shared or lived in Government quarters for a period of not less than 60 days from the date of my \*appointment to the service/vacating Government quarters on ..... (date).

I further certify that as at this date there has been no change in the circumstances affecting my eligibility for the Allowance and that I will notify my Head of Department immediately if there is any change.

Date .....

\*Delete whichever is inapplicable.

Signature of Officer

B. (To be completed by officer applying for resumption of Allowance).

I wish to apply for resumption of Interim Housing Allowance.

Prior to my transfer from ..... (station) on ..... (date)  
I was in receipt of the Allowance.

I certify that I have not occupied, shared or lived in Government quarters since the date of my transfer mentioned above. I will notify my Head of Department immediately if there is any change in the circumstances affecting my eligibility for the Allowance.

Date .....

Signature of Officer

C. (To be completed by officer applying for Allowance for specific period of not less than 60 days)

I wish to claim Interim Housing Allowance under Joint Circular Memorandum ref: 97/EO/1304/2 dated 9.9.69 for period from ..... to ..... (date) i.e. the period between the date I vacated to the date I re-occupied Government quarters.

Date .....

Signature of Officer

## CERTIFICATE BY HEAD OF DEPARTMENT

The above particulars are correct. I certify that he is \*an officer on the non-establishment/ a contract officer eligible for the Allowance in terms of his Contract Agreement.

Date .....

\*Delete whichever is inapplicable.

Head of Department

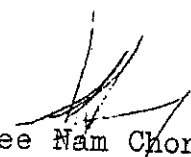


Treasury Circular No.12/1970

Application for Interim Housing Allowance for Non-  
Established Officers in Division IV

With effect from the date of this Circular, application for Interim Housing Allowance for non-established officers in Division IV should be submitted on Form T.133A and not on Form T.133 (Rev. 5/68). A specimen copy of T.133A is attached.

2. Indent for Form T.133A should be placed with the Government Printer, Printing Office, Kuching.

  
(Lee Nam Chong)  
for Accountant-General.

Kuching, 7th August, 1970.

DISTRIBUTIONS:

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

## SARAWAK GOVERNMENT

# APPLICATION FOR INTERIM HOUSING ALLOWANCE FOR NON-ESTABLISHED OFFICERS IN DIVISION IV

Name of Officer: .....  
(IN BLOCK LETTERS)

Station: ..... Department: .....

Appointment and Grade: ..... Monthly Basic Salary: .....

A. (To be completed by officer making initial application or by an officer who has vacated Government quarters for private accommodation).

I wish to claim Interim Housing Allowance under Joint Circular Memorandum ref: 97/EO/1304/2 dated 9.9.1969.

I certify that I have not occupied, shared or lived in Government quarters for a period of not less than 60 days from the date of my \*appointment to the service/vacating Government quarters on ..... (date).

I further certify that as at this date there has been no change in the circumstances affecting my eligibility for the Allowance and that I will notify my Head of Department immediately if there is any change.

Date .....  
\*Delete whichever is inapplicable. Signature of Officer

B. (To be completed by officer applying for resumption of Allowance).

I wish to apply for resumption of Interim Housing Allowance.

Prior to my transfer from ..... (station) on ..... (date)  
I was in receipt of the Allowance.

I certify that I have not occupied, shared or lived in Government quarters since the date of my transfer mentioned above. I will notify my Head of Department immediately if there is any change in the circumstances affecting my eligibility for the Allowance.

Date .....  
Signature of Officer

C. (To be completed by officer applying for Allowance for specific period of not less than 60 days)

I wish to claim Interim Housing Allowance under Joint Circular Memorandum ref: 97/EO/1304/2 dated 9.9.69 for period from ..... to ..... (date) i.e. the period between the date I vacated to the date I re-occupied Government quarters.

Date .....  
Signature of Officer

## CERTIFICATE BY HEAD OF DEPARTMENT

The above particulars are correct. I certify that he is \*an officer on the non-establishment/ a contract officer eligible for the Allowance in terms of his Contract Agreement.

Date .....  
\*Delete whichever is inapplicable. Head of Department

Treasury Circular No.13/1970.

Lost Pension Warrants (Form T.61 - Revised 11/68)

Reference Treasury Circular No.39/1957 in respect of the Revised Procedure for the payment of local pensions, the undernoted Pension Warrants for 1970 have been reported lost and sub-accountants are requested not to make any payments on these warrants if presented to them for payment.

2. If the warrants listed below are presented for payment, sub-accountants should retain them, obtain the names and addresses of the persons who presented them for payment, and forward them by first available opportunity to me for cancellation:-

Pensioner's name: Sibon anak Nyongiew.

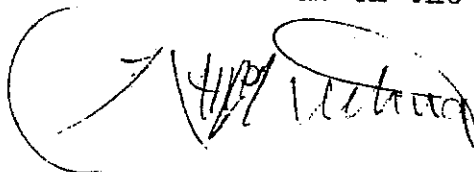
Pensioner's No. : C.575.

Amount of pension per month: \$52.07

<u>Warrant No.</u>	<u>Month</u>
08153/1970	July, 1970.
09353/1970	August, 1970.
10553/1970	September, 1970.
11753/1970	October, 1970.
12953/1970	November, 1970.
14153/1970	December, 1970.

3. On receipt of this circular, sub-accountants are requested to check immediately their Cash Book in order to ensure that no payment on the Pension Warrant No.08153/1970 mentioned above has been made in July and August, 1970. In the event that the warrant has been cashed, sub-accountants concerned should immediately inform me and send the original paid warrant by registered post under Financial Regulation 534. I should be most grateful if a careful check could please be made as failure to do so might involve the checking officer to be held responsible for any overpayment should any occur due to non-compliance. It will be appreciated that if no information is received that the warrant has been cashed, it will be assumed that no payment has been made and replacement warrants will be issued in due course.

4. Please acknowledge receipt of this circular on the tear-off portion below.



(Hii Chee Huat)  
for Accountant-General,  
Sarawak.

Kuching, 10th August, 1970.

DISTRIBUTION:

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

URGENT

To: Accountant-General,  
The Treasury,  
(Pensions Section),  
Kuching.

I acknowledge receipt of Treasury Circular No.13/1970 dated 10th August, 1970 and its contents will be given my closest attention.

-----  
Signature of Sub-Accountant.

Name of Sub-Accountant .....

Date: .....

Station: .....

Official Stamp  
of Office



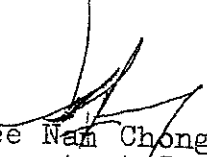
REF:TRY:20/1(III)/123.

Treasury Circular No.19/1970

PAY DAYS FOR OCTOBER AND NOVEMBER, 1970

In connection with Treasury Instruction 105(a)(i),  
I would advise that Pay Days for the following months will be:-

- (a) Thursday, 29th October, 1970 for October, 1970 and
- (b) Thursday, 26th November, 1970 for November, 1970.

  
(Lee Nam Chong)  
for Accountant-General,  
Sarawak.

Kuching, 7th October, 1970.

DISTRIBUTION:

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

Ref: TRY:58/18(IX)/140

Treasury Circular No.21/1970

Lost Pension Warrants (Form T.61 - Revised 11/68)

With reference to Treasury Circular No.39/1957 in respect of the Revised Procedure for the payment of local pensions, the undernoted Pension Warrants for 1970 have been reported lost and sub-accountants are requested not to make any payments on these warrants if presented to them for payment.

2. If the warrants listed below are presented for payment, sub-accountants should retain them, obtain the names and addresses of the persons who presented them for payment, and forward them by first available opportunity to me for cancellation:-

Pensioner's name: Ex-Penghulu Ngali anak Kijam.


Pensioner's No. : SA.381.

Amount of pension per month: \$26.00

<u>Warrant No.</u>	<u>Month</u>
17885/1970	June, 1970
18085/1970	July, 1970
18285/1970	August, 1970
18485/1970	September, 1970
18685/1970	October, 1970
18885/1970	November, 1970
19085/1970	December, 1970

3. On receipt of this circular, sub-accountants are requested to check immediately their Cash Book in order to ensure that no payments on the Pension Warrants Nos. 17885/1970, 18085/1970, 18285/1970 and 18485/1970 mentioned above have been made in June, July, August, September and October, 1970. In the event that the warrants have been cashed, sub-accountants concerned should immediately inform me and send the original paid warrants by registered post. I should be most grateful if a careful check could please be made as failure to do so might involve the checking officer to be held responsible for any overpayment should any occur due to non-compliance. It will be appreciated that if no information is received that the warrants have been cashed, it will be assumed that no payments have been made and replacement warrants will be issued in due course.

4. Please acknowledge receipt of this circular on the tear-off portion below.

  
(Lee Nam Chong)  
for Accountant-General,  
Sarawak.

Kuching: 20<sup>th</sup> October, 1970.

DISTRIBUTION:

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

-----  
To: Accountant-General,  
The Treasury,  
(Pensions Section), Kuching.

I acknowledge receipt of Treasury Circular No. 21/1970  
dated 20<sup>th</sup> October, 1970 and its contents will be given my  
closest attention.

-----  
Signature of Sub-Accountant

Name of Sub-Accountant .....

Date: .....

Station: .....




Treasury Circular No.24/1970

Loss of Employers Provident Fund Warrants

The Employees Provident Fund has advised that a batch of 20,000 E.P.F. warrants serially numbered from C.010001 to C.030000 is not traceable. All accounting officers responsible for the disbursements of E.P.F. warrants as per paragraph 1 of Treasury Circular No.12/1969 of 31st July, 1969 are requested to adopt the following procedure in such disbursements.

2. Accounting Officers responsible for the payments of E.P.F. Warrants should check the serial number of the warrants tendered to them for payment. If a member of the public tenders a warrant bearing a serial number mentioned in paragraph 1 above, even with a proper signature, the warrant should be impounded and no payment should be made on the warrant. The person should be asked to furnish his name and address. Whether this request is complied with or not, the paying officer should make a note of the person's appearance, including his approximate height and age. The facts should immediately be reported to the nearest police station and the warrant handed to the police for further investigation. A full report giving the value and serial number of the warrant(s) together with the name and address of the person and/or his description should be furnished immediately to the Controlling Officer with a copy to the Finance Branch, Postal Headquarters, Kuala Lumpur.

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

11th December, 1970.

DISTRIBUTION:

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

AK



Treasury Circular No.1/1971

Lost Pension Warrants (Form T.61 - Revised 11/68)

With reference to Treasury Circular No.39/1957 in respect of the Revised Procedure for the payment of local pensions, the undernoted Pension Warrant for 1970 has been reported lost and sub-accountants are requested not to make any payment on this warrant if presented to them for payment.

2. If the warrant listed below is presented for payment, sub-accountants should retain it, obtain the name and address of the person who presented it for payment, and forward it by first available opportunity to me for cancellation:-

Pensioner's name: Abg. Jossen bin Abg. Drahim.

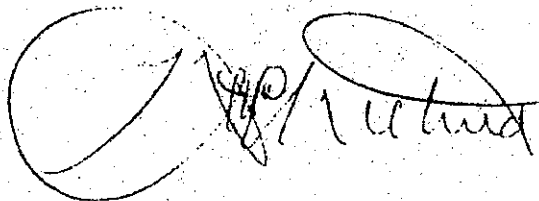
Pensioner's No.: C.174.

Amount of pension per month: \$24.44.

<u>Warrant No.</u>	<u>Month</u>
13796/1970	December, 1970.

3. On receipt of this circular, sub-accountants are requested to check immediately their Cash Book in order to ensure that no payment on the Pension Warrant No.13796/1970 mentioned above has been made in December, 1970, January, February or March, 1971. In the event that the warrant has been cashed, sub-accountants concerned should immediately inform me and send the original paid warrant by registered post. I should be most grateful if a careful check could please be made as failure to do so might involve the checking officer to be held responsible for any overpayment should any occur due to non-compliance. It will be appreciated that if no information is received that the warrant has been cashed, it will be assumed that no payment has been made and a replacement warrant will be issued in due course.

4. Please acknowledge receipt of this circular.



(Hii Chee Huat)  
for Accountant-General,  
Sarawak.

Kuching: 4th March, 1971.

DISTRIBUTION:

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

Treasury Circular No: 3/1971.

Lost Pension Warrants (Form T.61 - Revised 11/68)

With reference to Treasury Circular No.39/1957 in respect of the Revised Procedure for the payment of local pensions, the undernoted Pension Warrant for 1971 has been reported lost and sub-accountants are requested not to make any payment on this warrant if presented to them for payment.

2. If the warrant listed below is presented for payment, sub-accountants should retain it, obtain the name and address of the person who presented it for payment, and forward it by first available opportunity to me for cancellation.

Pensioner's Name: Yong Cheng Yee.

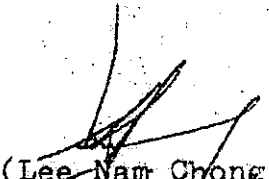
Pensioner's No. JS.292

Amount of pension per month: \$168.61.

<u>Warrant No.</u>	<u>Month</u>
03963/1971	April, 1971.

3. On receipt of this circular, sub-accountants are requested to check immediately their Cash Book in order to ensure that no payment on the Pension Warrant No.03963/1971 mentioned above has been made in April or May, 1971. In the event that the warrant has been cashed, sub-accountants concerned should immediately inform me and send the original paid warrant by registered post. I should be most grateful if a careful check could please be made as failure to do so might involve the checking officer to be held responsible for any overpayment should any occur due to non-compliance. It will be appreciated that if no information is received that the warrant has been cashed, it will be assumed that no payment has been made and a replacement warrant will be issued in due course.

4. Please acknowledge receipt of this circular.

  
(Lee Nam Chong)  
for Accountant-General,  
Sarawak.

Kuching: 12th May, 1971.

DISTRIBUTION:

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

Treasury Circular No.4/1971Lost Pension Warrants (Form T.61 - Revised 9/70)

With reference to Treasury Circular No.39/1957 in respect of the Revised Procedure for the payment of local pensions, the undernoted Pension Warrants for 1971 have been reported lost and sub-accountants are requested not to make any payments on these warrants if presented to them for payment.

2. If the warrants listed below are presented for payment, sub-accountants should retain them, obtain the name and address of the person who presented them for payment, and forward them by first available opportunity to me for cancellation:-

Pensioner's name: Johnry Leong.

Pensioner's No: P.987

Amount of pension per month: \$116.81

<u>Warrant No.</u>	<u>Month</u>
06227/1971	May, 1971
07477/1971	June, 1971
08727/1971	July, 1971
09977/1971	August, 1971
11227/1971	September, 1971
12477/1971	October, 1971
13727/1971	November, 1971
14977/1971	December, 1971

3. On receipt of this circular, sub-accountants are requested to check immediately their cash book in order to ensure that no payments on the Pension Warrants Nos. 06227/1971 and 07477/1971 mentioned above have been made in May, June or July, 1971. In the event that the warrants have been cashed, sub-accountants concerned should immediately inform me and send the original paid warrants by registered post.

4. I should be most grateful if a careful check could please be made as failure to do so might involve the checking officer to be held responsible for any overpayment should any occur due to non-compliance. It will be appreciated that if no information is received that the warrants have been cashed, it will be assumed that no payments have been made and replacement warrants will be issued in due course.

5. Please acknowledge receipt of this circular on the tear off portion below.

*Kong Mow Lang*  
(Kong Mow Lang)  
for Actg. Accountant-General.

Kuching, 16th July, 1971.

DISTRIBUTION:

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

To: Accountant-General,  
The Treasury,  
(Pensions Section),  
Kuching.

I acknowledge receipt of Treasury Circular No. 4 /1971 dated 16th July, 1971...  
and its contents will be given my closest attention.

Official Stamp  
of Office



.....  
Signature of Sub-Accountants.

Name of Sub-Accountants .....  
Date: ..... Station .....

URGENT

Ref: TRI:146/3/6

TREASURY CIRCULAR NO.6/1971.

Revision of Salaries to the Clean Wage System

With reference to the Pekeliling Perkhidmatan Bil.9 Tahun 1971 date 1st November, 1971, this is to inform you that it has been decided to change the present monthly Paysheets to the clean wage system with effect from the month of January, 1972.

2. It will be appreciated that it is not possible for this office alone to cope with this change-over within the time limit. You are therefore kindly requested to submit to me, as soon as possible and at any rate not later than 31st December, 1971, a list in the form of "Appendix A" to this Circular and in the order of the present paysheets showing full names of all officers to whom the above quoted Service Circular applies, new rates of their salaries and regional allowances, stations, next revised incremental dates, amounts of deductions in respect of their contributions to Sarawak Widows' and Orphans' Pensions Fund, or Government Employees' Provident Fund and rent. The monthly rate of contribution in respect of W. & O.P. Fund is as shown in "Appendix B" to this Circular whilst that of G.E.P. Fund is 5% of the clean wage (excluding regional allowance).

3. Where an officer's salary and regional allowance under the new terms have been included in the January, February and March 1972 paysheets but the officer concerned has not exercised his option by the Pay Days of any of these three months, the difference between the net salaries under the existing terms as shown in the December 1971 paysheet and under the new terms for that particular month should be repaid to the Treasury for the credit of the "Deposits - Clean Wage Control" (Code "CWC") on Pay Days. The Head of Department should immediately be informed of this by his officers in charge of a division or district and be supplied with the original Treasury Receipt (Form T.69) which should be issued for every individual case.

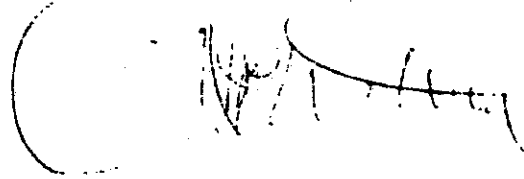
4. When the officer concerned has exercised his option for the clean wage system on the Option Form (Appendix 'H' to the above mentioned Service Circular) within the stipulated period of four months from 1st November, 1971 to 29th February, 1972, whatever amount for which he is eligible but withheld under paragraph 3 above may then be paid by means of a Payment Voucher (Form T.27) which should be supported by the original Treasury Receipts debiting the above mentioned Deposit Account (Code "CWC"). The Payment Voucher should be prepared and duly signed by the Head of Department and sent to the Station where the officer concerned is serving with a copy to this office for reconciliation purpose.

5. Where officers have not opted for the clean wage system or have failed to exercise their options within the stipulated period of four months from 1st November, 1971 to 29th February, 1972, Heads of Departments should promptly inform this office to this effect by means of a list showing the names of the officers and stations to reach this office not later than 20th March, 1972. Amounts of salaries, regional allowances over-included and refunded to the Treasury together with all the over-collections in respect of W. & O.P. Fund and G.E.P. Fund contributions and rent will be adjusted by this office. To enable this adjustment to be made, Heads of Departments are kindly requested to furnish this office with another list of officers who have not exercised their options for the clean wage system showing names, stations and the amounts refunded, as referred to in paragraph 3 above, together with the original Treasury Receipts thereof as far as possible after the salaries for the month of March, 1972 have been paid.

6. The payment of arrears of salaries and regional allowances of the under-collections in respect of contributions to W. & O.P.F., G.E.P.F. or E.P.F. up to 31st December, 1971 will be under a separate exercise and a Treasury Circular on this subject will be issued in due course.

/2...

7. Your attention and co-operation in regard to the above will very much appreciated.



(M. J. Lee Esq)  
for Ag. Accountant-General,  
Sarawak.

Kuching, 5th November, 1971.

DISTRIBUTION:

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

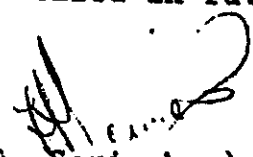
TREASURY CIRCULAR NO.8/1971

"Personal Advances (Public Officers) Fund - Federal" code "AGF" and  
"Personal Advances (Public Officers) Fund - State" - code "AGS"

As you are aware, the two advance accounts mentioned above were opened following Treasury Circular No.16/1965 in order to separate advances to Federal and State Officers which had previously been under one account. Extreme difficulty has however been experienced in Treasury in reconciling these accounts particularly when recovery has been effected piecemeal or in Stations other than those where advances are granted.

2. In view of the above, and in order to facilitate reconciliation, Permanent Secretaries, Heads of Departments and Officers in Charge of Stations are kindly requested to submit to this Office on or before 30th April, 1972 a statement showing all personal advances granted to their officers which have not yet been recovered as at 31.12.71 quoting the respective payment voucher references. In preparing the statement a check should please be made for reconciliation purposes as from 1.4.67 in the case of AGF and from 1.3.70 in the case of AGS. Thereafter a quarterly statement showing advances granted and recoveries made therefrom quoting payment voucher and recovery references should please be submitted to reach this Office not later than the end of the month following the end of the respective quarter. In order to simplify the statements as far as possible, the advances recently granted to Division IV officers under Suffian should be excluded from the statements.

3. Your assistance in this manner would be greatly appreciated as it would enable Treasury to speedily trace debits against credits and keep the two accounts promptly reconciled in future please.

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

Kuching, 15th December, 1971.

DISTRIBUTION:

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

GOVERNMENT OF MALAYSIA  
TREASURY CIRCULAR No. 8 OF 1971

Loans for Government Servants in East Malaysia  
(Sarawak) to build/buy their own houses

Government servants who are in receipt of the new salary, terms and conditions of service in accordance with the Recommendations of the Suffian Salaries Commission may be given loans at a subsidized rate of interest by the Government to build their own houses.

**1. Eligibility**

Under this scheme, Government servants are eligible for a loan once only in their service and they should

- (a) not be less than 25 years old;
- (b) hold a pensionable and permanent appointment;
- (c) have served 5 years in the Government at the time of application of the loan;
- (d) have some savings to pay the difference between:
  - (i) the cost and the value of land and house if there is already a house on the land, or
  - (ii) the cost and the value of the house to be built in accordance with Government's valuation.

If the applicant already owns the land as mentioned above, this condition will not be applied.

- (e) not be in debt in any way that may give rise to difficulties in repaying the loan applied for.

**2. Repayment by Instalments**

**(a) Period of Repayment:**

The loan must be repaid in full within the period of:

- (i) 15 years, or
- (ii) within the officer's period of service before reaching the age of retirement, or on the date of retirement of the applicant, or on the date he leaves the service, whichever is the earlier.\*

If an officer dies before his loan is repaid in full his beneficiaries may apply to transfer the property to themselves provided that they repay the balance of the loan with interest to the Government. If they are not able to do so within the period the Government considers to be reasonable or on the other hand the Government is unable to determine

\*Please see Treasury Circular No. 10 of 1971.

who the beneficiaries are meanwhile, the Government may then auction the property to recover the balance of the loan in a manner that will not give rise to any loss to the beneficiaries. Should there be a balance after the loan has been recovered from the proceeds of the sale of the property, it will be paid to the beneficiaries or kept in custody until such time as it can be paid to the beneficiaries.

**(b) System of Repayment:**

The loan together with the interest thereon will be repaid on an instalment basis by making monthly deductions from the officer's salary.

**(c) Initial Repayment:**

- (i) If an officer takes a loan to build a house on his own land, repayment will commence at a date 12 calendar months after the date of the first loan payment or from the first day of the month following the date of completion of the house whichever is the earlier.
- (ii) An officer who takes a loan to buy a ready-made house, repayment of the loan will commence from the first day of the month following the date of the loan payment towards the cost of the house and land.

**(d) Repayment Amount:**

Amount of the loan repayment will be in accordance with the amount of the loan granted. Interest will be charged according to the amount of the loan granted. If interest is paid in excess by the applicant, it will be credited to his loan repayment account, then reducing the repayment accordingly.

**3. Interest**

Interest at the rate of 4% per annum will be charged on the loan and this has to be paid together with the loan repayment of the principal sum of the loan.

**4. Conditions of loan**

The applicant will be required to:

- (a) mortgage to the Government the land and house and any other property (if so required) belonging to the applicant;
- (b) take out insurance to cover against loss of the property by damage and fire and such other insurance like life insurance which the Treasury may deem necessary. The loan granted for the construction of a house can also be utilised for payment of the premium instalment on the insurance;
- (c) maintain the property so that it is always in a good condition within the period of the loan until it is settled in full.

**5. Valuation, Processing Fees and Mortgage Registration**

Officers who apply for loan have to pay processing and valuation fees on the property to be mortgaged. The charges are as follows:

Amount of Loan	Charges
1. Below \$15,000.00	\$15.00
2. \$15,000.00 and above but not exceeding \$40,000.00	\$25.00
3. Exceeding \$40,000.00	\$50.00



### *Mortgage Registration*

The registration fee for mortgaging the property will be \$10.00 for every mortgage registered.

6. Eligibility for the amount of loan is based on the officer's salary and also on Government's valuation of the land and house or house to be built, whichever is the less. The amount of loan an officer is eligible for is as follows:

<i>Officers whose monthly Clean Wage are</i>	<i>Eligible for maximum of</i>
\$150 to \$199	\$ 6,500
\$200 to \$249	\$ 8,500
\$250 to \$299	\$10,500
\$300 to \$399	\$12,500
\$400 to \$499	\$16,500
\$500 to \$599	\$20,000
\$600 to \$699	\$24,000
\$700 to \$799	\$28,000
\$800 to \$899	\$32,000
\$900 to \$999	\$36,000
\$1,000 to \$1,149	\$40,000
\$1,150 to \$1,299	\$46,000
\$1,300 to \$1,599	\$52,000
\$1,600 to \$1,800	\$58,000
\$1,900	\$63,000
\$2,000	\$68,000
\$2,100	\$71,000
\$2,200	\$74,000
\$2,300	\$78,000
\$2,500 and above	\$85,000

7. Instructions will be issued as soon as possible regarding the administrative arrangements which will be introduced for the implementation of the housing assistance scheme in Sarawak.

8. Applications will also be considered for loans/advances to pay for the cost of land of reasonable size on which the officer is to build a house with the conditions that the land will be mortgaged to Government. The officer has to build the house on the land within a period of 2 years and if the officer fails to comply with the condition, the Government will forthwith call upon the officer to settle the balance of the loan, thereafter the officer will not be given any further housing loan except with the special approval by the Treasury. If the loan/advance above is approved, the officer will be given not more than 1/3 of the total amount for which

he is eligible or for the value of the land whichever is the less. Repayment of the loan together with the interest thereupon will be made from the first of the month following the date of approval of the loan. The repayment has to be made within a period of 5 years. The balance, if any, will be added on to the repayment of the housing loan made subsequently by the applicant. Together, the loan for the purchase of the land and the loan for building the house must be repaid within a total period of 15 years in all.

9. Officers who have taken loans from other sources which are acceptable by Government such as from housing finance companies, may also apply for the interest subsidy from the Treasury, the subsidy granted will only be on the balance of loans outstanding on the date of issue of this Circular. Payment of this subsidy will be made every month on the receipt of claims from the officers concerned who are required to provide evidence in the form of receipt for the repayment of their loans. The calculation on the payment of this subsidy will be made on the basis of the difference between the interest paid by Government under its housing loan scheme and 4% which is the rate charged on Government officers who take loans under the Government Housing Loan Scheme. Payment of interest in respect of loans taken out in excess of the officer's eligibility will have to be borne by the officer concerned.

10. Officers who have obtained housing loans from finance companies which are acceptable by the Government may also apply for loans under this scheme. Applications will be considered as in the same manner as in other applications for loans and due consideration will be given in accordance with the amount the officers are eligible for subject, however, to the value of the property to be mortgaged and the balance of the loan. In the event of the applications being approved, the officers will have to charge their property to Government on securing a discharge of charge by repaying for the earlier loan from the loan thus obtained from the Government.

11. Interest subsidy on all loans under this scheme will be financed by the Government which pays the salary of the officers concerned. Officers in the Federal Service serving in State Departments are, therefore, eligible for loans from the Treasury Malaysia but the payment of interest subsidy for the loan will be made by the Government of the State in which the officer is serving and vice versa. Appropriate adjustments will be made when the officer is transferred from one service to another. Financial provisions for the payment of the interest subsidy will, therefore, have to be made by the respective administration.

RAJA TAN SRI MOHAR BIN RAJA BADIOZAMAN,  
*Secretary-General, Treasury,  
Malaysia.*

TREASURY MALAYSIA.  
KUALA LUMPUR.  
1st November, 1971.

TREASURY CIRCULAR NO.10/1971.Payment of Arrears of Regional Allowance

Further to Treasury Circular No.6/1971, this is to inform you that the State Secretary has advised that payment of arrears of Regional Allowance for the months of October, November and December, 1971 is to be made on 25th January, 1972. Since it will not be possible for the Regional Allowance for these three months to be included in the January, 1972 paysheets, Permanent Secretaries and Heads of Departments are kindly requested to effect the payment by means of payment vouchers debiting the appropriate Ministerial or Departmental votes. Payment vouchers for outstation offices should please be prepared in the Kuching Headquarters and despatched to the Stations concerned for payment. Each payment voucher should be supported by a list showing the amount of arrears payable in the following form:-

Name	Regional Allowance Payable			
	October, 1971	November, 1971	December, 1971	Total

2. The Arrears will be paid to all officers on the assumption they will opt to come under the Suffian Terms and Conditions of Service. If, however, they subsequently decide not to opt for the Suffian Terms and Conditions of Service, the arrears paid to them shall be recovered from their salaries. In this connection, as a precautionary measure, all officers who will be paid the arrears shall be required to make an undertaking as per attached unless they have already opted for Suffian Terms and Conditions of Service, in which case, no further undertaking will be required.

3. The opportunity is taken here to amend paragraph 3 of Treasury Circular No.6/1971 which should now read as follows:-


"Where an officer's salary and Regional Allowance have been included in the January, February and March, 1972 paysheets but the officer concerned has not exercised his option by the Paydays of any of these three months, the clean wage and Regional Allowance may be paid to the officer concerned on his signing an undertaking a specimen of which is attached to Treasury Circular No.10/1971. Only where an officer refuses to sign the undertaking, the difference between the net salaries under the existing terms as shown in the December, 1971 paysheet and under the new terms for any particular month shall be repaid to the Treasury for the credit of the account "Deposit - Clean Wage Control" (Code "CWC") on Payday. This office shall immediately be informed of this repayment together with the relevant details such as names of officers, stations and departments and the amount repaid."

4. Paragraph 4 of Treasury Circular No.6/1971 is hereby deleted.

5. Fixed Conveyance Allowance which is abolished by Pekeliling Perkhidmatan No.9 of 1971 will not appear in the clean wage paysheet from January, 1972 onward. Where officers are still eligible for this allowance, they may be paid by means of payment vouchers at the end of each month.

- 2 -

6. Any income tax payable on the arrears of Regional Allowance will be adjusted in the final payment of arrears under the Suffian Terms and Conditions of Service.

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

Date: 23rd December, 1971.

DISTRIBUTION:

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

I, \_\_\_\_\_ of \_\_\_\_\_

hereby authorise the Accountant-General, Sarawak to deduct from my monthly emoluments, the total amount of Regional Allowance and of the difference of net salaries under the existing terms and conditions of service and the Suffian terms and conditions of service paid to me, by 6 monthly instalments, commencing from \_\_\_\_\_, in the event of my not opting to come under the Suffian terms and conditions of service, as set out in Perkeliling Perkhidmatan No.9 Tahun 1971.

Date: .....

.....  
Signature.

URGENT

Ref: TRY: 146/3/31.

TREASURY CIRCULAR NO.11/1971.

Arrears of Salaries and Allowances under Pekeliling  
Perkhidmatan Bil.9 Tahun 1971

Further to Treasury Circulars Nos. 6 and 10 of 1971, reference is further made to the above quoted Service Circular No.9 of 1971 issued by the Director-General, Public Services, Malaysia on 1st November, 1971 on the subject of revision of salaries and allowances. The following procedure is to be followed in the preparation of the necessary documents and for the payment of arrears of salaries and allowances arising from the implementation of the Suffian's Report in Sarawak.

2. It will be appreciated that it is not possible for this office to calculate all arrears of salaries and allowances within the present strength of staff without causing undue delay in payment of such arrears. I should be grateful therefore if you would submit to this office, as soon as possible please and at any rate not later than 31st March, 1972, a statement (Appendix "A" to this Circular) of arrears of salaries and allowances due to all entitled serving officers. The statement should be in the order of the present paysheets showing full names of all officers who have opted for the Clean Wage system under the above quoted Service Circular, period of payment of such arrears, total salary and allowances under the Clean Wage system, total salary and allowances already paid, amounts of arrears, total deductions and the net amounts payable to individual officers. This statement should be properly verified, dated and signed by the appropriate Resident, Permanent Secretary or Head of Department and supported by individual statements of arrears of salary and allowances and of arrears of deductions (Appendices "B" and "C" to this Circular respectively). A separate statement (Appendix "A" to this Circular) supported by individual statements (Appendices "B" and "C" to this Circular) in respect of those who have opted for the Clean Wage system, terms and conditions of service and retiring benefits and who have either resigned or retired should similarly be prepared and submitted to this office under cover of a separate memorandum. A separate paysheet for each Ministry and Department will be prepared and distributed by this office as soon as possible in 1972.

3. The calculation of arrears of salary and allowances which are converted to the Clean Wage system should strictly be made on the form of Appendices "B" and "C" to this Circular and in accordance with the terms of the above quoted Service Circular. Should there be any doubt regarding the calculations, clarification may be sought from the State Treasury.

4. I should be grateful if you would, during the course of calculation of such arrears of salaries, allowances and deductions, carefully note the following points:-

- (a) One statement each on Appendices "B" and "C" to this Circular in respect of each employee should be properly completed, verified, dated and signed by the appropriate Resident, Permanent Secretary or Head of Department.

- (b) One copy of the certified statement on Appendix "B" to this Circular in respect of each employee who is a contributor to the Sarawak Widows' and Orphans' Pensions Fund under the Ordinance (Sarawak Cap.90) should be sent to me under cover of a separate memorandum.
- (c) One copy of the certified statement on Appendix "B" to this Circular in respect of each employee who is a contributor to the Sarawak Government Employees' Provident Fund under the Ordinance (Sarawak Cap.88) should be sent to me under cover of a separate memorandum.
- (d) The Regional Allowance should be calculated to the nearest dollar; please refer to the Table of Regional Allowance (Appendix "D" to this Circular) attached.
- (e) A total amount for 1969, 1970 and 1971 in respect of officers in Division IV and for 1970 and 1971 in respect of officers in Divisions I, II and III should be shown under columns (5) and (10) to (13) of Appendix "B" and under column (15) of Appendix "C".
- (f) A grand total amount should be shown under each column of Appendices "B" and "C" so that a counter check of the grand total net amounts payable and deductible on Appendices "B" and "C" can be made.
- (g) The arrears of member's contributions to the Sarawak Government Employees' Provident Fund should be calculated at the rate of five per cent (5%) of the difference of the salary under the Clean Wage system as shown under column (2) of Appendix "B" and of the basic salary under the present terms as shown under column (6) of Appendix "B".
- (h) The deductions of member's contributions to the Sarawak Widows' and Orphans' Pensions Fund under the Ordinance (Sarawak Cap.90) should be made at the rates as shown on Appendix "B" to Treasury Circular No.6/1971 dated 5th November, 1971 or in the First Schedule to the Ordinance (Sarawak Cap.90). The calculations should be based on the monthly salary and basic salary under the Clean Wage system and present terms respectively and in accordance with the Table of Deductions (Appendix "E" to Treasury Circular No.6/1971). The difference of the amounts derived under columns (3) and (4) of Appendix "C" to this Circular will be the arrears of member's contributions to the Fund.
- (i) The Income Tax deductions should be made from the total monthly emoluments of employees in accordance with the Monthly Standard Tax Deductions, 1968 for income derived in 1969 and 1970; Appendix "E" to this Circular refers. The Schedule of Monthly Standard Tax Deductions, 1971 (Appendix "F" to this Circular) is to apply to the income derived in 1971. The Income Tax deductions should be made from the total monthly emoluments of married women employees whose husbands are in business or employment in accordance with the Table (Appendix "G" to this Circular) under the Income Tax (Deduction from Emoluments: East Malaysia) Rules, 1967 for the income derived in 1969 to 1971. Care should be taken to effect deduction from officers who become liable to tax on conversion to the Clean Wage system. Please see the following example for the purposes of completing columns (6) to (9) of Appendix "C" to this Circular:-

...3/-

<u>Date</u>	<u>Monthly Gross Income</u>		<u>Monthly Tax Deductions</u>		<u>Difference</u>
	<u>New</u>	<u>Old</u>	<u>New</u>	<u>Old</u>	
May, 1969	\$..	\$..	(\$..) - (\$..)	=	\$..(X)
January, 1970	\$..	\$..	(\$..) - (\$..)	=	\$..(Y)
January, 1971	\$..	\$..	(\$..) - (\$..)	=	\$..(Z)

**Arrears of Income Tax Deductions:-**

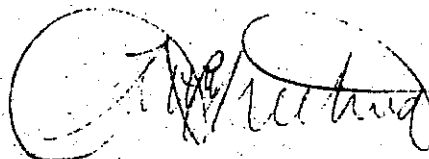
For 1969: \$ (X) x 8\* = \$....  
 For 1970: \$ (Y) x 12\* = \$....  
 For 1971: \$ (Z) x 12\* = \$....

**N.B.**

\* Or number of months during which an employee is liable to tax.

- (j) The rent deductible under the Clean Wage system should be at the rate of ten per cent (10%) of the clean wage subject to the provisions of paragraph 72 of the above quoted Service Circular. Please carefully note that there is no maximum rent deductible from emoluments of those officers who occupy Type I Government quarters.
- (k) The total Regional Allowance for the period 1st October, 1971 to 31st December, 1971 already paid in January, 1972 in accordance with Treasury Circular No.10/1971 dated 23rd December, 1971 should be shown under column (13) of Appendix "C" to this Circular.
- (l) Any allowance which was included in the December, 1971 paysheets and which should be ceased to be payable under paragraph 99 of the above quoted Service Circular in respect of all cases where those officers had opted in November, 1971 for the Clean Wage system should be shown under column (14) of Appendix "C" to this Circular, for example, Fixed Conveyance Allowance and etc.

5. Your kind co-operation and prompt attention to the above will be very much appreciated.



(Hii Chee Huat)  
 for Accountant-General,  
 Sarawak.

Kuching, 24th December, 1971.

**DISTRIBUTION:**

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



**Appendix "F" to  
Treasury Circular No. 11/1971.**

Total Emoluments	Monthly	S	M	M1	M2	M3	M4	M5
	\$	\$	\$	\$	\$	\$	\$	\$
4401 - 4450		913	881	861	847	834	826	818
4451 - 4500		938	897	877	863	850	842	834
4501 - 4550		963	922	893	879	866	858	850
4551 - 4600		988	947	915	895	882	874	866
4601 - 4650		1013	972	940	920	899	890	882
4651 - 4700		1038	997	965	945	924	911	899
Over 4700								

**NOTES**

- The total monthly emoluments in respect of which monthly deductions are to be made under this Schedule are emoluments of every description paid during the month to the employee, less any moneys paid to the employee by way of refund for bona-fide out of pocket expenses incurred in respect of travelling or subsistence in the performance of the duties of the employment.
- Where the total monthly emoluments fall between any two stages of the figures appearing in the Schedule, the monthly deduction will be based on the higher of those figures.
- Where the total monthly emoluments exceed the maximum shown in the Schedule, the monthly deduction shall be the amount appropriate to the maximum plus fifty per cent of the amount by which the total monthly emoluments exceed the maximum figure.
- The following provisions shall apply to a married woman employee whose rate of remuneration exceeds \$2,000 per annum:-
  - If her husband is not in business or employment, deductions shall be made at the rate appropriate to her marital status as shown in the Schedule.
  - If her husband is in business or employment the employer shall, unless he has already received a direction from the Director-General in respect of that employee, advise the Director-General in respect of that employee, advise the woman employee, her income tax reference number and rate of gross remuneration within one month from the date of commencement of her employment. The Director-General shall then issue a direction to the employer stating the amount of the monthly deduction to be made from her emoluments.
- Where a bonus, gratuity, commission or other similar payment is made to an employee, additional to normal monthly emoluments, the amount of additional tax to be deducted in the month in which that bonus, gratuity, commission or other similar payment (the "additional payment") is made shall be calculated as follows:-

12 X Standard deduction on notional monthly emoluments less

12 X Standard deduction on normal monthly emoluments.

The notional monthly emoluments shall be calculated as the normal monthly emoluments plus one twelfth of the additional payment.

Surat Pekeliling

Treasury Circular No.1/1972.Lost Pension Warrants (Form T.61 - Revised 9/70)

With reference to Treasury Circular No.39/1957 in respect of the Revised Procedure for the payment of local pensions, the undernoted Pension Warrant for 1971 has been reported lost and sub-accountants are requested not to make any payment on this warrant if presented to them for payment.

2. If the warrant listed below is presented for payment, sub-accountants should retain it, obtain the name and address of the person who presented it for payment, and forward it by first available opportunity to me for cancellation:-

Pensioner's Name: Edward Garong anak Gasah.

Pensioner's No. C.532.

Amount of pension per month: \$34.44

Warrant No.

Month

08227/1971

July, 1971.

3. On receipt of this circular, sub-accountants are requested to check immediately their Cash Book in order to ensure that no payment on the Pension Warrant No.08227/1971 mentioned above has been made in July, 1971 to January, 1972. In the event that the warrant has been cashed, sub-accountants should immediately inform me and send to me the original paid warrant by registered post.

4. I should be most grateful if a careful check could please be made as failure to do so might involve the checking officer to be held responsible for any overpayment should any occur due to non-compliance. It will be appreciated that if no information is received that the warrant has been cashed, it will be assumed that no payment has been made and a replacement warrant will be issued in due course.

5. Please acknowledge receipt of this circular on the tear off portion below.



(Hii Chee Huat)  
for Accountant-General,  
Sarawak.

Kuching: 10th January, 1972.

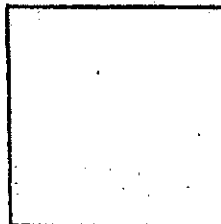
DISTRIBUTION:-

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

To: The Accountant-General,  
The Treasury,  
(Pensions Section),  
Kuching.

I acknowledge receipt of Treasury Circular No.1/1972 dated 10th January, 1972 and its contents will be given my closest attention.

Official Stamp  
of Office



Signature of Sub-Accountant.

Name of Sub-Accountant .....

Date: .....

Station: .....

TREASURY CIRCULAR NO.3/1972

Pay Day for February, 1972

This is to inform you that the Accountant-General, Malaysia has advised that payment of salaries and of daily rated wages for the month of February, 1972 may be made as follows:-

- (a) All officers whose monthly salaries are payable direct to their accounts with local banks - on 9th February, 1972,
- (b) All officers whose monthly salaries are payable by cash - on 11th February, 1972 and
- (c) All daily rated workers may be paid their wages up to and including the actual date of payment on 11th February, 1972.

2. Further to (a) above, I wish to advise you that this is in accordance with the present practice in West Malaysia and to encourage more officers to have their salaries paid direct into their bank accounts and that this practice will be observed in Sarawak with effect from the month of February, 1972, i.e. pay day for those officers at (a) above will be advanced by two days. I should therefore be grateful if you would please inform all members of your staff accordingly.

3. It will be appreciated that it is not possible for adjustment through paysheets for February, 1972 in respect of any changes of Departments, Stations, amounts of salaries, allowances or deductions and etc in view of the very early pay day for that month. You are therefore kindly requested to note that any amendments for February, 1972 would be made through paysheets for March, 1972 if such information reaches this office in time please.



(Hii Chee Huat)  
for Accountant-General,  
Sarawak.

Kuching, 18th January, 1972.

DISTRIBUTION

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

URGENT

Ref: TRY: 146/3/60

TREASURY CIRCULAR NO.4/1972

Arrears of Rent under  
Clean Wage System

Further to Treasury Circular No.11/1971 dated 24th December, 1971 especially paragraph 4(j) therein, this is to inform you that the Government has now decided paragraph 72 of Pekeliling Perkhidmatan Bil.9 Tahun 1971 shall only be effective from the first day of the month following the date on which an officer exercises his option for the Clean Wage system. For example, if an officer has opted for the Clean Wage system in November, 1971, arrears of rent chargeable at the rate of ten per cent (10%) of his clean wage subject to the provisions of paragraph 72 of the above quoted Service Circular dated 1st November, 1971 should be calculated and added in, if applicable, any additional fixed charges for equipments and services supplied to various Government flats, for example, maintenance of ground and caretaker's salary, communal electricity and water charges, hire charges on refrigerator and water heater, maintenance of refrigerator and water heater in accordance with the Appendix "A" to this Circular with effect from 1st December, 1971. Paragraph 75 of the above quoted Service Circular is also relevant. This amount of rent chargeable on Government quarters should then be shown under column (10) of Appendix "C" to Treasury Circular No.11/1971 dated 24th December, 1971 please.



(Hii Chee Huat)  
for Accountant-General,  
Sarawak.

Kuching, 22nd January, 1972.

DISTRIBUTION

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

To : The Accountant-General,  
The Treasury  
(Pension Section)  
Kuching.

I acknowledge receipt of Treasury Circular No. 5/1972 dated 22th January, 1972 and its contents will be given my closest attention.

Official Stamp

.....  
of Office  
Sub-Accountant

Signature of

Name of Sub-  
Accountant

.....  
Date :

.....  
Station :

602

78

Ref : TRY : 58/18(X)/190.

**Treasury Circular No. 5/1972.**

**Lost Pension Warrants (Form T.61 - Revised 9/70)**

With reference to Treasury Circular No. 39/1957 in respect of them Revised Procedure for the payment of local pensions, the under-note Pension Warrant for 1971 has been reported lost and sub-accountants are requested not to make any payment on this warrant if presented to them for payment.

2. If the warrant listed below is presented for payment, sub-accountants should retain it, obtain the name and address of the person who presented it for payment, and forward it by first available opportunity to me for cancellation :-

Pensioner's Name : Edward Garong anak Gasah.

Pensioner's No. : C. 427

Amount of pension per month : \$34.44

Warrant No.  
13809/1971

Month  
December , 1971

3. On receipt of this circular, sub-accountants are requested to check immediately their Cash Book in order to ensure that no payment on the Pension Warrant No. 13809/1971 mentioned above has been made in July, 1971 to January, 1972. In the event that the warrant has been cashed, sub-accountants should immediately inform me and sent to me the original paid warrant by registered post.

4. I should be most grateful if a careful check could please be made as failure to do so might involve the checking officer to be held responsible for any overpayment should any occur due to non-compliance. It will be appreciated that if no information is received that the warrant has been cashed, it will be assumed that no payment has been made and a replacement warrant will be issued in due course.

5. Please acknowledge receipt of this circular on the tear off portion below.

(Hii Chee Huat)  
for Accountant-General,  
Sarawak.

Salinan asal

Kuching, 22th January, 1972.

**DISTRIBUTION :**

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

691

77

To : The Accountant-General,  
The Treasury  
(Pension Section)  
Kuching.

I acknowledge receipt of Treasury Circular No. 5/1972 dated 22th January, 1972 and  
its contents will be given my closest attention.

Official Stamp

.....  
of Office  
Sub-Accountant

Signature of

Name of Sub-  
Accountant

.....

Date :

.....

Station :

.....

602

78

URGENT

Ref: TRY:45/3/320.

TREASURY CIRCULAR NO.6/1972

Payment of Pensions for February, 1972

Further to Treasury Circular No.3/1972 dated 18th January, 1972, this is to inform you that the accountant-General, Malaysia has now advised that payment of pensions for the month of February, 1972 may be made on 11th February, 1972 please.



(Hii Chee Huat)  
for Accountant-General,  
Sarawak.

Kuching, 25th January, 1972.

DISTRIBUTION:

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



URGENT

REF: TRY:146/3/80

TREASURY CIRCULAR NO. 7/1972

Payment of Arrears of Salaries and Allowances  
under Pekeliling Perkhidmatan Bil. 9 Tahun 1971

I wish to refer to the above quoted Service Circular issued on 1st November, 1971 by the Director-General, Public Services, Malaysia and Treasury Circular No. 11/1971 dated 24th December, 1971 and would advise as follows please:-

2. (a) Acting Allowances

The Government has decided that any amounts of acting allowance overpaid to officers in respect of acting appointments during the period 1st May, 1969 to 31st December, 1971 in cases of Division IV officers and 1st January, 1970 to 31st December, 1971 in cases of Divisions I, II and III officers, as a result of provisions of paragraph 50 of the Service Circular quoted above, should not be recovered from the officers concerned. The amounts of such acting allowance are consequently not required to be shown under columns (4) and (9) of Appendix "B" to Treasury Circular No. 11/1971. However, any arrears of acting allowance for the same period, which arise as properly calculated and shown in Appendix "B" to Treasury Circular No. 11/1971, should be paid to the officers concerned.


(b) Date of payment of main arrears

The Government has also decided that arrears of salaries and allowances due to officers who have exercised their options to come under the provisions of Service Circular quoted above may be paid on any date as from 1st March, 1972. In this connection, reference is made to paragraph 2 of Treasury Circular No. 11/1971 of 24th December, 1971 and a separate paysheet for each Ministry and Department will be prepared and distributed by this office. These paysheets will be prepared as soon as possible after the requisite statements are received.

(c) Advances already paid to Division IV Officers

The opportunity is taken here to refer to paragraph 3 of the Joint Circular Memorandum ref. EO/1049 issued on 23rd October, 1971 by the State Secretary and Establishment Officer (Federal). All personal advances previously granted against arrears under that Circular should please be recovered from all Division IV Officers concerned on the day of payment of arrears of salaries and allowances and credited to the relevant Personal Advances (Public Officers) State (code "AGS") or Personal Advances (Public Officers) Federal (code "AGF") Trust Accounts accordingly.

(d) As more than usual amounts of cash will be paid out, maximum security precautions should be taken and Police escorts sought as may be necessary please.

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

Kuching, 4th February, 1972.

DISTRIBUTION:

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

TREASURY CIRCULAR NO.8/1972Lost Pension Warrants (Form T.61 - Revised 9/70)

With reference to Treasury Circular No.39/1957 in respect of the Revised Procedure for the payment of local pensions, the under-noted Pension Warrants for 1971 have been reported lost and sub-accountants are requested not to make any payments on these warrants if presented to them for payment.

2. If the warrants listed below are presented for payment, sub-accountants should retain them, obtain the name and address of the person who presented them for payment and forward them by first available opportunity to me for cancellation:-

Pensioner's name: Philip Anyai anak Petros Kelali.

Pensioner's No. C.471.

Amount of pension per month: \$51.97

Warrant No.Month

12520/1971

November, 1971.

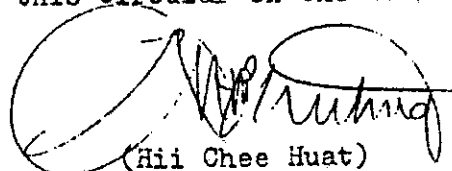
13770/1971

December, 1971.

3. On receipt of this Circular, sub-accountants are requested to check immediately their Cash Book in order to ensure that no payments on the Pension Warrants Nos. 12520/1971 and 13770/1971 mentioned above have been made during the period from November, 1971 to February, 1972. In the event that the warrants have been cashed, sub-accountants concerned should immediately inform me and send the original paid warrants by registered post.

4. I should be most grateful if a careful check could please be made as failure to do so might involve the checking officer to be held responsible for any overpayment should any occur due to non-compliance. It will be appreciated that if no information is received that the warrants have been cashed, it will be assumed that no payments have been made and replacement warrants will be issued in due course.

5. Please acknowledge receipt of this Circular on the tear off portion below.



(Hii Chee Huat)  
for Accountant-General,  
Sarawak.

Kuching: 12th February, 1972.

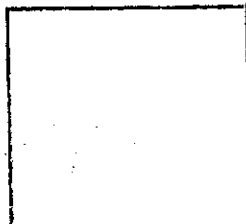
DISTRIBUTION

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

To: The Accountant-General,  
The Treasury,  
(Pensions Section),  
Kuching.

I acknowledge receipt of Treasury Circular No.8/1972 dated 12th February, 1972 and its contents will be given my closest attention.

Official Stamp  
of Office



Signature of Sub-Accountant.

Name of Sub-Accountant .....

Date: .....

Station: .....

605

TREASURY CIRCULAR NO.9/1972.Lost Pension Warrant (Form T.61 - Revised 9/70)

With reference to Treasury Circular No.39/1957 in respect of the Revised Procedure for the payment of local pensions, the undernote Pension Warrant for 1971 has been reported lost and sub-accountants are requested not to make any payment on this warrant if presented to them for payment.

2. If the warrant listed below is presented for payment, sub-accountants should retain it, obtain the name and address of the person who presented it for payment and forward it by first available opportunity to me for cancellation:-

Pensioner's Name: Andrew anak Kasa.

Pensioner's No.: C.308.

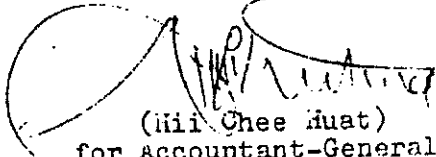
Amount of pension per month: \$42.16

<u>Warrant No.</u>	<u>Month</u>
12798/1971	November, 1971.

3. On receipt of this Circular, sub-accountants are requested to check immediately their Cash Book in order to ensure that no payment of the Pension Warrant No.12798/1971 mentioned above has been made from November, 1971 to March, 1972. In the event that the warrant has been cashed, sub-accountants should immediately inform me and send the original paid warrant by registered post.

4. I should be most grateful if a careful check could please be made as failure to do so might involve the checking officer to be held responsible for any overpayment should any occur due to non-compliance. It will be appreciated that if no information is received that the warrant has been cashed, it will be assumed that no payment has been made and a replacement warrant will be issued in due course.

5. Please acknowledge receipt of this Circular on the tear off portion below.

  
 (Hil Chee Huat)  
 for Accountant-General,  
 Sarawak.

Kuching: 28th March, 1972.

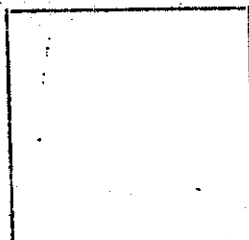
DISTRIBUTION:-

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

To: The Accountant-General,  
 The Treasury,  
 (Pensions Section)  
 Kuching.

I acknowledge receipt of Treasury Circular No.9/1972 dated 28th March, 1972 and its contents will be given my closest attention.

Official Stamp  
 of Office



Signature of Sub-Accountant  
 Name of Sub-Accountant: .....  
 Date: .....  
 Station: .....

TREASURY CIRCULAR NO.11/1972.Lost Pension Warrants (Form T.61 - Revised 9/70)

With reference to Treasury Circular No.39/1957 in respect of the Revised Procedure for the payment of local pensions, the under-noted Pension Warrants for 1972 have been reported lost and sub-accountants are requested not to make any payments on these warrants if presented to them for payment.

2. If the warrants listed below are presented for payment, sub-accountants should retain them, obtain the name and address of the person who presented them for payment, and forward them by first available opportunity to me for cancellation:-

Pensioner's name: Tuanku Hj. Hussein bin Tuanku Hj. Ali.

Pensioner's No.: JS.270

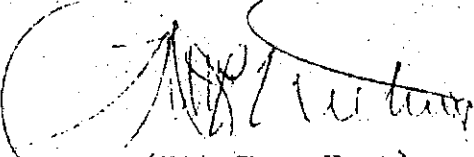
Amount of pension per month: \$300.00

<u>Warrant No.</u>	<u>Month</u>
02745/1972	March, 1972
04045/1972	April, 1972
05345/1972	May, 1972
06645/1972	June, 1972
07945/1972	July, 1972
09245/1972	August, 1972
10545/1972	September, 1972
11845/1972	October, 1972
13145/1972	November, 1972
14445/1972	December, 1972.

3. On receipt of this Circular, sub-accountants are requested to check immediately their Cash Book in order to ensure that no payments on the Pension Warrants Nos.02745/1972 and 04045/1972 mentioned above have been made in March to May, 1972. In the event that the warrants have been cashed, sub-accountants concerned should immediately inform me and send the original paid warrants by registered post.

4. I should be most grateful if a careful check could please be made as failure to do so might involve the checking officer to be responsible for any overpayment should any occur due to non-compliance. It will be appreciated that if no information is received that the warrants have been cashed, it will be assumed that no payments have been made and replacement warrants will be issued in due course.

5. Please acknowledge receipt of this Circular.

  
(Hii Chee Huat)  
for Accountant-General,  
Sarawak.

Kuching, 5th May, 1972.

DISTRIBUTION:-

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

Ref: TRY: 3/7/2(VII)/100

Treasury Circular No.12/1972

Application for Education Allowance

It has been agreed that, with immediate effect, all applications for renewal of education allowance should be submitted to the Education Grants Committee, the State Establishment Office, Kuching, for adjudication instead of to this Office as provided for in Appendix I to G.O.138(I)(B).

2. The applications should be submitted on Forms T.9 and T.12 in quintuplicate.

*W. Eng Chiang*  
(Wee Eng Chiang)  
for Accountant-General,  
Sarawak.

Kuching, 3rd June, 1972.

Distribution

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

Lost Pension Warrants (Form T.61 - Revised 9/70)

With reference to Treasury Circular No.39/1957 in respect of the Revised Procedure for the payment of local pensions, the under-noted Pension Warrant for 1972 has been reported lost and sub-accountants are requested not to make any payment on this warrant if presented to them for payment.

2. If the warrant listed below is presented for payment, sub-accountants should retain it, obtain the name and address of the person who presented it for payment and forward it by first available opportunity to me for cancellation:-

Pensioner's name: Timbang bin Daud

Pensioner's No. P.635

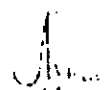
Amount of pension per month: \$26.99

<u>Warrant No.</u>	<u>Month</u>
02901/1972	March, 1972

3. On receipt of this circular, sub-accountants are requested to check immediately their Cash Book in order to ensure that no payment on the Pension Warrant No.02901/1972 mentioned above has been made in March to July 1972. In the event that the warrant has been cashed, sub-accountants should immediately inform me and send to me the original paid warrant by registered post.

4. I should be most grateful if a careful check could please be made as failure to do so might involve the checking officer to be held responsible for any overpayment should any occur due to non-compliance. It will be appreciated that if no information is received that the warrant has been cashed, it will be assumed that no payment has been made and a replacement warrant will be issued in due course.

5. Please acknowledge receipt of this Circular on the tear off portion below.

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

Kuching, 2nd August, 1972.

Distribution:

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

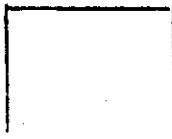
To: The Accountant-General,  
The Treasury,  
(Pensions Section),  
Kuching.

I acknowledge receipt of Treasury Circular No.15/1972 dated 2nd August, 1972 and its contents will be given my closest attention.

Signature of Sub-Accountant

Name of Sub-  
Accountant

Official  
Stamp  
of  
Office



Date: \_\_\_\_\_

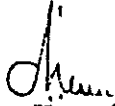
Station: \_\_\_\_\_

TREASURY CIRCULAR NO.16/1972

PAY DAY FOR NOVEMBER 1972

This is to advise that the Federal Accountant-General has in his Circular Letter A.W.M.(T)645/59 Vol.1/29 of 11th September 1972 stated that in view of the fact that October Pay Day will be the 31st October 1972 which is only a few days before the festivals of Deepavali and Hari Raya Puasa falling on 4th and 7th or 8th of November respectively, it has been decided that payment of salary advances in accordance with Treasury Instruction No.105(b) will not take effect. However, in order to avoid financial shortage among Government Officers during the month of November, pay day for that month will be the 22nd November, 1972.

2. All adjustments and alterations relating to salaries of officers for November must be submitted to me as early as possible, and in any case not later than 16th October 1972.
3. Government daily rated employees may be paid their wages up to the date of payment on 22nd November, 1972.

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

Kuching: 9th October, 1972.

DISTRIBUTION:

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

Lost Pension Warrants (Form T.98A - Revised 9/70)

With reference to Treasury Circular No.39/1957 in respect of the Revised Procedure for the payment of local pensions, the underrated Pension Warrants of 1972 have been reported lost and sub-accountants are requested not to make any payment on these warrants if presented to them for payment.

2. If the warrants listed below are presented for payment, sub-accountants should retain them, obtain the name and address of the person who reported them for payment, and forward them by first available opportunity to me for cancellation.

Pensioner's name: Studan and Lepoig.

Pensioner's No. 3A.214

Amount of pension per month: \$24.00

<u>Warrant No.</u>	<u>Month</u>
21318/1972	August, 1972
21618/1972	September, 1972
21918/1972	October, 1972
22218/1972	November, 1972
22518/1972	December, 1972

3. On receipt of this Circular, sub-accountants are requested to check immediately their Cash Book in order to ensure that no payments on the Pension Warrants Nos.21318/1972 and 21618/1972 mentioned above have been made in August to October, 1972. In the event that the warrants have been cashed, sub-accountants concerned should immediately inform me and send the original paid warrants by registered post.

4. I should be most grateful if a careful check could please be made as failure to do so might involve the checking officer to be held responsible for any overpayment should any occur due to non-compliance. It will be appreciated that if no information is received that the warrants have been cashed, it will be assumed that no payments have been made and replacement warrants will be issued in due course.

5. Please acknowledge receipt of this Circular.

(Hii Choo Huat)

for Accountant-General,  
Sarawak.

Kuching, 24th October, 1972.

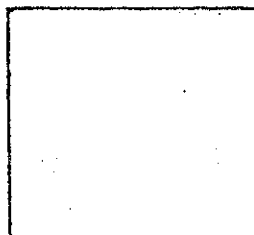
DISTRIBUTION

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

to: Accountant-General,  
The Treasury,  
(Pensions Section),  
Kuching.

I acknowledge receipt of Treasury Circular No.19/1972 dated 24th October, 1972 and its contents will be given my closest attention.

Official  
Stamp of  
Office



Signature of sub-Accountant

Name of Sub-Accountant

Date:

Station

621



Reference: TRI:45/3/1972

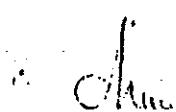
TREASURY CIRCULAR NO.22/1972

Pay Day for November, 1972

Further to my Telegram Reference ACGEM 1189 of 25th October, 1972 authorising advances for half month salary for November, 1972 on the festivals of Deepavali and Hari Raya Puasa, this is to confirm that Treasury Circular No. 16/1972 of 9th October, 1972 which fixed Pay Day for November, 1972 on 22nd November, 1972 is cancelled. Pay Day for November, 1972 will now be the 30th November, 1972.

2. All adjustments and alterations relating to salaries for the month of November, 1972 have been closed and effected.

3. Please note that all advices and notifications of adjustments and alterations for inclusion in the December 1972 paysheets should reach this office not later than the 20th November, 1972.

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

Dating: 11th November, 1972.

DISTRIBUTION:

All Ministries.

All Residents and Heads of Departments.

All Senior Accounting Officers.

All Stations.

TREASURY CIRCULAR NO.2/1973New Clean Wages and Arrears of Salaries and Allowances  
on Conversion of Daily-Rated Employees into Monthly-  
Rated under Pekililing Perkhidmatan Bil. 7 Tahun 1972

With the implementation of the Service Circular No.7 of 1972 dated 1st December, 1972 issued by the Director-General, Public Services, Malaysia, certain category of daily-rated employees will be converted into monthly-rated with effect from 1st January, 1972. In this connection, your attention is drawn to paragraph 1 of the said Service Circular setting out those categories of daily-rated employees who are not eligible to opt thereunder. It is proposed to effect payment of arrears of salaries and allowances covering the period from 1st January, 1972 to 31st March, 1973 as soon as possible. However due to extreme pressure of work prevailing in this Office at present, it has been decided that the arrears of salaries and allowances and monthly clean wage etc. of the staff of the Public Works, Agriculture, Lands and Surveys, Telecommunications, Medical and Broadcasting Departments are to continue to be paid by these Departments. It will further be greatly appreciated if all other Departments would kindly render their assistance by completing the following Appendices to this Circular and submitting them to me as promptly as possible so as to enable me to effect payment.

2. (a) Appendix " A " - showing details of arrears of salaries and allowances due to all entitled officers.

(b) Appendix " B " - showing all relevant particulars of arrears of salaries and allowances due to each individual officer.


(c) Appendix " C " - showing details and amount of deductions to be made from the arrears of salaries and allowances.

3. With effect from 1st April, 1973 new clean wages and allowances of these newly converted monthly staff will be included in the paysheets prepared by this Office. For this purpose, Appendix " Y " should be completed and submitted to me not later than 10th March, 1973. Those received after that date may not be included in the April, 1973 paysheets. For the purpose of conversion into the monthly rates of pay and subsequently into the clean wage system the rate to be used shall be the daily rate of an employee at the date of issue of this Service Circular, i.e. 1st December, 1972.

4. The calculation of arrears of salaries and allowances and the new clean wage should be strictly made on the Appendices A, B, C and Y; and in this connection I would draw your attention to paragraph 1 of the Service Circular which is quoted for your reference:

"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 State Secretary".

5. Indents for Appendices A, B, C and Y to this Circular may be placed with the Government Printer, Kuching.

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

Kuching, 23rd January, 1973.

Distribution:

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

TREASURY CIRCULAR NO.4/1973.Lost Pension Warrants (Form T.61 - Revised 9/70)

With reference to Treasury Circular No.39/1957 in relation to the Revised Procedure for the payment of local pensions, the undersigned Pension Warrants for 1972 have been reported lost. Sub-accountants are requested not to make any payments on the warrants if presented to them for payment.

2. If the warrants listed below are presented for payment, sub-accountants should retain them, obtain the name and address of the person who presented them for payment, and forward them at the first available opportunity to me for cancellation:-

Pensioner's name: Ex-T.K. Renang bin Semoh.

Pensioner's No.: SA.319.

Amount of pension per month: \$18.00

<u>Warrant No.</u>	<u>Month</u>
22246/1972 .. ..	November, 1972.
22546/1972 .. ..	December, 1972.

3. On receipt of this Circular, sub-accountants are requested to check immediately their Cash Book in order to ensure that no payments on the Pension Warrants mentioned above have been made in November, 1972 to February, 1973. In the event that the warrants have been cashed, sub-accountants concerned should immediately inform me and send to me the original paid warrants by registered post.

4. I should be most grateful if a careful check could please be made as failure to do so might involve the checking officer to be held responsible for any overpayment should any occur due to non-compliance. It will be appreciated that if no information is received that the warrants have been cashed, it will be assumed that no payments have been made and replacement warrants will be issued in due course.

5. Please acknowledge receipt of this Circular.

(Hii Chee Huat)  
for Accountant-General,  
Sarawak.

Kuching, 29th January, 1973.

DISTRIBUTION

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


Ref: TRY:403/19

TREASURY CIRCULAR NO.6/1973

Employees Provident Fund Contributions for  
Daily-Rated converted into Monthly-Rated  
under Pekeliling Perkhidmatan Bil 7 Tahun 1972

Further to my Circular No.2/1973 of 23rd January, 1973, this is to inform you that the Manager, Employees Provident Fund Board, East Malaysia has advised vide his letter 32 ENF/L 4024605/73 dated 13th February, 1973 that retrospective increases of salary do not attract Employees Provident Fund liability. Increased rate of Employees Provident Fund Contributions based on the revised salaries of those Daily-Rated converted into Monthly-Rated employees should commence from the date when they have opted for the Revised Clean Wage Scheme.

2. In view of this, Columns 2, 3, and 4 of Appendix C to my Circular No.2/1973 should be accordingly amended or completed as the case may be.

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

Kuching, 20th February, 1973.

Distribution:

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

TREASURY CIRCULAR NO.12/1973

Salary Payments through Banks

In view of communications within the State which has often resulted in delay in effecting payments of salaries of Government Officers through their bank accounts, it has been decided that the present procedure of making all salary bank payments to the commercial bank headquarters, at Kuching, which in turn remit to their branches in outstations, will cease with effect from the month of June, 1973.


2. Commencing from June 1973, this Office will issue separate payment vouchers for the bank branches at the various Stations. These vouchers will be debited to the Deposit Account - Salaries Control code "SSC" and will be signed here. When certified and signed they will be forwarded together with the Pay Advice Slips to the Senior Accounting Officers or Officer-in-Charge of the Treasury Divisional Offices and the District Officers, Sarikei, Kapit, Bintulu and Marudi for the purpose of issuing cheques in favour of the Managers of the Banks. The vouchers and Pay Advice Slips will be despatched from this end as and when paysheets for the Stations concerned are completed; that is, in the order of priority as set out in the Table attached to my Circular Memorandum TRY:1672/9 of 9.2.1973. Under no circumstances are the payment vouchers and Pay Advice Slips to be altered unless authorised by this office.

3. In order to avoid salary cheques being cashed earlier than the fixed Pay Day in accordance with Treasury Instruction No.105 it is emphasised that the Senior Accounting Officers or Officer-in-Charge of the Divisional Treasuries and the District Officers of Sarikei, Kapit, Bintulu, and Marudi should forward the cheques to the banks not more than two days before the fixed Pay Day. Paragraph 2 of Treasury Circular No.3/1972 is also relevant, please.

4. As this direct payment of salaries to Government Officers' bank accounts is aimed at avoiding delay, all future requests for payment of salaries to bank accounts at a Station other than where the officers are stationed can not be accepted. This is due to technical reasons in connection with the preparation and despatch of paysheets. On transfer, an officer may make arrangement with the bank to keep open his bank account at the former Station but a new account should be opened at the new Station. In a case where the Officer's bank account is closed on transfer, the bank should refund the salary to the Senior Accounting Officers or District Officers. This refund should be credited to the Deposit Account

- 1 -

"USA" or "UCS" and the department should send a telegram to the officer's new Station in accordance with Supplementary Instruction Relating to Accounting Procedure and Financial Control No.63. A fresh application for request to credit salary to a bank account at the new station should be submitted to this Office.

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

Kuching: 5th June, 1973

Distribution:

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

Lost Pension Warrants (Form T.61 - Revised 9/70)

With reference to Treasury Circular No.39/1957 in respect of the Revised Procedure for the payment of local pensions, the undesignated Pension Warrants for 1973 have been reported lost and sub-accountants are requested not to make any payments on these warrants if presented to them for payment.

2. If the warrants listed below are presented for payment, sub-accountants should retain them, obtain the name and address of the person who presents them for payment, and forward them by first available opportunity to me for cancellation:-

Pensioner's name: Abang Hj. Muhammed Taufiq bin Abang Taha.

Pensioner's No.: P.1071.

Amount of pension per month: \$173.74 p.m.

<u>Warrant No.</u>	<u>Month</u>
07750/1973 .. .. .	June, 1973.
09150/1973 .. .. .	July, 1973.
10550/1973 .. .. .	August, 1973.
11950/1973 .. .. .	September, 1973.
13350/1973 .. .. .	October, 1973.
14750/1973 .. .. .	November, 1973.
16150/1973 .. .. .	December, 1973.

3. On receipt of this Circular, sub-accountants are requested to check immediately their Cash Book in order to ensure that no payments on the Pension Warrants mentioned above have been made in June and July, 1973. In the event that the warrants have been cashed, sub-accountants concerned should immediately inform me and send to me the original paid warrants by registered post.

4. I should be most grateful if a careful check could please be made as failure to do so might involve the checking officer to be held responsible for any overpayment should any occur due to non-compliance. It will be appreciated that if no information is received that the warrants have been cashed, it will be assumed that no payments have been made and replacement warrants will be issued in due course.

5. Please acknowledge receipt of this Circular.

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

Kuching, 10th July, 1973.

DISTRIBUTION

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

URGENT

TREASURY CIRCULAR No.14/1973.

Ref:-TRY:1592/113.

Lost Pension Warrants (Form T.61 - Revised 9/70)

With reference to Treasury Circular No.39/1957 in respect of the Revised Procedure for the payment of local pensions, the under-noted Pension Warrants for 1973 have been reported lost and sub-accountants are requested not to make any payments on these warrants if presented to them for payment.

2. If the warrants listed below are presented for payment, sub-accountants should retain them, obtain the name and address of the person who presents them for payment, and forward them by first available opportunity to me for cancellation:-

Pensioner's name: Su'ut bin Towkay.

Pensioner's No. : P.397.

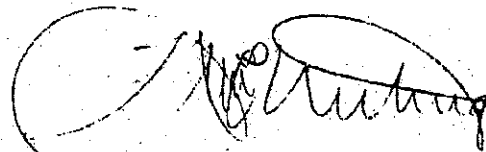
Amount of pension per month: \$165.54 p.m. .

<u>Warrant No.</u>	<u>Month</u>
09966/1973	August, 1973.
11366/1973	September, 1973.
12766/1973	October, 1973.
14166/1973	November, 1973.
15566/1973	December, 1973.

3. On receipt of this Circular, sub-accountants are requested to check immediately their Cash Book in order to ensure that no payment on the Pension Warrant No.09966/1973 mentioned above has been made in August, 1973. In the event that the warrant has been cashed, sub-accountants concerned should immediately inform me and send to me the original paid warrant by registered post.

4. I should be most grateful if a careful check could please be made as failure to do so might involve the checking officer to be held responsible for any overpayment should any occur due to non-compliance. It will be appreciated that if no information is received that the warrant has been cashed, it will be assumed that no payment has been made and replacement warrants will be issued in due course.

5. Please acknowledge receipt of this Circular.



(Hii Chee Huat)  
for Accountant-General,  
Sarawak.

Kuching, 17th August, 1973.

DISTRIBUTION

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

646




Ref: TRY:2371/36

TREASURY CIRCULAR NO.16/1973

Payday for October 1973

With reference to the above, the Accountant-General, Malaysia has advised that in view of Deepavali falling on 25th October 1973 and Hari Raya Puasa on 27th/28th October 1973, payday will be 18th October 1973.

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

Kuching, 10th September, 1973.

DISTRIBUTION

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

----- should immediately inform me and send to me the  
original said warrant by registered post

URGENT

TREASURY CIRCULAR NO. 17/1973

REF: TRY: 1592/129.

Lost Pension Warrants (Form T.61 - Revised 9/70)

With reference to Treasury Circular No. 39/1957 in respect of the Revised Procedure for the payment of local pensions, the under-noted Pension Warrant for 1973 has been reported lost and sub-accountants are requested not to make any payment on this warrant if presented to them for payment.

2. If the warrant listed below is presented for payment, sub-accountants should retain it, obtain the name and address of the person who presents it for payment and forward it by first available opportunity to me for cancellation:-

Pensioner's name: Mary Eda.

Pensioner's No. : SA.265.

Amount of pension per month: \$43.31 p.m.

Warrant No.

Month

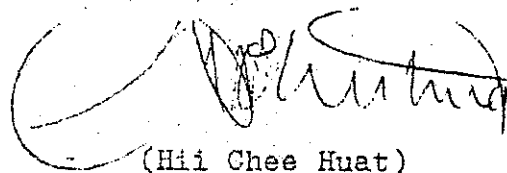
19427/1973

August, 1973.

3. On receipt of this Circular, sub-accountants are requested to check immediately their Cash Book in order to ensure that no payment on the Pension Warrant No. 19427/1973 mentioned above has been made in August or September, 1973. In the event that the warrant has been cashed, sub-accountant concerned should immediately inform me and send to me the original paid warrant by registered post.

4. I should be most grateful if a careful check could please be made as failure to do so might involve the checking officer to be held responsible for any overpayment should any occur due to non-compliance. It will be appreciated that if no information is received that the warrant has been cashed, it will be assumed that no payment has been made. A replacement warrant will be issued in due course.

5. Please acknowledge receipt of this Circular.



(Hii Chee Huat)  
for Accountant-General,  
Sarawak.

Kuching: 21st September, 1973.

DISTRIBUTION

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

U R G E N T

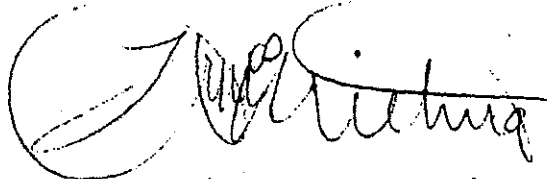
Ref: TRY:2371/66.

TREASURY CIRCULAR No.20/1973.

Accounting Procedure At The End Of The Financial Year -

Pay Day for December, 1973

Further to paragraph 6 of the Accounting Procedure at The End of The Financial Year attached to Treasury Circular No.19/1973 of 30th October, 1973, I wish to advise that salaries for the month of December, 1973 and wages earned up to and including the actual date of payment may be paid on 20th December, 1973. Pensions may also be paid on or after 18th December, 1973.



(Hii Chee Huat)  
for Acting Accountant-General,  
Sarawak.

KUCHING, 13th December, 1973.

DISTRIBUTION


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

Ref:TRY:2371/78

TREASURY CIRCULAR NO.1/1974

Payday for January, 1974

In view of Chinese New Year falling on 23rd January, 1974, Payday for the month of January 1974 will be on 18th January, 1974. Wages of all daily-rated Government employees may be paid up to and including the actual date of payment on 18th January, 1974. Pensions for January 1974 may be paid as from 16th January, 1974.

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

Kuching, 7th January, 1974.

DISTRIBUTION

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

**TREASURY CIRCULAR No. 1/1947.**

Application for loans are being received from Government Officers to settle debts incurred during the period of Enemy Occupation.

- All Heads of Departments so approached should draw the attention of applicants to the provisions of the Moratorium Proclamation, and also inform them that the extent of their liabilities will not be certain until the Moratorium is lifted, when it is possible that appropriate legislation may be passed.

Kuching, 24th January, 1947.

C. E. GASCOIGNE,  
*Acting Treasurer of Sarawak.*

(1)

Lost Pension Warrants (Form T.61 - Revised 9/70)

With reference to Treasury Circular No.39/1957 in respect of the Revised Procedure for the payment of local pensions, the under-noted Pension Warrants for 1974 have been reported lost and sub-accountants are requested not to make any payment on these warrants if presented to them for payment.

2. If the warrants listed below are presented for payment, sub-accountants should retain them, obtain the name and address of the person who presents them for payment and forward them by first available opportunity to me for cancellation:-

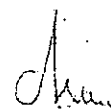
Pensioner's name: Kana ak. Gandao.  
Pensioner's No. : C.50  
Amount of pension per month: \$27.19

<u>Warrant No.</u>	<u>Month</u>
02039/1974	February, 1974
03439/1974	March, 1974
04839/1974	April, 1974
06239/1974	May, 1974
07639/1974	June, 1974
09039/1974	July, 1974
10439/1974	August, 1974
11839/1974	September, 1974
13239/1974	October, 1974
14639/1974	November, 1974
16039/1974	December, 1974

3. On receipt of this circular, sub-accountants are requested to check immediately their Cash Book in order to ensure that no payment on the Pension Warrant No.02039/1974 mentioned above has been made in February, 1974. In the event that the warrant has been cashed, sub-accountants concerned should immediately inform me and send to me the original paid warrant by registered post.

4. I should be most grateful if a careful check could please be made as failure to do so might involve the checking officer to be held responsible for any overpayment should any occur due to non-compliance. It will be appreciated that if no information is received that the warrant has been cashed, it will be assumed that no payment has been made and replacement warrants will be issued in due course.

5. Please acknowledge receipt of this Circular.

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

Kuching: 15th February, 1974.

DISTRIBUTION


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

TREASURY CIRCULAR NO. 3/1974

Pay Day for May, 1974

In view of Dayak Festival Day falling on 1st June, 1974, Pay Day for the month of May 1974 will be advanced to 27th May 1974. Wages of daily-rated Government employees may be paid up to and including the actual date of payment on 27th May. Salaries of Government Officers paid through their bank accounts will be credited thereto on 27th May.

2. Payment of monthly pensions for the month of May 1974 may be effected on or after 25th May, 1974.
3. As the Festival Day falls less than a week after the May 1974 Pay Day, no advances against June 1974 salary will be allowed.

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

Kuching: 4th May, 1974.

DISTRIBUTION:

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

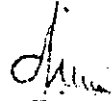
TREASURY CIRCULAR NO.4/1974

Payment of Special Relief Allowance

With reference to Circular Memorandum Ref:132/EO/1017/1 of 25th April, 1974, this is to inform that as the payment of and the eligibility for Special Relief Allowance in any one month will be based, effective from 1st April, 1974, on basic clean wage plus regional allowance/interim allowance, the payment of such allowance will be included in the monthly paysheets prepared by the State Treasury. As the May 1974 paysheets are now already in the course of preparation, the payment of the Special Relief Allowance will be included in the monthly paysheets commencing from the month of June 1974. All State departments should therefore cease to effect payment of the said allowance with effect from June 1974.

2. Adjustments, if any, relating to arrears which may be due to certain officers who were paid Special Relief Allowance based on Clean Wage plus regional allowance plus other Standard allowances for April 1974 should be made by the departments concerned. Such arrears should be paid by means of Payment Vouchers. The allowance to be based on Clean Wage plus regional allowance for May 1974 should be paid by the departments concerned by similar means.

3. Special Relief Allowance for daily-rated employees and those IMG employees converted to monthly-paid but whose monthly paysheets are prepared by their own departments will continue to be paid by the departments concerned.

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

Kuching: 9th May 1974.

DISTRIBUTIONS:

All Residents.  
All Permanent Secretaries to State Ministries and Heads of State Departments.  
All Senior Accounting Officers.  
All Stations.  
Director of Audit.



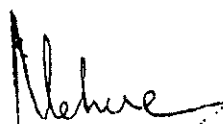
TREASURY CIRCULAR NO.7/1974

Pay Day for October, 1974

In view of Hari Raya Fuasa falling on 17th/18th October, 1974, Pay Day for the month of October, 1974 will be advanced to 14th October, 1974. Salaries of Government officers paid through their bank accounts will be credited thereto on 12th October, 1974.

2. Wages of daily-rated Government employees may be paid to and including the actual date of payment on 14th October, 1974.

3. Payment of monthly pensions for the month of October, 1974 may be effected on or after 11th October, 1974.

  
(Richard Chua K.S.)  
for Ag. Accountant-General,  
Sarawak.

Kuching: 9th September, 1974.

Distribution:

All Ministries.

All Residents and Heads of Departments.

All Senior Accounting Officers.

All Stations.

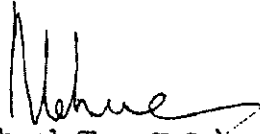
Manager, Bank Negara Malaysia, Kuching.

TREASURY CIRCULAR NO. 8/1974

Payment of Half-Monthly Salary for November 1974

This is to advise that in view of Deepavali falling on 13th November, 1974 an advance equivalent to one-half of the salary for November, 1974 based on the net pay for October, 1974 may be granted to all officers who request for such an advance as from 7th November, 1974. The advance should be rounded to the nearest \$10/- and recovered on November, 1974 payday. Please refer to Treasury Circular No.1/1970 for detailed accounting procedure.

2. Wages of daily-rated Government employees may also be paid up to and including the actual date of payment on 7th November, 1974.

  
(Richard Chua K.S.)  
for Ag. Accountant-General,  
Sarawak.

Kuching: 4th October, 1974.

Distribution:-

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


Accounting Procedure At The End Of The Financial Year -  
Pay Day for December, 1974

Further to paragraph 6 of the Accounting Procedure at the end of the Financial Year attached to Treasury Circular No. 9/1974 of 9th October, 1974, I wish to advise that the payments of salaries and pensions for the month of December, 1974 and Bonus for the 4th Quarter 1974 may be made on the following dates:-

16.12.1974 - Payments of salaries credited to bank accounts and 4th Quarter 1974 Bonus.

17.12.1974 - Payments of pensions, Special Relief Allowance and Additional Allowance for December, 1974 and of arrears thereof.

18.12.1974 - Payments of salaries in cash; and wages of daily-rated employees earned up to and including the actual date of payment.

  
(Richard Chua K.S.)  
for Accountant-General,  
Sarawak.

Kuching, 4th December, 1974.

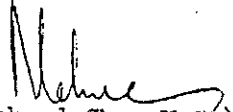
Distribution

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

Advance of Half-Month Salary for February, 1975

This is to advise that in view of Chinese New Year falling on 11th February, 1975, an advance equivalent to one-half of the salary for February, 1975 based on the net pay for January, 1975 may be granted to all officers who request for such an advance with effect from 6th February, 1975. The advance should be rounded to the nearest \$10.00 and recovered on February, 1975 payday. Please refer to Treasury Circular No. 1/1970 for detailed accounting procedure.

2. Wages of daily-rated Government employees may also be paid up to and including the actual date of payment on 6th February, 1975.
3. Payment of monthly pensions for the month of February, 1975 may be effected as from 6th February, 1975.

  
(Richard Chua K.S.)  
for Accountant-General,  
Sarawak.

Kuching:- 27th January, 1975.

Distribution:

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

Lost Pension Warrants (Form T.61 - Revised 9/70)

With reference to Treasury Circular No.39/1957 in respect of the Revised Procedure for the payment of local pensions, the under-noted Pension Warrants for 1974 have been reported lost and sub-accountants are requested not to make any payment on these warrants if presented to them for payment.

2. If the warrants listed below are presented for payment, sub-accountants should retain them, obtain the name and address of the person who presents them for payment and forward them by first available opportunity to me for cancellation:-

Pensioner's name: Tay Geok Hiok.  
Pensioner's No. : W.58  
Amount of pension per month: \$144.74

Warrant No.Month


28733/1974  
29083/1974

November, 1974  
December, 1974.

3. On receipt of this circular, sub-accountants are requested to check immediately their Cash Book in order to ensure that no payment of the above mentioned Pension Warrants has been made. In the event that the warrants have been cashed, sub-accountants concerned should immediately inform me and send to me the original paid warrants by registered post.

4. I should be most grateful if a careful check could please be made as failure to do so might involve the checking officer to be held responsible for any overpayment should any occur due to non-compliance. It will be appreciated that if no information is received that the warrants have been cashed, it will be assumed that no payments have been made and replacement warrants will be issued in due course.

5. Please acknowledge receipt of the Circular.

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

Kuching: 14th February, 1975

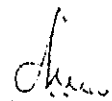
DISTRIBUTION

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

Bonus Payment - 1st Quarter 1975

With reference to paragraph 3 of the Joint Circular Memorandum. Ref: 108/EO/1153 of 25.9.1974, this is to inform all concerned that in view of the public holidays and week end falling close to the end of March 1975, the payment of bonus for the 1st Quarter 1975 may be effected as from 26.3.1975.

2. In the case of daily-rated employees, the bonus should be calculated up to the date of payment and the balance may be settled in the 2nd Quarter of 1975 payment.
3. All departments are to prepare their own Payment Vouchers supported by a List (Appendix A) with copies extended to the Director of Inland Revenue, Kuching as detailed in paragraph 9 of the Joint Circular Memorandum quoted above. This procedure should be adopted for each quarterly payment until otherwise notified.

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

Kuching: 12th March, 1975.

Distribution:-

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

Pay Day for Salaries, Wages, Pensions for June 1975  
and Bonus for 2nd Quarter 1975

In view of the fact that Bank Negara Malaysia, Kuching will be open for banking business for two hours only on 30th June, 1975, payments of salaries, wages and pensions for the month of June 1975 and bonus for the 2nd Quarter 1975 will be effected as follows:-

2. (a) Payments of Bonus for 2nd Quarter 1975 on 25.6.1975
- (b) Payments of Salaries for June 1975 through bank accounts on . . . . . 25.6.1975
- (c) Payments of Pensions for June 1975 on . . 26.6.1975
- (d) Payments of Salaries for June 1975 in cash on . . . . . \* 27.6.1975
- (e) Payments of Wages to daily-rated employees on . . . . . 27.6.1975
3. In the case of daily-rated employees, the bonus should be calculated up to the date of payment and the balance may be settled in the 3rd Quarter 1975 payment. Wages may be paid up to and including the actual date of payment.
4. All departments are responsible to prepare their own Payment Vouchers for Bonus, supported by a List (Appendix A) with copies extended to the Director of Inland Revenue, Kuching as detailed in paragraph 9 of the Joint Circular Memorandum Ref: 108/EO/1153 of 25.9.1974.
5. Advances of half-month salary granted in May 1975 against June 1975 salary on account of Dayak Festival Day must be recovered on June 1975 Pay Day.
6. Paragraph 3 of Treasury Circular No. 5/1975 of 2.5.1975 is hereby cancelled.

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

Kuching: 11th June, 1975

Distribution:

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

2. Lost Pension Warrants (Form T.61 - Revised 1/75)

With reference to Treasury Circular No.39/1957 in respect of the Revised Procedure for the payment of local pensions, the under-noted Pension Warrants for 1975 have been reported lost and sub-accountants are requested not to make any payment on these warrants if presented to them for payment.

2. If the warrants listed below are presented for payment, sub-accountants should retain them, obtain the name and address of the person who presents them for payment and forward them by first available opportunity to me for cancellation:-


Pensioner's name: Abg. Taha bin Abg. Ariffin.  
Pensioner's No. : JS0296  
Amount of pension per month: \$160.03

<u>Warrant No.</u>	<u>Month</u>
17251/1975	July, 1975
17252/1975	August, 1975
17253/1975	September, 1975
17254/1975	October, 1975
17255/1975	November, 1975
17256/1975	December, 1975

3. On receipt of this circular, sub-accountants are requested to check immediately their Cash Book in order to ensure that no payment of the above-mentioned Pension Warrants for the months of July and August, 1975 has been made. In the event that the warrants have been cashed, sub-accountants concerned should immediately inform me and send to me the original paid warrants by registered post.

4. I should be most grateful if a careful check could please be made as failure to do so might involve the checking officer to be held responsible for any over-payment should any occur due to non-compliance. It will be appreciated that if no information is received that the warrants have been cashed, it will be assumed that no payments have been made and replacement warrants will be issued in due course.

5. Please acknowledge receipt of the Circular.

  
(Chan Kay Tee)  
for Acting Accountant-General  
Sarawak.

Kuching: 15th August, 1975.

DISTRIBUTION

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



Lost Pension Warrants (Form T.61 - Revised 1/75)

With reference to Treasury Circular No.39/1957 in respect of the Revised Procedure for the payment of local pensions, the under-noted Pension Warrant for 1975 has been reported lost and sub-accountants are requested not to make any payment on this warrant if presented to them for payment.

2. If the warrant listed below is presented for payment, sub-accountants should retain it, obtain the name and address of the person who presents it for payment and forward it by first available opportunity to me for cancellation:-

Pensioner's name: Mohamad bin Musa.  
Pensioner's No. : P.0315.  
Amount of pension per month: \$160.71.

Warrant No.

Month

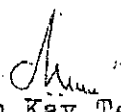
07183/1975

July, 1975

3. On receipt of this Circular, sub-accountants are requested to check immediately their Cash Book in order to ensure that no payment of the above-mentioned Pension Warrant for the month of July, 1975 has been made. In the event that the warrant has been cashed, sub-accountants concerned should immediately inform me and send to me the original paid warrant by registered post.

4. I should be most grateful if a careful check could please be made as failure to do so might involve the checking officer to be held responsible for any overpayment should any occur due to non-compliance. It will be appreciated that if no information is received that the warrant has been cashed, it will be assumed that no payment has been made and a replacement warrant will be issued in due course.

5. Please promptly acknowledge receipt of this Circular.

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

Kuching: 23rd August, 1975.

DISTRIBUTION

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

LOST PENSION WARRANTS (Form T.61 - Revised 1/75)

With reference to Treasury Circular No.39/1957 in respect of the Revised Procedure for the payment of local pensions, the under-noted Pension Warrants for 1975 have been reported lost and sub-accountants are requested not to make any payment on these warrants if presented to them for payment.

2. If the warrants listed below are presented for payment, sub-accountants should retain them, obtain the name and address of the person who presents them for payment and forward them by first available opportunity to me for cancellation.


Pensioner's Name: Miew Anak Kasa.  
Pensioner's No. : C.0316.  
Amount of pension per month: \$127.75

<u>Warrant No.</u>	<u>Month</u>
01913/1975	May, 1975
01914/1975	June, 1975
01915/1975	July, 1975
01916/1975	August, 1975
01917/1975	September, 1975
01918/1975	October, 1975
01919/1975	November, 1975
01920/1975	December, 1975

3. On receipt of this Circular, sub-accountants are requested to check immediately their Cash Book in order to ensure that no payment of the above-mentioned Pension Warrants for the months of May, June, July and August, 1975 has been made. In the event that these warrants have been cashed, sub-accountants concerned should immediately inform me and send to me the original paid warrants by registered post.

4. I should be most grateful if a careful check could please be made as failure to do so might involve the checking officer to be held responsible for any overpayment should any occur due to non-compliance. It will be appreciated that if no information is received that the warrants have been cashed, it will be assumed that no payments have been made and replacement warrants will be issued in due course.

5. Please promptly acknowledge receipt of this Circular.

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

Kuching: 19th September, 1975.

Distribution

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

Lost Pension Warrants (Form T.61 - Revised 9/70)

With reference to Treasury Circular No.39/1957 in respect of the Revised Procedure for the payment of local pensions, the under-noted Pension Warrant for 1974 has been reported lost and sub-accountants are requested not to make any payment on this warrant if presented to them for payment.

2. If the warrant listed below is presented for payment, sub-accountants should retain it, obtain the name and address of the person who presents it for payment and forward it by first available opportunity to me for cancellation:-

Pensioner's Name: Kiang Anak Kalok

Pensioner's No: C.55

Amount of pension per month: \$24.00

Warrant No.

Month


11841/1974

September, 1974

3. On receipt of this Circular, sub-accountants are requested to check immediately their Cash Book in order to ensure that no payment of the above-mentioned Pension Warrant for the month of September, 1974 has been made. In the event that the warrant has been cashed, sub-accountants concerned should immediately inform me and send to me the original paid warrant by registered post.

4. I should be most grateful if a careful check could please be made as failure to do so might involve the checking officer to be held responsible for any over-payment should any occur due to non-compliance. It will be appreciated that if no information is received that the warrant has been cashed, it will be assumed that no payment has been made and a replacement warrant will be issued in due course.

5. Please promptly acknowledge receipt of this Circular.

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

Kuching: 9th October, 1975.

Distribution


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

682

PAY DAY FOR DECEMBER, 1975

In view of Christmas Day on 25th December, 1975, payments of salaries, wages and pensions for the month of December, 1975 and payment of bonus for the 4th Quarter 1975 may be made on the following dates:-

- 16.12.1975 - Payments of salaries credited to bank accounts and 4th Quarter 1975 bonus.
- 17.12.1975 - Payments of pensions
- 18.12.1975 - Payments of salaries in cash; and wages of daily-rated employees earned up to and including the actual date of payment.

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

Kuching: 2nd December, 1975.

Distribution:

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

CALCULATION OF PAYMENT OF BONUS TO GOVERNMENT OFFICERS

I refer to Joint Circular Memorandum ref: 222/EO/1153 dated 15th December, 1975 on the above subject and should be grateful if all concerned would kindly note particularly paragraph 4 therein. I quote:

"Salary referred to in this Circular means Clean Wage plus Acting and responsibility allowance."

In this connection, I would like to give two illustrations:-

Illustration 1.

Assuming officer 'A', a C.3-5 scale officer and whose basic salary is \$940.-, is acting for officer 'B', a scale 'A' (Step 4) officer, from 11.11.1975 and ceases to act on 13.12.1975. Also assuming officer 'A' incremental date is 1st May. Thus, the Calculation of Bonus for 4th Quarter in respect of officer 'A' should be as follows:-

1	2	3	4	5	6
<u>Month</u>	<u>Date of Acting Appointment</u>	<u>Basic Salary</u>	<u>Acting Allowance</u>	<u>Total Salary (3 + 4)</u>	<u>Total Salary plus Acting Allowance for Bonus Calculation</u>
		\$	\$	\$	\$
Oct. 1975	-	940.00	-	940.00	940.00
*Nov. 1975	11-30.11.75	940.00	66.07	1,006.07	-
Dec. 1975	1-12.12.75	940.00	36.39	976.39	976.39
					<u>1,916.39</u> =====

\*Note:- (i) Basic Salary plus Acting Allowance is greater than \$1001.00. Therefore officer is not eligible for Bonus for that month.

(ii) These detailed calculations should be shown on the reverse of Appendix "A" to Joint Circular Memo. 108/EO/1153 and only the total amount of \$1,916.39 should be entered in column (10) of the aforesaid Appendix "A" for calculation of bonus.

Illustration 2.

Assuming officer 'C', a scale 'A' (Step 4) officer whose basic salary is \$900.-, is acting for officer 'D', a scale 'A' (Senior) officer, for the same period as in illustration 1 above and that officer 'C's incremental date is 1st May. Thus the calculation of Bonus for officer 'C' should be as follows:-

1	2	3	4	5	6
<u>Month</u>	<u>Date of Acting Appointment</u>	<u>Basic Salary</u>	<u>Acting Allowance</u>	<u>Total Salary (3 + 4)</u>	<u>Total Salary plus Acting Allowance for Bonus Calculation</u>
		\$	\$	\$	\$
Oct. 1975	-	900.00	-	900.00	900.00
*Nov. 1975	11-30.11.75	900.00	300.00	1,200.00	-
*Dec. 1975	1-12.12.75	900.00	174.19	1,074.19	-
					900.00
					=====

- \*Note:- (i) Basic Salary plus Acting Allowance is greater than \$1001.00. Therefore officer is not eligible for Bonus for that month.
- (ii) These detailed calculations should be shown on the reverse of Appendix "A" to Joint Circular Memo. 108/EO/1153 and only the total amount of \$900.00 should be entered in column (10) of the aforesaid Appendix "A" for calculation of bonus.

2. In view of late receipt of the Joint Circular Memorandum referred to in paragraph one above, some departments may have over paid the bonus to their officers in certain cases. Ministries and Departments are therefore advised to recalculate the bonus of those officers, particularly those who are being paid acting or responsibility allowance and to recover the overpayment (if any) from the officers concerned as soon as possible. Conversely, officers drawing a basic clean wage of \$1,000.00 p.m. and are not in receipt of Acting/Responsibility Allowance during the quarter concerned should be paid the bonus accordingly.

(Richard Chua K.S.)  
for Accountant-General,  
Sarawak.

Kuching: 19th December, 1975.

Distribution:

- All Ministries.
- All Residents and Heads of Departments.
- All Divisional Treasuries.
- All Stations.

RCKS/AT

690

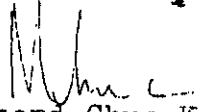
Treasury Circular No:1/1976

Reference: TRY:2371/324

PAY DAY FOR JANUARY, 1976

In view of Chinese New Year Day falling on 31st January, 1976, Pay Day for January, 1976 will be 26.1.1976 (for Cash Payment). Pay Day for payments of Salaries through bank accounts will be 24.1.1976.

2. Wages of daily-rated employees may be paid up to and including the actual date of payment.

  
(Richard Chua K.S.)  
for Accountant-General,  
Sarawak.

Kuching: 12th January, 1976.

Distribution:-

All Ministries.

All Residents and Heads of Departments.

All Senior Accounting Officers.

All Stations.

LOST PENSION WARRANTS (FORM T.61 - Revised 1/75)

With reference to Treasury Circular No.39/1957 in respect of the Revised Procedure for the payment of local pensions, the under-noted Pension Warrant for 1975 has been reported lost and sub-accountants are requested not to make any payment on this warrant if presented to them for payment.

2. If the warrant listed below is presented for payment, sub-accountants should retain it, obtain the name and address of the person who presents it for payment and forward it by first available opportunity to me for cancellation:-

Pensioner's name: Igoh

Pensioner's No.: SA0117

Amount of pension per month: \$90.65

<u>Warrant No.</u>	<u>Month</u>
14926/1975	October, 1975

3. On receipt of this Circular, sub-accountants are requested to check immediately their Cash Book in order to ensure that no payment of the above-mentioned Pension Warrant for the month of October, 1975 has been made. In the event that the warrant has been cashed, sub-accountants concerned should immediately inform me and send to me the original paid warrant by registered post.

4. I should be most grateful if a careful check should please be made as failure to do so might involve the checking officer to be held responsible for any overpayment should any occur due to non-compliance. It will be appreciated that if no information is received that the warrant has been cashed, it will be assumed that no payment has been made and a replacement warrant will be issued in due course.

5. Please promptly acknowledge receipt of this Circular.

(Richard Chua K.S.)  
for Accountant-General,  
Sarawak.

Kuching: 27th February, 1976.

Distribution:

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

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LOST PENSION WARRANTS (FORM T.61 - Revised 1/75)

With reference to Treasury Circular No. 39/1957 in respect of the Revised Procedure for the payment of local pensions, the under-noted Pension Warrants for 1976 have been reported lost and sub-accountants are requested not to make any payment on these warrants if presented to them for payment.

2. If the warrants listed below are presented for payment, sub-accountants should retain them, obtain the name and address of the person who presents them for payment and forward them by first available opportunity to me for cancellation:-

Pensioner's name: Edmund Kasa ak. Anum.

Pensioner's No.: P.1211.

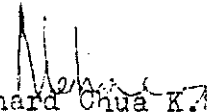
Amount of pension per month: \$193.69

<u>Warrant No.</u>	<u>Month</u>
11091/1976	March, 1976; and
11095/1976	July, 1976.

3. On receipt of this Circular, sub-accountants are requested to check immediately their Cash Book in order to ensure that no payment of the above-mentioned Pension Warrant for the month of March, 1976 has been made. In the event that the warrant has been cashed, sub-accountants concerned should immediately inform me and send to me the original paid warrant by registered post.

4. I should be most grateful if a careful check could please be made as failure to do so might involve the checking officer to be held responsible for any overpayment should any occur due to non-compliance. It will be appreciated that if no information is received that the warrant has been cashed, it will be assumed that no payment has been made and replacement warrants will be issued in due course.

5. Please promptly acknowledge receipt of this Circular.

  
(Richard Chua K.S.)  
for Accountant-General,  
Sarawak.

Kuching: 13th April, 1976.

Distribution

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

Pay Day May, 1976

In view of Dayak Festival Day falling on 1st June 1976, payments of salaries, wages and pensions for the month of May, 1976 may be made on the following dates:-

22.5.1976 - Payment of Salaries credited to bank accounts.

25.5.1976 - Payments of Salaries in cash; and wages of daily-rated employees earned up to and including the actual date of payment.

26.5.1976 - Payments of pensions.

(Richard Chua K.S.)  
for Accountant-General,  
Sarawak.

Kuching: 10th May, 1976.

Distribution:

All Ministries.

All Residents and Heads of Departments.

All Senior Accounting Officers.

All Stations.

Pay Day for Salaries, Wages, Pensions for June 1976  
and Bonus for 2nd Quarter 1976.

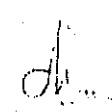
In view of the fact that Bank Negara Malaysia, Kuching will observe restricted banking hours on 30th June 1976, payments of salaries, wages and pensions for the month of June 1976 and bonus for the 2nd Quarter 1976 will be effected as follows:-

2. (a) Payments of Salaries through bank accounts on 25.6.1976  
(b) Payments of Pensions ..... on 25.6.1976  
(c) Payments of Bonus for 2nd Quarter 1976.... on 28.6.1976  
(d) Payments of Salaries in Cash ..... on 29.6.1976  
(e) Payments of Wages to daily-rated employees on 29.6.1976

3. In the case of daily-rated employees, the bonus should be calculated up to the date of payment on 28.6.1976 and the balance should be settled in the 3rd Quarter 1976 payment. Wages may be paid up to and including the actual date of payment.

4. Only officers drawing a Clean Wage of \$1,000 per month and below, inclusive of acting and responsibility allowance, are eligible for the payment of bonus for this Quarter.

5. All departments are responsible to prepare their own Payment Vouchers for Bonus, supported by a List (Appendix A) with copies extended to the Director of Inland Revenue, Kuching as detailed in paragraph 9 of the Joint Circular Memorandum Ref: 108/EO/1153 of 25.9.1974.

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

Kuching: .... 9th June, 1976. ....

Distribution:

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

New Form T.156A - Payroll Alteration/Adjustment  
Input Form

This is to inform all concerned that a new revised form T.156A, called the Payroll Alteration/Adjustment Input Form, which will also serve as an input form for posting, is now introduced to all State Departments to replace the existing T.156 and T.31.

2. In this connection, I have to point out that existing Forms T.156 and T.31 will not be superseded by the new form as they will still be printed for use by Federal Departments whose payroll are being compiled by Federal Financial Officer (Accounting Division) (hereinafter referred to as "F.F.O.") until such time as the F.F.O. finds it necessary to develop a similar type of form.

3. The Payroll Alteration/Adjustment Input Form shall be divided into three parts - Part I, II and III. Departments will only have to fill in Part I of the form. Part II and III will be completed by the State Treasury. In filling this Input Form please carefully note the following:-

- (i) Section I of Part I of the Input Form contains fixed information and should be completed by Departments concerned at all times. In this section, the pay numbers and names of officers shall be obtained from the monthly paysheet. The present stations, Departments and sections and codes thereof may be extracted from the top-left hand corner either at the beginning or at the end of the paysheet where a figure of nine digits is printed. The first four digits of that figure denote the station code, the next three digits stand for departmental code, and the last two digits denote the section code. e.g. Encik x y z is an officer working in the Forest Department, Sarikei. Thus, the Station/Department/Section codes for the above-named officer should read as 0605-064-00. For illustration please refer to Section I of Part I of the attached form. The clean wage of an officer should be taken from his latest paysheet. As regards the incremental date and the salary scale, the department concerned should be able to provide these information without any difficulty.
- (ii) Section II of Part I of the Input Form shall only be completed in cases of 'Transfers'. In the case of transfer of an officer from a Federal Department to a State Department, the F.F.O. shall inform the State Treasury the details of salary and allowances and deductions of the officer concerned by a standard official memorandum under the subject "Transfer from Federal to State Department". For a transfer involving an officer from a State to a Federal Department, the State department concerned has to advise the State Treasury by giving the necessary information

2/...

800

Pay Day for Salaries, Wages, Pensions for September, 1976

As Hari Raya Puasa this year may fall on 25th September 1976, payments of salaries, wages and pensions for the month of September 1976 will be effected as follows:-

2. (a) Payments of Salaries through bank accounts on 17.9.1976  
(b) Payments of Pensions ..... on 17.9.1976  
(c) Payments of Salaries in Cash ..... on 20.9.1976  
(d) Payments of Wages to daily-rated employees on 20.9.1976
3. In the case of daily-rated employees, wages may be paid up to and including the actual date of payment.
4. Payment of bonus for the 3rd Quarter 1976 will be the subject of a separate Treasury Circular to be issued in due course.

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

Kuching: 25th August, 1976.


Distribution:

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

Pay Day for Salaries, Wages, Pensions for October 1976

As Deepavali this year will fall on 22nd October 1976, payments of salaries, wages and pensions for the month of October 1976 will be effected as follows:-

2. (a) Payments of Salaries through bank accounts on 15.10.1976
  - (b) Payments of Pensions ..... on 15.10.1976
  - (c) Payments of Salaries in cash ..... on 18.10.1976
  - (d) Payments of Wages to daily-rated employees on 18.10.1976
3. In the case of daily-rated employees, wages may be paid up to and including the actual date of payment.

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

Kuching: 1st October, 1976.

Distribution:

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

Pay Day for December 1976

Further to paragraph 6 of my Circular No.15/1976 of 8th November 1976 and my telegram No.ACGEN 1435 of 8th December 1976, this is to confirm that, in view of Christmas Day on 25th December, payments of salaries, wages, pensions for the month of December, 1976 and bonus for the 4th Quarter 1976 will be effected as follows:-

2. (a) Payments of salaries through bank accounts on 17.12.1976  
(b) Payments of pensions ..... on 18.12.1976  
(c) Payments of Salaries in cash ..... on 20.12.1976  
(d) Payments of wages to daily-rated employees on 20.12.1976  
(e) Payments of bonus for 4th Quarter 1976 on 21.12.1976

3. In the case of daily-rated employees, wages may be paid up to and including the actual date of payment.

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

Kuching: 8th December, 1976.

Distributions:

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

URGENT

TREASURY CIRCULAR No. 18/76

Ref: TRY:1592(IV)/128

2. Lost Pension Warrants (Form T.61 - Revised 1/75)

With reference to Treasury Circular No.39/1957 in respect of the Revised Procedure for the payment of local pensions, the under-noted Pension Warrant for the month of December, 1976 has been reported lost and Sub-accountants are requested not to make any payment on this warrant if presented to them for payment.

2. If the warrant mentioned below is presented for payment, Sub-accountants should retain it, obtain the name, identity card number and address of the person who presents it for payment and forward it by first available opportunity to me for cancellation:-

Pensioner's name: Jomel bin Bogol

Pensioner's No. : P.1266

Amount of pension per month: \$102.35

Warrant No. : 11568/1976

Month: December, 1976

3. On receipt of this Circular, Sub-accountants are requested to immediately draw the attention of their paying officer and to ensure that no payment of the above-mentioned warrant will be made. It is emphasized that failure to do so might involve Sub-accountant or their paying officer concerned to be held responsible for any overpayment due to non-compliance.

4. Please promptly acknowledge receipt of this Circular on the tear-off portion below.

(Chan Kay Tee)

For A.C. Accountant-General,  
Sarawak.

Kuching: 13th December, 1976.

Distribution

All Ministries.

All Residents and Heads of Departments.

All Senior Accounting Officers.

All Stations.

The Accountant-General,  
The State Treasury,  
(Pensions Section)  
Kuching.

I acknowledge receipt of Treasury No. 18 /76 dated 13th December, 1976 and its content has been given my closest attention.

.....  
(Signature of Sub-Accountant)

Name of Sub-Accountant.....

Our ref:.....

Station:.....

Date:.....

Official Stamp of office



TREASURY CIRCULAR NO. 1/77

Ref: TRY:1592(IV)/140

Lost Pension Warrants (Form T.61 (Revised 1/75))

With reference to Treasury Circular No.39/1957 in respect of the Revised Procedure for the payment of local pensions, the under-noted Pension Warrants for the month of December, 1976 have been reported lost and Sub-accountants are requested not to make any payment on these warrants if presented to them for payment.

2. If any of the warrants listed below is presented for payment, Sub-accountants should retain it, obtain the name, identity card number and address of the person who presents it for payment and forward it by first available opportunity to me for cancellation:-

<u>Name of Pensioner</u>	<u>Pension No.</u>	<u>Amount of Pension per month</u>	<u>Warrant No.</u>
PENG. RUAN ANAK SIBAK	SA 0306	90.30	00852/1976
MAS URY BINTI BARON	WO 0173	129.79	03600/1976

3. On receipt of this Circular, Sub-accountants are requested to check immediately their Cash Book in order to ensure that no payment of the above-mentioned Pension Warrants for the month of December, 1976 has been made. In the event that any of the above-mentioned warrants has been cashed, Sub-accountants concerned should immediately inform me and send to me the original paid warrant by registered post.

4. I should be most grateful if a careful check could please be made as failure to do so might involve the checking officer to be held responsible for any overpayment should any occur due to non-compliance. It will be appreciated that if no information is received that the warrants have been cashed, it will be assumed that no payment has been made and replacement warrants will be issued in due course.

5. Please promptly acknowledge receipt of this Circular.

Kuching: 14th January, 1977.

(Chan Kay Tee)  
For Accountant-General,  
Sarawak.


Distribution

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

Chinese New Year this year will fall on 18th February 1977. In view of this payments of salaries, wages, and pensions for the month of February 1977 will be affected as follows:-

- (a) Payments of salaries through bank account on 9.2.1977
- (b) Payments of salaries in Cash .. .. . on 11.2.1977
- (c) Payments of wages to daily-rated employees .. .. . on 11.2.1977
- (d) Payments of pensions .. .. . on 12.2.1977

In the case of daily-rated employees, wages may be paid up to and including the actual date of payment.

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

Dated: 15th January, 1977.

Distributions:


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

Pay Day for May, 1977

In view of Dayak Festival Day falling on 1st June 1977, payments of salaries, wages, and pensions for the month of May 1977 may be made on the following dates:-

2. (a) Payment of Salaries through bank account on 23.5.1977.
- (b) Payment of Salaries in cash ..... on 25.5.1977.
- (c) Payment of Wages to daily-rated employees on 25.5.1977.
- (d) Payment of Pensions ..... on 26.5.1977.

3. In the case of daily-rated employees, wages may be paid up to and including the actual date of payment.

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

Kuching: 12th May, 1977.

Distributions:

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

URGENT

TREASURY CIRCULAR NO. 12/1977

Our ref: TRY:2371(11)/86.

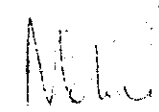
Pay Day for Salaries, Wages and Pensions  
for September, 1977 and Bonus for Third Quarter 1977

In view of the forthcoming Hari Raya Puasa payments of salaries, wages and pensions for the month of September, 1977 and of bonus for third quarter, 1977 will be effected as follows:-

- (a) payments of salaries through bank accounts on .. .. 6.9.1977;
- (b) payments of bonus for third quarter, 1977 subject to a maximum of \$250 per person on .. .. 7.9.1977;
- (c) payments of salaries by cash on .. .. 8.9.1977;
- (d) payments of pensions on .. 9.9.1977; and
- (e) payments of wages to daily-rated employees on .. .. 12.9.1977.

2. In the case of daily-rated employees, the bonus should be calculated up to and including the date of payment on 12th September, 1977 and the balance settled subsequently on 30th September, 1977. Their wages may be paid up to and including the date of payment on 12th September, 1977.

3. Heads of departments are responsible to prepare their own payment vouchers for bonus, supported by a List (Appendix A), with copies extended to the Director of Inland Revenue, Sarawak as detailed in paragraph 9 of the Joint Circular Memorandum ref: 103/20/1153 dated 25th September, 1977 please.

  
(RICHARD CHUA KOK BENG)  
for Acting Accountant-General,  
Sarawak.

Kuching, 23rd August, 1977.

DISTRIBUTION:

- All Permanent Secretaries to Ministries.
- All Residents and Heads of Departments.
- All Senior accounting Officers.
- All Stations.

24  
820

URGENT

TREASURY CIRCULAR NO. 13/1977

ref: TRY:1592(IV)301.

Lost Pension Warrant (Form T.61. (Revised 1/75))

With reference to Treasury Circular No. 39/1957 in respect of the Revised Procedure for the payment of local pensions, the under-noted Pension Warrant for the month of June, 1977 has been reported lost and sub-accountants are requested to make any payment on this warrant if presented to them for payment.

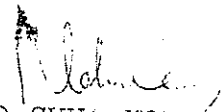
If the warrant listed below is presented for payment, sub-accountants should retain it, obtain the name, Identity Card number and address of the person who presents it for payment and forward it by first available opportunity to me for cancellation:-

- (a) pensioner's name: Digoon;
- (b) pension number: C 0001
- (c) warrant number: 13818/1977;
- (d) amount of pension: \$91.50; and
- (e) period: June, 1977.

On receipt of this Circular, sub-accountants are requested to check immediately their Cash Book in order to ensure that no payment of the above-mentioned Pension Warrant for the month of June, 1977 has been made. In the event that the above-mentioned warrant has been cashed, sub-accountants concerned should immediately inform me and send to me the original paid warrant by registered post.

I should be most grateful if a careful check could please be made as failure to do so might involve the checking officer to be held responsible for any overpayment should any occur due to non-compliance. It will be appreciated that if no information is received that the warrant has been cashed, it will be assumed that payment has been made and a replacement warrant will be issued in the course.

Please promptly acknowledge receipt of this Circular.

  
(RICHARD CHUA KOK SENG)  
for Acting Accountant-General,  
Sarawak.

Dating: 3rd September, 1977.

DISTRIBUTION:


Pay Day for December 1977

In view of Christmas Day on 25th December 1977, payments of salaries, wages and pensions for the month of December 1977 and bonus for the 4th. Quarter 1977 may be made on the following dates:-

2. (a) Payments of salaries through bank accounts ..... on 16.12.1977
- (b) Payments of salaries in cash ..... on 19.12.1977
- (c) Payments of wages to daily-rated employees ..... on 19.12.1977
- (d) Payments of pensions ..... on 20.12.1977
- (e) Payments of bonus for 4th Quarter 1977 ..... on 21.12.1977

3. In the case of daily-rated employees, wages may be paid up to and including the actual date of payment.

4. Paragraph 6 of Treasury Circular No.14/1977 of 3rd November 1977 is also relevant.

  
(CHAN KAY TEE)  
for Accountant-General,  
Sarawak.

Kuching: 28th November 1977

Distributions:

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

URGENT

TREASURY CIRCULAR NO.16/1977

Our ref: TRY:1592(V)/24

Lost Pension Warrant (Form T.61 Revised 1/75)

With reference to Treasury Circular No.39/1957 in respect of the Revised Procedure for the payment of Local pensions, the under-noted Pension Warrants for the months of October to December, 1977 have been reported lost and sub-accountants are requested not to make any payment on these Warrants if presented to them for payment.


2. If the Warrants listed below are presented for payment, sub-accountants should retain them, obtain the name, Identity Card number and address of the person who presents them for payment and forward them by first available opportunity to me for cancellation:-

- (a) Pensioner's name : Ngu Yu Moi
- (b) Pension number : WO 0150
- (c) Warrant number : 03550/1977 - 03552/1977
- (d) Amount of pension : \$249.70 per month
- (e) Period : October to December, 1977

3. On receipt of this Circular, Sub-accountants are requested to check immediately their Cash Book in order to ensure that no payment of the above-mentioned Pension Warrants for the months of October, 1977 to December, 1977 have been made. In the event that the above-mentioned warrants have been cashed, sub-accountants concerned should immediately inform me and send to me the original paid Warrants by registered post.

4. I should be most grateful if a careful check could please be made as failure to do so might involve the checking officer to be held responsible for any overpayment should any occur due to non-compliance. It will be appreciated that if no information is received that the warrants have been cashed, it will be assumed that no payments have been made and replacement Warrants will be issued in due course.

5. Please promptly acknowledge receipt of this Circular.

  
(CHAN KAY TEE)  
For Accountant-General,  
Sarawak.

Kuching: 21st December, 1977.

DISTRIBUTION:

- All Permanent Secretaries to Ministries.
- All Residents and Heads of Departments.
- All Senior Accounting Officers

28  
834

204

TREASURY CIRCULAR NO. 1/1978

Our ref: TRY:1592(V)/112

Lost Pension Warrants (Form T.61 Revised 1/75)

With reference to Treasury Circular No. 39/1957 in respect of the Revised Procedure for the payment of local pensions, the under-noted Pension Warrants for the month of November, 1977 have been reported lost and sub-accountants are requested not to make any payment on these warrants if presented to them for payment.

2. If the Warrants listed below are presented for payment, sub-accountants should retain them, obtain the name, Identity Card number and address of the person who presents them for payment and forward them by first available opportunity to me for cancellation:-

(a) Pensioner's name: Hernam Singh @ Harnam Singh and Wahid bin Tambi

(b) Pension number: C 0164 C 0498

(c) Warrant number: 14435/1977 17291/77

(d) Amount of pension: \$111.25 per month \$111.22 per month

(e) Period: November, 1977 November, 1977

3. On receipt of this Circular, sub-accountants are requested to check immediately their Cash Book in order to ensure that no payment of the above-mentioned Pension Warrants for the month of November, 1977 have been made. In the event that the above-mentioned warrants have been cashed, sub-accountants concerned should immediately inform me and send to me the original paid warrants by registered post.

4. I should be most grateful if a careful check could please be made as failure to do so might involve the checking officer to be held responsible for any overpayment should any occur due to non-compliance. It will be appreciated that if no information is received that the warrants have been cashed, it will be assumed that no payments have been made and replacement warrants will be issued in due course.

5. Please promptly acknowledge receipt of this Circular.

Kuching: 14th January, 1978.

(CHAN KAY TEE)  
for Accountant-General,  
Sarawak.

DISTRIBUTION:

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

CL/tah

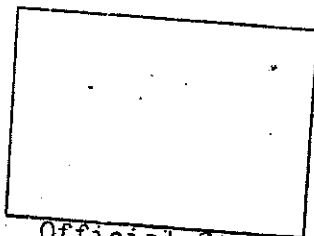


The Accountant-General,  
The State Treasury,  
(Pensions Section)  
Kuching.

I acknowledge receipt of Treasury Circular No. 1/1978  
dated 14th January, 1978 and its contents will be given my  
closest attention.

.....  
(Signature of Sub-Accountant)

Name of Sub-Accountant: .....  
Our reference: .....  
Station: .....  
Date: .....




Official Stamp  
of Office

Pay Day for March, 1978

This is to inform all concerned that payments of salaries, wages, and pensions for the month of March, 1978 and bonus for the 1st Quarter 1978 may be effected as follows:-

2.
  - Payments of salary through bank on ..28.3.1978
  - Payments of pension on .. .. ..29.3.1978
  - Payments of bonus on .. .. ..29.3.1978
  - Payments of salary in cash on .. ..30.3.1978
  - Payments of wages to daily-rated employees on .. .. ..30.3.1978

3. As usual, all departments are to prepare their own Payment Vouchers supported by a List (Appendix A) with a copy each extended to the Director of Inland Revenue, Kuching as detailed in paragraph 9 of Joint Circular Memorandum Ref: 108/EO/1153 of 25th September, 1974.

  
 (CHAN KAY TEE)  
 for Accountant-General,  
 Sarawak.

Kuching: 9th March, 1978.

Distributions:-

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

URGENT

69

TREASURY CIRCULAR NO. 6/78

Our ref: TRY:1592(VI)/42

Lost Pension Warrants (Form T.61 Revised 1/75)

With reference to Treasury Circular No. 39/1957 in respect of the Revised Procedure for the payment of local pensions, the under-noted Pension Warrant for the month of January, 1978 has been reported lost and sub-accountants are requested not to make any payment on this warrant if presented to them for payment.

2. If the warrant below is presented for payment, sub-accountants should retain it, obtain the name, Identity Card number and address of the person who presents it for payment and forward it by first available opportunity to me for cancellation:-

- (a) Pensioner's name: Yi Fung Mu
- (b) Pension number: P.1201
- (c) Warrant number: 03388/1978
- (d) Amount of pension: \$399.03
- (e) Period: January, 1978

3. On receipt of this circular, sub-accountants are requested to check immediately their Cash Book to ensure that no payment of the above-mentioned Pension Warrant for the month of January, 1978 has been made. In the event that the above-mentioned warrant has been cashed, sub-accountants concerned should immediately inform me and send to me the original paid warrant by registered post.

4. I should be most grateful if a careful check could please be made as failure to do so might involve the checking officer to be held responsible for any overpayment should any occur due to non-compliance. It will be appreciated that if no information is received that the warrant has been cashed, it will be assumed that no payment has been made and replacement warrant will be issued in due course.

5. Please promptly acknowledge receipt of this Circular.



(CHAN KAY TEE)  
for Accountant-General,  
Sarawak.

Kuching: 25th March, 1978

DISTRIBUTION:

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

WTSB/tah

352

The Accountant-General,  
The State Treasury,  
(Pensions Section)  
Kuching.

I acknowledge receipt of Treasury Circular  
No. 6/1978 dated 25th March, 1978 and its contents will  
be given my closest attention.

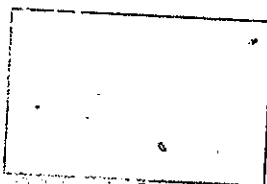
.....  
(Signature of Sub-Accountant)

Name of Sub-Accountant: .....

Our reference: .....

Station: .....

Date: .....




Official Stamp  
of Office

Pay Day for May 1978

In view of Dayak Festival Day falling on 1st June 1978, payments of salaries, wages and pensions for the month of May 1978 may be made on the following dates:-

2. (a) Payment of Salaries through bank account .. .. on 23.5.1978.
- (b) Payment of Salaries in cash.. on 25.5.1978.
- (c) Payment of Wages to daily-rated employees .. .. on 25.5.1978.
- (d) Payment of Pensions.. .. on 26.5.1978.

3. In the case of daily-rated employees, wages may be paid up to and including the actual date of payment.

  
(CHAN KAY TEE)  
for Accountant-General,  
Sarawak.

Kuching: 9th May, 1978.

Distributions:

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

70  
URGENT

TREASURY CIRCULAR No. B/1978

Ref: TRY:412/2

Arrears of Salaries and Allowances and New Clean  
Wage under the Cabinet Committee Report

With reference to the Cabinet Committee Report, this is to inform you that the payment of arrears of salaries and allowances arising from the implementation of the aforementioned Report in Sarawak will be effected as soon as the options are exercised by the individual officers and the necessary Arrears Statements and payment vouchers are received by the State Treasury Headquarters in the case of all departments in Kuching, and by the Divisional Treasuries or District Offices in the case of outstation departments. As the Option period is from 1st June to 30th June, 1978, arrears of salaries and allowances should be calculated up to and including 31st May, 1978, and payment will be made in June 1978 where possible.

2. It will be appreciated that it is not possible for this office alone to cope with the tremendous task of preparing and calculating the arrears of salaries and allowances of all departments with the present manpower and within the time limit. Hence, it has been found necessary to request all departments to complete and submit the necessary Arrears Statements (Appendices A, B, and C to this Circular) and the payment vouchers for the payment of such arrears.

3. The Statements of Arrears of salaries and allowances on Appendices A, B, and C in respect of Headquarters and Branch Offices' staff should be completed by the Departments' Headquarters, duly signed by the Heads of Departments or their authorised representatives. In the case of Resident and District Offices, the Arrears Statements should be prepared and signed by the respective Resident or his authorised representative and despatched to the District Offices within his jurisdiction. When completed and signed, the Statements together with the payment vouchers should be forwarded to:-

- (a) State Treasury Headquarters, Kuching in respect of all Kuching departments' staff;
- (b) Departments' Branch Offices in respect of outstation staff. These Branch Offices should check the documents before forwarding them to the Divisional Treasuries or District Offices for effecting payment.

4. A minimum of six copies of Appendices A, B and C should be completed for distribution as follows:-

- (a) The original to be attached to the original payment voucher to be retained by the State Treasury and Federal Financial Office after payment has been effected.
- (b) One copy to be retained by the Departments' Headquarters/Residents' Offices.
- (c) One copy to be forwarded to the State Secretary/Federal Secretary.

- 2 -
- (d) One copy to be forwarded to the Director of Audit.
  - (e) One copy to be forwarded to the W. & O. P. Fund/  
G. E. P. Fund, c/o Treasury Headquarters, Kuching.
  - (f) One copy for the Director of Inland Revenue  
Department. (Please refer to paragraph 6 (b) and  
(c)).

5. When cheques are ready for collection at the Treasury Headquarters or Divisional Treasuries or District Offices, Heads of Departments/Branch Offices or their authorized representatives will have to collect these cheques together with the payment vouchers and the supporting Arrears Statements. On making payments to the individual officers, the Paying Officers should request such officers to acknowledge receipt by affixing their signatures in column 11 of Appendix A - "Signature of Receiver". When payments are completed, all the original documents must be submitted to the State Treasury Headquarters, Divisional Treasuries or District Offices as the case may be.

6. (a) Payments of arrears of salaries and allowances should be charged direct to the respective departments' Personal Emoluments Vote or other appropriate Vote. The gross amount of the arrears of salaries and allowances appearing in column 8 of Appendix A should be taken up in the departments' Vote Books. In this connection, the payment voucher for arrears of salaries and allowances should show the gross amount less the amount of deductions in respect of N.P.E.P.F./W.&O.P.F. and Income Tax. It should thus be supported by the credit vouchers on Form T.232.

(b) In the case of Federal Departments, the Income Tax deductions made from the arrears of salaries and allowances should be credited (on Form T.232) to Federal Revenue Head - Tax Revenue No.6000, and Sub-Head, Income Taxes and Supplementary Income Taxes - Individuals No. 6101 (86101 - 13). A copy of this credit voucher T.232 should, as soon as possible, be sent together with a copy each of the Arrears Statements (as mentioned in paragraph 4(f) and a Summary to the Director of Inland Revenue Department. The Summary to be prepared by the Headquarters of Departments should contain such details as department, station, name of officer, income tax reference number and the amount of tax deductions.

(c) In the case of State Departments, the Income Tax deductions made from the arrears of salaries and allowances should be credited (on Form T.232) to the Deposit Account Head - Departmental and General No. F.20 and Sub-Head, Salary Tax No. 016. A copy of this credit voucher T.232 together with a copy each of the Arrears Statements (as mentioned in paragraph 4(f) and a Summary as outlined in the preceding sub-paragraph are to be sent to the State Treasury Headquarters for the purpose of raising a Journal Voucher to transfer the tax deductions from the Deposit Account to the Federal Revenue.


- 4 -

the case of deceased officers or those who had retired from the service after 1.1.1976, tax clearance should be sought from the Director of Inland Revenue Department with a copy each of the Arrears Statements before effecting payment.

11. The new Clean Wage under the Cabinet Committee Report will be included in the July, 1978 paysheets if the details on Appendix D are supplied to and received by the State Treasury Headquarters or the Federal Financial Office (Federal Accounting Unit) in time for inclusion. In this connection, departments are urged to complete and submit the data on Appendix D as early as possible. This should be strictly based on the May, 1978 paysheets running order. Where an officer does not exercise his option for the Cabinet Committee Report new Clean Wage or has opted to remain on his present Clean Wage or is on leave or away from his Station on official travelling duty and is not able to exercise his option, his name should not be included in Appendix D. Such an officer will be paid his salary at the old rate for the month of July, 1978. No transfers will be effected through the July, 1978 paysheets. Officers being transferred in July should liaise with their former Department/Station. Adjustments on allowances and deductions for July 1978 other than those covered by Appendix D will also not be made in July 1978 paysheets. These will be effected in subsequent monthly paysheets on receipt of Form T.156A or T.156 from the departments concerned.

12. The Arrears Statements (Appendices A, B and C) and Input Form (Appendix D) may be indented from the Government Printer, Kuching.

13. A Schedule of the Sarawak Widows' and Orphans' Pension Fund's contributions rates, a Schedule of the 1975 Monthly Standard Tax Deductions and a Table of Regional Allowance are attached for easy reference.

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

Date: 15th May, 1978.

DISTRIBUTION:

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



# REGIONAL ALLOWANCE

- (i) Below \$285 - 25%
- (ii) \$285 - \$484 - 22½%
- (iii) \$485 - \$864 - 20%
- (iv) \$865 - \$1804 - 17½%
- (v) \$1805 - \$2865 - 15%
- (vi) \$2965 and above - 12½%

(To the nearest dollar)

<u>New Clean Wage</u>	<u>Regional Allowance</u>	<u>New Clean Wage</u>	<u>Regional Allowance</u>
195.00	49.00	505.00	101.00
202.50	51.00	520.00	104.00
205.00	51.00	525.00	105.00
210.00	53.00	535.00	107.00
215.00	54.00	545.00	109.00
217.50	54.00	555.00	111.00
220.00	55.00	565.00	113.00
225.00	56.00	570.00	114.00
232.00	58.00	585.00	117.00
235.00	59.00	595.00	119.00
240.00	60.00	605.00	121.00
245.00	61.00	615.00	123.00
247.50	62.00	620.00	124.00
250.00	63.00	625.00	125.00
255.00	64.00	645.00	129.00
265.00	66.00	665.00	133.00
275.00	69.00	670.00	134.00
280.00	70.00	675.00	135.00
285.00	64.00	685.00	137.00
295.00	66.00	695.00	139.00
305.00	69.00	705.00	141.00
310.00	70.00	720.00	144.00
315.00	71.00	725.00	145.00
320.00	72.00	735.00	147.00
325.00	73.00	745.00	149.00
340.00	77.00	765.00	153.00
345.00	78.00	770.00	154.00
355.00	80.00	795.00	159.00
365.00	82.00	805.00	161.00
370.00	83.00	820.00	164.00
385.00	87.00	825.00	165.00
395.00	89.00	845.00	169.00
400.00	90.00	855.00	171.00

/2....

<u>New Clean Wage</u>	<u>Regional Allowance</u>	<u>New Clean Wage</u>	<u>Regional Allowance</u>
405.00	91.00	865.00	151.00
415.00	93.00	885.00	155.00
420.00	95.00	915.00	160.00
425.00	96.00	925.00	162.00
430.00	97.00	945.00	165.00
435.00	98.00	965.00	169.00
445.00	100.00	975.00	171.00
460.00	104.00	985.00	172.00
465.00	105.00	1,005.00	176.00
470.00	106.00	1,035.00	181.00
475.00	107.00	1,045.00	183.00
485.00	97.00	1,085.00	190.00
490.00	98.00	1,105.00	193.00
495.00	99.00	1,125.00	197.00
1,165.00	204.00	2,105.00	316.00
1,205.00	211.00	2,205.00	331.00
1,225.00	214.00	2,305.00	346.00
1,245.00	218.00	2,425.00	364.00
1,285.00	225.00	2,525.00	379.00
1,325.00	232.00	2,645.00	397.00
1,345.00	235.00	2,745.00	412.00
1,405.00	246.00	2,865.00	430.00
1,465.00	256.00	2,965.00	371.00
1,525.00	267.00	3,115.00	389.00
1,585.00	277.00	3,215.00	402.00
1,645.00	288.00	3,365.00	421.00
1,705.00	298.00	3,465.00	433.00
1,765.00	309.00	3,615.00	452.00
1,805.00	271.00	3,900.00	488.00
1,825.00	274.00	4,050.00	506.00
1,885.00	283.00	4,400.00	550.00
1,905.00	286.00	4,600.00	575.00
1,945.00	292.00	4,950.00	619.00
2,005.00	301.00	5,150.00	644.00
		5,350.00	669.00

Chief Minister's Office,  
Kuching.

18th April, 1978.

## Schedule

### SARAWAK WIDOWS' AND ORPHANS' PENSIONS FUND (Under Sarawak Cap. 90)

#### RATE OF CONTRIBUTION (Under Section 12(1))

A contributor whose monthly salary -		Monthly rates of contribution	
	does not exceed \$ 120 ...	...	\$5.00
exceeds \$	120 but does not exceed 140 ...	...	6.50
exceeds	140 but does not exceed 160 ...	...	7.50
exceeds	160 but does not exceed 180 ...	...	8.50
exceeds	180 but does not exceed 220 ...	...	10.00
exceeds	220 but does not exceed 260 ...	...	12.00
exceeds	260 but does not exceed 300 ...	...	14.00
exceeds	300 but does not exceed 340 ...	...	16.00
exceeds	340 but does not exceed 380 ...	...	18.00
exceeds	380 but does not exceed 420 ...	...	20.00
exceeds	420 but does not exceed 460 ...	...	22.00
exceeds	460 but does not exceed 500 ...	...	24.00
exceeds	500 but does not exceed 580 ...	...	27.00
exceeds	580 but does not exceed 660 ...	...	31.00
exceeds	660 but does not exceed 740 ...	...	35.00
exceeds	740 but does not exceed 820 ...	...	39.00
exceeds	820 but does not exceed 900 ...	...	43.00
exceeds	900 but does not exceed 980 ...	...	47.00
exceeds	980 ... ..	...	50.00

**NOTE:** No officer shall be required to contribute at a higher rate than fifty dollars (\$50.00) a month.

**SCHEDULE**

**MONTHLY STANDARD TAX DEDUCTIONS**

**1975**

S/NW = SINGLE/MARRIED WOMEN

M = MARRIED

M1 = MARRIED WITH 1 CHILD

M2 = MARRIED WITH 2 CHILDREN

M3 = MARRIED WITH 3 CHILDREN

M4 = MARRIED WITH 4 CHILDREN

M5 = MARRIED WITH 5 CHILDREN

OR NONE

	(1)	(2) Where wife is NOT employed					(3) Where wife is IN employment						
	S/MW* *See Note 4(b)	M	M1	M2	M3	M4	M5	H	M1	M2	M3	M4	M5
Total Monthly Emoluments													
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
235-260	4	-	-	-	-	-	-	4	-	-	-	-	-
261-290	6	-	-	-	-	-	-	5	-	-	-	-	-
291-300	7	-	-	-	-	-	-	6	-	-	-	-	-
301-325	8	-	-	-	-	-	-	7	-	-	-	-	-
326-350	9	-	-	-	-	-	-	8	-	-	-	-	-
351-375	10	4	-	-	-	-	-	9	4	5	-	-	-
376-400	12	5	-	-	-	-	-	10	5	7	-	-	-
401-425	13	7	-	-	-	-	-	12	7	8	-	-	-
426-450	15	8	4	-	-	-	-	13	8	9	-	-	-
451-475	17	9	6	-	-	-	-	15	9	11	-	-	-
476-500	19	11	7	4	-	-	-	17	11	12	-	-	-
501-525	21	12	10	6	5	-	-	19	12	14	4	5	4
526-550	23	14	11	7	6	7	-	21	14	16	6	7	5
551-575	25	16	12	8	7	9	-	23	16	18	7	8	6
576-600	27	18	14	10	9	10	4	25	18	20	8	9	7
601-625	29	20	16	11	10	11	6	27	20	22	10	11	8
626-650	32	22	18	13	11	13	7	29	22	24	11	12	9
651-675	33	24	20	15	13	15	8	31	24	26	12	14	11
676-700	37	26	22	17	15	17	10	34	26	28	14	16	12
701-725	39	30	24	19	17	19	11	36	30	32	16	18	14
726-750	42	32	26	21	19	21	12	39	32	34	18	20	16
751-775	46	35	28	23	21	23	14	42	35	37	20	22	18
776-800	48	38	30	25	23	25	16	44	37	40	22	24	20
801-825	50	40	33	27	25	27	18	47	40	43	24	26	22
826-850	53	43	35	29	27	29	20	50	43	46	26	28	24
851-875	56	46	39	31	29	31	23	53	46	49	28	30	26
876-900	60	49	42	34	32	34	25	56	49	52	30	33	28
901-925	64	52	45	37	35	37	27	60	52	55	33	36	30
926-950	68	55	48	40	38	40	29	63	55	58	36	39	33
951-975	71	58	51	43	41	43	32	67	58	62	42	45	36
				46		38	35	71	62	56	51	48	45

(1)	(2)										(3)				
	Total Monthly Earnings	S/Km* see note 4(b)	M	M1	M2	M3	M4	M5	N	N1	N2	N3	N4	N5	
976-1000	\$ 75	\$ 62	\$ 54	\$ 49	\$ 44	\$ 41	\$ 37	\$ 75	\$ 65	\$ 59	\$ 54	\$ 51	\$ 48		
1001-1050	83	70	61	55	50	47	44	82	73	67	61	57	54		
1051-1100	91	77	68	62	56	53	50	90	81	74	68	64	61		
1101-1150	101	85	76	69	63	59	56	100	88	82	76	72	68		
1151-1200	111	94	83	77	71	67	63	110	98	90	83	79	76		
1201-1250	121	104	92	84	78	74	71	120	108	100	91	87	83		
1251-1300	131	114	101	93	86	82	78	130	118	110	101	97	92		
1301-1350	141	124	112	103	95	90	86	140	128	120	112	107	102		
1351-1400	151	134	122	113	105	100	95	150	138	130	122	117	112		
1401-1450	161	144	132	123	115	110	105	160	148	140	132	127	122		
1451-1500	171	154	142	133	125	120	115	170	158	150	142	137	132		
1501-1550	183	164	152	143	135	130	125	183	168	160	152	147	142		
1551-1600	196	175	162	153	145	140	135	196	180	170	162	157	152		
1601-1650	208	188	172	163	155	150	145	208	193	182	172	167	162		
1651-1700	221	200	184	174	165	160	155	221	205	195	184	178	172		
1701-1750	233	213	197	187	176	170	165	233	218	207	197	191	184		
1751-1800	246	225	209	199	189	182	176	246	230	220	209	203	197		
1801-1850	258	238	222	212	201	195	189	258	243	232	222	216	209		
1851-1900	271	250	234	224	214	207	201	271	255	245	234	228	222		
1901-1950	285	263	247	237	226	220	214	285	268	257	247	241	234		
1951-2000	300	275	259	249	239	232	226	300	281	270	259	253	247		
2001-2050	315	290	272	262	251	245	239	315	296	284	272	266	259		
2051-2100	330	305	286	274	264	257	251	330	311	299	286	279	272		
2101-2150	345	320	301	289	276	270	264	345	326	314	301	294	286		
2151-2200	360	335	316	304	291	284	276	360	341	329	316	309	301		
2201-2250	375	350	331	319	306	299	291	375	356	344	331	324	316		
2251-2300	390	365	346	334	321	314	306	390	371	359	346	339	331		
2301-2350	406	380	361	349	336	329	321	406	386	374	361	354	346		
2351-2400	423	395	376	364	351	344	336	423	401	389	376	369	361		
2401-2450	441	412	391	379	366	359	351	441	419	404	391	384	376		
2451-2500	458	429	407	394	381	374	366	458	436	422	407	399	391		
2501-2550	476	447	425	410	396	389	381	476	454	439	425	416	407		
2551-2600	493	464	442	428	413	404	396	493	471	457	442	434	425		
2601-2650	511	482	460	445	431	422	413	511	489	474	460	451	442		
2651-2700	528	499	477	463	448	439	431	528	506	492	474	469	460		

(1)	(2)										(3)			
	where wife is not employed										where wife is in employment			
Total Monthly Emoluments	S/Am* *See Note 1(b)	M	M1	M2	M3	M4	M5	N	X1	M2	M3	M4	M5	
2701-2750	546	517	495	480	466	457	448	545	524	509	495	486	477	
2751-2800	563	534	512	498	483	474	466	563	541	527	512	504	495	
2801-2850	581	552	530	515	501	492	483	581	559	544	530	521	512	
2851-2900	598	569	547	533	518	509	501	598	576	562	547	539	530	
2901-2950	616	587	565	550	536	527	518	616	594	579	565	556	547	
2951-3000	633	604	582	568	553	544	536	633	611	597	582	574	565	
3001-3050	651	622	600	585	571	562	553	651	629	614	600	591	582	
3051-3100	668	639	617	603	588	579	571	668	646	632	617	609	600	
3101-3150	686	657	635	620	606	597	588	686	664	649	635	626	617	
3151-3200	705	674	652	638	623	614	606	705	681	667	652	644	635	
3201-3250	725	692	670	655	641	632	623	725	700	684	670	661	652	
3251-3300	745	712	687	673	658	649	641	745	720	703	687	679	670	
3301-3350	765	732	707	690	676	667	658	765	740	723	707	697	687	
3351-3400	785	752	727	710	693	684	676	785	760	743	727	717	707	
3401-3450	805	772	747	730	713	703	693	805	780	763	747	737	727	
3451-3500	825	792	767	750	733	723	713	825	800	783	767	757	747	
3501-3550	845	812	787	770	753	743	733	845	820	803	787	777	767	
3551-3600	865	832	807	790	773	763	753	865	840	823	807	797	787	
3601-3650	885	852	827	810	793	783	773	885	860	843	827	817	807	
3651-3700	905	872	847	830	813	803	793	905	880	863	847	837	827	
3701-3750	925	892	867	850	833	823	813	925	900	883	867	857	847	
3751-3800	945	912	887	870	853	843	833	945	920	903	887	877	867	
3801-3850	965	932	907	890	873	863	853	965	940	923	907	897	887	
3851-3900	985	952	927	910	893	883	873	985	960	943	927	917	907	
3901-3950	1005	972	947	930	913	903	893	1005	980	963	947	937	927	
3951-4000	1025	992	967	950	933	923	913	1025	1000	983	967	957	947	
4001-4050	1045	1012	987	970	953	943	933	1045	1020	1003	987	977	967	
4051-4100	1065	1032	1007	990	973	963	953	1065	1040	1023	1007	997	987	
4101-4150	1085	1052	1027	1010	993	983	973	1085	1060	1043	1027	1017	1007	
4151-4200	1105	1072	1047	1030	1013	1003	993	1105	1080	1063	1047	1037	1027	
4201-4250	1125	1092	1067	1050	1033	1023	1013	1125	1100	1083	1067	1057	1047	
4251-4300	1145	1112	1087	1070	1053	1043	1033	1145	1120	1103	1087	1077	1067	
4301-4350	1165	1132	1107	1090	1073	1063	1053	1165	1140	1123	1107	1097	1087	
4351-4400	1185	1152	1127	1110	1093	1083	1073	1185	1160	1143	1127	1117	1107	

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(1)	(2) Where wife is NOT Employed							(3) Where wife is IN employment						
	Total Monthly Emoluments	S/M* *See Note 4(b)	N	M1	M2	M3	M4	M5	M	M1	M2	M3	M4	M5
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
4401-4450	1208	1172	1147	1130	1113	1103	1093	1208	1180	1163	1147	1137	1127	
4451-4500	1233	1192	1167	1150	1133	1123	1113	1233	1202	1183	1167	1157	1147	
4501-4550	1258	1217	1187	1175	1153	1143	1133	1258	1227	1206	1187	1177	1167	
4551-4600	1283	1242	1210	1190	1173	1163	1153	1283	1252	1231	1210	1198	1187	
4601-4650	1308	1267	1235	1215	1194	1183	1173	1308	1277	1256	1235	1223	1210	
4651-4700	1333	1292	1260	1240	1219	1206	1194	1333	1308	1281	1260	1248	1235	
4700-6300 - See note 3(a) below														
over 6500 - See note 3(b) below														

NOTES

1. The total monthly emoluments

#### NOTES

- The total monthly emoluments in respect of which monthly deductions are to be made under this Schedule are emoluments of every description paid during the month to the employee, less any moneys paid to the employee by way of refund for bona-fide out of pocket expenses incurred in respect of travelling or subsistence in the performance of the duties of the employment.
- Where the total monthly emoluments fall between any two stages of the figures appearing in the Schedule, the monthly deduction will be based on the higher of these figures.
- (a) Where the total monthly emoluments fall between \$4,700 and \$6,500 shown in the Schedule, the monthly deduction will be based to \$4,700 plus fifty per cent of the difference between the total monthly emoluments and \$4,700.00.  
(b) Where the total monthly emoluments exceed \$6,500 shown in the Schedule, the monthly deduction shall be the amount applicable the sum of (1) \$900.00 (i.e. 50% of the difference between \$6,500 and \$4,700); and (2) 55% of every dollar exceeding \$6,500.
- The following provisions shall apply to a married woman employee:  
(a) If her husband is not in business or employment, deductions shall be made at the rate appropriate to her marital status as shown in column 2 of the schedule.  
(b) If her husband is in business or employment the employer shall make deduction at the appropriate rate as shown in column 1 of the schedule.

Where a husband is in business or employment, the monthly deduction shall be based on the total monthly emoluments of the husband and wife, less any moneys paid to the employee by way of refund for bona-fide out of pocket expenses incurred in respect of travelling or subsistence in the performance of the duties of the employment.

Where a husband is in business or employment, the monthly deduction shall be based on the total monthly emoluments of the husband and wife, less any moneys paid to the employee by way of refund for bona-fide out of pocket expenses incurred in respect of travelling or subsistence in the performance of the duties of the employment.

Where a husband is in business or employment, the monthly deduction shall be based on the total monthly emoluments of the husband and wife, less any moneys paid to the employee by way of refund for bona-fide out of pocket expenses incurred in respect of travelling or subsistence in the performance of the duties of the employment.

Where a husband is in business or employment, the monthly deduction shall be based on the total monthly emoluments of the husband and wife, less any moneys paid to the employee by way of refund for bona-fide out of pocket expenses incurred in respect of travelling or subsistence in the performance of the duties of the employment.

**URGENT**

**TREASURY CIRCULAR NO. 9/78.**

REF : TRY : 1592(VI)/76

**Lost pension Warrants (Form T.61-revised 1/75)**

With reference to Treasury Circular No. 39/1957 in respect of the Revised Procedure for the payment of local pensions, the under-noted Pension Warrants for December, 1977 have been reported lost and sub-accountants are requested not to make any payment on these warrants if presented to them for payment.

2. If the warrants listed below are ( presented for payment, sub-accountants should retain them, obtain the name and address of the person who presents them for payment and forward them by first available opportunity to me for cancellation:-

- (a) Pensioner's name : Anis bin Sa'at
- (b) Pensioner's No. : C.0233
- (c) Warrant number : 17104/1978
- (d) Amount of pension : \$104.94 per month
- (e) Period : May, 1978

3. On receipt of this circular, sub-accountants are requested to check immediately their Cash Book in order to ensure that no payment of the above mentioned Pension Warrants for the months of May, 1978 have been made. In the event that the above-mentioned warrants have been cashed, sub-accounts concerned should immediately inform me and send to me the original paid Warrants by registered post.

4. I should be most grateful if a careful check could please be made as failure to do so might involve the checking officer to be held responsible for any overpayment should any occur due to non-compliance. It will be appreciated that if no information is received that the warrants have been cashed, it will be assumed that no payments have been made and replacement warrants will be issued in due course.

5. Please acknowledge receipt of the Circular.

**(CHAN KAY TEE)**



for Accountant-General  
Sarawak.

Salinan asal

Kuching : 15th Jun, 1978

DISTRIBUTION

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

URGENT

TREASURY CIRCULAR NO. 10/78

Our Ref: TRY:1592(VI)/88.

Lost Pension Warrants (Form T.61 - Revised 1/75)

With reference to Treasury Circular No. 39/1957 in respect of the Revised Procedure for the payment of local pensions, the under-noted Pension Warrant for the month of April, 1978 has been reported lost and sub-accountants are requested not to make any payment on this warrant if presented to them for payment.

2. If the warrant below is presented for payment, sub-accountants should retain it, obtain the name, Identity Card number and address of the person who presents it for payment and forward it by first available opportunity to me for cancellation:-


- (a) Pensioner's name: Suip anak Moteng
- (b) Pension number: C.0573
- (c) Warrant number: 19886/1978
- (d) Amount of pension: \$122.41 per month
- (e) Period: April, 1978

3. On receipt of this Circular, sub-accountants are requested to check immediately their Cash Book in order to ensure that no payment of the above-mentioned Pension Warrant for the month of April, 1978 has been made. In the event that the above-mentioned warrant has been cashed, sub-accountants concerned should immediately inform me and send to me the original paid warrant by registered post.

4. I should be most grateful if a careful check could please be made as failure to do so might involve the checking officer to be held responsible for any overpayment should any occur due to non-compliance. It will be appreciated that if no information is received that the warrant has been cashed, it will be assumed that no payment has been made and a replacement warrant will be issued in due course.

5. Please promptly acknowledge receipt of this Circular.

Kuching: 10th July, 1978

  
(CHAN KAY TEE)  
for Accountant-General,  
Sarawak.

DISTRIBUTION:


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

Pay Day for August 1978

In view of Hari Raya Puasa possibly falling on 4th September 1978, payments of salaries, wages and pensions for the month of August 1978 will be made on the following dates:-

2. (a) Payment of salaries through bank accounts .. .. . on 25.8.1978
- (b) Payment of salaries in cash .. .. . on 28.8.1978
- (c) Payment of wages to daily-rated employees.. .. . on 28.8.1978
- (d) Payment of pensions .. .. . on 29.8.1978

3. In the case of daily-rated employees, wages may be paid up to and including the actual date of payment.

  
(CHAN KAY TEE)  
for Accountant-General,  
Sarawak.

Kuching: 10th August 1978

Distributions:

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

CKT/ja


CKT/ja

Pay Day for October 1978

In view of Deepavali falling on 30th October 1978, payments of salaries, wages and pensions for the month of October 1978 will be made on the following dates:-

2. (a) Payment of Salaries through bank accounts .. .. . -- 23.10.78
- (b) Payment of Pension .. .. . -- 24.10.78
- (c) Payment of Salaries in cash ! .. .. . -- 25.10.78
- (d) Payment of Wages to daily-rated employees.. .. . -- 25.10.78

3. In the case of daily-rated employees, wages may be paid up to and including the actual date of payment.

  
(CHAN KAY TEE).  
for Accountant-General,  
Sarawak.

Kuching: 5th October 1978

Distributions:

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

CKT/ja

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TREASURY CIRCULAR No. 15/78

Our Ref: TRY:1592(VI)/189

Lost Pension Warrants (Form T.61 - Revised 1/75)

With reference to Treasury Circular No. 39/1957 in respect of the Revised Procedure for the payment of local pensions, the under-noted Pension Warrants for the months of March, 1976 to December, 1976 have been reported lost and sub-accountants are requested not to make any payment on these warrants if presented to them for payment.

2. If the warrants below are presented for payment, sub-accountants should retain them, obtain the name, Identity Card number and address of the person who presents them for payment and forward them by first available opportunity to me for cancellation:-

- (a) Pensioner's name: Ex-Fenghulu Goyang anak GARAK (deceased)
- (b) Pension number: BA.0365
- (c) Warrants numbers: 01311/1976 to 01320/1976
- (d) Amount of pension: \$91.50 per month
- (e) Period: March, 1976 to December, 1976

3. On receipt of this Circular, sub-accountants are requested to check immediately their Cash Book in order to ensure that no payment of the above-mentioned Pension Warrants for the months of March, 1976 to December, 1976 have been made. In the event that the above-mentioned warrants have been cashed, sub-accountants concerned should immediately inform me and send to me the original paid warrants by registered post.

4. I should be most grateful if a careful check could please be made as failure to do so might involve the checking officer to be held responsible for any overpayment should any occur due to non-compliance. It will be appreciated that if no information is received that the warrants have been cashed, it will be assumed that no payment has been made.

5. Please promptly acknowledge receipt of this Circular.

Kuching: 7th October, 1978.

*Chan*  
(CHAN KAY TEH)  
for Accountant-General,  
Sarawak.

DISTRIBUTION:

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

CL/ja

The Accountant-General,  
The State Treasury,  
(Pensions Section)  
Kuching.

I acknowledge receipt of the Treasury Circular  
No. 15/1978 dated 7th October, 1978 and its contents will  
be given my closest attention.

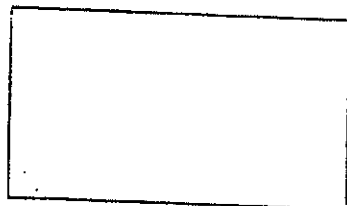
.....  
(Signature of Sub-Accountant)

Name of Sub-Accountant: .....

Our Reference: .....

Station: .....

Date: .....



Official stamp  
of office.

NEW FORM T.75 (REVISED 9/78) - SALARY ADVANCE VOUCHER

This serves to inform all concerned that a new revised Form T.75 (Revised 9/78), called "Salary Advance Voucher", will be introduced to all State Departments to replace the existing T.75 (Revised 8/66) with effect from 1st January, 1979.

2. The existing Form T.75A(8/66) will not be superseded by the new form as it will still be used by Federal Departments whose payrolls are being compiled by Federal Financial Officer (Accounting Division) until such time as the Federal Financial Officer finds it necessary to develop a similar type of form.

3. A set of the Salary Advance Voucher consists of 5 copies arranged as follows:-

- (i) Original copy (white in colour) serves as the original payment voucher,
- (ii) Duplicate copy (light yellow in colour) is the posting copy,
- (iii) Triplicate copy (pink in colour) is the Advice Copy,
- (iv) Quadruplicate copy (green in colour) is the Recovery Copy, and
- (v) Quintuplicate copy (light blue in colour) is the Department's copy and should not be detached from the booklet.

In making out the Salary Advance Voucher it would be appreciated if you would carefully note the following:-

- (i) Original Copy (white)

All particulars on the Original Copy of T.75 (Revised 9/78) should be completed. The name of the officer who has been granted the salary advance must be correctly written in block letters. Where an officer has more than one name, his other name should also be stated. In all cases, the officer's pay number should be inserted. In the detailed description column, the number of months and the relevant months in respect of which the salary advance is granted in accordance with General Order 127/Supplementary Instruction No.72 must be stated. Other relevant authority reference (if any) should also be quoted. The certification column is to be filled and at the same time, reasons for approval must be given. The recipient must sign and insert his National Registration Identity Card Number under the receipt column on receipt of payment. This original copy of salary advance payment voucher shall be forwarded to the Accountant-General together with the posting copy in the monthly account.

(ii) Posting Copy (light yellow)

All particulars in this copy should be filled in the same way as the Original Copy and forwarded to the Accountant-General/Sub-Accountant together with the Original Voucher.

(iii) Advice Copy (Pink)

All particulars in this copy should be filled in the same way as the Posting Copy and sent together with the original and posting copies to the Accountant-General/Sub-Accountant. It will be sent to the officer concerned when the Salary Advance cheque is ready for collection.

(iv) Recovery Copy (green)

All particulars in this copy should be filled in the same manner as the other copies. In this copy, Warrant Holder must state on the recovery column whether the salary advance so granted to the officer concerned is to be recovered through paysheet or in cash. It should be forwarded to the Accountant-General/Sub-Accountant for necessary action as soon as the voucher is certified.

(v) Department's Copy (light blue)

This copy should be retained by the department concerned for auditing purposes and should not be detached from the booklet. All particulars in this copy are to be filled as the other copies. Warrant Holder must quote on this copy the Treasury receipt number and the date if the advance is recovered in cash or state the month in which such an advance has been recovered through paysheet and then sign it.

4. All State Departments should indent the revised Salary Advance Voucher (in booklet form) from the Government Printing Office.

(Richard Chua K.S.)  
for Accountant-General,  
Sarawak.

Kuching: 20th November, 1978.

Distribution:

All Ministries.  
All Residents and Head of State Departments.  
All Divisional Treasuries.  
All Stations.



**SARAWAK GOVERNMENT  
ADVANCE AGAINST SALARY**

T.75  
(Revised 9/73)

Station ..... Treasury Voucher No. .... / .....  
 Head of Estimates Public Officers Personal Advances Account No. P.27  
 Sub-head ..... No. 001  
 Dr. to Name: ..... (appointment) .....  
 ..... (Department) .....  
 alias ..... Pay No. ....  
 .....  
 (In Block Letters)

Detailed Description	Amount	
	Ringgit	Sen
Salary advance of ..... month(s) (No. of months) against ..... granted in (state relevant months) accordance with General Order No.127/Supplementary Instruction No.72 to the above-named officer.		
2. Other relevant Authority Reference (if applicable) .....		
TOTAL		

I certify that this advance of Ringgit .....  
 and sen ..... is granted in accordance with the  
 above-mentioned G.O./S.I./Authority and is approved for the following  
 reason .....  
 .....  
 .....

Checked ..... Signature .....  
 Authorised for payments ..... Title .....  
 Accountant-General/ Sub-Accountant Date .....

**RECOVERY**

Advance to be recovered through Paysheet .....  
 OR  
 .....

.....  
 Signature of Warrant Holder

RECOVERY COPY: To Accountant-General/Sub-Accountant (as soon as Voucher  
 is certified).

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SARAWAK GOVERNMENT  
ADVANCES AGAINST SALARY

T.75  
(Revised 9/78)

Serial No. ....

Station ..... Treasury Voucher No. .... / .....

Head of Estimates Public Officers Personal Advances Account No. F.27

Sub-head ..... No. 001

Dr. to Name: ..... (Appointment) .....

..... (Department) .....

alias ..... Pay No: .....

.....  
(In Block Letters)

Detailed Description	Amount	
	Ringgit	Sen
Salary advance of ..... month(s) (No. of months) against ..... granted (state relevant months) in accordance with General Order No. 127/ Supplementary Instruction No.72 to the above- named officer.		
2. Other relevant Authority Reference (if applicable) .....		
TOTAL		

I certify that this advance of Ringgit .....  
and sen ..... is granted in accordance with  
the above-mentioned G.O./S.I./Authority and is approved for the  
following reason .....

Checked ..... Signature .....

Authorised for payment ..... Title .....

Accountant-General/  
Sub-Accountant

Date .....

ADVICE COPY: To be forwarded with original to Accountant-General/  
Sub-Accountant.

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**SARAWAK GOVERNMENT**  
**ADVANCES AGAINST SALARY**

T.75  
(Revised 9/78)  
Serial No. ....

Station ..... Treasury Voucher No. ....  
Head of Estimates Public Officers Personal Advances Account No. F.27  
Sub-head ..... No. 001  
Dr. to Name: ..... (Appointment) .....  
..... (Department) .....  
alias ..... Pay No. ....  
.....  
(In Block Letters)

Detailed Description	Amount	
	Ringgit	Sen
Salary advances of.....month(s) against ..... (No. of months) .....granted in accordance with (state relevant months) General Order No.127/Supplementary Instruction No. 72 to the above-named officer. 2. Other relevant Authority Reference (if applicable) ..... .....		
TOTAL		

I certify that this advance of Ringgit .....  
and sen ..... is granted in accordance with the above-mentioned  
G.O./S.I./Authority and is approved for the following reason .....  
.....

Checked ..... Signature .....  
Authorised for payment ..... Title .....  
Accountant-General/  
Sub-Accountant

RECOVERY

Advance recovered vide Receipt No. ....  
dated .....

OR

through Paysheet in the month of ..... 19 .....

.....  
Signature of Warrant Holder

DEPARTMENT'S COPY: To be retained in this book.

**SARAWAK GOVERNMENT**  
**ADVANCES AGAINST SALARY**

T.75  
(Revised 9/78)

Station ..... Treasury Voucher No. .... / .....  
 Head of Estimate Public Officers Personal Advances Account No. 127  
 Sub-head ..... No. 001  
 Dr. to Name: ..... (Appointment) .....  
 ..... (Department) .....  
 alias ..... Pay No: .....  
 .....  
 (In Block Letters)

Detailed Description	Amount	
	Ringgit	Sen
Salary advances of ..... month(s) against ..... (No. of months) ..... granted in accordance with (State relevant months) ..... General Order No. 127/Supplementary Instruction No. 72 to the above-named officer.		
2. Other relevant Authority Reference (if applicable) .....		
TOTAL		

I certify that this advance of Ringgit .....  
 and sen ..... is granted in accordance with the above  
 mentioned G.O./S.I./Authority and is approved for the following reason .....

Checked ..... Signature .....  
 Authorised for payment ..... Title .....  
     Accountant-General/  
     Sub-Accountant Date .....

Besting Copy: To Accountant-General/Sub-Accountant (together with Original in monthly Accounts)

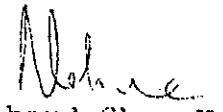
Pay Day for December 1978

In view of Christmas Day falling on 25th December, 1978, payments of salaries, wages and pensions for the month of December, 1978 will be effected as follows:-

- (a) payments of salaries through bank accounts on .. .. 18.12.1978
- (b) payments of pensions on .. .. 19.12.1978
- (c) payments of salaries in cash on . 20.12.1978
- (d) payments of wages to daily-rated employees on .. .. 20.12.1978

2. In the case of daily-rated employees, wages may be paid up to and including the actual date of payment.

3. Paragraph 6 of Treasury Circular No.16/1978 of 24th October, 1978 is also relevant.

  
(Richard Chua K.S.)  
for Accountant-General,  
Sarawak.

Dating: 27th November, 1978.

DISTRIBUTIONS:-

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

PCKS/mb

TREASURY CIRCULAR No. 1/1979.

(Ref: TRY:2371(II)/210)

Pay Day for Salaries, Wages and  
Pensions for January 1979

In view of Chinese New Year Day falling on 28th January, 1979, payments of salaries, wages and pensions for the month of January 1979 will be made as follows:-

- (a) Payment of salaries through bank  
accounts on .. .. . 19.1.1979;
- (b) Payment of pensions and allowances  
on.. .. . 20.1.1979;
- (c) Payment of salaries in cash on .. 22.1.1979; and
- (d) Payment of wages to daily-rated  
employees on.. .. . 22.1.1979.

2. In the case of daily-rated employees, wages may be paid up to and including the actual date of payment.



(CHAN KAY TEE)  
for Acting Accountant-General,  
Sarawak.

Kuching: 4th January 1979.

Distributions:

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

CKT/ja

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URGENT

TREASURY CIRCULAR NO. 2/79

Our Ref: TRY:1592(VII)/229

Lost Pension Warrants (Form F.61 - Revised 1/75)

With reference to Treasury Circular No. 39/1957 in respect of the Revised Procedure for the payment of local pensions, the under-noted Pension Warrant for the month of November, 1978 has been reported lost and sub-accountants are requested not to make any payment on this Warrant if presented to them for payment.

2. If the Warrant below is presented for payment, Sub-accountants should retain it, obtain the name, Identity Card number and address of the person who presents it for payment and forward it by first available opportunity to me for cancellation:-

- (a) Pensioner's name: Mohamad bin Musa  
(deceased) (Datuk)
- (b) Pension number: P.0315
- (c) Warrant number: 07804/1978
- (d) Amount of Pension: \$160.71 per month
- (e) Period: November, 1978

3. On receipt of this Circular sub-accountants are requested to check immediately their Cash Book in order to ensure that no payment of the above-mentioned Pension Warrant for the month of November, 1978 has been made. In the event that the above-mentioned Warrant has been cashed, sub-accountants concerned should immediately inform me and send to me the original paid warrant by registered post.

4. I should be most grateful if a careful check could please be made as failure to do so might involve the checking officer to be held responsible for any overpayment should any occur due to non-compliance. It will be appreciated that if no information is received that the Warrant has been cashed, it will be assumed that no payment has been made.

5. Please promptly acknowledge receipt of this Circular.

*Chan*  
(CHAN KAY TEE)  
for Accountant-General,  
Sarawak.

Kuching: 25th April 1979.

DISTRIBUTIONS:

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


CL/ja

Pay Day for May 1979

In view of Dayak Festival Day falling on 1st June 1979, payments of salaries, wages and pensions for the month of May 1979 may be made on the following dates:-

2. (a) Payment of Salaries through bank account .. .. on 22.5.1979
- (b) Payment of Salaries in cash .. on 24.5.1979
- (c) Payment of Wages to daily-rated employees .. .. on 24.5.1979
- (d) Payment of Pensions .. .. on 25.5.1979

3. In the case of daily-rated employees, wages may be paid up to and including the actual date of payment.

  
(CHAN KAY TEE)  
for Accountant-General,  
Sarawak.

Kuching: 25th April 1979

Distributions:

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

CKT/ja



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URGENT

TREASURY CIRCULAR No. 4/79

Our Ref: TRY:1592(VII)/252.

Lost Pension Warrants (Form T61-Revised 1/75)

With reference to Treasury Circular No. 39/1957 in respect of the Revised Procedure for the payment of local pensions, the under-noted Pension Warrant for the month of April, 1979 has been reported lost and sub-accountants are requested not to make any payment on this warrant if presented to them for payment.

2. If the Warrant below is presented for payment, sub-accountants should retain it, obtain the name, Identity Card number and address of the person who presents it for payment and forward it by first available opportunity to me for cancellation:-

- (a) Pensioner's name: Ong Kee Chong
- (b) Pension number: P.1220
- (c) Warrant number: 23756/1979
- (d) Amount of Additional Pension Allowance: \$221.68 per month
- (e) Period: April, 1979

3. On receipt of this Circular, sub-accountants are requested to check immediately their Cash Book in order to ensure that no payment of the above-mentioned Pension Warrant for the month of April, 1979 has been made. In the event that the above-mentioned Warrant has been cashed, sub-accountants concerned should immediately inform me and send to me the original paid Warrant by registered post.

4. I should be most grateful if a careful check could please be made as failure to do so might involve the checking officer to be held responsible for any overpayment should any occur due to non-compliance. It will be appreciated that if no information is received that the Warrant has been cashed, it will be assumed that no payment has been made and a replacement Warrant will be issued in due course.

5. Please promptly acknowledge receipt of this Circular.

KUCHING: 7th May, 1979

*Chu*  
(CHAN KAY TEE)  
for Accountant-General,  
Sarawak.

DISTRIBUTIONS:

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

CL/ja

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84  
Treasury Circular No. 5/1979.


REF: TRY:2221(VI)/5.

NEW FORM T.75 (REVISED 9/78) - SALARY ADVANCE VOUCHER.

With reference to Treasury Circular No. 17/1978 dated 20th November, 1978 on the above subject I would like to draw your attention to paragraphs 1 and 4 of the above mentioned circular. All State departments should by now have indented for these new Forms for use. All salary advances should henceforth be paid by means of these serialised Forms.

2. Please also be informed that the serial numbers of the Advance Against Salary vouchers (in booklet form) should be properly recorded and entered into the Revenue Forms Register (T.64).

3. A monthly return of unused and partly used Advance Against Salary voucher Form T.75 (Revised 9/78) must be submitted by departments to this Office on the Return of Controlled Revenue Forms T.235 (Revised 2/71). For revenue-collecting departments, these details may be included in their usual monthly Return of Controlled Revenue Forms T.235 (Revised 2/71).

  
(Wan Abdul Rahman Datu Tuanku Taha)  
for Accountant-General,  
Sarawak.

Kuching: 8th May, 1979.

Distribution:

All Ministries.  
All Residents and Heads of State Departments.  
All Divisional Treasuries.  
All Stations.

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URGENT

TREASURY CIRCULAR NO. 6/79

Our Ref: TRY:1592(VII)/254

Lost Pension Warrants (Form T.61 - Revised 1/75)

With reference to Treasury Circular No. 39/1957 in respect of the Revised Procedure for the payment of local pensions, the under-noted Pension Warrant for the month of January, 1979 has been reported lost and sub-accountants are requested not to make any payment on this Warrant if presented to them for payment.

2. If the Warrant below is presented for payment, sub-accountants should retain it, obtain the name, Identity Card number and address of the person who presents it for payment and forward it by first available opportunity to me for cancellation:-


- (a) Pensioner's name: Shim Nyuk Siong
- (b) Pension number: P.1648
- (c) Warrant number: 01261/1979
- (d) Amount of Pension: \$483.75 per month
- (e) Period: January, 1979

3. On receipt of this Circular sub-accountants are requested to check immediately their Cash Book in order to ensure that no payment of the above-mentioned Pension Warrant for the month of January, 1979 has been made. In the event that the above-mentioned Warrant has been cashed, sub-accountants concerned should immediately inform me and send to me the original paid Warrant by registered post.

4. I should be most grateful if a careful check could please be made as failure to do so might involve the checking officer to be held responsible for any overpayment should any occur due to non-compliance. It will be appreciated that if no information is received that the Warrant has been cashed, it will be assumed that no payment has been made and a replacement Warrant will be issued in due course.

5. Please promptly acknowledge receipt of this Circular.

Kuching: 8th May, 1979.

  
(CHAN KAY TEE)  
for Accountant-General,  
Sarawak.

DISTRIBUTIONS:

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

CL/ja

TREASURY CIRCULAR NO. 7/1979.

Ref: TRY:2371(II)/245.

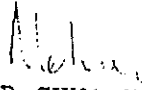
Pay Day for Pensions, Salaries and Wages  
August 1979

In view of Hari Raya Fuasa possibly falling on 24th August, 1979, payments of pensions, salaries and wages for the month of August 1979 will be made on the following dates:-

2. (a) Payment of pensions on .. .. . 14.8.1979
- (b) Payment of Salaries through bank  
accounts on .. .. . 15.8.1979
- (c) Payment of Salaries in Cash on .. .. . 17.8.1979
- (d) Payment of wages to daily-rated  
employees on .. .. . 17.8.1979

3. In the case of daily-rated employees, wages may be paid up to and including the actual date of payment.

"HIDUP SELALU BERHIDMAT"

  
(RICHARD CHUA KOK SENG)  
for Accountant-General,  
Sarawak.

Kuching: 3rd August, 1979.

Distributions:

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

Pay Day for October 1979


In view of Deepavali falling on 19th October 1979, payments of salaries, pensions and wages for the month of October 1979 may be made on the following dates:-

2. (a) Payment of Salaries through  
bank account on .. .. 12.10.1979
- (b) Payment of Salaries in cash on .. 15.10.1979
- (c) Payment of Pensions on .. .. 16.10.1979
- (d) Payment of Wages to daily-rated  
employees on .. .. 15.10.1979

3. In the case of daily-rated employees, wages may be paid up to and including the actual date of payment.

'HIDUP SELALU BERHIDMAT'

Kuching: 3rd October 1979

  
(CHAN KAY TEE)  
for Accountant-General,  
Sarawak.

Distributions:

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

CKT/ja

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URGENT

TREASURY CIRCULAR NO.11/1979

Our ref: TRY:1592(VIII)/157

Lost Pension Warrants (Form P.61 - Revised 1/75)

With reference to Treasury Circular No.39/1957 in respect of the Revised Procedure for the payment of local pensions, the under-noted Pension Warrants for the months of October, 1979 to December, 1979 have been reported lost and sub-accountants are requested not to make any payment on these Warrants if presented to them for payment.

2. If the Warrants below are presented for payment, sub-accountants should retain them, obtain the name, Identity Card number and address of the person who presents them for payment and forward them by first available opportunity to me for cancellation:-

- (a) Pensioner's name: Chan Peng Lai
- (b) Pension number: JS.140
- (c) Warrant number: 07285/1979 to 07287/1979
- (d) Amount of Pension: \$483.29 per month
- (e) Period: October, 1979 to December, 1979

3. On receipt of this Circular sub-accountants are requested to check immediately their Cash Book in order to ensure that no payment of the above-mentioned Pension Warrants for the months of October, 1979 to December, 1979 have been made. In the event that the above-mentioned Warrants have been cashed, sub-accountants concerned should immediately inform me and send to me the original paid Warrants by registered post.

4. I should be most grateful if a careful check could please be made as failure to do so might involve the checking officer to be held responsible for any overpayment should any occur due to non-compliance. It will be appreciated that if no information is received that the Warrants have been cashed, it will be assumed that no payment has been made and a replacement Warrant will be issued in due course.

5. Please promptly acknowledge receipt of this Circular.

Kuching: 28th November, 1979

(CHAN KAY TEE)  
for Accountant-General,  
Sarawak.

DISTRIBUTIONS:

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

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URGENT

TREASURY CIRCULAR NO.12/1979

Our Ref: TRY:1592(VIII)/158

Lost Pension Warrants (Form T.61 - Revised 1/75)

With reference to Treasury Circular No.33/1957 in respect of the Revised Procedure for the payment of local pensions, the under-noted Pension Warrants for the months of October, 1979 to December, 1979 have been reported lost and sub-accountants are requested not to make any payment on these Warrants if presented to them for payment.

2. If the Warrants below are presented for payment, sub-accountants should retain them, obtain the name, Identity Card number and address of the person who presents them for payment and forward them by first available opportunity to me for cancellation:-

- (a) Pensioner's name: Lim Cheng Chuan
- (b) Pension number: JS.0206
- (c) Warrant number: 07560/1979 to 07562/1979
- (d) Amount of Pension: \$556.25 per month
- (e) Period: October, 1979 to December, 1979

3. On receipt of this Circular sub-accountants are requested to check immediately their Cash Book in order to ensure that no payments of the above-mentioned Pension Warrants for the months of October, 1979 to December, 1979 have been made. In the event that the above-mentioned Warrants have been cashed, sub-accountants concerned should immediately inform me and send to me the original paid Warrants by registered post.

4. I should be most grateful if a careful check could please be made as failure to do so might involve the checking officer to be held responsible for any overpayment should any occur due to non-compliance. It will be appreciated that if no information is received that the Warrants have been cashed, it will be assumed that no payment has been made and replacement Warrants will be issued in due course.

Kuching: 28th November, 1979

(CHAN KAY TEE)  
for Accountant-General,  
Sarawak.

DISTRIBUTIONS:

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

CL/tah

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The Accountant-General,  
The State Treasury,  
(Pensions Section),  
Kuching.

I acknowledge receipt of the Treasury Circular  
No.12/1979 dated 28th November, 1979 and its contents will  
be given my closest attention.

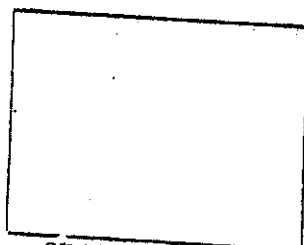
.....  
(Signature of Sub-Accountants)

Name of Sub-Accountant: .....

Our Reference: .....

Station: .....

Date: .....



Official Stamp  
of Office



Pay Day for December 1979


In view of Christmas Day on 25th December 1979, payments of salaries, pensions and wages for the month of December 1979 may be made on the following dates:-

2. (a) Payment of salaries through bank accounts .. .. . 14.12.1979
- (b) Payment of salaries in cash .. .. 18.12.1979
- (c) Payment of pensions .. .. . 19.12.1979
- (d) Payment of wages to daily-rated employees.. .. . 18.12.1979

3. In the case of daily-rated employees, wages may be paid up to and including the actual date of payment.

'HIDUP SELALU BERTHIDMAT'

Kuching: 1st December 1979

  
(CHAN KAY TEE)  
for Accountant-General,  
Sarawak.

Distributions:

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

CKT/ja

TREASURY CIRCULAR NO. 1/1980

Ref: TRY:2371(III)/30

Pay Day for February 1980

In view of Chinese New Year Day falling on 16th February 1980, payments of salaries, wages and pensions for the month of February 1980 will be made as follows:-

2. (a) Payment of pensions on .. .. 7.2.1980
- (b) Payment of salaries through bank accounts on .. .. 8.2.1980
- (c) Payment of salaries in cash on .. .. 11.2.1980
- (d) Payment of wages to daily-rated employees on .. .. 11.2.1980

3. In the case of daily-rated employees, wages may be paid up to and including the actual date of payment.

'HIDUP SELALU PERHIDMAT'



(CHAN KAY TEE)  
for Accountant-General,  
Sarawak.

Kuching: 17th January 1980

Distributions:

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

CKT/ja

URGENTTreasury Circular No. 2/80

Our Ref: TRY:1592(IX)/143

Lost Pension Warrants (Form T.61 - Revised 1/75)

With reference to Treasury Circular No. 39/1957 in respect of the Revised Procedure to the payment of local pensions, the under-noted Pension Warrant for the month of January, 1980 has been reported lost and sub-accountants are requested not to make any payment on this Warrant if presented to them for payment.

2. If the Warrant below is presented for payment, sub-accountants should retain it, obtain the name, Identity Card number and address of the person who presents it for payment and forward it by first available opportunity to me for cancellation:-

- (a) Pensioner's name: CHUNG KUK YUN
- (b) Pension number: P. 0773
- (c) Warrant number: 08496/1980
- (d) Amount of pension: \$682.50 per month
- (e) Period: January, 1980


3. On receipt of this Circular, sub-accountants are requested to check immediately their Cash Book in order to ensure that no payment of the above-mentioned Pension Warrant for the month of January, 1980 has been made. In the event that the above-mentioned Warrant has been cashed, sub-accountants concerned should immediately inform me and send to me the original paid Warrant by registered post.

4. I should be most grateful if a careful check could please be made as failure to do so might involve the checking officer to be held responsible for any overpayment should any occur due to non-compliance. It will be appreciated that if no information is received that the Warrant has been cashed, it will be assumed that no payment has been made and a replacement Warrant will be issued in due course.

5. Please promptly acknowledge receipt of this Circular.

'HIDUP SELALU BERTAMAT'

Kuching: 28th February, 1980

  
(CHAN KAY TEE)  
for Accountant-General,  
Sarawak.

Distribution:

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

CL/ja

The Accountant-General,  
The State Treasury,  
(Pensions Section)  
Kuching.

I acknowledge receipt of the Treasury Circular  
No. 2/80 dated 28th February, 1980 and its contents  
will be given my closest attention.

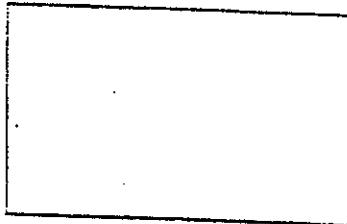
.....  
(Signature of Sub-Accountants)

Name of Sub-Accountant: .....

Our reference: .....

Station: .....

Date: .....



Official Stamp  
of Office

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URGENT

Treasury Circular No.3/1980

Our ref: TRY:1592(IX)/216

Lost Pension Warrants (Form T.61 - Revised 1/75)

With reference to Treasury Circular No.39/1957 in respect of the Revised Procedure to the payment of local pensions, the under-noted Pension Warrants have been reported lost and sub-accountants are requested not to make any payment on these warrants if presented to them for payment.

2. If the warrants below are presented for payment, sub-accountants should retain them, obtain the name, Identity Card number and address of the person who presents them for payment and forward them by first available opportunity to me for cancellation:-

	<u>Case No.1</u>	<u>Case No.2</u>
(a) Pensioner's name:	Ganja Anak Inchang;	Abg. Omar bin Abg. Hj. Drahman.
(b) Pension number:	G.0014	P.0620
(c) Warrant number:	21027/1980-21036/1980;	07767/1980-07775/1980
(d) Amount of pension:	\$98.12 per month;	\$423.94 per month.
(e) Period:	Mar., to Dec., 1980;	Apr. to Dec., 1980.

3. On receipt of this Circular, Sub-accountants are requested to check immediately their Cash Book in order to ensure that no payment of the above-mentioned Pension Warrants have been cashed, sub-accountants concerned should immediately inform me and send to me the original paid Warrants by registered post.

4. I should be most grateful if a careful check could please be made as failure to do so might involve the checking officer to be held responsible for any overpayment should any occur due to non-compliance. It will be appreciated that if no information is received that the Warrants have been cashed, it will be assumed that no payment has been made and a replacement Warrants will be issued in due course.

5. Please promptly acknowledge receipt of this Circular.

Kuching: 12th April, 1980

(CHAI KAY TEE)  
for Accountant-General,  
Sarawak.

Distribution:

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

URGENTTreasury Circular No.4/1980

Our ref: TRY:1592(IX)/241

Lost Pension Warrants (Form T.61 - Revised 1/75)

With reference to Treasury Circular No.39/1957 in respect of the Revised Procedure to the payment of local pensions, the under-noted Pension Warrants have been reported lost and sub-accountants are requested not to make any payment on these Warrants if presented to them for payment.

2. If the Warrants below are presented for payment sub-accountants should retain them, obtain the name, Identity Card number and address of the person who presents them for payment and forward them by first available opportunity to me for cancellation:-


- (a) Pensioner's name: ANYAU ANAK BAKIT (deceased)
- (b) Pension number: P.0745
- (c) Warrant number: 09692/1979 - 09696/1979
- (d) Amount of pension: \$178.07 per month
- (e) Period: August, 1979 to December, 1979

3. On receipt of this Circular, sub-accountants are requested to check immediately their Cash Book in order to ensure that no payment of the above-mentioned Pension Warrants for the month of August, 1979 to December, 1979 have been made. In the event that the above-mentioned Warrants have been cashed, sub-accountants concerned should immediately inform me and send to me the original paid Warrants by registered post.

4. I should be most grateful if a careful check could please be made as failure to do so might involve the checking officer to be held responsible for any overpayment should any occur due to non-compliance. It will be appreciated that if no information is received that the Warrants have been cashed, it will be assumed that no payment has been made and the balance of pension will be arranged in due course.

5. Please promptly acknowledge receipt of this Circular.

Kuching: 14th May, 1980

  
(CHAN KAY TEE)  
for Accountant-General,  
Sarawak.

DISTRIBUTION:

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

CL/tah

**Pay Day for May 1980**

In view of Dayak Festival Day on 1st June 1980, payments of salaries, wages and pensions for the month of May 1980 will be made as follows:-

2. (a) Payment of salaries through bank  
accounts on .. .. . 23.5.1980
- (b) Payment of salaries in cash on .. .. . 26.5.1980
- (c) Payment of wages to daily-rated  
employees on .. .. . 26.5.1980
- (d) Payment of pensions on .. .. . 27.5.1980

3. In the case of daily-rated employees, wages may be paid up to and including the actual date of payment.

**' HIDUP SELALU BERKHIDMAT '**

Kuching : 17th May, 1980

**(CHAN KAY TEE)**  
for Accountant-General,  
Sarawak.

Salinan asal

**Distributions :**

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

CKT/tah

TREASURY CIRCULAR NO.6/1980

Ref: TRY:2671(III)/55

Pay Day for June 1980


In view of the fact that Bank Negara Malaysia and other banks will be open for business on 30.6.1980 for only two hours, payments of salaries, wages and pensions for the month of June 1980 will be made as follows:-

- 2. (a) Payment of salaries through bank accounts on .. .. . 25.6.1980
- (b) Payment of salaries in cash on .. 27.6.1980
- (c) Payment of wages to daily-rated employees on .. .. . 27.6.1980
- (d) Payment of pensions on .. .. . 26.6.1980

3. In the case of daily-rated employees, wages may be paid up to and including the actual date of payment.

'HIDUP SELALU BERHIDMAT'

Kuching: 16th June, 1980

  
(CHAN KAY TEE)  
for Accountant-General,  
Sarawak.

Distributions:

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

CKT/tah



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URGENT

Treasury Circular No. 7/1980

Our ref: TRY:1592(X)/60

Lost Pension Warrants (Form T.61 - Revised 1/75)

With reference to Treasury Circular No. 39/1957 in respect of the Revised Procedure to the payment of local pensions, the under-noted Pension Warrants have been reported lost and Sub-Accountants are requested not to make any payment on these Warrants if presented to them for payment.

2. If the Warrants below are presented for payment, Sub-Accountants should retain them, obtain the name, Identity Card number and address of the person who presents them for payment and forward them by first available opportunity to me for cancellation:-

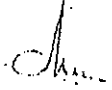
- (a) Pensioner's name: Wong Siew Kiaw
- (b) Pension number: WO 0156
- (c) Warrants number: 04503/1980 - 04504/1980
- (d) Amount of pension: £231.13 per month
- (e) Period: April and May, 1980

3. On receipt of this Circular, Sub-Accountants are requested to check immediately their Cash Book in order to ensure that no payment of the above-mentioned Pension Warrants has been made. In the event that the above-mentioned Pension Warrants have been cashed, Sub-Accountants concerned should immediately inform me and send to me the original paid Warrants by registered post.

4. I should be most grateful if a careful check could please be made as failure to do so might involve the checking officer to be held responsible for any overpayment should any occur due to non-compliance. It will be appreciated that if no information is received that the Warrants have been cashed, it will be assumed that no payment has been made and replacement Warrants will be issued in due course.

5. Please promptly acknowledge receipt of this Circular.

Kuching: 2nd July, 1980

  
(CHAN KAY TEE)  
for Accountant-General,  
Sarawak.

DISTRIBUTIONS:

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


CL/tah

Pay Day for December 1980

In view of Christmas Day on 25th December 1980, payments of salaries, pensions and wages for the month of December 1980 may be made on the following dates:-

2. (a) Payment of salaries (bank accounts).....16.12.1980.  
(b) Payment of pensions.....17.12.1980.  
(c) Payment of salaries (in cash) and wages  
to daily-rated employees.....18.12.1980.
3. In the case of daily-rated employees, wages may be paid up to and including the actual date of payment.

Kuching: 1st December 1980

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

Distributions:

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

TREASURY CIRCULAR NO.11/1980

Our Ref: TRY:1592(VIII)/159


Pension Warrants (Form T.61 - Revised 1/75)

The Federal Secretary's Office has recently set up a Pensions Division to take over the administration and payment of pensions from this Office. The take-over however does not include pensions paid from the Sarawak Widows' and Orphans' Pension Fund which shall continue to be administered by the State Treasury.

2. Please be advised that commencing from next year, all Pension Warrants other than those pensions paid out from the Sarawak Widows' and Orphans' Pension Fund under the Sarawak Widows' and Orphans' Pensions Ordinance (Sarawak Cap.90) will be issued by the Federal Secretary (Pensions Division), Kuching bearing the authorising stamp of that Office. Any matters concerning death of a pensioner, loss of Pension Warrants or change of paying station should be notified to the appropriate Office, i.e., either the Federal Secretary (Pensions Division), Kuching or the Accountant-General, State Treasury, Kuching.

3. Indebtedness Clearance Certificate, Form T.282 (Revised 7/1980) for payment of pensions (other than Sarawak Widows' and Orphans' Pensions, contract gratuity and provident funds) should be forwarded to the Federal Secretary (Pension Division), Kuching.

Kuching: 2nd December, 1980.

  
(CHAN KAY TEE)  
for Accountant-General,  
Sarawak.

Distributions:

All Residents and District Officers  
All Senior Accounting Officers  
All Sub-Treasuries

Copy to: Federal Secretary,  
(Pensions Division)  
Kuching.

CKT/mb

BATAL

TREASURY CIRCULAR NO.1/1981

Our Ref: TRY:1592(X)/191

Pension Warrants - Monthly Returns

Further to my Treasury Circular No.11/1980 dated 2nd December, 1980, all Divisional and Sub-treasuries are requested to submit a monthly return at the end of each month for the first half of this year, on the attached specimen form, of all Pension Warrants presented for payment, other than those pensions paid out from the Sarawak Widows' and Orphans' Pension Fund under the Sarawak Widows' and Orphans' Pensions Ordinance (Sarawak Cap. 90). These monthly returns are required by the Federal Secretary (Pensions Division), Kuching for the purpose of facilitating the reconciliation of pension accounts under the Federal Expenditure Heads B. 9 and T. 14, according to the items as shown on the printed Pension Warrants please.

2. Your prompt attention to the above and kind co-operation will be very much appreciated.

"HIDUP SELALU BERKHIDMAT"



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

Kuching: 17th February, 1981

DISTRIBUTIONS:

All Residents and District Officers.  
All Senior Accounting Officers.  
All Sub-Treasuries.

Copy to: Federal Secretary,  
(Pensions Division)  
Kuching.

PRESENTED FOR PAYMENT

Station \_\_\_\_\_ For the month of \_\_\_\_\_ 19\_\_\_\_

DATE: \_\_\_\_\_ Signature \_\_\_\_\_  
Name: \_\_\_\_\_  
Post: \_\_\_\_\_

URGENT

Treasury Circular No.2/1981

Our Ref: TRY:1592(X)/196

Lost Pension Warrants (Form T.61 - Revised 1/75)

With reference to Treasury Circular No.39/1957 in respect of the Revised Procedure to the payment of local pensions, the under-noted Pension Warrant for the month of December, 1980 has been reported lost and sub-accountants are requested not to make any payment on this warrant if presented to them for payment.

2. If the Warrant below is presented for payment, sub-accountants should retain it, obtain the name, Identity Card number and address of the person who presents it for payment and forward it by first available opportunity to the Federal Secretary, (Pensions Division), Kuching for cancellation:-

- (a) Pensioner's name: LICHONG ANAK SAWA
- (b) Pension number: P. 2150
- (c) Warrant number: 20688/1980
- (d) Amount of pension: \$61.64 per month
- (e) Period: December, 1980


3. On receipt of this Circular, sub-accountants are requested to check immediately their Cash Book in order to ensure that no payment of the above-mentioned Pension Warrant for the month of December, 1980 has been made. In the event that the above-mentioned Warrant has been cashed, sub-accountants concerned should immediately inform me and send to me the original paid Warrant by registered post.

4. I should be most grateful if a careful check could please be made as failure to do so might involve the checking officer to be held responsible for any overpayment should any occur due to non-compliance. It will be appreciated that if no information is received that the Warrant has been cashed, it will be assumed that no payment has been made and a replacement Warrant will be issued in due course.

5. Please promptly acknowledge receipt of this Circular.

'HIDUP SELALU BERKHIDMAT'

Kuching: 20th February, 1981

  
(CHAN KAY TEE)  
for Accountant-General,  
Sarawak.

Distribution:

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

Copy to: The Federal Secretary, Pensions Division,  
No.117B & 117C Jalan Ban Hock, Kuching.

The Accountant-General,  
The State Treasury,  
(Pensions Section)  
Kuching.

I acknowledge receipt of the Treasury Circular  
No. 2/81 dated 20th February, 1981 and its contents  
will be given my closest attention.

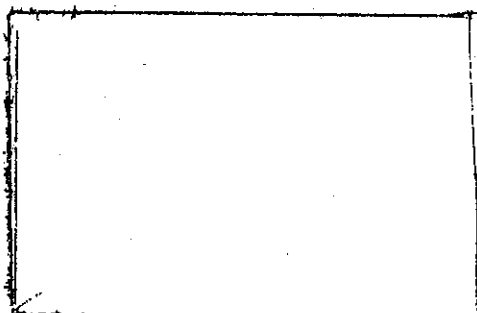
.....  
(Signature of Sub-Accountants)

Name of Sub-Accountant: .....

Our reference: .....

Station: .....

Date: .....



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TREASURY CIRCULAR NO. 3/1981

Ref: TRY:2371(III)/203


Pay Day for May 1981

In view of Dayak Festival Day on 1st June 1981, payments of salaries, wages and pensions for the month of May 1981 will be made as follows:-

- |        |   |     |     |     |           |
|--------|---|-----|-----|-----|-----------|
| 2. (a) | Payment of salaries through bank account on | ... | ... | ... | 22.5.1981 |
| (b)    | Payment of salaries in cash                 | ... | ... | ... | 25.5.1981 |
| (c)    | Payment of wages to daily-rated employees   | ... | ... | ... | 25.5.1981 |
| (d)    | Payment of pensions                         | ... | ... | ... | 26.5.1981 |

3. In the case of daily-rated employees, wages may be paid up to and including the actual date of payment.

"HIDUP SELALU BERHIDMAT"

  
(CHAN KAY TEE)  
for Accountant-General,  
Sarawak.

Kuching: 9th May 1981.

Distributions:

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




Pay Day for June 1981

In view of the fact that Bank Negara Malaysia, Kuching and other commercial banks will be open for business on 30th June 1981 for only two hours, payments of salaries, wages and pensions for the month of June 1981 will be made as follows:-

2. (a) Payment of pensions on ... .. 22.6.1981
- (b) Payment of salaries through bank on ... 23.6.1981
- (c) Payment of salaries in cash on .. ... 25.6.1981
- (d) Payment of wages to daily-rated employees on ... .. 25.6.1981

3. In the case of daily-rated employees, wages may be paid up to and including the actual date of payment.

"HIDUP SELALU BERHIDMAT"

  
(CHAN KAY TEE)  
for Accountant-General,  
Sarawak.

Kuching: 11th June 1981.

Distributions:

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

Pay Day for Pensions, Salaries and Wages


July 1981

In view of Hari Raya Puasa possibly falling on 1st August, 1981, payments of pensions, salaries and wages for the month of July 1981 will be made on the following dates:-

2. (a) Payment of pensions on .. .. . 22.7.1981
- (b) Payment of Salaries through bank accounts on .. .. . 21.7.1981
- (c) Payment of Salaries in Cash on .. .. . 23.7.1981
- (d) Payment of wages to daily-rated employees on .. .. . 23.7.1981

3. In the case of daily-rated employees, wages may be paid up to and including the actual date of payment.

"HIDUP SELALU BERHIDMAT"

  
(CHAN KAY TEE)  
for Accountant-General,  
Sarawak.

Kuching: 6th July, 1981.

Distributions:-

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

Our Ref: TRY:1592(X)/283

Lost Pension Warrants (Form T.61 - Revised 1/75)

With reference to Treasury Circular No. 39/1957 in respect of the Revised Procedure for the payment of local pensions, the under-noted Pension Warrants for the months of April to June, 1981 have been reported lost and Sub-Accountants are requested not to make any payment on these Warrants if presented to them for payment.

2. If the Warrants listed below are presented for payment, Sub-Accountants should retain them, obtain the name, Identity Card number and address of the person who presents them for payment and forward them by first available opportunity to the Federal Secretary (Pensions Division), Kuching for cancellation:-

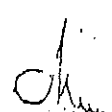
- (a) Pensioner's name: Helen Than
- (b) Pension number: DP 0194
- (c) Warrant number: 32555/1981 - 32557/1981
- (d) Amount of pension: \$902.50 per month
- (e) Period: April, 1981 to June, 1981

3. On receipt of this Circular, Sub-Accountants are requested to check immediately their Cash Book in order to ensure that no payment of the above-mentioned Pension Warrants has been made. In the event that the above-mentioned Pension Warrants have been cashed, Sub-Accountants concerned should immediately inform the Federal Secretary (Pensions Division), Kuching and send to him the original paid Warrants by registered post.

4. I should be most grateful if a careful check could please be made as failure to do so might involve the checking officer to be held responsible for any overpayment should any occur due to non-compliance. It will be appreciated that if no information is received by the Federal Secretary (Pensions Division), Kuching that the Warrants have been cashed, it will be assumed that no payment has been made by anyone and the unpaid arrears of pension will be paid to the pensioner concerned in due course.

5. Please promptly acknowledge receipt of this Circular.

Kuching, 24th August, 1981.

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

DISTRIBUTIONS

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

The Federal Secretary,  
(Pensions Division)  
117B & 117C, Ban Hook Road,  
Kuching.

I acknowledge receipt of the Treasury Circular  
No.8/1981 dated 24th August, 1981 and its contents will be  
given my closest attention.

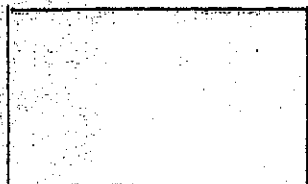
.....  
(Signature of Sub-Accountant)

Name of Sub-Accountant .....

Our Reference .....

Station .....

Date .....



Official Stamp of Office

URGENT

Treasury Circular No. 9/1981

Our Ref: TRY: 1592(X)/284

Lost Pension Warrants (Form T.61 - Revised 1/75)

With reference to Treasury Circular No. 39/1957 in respect of the Revised Procedure for the payment of local pensions, the under-noted Pension Warrants for the months of April to June, 1981 have been reported lost and Sub-Accountants are requested not to make any payment on these Warrants if presented to them for payment.

2. If the Warrants listed below are presented for payment, Sub-Accountants should retain them, obtain the name, Identity Card number and address of the person who presents them for payment and forward them by first available opportunity to the Federal Secretary (Pensions Division), Kuching for cancellation:-


- (a) Pensioner's name: Abang Hj. Haron bin Abang Hj. Abdullah
- (b) Pension number: P 2343
- (c) Warrant number: 48232/1981 - 48234/1981
- (d) Amount of pension: \$53.98 per month
- (e) Period: April, 1981 to June, 1981

3. On receipt of this Circular, Sub-Accountants are requested to check immediately their Cash Book in order to ensure that no payment of the above-mentioned Pension Warrants has been made. In the event that the above-mentioned Pension Warrants have been cashed, Sub-Accountants concerned should immediately inform the Federal Secretary (Pensions Division), Kuching and send to him the original paid Warrants by registered post.

4. I should be most grateful if a careful check could please be made as failure to do so might involve the checking officer to be held responsible for any overpayment should any occur due to non-compliance. It will be appreciated that if no information is received by the Federal Secretary (Pensions Division), Kuching that the Warrants have been cashed, it will be assumed that no payment has been made by anyone and the unpaid arrears of pension will be paid to the pensioner concerned in due course.

5. Please promptly acknowledge receipt of this Circular.

Kuching, 24th August, 1981.

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

DISTRIBUTIONS

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

TREASURY CIRCULAR NO. 11/1981.

Ref: TMY:2371(III)/230.


Pay Day for Pensions, Salaries & Wages  
October 1981

In view of Deepavali falling on 26th October 1981, payments of pensions, salaries and wages for the month of October 1981 will be made on the following dates:-

1. (a) Payment of salaries through bank .. .. 16.10.1981
- (b) Payment of salaries in cash .. .. 19.10.1981
- (c) Payment of wages to daily-rated employees .. .. 19.10.1981
- (d) Payment of pensions .. .. 20.10.1981

2. In the case of daily-rated employees, wages may be paid up to and including the actual date of payment.

"HIDUP SELALU BERHIDMAT"

  
(CHAN KAY TEE)  
for Accountant-General,  
Sarawak.

Dating: 30th September 1981.

Distributions:-

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

Pay Day for December 1981

In view of Christmas Day falling on 25th December 1981, payments of salaries, pensions and wages for the month of December 1981 may be made on the following dates:-

- |  |            |
|--|------------|
| (a) Payment of salaries through bank accounts ... .. | 18.12.1981 |
| (b) Payment of salaries in cash ... ..               | 21.12.1981 |
| (c) Payment of pensions ... ..                       | 17.12.1981 |
| (d) Payment of wages to daily-rated employees        | 21.12.1981 |

2. In the case of daily-rated employees, wages may be paid up to and including the actual date of payment.

"HIDUP SELALU BERNIDMAT"

(Richard Chua K.S.)  
for Accountant-General,  
Sarawak.

Dating: 24th November, 1981.

Distributions:-

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


Pay Day for January 1982

In view of Chinese New Year Day falling on 25th January 1982, payments of salaries, pensions and wages for the month of January 1982 will be made as follows:-

2. (a) Payment of pensions .. .. on 14.1.1982  
(b) Payment of salaries through bank  
accounts .. .. on 15.1.1982  
(c) Payment of salaries in cash .. .. on 18.1.1982  
(d) Payment of wages to daily-rated  
employees .. .. on 18.1.1982
3. In the case of daily-rated employees, wages may be paid up to and including the actual date of payment.

"HIDUP SELALU BERNIDMAT"

Kuching: 28th December, 1981.

  
(CHAN KAY TEE)  
for Ag. Accountant-General,  
Sarawak.

Distributions:

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



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URGENT

STATE TREASURY CIRCULAR MEMORANDUM NO. 1/1982

From: Accountant-General,  
Sarawak.

To: All Residents.  
All Permanent Secretaries.  
All Heads of State  
Departments.  
All Senior Accounting  
Officers.  
All Stations.

Subject: New Office Hours  
for Receipts and  
Payments.

Our Ref: TRY:105(IV)/12.

Date: 29th January, 1982.

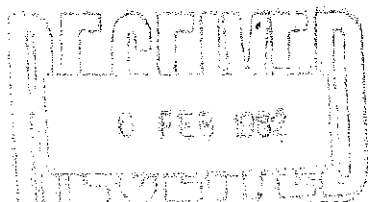
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In view of the State Secretary's Circular Memorandum ref. 191/EO/2896 of 20th January, 1982 on the subject of office hours, I wish to inform you that with effect from 1st February, 1982, the new office hours for receipts and payments will be as follows:-

Monday to Thursday	8.00 a.m. to 12.00 p.m. 2.00 p.m. to 3.00 p.m.
Friday	8.00 a.m. to 11.00 a.m. 2.30 p.m. to 3.30 p.m.
Saturday	8.00 a.m. to 11.30 a.m.

2. Please arrange to put up appropriate notice boards in respect of the above new office hours for receipts and payments at a conspicuous place for convenience of all concerned.

"HIDUP SELALU BERHIDMAT"



(Hii Chee Huat)  
for Accountant-General,  
Sarawak.

36/2

Pay Day for May 1982

In view of Dayak Festival Day on 1st June 1982, payments of salaries, pensions and wages for the month of May 1982 will be made as follows:-

2. (a) Payment of salaries through bank accounts on ... .. 21.5.1982
- (b) Payment of pensions on . ... .. 24.5.1982
- (c) Payment of salaries in cash on . ... .. 25.5.1982
- (d) Payment of wages to daily-rated employees on ... .. 25.5.1982

3. In the case of daily-rated employees, wages may be paid up to and including the actual date of payment.

"HIDUP SELALU BERHIDMAT"

(CHAN KAY TEE)  
for Accountant-General,  
Sarawak.

Duching: 10th May, 1982.

Distributions:

- 11 Ministries.
- 11 Residents & Heads of Departments.
- 11 Senior Accounting Officers.
- 11 Stations.

**Pay Day for Pensions, Salaries and Wages**  
**July 1982**

In view of Hari Raya Puasa possibly falling on 22nd July, 1982, payments of pensions, salaries and wages for the month of July 1982 will be made on the following dates:-

- |        |  |           |
|--------|--|-----------|
| 2. (a) | Payment of Salaries through bank accounts on | 13.7.1982 |
| (b)    | Payment of pensions on                       | 14.7.1982 |
| (c)    | Payment of Salaries in Cash on               | 15.7.1982 |
| (d)    | Payment of wages to daily-rated employees on | 15.7.1982 |

3. In the case of daily-rated employees, wages may be paid up to and including the actual date of payment.

**"HIDUP SELALU BERKHIDMAT"**

**(CHAN KAY TEE)**  
for Accountant-General,  
Sarawak.

Salinan asal

Kuching : 23rd June, 1982.

**Distributions :-**

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

TREASURY CIRCULAR NO. 7/1982

Ref: TRY: 2371(III)/277


Pay Day for September 1982

In view of Hari Raya Haji falling on 28th September 1982, payments of salaries and wages for the month of September 1982 will be made as follows:-

2. (a) Payment of salaries through bank  
accounts on ... .. 22.9.82
- (b) Payment of salaries in cash on ... 24.9.82
- (c) Payment of wages to daily-rated  
employees on ... .. 24.9.82

3. In the case of daily-rated employees, wages may be paid up to and including the actual date of payment.

"HIDUP SELALU BERHIDMAT"

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

Kuching: 20th September, 1982.

Distributions:

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

SAVING CIRCULAR NO. 9/1982.

Ref: TRY:2371(III)/291.


Pay Day for December 1982

In view of Christmas Day falling on 25th December 1982, payments of salaries and wages for the month of December 1982 may be made on the following dates:-

- |   |     |     |     |     |            |
|---|-----|-----|-----|-----|------------|
| (a) Payment of salaries through bank accounts | ... | ... | ... | ... | 17.12.1982 |
| (b) Payment of salaries in cash               | ..  | ... |     |     | 20.12.1982 |
| (c) Payment of wages to daily-rated employees |     |     |     |     | 20.12.1982 |

In the case of daily-rated employees, wages may be paid up to and including the actual date of payment.

"HIDUP SELALU BERHIDMAT"

  
(CHAN KAY TEE)  
for Accountant-General,  
Sarawak.

Dated: 30th November, 1982.

Distributions:-

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

Pay Day for May 1983

*Handwritten signature/initials*

In view of Dayak Festival Day on 1st June 1983, payments of salaries and wages for the month of May 1983 will be made as follows:-

- |  |           |
|--|-----------|
| 2. (a) Payment of salaries through bank accounts on ... .. | 23.5.1983 |
| (b) Payment of salaries in cash on . . . . .               | 25.5.1983 |
| Payment of wages to daily-rated employees on ... ..        | 25.5.1983 |

3. In the case of daily-rated employees, wages may be paid up to and including the actual date of payment.

"HIDUP SELALU BERNIDMAT"

*Handwritten signature*  
(CHAN KAY TEE)  
for Accountant-General,  
Sarawak.

Dating: 5th May, 1983.

Distributions:

- 11 Ministries.
- 11 Residents & Heads of Departments.
- 11 Senior Accounting Officers.
- 11 Stations.

TREASURY CIRCULAR NO.2/1983


Ref:TRY:2371(III)/307

Pay Day for June 1983

In view of the fact that Bank Negara Malaysia, Kuching and other commercial banks will be open for business on 30th June, 1983 for only two hours, payments of salaries and wages for the month of June 1983 will be made as follows:-

2. (a) Payment of salaries through bank on .... 27.6.1983  
(b) Payment of salaries in cash on ..... 29.6.1983  
(c) Payment of wages to daily-rated employees  
on ..... 29.6.1983
3. In the case of daily-rated employees, wages may be paid up to and including the actual date of payment.

"HIDUP SELALU BERHIDMAT"

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

Kuching: 11th June, 1983

Distributions:

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

KAMC

TREASURY CIRCULAR No. 3 /1983


Ref: TRY:2371(III)/311

Pay Day For October, 1983.

This is to inform all concerned that payments of salaries and wages for the month of October, 1983 will be as follows:-

- (2) (a) Payment of Salaries through Bank on ..... 25.10.1983 ;  
(b) Payment of Salaries in Cash and wages  
to daily-rated employees on ..... 27.10.1983.
- (3) In the case of daily-rated employees, wages may be paid up to and including the actual date of payment.

" HIDUP SELALU BERHIDMAT "

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

Kuching: 19th October, 1983.

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

CKT/dp



BATAL

TREASURY CIRCULAR No. 7/1983

Ref: TRY: 2371(III)/321


Pay Day For December, 1983.

In view of Christmas Day falling on 25th December, 1983, payments of Salaries and Wages for the month of December, 1983 may be made on the following dates:-

- (a) Payment of Salaries through Bank on ..... 16.12.1983
- (b) Payment of Salaries in Cash and Wages to  
daily-rated employees on ..... 20.12.1983.

2. In the case of daily-rated employees, wages may be paid up to and including the actual date of payment.

" HIDUP SELALU BERHIDMAT "

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

Kuching: 28th November, 1983.

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

SXT/dp

TREASURY CIRCULAR NO.8/1983


Ref: TRY:2371(III)/325

Pay Day for January 1984

In view of Chinese New Year falling on 2nd February 1984, payments of salaries and wages for the month of January 1984 may be made on the following dates:-

- (a) Payment of salaries through bank on.....24.1.1984.
  - (b) Payment of salaries in cash and wages to daily-rated employees on .....26.1.1984.
2. In the case of daily-rated employees, wages may be paid up to and including the actual date of payment.

"HIDUP SELALU BERHIDMAT"

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

Kuching: 29th December, 1983.

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

CKT/HY

VAMAL

TREASURY CIRCULAR NO. 1/1984

Ref: TRY:2371(III)/3-

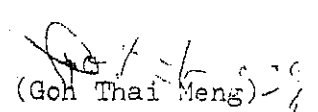
Pay Day For May, 1984.

In view of Dayak Festival Day on 1st June, 1984, payments of salaries and wages for the month of May, 1984 will be made as follows:-

- (a) Payment of Salaries through Bank on ..... 25.5.1984
- (b) Payment of salaries in Cash and wages to daily-rated employees on ..... 28.5.1984.

2. In the case of daily-rated employees, wages may be paid up to and including the actual date of payment.

" HIDUP SELALU BERTHIDMAT "

  
(Goh Thai Meng)  
for Accountant-General,  
Sarawak.

Kuching: 23rd April, 1984.

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

GTM/dp

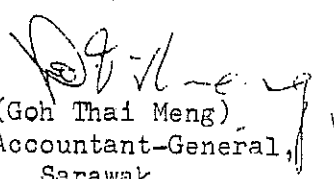
PAY DAY FOR JUNE, 1984

In view of Hari Raya Puasa which may fall on 30th June, 1984, payments of salaries and wages for the month of June, 1984 will be made as follows:-

- a. Payment of Salaries through Bank on ..... 22.6.1984;
- b. Payment of Salaries in Cash and Wages  
to daily-rated employees on ..... 25.6.1984.

2. In the case of daily-rated employees, wages may be paid up to and including the actual date of payment.

" HIDUP SELALU BERTHIDMAT "

  
(Goh Thai Meng)  
for Accountant-General,  
Sarawak.

Kuching: 14th May, 1984.

DISTRIBUTIONS:-

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

GTM/dp

TREASURY CIRCULAR NO. 5/1984

Ref: TRV:2371(III)/355

PAY DAY FOR OCTOBER, 1984

In view of Deepavali falling on 23rd October, 1984, payments of salaries and wages for the month of October, 1984 will be made as follows:-

- (a) Payment of salaries through Banks on ..... 12.10.1984
  - (b) Payment of salaries in Cash and wages to daily-rated employees on ..... 16.10.1984
2. In the case of daily-rated employees, wages may be paid up to and including the actual date of payment.

" HIDUP SELALU BERNHIDMAT "

(Chun Kay Joo)  
for Accountant-General,  
Sarawak.

Kuching: 10th September, 1984.

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

CKT/dp


PAY DAY FOR DECEMBER, 1984.

In view of Christmas Day falling on 25th December, 1984, payments of salaries and wages for the month of December, 1984 may be made on the following dates:-

- (a) Payment of salaries through Banks on ..... 18.12.1984
- (b) Payment of salaries in Cash and Wages  
to daily-rated employees on ..... 20.12.1984.

2. In the case of daily-rated employees, wages may be paid up to and including the actual date of payment.

" HIDUP SELALU BERKHIDMAT "

  
(Chan Ray Pee)  
for Accountant-General,  
Sarawak.

Kuching: 2nd November, 1984.

Distributions:

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

CKT/dp

TREASURY CIRCULAR NO. 8/1984

Ref: TRY:2371(III)/367

PAY DAY FOR FEBRUARY, 1985

In view of Chinese New Year falling on 20th February, 1985, payments of salaries and wages for the month of February, 1985 may be made on the following dates:-

- (a) Payment of salaries through Bank on ..... 11.2.1985
- (b) Payment of salaries in Cash and Wages  
to daily-rated employees on ..... 13.2.1985.

In the case of daily-rated employees, wages may be paid up to and including the actual date of payment.

" HIDUP SELALU BERKHIDMAT "

(Chan Kay Tee)

for Ag. Accountant-General,  
Sarawak.

Kuching: 27th December, 1984.

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

CKT/dp

TREASURY CIRCULAR NO. 1/1985

Ref: TRY:2371(IV)/7


Pay Day For May, 1985

In view of Dayak Festival Day on 1st June, 1985, payments of salaries and wages for the month of May, 1985 will be made as follows:-

- (a) Payment of Salaries through  
Bank on ..... 24.5.1985
- (b) Payment of salaries in Cash and  
wages to daily-rated employees on 27.5.1985

2. In the case of daily-rated employees, wages may be paid up to and including the actual date of payment.

"HIDUP SELALU BERKHIDMAT"

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

Kuching: 15th April, 1985

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

CKT/11h



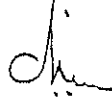
Pay Day for December 1985

In view of Christmas Day on 25.12.1985, payments of salaries and wages for the month of December 1985 will be made as follows:-

- |  |            |
|--|------------|
| (a) Payment of Salaries through banks on .....                           | 16.12.1985 |
| (b) Payment of Salaries in cash and wages to daily-rated employees ..... | 18.12.1985 |

2. In the case of daily-rated employees, wages may be paid up to and including the actual date of payment.

"HIDUP SELALU BERKHIDMAT"

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

Dating: 24th October, 1985

Distributions:-

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

SKT/11h

TREASURY CIRCULAR NO.1/1986

Ref: TRY:2371(IV)/29


Pay Day for May 1986

In view of Dayak Festival Day on 1.6.1986, payments of salaries and wages for the month of May 1986 will be made as follows:-

- (a) Payment of salaries through banks on ..... 20.5.1986
- (b) Payment of salaries in cash and wages  
to daily-rated employees ..... 22.5.1986

2. In the case of daily-rated employees, wages may be paid up to and including the actual date of payment.

"HIDUP SELALU BERKHIDMAT"

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

Kuching: 29th March, 1986

Distributions:-

All Ministries.

All Residents and Heads of Departments.

All Senior Accounting Officers.

All Stations.

CKT/11h

TREASURY CIRCULAR NO.2/1986

Ref: TTY:2371(TV)/38


Pay Day for June 1986

In view of the fact that Bank Negara Malaysia, Kuching and other commercial banks will be observing restricted banking hours on 30th June, 1986 for only two hours, payments of salaries and wages for the month of June 1986 will be made as follows:-

2. (a) Payment of salaries through bank on ..... 24.6.1986
- (b) Payment of salaries in cash on ..... 26.6.1986
- (c) Payment of wages to daily-rated employees on 26.6.1986

3. In the case of daily-rated employees, wages may be paid up to and including the actual date of payment.

"HIDUP SELALU BERKHIDMAT"

  
(Chan Kay Teo)  
for Accountant-General,  
Sarawak.

aching: 12th June, 1986

Distributions:

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

TREASURY CIRCULAR NO. 5/1986

Ref: TRY:2371(IV)/43


Pay Day For October, 1986

In view of Deepavali Day on 1st November, 1986 payments of salaries and wages for the month of October, 1986 will be made as follows:-

- (a) Payment of Salaries through bank on ..... 24.10.1986
- (b) Payment of salaries in Cash and wages to daily-rated employees on ..... 27.10.1986

2. In the case of daily-rated employees, wages may be paid up to and including the actual date of payment.

"HIDUP SELALU BERKHIDMAT"

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

ching: 15th October, 1986

tributions:-

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

/rk.

TREASURY CIRCULAR NO.6/1986

Ref: TRY:2371(IV)/52


Pay Day for December 1986

In view of Christmas Day on 25.12.1986, payments of salaries and wages for the month of December 1986 will be made as follows:-

- (a) Payment of Salaries through banks on .... 16.12.1986
- (b) Payment of Salaries in cash and wages to  
daily-rated employees on ..... 18.12.1986

2. In the case of daily-rated employees, wages may be paid up to and including the actual date of payment.

"HIDUP SELALU BERKHIDMAT"

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

Kuching: 28th October, 1986

Distributions:-

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

JKT/llh

TREASURY CIRCULAR No.8/1986

Ref: TNY:2371(IV)/58


Pay Day for January 1987

In view of Chinese New Year falling on 29.1.1987, payments of salaries and wages for the month of January 1987 will be made as follows:-

- (a) Payment of Salaries through banks on .... 20.1.1987
- (b) Payment of Salaries in cash and wages to daily-rated employees on ..... 22.1.1987

2. In the case of daily-rated employees, wages may be paid up to and including the actual date of payment.

"HIDUP MELALU BERKHIDMAT"

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

Kuching: 2nd December, 1986

Distributions:-

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

CKP/llh

TREASURY CIRCULAR No.3/1987

Ref: TRY:2371(IV)/62


Pay Day for May 1987

In view of Hari Raya Pusa and Dayak Festival Day on 29.5.1987 and 1.6.1987 respectively, payments of salaries and wages for the month of May 1987 will be made as follows:-

- (a) Payment of salaries through banks on ..... 19.5.1987
- (b) Payment of salaries in cash and wages to daily-rated employees 21.5.1987

2. In the case of daily-rated employees, wages may be paid up to and including the actual date of payment.

"HIDUP SELALU BERKHIDMAT"

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

ing: 18th March, 1987

tributions:-

Ministries.

Residents and Heads of Departments.

Senior Accounting Officers.

Stations.

llh

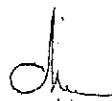
Pay Day for June 1987

In view of the fact that Bank Negara Malaysia, Kuching and other commercial banks will be observing restricted banking hours on 30th June, 1987 for only two hours, payments of salaries and wages for the month of June 1987 will be made as follows:-

2. (a) Payment of salaries through bank on ..... 26.6.1987
- (b) Payment of salaries in cash on ..... 29.6.1987
- (c) Payment of wages to daily-rated employees  
on ..... 29.6.1987

3. In the case of daily-rated employees, wages may be paid up to and including the actual date of payment.

"HIDUP SELALU BERKHIDMAT"

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

ding: 18th June, 1987

tributions:

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

/llh



TREASURY CIRCULAR NO.5/1987

Ref: TRY:2371(IV)/75

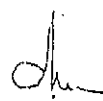
Pay Day For October, 1987

In view of Deepavali Day on 21st October, 1987 payments of salaries and wages for the month of October, 1987 will be made as follows:-

- (a) Payment of Salaries through banks on ..... 12.10.1987
- (b) Payment of salaries in Cash and wages to  
daily-rated employees on ..... 14.10.1987

2. In the case of daily-rated employees, wages may be paid up to and including the actual date of payment.

"HIDUP SELALU BERKHIDMAT"

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

Kuching: 5th September, 1987

Distributions:-

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

CKT/11h

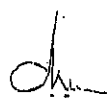
Pay Day for December 1987

In view of Christmas Day on 25.12.1987, payments of salaries and wages for the month of December 1987 will be made as follows:-

- (a) Payment of Salaries through banks on .... 18.12.1987
- (b) Payment of Salaries in cash and wages to  
daily-rated employees on ..... 21.12.1987

2. In the case of daily-rated employees, wages may be paid up to and including the actual date of payment.

"HIDUP SELALU BERKHIDMAT"

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

Kuching: 26th October, 1987

Distributions:-

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

OKT/llh

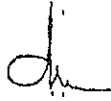
Pay Day for February 1988

In view of Chinese New Year falling on 17.2.1988, payments of salaries and wages for the month of February 1988 will be made as follows:-

- (a) Payment of Salaries through banks on .... 8.2.1988
- (b) Payment of Salaries in cash and wages to  
daily-rated employees on ..... 10.2.1988

2. In the case of daily-rated employees, wages may be paid up to and including the actual date of payment.

"HIDUP SELALU BERKHIDMAT"

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

Kuching: 12th December, 1987

Distributions:-

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

CKT/11h

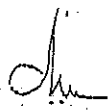
Pay Day for May 1988

In view of Hari Raya Puasa and Dayak Festival Day on 17.5.1988 and 1.6.1988 respectively, payments of salaries and wages for the month of May 1988 will be made as follows:-

- (a) Payment of salaries through banks on ..... 10.5.1988
- (b) Payment of salaries in cash and wages to daily-rated employees ..... 12.5.1988

2. In the case of daily-rated employees, wages may be paid up to and including the actual date of payment.

"HIDUP SELALU BERKHIDMAT"

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

Kuching: 8th March, 1988

Distributions:-

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

CKT/llh

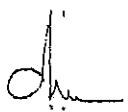
Pay Day for December 1988

In view of Christmas Day on 25.12.1988, payments of salaries and wages for the month of December 1988 will be made as follows:-

- (a) Payment of Salaries through banks on .... 16.12.1988
- (b) Payment of Salaries in cash and wages to daily-rated employees on ..... 19.12.1988

2. In the case of daily-rated employees, wages may be paid up to and including the actual date of payment.

"BERSATU BERUSAHA BERBAKTI"

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

Kuching: 3rd December, 1988

Distributions:-

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

CKT/HY


Pay Day for May 1989

In view of Dayak Festival Day on 1.6.1989, payments of salaries and wages for the month of May 1989 will be made as follows:-

- (a) Payment of salaries through banks on ..... 23.5.1989
- (b) Payment of salaries in cash and wages to daily-rated employees ..... 25.5.1989

2. In the case of daily-rated employees, wages may be paid up to and including the actual date of payment.

"BERSATU BERUSAHA BERBAKTI"

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

Kuching: 11th May, 1989

Distributions:-

All Ministries.

All Residents and Heads of Departments.

All Senior Accounting Officers.

All Stations.

CKT/HY

PEKELILING PERBENDAHARAAN NO. 5/1989

Per: Kutipan Baitulmal daripada Kakitangan Kerajaan Bergaji Hari

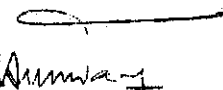
Prosedur untuk kutipan Baitulmal daripada kakitangan kerajaan bergaji hari seperti yang tercatat dalam Perenggan 4 Pekeliling Memorandum Perbendaharaan No. 6/1984 bertarikh 26.12.84 telah dikaji dan akan berubah kepada prosedur seperti yang berikut. Dalam prosedur baru ini, carum Baitulmal daripada kakitangan kerajaan bergaji hari akan dikutip tanpamengguna Akaun Amanah F.20/054.

- (i) Jabatan berkenaan hendaklah menyediakan baucar bayaran bagi jumlah bersih upah sahaja yang didebit kepada Vot.
- (ii) Pada masa yang sama, satu lagi baucar bayaran hendaklah disediakan untuk membayar jumlah potongan Baitulmal kepada Majlis Islam (Baitulmal) yang juga didebit kepada Vot yang sama.

2. Peraturan ini berkuatkuasa dengan serta merta.

" BERSATU BERUSAHA BERBAKTI "

Bertarikh: 5 September 1989.

  
(Allan Tay Ah Noh)  
b.p. Akauntan Negeri,  
Sarawak.

Pengagihan:

Semua Setiausaha Tetap Kementerian  
Semua Residen  
Semua Ketua Jabatan  
Semua Stesen  
Semua Pegawai Kerja Akaun

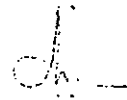
Pembayaran Gaji Untuk Bulan Oktober 1989

Memandangkan Perayaan Hari Deepavali akan disambut pada 28.10.1989, pembayaran gaji bulanan dan harian untuk bulan Oktober 1989 adalah ditetapkan seperti berikut:-

- (a) Pembayaran gaji melalui bank ..... 20.10.1989
- (b) Pembayaran gaji secara tunai ..... 23.10.1989
- (c) Pembayaran gaji pegawai-pegawai bergaji  
hari ..... 23.10.1989

2. Bagi pegawai-pegawai bergaji hari, gaji mereka boleh dibayar sehingga dan pada tarikh pembayaran yang telah ditetapkan.

"BERSATU BERUSAHA BERBAKTI"

  
(Chan Kay Tee)  
b.p. Akauntan Negeri,  
Sarawak.

Kuching: 19 September 1989

Agihan:

Semua Kementerian.  
Semua Residen dan Ketua Jabatan.  
Semua Pegawai Kerja Akaun.  
Semua Bahagian.

CKT/11h




Pembayaran Gaji Untuk Bulan Disember 1989

Memandangkan Perayaan Hari Krismas akan disambut pada 25.12.1989, pembayaran gaji bulanan dan harian untuk bulan Disember 1989 adalah ditetapkan seperti berikut:-

- |   |            |
|---|------------|
| (a) Pembayaran gaji melalui bank .....                    | 15.12.1989 |
| (b) Pembayaran gaji secara tunai .....                    | 18.12.1989 |
| (c) Pembayaran gaji pegawai-pegawai<br>bergaji hari ..... | 18.12.1989 |

2. Bagi pegawai-pegawai bergaji hari, gaji mereka boleh dibayar sehingga dan pada tarikh pembayaran yang telah ditetapkan.

"BERSATU BERUSAHA BERBAKTI"

  
(Chan Kay Tee)  
b.p. Akauntan Negeri,  
Sarawak.

Kuching: 27 Oktober 1989

Agihan:

- Semua Kementerian.
- Semua Residen dan Ketua Jabatan.
- Semua Pegawai Kerja Akaun.
- Semua Bahagian.

OKT/HY

Arahan Perbendaharaan No.2/1990

Bil: TRY:2371(IV)/131


Pembayaran Gaji Untuk Bulan April 1990

Memandangkan Perayaan Hari Raya Puasa akan disambut pada 26.4.1990, pembayaran gaji bulanan dan harian untuk bulan April 1990 adalah ditetapkan seperti berikut:-

- (a) Pembayaran gaji melalui bank ..... 17.4.1990✓
- (b) Pembayaran gaji secara tunai ..... 19.4.1990✓
- (c) Pembayaran gaji pegawai-pegawai  
bergaji hari ..... 19.4.1990✓

2. Bagi pegawai-pegawai bergaji hari, gaji mereka boleh dibayar sehingga dan pada tarikh pembayaran yang telah ditetapkan.

"BERSATU BERUSAHA BERBAKTI"

  
(Chan Kay Tee)  
b.p. Akauntan Negeri,  
Sarawak.

Kuching: 14 Mac 1990.

Agihan:

Semua Kementerian.  
Semua Residen dan Ketua Jabatan.  
Semua Pegawai Kerja Akaun.  
Semua Bahagian.

150 copies


Pembayaran Gaji Untuk Bulan Mei 1990

Memandangkan Perayaan Hari Dayak akan disambut pada 1.5.1990, pembayaran gaji, bulanan dan harian untuk bulan Mei 1990 adalah ditetapkan seperti berikut:-

- (a) Pembayaran gaji melalui bank ..... 22.5.1990
- (b) Pembayaran gaji secara tunai ..... 24.5.1990
- (c) Pembayaran gaji pegawai-pegawai bergaji  
hari ..... 24.5.1990

2. Bagi pegawai-pegawai bergaji hari, gaji mereka boleh dibayar sehingga dan pada tarikh pembayaran yang telah ditetapkan.

'Bersatu Berusaha Berbakti'

  
(Chan Kay Tee)  
b.p. Akauntan Negeri,  
Sarawak.

Kuching: 19 April 1990

Agihan:

Semua Kementerian.  
Semua Residen dan Ketua Jabatan.  
Semua Pegawai Kerja Akaun.  
Semua Bahagian.

OKT/llh

Pembayaran Gaji Untuk Bulan Oktober 1990

Memandangkan Perayaan Hari Deepavali akan disambut pada 17.10.1990, pembayaran gaji bulanan dan harian untuk bulan Oktober 1990 adalah ditetapkan seperti berikut:-

- (a) Pembayaran gaji melalui bank ..... 8.10.1990
- (b) Pembayaran gaji secara tunai ..... 10.10.1990
- (c) Pembayaran gaji pegawai-pegawai bergaji hari 10.10.1990

2. Bagi pegawai-pegawai bergaji hari, gaji mereka boleh dibayar sehingga dan pada tarikh pembayaran yang telah ditetapkan.

"BERSATU BERUSAHA BERBAKTI"

Ch  
(Chan Kay Tee)  
b.p. Akauntan Negeri,  
Sarawak.

Kuching: 13 September 1990

Agihan:

Semua Kementerian.  
Semua Residen dan Ketua Jabatan.  
Semua Pegawai Kerja Akaun.  
Semua Bahagian.

CKT/llh

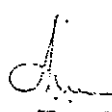
Pembayaran Gaji Untuk Bulan Disember 1990

Memandangkan Perayaan Hari Krismas akan disambut pada 25.12.1990, pembayaran gaji bulanan dan harian untuk bulan Disember 1990 adalah ditetapkan seperti berikut:-

- (a) Pembayaran gaji melalui bank ..... 15.12.1990
- (b) Pembayaran gaji secara tunai ..... 18.12.1990
- (c) Pembayaran gaji pegawai-pegawai bergaji hari ... 18.12.1990

2. Bagi pegawai-pegawai bergaji hari, gaji mereka boleh dibayar sehingga dan pada tarikh pembayaran yang telah ditetapkan.

"BERSATU BERUSAHA BERTAMBAH"

  
(Chan Kay Tee)  
b.p. Akauntan Negeri,  
Sarawak.

Kuching: 3 November 1990

Agihan:

Semua Kementerian.

Semua Residen dan Ketua Jabatan, Negeri, Sarawak.

Semua Pegawai Kerja Akaun.

Semua Bahagian.

CKT/11h

PERKELILING PERBENDAHARAAN NO. 9/90

PERKARA : TABUNG YAYASAN PEMBANGUNAN EKONOMI ISLAM MALAYSIA (YPEIM)

Adalah saya dengan hormatnya merujuk kepada perkara tersebut di atas dan ingin memaklumkan bahawa mulai dari tarikh surat perkeliling ini Sumbangan ke atas Tabung Yayasan Pembangunan Ekonomi Islam Malaysia boleh dibuat melalui potongan gaji bulanan. Sebuah akaun telah dibuka untuk mengendalikan akaun tersebut di bawah Akaun Amanah seperti berikut:-

Kod Kepala - F.20      Deposit

Pecahan Kepala 026      Yayasan Pembangunan Ekonomi Islam Malaysia

Potongan melalui lembaran gaji bulanan akan menggunakan kod Potongan 66 - AIA (Yang telah dimansuh - Borang Masuk T.156A). Pegawai-pegawai yang ingin menyumbang kepada Tabung di atas dikehendaki memberitahu Pejabat ini dengan menulis surat atau menggunakan borang tertentu yang disediakan oleh pihak YPEIM. Surat tersebut hendaklah dikemukakan bersama Borang Masuk T.156A seperti biasa. Jumlah sumbangan itu hendaklah dalam lingkungan ringgit sahaja.

Salinan foto Surat Perkeliling Am Bil.4 Tahun 1984 bertarikh 12.12.1984 daripada Ketua Setiausaha Negara, Malaysia dan Surat Perkeliling YPEIM Rujukan: TDB 11/89 bertarikh 7.7.1989 dikepilkan untuk makluman tuan.

Sekian harap maklum.

"BERSATU BERUSAHA BERBAKTI"

*W. H. Noh*  
(Allan Tay Ah Noh)  
b.p. Pem. Akauntan Negeri,  
Sarawak.

Ibu Pejabat Perbendaharaan Negeri,  
Kuching, Sarawak.

Tarikh : 20 Disember 1990

Kepada : Setiausaha Kerajaan Negeri  
Semua Kementerian  
Semua Residen  
Semua Ketua Jabatan  
Semua Pegawai Kerja Akaun Kanan  
Semua Stesen.

s.k. : Yang Di Pertua,  
YPEIM,  
Tingkat 4, Wisma KOSAS, Jalan Melayu,  
50732 Kuala Lumpur.

AL/dh



يَا يَاسَن فَمِبَاثَرُون اِيكُونُو مَجِد اِسْلَام مَالِيْسِيَا

**YAYASAN PEMBANGUNAN EKONOMI ISLAM MALAYSIA (YPEIM)**

Tingkat 4, Wisma KOSAS, Jalan Melayu.  
Beg Berkunci 11012, 50732 Kuala Lumpur. Tel: 03-2927222

Ruj: TDB 11/89  
4 hb. Zulhijah 1409  
7 hb. Julai 1989

YBhg. Tan Sri/Dato'/Tuan,

**PENYERTAAN KAKITANGAN BERAGAMA ISLAM  
DALAM SKIM AMAL JARIAH YPEIM  
MELALUI POTONGAN GAJI BULANAN**

Adalah saya dengan hormatnya memaklumkan bahawa Yayasan Pembangunan Ekonomi Islam Malaysia (YPEIM) yang telah disusun semula oleh YAB. Perdana Menteri pada pertengahan tahun 1984 sedang melaksanakan Skim Sumbangan Amal Jariah Melalui Potongan Gaji Bulanan Secara Sukarela. Skim ini dilancarkan pada tahun 1985 dan memasuki tahun yang ke-5 pada tahun 1989 ini.

Di bawah Skim ini semua kakitangan yang beragama Islam dalam Sektor Awam dan Sektor Swasta adalah dipohon supaya memberikan persetujuan secara ikhlas dan sukarela supaya gaji bulanan mereka dipotong sekurang-kurangnya \$1.00 (satu ringgit) sebulan sebagai sumbangan amal jariah kepada YPEIM. Bagi mereka yang mampu, adalah sangat diharapkan supaya mereka bersetuju memberikan sumbangan yang lebih dari jumlah minima ini.

Pelaksanaan Skim ini telah dimaklumkan oleh YB. Ketua Setiausaha Negara melalui Surat Pekeliling Am Bil 8 Tahun 1984 (Ruj. PM. 11954/88 (5)), sementara Jabatan Akauntan Negara telah mengeluarkan surat pekeliling mengenai cara-cara potongan dan pembayaran.

Skim ini diuruskan dengan cara pihak majikan membuat potongan gaji bulanan kakitangan yang ingin memberikan sumbangan mengikut butir-butir yang diisikan oleh kakitangan berkenaan dalam Borang Persetujuan. Majikan dalam Sektor Awam mempunyai pilihan sama ada hendak membuat pembayaran kepada YPEIM melalui Biro Perkhidmatan Angkasa (BPA), atau menghantar terus sumbangan tersebut melalui cek/kiriman wang berpaling atas nama YPEIM kepada Pejabat YPEIM seperti alamat di atas. Apabila YPEIM menerima pembayaran tersebut, resit atas nama pejabat/majikan akan dikeluarkan dan dihantar kepada pejabat-pejabat berkenaan sebagai akuan penerimaan. Bagi pembayaran yang diterima melalui BPA, YPEIM akan mengeluarkan resit kepada BPA sahaja.

Untuk makluman YBhg. Tan Sri/Dato'/Tuan pada masa ini terdapat kira-kira 135,000 orang kakitangan yang telah menyertai Skim ini. Jumlah ini terdiri daripada 110,000

orang kakitangan sektor awam dan 25,000 orang kakitangan sektor swasta. Bilangan penyertaan setakat ini menunjukkan sambutan yang menggalakkan terhadap Skim ini. Berasaskan kepada hakikat ini YPEIM berhasrat untuk meningkatkan lagi penyertaan dalam Skim ini. Saya berkeyakinan penuh bahawa dengan adanya sokongan dan galakan yang berterusan daripada YBhg. Tan Sri/Dato'/Tuan terhadap pelaksanaan Skim ini maka bilangan penyumbang akan terus meningkat lagi pada masa hadapan.

Maka inilah saya melalui surat ini dengan hormatnya memohon jasa baik dan budi bicara YBhg. Tan Sri/Dato'/Tuan untuk menghebahkan sekali lagi Skim ini kepada semua kakitangan dalam Kementerian/Jabatan/Organisasi YBhg. Tan Sri/Dato'/Tuan untuk menggalakkan lagi penyertaan kakitangan dalam Skim ini.

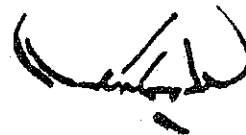
Saya sertakan bersama-sama ini perkara-perkara berikut:-

- a) Risalah Penerangan YPEIM
- b) Salinan Surat Pekeliling daripada Ketua Setiausaha Negara
- c) Salinan Surat Pekeliling daripada Pejabat Akauntan Negara
- d) Penyata Tahunan dan Akaun-akaun YPEIM bagi tahun 1987.

Bersama-sama ini juga disertakan sejumlah Borang Persetujuan untuk digunakan oleh kakitangan untuk membuat sumbangan kepada Skim ini.

Bagi pihak Lembaga Pemegang Amanah YPEIM saya ingin mengucapkan setinggi-tinggi penghargaan dan terima kasih atas kerjasama dan sokongan yang diberikan oleh YBhg. Tan Sri/Dato'/Tuan bagi menjayakan usaha ini.

Yang Benar



(Dato' Dr. Abdul Halim Haji Ismail)  
Yang Di Pertua




Pembayaran Gaji Untuk Bulan Februari 1991

Memandangkan Perayaan Tahun Baru Cina akan disambut pada 15.2.1991, pembayaran gaji bulanan untuk bulan Februari 1991 adalah ditetapkan seperti berikut:-

- (a) Pembayaran gaji melalui bank ..... 5.2.1991
- (b) Pembayaran gaji secara tunai ..... 7.2.1991
- (c) Pembayaran gaji pegawai-pegawai bergaji  
hari ..... 7.2.1991

2. Bagi pegawai-pegawai bergaji hari, gaji mereka boleh dibayar sehingga dan pada tarikh pembayaran yang telah ditetapkan.

"BERSATU BERUSAHA BERBAKTI"

  
(Chan Kay Tee)  
b.p. Pem. Akauntan Negeri,  
Sarawak.

Kuching: 26 Disember 1990

Agihan:

Semua Kementerian.

Semua Residen dan Ketua Jabatan.

Semua Pegawai Kerja Akaun.

Semua Bahagian.

CKT/llh

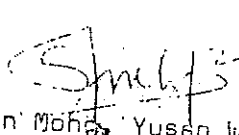
Pembayaran Gaji Untuk Bulan April 1991

Memandangkan Perayaan Hari Raya Puasa akan disambut pada 16.4.1991, pembayaran gaji bulanan untuk bulan April 1991 adalah ditetapkan seperti berikut:-

- (a) Pembayaran Gaji Melalui Bank ..... 5.4.1991
- (b) Pembayaran Gaji Secara Tunai ..... 8.4.1991
- (c) Pembayaran Gaji Pegawai-Pegawai Bergaji Hari ..... 8.4.1991

2. Bagi pegawai-pegawai bergaji hari, gaji mereka boleh dibayar sehingga dan pada tarikh pembayaran yang telah ditetapkan.

" BERSATU BERUSAHA BERBAKTI "

  
(Wan Mohd Yusop Wan Moss)  
b.p. Pem. Akauntan Negeri  
Sarawak

Kuching: 27 Februari 1991

Agihan: Setiausaha Kerajaan Negeri, Sarawak  
: Setiausaha Kewangan Negeri, Sarawak  
: Semua Kementerian  
: Semua Residen dan Ketua Jabatan  
: Semua Pegawai Kerja Akaun Kanan  
: Semua Stesen


Pembayaran Gaji Untuk Bulan Mei 1991

Memandangkan Perayaan Hari Gawai Dayak akan disambut pada 1.6.1991, pembayaran gaji bulanan untuk bulan Mei 1991 adalah ditetapkan seperti berikut:-

- (a) Pembayaran Gaji Melalui Bank ..... 21.5.1991
- (b) Pembayaran Gaji Secara Tunai ..... 23.5.1991
- (c) Pembayaran Gaji Pegawai-Pegawai Bergaji Hari 23.5.1991

2. Bagi pegawai-pegawai bergaji hari, gaji mereka boleh dibayar sehingga dan pada tarikh pembayaran yang telah ditetapkan.

"BERSATU BERUSAHA BERBAKTI"

  
(Chan Kay Tee)  
b.p. Akauntan Negeri,  
Sarawak.

Kuching: 30 April 1991

Agihan: Setiausaha Kerajaan Negeri, Sarawak  
Setiausaha Kewangan Negeri, Sarawak  
Pegawai Kewangan Persekutuan, Sarawak  
Semua Kementerian  
Semua Residen dan Ketua Jabatan Negeri  
Semua Pegawai Kerja Akaun Kanan Negeri  
Semua Stesen

CKT/11h

28

S E G E R A

Arahan Perbendaharaan No. 5/1991

Bil. TRY: 2371(IV)/182.

Pembayaran Gaji Untuk Bulan September 1991

Sukacita dimaklumkan bahawa pembayaran gaji bulanan dan harian untuk bulan September 1991 adalah ditetapkan seperti berikut:-

- (a) Pembayaran gaji melalui bank ..... 23.9.1991
- (b) Pembayaran gaji secara tunai ..... 24.9.1991
- (c) Pembayaran gaji pegawai-pegawai bergaji harian .. 24.9.1991

2. Bagi pegawai-pegawai bergaji hari, gaji mereka boleh dibayar sehingga dan pada tarikh pembayaran yang telah ditetapkan.

"BERSATU BERUSAHA BERBAKTI"

(Stephen S.C. Eoh)  
b.p. Akauntan Negeri,  
Sarawak.

Kuching: 13 September 1991

Agihan:

Semua Kementerian.

Semua Residen dan Ketua Jabatan.

Semua Pegawai Kerja Akaun.

Semua Bahagian.

SSCG/rm.

ARAHAN PERBENDAHARAAN NO.6/1991

Bil.: TRY:2371(IV)/186.

Pembayaran Gaji Bagi Bulan Disember 1991

Memandangkan Perayaan Hari Krismas akan disambut pada hari Rabu bertarikh 25 Disember 1991, pembayaran gaji bulanan bagi bulan Disember 1991 adalah ditetapkan seperti berikut:-

- (i) Pembayaran gaji melalui Bank pada ..... 16.12.1991
- (ii) Pembayaran gaji secara tunai pada ..... 18.12.1991
- (iii) Pembayaran gaji pegawai-pegawai  
bergaji hari pada ..... 18.12.1991

2. Bagi pegawai-pegawai bergaji hari, gaji mereka boleh dibayar sehingga dan pada tarikh pembayaran yang telah ditetapkan.

"BERSATU BERUSAHA BERBAKTI"

(Stephen S.C. Goh)  
b.p. Akauntan Negeri,  
Sarawak.

Tarikh: 2 Disember 1991.

s.k.: Setiausaha Kerajaan, Sarawak.

Setiausaha Kewangan Negeri, Sarawak.

Pegawai Kewangan Persekutuan, Sarawak.

Semua Kementerian.

Semua Residen dan Ketua Jabatan Negeri.

Semua Pegawai Kerja Akaun Kanan.

Semua Stesen.

SSCG/rw.

Bil.: TRY:2371(IV)/189.

Pembayaran Gaji Bagi Bulan Januari 1992

Memandangkan Perayaan Tahun Baru Cina akan jatuh pada 4 Februari 1992, pembayaran gaji bulanan dan harian bagi bulan Januari 1992 adalah ditetapkan seperti berikut:-

- (i) Pembayaran Gaji melalui Bank pada ..... 21.1.1992
- (ii) Pembayaran Gaji Secara Tunai pada ..... 23.1.1992
- (iii) Pembayaran Gaji pegawai-pegawai  
bergaji hari pada ..... 23.1.1992

2. Bagi pegawai-pegawai bergaji hari, gaji mereka boleh dibayar sehingga dan pada tarikh pembayaran yang telah ditetapkan.

"BERSATU BERUSAHA BERBAKTI"

Tarikh: 8 Januari 1992.

(Stephen S.C. Goh)  
b.p. Pem. Akauntan Negeri,  
Sarawak.

Agihan: Setiausaha Kerajaan, Sarawak.  
Setiausaha Kewangan Negeri, Sarawak.  
Semua Kementerian.  
Semua Residen dan Ketua Jabatan.  
Semua Pegawai Kerja Akaun Kanan.  
Semua Stesen.

SSCG/rm.

Bil. TRY:2371(IV)/194.

Pembayaran Gaji Bagi Bulan Mac 1992

Memandangkan Perayaan Hari Raya Puasa akan disambut pada 4 April 1992, pembayaran gaji bulanan dan harian bagi bulan Mac 1992 adalah ditetapkan seperti berikut:-

- (i) Pembayaran gaji melalui bank pada ..... 23.3.1992
- (ii) Pembayaran gaji secara tunai pada ..... 24.3.1992
- (iii) Pembayaran gaji pegawai-pegawai bergaji  
hari pada ..... 24.3.1992

2. Bagi pegawai-pegawai bergaji hari, gaji mereka boleh dibayar sehingga dan pada tarikh pembayaran yang telah ditetapkan.

"BERSATU BERUSAHA BERBAKTI"

Tarikh: 9 Mac 1992.

(Stephen S.C. Goh)  
b.p. Pen. Akauntan Negeri,  
Sarawak.

s.k.: Setiausaha Kerajaan, Sarawak.  
Setiausaha Kewangan Negeri, Sarawak.  
Pegawai Kewangan Persekutuan, Sarawak.  
Semua Kementerian.  
Semua Residen dan Ketua Jabatan Negeri,  
Semua Pegawai Kerja Akaun Kanan.  
Semua Stesen.

SSCG/rm.

**ARAHAN PERBENDAHARAAN No. 3/1992**

Bil. TRY : 2371(IV) / 197.

**Pembayaran Gaji Bagi Bulan Mei 1992**

Memandangkan Perayaan Hari Gawai Dayak akan disambut pada 1 JUN 1992, pembayaran gaji bulanan dan harian bagi bulan Mei 1992 adalah ditetapkan seperti berikut:-

- (i) Pembayaran gaji melalui bank pada .....  
22.5.1992
- (ii) Pembayaran gaji secara tunai pada .....  
25.5.1992
- (iii) Pembayaran gaji pegawai-pegawai bergaji  
hari pada ..... 25.5.1992

2. Bagi pegawai-pegawai bergaji hari, gaji mereka boleh dibayar sehingga dan pada tarikh pembayaran yang telah ditetapkan.

**"BERSATU BERUSAHA BERBAKTI"**

(Stephen S.C. Goh)  
b.p. Pem. Akauntan Negeri,  
Sarawak.

**Salinan asal****Tarikh :** 20 April 1992.

- s.k.:** Setiausaha Kerajaan, Sarawak.  
Setiausaha Kewangan Negeri, Sarawak.  
Pegawai Kewangan Persekutuan, Sarawak.  
Semua Kementerian.  
Semua Residen dan Ketua, Jabatan Negeri.  
Semua Pegawai Kerja Akaun Kanan.  
Semua Stesen.

SSCG/rm.



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ARAHAN PERBENDAHARAAN NO. 4/1992

Bil. TRY:2371(IV)/198

Pembayaran Gaji Bagi Bulan Mei 1992

Surat Pekeliling Jabatan Perbendaharaan Negeri bil. TRY:2371(IV)/197 bertarikh 20 April 1992 mengenai perkara yang tersebut di atas adalah dirujuk.

2. Sukacita dimaklumkan bahawa tarikh pembayaran gaji bulanan dan harian bagi bulan Mei 1992 adalah dipinda kepada tarikh seperti berikut:-

- (a) Pembayaran Gaji Melalui Bank pada ..... 20.5.1992
- (b) Pembayaran Gaji Secara Tunai pada ..... 22.5.1992
- (c) Pembayaran Gaji Pegawai-Pegawai Bergaji  
Hari pada ..... 22.5.1992

3. Bagi pegawai-pegawai bergaji hari, gaji mereka boleh dibayar sehingga dan pada tarikh pembayaran yang telah ditetapkan.

"BERSATU BERUSAHA BERBAKTI"

Tarikh: 11 Mei 1992.

(Stephen S.C. Goh)  
b.p. Pem. Akauntan Negeri,  
Sarawak.

s.k.: Setiausaha Kerajaan, Sarawak.  
Setiausaha Kewangan Negeri, Sarawak.  
Semua Kementerian.  
Semua Residen dan Ketua Jabatan Negeri.  
Semua Pegawai Kerja Akaun Kanan.  
Semua Stesen.

SSCG/rm.

Bil. TR:2371(IV)/204

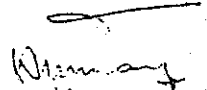
Pembayaran Gaji Bagi Bulan Jun, 1992

Memandangkan semua Bank akan ditutup pada tengahari 30.6.1992, pembayaran gaji bulanan dan harian bagi bulan Jun, 1992 adalah ditetapkan seperti berikut:-

- (i) Pembayaran gaji melalui Bank pada ..... 26.6.1992
- (ii) Pembayaran gaji secara Tunai pada ..... 29.6.1992
- (iii) Pembayaran gaji pegawai-pegawai bergaji  
hari pada ..... 29.6.1992

2. Bagi pegawai-pegawai bergaji hari, gaji mereka boleh dibayar sehingga dan pada tarikh pembayaran yang telah ditetapkan.

"BERSATU BERUSAHA BERBAKTI"

  
(Allan Tay Ah Noh)  
b.p. Pem. Akauntan Negeri,  
Sarawak.

Tarikh: 19 Jun 1992

Agihan:

Setiausaha Kerajaan, Sarawak.  
Setiausaha Kewangan Negeri, Sarawak.  
Pegawai Kewangan Persekutuan, Sarawak.  
Semua Kementerian.  
Semua Residen dan Ketua Jabatan Negeri.  
Semua Pegawai Kerja Akaun Kanan.  
Semua Stesen.

ATAN/dh

816 5

BUAHAN PERBENDAHARAAN No. 6/1992

Bil. TRY:2371(IV)/209

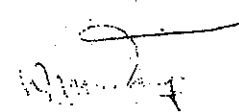
Pembayaran Gaji Bagi Bulan Oktober 1992

Memandangkan Perayaan Hari Deepavali akan disambut pada 26 Oktober 1992, pembayaran gaji bulanan dan harian bagi bulan Oktober 1992 adalah ditetapkan seperti berikut:-

- (i) Pembayaran gaji melalui bank pada ..... 16.10.1992
- (ii) Pembayaran gaji secara tunai pada ..... 19.10.1992
- (iii) Pembayaran gaji pegawai-pegawai bergaji  
hari pada ..... 19.10.1992

2. Bagi pegawai-pegawai bergaji hari, gaji mereka boleh dibayar sehingga dan pada tarikh pembayaran yang telah ditetapkan.

" BERSATU BERUSAHA BERBAKTI "

  
(Allan Tay Ah Noh)

b.p. Dem. Akauntan Negeri  
Sarawak

TARIKH: 21 September 1992

- s.k.: Setiausaha Kerajaan, Sarawak
- : Setiausaha Kewangan Negeri, Sarawak
  - : Pegawai Kewangan Persekutuan, Sarawak
  - : Semua Kementerian
  - : Semua Residen dan Ketua Jabatan Negeri
  - : Semua Pegawai Kerja Akaun Kanan
  - : Semua Stesen

/dp

1  
ARAHAN PERBENDAHARAAN No. 8/1992

Bil. TRY:2371(IV)/212

Pembayaran Gaji Bagi Bulan Disember 1992 dan Januari 1993

Memandangkan Perayaan Hari Krismas dan Tahun Baru Cina akan disambut pada 25 Disember 1992 dan 23 Januari 1993, pembayaran gaji bulanan dan harian bagi bulan Disember 1992 dan Januari 1993 adalah ditetapkan seperti berikut:-

	<u>Disember 1992</u>	<u>Januari 1993</u>
(i) Pembayaran Gaji melalui Bank pada .....	15.12.92	13.1.93
(ii) Pembayaran Gaji secara Tunai pada .....	17.12.92	15.1.93
(iii) Pembayaran Gaji Pegawai- Pegawai Bergaji Hari pada .....	17.12.92	15.1.93

2. Bagi pegawai-pegawai bergaji hari, gaji mereka boleh dibayar sehingga dan pada tarikh pembayaran yang telah ditetapkan.

" BERSATU PERUSAHA BERBAKTI "

(Allen Tay Ah Noh)  
 b.p. Akauntan Negeri  
 Sarawak

TARIKH: 26 November 1992

- Agihan: Setiausaha Kerajaan, Sarawak  
 : Setiausaha Kewangan Negeri, Sarawak  
 : Pegawai Kewangan Persekutuan, Sarawak  
 : Semua Kementerian  
 : Semua Residen dan Ketua Jabatan Negeri  
 : Semua Pegawai Kerja Akaun Kanan  
 : Semua Stesen

/dp

Bil. TRY:2371(V)/4


Pembayaran Gaji Bagi Bulan Mac 1993

Memandangkan Perayaan Hari Raya Puasa akan disambut pada 25 Mac 1993, pembayaran gaji bulanan dan harian bagi bulan Mac 1993 adalah ditetapkan seperti berikut:-

- (i) Pembayaran gaji melalui bank pada ..... 15.3.1993
- (ii) Pembayaran gaji secara tunai pada ..... 17.3.1993
- (iii) Pembayaran gaji pegawai-pegawai bergaji  
hari pada ..... 17.3.1993

2. Bagi pegawai-pegawai bergaji hari, gaji mereka boleh dibayar sehingga dan pada tarikh pembayaran yang telah ditetapkan.

" BERSATU BERUSAHA BERBAKTI "

  
(Allan Tay Ah Noh)  
b.p. Akauntan Negeri  
Sarawak

TARIKH: 24 Februari 1993

- s.k.:
- : Setiausaha Kerajaan, Sarawak
  - : Setiausaha Kewangan Negeri, Sarawak
  - : Pegawai Kewangan Persekutuan, Sarawak
  - : Semua Kementerian
  - : Semua Residen dan Ketua Jabatan Negeri
  - : Semua Pegawai Kerja Akaun Kanan
  - : Semua Stesen

/dp

Bil. TRY:2371(V)/7

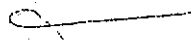
Pembayaran Gaji Bagi Bulan Mei 1993

Memandangkan Perayaan Hari Cawai akan disambut pada 1 Jun 1993, pembayaran gaji bulanan dan harian bagi bulan Mei 1993 adalah ditetapkan seperti berikut:-

- (i) Pembayaran gaji melalui bank pada ..... 21.5.1993
- (ii) Pembayaran gaji secara tunai pada ..... 24.5.1993
- (iii) Pembayaran gaji pegawai-pegawai bergaji  
hari pada ..... 24.5.1993

2. Bagi pegawai-pegawai bergaji hari, gaji mereka boleh dibayar sehingga dan pada tarikh pembayaran yang telah ditetapkan.

" BERSATU BERUSAHA BERBAKTI "

  
(Allan Tay Ah Noh)

b.p. Pem. Akauntan Negeri  
Sarawak

TARIKH: 28 April 1993

- s.k.: Setiausaha Kerajaan, Sarawak
- : Setiausaha Kewangan Negeri, Sarawak
  - : Pegawai Kewangan Persekutuan, Sarawak
  - : Semua Kementerian
  - : Semua Residen dan Ketua Jabatan Negeri
  - : Semua Pegawai Kerja Akaun Kanan
  - : Semua Stesen

/dp

Bil. TRY:2371(V)/15

Pembayaran Gaji Bagi Bulan Disember 1993

Memandangkan Perayaan Hari Krismas akan disambut pada 25 Disember 1993, pembayaran gaji bulanan dan harian bagi bulan Disember 1993 adalah ditetapkan seperti berikut:-

- (i) Pembayaran gaji melalui bank pada ..... 14.12.1993
- (ii) Pembayaran gaji secara tunai pada ..... 16.12.1993
- (iii) Pembayaran gaji pegawai-pegawai bergaji  
hari pada ..... 16.12.1993

2. Bagi pegawai-pegawai bergaji hari, gaji mereka boleh dibayar sehingga dan pada tarikh pembayaran yang telah ditetapkan.

" BERSATU BERUSAHA BERBAKTI "

(Allan Tay Ah Noh)  
b.p. Akauntan Negeri,  
Sarawak.

TARIKH: 17 November 1993

- s.k. : Setiausaha Kerajaan, Sarawak  
: Setiausaha Kewangan Negeri, Sarawak  
: Pegawai Kewangan Persekutuan, Sarawak  
: Semua Kementerian  
: Semua Residen dan Ketua Jabatan Negeri  
: Semua Pegawai Kerja Akaun Kanan  
: Semua Stesen

/rk.

DAFTAR: AKUNTAN NEGERI,  
SARAWAK.

KETUA: Semua Setiausaha Tetap  
Semua Residen

PEJABAT: Kemudahan Potongan Gaji -  
Deposit - Dept'lal/General  
(Interfinance Berhad)

Semua Ketua Jabatan Negeri  
Semua Pejabat Perbendaharaan  
Negeri Bahagian dan  
Semua Stesen.

NOJ. KAH: TRY:1993/8

TARIKH: 21 Oktober 1993

Adalah dimaklumkan bahawa mulai sekarang pejabat ini akan mengendalikan Potongan Gaji berhubung dengan pinjaman yang dikenal sebagai "Special Financing Packages For Civil Services" dengan Interfinance Berhad iaitu sebuah anak Syarikat Yayasan Sarawak. Satu Akaun F.20/007 - (Deposit-Interfinance Berhad) telah dibuka untuk mengendalikan Akaun tersebut.

2. Pegawai-pegawai yang membuat pinjaman tersebut dan ingin pembayaran balik melalui potongan gaji, hendaklah mengisi borang-borang yang disediakan oleh pihak Interfinance Berhad dan disertakan bersama Borang T.228. Borang-borang tersebut hendaklah dikemukakan ke Pejabat ini bersama Borang Masuk (T.156A) yang telah disahkan oleh Ketua Jabatan masing-masing. Arahan Perbendaharaan Tambahan (67) mestilah dipatuhi.

3. Semua Borang Masuk (T.156A) bersama dokumen penyokong hendaklah sampai ke Pejabat ini sekurang-kurangnya satu bulan lebih awal daripada bulan yang mana potongan hendak dibuat. Jika tidak, potongan hanya akan dibuat pada bulan berikutnya.

" BERSATU BERUSAHA BERBANTU "

(STEVEN S.C. SOH)

- Akuntan Negeri,  
Sarawak.

AAAT/rk.



Bil. TRY: 2371(V)/19

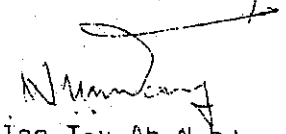
Pembayaran Gaji Bagi Bulan Mei 1994

Memandangkan Perayaan Hari Gawai akan disambut pada 1 Jun 1994, pembayaran gaji bulanan dan harian bagi bulan Mei 1994 adalah ditetapkan seperti berikut:-

- (i) Pembayaran gaji melalui bank pada ..... 19.5.1994
- (ii) Pembayaran gaji secara tunai pada ..... 23.5.1994
- (iii) Pembayaran gaji pegawai-pegawai bergaji  
hari pada ..... 23.5.1994

2. Bagi pegawai-pegawai bergaji hari, gaji mereka boleh dibayar sehingga dan pada tarikh pembayaran yang telah ditetapkan.

"BERSATU BERUSAHA BERBAKTI"

  
(Allan Tay Ah Noh)  
D.P. Akauntan Negeri,  
Sarawak.

Tarikh: 27 April, 1994.

- s.k.: Setiausaha Kerajaan, Sarawak.
- : Setiausaha kewangan Negeri, Sarawak.
  - : Pegawai kewangan Persekutuan, Sarawak.
  - : Semua Kementerian.
  - : Semua Residen dan Ketua Jabatan Negeri.
  - : Semua ~~Pen. Akauntan, Persekutuan~~ ~~Persekutuan~~ Akauntan, Persekutuan Negeri Bahagian.
  - : Semua Stesen.

ARAHAN PERBENDAHARAAN No.3/1994

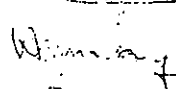
TEY:2374(V)/21

Pembayaran Gaji Bagi Bulan Disember 1994

Memandangkan Perayaan Hari Krismas akan disambut pada 25 Disember 1994, pembayaran gaji bulanan dan harian bagi bulan Disember 1994 adalah ditetapkan seperti berikut:-

- (i) Pembayaran gaji melalui bank pada ..... 13.12.1994
- (ii) Pembayaran gaji secara tunai pada ..... 15.12.1994
- (iii) Pembayaran gaji pegawai-pegawai bergaji  
hari pada ..... 15.12.1994

"BERSATU BERUSAHA BERBAKTI"

  
(Allan Tay Ah Noh)  
b.p. Akauntan Negeri,  
Sarawak.

Tarikh: 17 November 1994

s.k. : Setiausaha Kerajaan, Sarawak

Setiausaha Kewangan Negeri, Sarawak

Pegawai Kewangan Persekutuan, Sarawak

Semua Kementerian

Semua Residen dan Ketua Jabatan Negeri

Semua Pegawai Kerja Akaun Kanan

Semua Stesen

/llh

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ARAHAN PERBENDAHARAAN No. 5/1994

TRY:2371(V)/24.

Pembayaran Gaji Bagi Bulan Januari, 1995

Memandangkan Perayaan Tahun Baru Cina akan disambut pada 31.1.1995, pembayaran gaji bulanan dan harian bagi bulan Januari, 1995 adalah ditetapkan seperti berikut:-

- (i) Pembayaran gaji melalui bank pada ..... 20.1.1995
- (ii) Pembayaran gaji secara tunai pada ..... 23.1.1995
- (iii) Pembayaran gaji pegawai-pegawai bergaji  
hari pada ..... 23.1.1995

"BERSATU BERUSAHA BERBAKTI"

(Allan Tay Ah Noh)  
b.p. Akauntan Negeri,  
Sarawak.

Tarikh: 19 Disember, 1994

- s.k.: Setiausaha Kerajaan, Sarawak.  
: Setiausaha Kewangan Negeri, Sarawak.  
: Pegawai Kewangan Persekutuan, Sarawak.  
: Semua Kementerian.  
: Semua Residen dan Ketua Jabatan Negeri,  
: Semua Pegawai Kerja Akaun Kanan.  
: Semua Stesen.

ATAN/rm.

81

ARAHAN PERBENDAHARAAN No. 1/1995

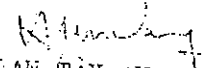
Bil. TRY:2571(V)/31.

Pembayaran Gaji Bagi Bulan Mei 1995

Memandangkan Perayaan Hari Gawai akan disambut pada 1 Jun 1995, pembayaran gaji bulanan dan harian bagi bulan Mei 1995 adalah ditetapkan seperti berikut:-

- (i) Pembayaran gaji melalui bank pada ..... 19.5.1995
- (ii) Pembayaran gaji secara tunai pada ..... 23.5.1995
- (iii) Pembayaran gaji pegawai-pegawai bergaji  
'hari pada ..... 23.5.1995

"BERSATU BERUSAHA BERBAKTI"

  
(ALLAN TAY AH NOH)  
b.p. Akauntan Negeri,  
Sarawak.

Tarikh: 22 April, 1995.

- s.k.: Setiausaha Kerajaan, Sarawak.
- : Setiausaha Kewangan Negeri, Sarawak.
  - : Pegawai Kewangan Persekutuan, Sarawak.
  - : Semua Kementerian.
  - : Semua Residen dan Ketua Jabatan Negeri.
  - : Semua Pen. Akauntan, Perbendaharaan Bahagian.
  - : Semua Stesen.

ATAN/rm.

**PEKELILING PERBENDAHARAAN NO: 2/95**

**PERKARA: KEMUDAHAN POTONGAN GAJI**

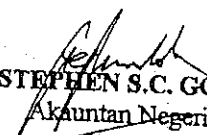
Sukacita dimaklumkan bahawa pejabat ini akan mengendalikan potongan gaji bulanan berhubung satu skim khas untuk mempermudah pembayaran balik pinjaman atau simpanan dengan Advance Finance Berhad (sebelum ini dikenali sebagai East Malaysia Finance Berhad) bagi semua kakitangan Kerajaan.

2. Sehubungan dengan ini, satu akaun - F20/067 (Deposit - Advance Finance Berhad) telah dibuka bagi menyempurnakan maksud tersebut di atas.

3. Pegawai-pegawai yang berminat untuk menyertai skim khas tersebut adalah dikehendaki supaya melengkapkan Borang (T.228) dan Borang Masuk (T.156A) serta dokumen penyokong yang kemudiannya perlu dikemukakan ke pejabat ini sekurang-kurangnya satu bulan lebih awal dari bulan yang mana potongan gaji hendak dibuat. Jika tidak, potongan hanya akan dibuat pada bulan berikutnya.

4. Potongan gaji biasanya tidak boleh melebihi 50% daripada gaji pokok menurut Arahan Perbendaharaan Tambahan 67.

**"BERSATU BERUSAHA BERBAKTI"**

  
(STEPHEN S.C. GOH)  
Akauntan Negeri,  
Sarawak.

Kuching: 26 Julai 1995

Agihan:

Setiausaha Kerajaan, Sarawak.  
Setiausaha Kewangan Negeri.  
Semua Setiausaha Tetap Kementerian.  
Semua Residen.  
Semua Ketua Jabatan Negeri.  
Semua Penolong Akauntan, Perbendaharaan Negeri Bahagian.  
Semua Stesen.  
Pengaroh Audit Negeri.

ARAHAN PERBENDAHARAAN NO. 3/1995

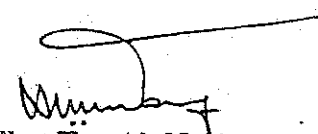
Bil. TRY:2371(V)/33.

Pembayaran Gaji Bagi Bulan Oktober, 1995

Memandangkan Perayaan Hari Deepavali akan disambut pada 23 Oktober, 1995, pembayaran gaji bulanan dan harian bagi bulan Oktober, 1995 adalah ditetapkan seperti berikut:-

- (I) Pembayaran gaji melalui bank pada ..... 13.10.1995
- (II) Pembayaran gaji secara tunai pada ..... 16.10.1995
- (III) Pembayaran gaji pegawai-pegawai bergaji  
hari pada ..... 16.10.1995

**"BERSATU BERUSAHA BERBAKTI"**

  
(Allan Tay Ah Noh)  
b.p. Akauntan Negeri,  
Sarawak.

TARIKH: 22 September, 1995.

- s.k. : Setiausaha Kerajaan, Sarawak.
- : Setiausaha Kewangan Negeri, Sarawak.
- : Pegawai Kewangan Persekutuan, Sarawak.
- : Semua Kementerian.
- : Semua Residen dan Ketua Jabatan Negeri,
- : Semua, Penolong Akauntan, Perbendaharaan Negeri Bahagian.
- : Semua Stesen.

ARAHAN PERBENDAHARAAN NO. 5/1995

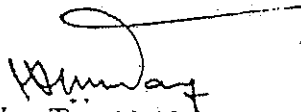
Bil. TRY:2371(V)/37.

Pembayaran Gaji Bagi Bulan Disember, 1995

Memandangkan Perayaan Hari Krismas akan disambut pada 25 Disember, 1995, pembayaran gaji bagi bulan Disember, 1995 adalah ditetapkan seperti berikut:-

- (I) Pembayaran gaji melalui bank pada ..... 12.12.1995
- (II) Pembayaran gaji secara tunai pada .....14.12.1995

“BERSATU BERUSAHA BERBAKTI”

  
(Allan Tay Ah Noh)  
b.p. Akauntan Negeri,  
Sarawak.

TARIKH: 10 November, 1995.

Agihan: Setiausaha Kerajaan, Sarawak.

: Setiausaha Kewangan Negeri, Sarawak.

: Pegawai Kewangan Persekutuan, Sarawak.

: Semua Kementerian.

: Semua Residen dan Ketua Jabatan Negeri.

: Semua, Penolong Akauntan, Perbendaharaan Negeri Bahagian.

: Semua Stesen.

ATAN/rm.

ARAHAN PERBENDAHARAAN No. 6/1995

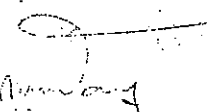
Bil. TRY:2371(V)/28.

Pembayaran Gaji Bagi Bulan Februari  
1995

Memandangkan Perayaan Hari Raya Puasa akan disambut pada 3.3.1995, pembayaran gaji bulanan dan harian bagi bulan Februari 1995 adalah ditetapkan seperti berikut:-

- (i) Pembayaran gaji melalui bank pada ..... 21.2.1995
- (ii) Pembayaran gaji secara tunai pada ..... 23.2.1995
- (iii) Pembayaran gaji pegawai-pegawai bergaji  
hari pada ..... 23.2.1995

"BERSATU BERUSAHA BERBAKTI"

  
(Allan Tay Ah Noh)  
b.p. Akauntan Negeri,  
Sarawak.

12 Januari, 1995.

- Setiausaha Kerajaan, Sarawak.
- Setiausaha Kewangan Negeri, Sarawak.
- Pegawai Kewangan Persekutuan, Sarawak.
- Semua Kementerian.
- Semua Residen dan Ketuan Jabatan Negeri.
- Semua Penolong Akauntan, Perbendaharaan Bahagian.
- Semua Stesen.

ES/ta



849  
130

ARAHAN PERBENDAHARAAN NO. 1/1996

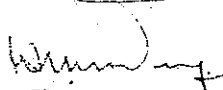
Bil. TRY:2371(V)/43.

Pembayaran Gaji Bagi Bulan Februari, 1996

Memandangkan Perayaan Tahun Baru Cina dan Hari Raya Puasa akan disambut pada 19 dan 20 Februari, 1996, pembayaran gaji bagi bulan Februari, 1996 adalah ditetapkan seperti berikut:-

- (I) Pembayaran gaji melalui bank pada ..... 6.2.1996
- (II) Pembayaran gaji secara tunai pada ..... 8.2.1996

“BERSATU BERUSAHA BERBAKTI”

  
(Allan Tay Ah Noh)  
b.p. Pem. Akauntan Negeri,  
Sarawak.

TARIKH: 15 Januari, 1996

Agihan : Setiausaha Kerajaan, Sarawak.

: Setiausaha Kewangan Negeri, Sarawak.

: Pegawai Kewangan Persekutuan, Sarawak.

: Semua Kementerian.

: Semua Residen dan Ketua Jabatan Negeri,

: Semua, Penolong Akauntan, Perbendaharaan Negeri Bahagian.

: Semua Stesen.

ATAN/rm.

810  
131

**ARAHAN PERBENDAHARAAN NO. 3/1996**

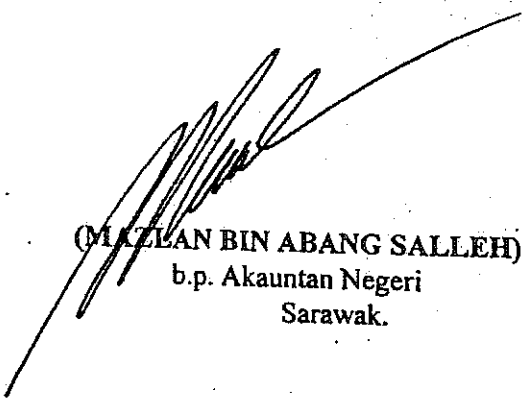
Bil. TRY:2371(V)/48

**Pembayaran Gaji Bagi Bulan April, 1996**

Memandangkan Perayaan Hari Raya Haji pada 28.4.1996, pembayaran gaji bagi bulan April, 1996 adalah ditetapkan seperti berikut:

- (I). Pembayaran gaji melalui bank pada ..... 18.4.1996
- (II). Pembayaran gaji secara tunai pada ..... 22.4.1996

**"BERSATU BERUSAHA BERBAKTI"**



**(MAZLAN BIN ABANG SALLEH)**  
b.p. Akauntan Negeri  
Sarawak.

Tarikh: 6 April, 1996

Agihan : Setiausaha Kerajaan Sarawak  
: Setiausaha Kewangan Negeri, Sarawak  
: Pegawai Kewangan Persekutuan, Sarawak  
: Semua Kementerian  
: Semua Residen dan Ketua Jabatan Negeri  
: Semua, Penolong Akauntan, Perbendaharaan Negeri Bahagian  
: Semua Stesen

ARAHAN PERBENDAHARAAN NO. 3/1996

Bil. TRY:2371(V)/49.

Pembayaran Gaji Bagi Bulan Mei, 1996

Memandangkan Perayaan Hari Wesak dan Hari Gawai Dayak pada 31.5.1996 dan 1.6.1996, pembayaran gaji bagi bulan Mei, 1996 adalah ditetapkan seperti berikut :-

- (I) Pembayaran gaji melalui bank pada ..... 21.5.1996
- (II) Pembayaran gaji secara tunai pada ..... 23.5.1996

**"BERSATU BERUSAHA BERBAKTI"**

**(MAZALAN BIN ABANG SALLEH)**

b.p. Pem. Akuantan Negeri,  
Sarawak.

Salinan asal

TARIKH : 6 April, 1996

Agihan : Setiausaha Kerajaan, Sarawak.

- : Setiausaha Kewangan Negeri, Sarawak.
- : Pegawai Kewangan Persekutuan, Sarawak.
- : Semua Kementerian.
- : Semua Residen dan Ketua Jabatan Negeri,
- : Semua Penolong Akuantan, Perbendaharaan Negeri Bahagian.
- : Semua Stesen.



# JABATAN PERBENDAHARAAN NEGERI

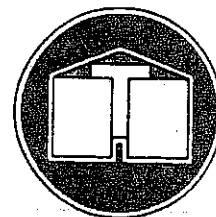
JALAN BARRACK 93592 KUCHING SARAWAK MALAYSIA

Telefon – 082 240111

Faksimili – 082 247203

Kawat – ACGEN KUCHING

Teleks – MA 70134



## PEKELILING PERBENDAHARAAN NEGERI SARAWAK NO. PP 6 /1998

**PERKARA: Borang Kemasukan Data Gaji - T156A(8/98)**

### 1. Tujuan

Pekeliling ini bertujuan untuk memperkenalkan Borang Kemasukan Data Gaji yang baru iaitu Borang T.156A(8/98) bagi menggantikan Borang T.156A (Revised 8/83).

### 2. Pengenalan

Borang T.156A(Revised 8/83) yang sedia ada telah diubahsuai supaya ianya lebih lengkap dan mudah untuk diisi. Misalnya, maklumat tambahan yang diperlukan seperti "Agama" adalah bagi tujuan untuk membuat potongan Baitulmal ke atas kakitangan Islam. Sila lihat contoh Borang T.156A(8/98) di LAMPIRAN A.

### 3. Garis Panduan Untuk Mengisi Borang T.156A(8/98)

Bagi mempermudah kefahaman terhadap cara untuk mengisi borang baru ini, satu garis panduan telah disediakan seperti di LAMPIRAN B.

### 4. Proses Penyediaan dan Penghantaran Borang T.156A(8/98)

- 4.1 Setiap Borang T.156A(8/98) mengandungi dua salinan terdiri daripada salinan asal yang mana harus dikemukakan kepada Perbendaharaan Negeri dan salinan pendua untuk simpanan dan rujukan pihak Jabatan/Kementerian masing-masing. Sila lihat Carta Aliran Prosedur Penghantaran Borang T.156A(8/98) di LAMPIRAN C.
- 4.2 Setiap Borang T.156A(8/98) mestilah diisi dengan lengkap dan borang yang tidak lengkap diisi akan dikembalikan tanpa diproses.
- 4.3 Setiap Borang T.156A(8/98) mestilah dihantar bersama Memorandum Borang Input yang telah siap diisi seperti yang ditunjukkan di LAMPIRAN D.

# MEMORANDUM BORANG INPUT

<b>DARIPADA</b>		<b>KEPADA</b>	Akauntan Negeri (Seksyen Gaji)
<b>RUJUKAN</b>		<b>TARIKH</b>	

Di bawah adalah senarai BORANG T156A(8/98) yang telah lengkap diisi untuk tindakan pihak tuan selanjutnya.

BIL	NAMA PEGAWAI	NOMBOR GAJI	RUJUKAN T156A(8/98)	CATATAN PERUBAHAN GAJI

**"BERSATU BERUSAHA BERBAKTI"**

Yang benar,

PEGAWAI YANG BOLEH DIHUBUNGI	
Nama	
No. Telefon	
No. Faks	

# JABATAN PERBENDAHARAAN NEGERI SARAWAK

## BORANG KEMASUKAN DATA GAJI BAGI LANTIKAN PERTAMA / PERUBAHAN DATA GAJI

A) Tandakan (✓) dalam petak yang berkaitan di bawah.

<input type="checkbox"/> <b>LANTIKAN PERTAMA</b> (Sila lengkapkan semua butiran dalam ruangan di bawah <i>kecuali Nombor Gaji</i> )	
<input type="checkbox"/> <b>PERUBAHAN DATA GAJI</b>	
<input type="checkbox"/> Pemberian Taraf Pencen	<input type="checkbox"/> Cuti Tanpa Gaji/Separuh Gaji
<input type="checkbox"/> Tamat Khidmat	<input type="checkbox"/> Peruntukan Rumah Kerajaan
<input type="checkbox"/> Memulakan / Menghentikan Potongan: .....	
<input type="checkbox"/> Lain-lain (nyatakan) .....	
(Sila lengkapkan Nama dan Nombor Gaji serta Butiran Berkenaan sahaja)	

B) Sila rujuk muka surat sebelah bagi Panduan Kod.

1. BUTIRAN PEGAWAI (*Sila potong yang tidak berkenaan)																
Nama (mengikut Kad Pengenalan)																
No. KP	Baru											Agama	*Islam / Bukan Islam			
	Lama															
Jabatan												Nombor Gaji				
Jawatan												Stesen				
Bank/Cawangan												Gred				
No. Akaun												Tarikh Lantikan				
Taraf Jawatan		*Tetap / Kontrak / Pinjaman / Sementara										Bulan Kenaikan Gaji				
Tarikh Lahir (H/B/T)												Gaji Permulaan			RM	
Status Perkhidmatan		*Aktif / Kematian / Bersara / Letak Jawatan / Ditamatkan										Taraf Pencen			*Berpencen / KWSP	
Status Perkahwinan		*Bujang / Berkahwin (Isteri *bekerja / tidak bekerja)										Tarikh Status Perkhidmatan				
Kod Status Cukai												Bilangan Tanggungan Anak				
		Kod Pusat Bayaran														

2. BUTIRAN KEAHLIAN BAGI TUJUAN POTONGAN		
Kod	Butiran	Nombor
57	KWSP	
58	Cukai Pendapatan	

3. PENDAPATAN / POTONGAN MULAI BULAN							
Kod	Mula Kuatkuasa	RM	Sen	Kod	Mula Kuatkuasa	RM	Sen

4. PELARASAN PENDAPATAN / POTONGAN UNTUK BULAN SEMASA									
Dibayar kepada pegawai					Dipotong daripada pegawai				
Kod	Tempoh	Butiran	RM	Sen	Kod	Tempoh	Butiran	RM	Sen

5. PENGESAHAN KELOMPOK JABATAN	
Saya mengesahkan bahawa semua butiran di atas adalah betul.	
Nama:	
Cop Jawatan:	
Tandatangan:	Tarikh:
Rujukan Jabatan:	

UNTUK KEGUNAAN PERBENDAHARAAN NEGERI	
Kod Bank dan Cawangan	
Tandatangan ringkas penyemak:	Tandatangan ringkas operator data:

### Garis Panduan Mengisi Borang T. 156A(8/98)

i) Borang T.156A(8/98) terbahagi kepada dua ruangan iaitu Ruangan A dan Ruangan B.

ii) Di **Ruangan A**, sila pilih dengan menandakan (✓) dalam petak yang berkenaan sama ada untuk:

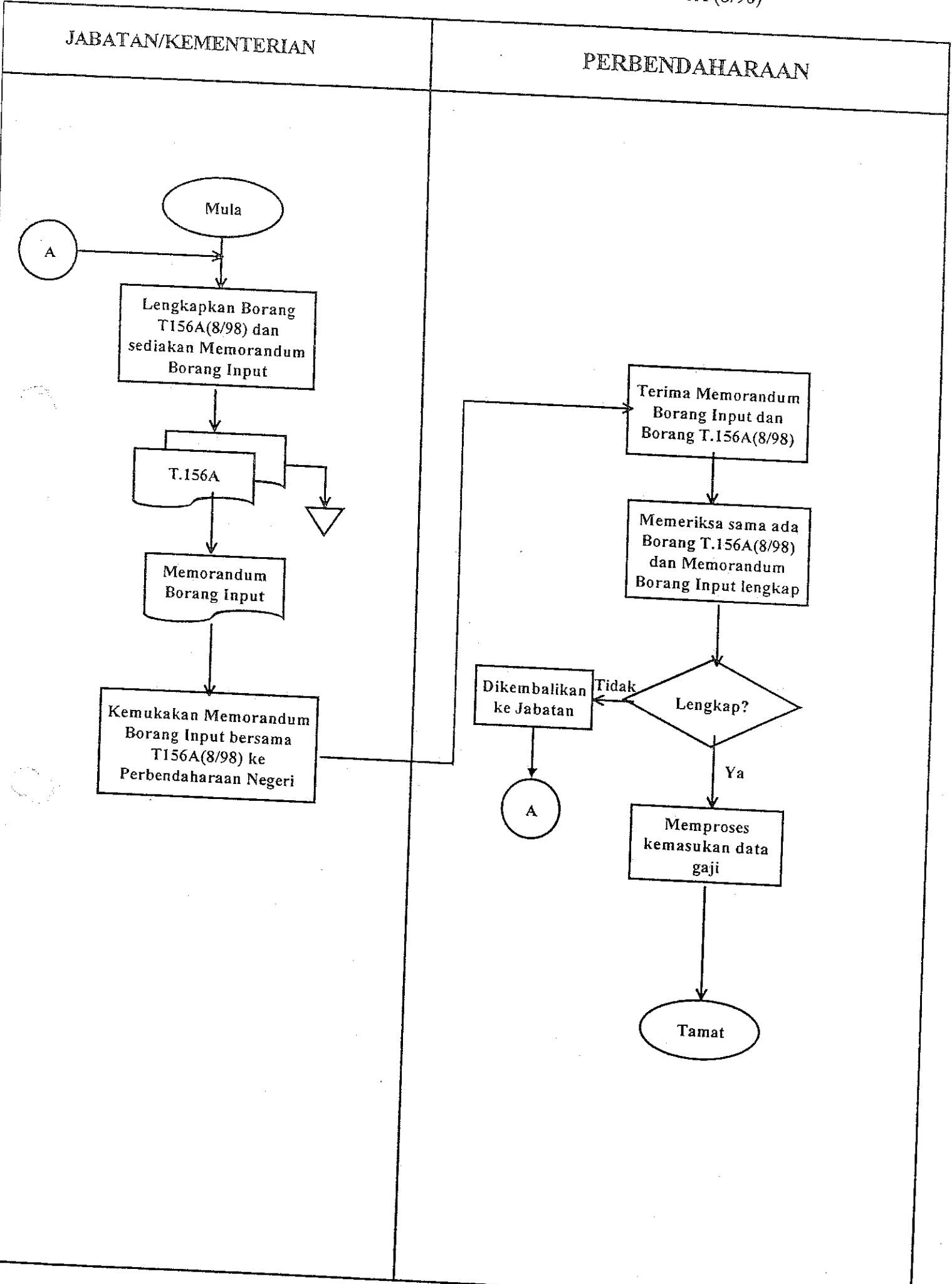
PILIHAN	TUJUAN
(a) Lantikan Pertama	Kemasukan data gaji pegawai yang baru dilantik ke dalam Perkhidmatan Awam Kerajaan Negeri Sarawak.
(b) Perubahan Data Gaji	Kemasukan perubahan terhadap data gaji pegawai yang sedang berkhidmat
1. Pemberian Taraf Pencen	Pegawai mula bertaraf pencen
2. Tamat Khidmat	Pegawai berhenti daripada Perkhidmatan Awam
3. Cuti Tanpa Gaji/Separuh Gaji	Pegawai diluluskan bercuti tanpa gaji atau dengan separuh gaji
4. Peruntukan Rumah Kerajaan	Pegawai menduduki kediaman yang disediakan oleh Kerajaan
5. Memulakan/Menghentikan Potongan	Potongan di dalam slip gaji pegawai dimulakan atau diberhentikan
6. Lain-Lain	Perkara lain yang tidak dirangkumi perkara di atas

iii) Di **Ruangan B**, sila lengkapkan petak-petak yang berkaitan perubahan yang dinyatakan berdasarkan perkara yang tersebut di bawah:

PETAK 1 - BUTIRAN PEGAWAI	
a) FUNGSI	Untuk memaklumkan Perbendaharaan Negeri mengenai data peribadi Pegawai
b) BUTIRAN	KETERANGAN
• Nama	Sila gunakan huruf besar. Nama boleh dipendekkan jika melebihi 40 huruf. Tinggalkan satu petak di antara perkataan
• Nombor Gaji	Sila isi bagi kemasukan Perubahan Data Gaji.
• No. KP	Nombor KP wajib dikemukakan bagi Lantikan Pertama
• Agama	Potong mana yang tidak berkenaan.
• Tarikh Lahir	Isi mengikut Hari/ Bulan / Tahun
• Jabatan	} Sila isi mengikut maklumat di dalam Surat } Tawaran Perlantikan dan Surat Pengesahan } Melapor Diri pegawai } } } } } }
• Stesen	
• Jawatan	
• Gred	
• Tarikh Lantikan	
• Bulan Kenaikan Gaji	
• Gaji Permulaan	
• Taraf Jawatan	
• Taraf Pencen	} Diisi bagi Lantikan Pertama dan perubahan data gaji berkenaan Tamat Khidmat }
• Kod Pusat Bayaran	
• Status Perkhidmatan	} Diisi untuk memasukkan/mengemaskini amaun Potongan Cukai Bulanan } } } }
• Tarikh Status Perkhidmatan	
• Status Perkahwinan	
• Bilangan Tanggungan Anak	
• Kod Status Cukai	

LAMPIRAN C

CARTA ALIR PROSEDUR PENGHANTARAN BORANG T.156A (8/98)







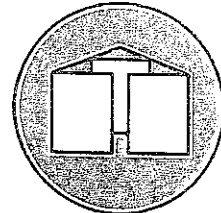
# JABATAN PERBENDAHARAAN NEGERI

Tingkat 10, Menara Pelita, Jalan Tun Abdul Rahman Ya'akub,  
Petra Jaya, 93050 Kuching, Sarawak, Malaysia.

Telefon : 082-440111

Faksimili : 082-447203

Kawat - ACGEN KUCHING



## **SURAT PEKELILING PERBENDAHARAAN NEGERI SARAWAK NO. PP: 3 /2000**

### **PERKARA : PEMBAYARAN TUNGGAKAN BERKAITAN PELARASAN MATAGAJI BARU DAN KADAR BARU IMBUHAN TETAP PERUMAHAN (ITP)**

#### **1 TUJUAN**

Pekeliling Perbendaharaan ini bertujuan untuk menjelaskan secara terperinci kaedah bagi melaksanakan arahan di bawah perenggan 4(ii) Surat Pekeliling (Perj. Bil.9/2000) yang bertarikh 31 Mei 2000 yang dikeluarkan oleh Setiausaha Kerajaan Negeri Sarawak.

#### **2 PERLAKSANAAN PEMBAYARAN**

- 2.1** Semua anggota yang layak akan dibayar tunggakan melalui lembaran gaji bulan Julai 2000.
- 2.2** Jabatan Perbendaharaan Negeri akan menguruskan pengiraan tunggakan Gaji, Bayaran Insentif Wilayah (BIW), Imbuhan Tetap Perumahan (ITP), Bayaran Insentif Perkhidmatan Kritikal (BIPK), dan Elaun Hidup Susah (EHS) melalui sistem gaji. Sehubungan dengan ini semua Kementerian/Jabatan Negeri **tidak perlu mengemukakan Borang T.156A** untuk tujuan tersebut.

Pengiraan berkenaan adalah berdasarkan kepada maklumat yang terdapat di dalam sistem gaji. **Pengiraan itu juga tidak termasuk elaun memangku/elaun tanggung kerja (kod 03) yang dinyatakan di dalam perenggan 4.**

3

### **PENCESAHAN PENYATA TUNGGAKAN**

- 3.1 Semua Kementerian/Jabatan Negeri dikehendaki menyemak dan mengesahkan **Penyata Tunggakan yang disertakan bersama pekeliling ini dan hendaklah dikembalikan kepada Jabatan Perbendaharaan Negeri pada atau sebelum 8 Julai, 2000.**

Setiap pembetulan ke atas penyata tunggakan berkenaan hendaklah ditandatangani ringkas oleh pegawai yang dibenarkan.

- 3.2 Adalah amat penting bagi Kementerian/Jabatan Negeri mengembalikan Penyata Tunggakan di atas untuk membolehkan Jabatan Perbendaharaan Negeri menguruskan pembayaran melalui lembaran gaji bulan Julai 2000.

Jika Penyata Tunggakan yang telah disahkan tidak dikembalikan dalam masa yang telah ditetapkan, pembayaran tunggakan mungkin akan tertangguh ke bulan yang berikut.

4

### **PELARASAN ELAUN MEMANGKU/ELAUN TANGGUNG KERJA**

Pelarasan terhadap elaun memangku/elaun tanggung kerja (Kod 03) hendaklah dikemukakan kepada Jabatan Perbendaharaan Negeri Sarawak pada atau sebelum 8 Julai 2000 dengan menggunakan Borang JKM/SM/EMTK/1/98 yang disokong oleh kertas pengiraan dan memorandum rasmi daripada pejabat Setiausaha Kerajaan Negeri untuk membolehkan pembayaran dibuat melalui lembaran gaji bulan Julai 2000.

5

### **PEGAWAI YANG TELAH BERSARA, MELETAK JAWATAN ATAU MENINGGAL DUNIA**

Sila ambil perhatian juga bahawa perenggan 4(iii) dan (iv) Surat Pekeliling (Bil. Perj. 9/2000) menghendaki semua Kementerian/Jabatan Negeri masing-masing untuk membayar tunggakan kepada pegawai atau waris sah

pegawai, bagi pegawai yang telah bersara/meletak jawatan atau meninggal dunia dalam tempoh dari 1 Januari sehingga 31 Mei 2000.

**6**

**PENUTUP**

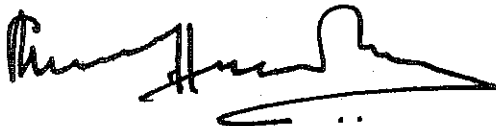
Sekiranya ada pertanyaan lanjut mengenai pekeliling ini, sila hubungi pegawai-pegawai saya seperti berikut:

1. En. Abang Ramblee Abang Khaider ) Tel: 440111 samb. 213
2. En. Pharo Abd. Hakim ) Tel: 440111 samb. 225

Sekian, harap maklum.

**"BERSATU BERKHIDMAT BERBAKTI"**

**Yang benar**



**(SOEDIRMAN HJ. AINI)**  
**Akauntan Negeri**  
**SARAWAK**

**TRY:301004(Vol.2)/3**

**TARIKH: 20 Jun 2000**

**Agihan Kepada:**

**Setiausaha Kerajaan Negeri Sarawak**  
**Setiausaha Kewangan Negeri Sarawak**  
**Semua Ketua Jabatan Negeri**  
**Semua Setiausaha Tetap Kementerian**  
**Semua Residen**

**Salinan Kepada:**

**Pengarah Audit Dalam Sarawak  
Pengarah Audit Negeri Sarawak  
Semua Stesen**



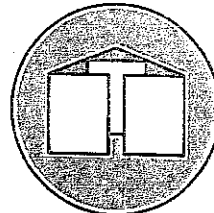
## JABATAN PERBENDAHARAAN NEGERI

Tingkat 10, Menara Pelita, Jalan Tun Abdul Rahman Ya'akub,  
Petra Jaya, 93050 Kuching, Sarawak, Malaysia.

Telefon : 082-440111

Faksimili : 082-447203

Kawat - ACGEN KUCHING



### SURAT PEKELILING PERBENDAHARAAN

#### NEGERI SARAWAK

NO. PP: 4 / 2000

### PERKARA : PERLAKSANAAN PEMBAYARAN MATAGAJI BARU DAN KADAR BARU IMBUHAN TETAP PERUMAHAN (ITP)

#### 1. TUJUAN

Pekeliling Perbendaharaan ini bertujuan untuk menjelaskan secara terperinci kaedah bagi melaksanakan arahan di bawah perenggan 4, (ii) Surat Pekeliling (Perj. Bil.9/2000) yang bertarikh 31 Mei 2000 yang dikeluarkan oleh Setiausaha Kerajaan Negeri Sarawak.

#### 2. PERLAKSANAAN PEMBAYARAN

##### 2.1 Pembayaran Matagaji Baru Dan Kadar Baru ITP

- a) Semua anggota yang layak menerima kenaikan gaji 10% dan kadar baru ITP akan dibayar dengan matagaji baru dan ITP baru di dalam lembaran gaji bulan Jun 2000.
- b) Semua Kementerian/Jabatan Negeri tidak perlu mengemukakan borang T.156A bagi tujuan ini kerana perlaksanaannya akan diuruskan oleh Jabatan Perbendaharaan Negeri melalui sistem gaji.
- c) Semua Kementerian/Jabatan Negeri dikehendaki menyemak lembaran gaji bulan Jun 2000 untuk memastikan ketepatannya.

Jika ada pindaan yang perlu dibuat terhadap gaji bulan Jun 2000, ia hendaklah dilakukan dengan mengemukakan Borang T.156A yang disokong oleh Lampiran C, D, E atau F, sebagaimana yang disebut dalam perenggan 11, 12, 13 dan 14 Pekeliling Perkhidmatan Bilangan 8 Tahun 2000 yang dikeluarkan oleh Jabatan Perkhidmatan Awam, Malaysia.

Jabatan Perbendaharaan Negeri Sarawak akan mengambil tindakan untuk membuat pelarasan setelah menerima Borang T.156A yang berkenaan.

Sekian, harap maklum.

**"BERSATU BERUSAHA BERBAKTI"**

Yang benar



(SOEDIRMAN HJ. AINI)

**Akauntan Negeri  
SARAWAK**

**TRY:GAJI/AM/2/Pt.4(20)/106**

**TARIKH: 20 Jun 2000**

**Agihan Kepada:**

**Setiausaha Kerajaan Negeri Sarawak  
Setiausaha Kewangan Negeri Sarawak  
Semua Ketua Jabatan Negeri  
Semua Setiausaha Tetap Kementerian  
Semua Residen**

**Salinan Kepada:**

**Pengarah Audit Dalam Sarawak  
Pengarah Audit Negeri Sarawak**



## JABATAN PERBENDAHARAAN NEGERI

Tingkat 10, Menara Pelita, Jalan Tun Abdul Rahman Ya'akub,  
Petra Jaya, 93050 Kuching, Sarawak, Malaysia.

Telefon : 082-440111

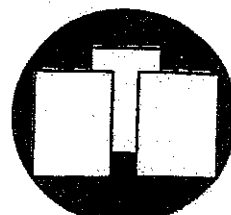
Faksimili : 082-447203 (Akauntan Negeri)

Faksimili : 082-445270 (Pentadbiran)

Faksimili : 082-446082 (Penyesuaian)

Faksimili : 082-442164 (Gaji)

Faksimili : 082-440704 (Pengurusan Dana)



### **SURAT PEKELILING PERBENDAHARAAN NEGERI SARAWAK NO.PP.1/2004**

**PERKARA: KOD-KOD PENDAPATAN DAN POTONGAN GAJI UNTUK  
KEGUNAAN MENYEDIAKAN BORANG INPUT T.156A**

#### **1. TUJUAN**

Surat Pekeliling Perbendaharaan ini bertujuan memperkenalkan senarai Kod-Kod Pendapatan dan Kod-Kod Potongan Gaji terkini untuk panduan pegawai-pegawai di Jabatan-jabatan kerajaan negeri Sarawak menyediakan Borang Input gaji T.156A (8/98) dan Borang JKM/SM/EMTK/1/98 sebelum dikemukakan ke Ibu Pejabat, Jabatan Perbendaharaan Negeri Sarawak, Seksyen Gaji bagi proses gaji bulanan.

#### **2. LATAR BELAKANG**

Sejak Senarai Kod-kod Pendapatan diperkenalkan melalui Surat Pekeliling Perbendaharaan Bil PP.3/2001 bertarikh 04 September 2001 beberapa Kod Pendapatan dan Potongan yang baru telah digunakan bagi menampung keperluan semasa.

Oleh itu satu senarai Kod Pendapatan dan Kod Potongan yang telah dikemaskini perlu diperkenalkan bagi mengelakkan berlaku kekeliruan semasa penyediaan Borang Input gaji.

#### **3. PANDUAN KOD PENDAPATAN / POTONGAN TERKINI**

Senarai Kod Pendapatan dan Kod Potongan yang terkini adalah seperti di Lampiran TRY:01/2004 (Surat Pekeliling Perbendaharaan Negeri sarawak No. PP.1/2004)

#### **4. PEMAKAIAN DAN TARIKH BERKUATKUASA**

Kod-Kod Pendapatan dan Potongan ini diperkenalkan bagi menggantikan Kod-Kod Pendapatan dan Potongan yang tercetak pada bahagian belakang Borang T. 156A(8/98), Surat Pekeliling Perbendaharaan

No.PP:2/2001 dan 3/2001, masing-masing bertarikh 03 Julai 2001 dan 04 September 2001. Walaubagaimanapun, penggunaan Borang T. 156A(8/98) sebagai borang input tidak terjejas dengan pengenalan Kod-Kod Pendapatan dan Potongan ini.

Surat pekeliling Perbendaharaan ini berkuatkuasa serta merta.

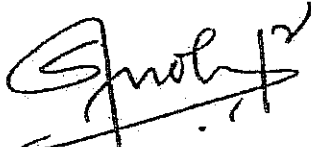
## 5. PERTANYAAN

Sebarang pertanyaan dan kemusykilan boleh dikemukakan kepada pegawai-pegawai di bawah ini untuk penjelasan.

Nama	No telefon	Alamat e-mail
Rabuan Mantine	082-440111 samb.207	rabuanm@sarawaknet.gov.my
Pharo Abdul Hakim	082-440111 samb. 225	pharoh@sarawaknet.gov.my
Lee Nam Chiew	082-440111 samb. 238	leenc@sarawaknet.gov.my
Ismail Majid	082-440111 samb. 248	ismailm@sarawaknet.gov.my

*"Tepat Ramah Yakin"*

**"BERSATU BERUSAHA BERBAKTI"**



**IWAN MOHD YUSOP BIN WAN MOSSI**  
Akauntan Negeri  
Sarawak

Agihan kepada: Setiausaha Kerajaan Negeri Sarawak  
Setiausaha Kewangan Negeri Sarawak  
Peguam Besar Negeri Sarawak  
Semua Setiausaha Tetap Kementerian  
Semua Ketua Jabatan Negeri  
Semua Residen

Ruj: TRY:301004(Vol.2)/31

Tarikh: 22 April 2004



**Lampiran TRY: 01/2004**  
**(Surat Pekeliling Perbendaharaan No. PP. 1/2004)**

**PANDUAN KOD PENDAPATAN**

KOD	PERIHAL	KOD AKAUN
01	Gaji Pegawai Kerajaan	BXX000000100000011301
02	Elaun Wilayah Pegawai Kerajaan	BXX000000100000012303
03	Elaun Memangku Pegawai Kerajaan	BXX000000100000011302
04	Bayaran Khas Bonus	BXX000000100000011301
05	Elaun Khas/Jusa	BXX000000100000012308
06	Elaun Kritikal	BXX000000100000012304
07	Bayaran Insentif Khas	BXX000000100000012305
08	Elaun Tugas Kewangan	BXX000000100000012306
09	Peruntukan Diraja	BXX000000100000011101
10	Gaji Ketua Menteri, Menteri, S/Politik	BXX000000100000011201
11	Gaji Speaker/YDP DUN	BXX000000100000011202
12	Elaun Operator Komputer	BXX000000100000012399
13	Elaun Keraian	BXX000000100000012302
14	Elaun Perumahan (DUN)	BXX000000100000012205
15	Elaun Jurutrengkas dan Pembantu Peribadi	BXX000000100000012311
16	Elaun Tanggung Kerja	BXX000000100000011303
17	Elaun Tetap (TYT)	BXX000000100000012101
18	Upah	B14000000200000029301
19	Insentif Tetap Perumahan (ITP)	BXX000000100000012301
20	Elaun Hidup Susah	BXX000000100000012310
21	Lain-Lain Elaun	BXX000000100000012399
22	Elaun Tetap (DUN)	BXX000000100000012203
23	Lain-Lain Pendapatan/Faedah	BXX000000100000011301
24	Lain-lain Elaun Tetap (S/Usaha Politik)	BXX000000100000012299
25	Elaun Basikal	BXX000000100000012312
26	Elaun Khidmat Awam	BXX000000100000012307
27	Gaji Ketua Masyarakat	BXX150000100000029301
28	Elaun Keraian (DUN)	BXX000000100000012204
201	Tunggakan Gaji Pegawai Kerajaan	BXX000000100000011601
202	Tunggakan Elaun Wilayah Pegawai Kerajaan	BXX000000100000012603
205	Tunggakan Elaun Gred Khas/Jusa	BXX000000100000012608
206	Tunggakan Elaun Kritikal	BXX000000100000012604
207	Tunggakan Bayaran Insenti Gred Khas	BXX000000100000012605
208	Tunggakan Elaun Tugas Kewangan	BXX000000100000012606
209	Tunggakan Peruntukan DiRaja	BXX000000100000011401
210	Tunggakan Gaji Ketua Menteri, Menteri, S/Politik	BXX000000100000011501
211	Tunggakan Gaji Speaker/YDP DUN	BXX000000100000011502
212	Tunggakan Elaun O/Komputer	BXX000000100000012699
213	Tunggakan Elaun Keraian (CMO)	BXX000000100000012602
214	Tunggakan Elaun Perumahan (DUN)	BXX000000100000012505
215	Tunggakan Elaun Jurutrengkas & Pem. Peribadi	BXX000000100000012611
217	Tunggakan Elaun Bertugas (TYT)	BXX000000100000012401
219	Tunggakan Insentif Tetap Perumahan	BXX000000100000012601
220	Tunggakan Elaun Hidup Susah	BXX000000100000012610
221	Tunggakan Lain-Lain Elaun	BXX000000100000012699
222	Tunggakan Elaun Tetap (DUN)	BXX000000100000012503
225	Tunggakan Elaun Basikal	BXX000000100000012612
226	Tunggakan Elaun K/Awam	BXX000000100000012607
228	Tunggakan Elaun Keraian (DUN)	BXX000000100000012504



## JABATAN PERBENDAHARAAN NEGERI

Tingkat 7-11, Menara Pelita, Jalan Tun Abdul Rahman Ya'akub,  
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Telefon: 082-440111

Faksimili: 082-447203 (Akauntan Negeri)

Faksimili: 082-445270 (Timb. Akauntan Negeri)

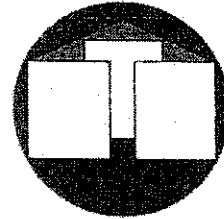
Faksimili: 082-446395 (Pentadbiran)

Faksimili: 082-446082 (Inspektora)

Faksimili: 082-442164 (Gaji)

Faksimili: 082-440704 (Pengurusan Dana)

Faksimili: 082-445478 (Kumpulan Wang Simpanan/Pencen)



### **SURAT PEKELILING PERBENDAHARAAN NEGERI SARAWAK NO. 10/2013**

**PERKARA : JADUAL PENYEDIAAN DOKUMEN DAN PERATURAN  
PEMBAYARAN GAJI BULANAN BAGI TAHUN 2014**

#### **1.0 TUJUAN**

Surat Pekeliling ini adalah bertujuan untuk memaklumkan:-

- 1.1 Tarikh-tarikh akhir proses e-Borang Input (T.156A) oleh pihak Kementerian/Jabatan;
- 1.2 Tarikh-tarikh akhir penerimaan e-Borang Input (T.156A) dan Borang JKM/SM/EMTK/1/98, oleh Unit Gaji, Ibu Pejabat, Jabatan Perbendaharaan Negeri Sarawak;
- 1.3 Tarikh-tarikh Kementerian/Jabatan mencetak dokumen gaji dari Sistem e-Salary Input;
- 1.4 Tarikh-tarikh penghantaran e-slip gaji melalui emel;
- 1.5 Tarikh-tarikh pembayaran gaji bulanan bagi tahun 2014; dan
- 1.6 Peraturan-peraturan dan tatacara pemprosesan Kenaikan Gaji Tahunan (KGT) yang perlu dipatuhi oleh Kementerian/Jabatan bagi memastikan penyediaan gaji dapat diuruskan dengan sempurna dan gaji dibayar mengikut jadual yang ditetapkan.

#### **2.0 TARIKH-TARIKH PEMBAYARAN GAJI**

Tarikh-tarikh pembayaran gaji bulanan, mencetak dokumen gaji dan penghantaran e-slip gaji melalui emel bagi tahun 2014 adalah seperti di **Lampiran A**. Tarikh pembayaran gaji bulanan adalah berdasarkan Arahan Perbendaharaan Perkara 105(a) dan (b).

### 3.0 PERATURAN-PERATURAN PEMBAYARAN CAJI

#### 3.1 Bayaran Gaji Melalui Sistem e-Salary dan Sistem Pengurusan Gaji (Payroll Management System)

Bagi memastikan pembayaran gaji dapat dilaksanakan mengikut tarikh yang ditetapkan, semua Kementerian/Jabatan adalah dikehendaki mematuhi perkara-perkara berikut:

- a) e-Borang Input (T.156A) dan JKM/EMTK/1/98 yang **lengkap dan betul** berserta dokumen sokongan perlu dikemukakan bersama Memorandum Borang Input **mengikut jadual** yang telah ditetapkan. Kegagalan berbuat demikian akan menyebabkan e-Borang Input (T.156A) berkenaan akan dikueri dan dikembalikan untuk pembedulan.
- b) **e-Borang Input (T.156A) berserta dokumen sokongan** yang diterima oleh Unit Gaji selepas tarikh akhir akan dikembalikan untuk pembatalan dan pihak Kementerian/Jabatan perlu menyediakan borang e-Borang Input (T.156A) baru untuk diproses pada bulan berikutnya.
- c) Mencetak dan menyemak maklumat dalam laporan-laporan gaji serta mengambil tindakan serta-merta untuk membuat **pelarasan dan pembedulan jika perlu**.

#### 3.2 Pemprosesan Kenaikan Gaji Tahunan (KCT)

Semua Kementerian/Jabatan perlu mencetak dan menyemak maklumat di dalam **Senarai Kenaikan Gaji Tahunan (T.63)** melalui Sistem e-Salary berdasarkan bulan kenaikan gaji tahunan iaitu Januari, April, Julai dan Oktober.

- a) e-Borang Input (T.156A) untuk kenaikan gaji tahunan yang dijana secara automatik oleh sistem hendaklah diproses oleh pihak Kementerian/Jabatan melalui Sistem e-Salary dengan merujuk kepada maklumat yang telah disemak di dalam Senarai Kenaikan Gaji Tahunan (T.63).
- b) Pihak Kementerian/Jabatan perlu mengemukakan dokumen berikut ke Unit Gaji untuk diproses :
  - i. **Senarai Kenaikan Gaji Tahunan (T.63)** yang telah disemak dan disahkan oleh Pegawai Pengawal; **dan**

- ii. Hanya e-Borang Input (T.156A) yang telah diproses di mana terdapat **perubahan atau pembetulan terhadap maklumat kenaikan gaji tahunan pegawai sahaja** perlu dikemukakan ke Unit Gaji untuk diproses. Bagi e-Borang Input (T.63) yang tiada perubahan atau pembetulan, dokumen tersebut bolehlah dicetak dan disimpan untuk tujuan rekod di Kementerian/Jabatan masing-masing

Adalah menjadi tanggungjawab Kementerian/Jabatan untuk memastikan semakan terhadap maklumat data gaji pegawai dilaksanakan bagi mengelakkan sebarang kesilapan seperti gaji terlebih atau terkurang dibayar serta maklumat data peribadi pegawai adalah betul dan sentiasa kemaskini.

#### 4.0 PENUTUP

- 4.1 Semua Kementerian/Jabatan hendaklah mematuhi peraturan-peraturan di atas bagi memastikan pembayaran gaji dapat dilaksanakan dengan sempurna mengikut jadual yang ditetapkan.
- 4.2 Surat Pekeliling ini berkuatkuasa sehingga semua urusan penyediaan dan pembayaran gaji tahun 2014 selesai sepenuhnya.
- 4.3 Perhatian dan kerjasama semua pihak adalah amat dihargai.

Sekian, Terima kasih.

*"Tepat Ramah Yakin"*

"BERSATU BERUSAHA BERBAKTI"

"AN HONOUR TO SERVE"



(JUMASTAPHA BIN LAMAT)

Akauntan Negeri

Sarawak

Rujukan : TRY:301004/A/(Vol.5)/13

Tarikh : 24 Disember 2013

**JADUAL PENYEDIAAN DOKUMEN DAN PEMBAYARAN GAJI TAHUN 2014**

Bulan	Tarikh Akhir Menerima e-Borang Input (T.156A)		Tarikh Kementerian/ Jabatan Mencetak Dokumen Gaji Dari Sistem e-Salary Input	*Tarikh Penghantaran e-Slip Gaji	Tarikh Bayaran Gaji		Catatan
	Proses e-Borang Input (T.156A) oleh Kementerian/ Jabatan	e-Borang Input (T.156A) dan Dokumen Sokongan Diterima Oleh Unit Gaji			Tarikh	Hari	
Januari	8 Januari	10 Januari	21 Januari	16 Januari	23 Januari	Khamis	31 Januari & 1 Februari - Tahun Baru Cina
Februari	10 Februari	12 Februari	21 Februari	18 Februari	25 Februari	Selasa	
Mac	10 Mac	12 Mac	21 Mac	18 Mac	25 Mac	Selasa	
April	10 April	14 April	22 April	17 April	24 April	Khamis	25 April - Hari Jumaat
Mei	8 Mei	12 Mei	20 Mei	15 Mei	22 Mei	Khamis	1 Jun - Hari Gawai Dayak Pembayaran gaji 10 hari awal seperti arahan pihak Setiausaha Kewangan Negeri melalui Memorandum Rasmi Ruj. SFS/00046/3(15)
Jun	11 Jun	13 Jun	23 Jun	18 Jun	25 Jun	Rabu	
Julai	8 Julai	10 Julai	18 Julai	15 Julai	22 Julai	Selasa	28&29 Julai - Hari Raya Aidil Fitri
Ogos	11 Ogos	13 Ogos	21 Ogos	18 Ogos	25 Ogos	Isnin	
September	10 September	12 September	23 September	18 September	25 September	Khamis	
Oktober	8 Oktober	10 Oktober	21 Oktober	16 Oktober	22 Oktober	Rabu	5 Oktober - Hari Raya Aidil Adha
November	10 November	12 November	21 November	18 November	25 November	Selasa	
Disember	4 Disember	8 Disember	16 Disember	11 Disember	18 Disember	Khamis	25 Disember - Hari Krismas

Nota:

\* Tertakhluk kepada proses penutupan gaji bulanan.

- Rujukan Kelulusan Pejabat Setiausaha Kewangan Negeri Sarawak: SFS/00046/3(44) bertarikh 20.12.2013



## JABATAN PERBENDAHARAAN NEGERI

Tingkat 7-11, Menara Pelita, jalan Tun Abdul Rahman Ya'kub,  
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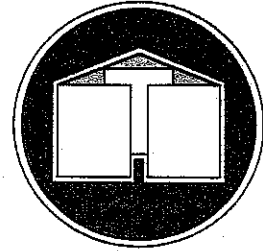
Faksimili: 082-446395 (Pentadbiran)

Faksimili: 082-446082 (Inspektorat)

Faksimili: 082-442164 (Gaji)

Faksimili: 082-440704 (Pengurusan Dana)

Faksimili: 082-445478 (Kumpulan Wang Simpanan/Pencen)



### **SURAT PEKELILING PERBENDAHARAAN NEGERI SARAWAK NO. 1/2015**

#### **PERKARA : POTONGAN CUKAI BULANAN (PCB) BAGI SISTEM PENGURUSAN GAJI NEGERI**

#### **1. TUJUAN**

Surat Pekeliling ini adalah bertujuan untuk memaklumkan tentang pelaksanaan formula baru Potongan Cukai Bulanan (PCB) (Pindaan 2015) dalam Sistem Pengurusan Gaji Negeri (PMS).

#### **2. LATAR BELAKANG**

PCB ialah mekanisme potongan cukai pendapatan saraan bulanan semasa pekerja bertujuan untuk mengurangkan beban pekerja membayar cukai sekaligus apabila cukai sebenar ditentukan. Formula potongan cukai bulanan yang digunapakai sekarang adalah berdasarkan formula PCB tahun 2006 menurut peruntukan di bawah Kaedah 3, Kaedah-Kaedah Cukai Pendapatan (Potongan daripada Saraan) 1994 (Kaedah-Kaedah PCB).

#### **3. PELAKSANAAN FORMULA PCB (PINDAAN 2015)**

Formula baru PCB (Pindaan 2015) mengkehendaki potongan pilihan serta rebat individu dan maklumat berkaitan penggajian dengan majikan terdahulu mesti diisytiharkan bagi tujuan pengiraan jumlah potongan cukai bulanan.

Sistem Pengurusan Gaji Negeri telah ditambahbaik bagi membolehkan maklumat-maklumat tersebut dapat diambil kira dalam pengiraan PCB baru. Oleh yang demikian, bersama-sama dengan pihak Lembaga Hasil Dalam Negeri (LHDN) langkah juga telah diambil untuk membolehkan Borang Tuntutan Potongan Dan Rebat Individu Bagi Tujuan Potongan Cukai Bulanan (PCB) - Borang PCB/TP1 dan Borang Maklumat Berkaitan Penggajian Dengan Majikan-Majikan Terdahulu Dalam Tahun Semasa - Borang PCB/TP3 dipapar dalam portal *Staff Self Service* dalam Sarawaknet.

### 3.1 Tatacara

3.1.1 Terdapat dua jenis dokumen yang terlibat iaitu :

Bil	Dokumen	Catatan
1	Borang Tuntutan Potongan Dan Rebat Individu Bagi Tujuan PCB	BORANG PCB/TP1 (1/2013) <b>Lampiran 1</b>
2	Borang Maklumat Berkaitan Penggajian Dengan Majikan-Majikan Terdahulu Dalam Tahun Semasa Bagi Tujuan PCB	BORANG PCB/TP3 (1/2013) <b>Lampiran 2</b>

3.1.2 Sila rujuk **user manual My Cukai** yang boleh diperolehi dari laman sesawang Sarawaknet untuk langkah-langkah mengakses skrin dan mengisi borang-borang tersebut dalam *Staff Self Service*.

Pegawai masing-masing akan melengkapkan borang ini. Majikan tidak perlu membuat pengesahan borang tersebut. Majikan boleh mencetak borang ini untuk simpanan atau rekod jabatan. Pengisian borang ini boleh dilakukan pada bila-bila masa untuk tempoh Januari sehingga Jun bagi proses Jun dan tempoh Julai sehingga Disember untuk proses Disember. Pelarasan pengiraan PCB dalam gaji bulanan akan dilakukan untuk bulan Jun dan Disember semasa proses penutupan gaji bulanan.

Aliran proses kerja untuk melengkap dan mencetak Borang TP1 atau TP3 adalah seperti carta aliran di **Lampiran 3**.

## 4. TANGGUNGJAWAB PEGAWAI PENGAJAL

Pegawai Pengawal adalah bertanggungjawab untuk :

- 4.1 Menyimpan dan mengekalkan dalam jagaan selamat dokumen yang mencukupi bagi tempoh tujuh tahun. Borang ini perlu dikemukakan sekiranya diminta oleh Lembaga Hasil Dalam Negeri Malaysia (LHDNM).
- 4.2 Memaklumkan kepada setiap pekerja tentang tanggungjawab berikut: Pekerja boleh membuat tuntutan potongan yang dibenarkan dan rebat di bawah Kaedah-Kaedah Cukai Pendapatan (Potongan Daripada Saraan) 1994 pada bulan Jun dan Disember tahun semasa (**TP1**).
- 4.3 Untuk mengemukakan borang yang ditetapkan kepada majikan bagi memaklumkan maklumat yang berhubungan dengan penggajiannya dengan majikan terdahulu dalam tahun semasa (**TP3**).

- 4.4 Pekerja menyimpan dan memegang selamat setiap resit dan dokumen sokongan yang berhubungan dengan tuntutan potongan bagi tempoh tujuh tahun daripada tahun tuntutan dibuat.
- 4.5 Untuk mengemukakan maklumat peribadi dengan lengkap dan tepat dan memaklumkan apa-apa perubahan butiran peribadinya kepada majikan. Pegawai hendaklah memastikan nombor cukai pendapatan pekerja dikemaskini dalam Sistem Pengurusan Gaji.
- 4.6 Untuk mengemukakan maklumat yang betul dalam borang yang ditetapkan berhubungan dengan cukai yang boleh dikenakan ke atasnya dan kegagalan pekerja berbuat demikian merupakan suatu kesalahan di bawah perenggan 113(1)(b) Akta.

## 5. TARIKH KUATKUASA

Surat Pekeliling ini berkuatkuasa dengan serta merta. Pengisian borang-borang ini boleh dilakukan dari tarikh berkuatkuasa pekeliling ini dan pemprosesan tersebut akan diambilkira dalam pembayaran gaji bulan Disember 2015.

## 6. PERTANYAAN

Sebarang pertanyaan boleh dikemukakan terus ke pejabat ini melalui talian 082-440111.

Sekian, terima kasih.

*"Tepat Ramah Yakin"*

**"BERSATU BERUSAHA BERBAKTI"**

**"AN HONOUR TO SERVE"**



**(DATU JUMASTAPHA BIN LAMAT)**

Akauntan Negeri Sarawak

Rujukan : TRY:301004(Vol.5)/21

Tarikh : 03 Julai 2015

Agihan kepada: Setiausaha Kerajaan Negeri Sarawak  
Peguam Besar Negeri Sarawak  
Setiausaha Kewangan Negeri Sarawak  
Semua Setiausaha Tetap Kementerian  
Semua Residen  
Semua Ketua Jabatan Negeri

Salinan kepada: Semua Akauntan Perbendaharaan Bahagian



**LEMBAGA HASIL DALAM NEGERI MALAYSIA**  
**BORANG TUNTUTAN POTONGAN DAN REBAT INDIVIDU**  
**BAGI TUJUAN POTONGAN CUKAI BULANAN (PCB)**

(KAEDAH-KAEDAH CUKAI PENDAPATAN (POTONGAN DARIPADA SARAAN) 1994)  
**BORANG DITETAPKAN DI BAWAH SEKSYEN 152, AKTA CUKAI PENDAPATAN 1967**

Bulan Potongan Tahun Potongan **BAHAGIAN A : MAKLUMAT MAJIKAN**

A1 Nama Majikan :

A2 No. Majikan : E

**BAHAGIAN B : MAKLUMAT INDIVIDU**

B1 Nama :

B2 No. Pengenalan :

B3 No. Pasport :

B4 No. Cukai Pendapatan :

B5 No. Pekerja/No. Gaji :

**BAHAGIAN C : MAKLUMAT POTONGAN**

	HAD TAHUNAN	POTONGAN	
		TERKUMPUL	BULAN SEMASA
C1 Perbelanjaan rawatan perubatan, keperluan khas dan penjaga untuk ibu bapa (keadaan kesihatan disahkan oleh pengamal perubatan)	TERHAD RM5,000	RM <input type="text"/>	RM <input type="text"/>
C2 Peralatan sokongan asas untuk kegunaan sendiri, suami/isteri, anak atau ibu bapa yang kurang upaya	TERHAD RM5,000	RM <input type="text"/>	RM <input type="text"/>
C3 Yuran pendidikan (sendiri):  (i) peringkat selain Sarjana dan Doktor Falsafah – bidang undang-undang, perakaunan, kewangan Islam, teknikal, vokasional, industri, saintifik atau teknologi maklumat; atau (ii) peringkat Sarjana dan Doktor Falsafah – sebarang bidang atau kursus pengajian	TERHAD RM5,000	RM <input type="text"/>	RM <input type="text"/>
C4 Perbelanjaan perubatan bagi penyakit yang sukar diubati atas diri sendiri, suami /isteri atau anak	TERHAD RM5,000	RM <input type="text"/>	RM <input type="text"/>
C5 Pemeriksaan perubatan penuh atas diri sendiri, suami/isteri atau anak			
C6 Pembelian buku/majalah/jurnal/penerbitan ilmiah (selain suratkhbar atau bahan bacaan terlarang) untuk diri sendiri, suami/isteri atau anak	TERHAD RM1,000	RM <input type="text"/>	RM <input type="text"/>
C7 Pembelian komputer peribadi untuk individu (potongan dibenarkan sekali dalam setiap tiga tahun)	TERHAD RM3,000	RM <input type="text"/>	RM <input type="text"/>

C8	Tabungan bersih dalam Skim Simpanan Pendidikan Nasional (jumlah simpanan dalam tahun semasa tolak jumlah pengeluaran dalam tahun semasa)	TERHAD RM6,000	RM		
C9	Pembelian peralatan sukan untuk aktiviti sukan mengikut Akta Pembangunan Sukan 1997	TERHAD RM300	RM		RM
C10	Bayaran alimoni kepada bekas isteri	TERHAD RM3,000	RM		RM
C11	Insurans nyawa	TERHAD RM6,000 (termasuk KWSP)	RM		RM
C12	Insurans pendidikan dan perubatan	TERHAD RM3,000	RM		RM
C13	Skim Persaraan Swasta dan Anuiti tertunda ( <i>Deferred annuity</i> )	TERHAD RM3,000	RM		RM
C14	Faedah pinjaman perumahan (mesti memenuhi syarat-syarat kelayakan)	TERHAD RM10,000	RM		RM

#### BAHAGIAN D : REBAT

D1 Zakat selain yang dibayar melalui potongan daripada gaji bulanan RM

#### BAHAGIAN E : AKUAN PEKERJA

Saya mengakui bahawa semua maklumat yang dinyatakan dalam borang ini adalah benar, betul dan lengkap. Sekiranya maklumat yang diberikan tidak benar, tindakan mahkamah boleh diambil ke atas saya di bawah perenggan 113(1)(b) Akta Cukai Pendapatan 1967.

Tarikh  -  -   
 Hari Bulan Tahun

Tandatangan

#### BAHAGIAN F : PERSETUJUAN MAJIKAN

Permohonan tuntutan pekerja di atas adalah dipersetujui bagi bulan potongan  tahun potongan

Tarikh  -  -   
 Hari Bulan Tahun

Nama :

Jawatan :

Alamat majikan :

#### NOTA

1. Permohonan ini adalah tertakluk kepada persetujuan majikan.
2. Borang ini hendaklah diisi oleh pekerja dan satu salinan diserahkan kepada majikan tanpa resit atau dokumen sokongan untuk tujuan pelarasan pengiraan PCB.
3. Pekerja dibenarkan untuk membuat tuntutan potongan yang telah dibelanjakan sehingga had yang dibenarkan dalam tahun yang sama.
4. Majikan tidak perlu menyemak amaun tuntutan potongan dengan resit atau dokumen sokongan.
5. Majikan hanya perlu menyimpan borang tuntutan ini untuk tempoh 7 tahun daripada tahun tuntutan dibuat. Borang tuntutan ini perlu dikemukakan sekiranya diminta oleh LHDNM.
6. Semua resit atau dokumen yang berkaitan dengan tuntutan potongan dan rebat hendaklah disimpan oleh pekerja bersama dengan salinan borang ini untuk tempoh 7 tahun daripada tahun tuntutan dibuat.

**LEMBAGA HASIL DALAM NEGERI MALAYSIA**  
**BORANG MAKLUMAT BERKAITAN PENGGAJIAN DENGAN MAJIKAN-MAJIKAN TERDAHULU**  
**DALAM TAHUN SEMASA BAGI TUJUAN POTONGAN CUKAI BULANAN (PCB)**

(KAEDAH-KAEDAH CUKAI PENDAPATAN (POTONGAN DARIPADA SARAAAN) 1994)  
 BORANG DITETAPKAN DI BAWAH SEKSYEN 152, AKTA CUKAI PENDAPATAN 1967

**BAHAGIAN A : MAKLUMAT MAJIKAN**

A1 Nama Majikan Terdahulu 1 :

A2 No. Majikan : E

A3 Nama Majikan Terdahulu 2 :

A4 No. Majikan : E

\*(Sila gunakan lampiran tambahan bagi majikan ketiga dan seterusnya)

**BAHAGIAN B : MAKLUMAT INDIVIDU**

B1 Nama :

B2 No. Pengenalan :

B3 No. Pasport :

B4 No. Cukai Pendapatan :

**BAHAGIAN C : MAKLUMAT SARAAAN, KWSP, ZAKAT DAN PCB (sila nyatakan jumlah keseluruhan daripada majikan-majikan terdahulu)**

	<b>AMAUN TERKUMPUL</b>
C1 Jumlah saraan kasar bulanan dan saraan tambahan termasuk elaun/perkuisit/ pemberian/manfaat yang dikenakan cukai	RM <input type="text"/>
C2 Jumlah elaun/perkuisit/pemberian/manfaat yang dikecualikan cukai	
i Elaun perjalanan, kad petrol atau elaun petrol dan fi tol atas urusan rasmi	RM <input type="text"/>
ii Elaun penjagaan anak	RM <input type="text"/>
iii Produk yang dikeluarkan oleh perniagaan majikan yang diberi secara percuma atau diben pada harga diskaun	RM <input type="text"/>
iv Perkuisit dalam bentuk tunai/barangan berkaitan dengan pencapaian perkhidmatan lalu, anugerah khidmat cemerlang, anugerah inovasi atau anugerah produktiviti atau perkhidmatan lama dengan syarat pekerja tersebut telah berkhidmat lebih daripada 10 tahun.	RM <input type="text"/>
v Lain - lain elaun/perkuisit/pemberian/manfaat yang dikecualikan cukai. Sila rujuk nota penerangan Borang BE.	RM <input type="text"/>
C3 Jumlah caruman KWSP atau Kumpulan Wang Lain Yang Diluluskan ke atas semua saraan (saraan bulanan dan saraan tambahan)	RM <input type="text"/>
C4 Jumlah Zakat	RM <input type="text"/>
C5 Jumlah PCB (tidak termasuk CP38)	RM <input type="text"/>

**BAHAGIAN D : MAKLUMAT POTONGAN** (sila nyatakan jumlah keseluruhan daripada majikan-majikan terdahulu)

		HAD TAHUNAN	POTONGAN TERKUMPUL
D1	Perbelanjaan rawatan perubatan, keperluan khas dan penjaga untuk ibu bapa (keadaan kesihatan disahkan oleh pengamal perubatan)	TERHAD RM5,000	RM <input type="text"/>
D2	Peralatan sokongan asas untuk kegunaan sendiri, suami/isteri, anak atau ibu bapa yang kurang upaya	TERHAD RM5,000	RM <input type="text"/>
D3	Yuran pendidikan (sendiri): (i) peringkat selain Sarjana dan Doktor Falsafah – bidang undang-undang, perakaunan, kewangan Islam, teknikal, vokasional, industri, saintifik atau teknologi maklumat; atau (ii) peringkat Sarjana dan Doktor Falsafah – sebarang bidang atau kursus pengajian	TERHAD RM5,000	RM <input type="text"/>
D4	Perbelanjaan perubatan bagi penyakit yang sukar diubati atas diri sendiri, suami/isteri atau anak	RM <input type="text"/>	} TERHAD RM5,000
D5	Pemeriksaan perubatan penuh atas diri sendiri, suami/isteri atau anak	TERHAD RM500 <input type="text"/>	
D6	Pembelian buku/majalah/jurnal/penerbitan ilmiah (selain suratkhbar atau bahan bacaan terlarang) untuk diri sendiri, suami/isteri atau anak	TERHAD RM1,000	RM <input type="text"/>
D7	Pembelian komputer peribadi untuk individu (potongan dibenarkan sekali dalam setiap tiga tahun)	TERHAD RM3,000	RM <input type="text"/>
D8	Tabungan bersih dalam Skim Simpanan Pendidikan Nasional (jumlah simpanan dalam tahun semasa tolak jumlah pengeluaran dalam tahun semasa)	TERHAD RM6,000	RM <input type="text"/>
D9	Pembelian peralatan sukan untuk aktiviti sukan mengikut Akta Pembangunan Sukan 1997	TERHAD RM300	RM <input type="text"/>
D10	Bayaran alimoni kepada bekas isteri	TERHAD RM3,000	RM <input type="text"/>
D11	Insurans nyawa	TERHAD RM6,000 (termasuk KWSP)	RM <input type="text"/>
D12	Insurans pendidikan dan perubatan	TERHAD RM3,000	RM <input type="text"/>
D13	Skim Persaraan Swasta dan Anuiti tertunda ( <i>Deferred annuity</i> )	TERHAD RM1,000	RM <input type="text"/>
D14	Faedah pinjaman perumahan (mesti memenuhi syarat-syarat kelayakan)	TERHAD RM10,000	RM <input type="text"/>

**BAHAGIAN E : AKUAN PEKERJA**

Saya mengakui bahawa semua maklumat yang dinyatakan dalam borang ini adalah benar, betul dan lengkap. Sekiranya maklumat yang diberikan tidak benar, tindakan mahkamah boleh diambil ke atas saya di bawah perenggan 113(1)(b) Akta Cukai Pendapatan 1967.

Tarikh 

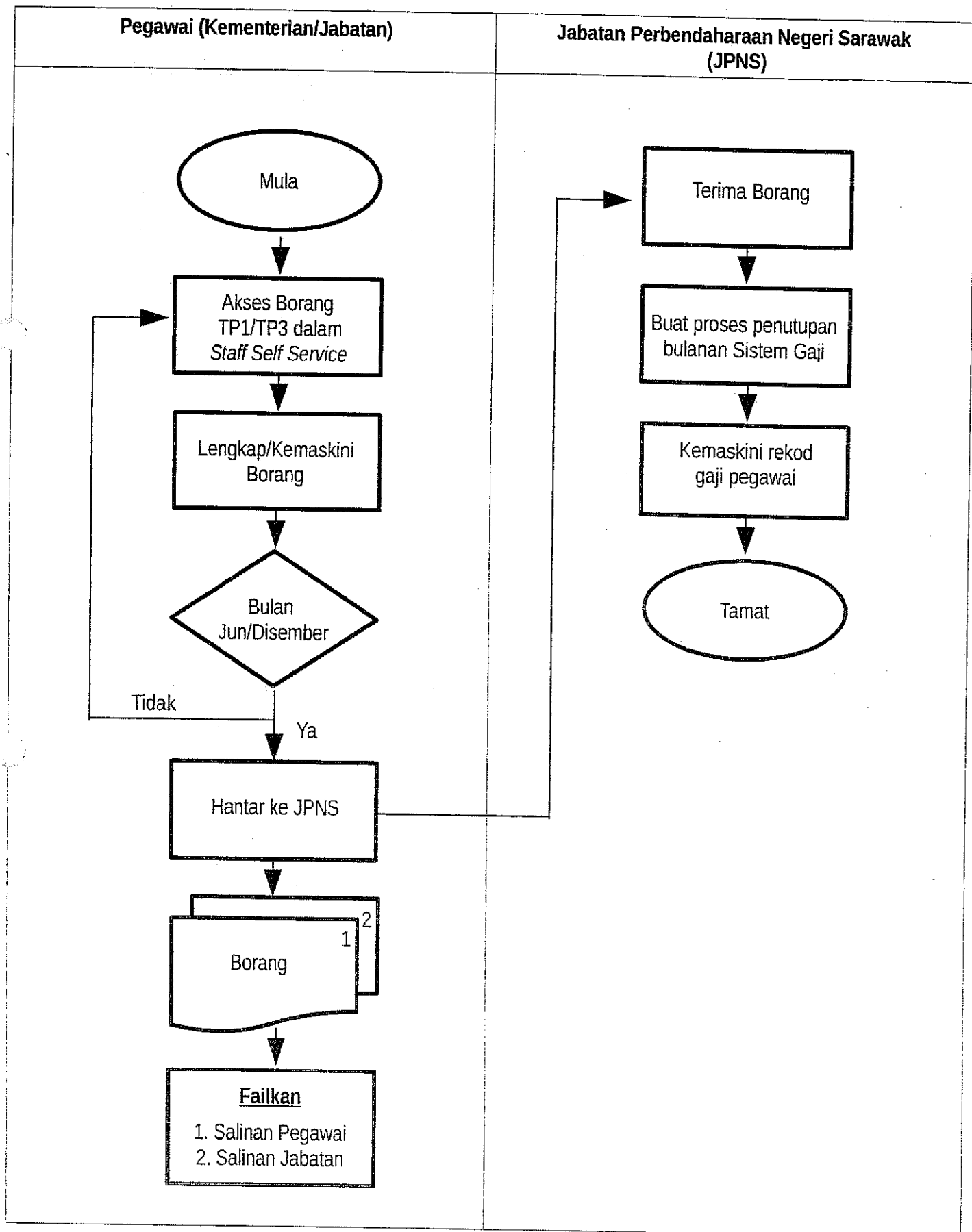
	-		-	
Hari		Bulan		Tahun

 \_\_\_\_\_  
Tandatangan

**NOTA**

- Borang ini hendaklah diisi oleh pekerja dan satu salinan diserahkan kepada majikan tanpa resit atau dokumen sokongan untuk tujuan pelarasan pengiraan PCB.
- Majikan hendaklah meminta pekerja mengemukakan borang ini sekiranya pekerja pernah bekerja dengan majikan-majikan lain dalam tahun semasa.
- Majikan hanya perlu menyimpan borang ini untuk tempoh 7 tahun. Borang ini perlu dikemukakan sekiranya diminta oleh LHDNM.

**CARTA ALIRAN PROSES KERJA MELENGKAPKAN DAN MENCETAK BORANG TP1 ATAU TP3**





## JABATAN PERBENDAHARAAN NEGERI

Tingkat 7-11, Menara Pelita, jalan Tun Abdul Rahman Ya'kub,  
Petra Jaya, 93050 Kuching, Sarawak, Malaysia.

Telefon: 082-440111

Faksimili: 082-447203 (Akauntan Negeri)

Faksimili: 082-445270 (Timb. Akauntan Negeri)

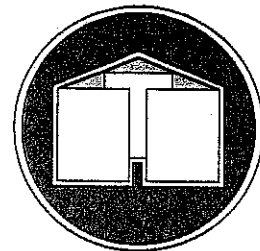
Faksimili: 082-446395 (Pentadbiran)

Faksimili: 082-446082 (Inspektorat)

Faksimili: 082-442164 (Gaji)

Faksimili: 082-440704 (Pengurusan Dana)

Faksimili: 082-445478 (Kumpulan Wang Simpanan/Pencen)



### **SURAT PEKELILING PERBENDAHARAAN NEGERI SARAWAK NO. PP: 4/2015**

#### **Perkara : Jadual Penyediaan Dokumen Dan Peraturan Pembayaran Gaji Bulanan Bagi Tahun 2016**

#### **1. TUJUAN**

Surat Pekeliling ini adalah bertujuan untuk memaklumkan :

- 1.1 Tarikh – tarikh akhir proses e-Borang Input (T.156A) oleh pihak Kementerian / Jabatan / Residen
- 1.2 Tarikh – tarikh akhir penerimaan e-Borang Input (T.156A) dan Borang JKM/SM/EMTK/1/98 oleh Unit Gaji Ibu Pejabat, Jabatan Perbendaharaan Negeri Sarawak
- 1.3 Tarikh – tarikh Kementerian / Jabatan / Residen mencetak dokumen gaji dari sistem e-salary Input
- 1.4 Tarikh – tarikh penghantaran e-slip gaji melalui emel
- 1.5 Tarikh – tarikh pembayaran gaji bulanan bagi tahun 2016 dan
- 1.6 Peraturan – peraturan dan tatacara pemprosesan Kenaikan Gaji Tahunan (KGT) yang perlu dipatuhi oleh Kementerian / Jabatan / Residen bagi memastikan penyediaan gaji dapat diuruskan dengan sempurna dan gaji dibayar mengikut jadual ditetapkan.

#### **2. TARIKH – TARIKH PEMBAYARAN GAJI**

Tarikh – tarikh pembayaran gaji bulanan, mencetak dokumen gaji dan penghantaran e-slip gaji melalui emel bagi tahun 2016 adalah seperti di **Lampiran A**. Tarikh pembayaran gaji bulanan adalah berdasarkan Arahan Perbendaharaan Perkara 105(a) dan (b).

### 3. PERATURAN – PERATURAN PEMBAYARAN GAJI

#### 3.1 Bayaran Gaji melalui Sistem e-Salary dan Sistem Pengurusan Gaji (Payroll Management System)

Bagi memastikan pembayaran gaji dapat dilaksanakan mengikut tarikh yang ditetapkan semua Kementerian / Jabatan / Residen adalah dikehendaki mematuhi perkara – perkara berikut :

- a) **e-Borang Input (T.156A) dan JKM/EMTK/1/98 yang lengkap dan betul** berserta dokumen sokongan perlu dikemukakan bersama Memorandum Borang Input **mengikut jadual** yang telah ditetapkan. Kegagalan berbuat demikian akan menyebabkan e-Borang Input (T.156A) berkenaan akan dikueri dan dikembalikan untuk pembedulan.
- b) e-Borang Input (T.156A) berserta dokumen sokongan yang diterima oleh Unit Gaji selepas tarikh akhir akan dikembalikan untuk pembatalan dan pihak Kementerian / Jabatan / Residen perlu menyediakan borang e-Borang Input (T.156A) baru untuk diproses pada bulan berikutnya.
- c) Mencetak dan menyemak maklumat dalam laporan gaji serta mengambil tindakan serta-merta untuk membuat **pelarasan dan pembedulan jika perlu**.

#### 3.2 Pemprosesan Kenaikan Gaji Tahunan (KGT)

Semua Kementerian / Jabatan / Residen perlu mencetak dan menyemak maklumat di dalam Senarai kenaikan gaji Tahunan (T.63) melalui sistem e-Salary berdasarkan bulan kenaikan gaji tahunan iaitu Januari, April, Julai dan Oktober.

- a) e-Borang Input Input (T.156A) untuk kenaikan gaji tahunan yang dijana secara automatik oleh sistem hendaklah diproses oleh pihak Kementerian / Jabatan / Residen melalui Sistem e-Salary dengan merujuk kepada maklumat yang telah disemak di dalam Senarai Kenaikan Gaji Tahunan (T.63)
- b) Pihak Kementerian / Jabatan / Residen perlu mengemukakan dokumen berikut ke unit Gaji untuk diproses :
  - i. Senarai Kenaikan Gaji Tahunan (T.63) yang telah disemak dan disahkan oleh Pegawai Pengawal dan

- ii. Hanya e-Borang Input (T.156A) yang telah diproses di mana terdapat perubahan atau pembetulan terhadap maklumat kenaikan gaji tahunan pegawai sahaja perlu dikemukakan ke Unit Gaji untuk diproses. Bagi e-Borang Input (dalam senarai T.63) yang tiada perubahan atau pembetulan, dokumen tersebut bolehlah dicetak dan disimpan untuk tujuan rekod di Kementerian / Jabatan / Residen masing – masing.

Adalah menjadi tanggungjawab Kementerian / Jabatan / Residen untuk memastikan semakan terhadap maklumat data gaji pegawai dilaksanakan bagi mengelakkan sebarang kesilapan serta gaji terlebih atau terkurang dibayar serta maklumat data peribadi pegawai adalah betul dan sentiasa kemaskini.

#### **4. PENUTUP**

- 4.1 Semua Kementerian / Jabatan / Residen hendaklah mematuhi peraturan – peraturan di atas bagi memastikan pembayaran gaji dapat dilaksanakan dengan sempurna mengikut jadual yang ditetapkan.
- 4.2 Surat pekeliling ini berkuatkuasa sehingga semua urusan penyediaan dan pembayaran gaji tahun 2016 selesai sepenuhnya.
- 4.3 Perhatian dan kerjasama semua pihak adalah amat dihargai.

Sekian, terima kasih.

*"Tepat Ramah Yakin"*

**'BERSATU BERUSAHA BERBAKTI'**

**"AN HONOUR TO SERVE"**



**(DATU JUMASTAPHA BIN LAMAT)  
AKAUNTAN NEGERI SARAWAK**

Rujukan : TRY:301004/A/(Vol.5)/24  
Tarikh : 28 Disember 2015

Agihan Kepada : Setiausaha Kerajaan Negeri Sarawak  
Peguam Besar Negeri Sarawak  
Setiausaha Kewangan Negeri Sarawak  
Semua Setiausaha Tetap Kementerian  
Semua Residen  
Semua Ketua Jabatan Negeri

Salinan Kepada : Semua Akauntan Perbendaharaan Bahagian



### JADUAL PENYEDIAAN DOKUMEN DAN PEMBAYARAN GAJI TAHUN 2016

Bulan	Tarikh Akhir Menerima e-Borang Input (T.156A)		*Tarikh Kementeriaan / Jabatan Mencetak Dokumen Gaji Dari Sistem e-Salary Input	* Tarikh Penghantaran e-Slip Gaji	Tarikh Bayaran Gaji		Catatan
	Proses e-Borang Input (T.156A) oleh Kementeriaan/ Jabatan	e-Borang Input (T.156A) dan Dokumen Sokongan Diterima Oleh Unit Gaji			Tarikh	Hari	
Januari	8 Januari	12 Januari	17 Januari	18 Januari	25 Januari	Isnin	
Februari	10 Februari	12 Februari	19 Februari	18 Februari	25 Februari	Khamis	8 & 9 Februari – Tahun Baru Cina
Mac	9 Mac	11 Mac	18 Mac	17 Mac	24 Mac	Khamis	
April	8 April	12 April	18 April	17 April	25 April	Isnin	
Mei	9 Mei	11 Mei	17 Mei	16 Mei	23 Mei	Isnin	1 & 2 Jun - Hari Gawai Dayak Pembayaran gaji 10 hari awal seperti arahan pihak Setiausaha Kewangan Negeri melalui Memorandum Rasmi Ruj.SFS/00046/3(15).
Jun	8 Jun	10 Jun	17 Jun	16 Jun	23 Jun	Khamis	
Julai	10 Julai	12 Julai	19 Julai	18 Julai	25 Julai	Isnin	6 & 7 Julai – Hari Raya Aidil Fitri
Ogos	11 Ogos	13 Ogos	19 Ogos	18 Ogos	25 Ogos	Khamis	
September	7 September	9 September	16 September	15 September	22 September	Khamis	12 September – Hari Raya Aidil Adha
Oktober	9 Oktober	11 Oktober	19 Oktober	18 Oktober	25 Oktober	Selasa	
November	9 November	11 November	18 November	17 November	24 November	Khamis	
Disember	5 Disember	7 Disember	14 Disember	13 Disember	20 Disember	Selasa	25 Disember – hari Krismas

Nota :

- \*Tertakluk kepada proses penutupan gaji bulanan.

- Rujukan Kelulusan Pejabat Setiausaha Kewangan Negeri Sarawak : SFS/00046/3(63) bertarikh 22.12.2015



## JABATAN PERBENDAHARAAN NEGERI

Tingkat 7-11, Menara Pelita, Jalan Tun Abdul Rahman Ya'akub,  
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Faksimili: 082-445270 (Timb. Akauntan Negeri)

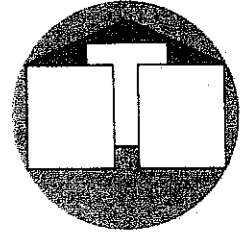
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Faksimili: 082-446082 (Inspektorat)

Faksimili: 082-442164 (Gaji)

Faksimili: 082-440704 (Pengurusan Dana)

Faksimili: 082-445478 (Kumpulan Wang Simpanan/Pencen)



### SURAT PEKELILING PERBENDAHARAAN NEGERI SARAWAK NO. PP: 6/2017

#### Perkara : Jadual Penyediaan Dokumen Dan Peraturan Pembayaran Gaji Bulanan Bagi Tahun 2018

#### 1. TUJUAN

Surat Pekeliling ini adalah bertujuan untuk memaklumkan :

- 1.1 Tarikh – tarikh akhir proses e-Borang Input (T.156A) oleh pihak Kementerian / Jabatan / Residen
- 1.2 Tarikh – tarikh akhir penerimaan e-Borang Input (T.156A) dan Borang JKM/SM/EMTK/1/98 oleh Unit Gaji Ibu Pejabat, Jabatan Perbendaharaan Negeri Sarawak
- 1.3 Tarikh – tarikh Kementerian/Jabatan/Residen mencetak dokumen gaji dari sistem e-salary Input
- 1.4 Tarikh – tarikh penghantaran e-slip gaji melalui emel
- 1.5 Tarikh – tarikh pembayaran gaji bulanan bagi tahun 2018 dan
- 1.6 Peraturan – peraturan dan tatacara pemprosesan Kenaikan Gaji Tahunan (KGT) yang perlu dipatuhi oleh Kementerian / Jabatan / Residen bagi memastikan penyediaan gaji dapat diuruskan dengan sempurna dan gaji dibayar mengikut jadual ditetapkan.

#### 2. TARIKH – TARIKH PEMBAYARAN GAJI

Tarikh – tarikh pembayaran gaji bulanan, mencetak dokumen gaji dan penghantaran e-slip gaji melalui emel bagi tahun 2018 adalah seperti di **Lampiran A**. Tarikh pembayaran gaji bulanan adalah berdasarkan Arahan Perbendaharaan Perkara 105(a) dan (b). Surat sokongan pihak Setiausaha Kewangan Negeri Sarawak dengan rujukan SFS/00046/3(80) bertarikh 22.12.2017, Jadual Hari Kelepasan Am Persekutuan dan Negeri 2018 dan Surat Pekeliling Akauntan Negara Malaysia Bilangan 3 Tahun 2017 berkaitan tarikh dan peraturan Pembayaran Gaji Tahun 2018.

### 3. PERATURAN – PERATURAN PEMBAYARAN GAJI

#### 3.1 Bayaran Gaji melalui Sistem e-Salary dan Sistem Pengurusan Gaji (*Payroll Management System*)

Bagi memastikan pembayaran gaji dapat dilaksanakan mengikut tarikh yang ditetapkan semua Kementerian / Jabatan / Residen adalah dikehendaki mematuhi perkara – perkara berikut :

- a) **e-Borang Input (T.156A) dan JKM/EMTK/1/98 yang lengkap dan betul** berserta dokumen sokongan perlu dikemukakan bersama Memorandum Borang Input **mengikut jadual** yang telah ditetapkan. Kegagalan berbuat demikian akan menyebabkan e-Borang Input (T.156A) berkenaan akan dikueri dan dikembalikan untuk pembetulan.
- b) **e-Borang Input (T.156A) berserta dokumen sokongan yang diterima** oleh Unit Gaji selepas tarikh akhir akan dikembalikan untuk pembatalan dan pihak Kementerian / Jabatan / Residen perlu menyediakan borang e-Borang Input (T.156A) baru untuk diproses pada bulan berikutnya.
- c) Mencetak dan menyemak maklumat dalam laporan gaji serta mengambil tindakan serta-merta untuk membuat **pelarasan dan pembetulan jika perlu**.

#### 3.2 Pemprosesan Kenaikan Gaji Tahunan (KGT)

Semua Kementerian / Jabatan / Residen perlu mencetak dan menyemak maklumat di dalam **Senarai kenaikan gaji Tahunan (T.63)** melalui sistem e-Salary berdasarkan bulan kenaikan gaji tahunan iaitu Januari, April, Julai dan Oktober.

- a) e-Borang Input Input (T.156A) untuk kenaikan gaji tahunan yang dijana secara automatik oleh sistem hendaklah diproses oleh pihak Kementerian / Jabatan / Residen melalui Sistem e-Salary dengan merujuk kepada maklumat yang telah disemak di dalam Senarai Kenaikan Gaji Tahunan (T.63)
- b) Pihak Kementerian / Jabatan / Residen perlu mengemukakan dokumen berikut ke unit Gaji untuk diproses :
  - i. **Senarai Kenaikan Gaji Tahunan (T.63)** yang telah disemak dan disahkan oleh Pegawai Pengawal dan
  - ii. Hanya e-Borang Input (T.156A) yang telah diproses di mana terdapat perubahan atau pembetulan terhadap maklumat kenaikan gaji tahunan pegawai sahaja perlu dikemukakan ke Unit Gaji untuk diproses. Bagi e-Borang Input (dalam senarai T.63) yang tiada perubahan atau pembetulan, dokumen tersebut bolehlah dicetak dan disimpan untuk tujuan rekod di Kementerian / Jabatan / Residen masing – masing.

Adalah menjadi tanggungjawab Kementerian/Jabatan/Residen untuk memastikan semakan terhadap maklumat data gaji pegawai dilaksanakan bagi mengelakkan sebarang kesilapan serta gaji terlebih atau terkurang dibayar serta maklumat data peribadi pegawai adalah betul dan sentiasa kemaskini.

#### 4. PENUTUP

- 4.1 Semua Kementerian/Jabatan/Residen hendaklah mematuhi peraturan – peraturan di atas bagi memastikan pembayaran gaji dapat dilaksanakan dengan sempurna mengikut jadual yang ditetapkan.
- 4.2 Surat pekeliling ini berkuatkuasa sehingga semua urusan penyediaan dan pembayaran gaji tahun 2018 selesai sepenuhnya.
- 4.3 Perhatian dan kerjasama semua pihak adalah amat dihargai.

Sekian, terima kasih.

*"Tepat Ramah Yakin"*

**'BERSATU BERUSAHA BERBAKTI'**  
**"AN HONOUR TO SERVE"**



**(DATU JUMASTAPHA BIN LAMAT)**  
**AKAUNTAN NEGERI SARAWAK**

Rujukan : TRY:301004/A/(Vol.6)/  
Tarikh : 26.12.2017

**Agihan Kepada : Setiausaha Kerajaan Negeri Sarawak**  
**Peguam Besar Negeri Sarawak**  
**Setiausaha Kewangan Negeri Sarawak**  
**Semua Setiausaha Tetap Kementerian**  
**Semua Residen**  
**Semua Ketua Jabatan Negeri**

**Salinan Kepada : Semua Akauntan Perbendaharaan Bahagian**

### JADUAL PENYEDIAAN DOKUMEN DAN PEMBAYARAN GAJI TAHUN 2018

BULAN	TARIKH AKHIR		*TARIKH Penghantaran e-Slip Gaji	*TARIKH MULA mencetak dokumen gaji dari Sistem e-Salary	BAYARAN GAJI		CATATAN
	Proses e-Borang Input (T.156A) dalam Sistem eSalary Input	Borang Input (T.156A) Diterima Oleh Unit Gaji			TARIKH	HARI	
Januari	10 Jan	12 Jan	18 Jan	19 Jan	25 Jan	Khamis	
Februari	24 Jan	26 Jan	1 Feb	2 Feb	8 Feb	Khamis	16 & 17 Februari - Tahun Baru Cina
Mac	7 Mac	9 Mac	15 Mac	16 Mac	22 Mac	Khamis	25 Mac adalah hari Ahad
April	10 April	12 April	18 April	19 April	25 April	Rabu	
Mei	7 Mei	9 Mei	15 Mei	16 Mei	22 Mei	Selasa	1 & 2 Jun - Hari Gawai Dayak ** Pembayaran gaji 10 hari awal seperti arahan pihak Setiausaha Kewangan Negeri melalui Memorandum Rasmi Ruj.SFS/00046/3(15).
Jun	22 Mei	24 Mei	30 Mei	31 Mei	7 Jun	Khamis	15 & 16 Jun - Hari Raya Aidil Fitri
Julai	10 Julai	12 Julai	18 Julai	19 Julai	25 Julai	Rabu	
Ogos	1 Ogos	3 Ogos	8 Ogos	9 Ogos	14 Ogos	Selasa	22 Ogos - Hari Raya Aidil Adha
September	10 Sept	12 Sept	18 Sept	19 Sept	25 Sept	Selasa	
Oktober	10 Okt	12 Okt	18 Okt	19 Okt	25 Okt	Khamis	
November	7 Nov	9 Nov	15 Nov	16 Nov	22 Nov	Khamis	25 November adalah hari Ahad
Disember	4 Dis	6 Dis	11 Dis	12 Dis	18 Dis	Selasa	25 Disember - Hari Krismas

Nota:  
- \* Tertakluk kepada proses penutupan gaji bulanan.  
- Rujukan Pejabat Setiausaha Kewangan Negeri Sarawak : SFS/00046/3(60) bertarikh 22.12.2017



## JABATAN PERBENDAHARAAN NEGERI

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Faksimili: 082-446395 (Pentadbiran)

Faksimili: 082-446082 (Inspektorat)

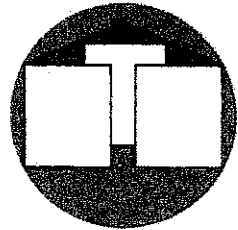
Faksimili: 082-442164 (Gaji)

Faksimili: 082-440704 (Pengurusan Dana)

Faksimili: 082-445478 (Kumpulan Wang Simpanan/Pencen)

Faksimili: 082-440233 (Perancangan)

Faksimili: 082-311350 (Hasil)



### SURAT PEKELILING PERBENDAHARAAN NEGERI SARAWAK NO.PP 2/2018

#### PERKARA : Jadual Penyediaan Dokumen Dan Peraturan Pembayaran Gaji Bulanan Bagi Tahun 2019

#### 1. TUJUAN

Surat Pekeliling ini adalah bertujuan untuk memaklumkan:-

- 1.1 Tarikh-tarikh akhir proses e-Borang Input (T.156A) oleh pihak Kementerian/Jabatan/Residen
- 1.2 Tarikh-tarikh akhir penerimaan e-Borang Input (T.156A) dan Borang JKM/SM/EMTK/1/98 oleh Unit Gaji, Ibu Pejabat, Jabatan Perbendaharaan Negeri Sarawak
- 1.3 Tarikh-tarikh Kementerian/Jabatan/Residen mencetak dokumen gaji dari sistem e-salary Input
- 1.4 Tarikh-tarikh penghantaran e-slip gaji melalui emel
- 1.5 Tarikh-tarikh pembayaran gaji bulanan bagi tahun 2019 dan
- 1.6 Peraturan-peraturan dan tatacara pemprosesan Kenaikan Gaji Tahunan (KGT) yang perlu dipatuhi oleh Kementerian/Jabatan/Residen bagi memastikan penyediaan gaji dapat diuruskan dengan sempurna dan gaji dibayar mengikut jadual yang ditetapkan.

#### 2. TARIKH-TARIKH PEMBAYARAN GAJI

Tarikh-tarikh pembayaran gaji bulanan, mencetak dokumen gaji dan penghantaran e-slip gaji melalui emel bagi tahun 2019 adalah seperti di **Lampiran A**. Tarikh pembayaran gaji bulanan adalah berdasarkan Arahan Perbendaharaan Perkara 105(a) dan (b). Surat sokongan pihak Setiausaha Kewangan Negeri Sarawak dengan rujukan SFS/00046/3(87) bertarikh 20.12.2018, Jadual Hari Kelepasan Am Persekutuan dan Negeri 2019 dan Surat Pekeliling Akauntan Negara Malaysia Bilangan 9 Tahun 2018 berkaitan tarikh dan peraturan Pembayaran Gaji Tahun 2019.

### 3. PERTURAN-PERATURAN PEMBAYARAN GAJI

#### 3.1 Bayaran Gaji Melalui Sistem e-Salary dan Sistem Pengurusan Gaji (Payroll Management System)

Bagi memastikan pembayaran gaji dapat dilaksanakan mengikut tarikh yang ditetapkan, semua Kementerian/Jabatan/Residen adalah dikehendaki mematuhi perkara-perkara berikut:

- (a) **e-Borang Input (T.156A) dan JKM/EMTK/1/98 yang lengkap dan betul** berserta dokumen sokongan perlu dikemukakan bersama Memorandum Borang Input **mengikut jadual** yang ditetapkan. Kegagalan berbuat demikian akan menyebabkan e-Borang Input (T.156A) berkenaan akan dikueri dan dikembalikan untuk pembetulan.
- (b) **e-Borang Input (T.156A) berserta dokumen sokongan yang diterima** oleh Unit Gaji selepas tarikh akhir akan dikembalikan untuk pembatalan dan pihak Kementerian/Jabatan/Residen perlu menyediakan borang e-Borang Input (T.156A) baru untuk diproses pada bulan berikutnya.
- (c) Mencetak dan menyemak maklumat dalam laporan gaji serta mengambil tindakan serta-merta untuk membuat **pelarasan dan pembetulan jika perlu**.

#### 3.2 Pemprosesan Kenaikan Gaji Tahunan (KGT)

Semua Kementerian/Jabatan/Residen perlu mencetak dan menyemak maklumat di dalam **Senarai Kenaikan Gaji Tahunan (T.63)** melalui sistem e-Salary berdasarkan bulan kenaikan gaji tahunan iaitu Januari, April, Julai dan Oktober.

- (a) e-Borang Input (T.156A) untuk kenaikan gaji tahunan yang dijana secara automatik oleh sistem hendaklah diproses oleh Kementerian/Jabatan/Residen melalui Sistem e-Salary dengan merujuk kepada maklumat yang telah disemak di dalam Senarai Kenaikan Gaji Tahunan (T.63).
- (b) Pihak Kementerian/Jabatan/Residen perlu mengemukakan dokumen berikut ke Unit Gaji untuk diproses:
  - i **Senarai Kenaikan Gaji Tahunan (T.63)** yang telah disemak dan disahkan oleh Pegawai Pengawal; dan
  - ii Hanya e-Borang Input (T.156A) yang telah diproses dimana terdapat perubahan atau pembetulan terhadap maklumat kenaikan gaji tahunan pegawai sahaja perlu dikemukakan ke Unit Gaji untuk diproses. Bagi e-Borang Input (T.63) yang tiada perubahan atau pembetulan, dokumen tersebut bolehlah dicetak dan disimpan untuk tujuan rekod di Kementerian/Jabatan/Residen masing-masing.

Adalah menjadi tanggungjawab Kementerian/Jabatan/Residen untuk memastikan semakan terhadap maklumat data gaji pegawai dilaksanakan bagi mengelakkan sebarang kesilapan seperti gaji terlebih atau terkurang dibayar serta maklumat data peribadi pegawai adalah betul dan sentiasa dikemaskini.

#### 4. PENUTUP

- 4.1 Semua Kementerian/Jabatan/Residen hendaklah mematuhi peraturan-peraturan di atas bagi memastikan pembayaran gaji dapat dilaksanakan dengan sempurna mengikut jadual yang ditetapkan.
- 4.2 Surat Pekeliling ini berkuatkuasa sehingga semua urusan penyediaan dan pembayaran gaji tahun 2019 selesai sepenuhnya.
- 4.3 Perhatian dan kerjasama semua pihak adalah amat dihargai.

Sekian, terima kasih.

*"Tepat Ramah Yakin"*

**"BERSATU BERUSAHA BERBAKTI"**

**"AN HONOUR TO SERVE"**



(CHRISTOPHER DANAN BINJIE)  
PEM. AKAUNTAN NEGERI SARAWAK

Rujukan : TRY:301004/A/(Vol.6)/  
Tarikh : 24 Disember 2018

Agihan kepada : Setiausaha Kerajaan Negeri Sarawak  
Peguam Besar Negeri Sarawak  
Setiausaha Kewangan Negeri Sarawak  
Semua Setiausaha Tetap Kementerian  
Semua Residen  
Semua Ketua Jabatan Negeri

Salinan kepada : Semua Akauntan Perbendaharaan Bahagian



JADUAL PENYEDIAAN DOKUMEN DAN PEMBAYARAN GAJI TAHUN 2019

BULAN	TARIKH AKHIR		*TARIKH Penghantaran e-Slip Gaji	*TARIKH MULA mencetak dokumen gaji dari Sistem e-Salary	BAYARAN GAJI		CATATAN
	Proses e-Borang Input (T.156A) dalam Sistem eSalary Input	Borang Input (T.156A) Diterima Oleh Unit Gaji			TARIKH	HARI	
Januari	9 Jan	11 Jan	18 Jan	21 Jan	24 Jan	Khamis	25 Januari adalah hari Jumaat
Februari	8 Feb	12 Feb	19 Feb	20 Feb	25 Feb	Isnin	
Mac	8 Mac	12 Mac	20 Mac	21 Mac	25 Mac	Isnin	
April	9 April	11 April	18 April	22 April	25 April	Khamis	
Mei	8 Mei	10 Mei	17 Mei	21 Mei	23 Mei	Khamis	25 Mei adalah hari Sabtu
Jun	10 Jun	12 Jun	19 Jun	20 Jun	25 Jun	Selasa	
Julai	10 Julai	12 Julai	18 Julai	19 Julai	25 Julai	Khamis	
Ogos	8 Ogos	13 Ogos	19 Ogos	20 Ogos	22 Ogos	Khamis	25 Ogos adalah hari Ahad
September	10 Sept	12 Sept	19 Sept	20 Sept	25 Sept	Rabu	
Oktober	9 Okt	11 Okt	18 Okt	21 Okt	24 Okt	Khamis	25 Oktober adalah hari Jumaat
November	8 Nov	12 Nov	19 Nov	20 Nov	25 Nov	Isnin	
Disember	4 Dis	6 Dis	12 Dis	13 Dis	18 Dis	Rabu	25 Disember - Hari Krismas

Nota:

- \* Tertakhtuk kepada proses penutupan gaji bulanan.

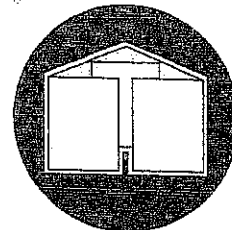
- Rujukan Pejabat Setiausaha Kewangan Negeri Sarawak : SFS/00046/3(87) bertarikh 20.12.2018



## JABATAN PERBENDAHARAAN NEGERI

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Faksimili: 082-446395 (Pentadbiran)  
Faksimili: 082-446082 (Inspektorat)  
Faksimili: 082-442164 (Gaji)  
Faksimili: 082-440704 (Pengurusan Dana)  
Faksimili: 082-445478 (Kumpulan Wang Simpanan/Pencen)  
Faksimili: 082-440233 (Perancangan)  
Faksimili: 082-311350 (Hasil)



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### SURAT PEKELILING PERBENDAHARAAN NEGERI SARAWAK NO. PP 1/2020

#### PERKARA : PROSES DAN PEMBAYARAN GAJI TAHUN 2020

#### 1.0 TUJUAN

Surat Pekeliling ini bertujuan untuk memberi panduan dan maklumat berkenaan proses dan pembayaran gaji bagi tahun 2020 serta tanggungjawab Pegawai Pengawal dan pihak-pihak yang terlibat.

#### 2.0 PERATURAN DAN PROSES KERJA PEMBAYARAN GAJI

##### 2.1 Tarikh Pembayaran Gaji

Tarikh Pembayaran Gaji adalah seperti di **Jadual 1** di Lampiran A berkepil. Jadual ini juga menunjukkan proses dan tarikh sasaran yang perlu dipatuhi semua pihak terlibat bagi memastikan pembayaran gaji tahun 2020 adalah tepat dan seperti dijadualkan.

##### 2.2 Tanggungjawab Pegawai Pengendali Sistem e-Salary.

Bagi memastikan pembayaran gaji yang tepat dan dibayar mengikut tarikh yang ditetapkan, beberapa garis panduan telah disediakan seperti di Lampiran B untuk dirujuk dan dipatuhi semua Pegawai Pengawal dan pegawai yang terlibat dalam memproses gaji di kementerian dan jabatan masing-masing. Dikemukakan juga dokumen sokongan e Borang Input (T.156A) bagi proses pembayaran gaji seperti Lampiran B1 berkepil.

### 3.0. TARIKH KUATKUASA

Pekeliling ini berkuatkuasa mulai 2.1.2020 sehingga semua urusan penyediaan dan pembayaran gaji tahun 2020 selesai sepenuhnya.

Sekian, terima kasih.

***"Tepat Ramah Yakin"***

**"BERSATU BERUSAHA BERBAKTI"**

***"AN HONOUR TO SERVE"***



**(HAJAH ELEAN BINTI MASA'AT)  
AKAUNTAN NEGERI SARAWAK**

Rujukan : TRY:301004/(Vol.6)/14  
Tarikh: 2 Januari 2020

#### **Aqihan kepada:**

1. Setiausaha Kerajaan Negeri Sarawak
2. Peguam Besar Negeri Sarawak
3. Setiausaha Kewangan Negeri Sarawak
4. Setiausaha Tetap (Semua Kementerian)
5. Residen (Semua Bahagian)
6. Semua Ketua Jabatan Negeri

#### **Salinan kepada:**

Akauntan Perbendaharaan Bahagian (Semua Bahagian)

JADUAL 1 : PROSES BORANG INPUT DAN TARIKH PEMBAYARAN GAJI BAGI TAHUN 2020

Bil.	BULAN	TARIKH AKHIR		*TARIKH e-Slip Gaji dalam email	BAYARAN GAJI		CATATAN
		Proses Kunci Masuk Data Dalam e-Borang Input dalam Sistem eSalary	Dokumen e-Borang Input (T.156A) Diterima Oleh Unit Gaji, JPNS		TARIKH	HARI	
1	Januari	8 Jan	9 Jan	15 Jan	16 Jan	Khamis	Tahun Baru Cina 25 & 26 Januari 2020 (Sabtu & Ahad)
2	Februari	11 Feb	12 Feb	24 Feb	25 Feb	Selasa	
3	Mac	11 Mac	12 Mac	24 Mac	25 Mac	Rabu	
4	April	9 April	10 April	22 April	23 April	Khamis	25 April adalah hari Sabtu
5	Mei	1 Mei	2 Mei	13 Mei	14 Mei	Khamis	Hari Raya Puasa 24 & 25 Mei 2020 (Ahad & Isnin)
6	Jun	11 Jun	12 Jun	24 Jun	25 Jun	Khamis	Hari Gawai 1 & 2 Jun 2020 (Isnin & Selasa)
7	Julai	9 Julai	10 Julai	22 Julai	23 Julai	Khamis	Hari Raya Haji 31 Julai & 1 Ogos 2020 (Jumaat & Sabtu)
8	Ogos	11 Ogos	12 Ogos	24 Ogos	25 Ogos	Selasa	
9	September	10 Sept	11 Sept	23 Sept	24 Sept	Khamis	25 September adalah hari Jumaat
10	Oktober	8 Okt	9 Okt	21 Okt	22 Okt	Khamis	25 Oktober adalah hari Ahad
11	November	11 Nov	12 Nov	24 Nov	25 Nov	Rabu	
12	Disember	3 Dis	4 Dis	16 Dis	17 Dis	Khamis	25 Disember - Hari Krismas

Surat Pekeliling Perbendaharaan Negeri Sarawak No. PP.1/2020

NOTA : AP 105(a) : Kecuali dibenarkan oleh ketua Setiausaha Perbendaharaan atau Pegawai Kewangan Negeri, gaji dan elaun tidak boleh dibayar sebelum 25 hari bulan dalam bulan gaji atau elaun itu kena dibayar. Walaubagaimanapun, jika 25 hari bulan jatuh pada hari Jumaat, Sabtu atau Ahad bayaran boleh dibuat oleh Jabatan pada hari kerja akhir sebelum hari Jumaat.

**GARIS PANDUAN PROSES DAN PEMBAYARAN GAJI****1.0 Tanggungjawab Kementerian/Jabatan/Pejabat Pentadbiran****1.1. Penurunan Kuasa Bertulis**

Pegawai Pengawal hendaklah memastikan pegawai yang dipertanggungjawab untuk menyedia dan memproses gaji bagi Kementerian/ Jabatan/ Pejabat Pentadbiran hendaklah diturunkan kuasa bertulis selaras Arahan Perbendaharaan 11 (a).

**1.2 Akses Sistem Dan Kad Spesimen Tandatangan**

Sebarang permohonan perlantikan atau perubahan pegawai untuk akses sistem eSalary untuk eBorang Input (T.156A) hendaklah menggunakan borang pindaan Lampiran 3 bersama dengan Kad Spesimen Tandatangan. (SPP No.2/2013)

Kad Spesimen Tandatangan hendaklah digunakan oleh Ketua Jabatan atau Pegawai yang diberi kuasa secara rasmi dalam penyediaan Borang Input. Pemegang waran adalah bertanggungjawab untuk melengkapkan kad spesimen tersebut bagi pegawai yang diberi kuasa untuk menandatangani Borang Input Gaji (T.156A). Surat Pekeliling Perbendaharaan Negeri Sarawak No.2/2013 adalah dirujuk.

Kad Spesimen Tandatangan yang lengkap hendaklah dikemukakan ke Unit Gaji, Jabatan Perbendaharaan untuk simpanan dan rujukan. Ianya perlu diperbaharui setiap kali ada pertukaran pegawai yang diberi kuasa dilakukan.

**1.3 eBorang Input (T.156A)**

Pegawai Pengawal hendaklah memastikan pegawai yang bertanggungjawab dengan urusan gaji kementerian/jabatan mengunci masuk data ('data entry') T.156A melalui Sistem e-Salary berdasarkan tarikh sasaran seperti pada jadual Pembayaran Gaji bagi mengelak sebarang kelewatan.

## **GARIS PANDUAN PROSES DAN PEMBAYARAN GAJI**

### **1.4 Semakan dan pengemaskinian data pegawai melalui SIFBAS – Staff Self Service (SSS)**

Pegawai Pengawal hendaklah memastikan butiran pegawai dikemaskini melalui SSS. Ini adalah untuk mengelak masalah pembayaran gaji pegawai apabila ada butiran pegawai yang berubah. Senarai butiran yang perlu dikemaskini jika ada perubahan adalah seperti berikut:

Bil.	BUTIRAN
1	No. Kad Pengenalan Baru dan Lama
2	Nama dan No. Akaun Bank
3	Status Perkhidmatan
4	Taraf Jawatan
5	Taraf Pencen
6	Tarikh Lantikan Pertama
7	Tarikh Lantikan Sekarang
8	Tarikh Akhir Perkhidmatan
9	Umur Berpencen
10	Bulan Kenaikan Gaji
11	Status Percukaian
12	Butiran Kod Pusat Bayaran
13	Pegawai Kontrak yang berpencen
14	Alamat emel
15	Perlantikan pegawai yang tidak dimasukkan ke dalam GEMS.

### **1.5 Dokumen Sokongan T.156A**

Memastikan T.156A disokong dengan dokumen sokongan yang betul dan lengkap serta dikemukakan ke Jabatan Perbendaharaan Negeri Sarawak (JPNS) mengikut tarikh yang telah ditetapkan. Ketidakpatuhan kepada arahan ini akan menyebabkan sebarang pindaan tidak dapat diproses dalam bulan semasa.

### **1.6 Ketepatan Maklumat**

Memastikan semua butiran dalam T.156A bagi potongan gaji dan dokumen sokongan dikepilkan adalah betul dan lengkap.

## GARIS PANDUAN PROSES DAN PEMBAYARAN GAJI

### 1.7 Laporan-Laporan Berkaitan Gaji

Mencetak laporan gaji seperti butiran di bawah pada Sistem eSalary setiap bulan untuk tindakan penyemakan dan penyesuaian akaun serta membuat pembetulan sewajarnya.

Bil	Nama Laporan	Kekerapan Penjanaaan	Tindakan Pegawai/Pengawal
a.	<i>Retirement (T.156A)</i>	Setiap Bulan	Kemaskini input sebelum dihantar ke JPNS.
b.	<i>Totaling Sheets</i>	Setiap Bulan	Semak dan sahkan butiran pegawai.
c.	<i>Paysheets</i>	Setiap Bulan	Semak dan sahkan butiran pegawai.
d.	<i>60% Deduction Report</i>	Setiap Bulan	Semak dan sahkan butiran pegawai.
e.	<i>Deduction List (terutamanya KWSP &amp; Cukai)</i>	Setiap Bulan	Semak butiran pegawai untuk pastikan jumlah dan amaun telah diambil kira dengan betul.
f.	<i>Increment (T.63)</i>	Januari, April, Julai, Oktober	Semak dan sahkan butiran laporan dan kemukakan kepada JPNS.
g.	Penyata Saraan Majikan	Tahunan	Semak dan sahkan butiran laporan dan kemukakan kepada Lembaga Hasil Dalam Negeri (LHDN) setiap tahun.
h.	<i>EC form</i>	Tahunan	Cetak dan diedar kepada semua kakitangan masing-masing bagi penyediaan eFilling.

### 1.8 Borang Input R untuk persaraan dan tamat kontrak

Kementerian/Jabatan/Pejabat Pentadbiran hendaklah menjana Input R setiap bulan dari Sistem eSalary untuk memantau pindaan gaji atas persaraan atau tamat kontrak seperti berikut:

Bil	Jenis Input	Tujuan
a.	Input R (A)	<ul style="list-style-type: none"> <li>Dibuat dalam bulan semasa untuk memastikan butiran dan jumlah gaji akhir pegawai adalah betul</li> <li>Kod 'continuous' untuk gaji hendaklah dikosongkan.</li> </ul>
b.	Input R (B)	<ul style="list-style-type: none"> <li>Dibuat dalam bulan berikutnya untuk pertukaran status perkhidmatan.</li> </ul>

## **GARIS PANDUAN PROSES DAN PEMBAYARAN GAJI**

### **1.9 Pengesahan Senarai Kenaikan Gaji Tahunan (KGT) (T.63)**

Mencetak dan menyemak maklumat di dalam Senarai KGT (T.63) melalui Input J dalam sistem e-Salary berdasarkan bulan kenaikan gaji tahunan iaitu Januari, April, Julai dan Oktober.

T.63 yang telah disemak dan disahkan oleh Pegawai Pengawal perlu dikemukakan kepada JPNS mengikut tarikh seperti pada **Jadual 1**.

### **1.10 Perubahan Maklumat Biasa**

Jika terdapat sebarang perubahan bagi maklumat pegawai yang tidak melibatkan Kenaikan Gaji Tahunan (KGT), T.156A biasa hendaklah digunakan dan **INPUT J TIDAK BOLEH DIGUNAKAN**.

### **1.11 Gaji Terlebi Dibayar**

Pegawai Pengawal adalah bertanggungjawab untuk mengutip balik gaji yang terlebih dibayar daripada pegawai yang terlibat.

## **2.0 Senarai Dokumen Sokongan T.156A**

Dokumen sokongan yang betul mengikut pindaan yang perlu dilaksanakan bagi gaji pegawai hendaklah dikepilkan kepada Borang T.156A. Sebagai panduan, sila rujuk pada **LAMPIRAN B1** bagi jenis dokumen sokongan yang perlu dikepilkan. Kegagalan mengepilkan dokumen sokongan yang betul akan menyebabkan Input T.156A dikueri dan tidak diproses dalam bulan yang sepatutnya.



## SENARAI DOKUMEN SOKONGAN BAGI BORANG INPUT T.156A

Catatan: Semua Dokumen Sokongan hendaklah disahkan oleh pegawai yang diberikuasa.

A Pegawai Kerajaan			
1	Lantikan Pertama	i	Salinan Surat Tawaran atau Notis Lantikan.
		ii	Salinan Surat Pengesahan Melapor diri dari Jabatan.
		iii	Salinan Kad Pengenalan (Depan dan Belakang).
		iv	Salinan Buku Bank / Penyata Akaun Bank terkini.
		v	Salinan Kad / Penyata Ahli KWSP.
		vi	Lampiran Pengiraan Tunggakan gaji/elaun (jika berkenaan).
		vii	Salinan Penyata Cukai Pendapatan (jika berkenaan).
		vii	Salinan Surat Beranak/Kad Pengenalan (Depan dan Belakang) Tanggungan Bagi Kemaskini Status Cukai.
2	Pegawai Kontrak/ Sambung Kontrak	i	Salinan Surat Tawaran atau Notis Lantikan.
		ii	Salinan Surat Pengesahan Melapor diri dari Jabatan.
		iii	Salinan Kad Pengenalan (Depan dan Belakang).
		iv	Salinan Buku Bank / Penyata Akaun Bank terkini.
		v	Salinan Kad / Penyata Ahli KWSP.
		vi	Lampiran Pengiraan Tunggakan gaji/elaun (jika berkenaan).
		vii	Salinan Penyata Cukai Pendapatan (jika berkenaan).
		vii	Salinan Surat Beranak/Kad Pengenalan (Depan dan Belakang) Tanggungan Bagi Kemaskini Status Cukai.
3	Anjakan Gaji	viii	Salinan slip gaji / <i>open paysheet</i> (yang berkaitan).
		i	Salinan Surat Kelulusan Anjakan Gaji.
		ii	Jadual Pemindahan Gaji (Jadual Gaji Maksimum Minimum).
		iii	Lampiran Pengiraan Tunggakan gaji/elaun (jika berkenaan).
		iv	Senarai Kenaikan Gaji T.63.
4	Kenaikan Pangkat / Kenaikan Pangkat Untuk Penyangg (KUP)/ Timebase /Tukar Lantik	v	Salinan slip gaji / <i>open paysheet</i> (yang berkaitan).
		i	Surat Kelulusan Kenaikan Pangkat (C.M.O 16 / C.M.O 15).
		ii	Jadual Pemindahan Gaji (Jadual Gaji Maksimum Minimum).
		iii	Lampiran Pengiraan Tunggakan gaji/elaun (jika berkenaan).
5	Hadiah Kenaikan Gaji	iv	Salinan slip gaji / <i>open paysheet</i> (yang berkaitan).
		i	Memorandum Rasmi dari JKM bagi kelulusan hadiah kenaikan gaji.
		ii	Salinan notis pelantikan.
		iii	Jadual Pemindahan Gaji (Jadual Gaji Maksimum Minimum).
		iv	Lampiran Pengiraan Tunggakan gaji/elaun (jika berkenaan).
6	Pelarasan Gaji	v	Salinan slip gaji / <i>open paysheet</i> (yang berkaitan).
		i	Memorandum rasmi berkenaan pelarasan gaji.
		ii	Jadual Pemindahan Gaji (Jadual Gaji Maksimum Minimum).
		iii	Lampiran Pengiraan Pelarasan gaji/elaun (jika berkenaan).
		iv	Salinan slip gaji / <i>open paysheet</i> (yang berkaitan).

7	Bersara / Kematian / Perletakan Jawatan / Ditamatkan	i	Salinan Notis Bersara / Notis pemberitahuan kematian / surat perletakan jawatan / surat pemberitahuan ditamatkan ( C.M.O 14).
		ii	Lampiran Pengiraan gaji / elaun (jika berkenaan).
		iii	Salinan slip gaji / <i>open paysheet</i> (yang berkaitan).
8	Pertukaran Nombor Akaun Bank	i	Salinan Buku Bank / Penyata Akaun Bank terkini.
		ii	Memo / surat dari pegawai berkenaan pengesahan nombor akaun.
9	Pertukaran Pusat Tanggungjawab (PTJ)	i	Salinan surat arahan pertukaran tempat bertugas.
		ii	Surat pengesahan melapor diri tempat bertugas baru.
		iii	Salinan surat pelarasan butiran gaji.
10	Bayaran Elaun Memangku	i	Kelulusan Lantikan Memangku - B1.
		ii	Perakuan Perlantikan Memangku Di Jabatan - Borang A.
		iii	Lampiran Pengiraan Elaun.
		iv	Carta ACNL.
		v	Surat kelulusan dari SPA bagi pemangkuan yang melebihi 180 hari.
		vi	Borang JKM/SM/EMTK/1/98.
		vii	Salinan slip gaji / <i>open paysheet</i> (yang berkaitan).
11	Bayaran Elaun Menanggung	i	Kelulusan Lantikan Memangku - B1.
		ii	Perakuan Perlantikan Memangku Di Jabatan - Borang A.
		iii	Lampiran Pengiraan Elaun.
		iv	Carta ACNL.
		v	Surat kelulusan dari SPA bagi pemangkuan yang melebihi 180 hari.
		vi	Borang JKM/SM/EMTK/1/98.
		vii	Salinan slip gaji / <i>open paysheet</i> (yang berkaitan).
12	Bayaran Insentif Tugas Kewangan (BITK)	i	Memorandum Rasmi kelulusan dari JKM.
		ii	Lampiran Pengiraan Tunggakan elaun (jika berkenaan).
		iii	Salinan Sijil Lulus BITK (jika ada).
		iv	Salinan slip gaji / <i>open paysheet</i> (yang berkaitan).
13	Pembayaran Imbuhan Tetap Perumahan (ITP)	i	Moving Out Certificate (Borang H) atau Surat dari Jabatan (Kuarters Kerajaan).
		ii	Lampiran Pengiraan Tunggakan elaun (jika berkenaan).
		iii	Salinan slip gaji / <i>open paysheet</i> (yang berkaitan).
14	Pemberhentian Bayaran Imbuhan Tetap Perumahan (ITP)	i	Tawaran menduduki rumah kerajaan atau Moving In Certificate (Borang G).
		ii	Lampiran Pengiraan Tunggakan elaun (jika berkenaan).
		iii	Salinan slip gaji / <i>open paysheet</i> (yang berkaitan).
15	Bayaran Elaun Hidup Susah	i	Salinan surat arahan pertukaran tempat bertugas.
		ii	Surat pengesahan melapor diri tempat bertugas baru.
		iii	Lampiran Pengiraan Tunggakan elaun (jika berkenaan).
		iv	Salinan slip gaji / <i>open paysheet</i> (yang berkaitan).
16	Bayaran Elaun Pembantu Khas atau Bahasa	i	Memorandum Rasmi kelulusan dari JKM.
		ii	Lampiran Pengiraan Tunggakan elaun (jika berkenaan).
		iii	Salinan slip gaji / <i>open paysheet</i> (yang berkaitan).

17	Bayaran Insentif Tugas Pengurusan Stor	i	Memorandum Rasmi kelulusan dari JKM.
		ii	Lampiran Pengiraan Tunggakan elaun (jika berkenaan).
		iii	Salinan slip gaji / <i>open paysheet</i> (yang berkaitan).
18	Bayaran Elaun Keraian Pejabat Daerah	i	Memorandum rasmi arahan perpindahan pegawai ke daerah tersebut.
		ii	Surat pengesahan melapor diri tempat bertugas baru.
		iii	Lampiran Pengiraan Tunggakan elaun (jika berkenaan).
		iv	Salinan slip gaji / <i>open paysheet</i> (yang berkaitan).
19	Bayaran Elaun Bertugas Kawasan Pedalaman	i	Salinan Surat Arahan Pertukaran Tempat Bertugas.
		ii	Surat pengesahan melapor diri tempat bertugas baru.
		iii	Lampiran B dan Lampiran C.
		iv	Lampiran Pengiraan Tunggakan elaun (jika berkenaan).
		v	Salinan slip gaji / <i>open paysheet</i> (yang berkaitan).
20	Bayaran Elaun Kritikal	i	Memorandum Rasmi kelulusan dari JKM jika perlu berdasarkan (Lampiran B5 – Pekeliling Perkhidmatan Bilangan 9 tahun 1991).
		ii	Lampiran Pengiraan Tunggakan elaun (jika berkenaan).
		iii	Salinan slip gaji / <i>open paysheet</i> (yang berkaitan).
21	Potongan Pendidikan: MARA / Yayasan	i	Borang Allotment (T.228).
		ii	Surat dari agensi pinjaman berkenaan dengan jumlah potongan bulanan.
22	Tambahan Potongan dan Pemberhentian potongan Tabung Haji	i	Borang Tabung Haji (Potongan).
		ii	Surat dari Pegawai (Pemberhentian).
23	Menghentikan Potongan KWSP / Pemberian Taraf Berpencen	i	Memorandum Rasmi pemberian taraf berpencen dari JKM.
		ii	Salinan slip gaji / <i>open paysheet</i> (yang berkaitan).
24	Potongan Cukai Khas	i	Jadual Potongan Cukai dari LHDN (CP38).
		ii	Salinan slip gaji / <i>open paysheet</i> (yang berkaitan).
25	Potongan dan Pemberhentian Zakat Pendapatan	i	Borang Potongan Zakat Pendapatan atau Surat Arahan Potongan dari Baitulmal.
26	Potongan ETIQA	i	Surat dari Etiqa Insuran.
		ii	Salinan slip gaji / <i>open paysheet</i> (yang berkaitan)
27	Potongan Pendidikan : SPAN	i	Surat dari agensi pinjaman berkenaan dengan jumlah potongan bulanan.
28	Pinjaman Persekutuan PTPTN	i	Surat dari agensi pinjaman berkenaan dengan jumlah bayaran.
29	Pinjaman lain-lain agensi	i	Surat dari agensi pinjaman berkenaan dengan jumlah bayaran.
30	Potongan Kumpulan Wang Amanah Pelajar Miskin (KWAPM)	i	Surat dari agensi pinjaman berkenaan dengan jumlah bayaran.
		ii	Borang Alotmen (T.228)

<b>B Pegawai Kerajaan- One Line Vote</b>			
1	Lantikan Pertama	i	Salinan Surat Tawaran atau Notis Lantikan.
		ii	Salinan Surat Pengesahan Melapor diri dari Jabatan.
		iii	Salinan Kad Pengenalan (Depan dan Belakang).
		iv	Salinan Buku Bank / Penyata Akaun Bank terkini.
		v	Salinan Kad / Penyata Ahli KWSP.
		vi	Lampiran Pengiraan Tunggakan gaji/elaun (jika berkenaan).
		vii	Salinan Penyata Cukai Pendapatan (jika berkenaan).
2	Tamat Tempoh / Kematian / Perletakan Jawatan / Ditamatkan	i	Salinan Notis Tamat Tempoh / Notis pemberitahuan kematian / surat perletakan jawatan / surat pemberitahuan ditamatkan.
		ii	Lampiran Pengiraan gaji/elaun (jika berkenaan).
		iii	Salinan slip gaji / <i>open paysheet</i> (yang berkaitan).
<b>C Ketua Masyarakat</b>			
1	Lantikan Pertama / Perlantikan Semula	i	Salinan Notis Perlantikan atau lantikan semula.
		ii	Salinan Kad Pengenalan (Depan dan Belakang).
		iii	Salinan Buku Bank / Penyata Akaun Bank terkini.
		iv	Salinan Kad / Penyata Ahli KWSP jika mencarum.
		v	Lampiran Pengiraan gaji/elaun (jika berkenaan).
		vi	Salinan slip gaji / <i>open paysheet</i> (yang berkaitan).
2	Tamat Tempoh / Kematian / Perletakan Jawatan / Ditamatkan	i	Salinan Notis Tamat Tempoh / Notis pemberitahuan kematian / surat perletakan jawatan / surat pemberitahuan ditamatkan.
		ii	Salinan slip gaji / <i>open paysheet</i> (yang berkaitan).
<b>D Ketua Kaum</b>			
1	Lantikan Pertama / Perlantikan Semula / Elaun Setiausaha Lantikan Pertama / Perlantikan Semula / Elaun Setiausaha	i	Salinan Notis Perlantikan atau lantikan semula.
		ii	Salinan Kad Pengenalan (Depan dan Belakang).
		iii	Salinan Buku Bank / Penyata Akaun Bank terkini.
		iv	Jadual Pengiraan tunggakan elaun (jika berkenaan).
		v	Salinan slip gaji / <i>open paysheet</i> (yang berkaitan).
		i	Salinan Notis Perlantikan atau lantikan semula.
		ii	Salinan Kad Pengenalan (Depan dan Belakang).
2	Tamat Tempoh / Kematian / Perletakan Jawatan / Ditamatkan	i	Salinan Notis Tamat Tempoh / Notis pemberitahuan kematian / surat perletakan jawatan / surat pemberitahuan ditamatkan.
		ii	Salinan slip gaji / <i>open paysheet</i> (yang berkaitan).

JABATAN PERBENDAHARAAN NEGERI SARAWAK

BORANG PERMOHONAN PERLANTIKAN / PERUBAHAN AKSES KE SISTEM eBORANG INPUT (T.156A)

(A) UNTUK DILENGKAPKAN OLEH PEMOHON/ PUSAT TANGGUNGJAWAB (PTJ)

1. PERMOHONAN UNTUK :

Nota :

Sila kemukakan contoh tandatangan melalui kad spesimen kepada Perbendaharaan Bahagian Gaji bagi Pegawai Melulus Borang Input (Authoriser) dan tandakan (/) pada ruangan di bawah:

<input type="text"/>	Perlantikan Pengguna Baru
<input type="text"/>	Pemberhentian Akses Pengguna ( Isikan Ruang 2 (ii)* )
<input type="text"/>	Pertukaran Akses Pengguna ( Isikan Ruang 2(i) & 2(ii) )

2. BUTIRAN PERMOHONAN

(i) Perlantikan Pengguna Baru

Bil	Nama	Jawatan/ Gred	No. Gaji	ID Pengguna	Peranan/ Fungsi	Kod Pusat Bayaran/ Jabatan
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(ii) Pemberhentian Akses Pengguna

Bil	Nama	Jawatan/ Gred	No. Gaji	ID Pengguna	Peranan/ Fungsi	Kod Pusat Bayaran/ Jabatan
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3 JUSTIFIKASI PERMOHONAN

(B) PENGESAHAN PTJ OLEH KETUA JABATAN/  
PEGAWAI YANG DIBERI KUASA

Saya mengesahkan bahawa semua butiran di atas adalah betul

Nama :

Jawatan :

Tandatangan :

Tarikh :

Cop Jabatan :

(C) UNTUK TINDAKAN JABATAN  
PERBENDAHARAAN NEGERI SARAWAK

Permohonan tersebut adalah:

☐ Diluluskan  
☐ Tidak Diluluskan

\_\_\_\_\_  
Akauntan Kanan ( Unit Gaji )

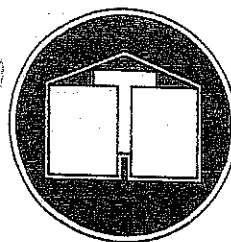
Tarikh :



# JABATAN PERBENDAHARAAN NEGERI SARAWAK

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Faksimili: 082-495803 (Kumpulan Wang Simpanan / Pencen)  
Faksimili: 082-495804 (Pentadbiran dan Sumber Manusia)  
Faksimili: 082-495807 (Perancangan)  
Faksimili: 082-495808 (Gaji)  
Faksimili: 082-495817 (Akaun)  
Faksimili: 082-495990 (Hasil)  
Faksimili: 082-495991 (Pengurusan Dana)



## SURAT PEKELILING PERBENDAHARAAN NEGERI SARAWAK NO. PP 1/2021

**PERKARA : PROSES DAN PEMBAYARAN GAJI TAHUN 2021**

### 1.0 TUJUAN

Surat Pekeliling Perbendaharaan ini bertujuan untuk memberi panduan dan maklumat berkenaan proses dan pembayaran gaji bagi tahun 2021 serta tanggungjawab Pegawai Pengawal dan pihak-pihak yang terlibat.

### 2.0 PERATURAN DAN PROSES KERJA PEMBAYARAN GAJI

#### 2.1 Tarikh Pembayaran Gaji

Tarikh Pembayaran Gaji adalah seperti di **Jadual 1** di **Lampiran A** berkepil. Jadual ini juga menunjukkan proses dan tarikh sasaran yang perlu dipatuhi semua pihak terlibat bagi memastikan pembayaran gaji tahun 2021 adalah tepat dan seperti dijadualkan.

#### 2.2 Tanggungjawab Pegawai Pengendali Sistem e-Salary

Bagi memastikan pembayaran gaji yang tepat dan dibayar mengikut tarikh yang ditetapkan, beberapa garis panduan telah disediakan seperti di **Lampiran B** untuk dirujuk dan dipatuhi semua Pegawai Pengawal dan pegawai yang terlibat dalam memproses gaji di kementerian dan jabatan masing-masing. Dikemukakan juga dokumen sokongan e-Borang Input (T.156A) bagi proses pembayaran gaji seperti di **Lampiran B1** berkepil.

### 3.0 TARIKH KUATKUASA

Pekeliling ini berkuatkuasa mulai Januari 2021 sehingga semua urusan penyediaan dan pembayaran gaji tahun 2021 selesai sepenuhnya.

Sekian, terima kasih.

*"TEPAT RAMAH WAKTI"*

*"BERSATU BERUSAHA BERBAKTI"*

*'AN HONOUR TO SERVE'*



(HAJAH ZLEAN BINTI MAS'AT)  
AKAUNTAN NEGERI SARAWAK

Rujukan : TRY:301004(VOL.6)/16

Tarikh : 07 JAN 2021

Agihan kepada :

1. Setiausaha Kerajaan Negeri Sarawak
2. Peguam Besar Negeri Sarawak
3. Setiausaha Kewangan Negeri Sarawak
4. Setiausaha Tetap (Semua Kementerian)
5. Residen (Semua Bahagian)
6. Semua Ketua Jabatan Negeri

Salinan kepada : Semua Akauntan Perbendaharaan Bahagian

Surat Pekeliling Perbendaharaan Negeri Sarawak No. PP. 1/2021

AP 105(a) : Kecuali dibenarkan oleh Ketua Setiausaha Perbendaharaan atau Pegawai Kewangan Negeri, gaji dan elaun tidak boleh dibayar sebelum 25 hari bulan dalam bulan gaji atau elaun itu kena dibayar. Walaubagaimanapun, jika 25 hari bulan jatuh pada hari Jumaat, Sabtu atau Ahad bayaran boleh dibuat oleh Jabatan pada hari kerja akhir sebelum hari Jumaat.



## **1.0 Tanggungjawab Kementerian/Jabatan/Pejabat Pentadbiran**

### **1.1. Penurunan Kuasa Bertulis**

Pegawai Pengawal hendaklah memastikan pegawai yang dipertanggungjawab untuk menyedia dan memproses gaji bagi Kementerian/ Jabatan/ Pejabat Pentadbiran hendaklah diturunkan kuasa bertulis selaras Arahan Perbendaharaan 11 (a).

### **1.2 Akses Sistem Dan Kad Spesimen Tandatangan**

Sebarang permohonan perlantikan atau perubahan pegawai untuk akses sistem eSalary untuk eBorang Input (T.156A) hendaklah menggunakan borang pindaan Lampiran 3 bersama dengan Kad Spesimen Tandatangan. (SPP No.2/2013)

Kad Spesimen Tandatangan hendaklah digunakan oleh Ketua Jabatan atau Pegawai yang diberi kuasa secara rasmi dalam penyediaan Borang Input. Pemegang waran adalah bertanggungjawab untuk melengkapkan kad spesimen tersebut bagi pegawai yang diberi kuasa untuk menandatangani Borang Input Gaji (T.156A). Surat Pekeliling Perbendaharaan Negeri Sarawak No.2/2013 adalah dirujuk.

Kad Spesimen Tandatangan yang lengkap hendaklah dikemukakan ke Unit Gaji, Jabatan Perbendaharaan untuk simpanan dan rujukan. Ianya perlu diperbaharui setiap kali ada pertukaran pegawai yang diberi kuasa dilakukan.

### **1.3 eBorang Input (T.156A)**

Pegawai Pengawal hendaklah memastikan pegawai yang bertanggungjawab dengan urusan gaji kementerian/jabatan mengunci masuk data ('data entry') T.156A melalui Sistem e-Salary berdasarkan tarikh sasaran seperti pada jadual Pembayaran Gaji bagi mengelak sebarang kelewatan.

## **GEMAS DAN PROSES PAAI PEMBERAYAN GAI**

### **1.4 Semakan dan pengemaskinian data pegawai melalui SIFBAS – Staff Self Service (SSS)**

Pegawai Pengawal hendaklah memastikan butiran pegawai dikemaskini melalui SSS. Ini adalah untuk mengelak masalah pembayaran gaji pegawai apabila ada butiran pegawai yang berubah. Senarai butiran yang perlu dikemaskini jika ada perubahan adalah seperti berikut:

Bil.	BUTIRAN
1	No. Kad Pengenalan Baru dan Lama
2	Nama dan No. Akaun Bank
3	Status Perkhidmatan
4	Taraf Jawatan
5	Taraf Pencen
6	Tarikh Lantikan Pertama
7	Tarikh Lantikan Sekarang
8	Tarikh Akhir Perkhidmatan
9	Umur Berpencen
10	Bulan Kenaikan Gaji
11	Status Percukaian
12	Butiran Kod Pusat Bayaran
13	Pegawai Kontrak yang berpencen
14	Alamat emel
15	Perlantikan pegawai yang tidak dimasukkan ke dalam GEMS.

### **1.5 Dokumen Sokongan T.156A**

Memastikan T.156A disokong dengan dokumen sokongan yang betul dan lengkap serta dikemukakan ke Jabatan Perbendaharaan Negeri Sarawak (JPNS) mengikut tarikh yang telah ditetapkan. Ketidakpatuhan kepada arahan ini akan menyebabkan sebarang pindaan tidak dapat diproses dalam bulan semasa.

### **1.6 Ketepatan Maklumat**

Memastikan semua butiran dalam T.156A bagi potongan gaji dan dokumen sokongan dikepilkan adalah betul dan lengkap.

## CARA PANDUAN PROSES DAN PEMERIKSAAN

### 1.7 Laporan-Laporan Berkaitan Gaji

Mencetak laporan gaji seperti butiran di bawah pada Sistem eSalary setiap bulan untuk tindakan penyemakan dan penyesuaian akaun serta membuat pembetulan sewajarnya.

Bil	Nama Laporan	Kekerapan Penjanaaan	Tindakan Pegawai/Pengawal
a.	<i>Retirement</i> (T.156A)	Setiap Bulan	Kemaskini input sebelum dihantar ke JPNS.
b.	<i>Totaling Sheets</i>	Setiap Bulan	Semak dan sahkan butiran pegawai.
c.	<i>Paysheets</i>	Setiap Bulan	Semak dan sahkan butiran pegawai.
d.	<i>60% Deduction Report</i>	Setiap Bulan	Semak dan sahkan butiran pegawai.
e.	<i>Deduction List</i> (terutamanya KWSP & Cukai)	Setiap Bulan	Semak butiran pegawai untuk pastikan jumlah dan amaun telah diambil kira dengan betul.
f.	<i>Increment</i> (T.63)	Januari, April, Julai, Oktober	Semak dan sahkan butiran laporan dan kemukakan kepada JPNS.
g.	Penyata Saraan Majikan	Tahunan	Semak dan sahkan butiran laporan dan kemukakan kepada Lembaga Hasil Dalam Negeri (LHDN) setiap tahun.
h.	<i>EC form</i>	Tahunan	Cetak dan diedar kepada semua kakitangan masing-masing bagi penyediaan eFiling.

### 1.8 Borang Input R untuk persaraan dan tamat kontrak

Kementerian/Jabatan/Pejabat Pentadbiran hendaklah menjana Input R setiap bulan dari Sistem eSalary untuk memantau pindaan gaji atas persaraan atau tamat kontrak seperti berikut:

Bil	Jenis Input	Tujuan
a.	Input R (A)	<ul style="list-style-type: none"> <li>Dibuat dalam bulan semasa untuk memastikan butiran dan jumlah gaji akhir pegawai adalah betul</li> <li>Kod 'continuous' untuk gaji hendaklah dikosongkan.</li> </ul>
b.	Input R (B)	<ul style="list-style-type: none"> <li>Dibuat dalam bulan berikutnya untuk pertukaran status perkhidmatan.</li> </ul>

## **PROSEDUR PROSES DAN TERBATASAN GAI**

### **1.9 Pengesahan Senarai Kenaikan Gaji Tahunan (KGT) (T.63)**

Mencetak dan menyemak maklumat di dalam Senarai KGT (T.63) melalui Input J dalam sistem e-Salary berdasarkan bulan kenaikan gaji tahunan iaitu Januari, April, Julai dan Oktober.

T.63 yang telah disemak dan disahkan oleh Pegawai Pengawal perlu dikemukakan kepada JPNS mengikut tarikh seperti pada Jadual 1.

### **1.10 Perubahan Maklumat Biasa**

Jika terdapat sebarang perubahan bagi maklumat pegawai yang tidak melibatkan Kenaikan Gaji Tahunan (KGT), T.156A biasa hendaklah digunakan dan **INPUT J TIDAK BOLEH DIGUNAKAN**.

### **1.11 Gaji Terlebi Dibayar**

Pegawai Pengawal adalah bertanggungjawab untuk mengutip balik gaji yang terlebih dibayar daripada pegawai yang terlibat.

## **2.0 Senarai Dokumen Sokongan T.156A**

Dokumen sokongan yang betul mengikut pindaan yang perlu dilaksanakan bagi gaji pegawai hendaklah dikepilkan kepada Borang T.156A. Sebagai panduan, sila rujuk pada **LAMPIRAN B1** bagi jenis dokumen sokongan yang perlu dikepilkan. Kegagalan mengepilkan dokumen sokongan yang betul akan menyebabkan Input T.156A dikueri dan tidak diproses dalam bulan yang sepatutnya.

# SENARAI DOKUMEN SOKONGAN BAGI BORANG INPUT T 156A

Catatan: Semua Dokumen Sokongan hendaklah disahkan oleh pegawai yang diberikuasa.

A Pegawai Kerajaan			
1	Lantikan Pertama	i	Salinan Surat Tawaran atau Notis Lantikan.
		ii	Salinan Surat Pengesahan Melapor diri dari Jabatan.
		iii	Salinan Kad Pengenalan (Depan dan Belakang).
		iv	Salinan Buku Bank / Penyata Akaun Bank terkini.
		v	Salinan Kad / Penyata Ahli KWSP.
		vi	Lampiran Pengiraan Tunggakan gaji/elaun (jika berkenaan).
		vii	Salinan Penyata Cukai Pendapatan (jika berkenaan).
		viii	Salinan Surat Beranak/Kad Pengenalan (Depan dan Belakang) Tanggungan Bagi Kemaskini Status Cukai.
2	Pegawai Kontrak/ Sambung Kontrak	i	Salinan Surat Tawaran atau Notis Lantikan.
		ii	Salinan Surat Pengesahan Melapor diri dari Jabatan.
		iii	Salinan Kad Pengenalan (Depan dan Belakang).
		iv	Salinan Buku Bank / Penyata Akaun Bank terkini.
		v	Salinan Kad / Penyata Ahli KWSP.
		vi	Lampiran Pengiraan Tunggakan gaji/elaun (jika berkenaan).
		vii	Salinan Penyata Cukai Pendapatan (jika berkenaan).
		viii	Salinan Surat Beranak/Kad Pengenalan (Depan dan Belakang) Tanggungan Bagi Kemaskini Status Cukai.
3	Anjakan Gaji	i	Salinan Surat Kelulusan Anjakan Gaji.
		ii	Jadual Pemindahan Gaji (Jadual Gaji Maksimum Minimum).
		iii	Lampiran Pengiraan Tunggakan gaji/elaun (jika berkenaan).
		iv	Senarai Kenaikan Gaji T.63.
		v	Salinan slip gaji / open paysheet (yang berkaitan).
4	Kenaikan Pangkat / Kenaikan Pangkat Untuk Penyandang (KUP)/ Timebase /Tukar Lantik	i	Surat Kelulusan Kenaikan Pangkat (C.M.O 16 / C.M.O 15).
		ii	Jadual Pemindahan Gaji (Jadual Gaji Maksimum Minimum).
		iii	Lampiran Pengiraan Tunggakan gaji/elaun (jika berkenaan).
		iv	Salinan slip gaji / open paysheet (yang berkaitan).
5	Hadiah Kenaikan Gaji	i	Memorandum Rasmi dari JKM bagi kelulusan hadiah kenaikan gaji.
		ii	Salinan notis pelantikan.
		iii	Jadual Pemindahan Gaji (Jadual Gaji Maksimum Minimum).
		iv	Lampiran Pengiraan Tunggakan gaji/elaun (jika berkenaan).
		v	Salinan slip gaji / open paysheet (yang berkaitan).
6	Pelarasan Gaji	i	Memorandum rasmi berkenaan pelarasan gaji.
		ii	Jadual Pemindahan Gaji (Jadual Gaji Maksimum Minimum).
		iii	Lampiran Pengiraan Pelarasan gaji/elaun (jika berkenaan).
		iv	Salinan slip gaji / open paysheet (yang berkaitan).

7 Bersara / Kematian / Perletakan Jawatan / Ditamatkan	i	Salinan Notis Bersara / Notis pemberitahuan kematian / surat perletakan jawatan / surat pemberitahuan ditamatkan ( C.M.O 14).
	ii	Lampiran Pengiraan gaji / elaun (jika berkenaan).
	iii	Salinan slip gaji / <i>open paysheet</i> (yang berkaitan).
8 Pertukaran Nombor Akaun Bank	i	Salinan Buku Bank / Penyata Akaun Bank terkini.
	ii	Memo / surat dari pegawai berkenaan pengesahan nombor akaun.
9 Pertukaran Pusat Tanggungjawab (PTJ)	i	Salinan surat arahan pertukaran tempat bertugas.
	ii	Surat pengesahan melapor diri tempat bertugas baru.
	iii	Salinan surat pelarasan butiran gaji.
10 Bayaran Elaun Memangku	i	Kelulusan Lantikan Memangku - B1.
	ii	Perakuan Perlantikan Memangku Di Jabatan - Borang A.
	iii	Lampiran Pengiraan Elaun.
	iv	Carta ACNL.
	v	Surat kelulusan dari SPA bagi pemangku yang melebihi 180 hari.
	vi	Borang JKM/SM/EMTK/1/98.
	vii	Salinan slip gaji / <i>open paysheet</i> (yang berkaitan).
11 Bayaran Elaun Menanggung	i	Kelulusan Lantikan Memangku - B1.
	ii	Perakuan Perlantikan Memangku Di Jabatan - Borang A.
	iii	Lampiran Pengiraan Elaun.
	iv	Carta ACNL.
	v	Surat kelulusan dari SPA bagi pemangku yang melebihi 180 hari.
	vi	Borang JKM/SM/EMTK/1/98.
	vii	Salinan slip gaji / <i>open paysheet</i> (yang berkaitan).
12 Bayaran Insentif Tugas Kewangan (BITK)	i	Memorandum Rasmi kelulusan dari JKM.
	ii	Lampiran Pengiraan Tunggakan elaun (jika berkenaan).
	iii	Salinan Sijil Lulus BITK (jika ada).
	iv	Salinan slip gaji / <i>open paysheet</i> (yang berkaitan).
13 Pembayaran Imbuhan Tetap Perumahan (ITP)	i	Moving Out Certificate (Borang H) atau Surat dari Jabatan (Kuarters Kerajaan).
	ii	Lampiran Pengiraan Tunggakan elaun (jika berkenaan).
	iii	Salinan slip gaji / <i>open paysheet</i> (yang berkaitan).
14 Pemberhentian Bayaran Imbuhan Tetap Perumahan (ITP)	i	Tawaran menduduki rumah kerajaan atau Moving In Certificate (Borang G).
	ii	Lampiran Pengiraan Tunggakan elaun (jika berkenaan).
	iii	Salinan slip gaji / <i>open paysheet</i> (yang berkaitan).
15 Bayaran Elaun Hidup Susah	i	Salinan surat arahan pertukaran tempat bertugas.
	ii	Surat pengesahan melapor diri tempat bertugas baru.
	iii	Lampiran Pengiraan Tunggakan elaun (jika berkenaan).
	iv	Salinan slip gaji / <i>open paysheet</i> (yang berkaitan).
16 Bayaran Elaun Pembantu Khas atau Bahasa	i	Memorandum Rasmi kelulusan dari JKM.
	ii	Lampiran Pengiraan Tunggakan elaun (jika berkenaan).
	iii	Salinan slip gaji / <i>open paysheet</i> (yang berkaitan).

17	Bayaran Insentif Tugas Pengurusan Stor	i	Memorandum Rasmi kelulusan dari JKM.
		ii	Lampiran Pengiraan Tunggakan elaun (jika berkenaan).
		iii	Salinan slip gaji / open paysheet (yang berkaitan).
18	Bayaran Elaun Keraian Pejabat Daerah	i	Memorandum rasmi arahan perpindahan pegawai ke daerah tersebut.
		ii	Surat pengesahan melapor diri tempat bertugas baru.
		iii	Lampiran Pengiraan Tunggakan elaun (jika berkenaan).
		iv	Salinan slip gaji / open paysheet (yang berkaitan).
19	Bayaran Elaun Bertugas Kawasan Pedalaman	i	Salinan Surat Arahan Pertukaran Tempat Bertugas.
		ii	Surat pengesahan melapor diri tempat bertugas baru.
		iii	Lampiran B dan Lampiran C.
		iv	Lampiran Pengiraan Tunggakan elaun (jika berkenaan).
		v	Salinan slip gaji / open paysheet (yang berkaitan).
20	Bayaran Elaun Kritikal	i	Memorandum Rasmi kelulusan dari JKM jika perlu berdasarkan (Lampiran B5 – Pekeliling Perkhidmatan Bilangan 9 tahun 1991).
		ii	Lampiran Pengiraan Tunggakan elaun (jika berkenaan).
		iii	Salinan slip gaji / open paysheet (yang berkaitan).
21	Potongan Pendidikan: MARA / Yayasan	i	Borang Allotment (T.228).
		ii	Surat dari agensi pinjaman berkenaan dengan jumlah potongan bulanan.
22	Tambahan Potongan dan Pemberhentian potongan Tabung Haji	i	Borang Tabung Haji (Potongan).
		ii	Surat dari Pegawai (Pemberhentian).
23	Menghentikan Potongan KWSP / Pemberian Taraf Berpencen	i	Memorandum Rasmi pemberian taraf berpencen dari JKM.
		ii	Salinan slip gaji / open paysheet (yang berkaitan).
24	Potongan Cukai Khas	i	Jadual Potongan Cukai dari LHDN (CP38).
		ii	Salinan slip gaji / open paysheet (yang berkaitan).
25	Potongan dan Pemberhentian Zakat Pendapatan	i	Borang Potongan Zakat Pendapatan atau Surat Arahan Potongan dari Baitulmal.
26	Potongan ETIQA	i	Surat dari Etiqa Insuran.
		ii	Salinan slip gaji / open paysheet (yang berkaitan)
27	Potongan Pendidikan : SPAN	i	Surat dari agensi pinjaman berkenaan dengan jumlah potongan bulanan.
28	Pinjaman Persekutuan PTPTN	i	Surat dari agensi pinjaman berkenaan dengan jumlah bayaran.
29	Pinjaman lain-lain agensi	i	Surat dari agensi pinjaman berkenaan dengan jumlah bayaran.
30	Potongan Kumpulan Wang Amanah Pelajar Miskin (KWAPM)	i	Surat dari agensi pinjaman berkenaan dengan jumlah bayaran.
		ii	Borang Alotmen (T.228)
31	PERKESO	i	Surat kelulusan nombor majikan.
		ii	Borang kelulusan nombor pekerja (Borang 8A)
		iii	Salinan slip gaji.

SPP Bil. 1/20

**B Pegawai Kerajaan - One Line Vote**

1	Lantikan Pertama	i	Salinan Surat Tawaran atau Notis Lantikan.
		ii	Salinan Surat Pengesahan Melapor diri dari Jabatan.
		iii	Salinan Kad Pengenalan (Depan dan Belakang).
		iv	Salinan Buku Bank / Penyata Akaun Bank terkini.
		v	Salinan Kad / Penyata Ahli KWSP.
		vi	Lampiran Pengiraan Tunggakan gaji/elaun (jika berkenaan).
		vii	Salinan Penyata Cukai Pendapatan (jika berkenaan).
2	Tamat Tempoh / Kematian / Perletakan Jawatan / Ditamatkan	i	Salinan Notis Tamat Tempoh / Notis pemberitahuan kematian / surat perletakan jawatan / surat pemberitahuan ditamatkan.
		ii	Lampiran Pengiraan gaji/elaun (jika berkenaan).
		iii	Salinan slip gaji / <i>open paysheet</i> (yang berkaitan).

**C Ketua Masyarakat**

1	Lantikan Pertama / Perlantikan Semula	i	Salinan Notis Perlantikan atau lantikan semula.
		ii	Salinan Kad Pengenalan (Depan dan Belakang).
		iii	Salinan Buku Bank / Penyata Akaun Bank terkini.
		iv	Salinan Kad / Penyata Ahli KWSP jika mencarum.
		v	Lampiran Pengiraan gaji/elaun (jika berkenaan).
		vi	Salinan slip gaji / <i>open paysheet</i> (yang berkaitan).
2	Tamat Tempoh / Kematian / Perletakan Jawatan / Ditamatkan	i	Salinan Notis Tamat Tempoh / Notis pemberitahuan kematian / surat perletakan jawatan / surat pemberitahuan ditamatkan.
		ii	Salinan slip gaji / <i>open paysheet</i> (yang berkaitan).

**D Ketua Kaum**

1	Lantikan Pertama / Perlantikan Semula / Elaun Setiausaha Lantikan Pertama / Perlantikan Semula / Elaun Setiausaha	i	Salinan Notis Perlantikan atau lantikan semula.
		ii	Salinan Kad Pengenalan (Depan dan Belakang).
		iii	Salinan Buku Bank / Penyata Akaun Bank terkini.
		iv	Jadual Pengiraan tunggakan elaun (jika berkenaan).
		v	Salinan slip gaji / <i>open paysheet</i> (yang berkaitan).
		i	Salinan Notis Perlantikan atau lantikan semula.
		ii	Salinan Kad Pengenalan (Depan dan Belakang).
2	Tamat Tempoh / Kematian / Perletakan Jawatan / Ditamatkan	i	Salinan Notis Tamat Tempoh / Notis pemberitahuan kematian / surat perletakan jawatan / surat pemberitahuan ditamatkan.
		ii	Salinan slip gaji / <i>open paysheet</i> (yang berkaitan).



## JABATAN PERBENDAHARAAN NEGERI SARAWAK

## BORANG PERMOHONAN PERLANTIKAN / PERUBAHAN AKSES KE SISTEM eBORANG INPUT (T.156A)

## (A) UNTUK DILENGKAPKAN OLEH PEMOHON/ PUSAT TANGGUNGJAWAB (PTJ)

## 1. PERMOHONAN UNTUK :

Nota :

Sila kemukakan contoh tandatangan melalui kad spesimen kepada Perbendaharaan Bahagian Gaji bagi Pegawai Melulus Borang Input (Authoriser) dan tandakan (/) pada ruangan di bawah:


Perlantikan Pengguna Baru

Pemberhentian Akses Pengguna ( Isikan Ruang 2 (ii)\* )

Pertukaran Akses Pengguna ( Isikan Ruang 2(i) &amp; 2(ii) )

## 2. BUTIRAN PERMOHONAN

## (i) Perlantikan Pengguna Baru

Bil	Nama	Jawatan/ Gred	No. Gaji	ID Pengguna	Peranan/ Fungsi	Kod Pusat Bayaran/ Jabatan

## (ii) Pemberhentian Akses Pengguna

Bil	Nama	Jawatan/ Gred	No. Gaji	ID Pengguna	Peranan/ Fungsi	Kod Pusat Bayaran/ Jabatan

## 3 JUSTIFIKASI PERMOHONAN

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## (B) PENGESAHAN PTJ OLEH KETUA JABATAN/ PEGAWAI YANG DIBERI KUASA

Saya mengesahkan bahawa semua butiran di atas adalah betul

Nama : \_\_\_\_\_

Jawatan : \_\_\_\_\_

Tandatangan : \_\_\_\_\_

Tarikh : \_\_\_\_\_

Cop Jabatan : 

--

Permohonan tersebut adalah:


Diluluskan  
Tidak Diluluskan
\_\_\_\_\_  
Akauntan Kanan ( Unit Gaji )

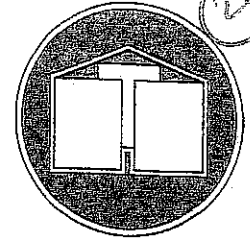
Tarikh :

<b>Bil.</b>	<b>SURAT PEKELILING PERBENDAHARAAN</b>	<b>NOMBOR RUJUKAN</b>	<b>TARIKH PEKELILING</b>	<b>CATATAN</b>
329.	Tarikh Dan Peraturan Pembayaran Emolumen Tahun 2022	7/2021	24.12.2021	Tidak lagi relevan
330.	Input Form T.156a - Amendment To Payroll/First Appointment	6/1983	11.11.1983	Tidak lagi relevan
331.	Proseduar Penghantaran Borang T156A Di Bawah Sistem Belanjawan Baru (New Budgeting System-NBS) (Pindaan)	3/2001	04.09.2001	Tidak lagi relevan

# JABATAN PERBENDAHARAAN NEGERI SARAWAK

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Faksimili: 082-495804 (Pentadbiran dan Sumber Manusia)  
Faksimili: 082-495807 (Perancangan)  
Faksimili: 082-495808 (Gaji)  
Faksimili: 082-495817 (Akaun)  
Faksimili: 082-495990 (Hasil)  
Faksimili: 082-495991 (Pengurusan Dana)



## SURAT PEKELILING PERBENDAHARAAN NEGERI SARAWAK BIL. 7/2021

**PERKARA : TARIKH DAN PERATURAN PEMBAYARAN EMOLUMEN TAHUN 2022**

### 1.0 TUJUAN

Surat Pekeliling ini bertujuan untuk memaklumkan:-

- 1.1 Tarikh pembayaran emolumen bulanan bagi tahun 2022; dan
- 1.2 Peraturan yang perlu dipatuhi oleh Kementerian/Jabatan bagi memastikan tatacara pengurusan bayaran emolumen dapat dilaksanakan dengan tepat, betul dan emolumen dibayar mengikut tarikh yang ditetapkan.

### 2.0 PERATURAN DAN PROSES KERJA PEMBAYARAN EMOLUMEN

#### 2.1 Tarikh Pembayaran Emolumen

Tarikh pembayaran emolumen bulanan bagi tahun 2022 adalah seperti di **Lampiran A** dan ditetapkan berdasarkan Arahan Perbendaharaan (AP) 105 yang berkuat kuasa selaras dengan kelulusan Setiausaha Kewangan Negeri Sarawak rujukan SFS/00046/4(30) bertarikh 13 Disember 2021.

#### 2.2 Tanggungjawab Pegawai Pengendali Sistem e-Salary

Bagi memastikan pembayaran emolumen yang tepat dan dibayar mengikut tarikh yang ditetapkan, beberapa garis panduan telah disediakan seperti di **Lampiran B** untuk dirujuk dan dipatuhi semua Pegawai Pengawal dan pegawai yang terlibat dalam memproses emolumen di kementerian dan jabatan masing-masing. Senarai dokumen sokongan bagi e-Borang Input

(T.156A) untuk proses pembayaran emolumen seperti di Lampiran B1 juga disediakan sebagai rujukan.

### 3.0 TARIKH KUATKUASA

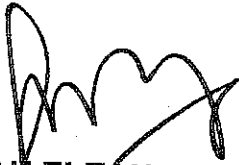
Pekeliling ini berkuatkuasa mulai **3 Januari 2022** sehingga semua urusan penyediaan dan pembayaran emolumen tahun 2022 selesai sepenuhnya.

Sekian, terima kasih.

*"TEPAT RAMAH WAKTU"*

*"BERSATU BERUSAHA BERBAKTI"*

*'AN HONOUR TO SERVE'*



(HAJAN ELEAN BINTI MASA'AT)  
AKAUNTAN NEGERI SARAWAK

Rujukan : TRY:301004(VOL.6)/23

Tarikh : 24 Disember 2021

**Agihan kepada :**

1. Setiausaha Kerajaan Negeri Sarawak
2. Peguam Besar Negeri Sarawak
3. Setiausaha Kewangan Negeri Sarawak
4. Setiausaha Tetap (Semua Kementerian)
5. Residen (Semua Bahagian)
6. Ketua Jabatan Negeri (Semua Jabatan)

**Salinan kepada :** Akauntan Perbendaharaan Bahagian (Semua Bahagian)

## TARIKH PEMBAYARAN EMOLUMEN BAGI TAHUN 2022

Bil.	BAYARAN EMOLUMEN			Tarikh e-Slip Gaji di "upload" dalam emel pegawai
	Bulan	Tarikh	Hari	
1	Januari	25 Januari	Selasa	24 Januari
2	Februari	25 Februari	Jumaat	24 Februari
3	Mac	25 Mac	Jumaat	24 Mac
4	April	25 April	Isnin	24 April
5	Mei	23 Mei	Isnin	22 Mei
6	Jun	24 Jun	Jumaat	23 Jun
7	Julai	25 Julai	Isnin	24 Julai
8	Ogos	25 Ogos	Khamis	24 Ogos
9	September	23 September	Jumaat	22 September
10	Oktober	25 Oktober	Selasa	24 Oktober
11	November	25 November	Jumaat	24 November
12	Disember	19 Disember	Isnin	18 Disember

## Surat Pekeliling Perbendaharaan Negeri Sarawak Bil. 7/2021

NOTA : (1) AP 105(a) : Kecuali sebagaimana dibenarkan oleh ketua Setiausaha Perbendaharaan atau Pegawai Kewangan Negeri, emolumen tidak boleh dibayar sebelum 25 hari bulan dalam bulan emolumen itu kena dibayar. Walaubagaimanapun, jika 25 hari bulan jatuh pada hari Sabtu atau Ahad bayaran boleh dibuat oleh Jabatan pada hari kerja akhir sebelum hari Sabtu.

(2) Hanya e- Borang Input yang disokong dengan dokumen yang lengkap dan diterima oleh JPNS akan diproses.

**GARIS PANDUAN PROSES DAN PEMBAYARAN EMOLUMEN****1.0 Tanggungjawab Pegawai Pengawal****1.1. Penurunan Kuasa Bertulis**

Pegawai Pengawal hendaklah memastikan pegawai yang dipertanggungjawab untuk menyedia dan memproses emolumen bagi Kementerian/Jabatan/Pejabat Pentadbiran hendaklah diturunkan kuasa secara bertulis selaras Arahan Perbendaharaan 11 (a).

**1.2 Akses Sistem Dan Kad Spesimen Tandatangan**

Sebarang permohonan pelantikan atau perubahan pegawai untuk akses sistem eSalary untuk eBorang Input (T.156A) hendaklah menggunakan Borang Permohonan Perlantikan / Perubahan Akses ke Sistem eBorang Input bersama dengan Kad Spesimen Tandatangan. (SPP No.2/2013)

Kad Spesimen Tandatangan hendaklah digunakan oleh Ketua Jabatan atau Pegawai yang diberi kuasa secara rasmi dalam penyediaan Borang Input. Pemegang waran adalah bertanggungjawab untuk melengkapkan kad spesimen tersebut bagi pegawai yang diberi kuasa untuk menandatangani T.156A seperti yang ditetapkan dalam Surat Pekeliling Perbendaharaan Negeri Sarawak No.2/2013.

Kad Spesimen Tandatangan yang lengkap hendaklah dikemukakan ke Ibu Pejabat, Jabatan Perbendaharaan Negeri Sarawak (JPNS). Ianya perlu dikemaskini setiap kali ada pertukaran pegawai yang diberi kuasa.

**1.3 eBorang Input (T.156A)**

Pegawai Pengawal hendaklah memastikan pegawai yang bertanggungjawab dengan urusan pembayaran emolumen kementerian/jabatan mengunci masuk data ('data entry') T.156A melalui Sistem e-Salary berdasarkan tarikh sasaran, yang ditetapkan Jabatan Perbendaharaan Negeri Sarawak (JPNS).

## GARIS PANDUAN PROSES DAN PEMBAYARAN EMOLUMEN

### 1.4 Dokumen Sokongan T.156A

Pegawai Pengawal hendaklah memastikan T.156A disokong dengan dokumen sokongan yang betul dan lengkap serta dikemukakan ke Ibu Pejabat, Jabatan Perbendaharaan Negeri Sarawak (JPNS) mengikut tarikh yang telah ditetapkan. Implikasi ketidakpatuhan kepada arahan ini akan menyebabkan sebarang pindaan emolumen tidak dapat diproses dalam bulan semasa.

### 1.5 Semakan dan pengemaskinian data pegawai

Pegawai Pengawal hendaklah memastikan butiran pegawai sentiasa dikemaskini melalui e-Salary. Ini adalah untuk mengelak masalah pembayaran gaji pegawai apabila ada butiran pegawai yang berubah. Mana-mana butiran berikut yang ada perubahan perlu dikemaskini supaya pembayaran emolumen adalah tepat dan tidak berlaku emolumen terlebih/terkurang bayar.

Bil.	BUTIRAN
1	No. Kad Pengenalan Baru dan Lama
2	Nama dan No. Akaun Bank
3	Status Perkhidmatan
4	Taraf Jawatan (Tetap/JBC/Kontrak/Kontrak Berpencen/Pinjaman)
5	Taraf Pencen / KWSP
6	Tarikh Lantikan Pertama
7	Tarikh Lantikan Sekarang
8	Tarikh Akhir Perkhidmatan
9	Umur Bersara
10	Bulan Kenaikan Gaji
11	Status Percukaian
12	Kod Pusat Bayaran
13	Alamat emel

Pegawai Pengawal hendaklah memastikan semua butiran dan amaun yang dikunci masuk dalam T.156A adalah betul dan lengkap.

## GARIS PANDUAN PROSES DAN PEMBAYARAN EMOLUMEN

### 1.6 Laporan-Laporan Berkaitan Gaji

Pegawai Pengawal atau pegawai bertanggungjawab hendaklah mencetak laporan seperti butiran di bawah melalui Sistem eSalary untuk tindakan penyemakan, penyesuaian dan pengesahan akaun. Pegawai Pengawal hendaklah segera membuat pembetulan sebelum emolumen bulan berikutnya.

Bil	Nama Laporan	Kekerapan Penjanaaan	Tindakan Pegawai Pengawal
a.	<i>Paysheets</i>	Setiap Bulan	Cetak, semak dan sahkan emolumen pegawai adalah tepat dan betul.
b.	Senarai Pegawai Kerajaan/Ketua Masyarakat/Ketua Kaum yang akan bersara/tamat tempoh perkhidmatan	Setiap Bulan	Cetak, semak, sahkan dan kemukakan Borang Input R(A) dan R(B) kepada JPNS.
c.	<i>Payroll Totaling Sheets</i>	Setiap Bulan	Cetak, semak dan sahkan amaun adalah tepat dan betul.
d.	<i>60% Deduction Report</i>	Setiap Bulan	Pantau dan pastikan tiada pegawai yang mempunyai potongan 60% daripada emolumen bulanan.
e.	<i>Deduction List</i> (terutamanya KWSP, Cukai & PERKESO)	Setiap Bulan	Cetak, semak dan pastikan jumlah amaun telah diambil kira adalah betul.
f.	Senarai Kenaikan Gaji (T.63)	Januari, April, Julai, Oktober	Cetak, semak, sahkan dan kemukakan kepada JPNS mengikut tarikh yang ditetapkan oleh JPNS.
g.	Penyata Saraan Penggajian Majikan	Tahunan	Cetak, semak, sahkan butiran laporan dan kemukakan kepada Lembaga Hasil Dalam Negeri (LHDN) setiap tahun.
h.	Penyata Saraan daripada penggajian (EC form)	Tahunan	Cetak dan edar kepada semua kakitangan masing-masing bagi penghantaran eFiling. (Penghantaran Borang Cukai Pendapatan Secara Online)

### 1.7 Borang Input R untuk persaraan dan tamat kontrak

Pegawai Pengawal atau pegawai bertanggungjawab hendaklah menyemak dan meluluskan Input R(A) dan R(B) bagi setiap bulan yang dijana dari Sistem eSalary. Borang Input R(A) dan R(B) adalah untuk pembayaran emolumen untuk kakitangan yang akan tamat perkhidmatan (bersara/tamat tempoh kontrak dan lain-lain).



## GARIS PANDUAN PROSES DAN PEMBAYARAN EMOLUMEN

Bil	Jenis Input	Penerangan
a.	Input R (A)	<ul style="list-style-type: none"> <li>Dibuat dalam bulan terakhir kakitangan/ pegawai berkhidmat</li> <li>Pendapatan (sekiranya ada) untuk bulan terakhir hendaklah dikunci masuk secara <i>one-off</i> menggunakan input R(A) yang sama.</li> <li>Kod '<i>continuous</i>' untuk pendapatan dan potongan (sekiranya ada) hendaklah dikosongkan.</li> </ul>
b.	Input R (B)	<ul style="list-style-type: none"> <li>Dibuat dalam bulan berikutnya untuk pertukaran status perkhidmatan.</li> </ul>

### 1.8

#### Pengesahan Senarai Kenaikan Gaji Tahunan (KGT) (T.63)

Pegawai Pengawal atau pegawai bertanggungjawab hendaklah mencetak dan menyemak maklumat di dalam Senarai KGT (T.63), serta meluluskan Input J yang dijana oleh JPNS dalam sistem e-Salary berdasarkan bulan kenaikan gaji tahunan iaitu Januari, April, Julai dan Oktober.

T.63 yang telah disemak dan disahkan oleh Pegawai Pengawal perlu dikemukakan kepada JPNS mengikut tarikh yang ditetapkan oleh JPNS untuk mengemaskini data.

### 1.9

#### Perubahan Maklumat Biasa

Sebarang perubahan bagi maklumat pegawai yang tidak melibatkan Kenaikan Gaji Tahunan (KGT), hendaklah menggunakan T.156A (perubahan biasa) dan **tidak dibenarkan untuk menggunakan Input J.**

### 1.10

#### Emolumen Terlebih Bayar

Pegawai Pengawal adalah bertanggungjawab untuk mengutip balik emolumen yang terlebih dibayar daripada pegawai yang terlibat secepat mungkin dan mengikut prosedur yang ditetapkan.

**GARIS PANDUAN PROSES DAN PEMBAYARAN EMOLUMEN****2.0 Senarai Dokumen Sokongan T.156A**

Pegawai Pengawal atau pegawai bertanggungjawab hendaklah memastikan setiap T.156A disokong dengan dokumen sokongan seperti jadual di **LAMPIRAN B1**. Kegagalan mengemukakan dokumen sokongan yang betul akan menyebabkan T.156A tidak akan diproses dalam bulan yang sepatutnya.

Walau bagaimanapun, sekiranya didapati perlu dikepilkan dokumen selain daripada yang tersenarai, JPNS boleh memohon pihak kementerian/jabatan untuk mengemukakan dokumen-dokumen yang diperlukan. Pihak kementerian/jabatan adalah disaran untuk mencetak dan kepilkan *Employee Master* daripada sistem *e-Salary* untuk setiap perubahan maklumat kakitangan/pegawai.

**SENARAI DOKUMEN SOKONGAN BAGI BORANG INPUT T.156A**

A Pegawai Kerajaan			
I PROFAIL			
NO	PERKARA	BIL	DOKUMEN SOKONGAN
1	Lantikan Pertama  (i) Pegawai lantikan pertama (ii) Pegawai kontrak (iii) Kontrak pegawai pesara	i	Salinan Surat Tawaran atau Notis Lantikan.
		ii	Salinan Surat Pengesahan Melapor diri dari Jabatan.
		iii	Salinan Kad Pengenalan (Depan dan Belakang).
		iv	Salinan Buku Bank / Penyata Akaun Bank terkini.
		v	Salinan Kad / Penyata Ahli KWSP.
		vi	Lampiran Pengiraan Tunggakan gaji/elaun (jika berkenaan).
		vii	Salinan Penyata Cukai Pendapatan (jika berkenaan).
		viii	Salinan Surat Beranak/Kad Pengenalan (Depan dan Belakang)tanggungan bagi kemaskini status cukai.
2	Pelanjutan Kontrak	i	Salinan Surat Tawaran atau (Notis Lantikan- sekiranya ada)
		ii	Salinan Surat Pengesahan Melapor diri dari Jabatan.
		iii	Lampiran Pengiraan Tunggakan gaji/elaun
		iv	Salinan slip gaji.
II PENDAPATAN			
3	Anjakan Gaji (KGT)	i	Lampiran Pengiraan Tunggakan gaji/elaun (jika berkenaan).
		ii	Senarai Kenaikan Gaji T.63 yang telah diluluskan oleh pemegang waran
		iii	Salinan slip gaji.
4	Kenaikan Pangkat / Kenaikan Pangkat UntukPenyandang (KUP)/Timebase /Tukar Lantik	i	Surat Kelulusan Kenaikan Pangkat (C.M.O 16 / C.M.O 15).
		ii	Lampiran Pengiraan Tunggakan gaji/elaun (jika berkenaan).
		iii	Salinan slip gaji.
5	Hadiah Kenaikan Gaji	i	Memorandum Rasmi dari JKM bagi kelulusan hadiah kenaikan gaji.
		ii	Salinan notis pelantikan.
		iii	Lampiran Pengiraan Tunggakan gaji/elaun (jika berkenaan).
		iv	Salinan slip gaji.
6	Pelarasan Gaji	i	Memorandum rasmi berkenaan pelarasan gaji.
		ii	Jadual Pemindahan Gaji (Jadual Gaji Maksimum Minimum).
		iii	Lampiran Pengiraan Pelarasan gaji/elaun (jika berkenaan).
		iv	Salinan slip gaji.
7	Bersara / Kematian /Perletakan Jawatan /Ditamatkan	i	Salinan Notis Bersara / Notis pemberitahuan kematian / surat perletakan jawatan / surat pemberitahuan ditamatkan ( C.M.O 14).
		ii	Lampiran Pengiraan gaji / elaun (jika berkenaan).
		iii	Salinan slip gaji.
8	Pertukaran Nombor Akaun Bank	i	Salinan Buku Bank / Penyata Akaun Bank terkini.

NO	PERKARA	BIL	DOKUMEN SOKONGAN
9	Pertukaran Kod Pusat Bayaran	i	Salinan surat arahan pertukaran tempat bertugas / surat pelarasan butiran gaji.
10	(i) Elaun Memangku (ii) Elaun Menanggung  ( Kali Pertama )	i	Kelulusan Lantikan Memangku - B1 atau kelulusan daripada Setiausaha Negeri.
		ii	Lampiran Pengiraan Elaun.
		iii	Borang JKM/SM/EMTK/1/98.
		iv	Salinan slip gaji.
11	(i) Elaun Memangku (ii) Elaun Menanggung  ( Kali Kedua untuk jawatan sama dalam tahun yang sama )	i	Kelulusan Lantikan Memangku - B1 atau kelulusan daripada Setiausaha Negeri / Suruhanjaya Perkhidmatan Awam.
		ii	Lampiran Pengiraan Elaun.
		iii	Borang JKM/SM/EMTK/1/98.
		iv	Salinan slip gaji .
12	(i) Elaun Memangku (ii) Elaun Menanggung  ( Lanjutan )	i	Kelulusan Lantikan Memangku - B1 atau kelulusan daripada Setiausaha Negeri. / Suruhanjaya Perkhidmatan Awam.
		ii	Surat kelulusan dari SPA bagi pemangku yang melebihi 180 hari.
		iii	Lampiran Pengiraan Elaun.
		vi	Borang JKM/SM/EMTK/1/98.
		vii	Salinan slip gaji.
13	Pembayaran Imbuhan Tetap Perumahan(ITP)	i	Moving Out Certificate (Borang H).
		ii	Lampiran Pengiraan Tunggakan elaun ( jika berkenaan ).
		iii	Salinan slip gaji.
14	Pemberhentian Bayaran Imbuhan Tetap Perumahan(ITP)	i	Tawaran menduduki kuarters - Moving In Certificate(Borang G)
		ii	Lampiran Pengiraan Tunggakan elaun (jika berkenaan).
		iii	Salinan slip gaji.
15	Bayaran Elaun Hidup Susah	i	Salinan surat arahan pertukaran tempat bertugas.
		ii	Surat pengesahan melapor diri tempat bertugas baru.
		iii	Lampiran Pengiraan Tunggakan elaun (jika berkenaan).
		iv	Salinan slip gaji.
16	Bayaran Pelbagai (i) Elaun Pembantu Khas /Dwi Bahasa (ii) Bayaran Insentif Tugas Kewangan (BITK) (iii) Bayaran Insentif Tugas Pengurusan Stor (BITPS) (iv) Elaun Kritikal (v) Elaun Tanggungjawab	i	Memorandum Rasmi kelulusan dari JKM.
		ii	Lampiran Pengiraan Tunggakan elaun (jika berkenaan).
		iii	Salinan slip gaji .
17	Bayaran Elaun Keraian Pejabat Daerah	i	Memorandum rasmi arahan perpindahan pegawai ke daerah tersebut
		ii	Surat pengesahan melapor diri tempat bertugas baru.
		iii	Lampiran Pengiraan Tunggakan elaun (jika berkenaan).
		iv	Salinan slip gaji.
18	Bayaran Elaun Bertugas Kawasan Pedalaman (EBKP)	i	Salinan Surat Arahan Pertukaran Tempat Bertugas.
		ii	Surat pengesahan melapor diri tempat bertugas baru.
		iii	Senarai Kawasan yang layak dibayar EBKP ( Lampiran A )
		iv	Lampiran Pengiraan Tunggakan elaun (jika berkenaan).
		v	Salinan slip gaji.

III POTONGAN EMOLUMEN		
NO PERKARA	BIL	DOKUMEN SOKONGAN
19 Menghentikan Potongan KWSP/ Pemberian Taraf Berpencen	i	Memorandum Rasmi pemberian taraf berpencen dari JKM.
20 Potongan Cukai Khas	ii	Salinan slip gaji.
	i	Jadual Potongan Cukai dari LHDN (CP38).
21 PERKESO	ii	Salinan slip gaji
22 Pelbagai Potongan Agensi	i	Surat tawaran / notis lantikan kontrak.
(i) Tabung Haji	i	Surat / Borang dari agensi berkenaan dengan jumlah potongan.
(ii) Zakat		
(iii) Wakaf		
(iv) Peryatim		
(v) Masjid Jamek		
(vi) Assar	ii	Salinan Slip Gaji.
(vii) Takaful		
(viii) Etiqa		
(ix) Kesturi		
23 Potongan Agensi (Pinjaman dan lain-lain)	i	Borang Alotmen (T.228)
(i) Borneo Housing		
(ii) Housing Development Corporation	ii	Surat / Borang dari agensi berkenaan dengan jumlah bayaran / potongan
(iii) Perumahan Mutiara Mortgage and Credit Sdn. Bhd.		
(iv) Petronesa	iii	Salinan slip gaji
(v) Angkasa		
(vi) Koperkasa		
(vii) KOHAB		
(viii) Kelab Sosial & Rekreasi SFS		
(ix) Kumpulan Wang Amanah Pelajar Miskin (KWAPM)		
24 Pinjaman Kerajaan	i	Borang Alotmen (T.228).
(i) Peti Sejuk		
(ii) Ketuhar	ii	Surat dari agensi pinjaman berkenaan dengan jumlah bayaran.
(iii) Mesin Basuh		
(iv) Komputer	iii	Salinan slip gaji
(v) Kenderaan		
25 Kutipan Balik Emolumen Terlebih Bayar	i	Kelulusan dari Setiausaha Kewangan Negeri sekiranya tempoh kutipan balik melebihi 36 bulan.
	ii	Lampiran pengiraan dan jadual tempoh bayaran balik.
	iii	Salinan slip gaji
26 Pinjaman Persekutuan PTPTN	i	Surat atau dokumen dari agensi pinjaman berkenaan dengan jumlah bayaran.
27 Potongan Alotmen	i	Surat dari agensi pinjaman berkenaan dengan jumlah potongan.
(i) Mara	ii	Salinan slip gaji terkini
(ii) Yayasan		
(iii) Nafkah	i	Surat Arahan Mahkamah
	ii	Salinan Kad Pengenalan Penerima (Depan dan Belakang)
	iii	Salinan Buku Bank / Penyata Akaun Bank Penerima
	iv	Salinan slip gaji terkini
(iv) Jabatan Insolvensi	i	Surat daripada Jabatan Insolvensi termasuk surat pengaktifan semula akaun Bank
	ii	Salinan Buku Bank / Penyata Akaun Bank yang diluluskan oleh Jabatan Insolvensi
	iii	Salinan slip gaji terkini

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B Ketua Masyarakat			
NO	PERKARA	BIL	DOKUMEN SOKONGAN
1	Lantikan Pertama / Perlantikan Semula	i	Salinan Sijil Lantikan atau lantikan semula.
		ii	Salinan Kad Pengenalan (Depan dan Belakang)
		iii	Salinan Buku Bank / Penyata Akaun Bank terkini (ada nama penerima )
		iv	Salinan Kad / Penyata Ahli KWSP jika mencarum.
		v	Lampiran Pengiraan gaji / tunggakan gaji (jika berkenaan).
		vi	Salinan slip gaji.
2	Tamat Tempoh / Kematian / Perletakan Jawatan / Ditamatkan	i	Salinan Sijil Lantikan Tamat Tempoh / Notis pemberitahuan kematian / surat perletakan jawatan / surat pemberitahuan ditamatkan.
		ii	Lampiran Pengiraan gaji /elaun (jika berkenaan).
		iii	Salinan slip gaji.
C Ketua Kaum /Setiausaha JKKK			
1	Lantikan Pertama / Perlantikan Semula / ElaunSetiausaha	i	Salinan Sijil Lantikan atau lantikan semula.
		ii	Salinan Kad Pengenalan (Depan dan Belakang).
		iii	Salinan Buku Bank / Penyata Akaun Bank terkini. (ada nama penerima )
		iv	Lampiran Pengiraan elaun / tunggakan elaun (jika berkenaan).
		v	Salinan slip gaji.
2	Tamat Tempoh / Kematian / Perletakan Jawatan / Ditamatkan	i	Salinan Sijil Lantikan Tamat Tempoh / Notis pemberitahuan kematian / surat perletakan jawatan / surat pemberitahuan ditamatkan.
		ii	Lampiran Pengiraan elaun (jika berkenaan).
		iii	Salinan slip gaji.

INPUT FORM T. 156AAmendment to Payroll/First Appointment

Upon the installation of a new computer machine in the State Treasury Headquarters, Kuching in November, 1983, it has become necessary to revise the existing Input Form T.156A. Further, all State Ministries and Departments will henceforth be required to adapt to the computerised payroll system by doing the necessary calculations relating to payment of salaries, allowances and/or deductions to be effected through the January, 1984 monthly paysheets and enter such data in the revised Input Form T.156A. (Revised 8/83).

2. In cases of first appointment, appointment by transfer, ordinary transfer, resignation/retirement/interdiction/dismissal and allotment etc., the T.156A (Revised 8/83) should be supported by the usual Engagement Notice, Appointment by Transfer Notice, Transfer Notice, the Termination of Service Notice and Allotment Form T.228 etc.
3. To facilitate the completion of Form T.156A (Revised 8/83), the necessary procedures are appended below for your guidance and information:-  
Form T.156A:

Section 1: This should be filled in on all occasions.  
In respect of each case, insert a tick in the appropriate box provided; e.g. in the case of promotion which affects salary group, scale, future salary and incremental date, then tick the 3rd box. In the case of payment of acting allowance, tick the 4th box; and if it is a transfer (including transfer from State to Federal department and vice versa), put a tick in the 1st box.

Section 2: (a) This is to be filled in full in the case of a First Appointment, but the Pay Number will be allocated and inserted by the Treasury Office.

If it is a transfer, fill in item 3 only and leave out all others; and if it be a case of resignation, then complete item 7 only and leave all others blank.

(b) Name (Item 2) - Spelling of an officer's name should be correct following that shown in Identity Card and Engagement Notice. Leave one space empty in between words; e.g. names of officers, James Lim Ah Soon and Abang Abdul Rahman should be filled in thus:-

J	a	m	e	s		L	i	m		A	h		S	o	o	n	
---	---	---	---	---	--	---	---	---	--	---	---	--	---	---	---	---	--

A	b	a	n	g		A	b	d	u	l		R	a	h	m	a	n			
---	---	---	---	---	--	---	---	---	---	---	--	---	---	---	---	---	---	--	--	--

(c) Race (Item 5) - If the officer is a Malay and Sarawakian, then fill in the two spaces provided with the figures "11". If he is a Bidayuh, fill in "15"; if a Chinese, fill in "22"; and if a Semananjung Malay, fill in "31".

(d) Items 6, 7 & 18 - the letters in brackets (D/M/Y) denote the day, month & year; and should be filled in figures; e.g. if the date employed happens to be 1st April, 1983, fill in thus:-

0	1	/	0	4	/	8	3
---	---	---	---	---	---	---	---

(e) Incremental Date (Item 15) - If the incremental date is February, fill in the two spaces provided with the figures "02". If the maximum salary has been reached in a scale or fixed salary is payable per month, then fill them with "00".

(f) Future salary (Item 16) - Assuming the amount of salary after the increment or first appointment to be \$1,505.00, then fill in the figure "1" in front of the comma provided in the box, followed by the figures "505" and finally followed by the figures "00" after the full-stop; e.g.

1	,	5	0	5	.	0	0
---	---	---	---	---	---	---	---

(g) Appointment (Item 17) - Should the designation or post be a lengthy one, abbreviate or shorten it appropriately; e.g. Senior Executive Engineer or Senior Executive Forester may be abbreviated or shortened to be Sr. Executive Engineer and Sr. Executive Forester respectively; and as in Item 2 in respect of "Name", leave one space blank in between words thus:-

S	r	.		E	x	e	c	u	t	i	v	e		E	n	g	i	n	e	e	r
---	---	---	--	---	---	---	---	---	---	---	---	---	--	---	---	---	---	---	---	---	---

(h) EPF/W&OP/GEPF Membership No. (Item 19) - It is very important to ensure that two of the three funds named must be deleted always; and the membership number filled therein.

(i) Bank/Branch Codes (Item 12) - If an officer's salary is being credited to, say, Bank Bumiputra at Limbang, the codes to be filled in should be thus:-

1	1	/	0	5
---	---	---	---	---

Section 3: In this, state the reasons and descriptions for alterations/adjustments quoting the relevant authority reference for the payment of, say, acting allowance or deductions, etc. In respect of occupation of Government quarters, state the type of quarters, date of occupying quarters (or date of vacating; such quarters as the case may be) and if sharing with others,



state names, pay no., department & station of the others. In the case of increments, attach the approved Incremental Lists (Form T.63) to support the T.156A which should be signed by an authorised officer of the department after Sections 4, 5 & 6 (if applicable) are also completed.

Section 4: This is meant for filling in amount of earnings including salary and allowances as listed under codes 01 to 27 on the right-hand side of the Form (with provision for future increase up to code 50). The payment should be for full month until further notice; e.g. (i) a clerk C.11 was first appointed w.e.f. 1.10.1983 vide Engagement Notice of 15.10.1983 and Input Form T.156A (Revised 8/83) for first appointment is needed for November, 1983 paysheet. Beside entering this officer's personal particulars in Sections 1, 2 & 3, the following should be entered under the respective columns in Section 4:-  
Salary \$370.00 under code "01", (preprinted on the Form), Regional allowance \$83.00 under code "02", (preprinted), and Civil Service allowance \$45.00 under code "26", (preprinted). The column for "Old Amount" is for filling in the present amount e.g. in case of promotion or increment. However, if it is not applicable as in the case of first appointment, then fill in the figures "00" or leave this column blank.  
(ii) Acting allowance stretching over a considerable period - e.g. A clerk C.11 drawing a clean wage of \$645.00 acting as a senior clerk w.e.f. 15.10.1983 until the post is substantively filled. Thus, the amount of acting allowance for the broken period from 15.10.1983 to 31.10.1983 amounting to \$216.61  $(\$1,040 - \$645) \times \frac{17}{31}$  and difference of regional allowance for the same period amounting to \$29.06  $(\$182 - 129) \times \frac{17}{31}$  should be entered in Section 6 under code 3 of the "Plus" column and the allowance of \$448  $\{(\$1,040 + 182) - (\$645 + 129)\}$  for the complete month - November and thereafter should be entered in Section 4 under code 03. However, if by the time the approval is obtained for the payment of the acting allowance, it is too late to include the November allowance in the November paysheet, then the arrears of acting allowance from 15.10.83 to 30.11.83 should be entered in Section 6 while the December allowance is entered in Section 4 until further notice.

Section 5: This is for filling in amount of various deductions as listed under Code 51 to 71 on the right-hand side of the Input Form (with provision for future increase up to code 99). The deduction should be for full month until further notice. The column for "Old Amount" is for filling in the present amount and in the case of first appointment, the figure "00" are to be inserted or leave this column blank. Taking the same example in Section 4, the following should be entered under "New Amount" column:- \$35.00 under code 57 for EPF

contribution based on October, 1983 salary of clerk appointed on 1.10.1983.

Section 6: This is for adjustment in the current year of amount of earning calculated for broken period and arrears to be shown under the "Plus" or "Minus" column as the case may be of code 01 to 27 (with provision for future increase up to code 50); e.g. the acting allowance for broken period as illustrated in Section 4 above.

This Section is also for adjustment in the current year of amount of deduction calculated for broken period and arrears to be shown under the "Plus" or "Minus" column as the case may be under the appropriate deduction code 51 to 71 (with provision for future increase up to code 99); e.g. recovery of salary advance to clerk appointed on 1.10.1983 whose pay is only included in November paysheet is to be shown under code 68 of the "Plus" Column.

The adjustment is temporary and will appear once in the paysheet.

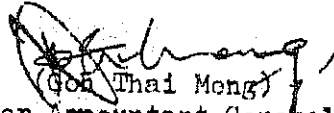
For both Sections 4 and 5, please note that in the case of resignation, retirement, termination of service, dismissal, transfer to Federal department, etc. of an officer, the Ministry/Department concerned should complete them by filling in the figures "00" under the "New Amount" column and the present amount in the "Old Amount" column supported by a Form CMO 14 (Revised 9/69) and the effective date in which salary, allowances and/or deduction should cease.

4. The Input Form should normally reach the State Treasury Headquarters, Kuching at least two months before the relevant payday. If such Input Form for alteration/adjustment is not received in time, it will be assumed that there is no alteration/adjustment for the particular month's paysheet. It is stressed that such form should be signed and sent to the State Treasury Headquarters, Kuching only after it has been verified as correct. Any Input Form found to be incorrect will be returned, after checking, for further action.

5. If a new bank/earning/deduction code not listed in the Input Form or a new code of Station/Department/Section not listed in the Code Booklet is desired, Ministry/Department should obtain it from the State Treasury Headquarters, Kuching before any further action is taken to fill the form.

6. Ministry/Department should indent the Input Form and the Code Booklet from the Government Printing Office. The old Input Form T.156A should cease to be used.

" HIDUP SELALU BERHIDMAT "

  
(Goh Thai Meng)  
for Accountant-General,  
Sarawak.

Kuching : 11th November, 1983.

Distribution:

All Ministries;  
All Residents and Heads of State Departments;  
All Divisional Treasuries;  
All Stations.

LIST OF REFERENCES FOR DEDUCTION

- Code 51 )  
52 )  
70 ) Copy of vehicle/Fridge advance payment voucher from State  
71 ) Treasury Headquarters, Kuching.
- 53 Completed Form T.228 and Form ASN (AA/44c)  
54 Completed Form T.228  
55 Completed Form T.228  
56 5% of clean wage  
57 Third Schedule (Section 7) appended to Panduan untuk  
Majikan-Majikan issued by K.W.S.P. (See Appendix A)  
58 Schedule - Monthly Standard Tax Deductions issued by  
Inland Revenue Department (See Appendix B)  
59 Form I.R.D. 62 issued by Inland Revenue Department  
60 Subscription Fee fixed by S.G.O.U.  
61 Lists provided by Sarawak Government Employees Co-operative  
Thrift & Loan Society Ltd., Kuching.  
62 Completed Form T.228  
63 Paragraph 72 of Service Circular No. 9/1971 and existing  
rulings  
64 Appropriate authorisation  
65 Sarawak W. & O.P.F. Rates of Contribution (See Appendix C)  
66-7 Completed Form T.228  
68 Recovery (Green) copy of Form T.75  
69 Completed Form T.228.

# 2. The

Ordinance of the Third Schedule to the Employees Provident Fund Act of 1951 is amended by substituting the following

## APPENDIX A

Amendment of Third Schedule.

### THIRD SCHEDULE

(Section 7)

AMOUNT OF WAGES FOR THE MONTH	DATE OF CONTRIBUTIONS FOR THE MONTH			
Wages	By the employee	By the employer	Total contributions	
From \$ 00.01 to \$ 10.00	Nil	Nil	Nil	
From 10.01 to 20.00	\$ 2.00	\$ 3.00	\$ 5.00	
From 20.01 to 30.00	4.00	5.00	9.00	
From 30.01 to 40.00	6.00	7.00	13.00	
From 40.01 to 50.00	8.00	9.00	17.00	
From 50.01 to 60.00	9.00	11.00	20.00	
From 60.01 to 70.00	11.00	14.00	25.00	
From 70.01 to 80.00	13.00	16.00	29.00	
From 80.01 to 90.00	15.00	18.00	33.00	
From 90.01 to 100.00	17.00	20.00	37.00	
From 100.01 to 120.00	18.00	22.00	40.00	
From 120.01 to 140.00	20.00	25.00	45.00	
From 140.01 to 160.00	22.00	27.00	49.00	
From 160.01 to 180.00	24.00	29.00	53.00	
From 180.01 to 200.00	26.00	31.00	57.00	
From 200.01 to 220.00	27.00	33.00	60.00	
From 220.01 to 240.00	29.00	36.00	65.00	
From 240.01 to 260.00	31.00	38.00	69.00	
From 260.01 to 280.00	33.00	40.00	73.00	
From 280.01 to 300.00	35.00	42.00	77.00	
From 300.01 to 320.00	36.00	44.00	80.00	
From 320.01 to 340.00	38.00	47.00	85.00	
From 340.01 to 360.00	40.00	49.00	89.00	
From 360.01 to 380.00	42.00	51.00	93.00	
From 380.01 to 400.00	44.00	53.00	97.00	
From 400.01 to 420.00	45.00	55.00	100.00	
From 420.01 to 440.00	47.00	58.00	105.00	
From 440.01 to 460.00	49.00	60.00	109.00	
From 460.01 to 480.00	51.00	62.00	113.00	
From 480.01 to 500.00	53.00	64.00	117.00	
From 500.01 to 520.00	54.00	66.00	120.00	
From 520.01 to 540.00	56.00	69.00	125.00	
From 540.01 to 560.00	58.00	71.00	129.00	
From 560.01 to 580.00	60.00	73.00	133.00	
From 580.01 to 600.00	62.00	75.00	137.00	
From 600.01 to 620.00	63.00	77.00	140.00	
From 620.01 to 640.00	65.00	80.00	145.00	
From 640.01 to 660.00	67.00	82.00	149.00	
From 660.01 to 680.00	69.00	84.00	153.00	
From 680.01 to 700.00	71.00	86.00	157.00	
From 700.01 to 720.00	72.00	88.00	160.00	
From 720.01 to 740.00	74.00	91.00	165.00	
From 740.01 to 760.00	76.00	93.00	169.00	
From 760.01 to 780.00	78.00	95.00	173.00	
From 780.01 to 800.00	80.00	97.00	177.00	
From 800.01 to 820.00	81.00	99.00	180.00	
From 820.01 to 840.00	83.00	102.00	185.00	
From 840.01 to 860.00	85.00	104.00	189.00	
From 860.01 to 880.00	87.00	106.00	193.00	
From 880.01 to 900.00	89.00	108.00	197.00	
From 900.01 to 920.00	90.00	110.00	200.00	
From 920.01 to 940.00	92.00	113.00	205.00	
From 940.01 to 960.00	94.00	115.00	209.00	
From 960.01 to 980.00	96.00	117.00	213.00	
From 980.01 to 1,000.00	98.00	119.00	217.00	
From 1,000.01 to 1,100.00	99.00	121.00	220.00	
From 1,100.01 to 1,120.00	101.00	124.00	225.00	

From \$1,120.01 to	\$1,140.00	\$126.00	\$229.00	From \$2,400.01 to	\$2,430.00	\$267.00	5485.00
From 1,140.01 to	1,160.00	128.00	233.00	From 2,420.01 to	2,440.00	209.00	489.00
From 1,160.01 to	1,180.00	130.00	237.00	From 2,440.01 to	2,460.00	271.00	493.00
From 1,180.01 to	1,200.00	132.00	240.00	From 2,460.01 to	2,480.00	273.00	497.00
From 1,200.01 to	1,220.00	135.00	245.00	From 2,480.01 to	2,500.00	235.00	500.00
From 1,220.01 to	1,240.00	137.00	249.00	From 2,500.01 to	2,520.00	278.00	505.00
From 1,240.01 to	1,260.00	139.00	253.00	From 2,520.01 to	2,540.00	280.00	509.00
From 1,260.01 to	1,280.00	141.00	257.00	From 2,540.01 to	2,560.00	282.00	513.00
From 1,280.01 to	1,300.00	143.00	260.00	From 2,560.01 to	2,580.00	284.00	517.00
From 1,300.01 to	1,320.00	145.00	263.00	From 2,580.01 to	2,600.00	286.00	520.00
From 1,320.01 to	1,340.00	148.00	269.00	From 2,600.01 to	2,620.00	289.00	525.00
From 1,340.01 to	1,360.00	150.00	273.00	From 2,620.01 to	2,640.00	291.00	529.00
From 1,360.01 to	1,380.00	152.00	277.00	From 2,640.01 to	2,660.00	293.00	533.00
From 1,380.01 to	1,400.00	154.00	280.00	From 2,660.01 to	2,680.00	295.00	537.00
From 1,400.01 to	1,420.00	157.00	285.00	From 2,680.01 to	2,700.00	297.00	540.00
From 1,420.01 to	1,440.00	159.00	289.00	From 2,700.01 to	2,720.00	300.00	545.00
From 1,440.01 to	1,460.00	161.00	293.00	From 2,720.01 to	2,740.00	302.00	549.00
From 1,460.01 to	1,480.00	163.00	297.00	From 2,740.01 to	2,760.00	304.00	553.00
From 1,480.01 to	1,500.00	165.00	300.00	From 2,760.01 to	2,780.00	306.00	557.00
From 1,500.01 to	1,520.00	168.00	305.00	From 2,780.01 to	2,800.00	308.00	560.00
From 1,520.01 to	1,540.00	170.00	309.00	From 2,800.01 to	2,820.00	311.00	565.00
From 1,540.01 to	1,560.00	172.00	313.00	From 2,820.01 to	2,840.00	313.00	569.00
From 1,560.01 to	1,580.00	174.00	317.00	From 2,840.01 to	2,860.00	315.00	573.00
From 1,580.01 to	1,600.00	176.00	320.00	From 2,860.01 to	2,880.00	317.00	577.00
From 1,600.01 to	1,620.00	179.00	325.00	From 2,880.01 to	2,900.00	319.00	581.00
From 1,620.01 to	1,640.00	181.00	329.00	From 2,900.01 to	2,920.00	322.00	585.00
From 1,640.01 to	1,660.00	183.00	333.00	From 2,920.01 to	2,940.00	324.00	589.00
From 1,660.01 to	1,680.00	185.00	337.00	From 2,940.01 to	2,960.00	326.00	593.00
From 1,680.01 to	1,700.00	187.00	340.00	From 2,960.01 to	2,980.00	328.00	597.00
From 1,700.01 to	1,720.00	192.00	349.00	From 2,980.01 to	3,000.00	330.00	600.00
From 1,720.01 to	1,740.00	194.00	353.00	From 3,000.01 to	3,020.00	333.00	605.00
From 1,740.01 to	1,760.00	196.00	357.00	From 3,020.01 to	3,040.00	335.00	609.00
From 1,760.01 to	1,780.00	198.00	360.00	From 3,040.01 to	3,060.00	337.00	613.00
From 1,780.01 to	1,800.00	201.00	365.00	From 3,060.01 to	3,080.00	339.00	617.00
From 1,800.01 to	1,820.00	203.00	369.00	From 3,080.01 to	3,100.00	341.00	620.00
From 1,820.01 to	1,840.00	205.00	373.00	From 3,100.01 to	3,120.00	344.00	625.00
From 1,840.01 to	1,860.00	207.00	377.00	From 3,120.01 to	3,140.00	346.00	629.00
From 1,860.01 to	1,880.00	209.00	380.00	From 3,140.01 to	3,160.00	348.00	633.00
From 1,880.01 to	1,900.00	211.00	385.00	From 3,160.01 to	3,180.00	350.00	637.00
From 1,900.01 to	1,920.00	213.00	389.00	From 3,180.01 to	3,200.00	352.00	640.00
From 1,920.01 to	1,940.00	215.00	393.00	From 3,200.01 to	3,220.00	355.00	645.00
From 1,940.01 to	1,960.00	217.00	397.00	From 3,220.01 to	3,240.00	357.00	649.00
From 1,960.01 to	1,980.00	218.00	400.00	From 3,240.01 to	3,260.00	359.00	653.00
From 1,980.01 to	2,000.00	221.00	405.00	From 3,260.01 to	3,280.00	363.00	657.00
From 2,000.01 to	2,020.00	223.00	409.00	From 3,280.01 to	3,300.00	366.00	660.00
From 2,020.01 to	2,040.00	225.00	413.00	From 3,300.01 to	3,320.00	368.00	663.00
From 2,040.01 to	2,060.00	227.00	417.00	From 3,320.01 to	3,340.00	370.00	667.00
From 2,060.01 to	2,080.00	229.00	420.00	From 3,340.01 to	3,360.00	372.00	670.00
From 2,080.01 to	2,100.00	231.00	425.00	From 3,360.01 to	3,380.00	374.00	673.00
From 2,100.01 to	2,120.00	233.00	429.00	From 3,380.01 to	3,400.00	377.00	677.00
From 2,120.01 to	2,140.00	235.00	433.00	From 3,400.01 to	3,420.00	379.00	680.00
From 2,140.01 to	2,160.00	238.00	437.00	From 3,420.01 to	3,440.00	381.00	683.00
From 2,160.01 to	2,180.00	240.00	440.00	From 3,440.01 to	3,460.00	383.00	687.00
From 2,180.01 to	2,200.00	243.00	445.00	From 3,460.01 to	3,480.00	385.00	690.00
From 2,200.01 to	2,220.00	247.00	449.00	From 3,480.01 to	3,500.00	388.00	695.00
From 2,220.01 to	2,240.00	249.00	453.00	From 3,500.01 to	3,520.00	390.00	699.00
From 2,240.01 to	2,260.00	251.00	457.00	From 3,520.01 to	3,540.00	392.00	703.00
From 2,260.01 to	2,280.00	253.00	460.00	From 3,540.01 to	3,560.00	394.00	707.00
From 2,280.01 to	2,300.00	255.00	465.00	From 3,560.01 to	3,580.00	396.00	710.00
From 2,300.01 to	2,320.00	256.00	468.00	From 3,580.01 to	3,600.00	399.00	715.00
From 2,320.01 to	2,340.00	259.00	473.00	From 3,600.01 to	3,620.00	401.00	719.00
From 2,340.01 to	2,360.00	261.00	477.00	From 3,620.01 to	3,640.00	403.00	723.00
From 2,360.01 to	2,380.00	263.00	481.00	From 3,640.01 to	3,660.00	405.00	727.00
From 2,380.01 to	2,400.00	265.00	485.00	From 3,660.01 to	3,680.00	407.00	730.00
From 2,400.01 to	2,420.00	267.00	489.00	From 3,680.01 to	3,700.00	409.00	734.00
From 2,420.01 to	2,440.00	269.00	493.00	From 3,700.01 to	3,720.00	411.00	738.00
From 2,440.01 to	2,460.00	271.00	497.00	From 3,720.01 to	3,740.00	413.00	742.00
From 2,460.01 to	2,480.00	273.00	500.00	From 3,740.01 to	3,760.00	415.00	746.00
From 2,480.01 to	2,500.00	275.00	505.00	From 3,760.01 to	3,780.00	417.00	750.00
From 2,500.01 to	2,520.00	277.00	509.00	From 3,780.01 to	3,800.00	419.00	754.00
From 2,520.01 to	2,540.00	279.00	513.00	From 3,800.01 to	3,820.00	421.00	758.00
From 2,540.01 to	2,560.00	281.00	517.00	From 3,820.01 to	3,840.00	423.00	762.00
From 2,560.01 to	2,580.00	283.00	520.00	From 3,840.01 to	3,860.00	425.00	766.00
From 2,580.01 to	2,600.00	285.00	525.00	From 3,860.01 to	3,880.00	427.00	770.00
From 2,600.01 to	2,620.00	287.00	529.00	From 3,880.01 to	3,900.00	429.00	774.00
From 2,620.01 to	2,640.00	289.00	533.00	From 3,900.01 to	3,920.00	431.00	778.00
From 2,640.01 to	2,660.00	291.00	537.00	From 3,920.01 to	3,940.00	433.00	782.00
From 2,660.01 to	2,680.00	293.00	540.00	From 3,940.01 to	3,960.00	435.00	786.00
From 2,680.01 to	2,700.00	295.00	545.00	From 3,960.01 to	3,980.00	437.00	790.00
From 2,700.01 to	2,720.00	297.00	549.00	From 3,980.01 to	4,000.00	439.00	794.00
From 2,720.01 to	2,740.00	299.00	553.00	From 4,000.01 to	4,020.00	441.00	798.00
From 2,740.01 to	2,760.00	301.00	557.00	From 4,020.01 to	4,040.00	443.00	802.00
From 2,760.01 to	2,780.00	303.00	560.00	From 4,040.01 to	4,060.00	445.00	806.00
From 2,780.01 to	2,800.00	305.00	565.00	From 4,060.01 to	4,080.00	447.00	810.00
From 2,800.01 to	2,820.00	307.00	569.00	From 4,080.01 to	4,100.00	449.00	814.00
From 2,820.01 to	2,840.00	309.00	573.00	From 4,100.01 to	4,120.00	451.00	818.00
From 2,840.01 to	2,860.00	311.00	577.00	From 4,120.01 to	4,140.00	453.00	822.00
From 2,860.01 to	2,880.00	313.00	581.00	From 4,140.01 to	4,160.00	455.00	826.00
From 2,880.01 to	2,900.00	315.00	585.00	From 4,160.01 to	4,180.00	457.00	830.00
From 2,900.01 to	2,920.00	317.00	589.00	From 4,180.01 to	4,200.00	459.00	834.00
From 2,920.01 to	2,940.00	319.00	593.00	From 4,200.01 to	4,220.00	461.00	838.00
From 2,940.01 to	2,960.00	321.00	597.00	From 4,220.01 to	4,240.00	463.00	842.00
From 2,960.01 to	2,980.00	323.00	600.00	From 4,240.01 to	4,260.00	465.00	846.00
From 2,980.01 to	3,000.00	325.00	605.00	From 4,260.01 to	4,280.00	467.00	850.00
From 3,000.01 to	3,020.00	327.00	609.00	From 4,280.01 to	4,300.00	469.00	854.00
From 3,020.01 to	3,040.00	329.00	613.00	From 4,300.01 to	4,320.00	471.00	858.00
From 3,040.01 to	3,060.00	331.00	617.00	From 4,320.01 to	4,340.00	473.00	862.00
From 3,060.01 to	3,080.00	333.00	620.00	From 4,340.01 to	4,360.00	475.00	866.00
From 3,080.01 to	3,100.00	335.00	625.00	From 4,360.01 to	4,380.00	477.00	870.00
From 3,100.01 to	3,120.00	337.00	629.00	From 4,380.01 to	4,400.00	479.00	874.00
From 3,120.01 to	3,140.00	339.00	633.00	From 4,400.01 to	4,420.00	481.00	878.00
From 3,140.01 to	3,160.00	341.00	637.00	From 4,420.01 to	4,440.00	483.00	882.00
From 3,160.01 to	3,180.00	344.00	640.00	From 4,440.01 to	4,460.00	485.00	886.00
From 3,180.01 to	3,200.00	346.00	645.00	From 4,460.01 to	4,480.00	487.00	890.00
From 3,200.01 to	3,220.00	348.00	649.00	From 4,480.01 to	4,500.00	489.00	894.00
From 3,220.01 to	3,240.00	350.00	653.00	From 4,500.01 to	4,520.00	491.00	898.00
From 3,240.01 to	3,260.00	352.00	657.00	From 4,520.01 to	4,540.00	493.00	902.00
From 3,260.01 to	3,280.00	355.00	660.00	From 4,540.01 to	4,560.00	495.00	906.00
From 3,280.01 to	3,300.00	357.00	663.00	From 4,560.01 to	4,580.00	497.00	910.00
From 3,300.01 to	3,320.00	359.00	667.00	From 4,580.01 to	4,600.00	499.00	914.00
From 3,320.01 to	3,340.00	363.00	670.00	From 4,600.01 to	4,620.00	501.00	918.00
From 3,340.01 to	3,360.00	366.00	673.00	From 4,620.01 to	4,640.00	503.00	922.00
From 3,360.01 to	3,380.00	368.00	677.00	From 4,640.01 to	4,660.00	505.00	926.00
From 3,380.01 to	3,400.00	370.00	680.00	From 4,660.01 to	4,680.00	507.00	930.00
From 3,400.01 to	3,420.00	372.00</					

AMOUNT OF WAGES  
FOR THE MONTH

RATE OF CONTRIBUTIONS  
FOR THE MONTH

Wages	By the employee	By the employer	Total contri- bution
From \$3,700.01 to \$3,720.00	\$335.00	\$410.00	\$745.00
From 3,720.01 to 3,740.00	337.00	412.00	749.00
From 3,740.01 to 3,760.00	339.00	414.00	753.00
From 3,760.01 to 3,780.00	341.00	416.00	757.00
From 3,780.01 to 3,800.00	342.00	418.00	760.00
From 3,800.01 to 3,820.00	344.00	421.00	765.00
From 3,820.01 to 3,840.00	346.00	423.00	769.00
From 3,840.01 to 3,860.00	348.00	425.00	773.00
From 3,860.01 to 3,880.00	350.00	427.00	777.00
From 3,880.01 to 3,900.00	351.00	429.00	780.00
From 3,900.01 to 3,920.00	353.00	432.00	785.00
From 3,920.01 to 3,940.00	355.00	434.00	789.00
From 3,940.01 to 3,960.00	357.00	436.00	793.00
From 3,960.01 to 3,980.00	359.00	438.00	797.00
From 3,980.01 to 4,000.00	360.00	440.00	800.00
From 4,000.01 to 4,020.00	362.00	443.00	805.00
From 4,020.01 to 4,040.00	364.00	445.00	809.00
From 4,040.01 to 4,060.00	366.00	447.00	813.00
From 4,060.01 to 4,080.00	368.00	449.00	817.00
From 4,080.01 to 4,100.00	369.00	451.00	820.00
From 4,100.01 to 4,120.00	371.00	454.00	825.00
From 4,120.01 to 4,140.00	373.00	456.00	829.00
From 4,140.01 to 4,160.00	375.00	458.00	833.00
From 4,160.01 to 4,180.00	377.00	460.00	837.00
From 4,180.01 to 4,200.00	378.00	462.00	840.00
From 4,200.01 to 4,220.00	380.00	465.00	845.00
From 4,220.01 to 4,240.00	382.00	467.00	849.00
From 4,240.01 to 4,260.00	384.00	469.00	853.00
From 4,260.01 to 4,280.00	386.00	471.00	857.00
From 4,280.01 to 4,300.00	387.00	473.00	860.00
From 4,300.01 to 4,320.00	389.00	476.00	865.00
From 4,320.01 to 4,340.00	391.00	478.00	869.00
From 4,340.01 to 4,360.00	393.00	480.00	873.00
From 4,360.01 to 4,380.00	395.00	482.00	877.00
From 4,380.01 to 4,400.00	396.00	484.00	880.00
From 4,400.01 to 4,420.00	398.00	487.00	885.00
From 4,420.01 to 4,440.00	400.00	489.00	889.00
From 4,440.01 to 4,460.00	402.00	491.00	893.00
From 4,460.01 to 4,480.00	404.00	493.00	897.00
From 4,480.01 to 4,500.00	405.00	495.00	900.00
From 4,500.01 to 4,520.00	407.00	498.00	905.00
From 4,520.01 to 4,540.00	409.00	500.00	909.00
From 4,540.01 to 4,560.00	411.00	502.00	913.00
From 4,560.01 to 4,580.00	413.00	504.00	917.00
From 4,580.01 to 4,600.00	414.00	506.00	920.00
From 4,600.01 to 4,620.00	416.00	509.00	925.00
From 4,620.01 to 4,640.00	418.00	511.00	929.00
From 4,640.01 to 4,660.00	420.00	513.00	933.00
From 4,660.01 to 4,680.00	422.00	515.00	937.00
From 4,680.01 to 4,700.00	423.00	517.00	940.00
From 4,700.01 to 4,720.00	425.00	520.00	945.00
From 4,720.01 to 4,740.00	427.00	522.00	949.00
From 4,740.01 to 4,760.00	429.00	524.00	953.00
From 4,760.01 to 4,780.00	431.00	526.00	957.00
From \$4,780.01 to \$4,800.00	\$432.00	\$528.00	\$ 960.00
From 4,800.01 to 4,820.00	434.00	531.00	965.00
From 4,820.01 to 4,840.00	436.00	533.00	969.00
From 4,840.01 to 4,860.00	438.00	535.00	973.00
From 4,860.01 to 4,880.00	440.00	537.00	977.00
From 4,880.01 to 4,900.00	441.00	539.00	980.00
From 4,900.01 to 4,920.00	443.00	542.00	985.00
From 4,920.01 to 4,940.00	445.00	544.00	989.00
From 4,940.01 to 4,960.00	447.00	546.00	993.00
From 4,960.01 to 4,980.00	449.00	548.00	997.00
From 4,980.01 to 5,000.00	450.00	550.00	1,000.00

and for months when the wages exceed \$5,000.01 the rate of contribution by the employee shall be 59.00 and the rate of contribution by the employer shall be 51.00 for every \$100.00 or part of \$100.00 of the amount of wages for the month."

MONTHLY STANDARD TAX DEDUCTIONS

W. A. MATTHEWS

H2 = MARKED WITH 2 CHILDREN

H2 = MARKED WITH 2 CHILDREN

M3 - MARRIED WITH 3 CHILDREN

MS - MARRIED WITH 5 CHILDREN

OR MORE

Revised 11

(1)		(2)						(3)					
		Where wife is NOT employed						Where wife is IN employment					
S	MM See Note 4(b)	M	M1	M2	M3	M4	M5	M	M1	M2	M3	M4	
1	2												
3	4												
5	5												
7	7												
8	8												
10	10												
12	12												
14	14												
16	16												
18	19												
20	21	2											
22	23	4											
24	25	5											
26	28	8											
28	30	10											
30	33	12											
32	36	14											
34	39	17											
36	42	19											
38	45	21											
40	48	23											
42	53	29											
44	62	35											
46	70	41											
48	77	47											
50	85	55											
52	95	62											
54	105	70											
56	115	77											
58	127												
60	132	135	96	33	73	46	73	122	100	92	67	46	
62	142	145	106	43	81	56	83	132	110	102	77	56	
64	152	155	116	53	91	66	93	142	120	112	87	66	
66	162	166	126	63	101	76	103	152	130	122	97	76	
68	174	176	136	73	111	86	113	162	140	132	107	86	
70	186	189	146	83	121	96	123	174	150	142	117	96	
72	199	201	156	93	131	106	133	186	160	152	127	106	
74	211	214	167	103	141	116	143	199	170	162	137	116	
76	224	226	180	113	151	126	153	211	180	172	147	126	
78	236	239	192	123	161	136	163	224	190	182	157	136	
80	249	251	205	133	173	146	173	236	200	192	167	146	
82	261	264	217	143	186	156	183	249	210	202	177	156	
84	275	277	230	153	198	166	193	261	220	212	187	166	
86	290	292	242	163	211	176	203	275	230	222	197	176	
88	305	307	255	173	223	186	213	290	240	232	207	186	
90	320	322	267	183	236	196	223	305	250	242	217	196	
92	335	337	280	193	248	206	233	320	260	252	227	206	
94	350	352	297	203	261	216	243	335	270	262	237	216	
96	365	367	312	213	275			350	280	272	247	226	
98	380	382	327	223	290	226	253	365	290	282	257	236	
100	395	397	342	233	305	236	263	380	300	292	267	246	
102	412	415	357	243	320	248	273	395	310	302	277	256	
104	430	432	372	253	335	258	283	412	320	312	287	266	
106	447	450	387	263	350	268	293	430	330	322	297	276	
108	465	470	402	273	365	278	303	447	340	332	307	286	
110	482	485	421	283	380	288	313	465	350	342	317	296	
112	500	502	439	293	395	298	323	482	360	352	327	306	
114	517	520	456	303	412	308	333	500	370	362	337	316	
116	535	537	471	313	430	318	343	517	380	372	347	326	
118	552	555	489	323	448	328	353	535	390	382	357	336	
120	570	572	507	333	466	338	363	552	400	392	367	346	
122	587	590	524	343	484	348	373	570	410	402	377	356	
124	605	607	542	353	502	358	383	587	420	412	387	366	
126	622	625	559	363	520	368	393	605	430	422	397	376	
128	640	642	577	373	538	378	403	622	440	432	407	386	



Share wife is in employment								Share wife is in employment							
8	9	10	11	12	13	14	15	16	17	18	19	20	21		
657	660	596	573	552	535	520	509	497	484	471	458	445	432		
675	677	611	590	570	552	538	526	513	500	487	474	461	448		
693	695	631	609	587	570	555	544	531	518	505	492	479	466		
713	715	649	626	605	587	573	561	547	534	521	508	495	482		
733	735	666	643	622	605	590	579	567	554	541	528	515	502		
753	755	684	660	640	622	608	596	583	570	557	544	531	518		
773	775	704	678	657	640	625	614	601	588	575	562	549	536		
793	795	724	697	675	657	643	631	617	604	591	578	565	552		
813	815	744	717	694	675	660	649	635	622	609	596	583	570		
833	835	764	737	714	694	678	666	653	640	627	614	601	588		
853	855	784	757	734	714	697	684	671	658	645	632	619	606		
873	875	804	777	754	734	717	704	691	678	665	652	639	626		
893	895	824	797	774	754	737	724	711	698	685	672	659	646		
913	915	844	817	794	774	757	744	731	718	705	692	679	666		
933	935	864	837	814	794	777	764	751	738	725	712	699	686		
953	955	884	857	834	814	797	784	771	758	745	732	719	706		
973	975	904	877	854	834	817	804	791	778	765	752	739	726		
993	995	924	897	874	854	837	824	811	798	785	772	759	746		
1013	1015	944	917	894	874	857	844	831	818	805	792	779	766		
1033	1035	964	937	914	894	877	864	851	838	825	812	799	786		
1053	1055	984	957	934	914	897	884	871	858	845	832	819	806		
1073	1075	1004	977	954	934	917	904	891	878	865	852	839	826		
1093	1095	1024	997	974	954	937	924	911	898	885	872	859	846		
1113	1115	1044	1017	994	974	957	944	931	918	905	892	879	866		
1133	1135	1064	1037	1014	994	977	964	951	938	925	912	899	886		
1153	1155	1084	1057	1034	1014	997	984	971	958	945	932	919	906		
1173	1175	1104	1077	1054	1034	1017	1004	991	978	965	952	939	926		
1193	1195	1124	1097	1074	1054	1037	1024	1011	998	985	972	959	946		
1216	1219	1144	1117	1094	1074	1057	1044	1031	1018	1005	992	979	966		
1239	1241	1164	1137	1114	1094	1077	1064	1051	1038	1025	1012	999	986		
1261	1264	1184	1157	1134	1114	1097	1084	1071	1058	1045	1032	1019	1006		
1284	1286	1206	1177	1154	1134	1117	1104	1091	1078	1065	1052	1039	1026		
1306	1309	1229	1199	1174	1154	1137	1124	1111	1098	1085	1072	1059	1046		
1329	1331	1251	1221	1195	1174	1157	1144	1131	1118	1105	1092	1079	1066		
1351	1354	1274	1244	1217	1195	1177	1164	1151	1138	1125	1112	1099	1086		
1374	1376	1296	1265	1240	1217	1199	1184	1174	1164	1154	1144	1134	1124		
1396	1399	1319	1289	1262	1240	1221	1206	1196	1186	1176	1166	1156	1146		
1419	1421	1341	1311	1285	1262	1244	1229	1219	1209	1199	1189	1179	1169		
1441	1444	1364	1334	1307	1285	1266	1251	1241	1231	1221	1211	1201	1191		
1464	1466	1386	1356	1330	1307	1289	1274	1264	1254	1244	1234	1224	1214		
1486	1489	1409	1379	1352	1330	1311	1296	1286	1276	1266	1256	1246	1236		
1509	1511	1431	1401	1375	1352	1334	1319	1309	1299	1289	1279	1269	1259		
1531	1534	1454	1424	1397	1375	1356	1341	1331	1321	1311	1301	1291	1281		
1554	1556	1476	1446	1420	1397	1379	1364	1354	1344	1334	1324	1314	1304		
1576	1579	1499	1469	1442	1420	1401	1386	1376	1366	1356	1346	1336	1326		
1599	1601	1521	1491	1465	1442	1424	1409	1399	1389	1379	1369	1359	1349		
1621	1624	1544	1514	1487	1465	1446	1431	1421	1411	1401	1391	1381	1371		
1644	1646	1566	1536	1510	1487	1469	1454	1444	1434	1424	1414	1404	1394		
1666	1669	1589	1559	1532	1510	1491	1476	1466	1456	1446	1436	1426	1416		
1689	1691	1611	1581	1555	1532	1514	1499	1489	1479	1469	1459	1449	1439		
1711	1714	1634	1604	1577	1555	1536	1521	1511	1501	1491	1481	1471	1461		
1734	1736	1656	1626	1600	1577	1559	1544	1534	1524	1514	1504	1494	1484		
1756	1759	1679	1649	1622	1600	1581	1566	1556	1546	1536	1526	1516	1506		
1779	1781	1701	1671	1645	1622	1604	1589	1579	1569	1559	1549	1539	1529		
1801	1804	1724	1694	1667	1645	1626	1611	1601	1591	1581	1571	1561	1551		
1824	1826	1746	1716	1690	1667	1649	1634	1624	1614	1604	1594	1584	1574		
1846	1849	1769	1739	1712	1690	1671	1656	1646	1636	1626	1616	1606	1596		
1869	1871	1791	1761	1735	1712	1694	1679	1669	1659	1649	1639	1629	1619		
1891	1894	1814	1784	1757	1735	1716	1701	1691	1681	1671	1661	1651	1641		
1914	1916	1836	1806	1780	1757	1739	1724	1714	1704	1694	1684	1674	1664		
1936	1935	1859	1829	1802	1780	1761	1746	1736	1726	1716	1706	1696	1686		
1959	1961	1881	1851	1825	1802	1784	1769	1759	1749	1739	1729	1719	1709		
1981	1984	1904	1874	1847	1825	1806	1791	1781	1771	1761	1751	1741	1731		
2004	2006	1926	1896	1870	1847	1829	1814	1804	1794	1784	1774	1764	1754		
2026	2029	1949	1919	1892	1869	1851	1836	1826	1816	1806	1796	1786	1776		
2049	2051	1971	1941	1915	1892	1874	1859	1849	1839	1829	1819	1809	1799		
2071	2074	1994	1964	1937	1915	1896	1881	1871	1861	1851	1841	1831	1821		
2094	2096	2016	1986	1960	1937	1919	1904	1894	1884	1874	1864	1854	1844		
2116	2119	2039	2009	1982	1960	1941	1926	1916	1906	1896	1886	1876	1866		
2140	2143	2061	2031	2005	1982	1964	1949	1939	1929	1919	1909	1899	1889		

(1)		(2)						(3)					
		Employee						Where Wife is an employee					
S	MW Eco Note 4(b)	M	M1	M2	M3	M4	M5	M	M1	M2	M3	M4	M5
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
2165	2168	2084	2054	2027	2005	1986	1971	2165	2132	2105	2082	2064	204
2190	2193	2106	2076	2050	2027	2009	1994	2190	2157	2128	2105	2086	207
2215	2218	2130	2099	2072	2050	2031	2016	2219	2182	2153	2128	2109	209
2240	2243	2155	2121	2095	2072	2054	2039	2240	2207	2178	2153	2133	211
2265	2268	2180	2146	2117	2095	2076	2061	2265	2232	2203	2178	2157	214
2290	2293	2205	2171	2142	2117	2099	2084	2290	2257	2228	2203	2182	216
2315	2318	2230	2196	2167	2142	2121	2106	2315	2282	2253	2228	2207	218

See Note 3(a) below  
See Note 3(b) below

#### Notes

1. Monthly emoluments in respect of which monthly deductions are to be made under this Schedule are emoluments of every description received by the employee, less any moneys paid to the employee by way of refund for bona-fide out of pocket expenses incurred in the performance of the duties of the employment.
2. If the total monthly emoluments fall between any two stages of the figures appearing in the Schedule, the monthly deduction will be the higher of those figures.
3. If the total monthly emoluments fall between \$7,051 and \$8,750 shown in the Schedule, the monthly deduction shall be the amount applicable to \$7,050 plus fifty per cent of the difference between the total monthly emoluments and \$7,050.
4. If the monthly total emoluments exceed \$8,750 shown in the Schedule, the monthly deduction shall be the amount applicable to \$7,050 plus 60% (55% income tax + 5% excess profit tax) of the difference between \$8,750 and \$7,050 and the amount applicable to \$7,050.
5. The following provisions shall apply to a married woman employee:
  - (1) If her husband is not in business or employment, deduction shall be made at the rate appropriate to her marital status as shown in Column 1 of the Schedule.
  - (2) If her husband is in business or employment the employer shall make deduction at the appropriate rate as shown in Column 1 of the Schedule. A married woman employee does not include a wife who is employed in a business which is carried on by her husband or in which her husband is a partner or which is carried on by a controlled company controlled by her or by her husband or by both of them.
6. Bonus, gratuity, commission or other similar payment is made to an employee, additional to normal monthly emoluments, the amount to be deducted in the month in which that bonus, gratuity, commission or other similar payment (the "additional payment") is calculated as follows:
 

Standard deduction on notional monthly emoluments less 12 x Standard deduction on normal monthly emoluments

Notional monthly emoluments shall be calculated as the normal monthly emoluments plus one twelfth of the additional payment.
7. In relation to an individual employee, means an unmarried dependent legitimate child or step-child or adopted child of his.

			Member	Government	Total p.m.	Total p.e.
exceeds	does not exceed	\$120	\$5.00	\$4.00	\$9.00	\$108.00
exceeds	\$120 but does not exceed	140	6.50	5.20	11.70	140.40
exceeds	140 but does not exceed	160	7.50	6.00	13.50	162.00
exceeds	160 but does not exceed	180	8.50	6.80	15.30	183.60
exceeds	180 but does not exceed	220	10.00	8.00	18.00	216.00
exceeds	220 but does not exceed	260	12.00	9.60	21.60	259.20
exceeds	260 but does not exceed	300	14.00	11.20	25.20	302.40
exceeds	300 but does not exceed	340	16.00	12.80	28.80	345.60
exceeds	340 but does not exceed	380	18.00	14.40	32.40	388.80
exceeds	380 but does not exceed	420	20.00	16.00	36.00	432.00
exceeds	420 but does not exceed	460	22.00	17.60	39.60	475.20
exceeds	460 but does not exceed	500	24.00	19.20	43.20	518.40
exceeds	500 but does not exceed	580	27.00	21.60	48.60	583.20
exceeds	580 but does not exceed	660	31.00	24.80	55.80	669.60
exceeds	660 but does not exceed	740	35.00	28.00	63.00	756.00
exceeds	740 but does not exceed	820	39.00	31.20	70.20	842.40
exceeds	820 but does not exceed	900	43.00	34.40	77.40	928.80
exceeds	900 but does not exceed	980	47.00	37.60	84.60	1,015.20
exceeds	980 but does not exceed	1,000	50.00	40.00	90.00	1,080.00
exceeds	1,000		5% of the officer's salary	4/5 of the member's contribution appropriate to his salary but limited to \$50.00		

No officer shall be required to contribute at a rate higher than \$50 a month.

CODE BOOKLET

<u>DEPARTMENT</u>		<u>STATION</u>		<u>SECTION</u>	<u>CODE</u>
MAKER OF C.N.	SPEAK	KUCHING	KUC		0102 040 00
GVERNOR'S	G'NOR	KUCHING	KUC		0102 041 00
LEGISLATURE	LEG	KUCHING	KUC		0102 042 00
S.C.	PSC	KUCHING	KUC		0102 043 00
M.O.	CMO	KUCHING	KUC	Training Branch	0102 044 00
"	"	"	"	Chief Minister & Ministers	0102 044 01
"	"	"	"	Supreme Council	0102 044 02
"	"	"	"	State Secretary/General Office	0102 044 03
"	"	"	"	Establishment Branch	0102 044 04
"	"	"	"	Political Secretaries	0102 044 05
"	"	SERIAN	SER.1	" "	0105 044 05
"	"	KUCHING	KUC	Complaints & Suggestion Bureau	0102 044 07
"	"	"	"	Majlis Adat Istiadat	0102 044 08
"	"	KUALA LUMPUR	K.L.	Rumah Sarawak	0102 044 09
STATE PLANNING UNIT	SPU	KUCHING	KUC		0102 075 00
STATE GOODWILL COMMITTEE	SGC	KUCHING	KUC		0102 076 00
ADMINISTRATION - GENERAL	ADM	KUCHING	KUC	C.M.O. (Adm. Gen.)	0102 045 00
"	"	"	"	Residen/Headmen	0102 045 01
"	"	BAU	BAU	D.O./S.A.O./Headmen	0101 045 02
"	"	LUNDU	LUNDU	"	0103 045 03
"	"	NONOK	NONOK	"	0104 045 04
"	"	SERIAN	SER.1	"	0105 045 05
"	"	SIBURAN	SIB.1	"	0106 045 06
"	"	SIMUNJAN	SIM.1	"	0107 045 07
"	"	PENDAM	PEN.1	"	0108 045 08
"	"	TEBEDU	TEB.1	"	0109 045 09
"	"	MUARA TUANG	M.T.1	"	0111 045 10
"	"	BETONG	BET.2	"	0201 045 11
"	"	DEBAK	DEBAK	"	0202 045 12
"	"	ENGKILILI	ENG.2	"	0203 045 13
"	"	KABONG	KAB.2	"	0204 045 14
"	"	LINGGA	LING.2	"	0205 045 15
"	"	LUBOK ANTU	L.A.2	"	0206 045 16
"	"	PUSA	PUSA	"	0207 045 17
"	"	ROBAN	ROBAN	"	0208 045 18
"	"	SARATOK	SAR.2	"	0209 045 19
"	"	SEBUYAU	SEB.2	"	0210 045 20
"	"	SIMANGGANG	SIM.2	"	0211 045 21
"	"	SPAOKH	SPAOKH	"	0212 045 22
"	"	PANTU	PANTU	"	0213 045 23

<u>DEPARTMENT</u>		<u>STATION</u>		<u>SECTION</u>		<u>CODE</u>
ADMINISTRATION-						
GENERAL	ADM	BALINGIAN	BAL.3	D.O./S.A.O./Headmen		0301 045 00
"	"	DALAT	DALAT	"		0302 045 00
"	"	KANOWIT	KAN.3	"		0303 045 00
"	"	MUKAH	MUKAH	"		0304 045 00
"	"	SIBU	SIBU	"		0305 045 00
"	"	BARAM	BARAM	"		0401 045 00
"	"	SIBUTI	SIB.4	"		0402 045 00
"	"	BINTULU	BIN.4	"		0403 045 00
"	"	LONG LAMA	L.L.4	"		0404 045 00
"	"	MIRI	MIRI	"		0405 045 00
"	"	NIAH	NIAH	"		0406 045 00
"	"	SEBAUH	SEB.4	"		0407 045 00
"	"	TATAU	TATAU	"		0408 045 00
"	"	LAWAS	LAWAS	"		0501 045 00
"	"	LIMBANG	LIM.5	"		0502 045 00
"	"	NANGA MEDAMIT	NG. M.5	"		0503 045 00
"	"	SUNDAR	SUN.5	"		0504 045 00
"	"	BINATANG	BIN.6	"		0601 045 00
"	"	DARO	DARO	"		0602 045 00
"	"	JULAU	JULAU	"		0603 045 00
"	"	MATU	MATU	"		0604 045 00
"	"	SARIKEI	SAR.6	"		0605 045 00
"	"	PAKAN	PAKAN	"		0606 045 00
"	"	BELAGA	BEL.7	"		0701 045 00
"	"	KAPIT	KAPIT	"		0702 045 00
"	"	"	"	"		0702 045 01
"	"	SONG	SONG	"		0703 045 00
<hr/>						
R. & D. O.	R.&D.O.	KUCHING	KUC			0102 046 00
"	"	"	"			0102 046 01
"	"	BAU	BAU			0101 046 00
"	"	LUNDU	LUNDU			0103 046 00
"	"	NONOK	NONOK			0104 046 00
"	"	"	IMG			0104 046 00
"	"	SERIAN	SER.1			0105 046 00
"	"	SEBURAN	SIB.1			0106 046 00
"	"	SIMUNJAN	SIM.1			0107 046 00
"	"	PENDAM	PEN.1			0108 046 00
"	"	TEBEDU	TEB.2			0109 046 00
"	"	MUARA TUANG	M.T.1			0111 046 00
"	"	BETONG	BET.2			0201 047 00
"	"	DEBAK	DEBAK			0202 047 00
"	"	ENGKILILI	ENG.2			0203 047 00
"	"	KABONG	KAB.2			0204 047 00
"	"	LINGGA	LING.2			0205 047 00
"	"	LUBOK ANTU	L.A.2			0206 047 00
"	"	PUSA	PUSA			0207 047 00
"	"	ROBAN	ROBAN			0208 047 00
"	"	SARATOK	SAR.2			0209 047 00
"	"	SEBUYAU	SEB.2			0210 047 00
"	"	SIMANGGANG	SIM.2			0211 047 00
"	"	SPAOK	SPAOK			0212 047 00
"	"	BALINGIAN	BAL.3			0301 048 00
"	"	DALAT	DALAT			0302 048 00
"	"	KANOWIT	KAN.3			0303 048 00
"	"	MUKAH	MUKAH			0304 048 00
"	"	SIBU	SIBU			0305 048 00
"	"	BARAM	BARAM			0401 049 00
"	"	SIBUTI	SIB.4			0402 049 00
"	"	BINTULU	BIN.4			0403 049 00
"	"	LONG LAMA	L.L.4			0404 049 00
"	"	MIRI	MIRI			0405 049 00
"	"	"	"			0405 049 01

0.	R.&D.O.	NIAH	NIAH	0406 049 00
	"	SEBAUH	SEB.4	0407 049 00
	"	TATAU	TATAU	0408 049 00
	"	LAWAS	LAWAS	0501 050 00
	"	LIMBANG	LIM.5	0502 050 00
	"	"	"	0502 050 01
	"	NANGA MEDAMIT	NG.M.5	0503 050 00
	"	SUNDAR	SUN.5	0504 050 00
	"	BINATANG	BIN.6	0601 072 00
	"	DARO	DARO	0602 072 00
	"	JULAU	JULAU	0603 072 00
	"	MATU	MATU	0604 072 00
	"	SARIKEI	SAR.6	0605 072 00
	"	PAKAN	PAKAN	0606 072 00
	"	BELAGA	BEL.7	0701 073 00
	"	KAPIT	KAPIT	0702 073 00
	"	KAPIT	KAPIT	0702 073 01
	"	SONG	SONG	0703 073 00

E. FINANCIAL SECRETARY	SFS	KUCHING	KUC	0102 051 00
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SURV	TRY	KUCHING	KUC	0102 052 00
	"	SIMANGGANG	SIM.2	0211 052 00
	"	SIBU	SIBU	0305 052 00
	"	MIRI	MIRI	0405 052 00
	"	LIMBANG	LIM.5	0502 052 00
	"	KAPIT	KAPIT	0702 052 00
	"	SARIKEI	SAR.6	0605 052 00

L	LEGAL	KUCHING	KUC	0102 053 00
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OF COM. WORKS	M.C.W.	KUCHING	KUC	0102 054 00
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D.	PWD	KUCHING	KUC	Headquarters/	0102 056 00
	"	"	"	P.W.D. Survey	0102 056 01
	"	"	"	School	
	"	"	"	Divisional Office	0102 056 02
	"	"	"	/M.R.C.U.2 & 4	
	"	"	"	Central Mechani-	0102 056 03
	"	"	"	cal Workshop	
	"	"	"		0102 056 04
	"	"	"	Induce Officers	0102 056 05
	"	"	"	S66/02-4(VI)	0102 056 06
	"	"	"	S66/03-3(XII)	0102 056 07

D.	PWD	KUCHING	KUC	IMG-Central Mechanical Workshop	0102 056 08
"	"	"	"	IMG-Mechanical	0102 056 09
"	"	"	"	IMG-Maintenance	0102 056 10
"	"	"	"	IMG-Stabar Quarry	0102 056 11
"	"	"	"	IMG-Road	0102 056 12
"	"	"	"	IMG-M.R.C.U. 2	0102 056 13
"	"	"	"	IMG-M.R.C.U. 3	0102 056 14
"	"	"	"	IMG-M.R.C.U. 4	0102 056 15
"	"	"	"	IMG-Store	0102 056 16
"	"	"	"	IMG-21st Mile Depot	0102 056 17
"	"	"	"	IMG-Civil	0102 056 18
"	"	"	"	IMG-Parker Plant	0102 056 19
"	"	"	"	IMG-8½ Mile Armed Forces Camp	0102 056 20
"	"	"	"	IMG-Water Works	0102 056 21
"	"	"	"	IMG-Drawing	0102 056 22
"	BAU	BAU			0101 056 00
"	"	"	IMG		0101 056 01
"	LUNDU	LUNDU			0103 056 00
"	"	"	IMG		0103 056 01
"	SERIAN	SER.1	IMG also included		0105 056 00
"	"	"	IMG-M.R.C.U. 1		0105 056 01
"	SIMUNJAN	SIM.1	IMG		0107 056 00
"	BETONG	BET.2	Including IMG		0201 056 00
"	LUBOK ANTU	L.A.2			0206 056 00
"	SARATOK	SAR.2	Including IMG		0209 056 00
"	SEBUYAU	SEB.2	Including IMG		0210 056 00
"	SIMANGGANG	SIM.2			0211 056 00
"	"	"	IMG		0211 056 01
"	"	"	S66/02-4(VI)		0211 056 02
"	BALINGIAN	BAL.3	IMG		0301 056 00
"	DALAT	DALAT	Including IMG		0302 056 00
"	KANOWIT	KAN.3			0303 056 00
"	"	"	IMG		0303 056 01
"	MUKAH	MUKAH			0304 056 00
"	"	"	IMG		0304 056 01
"	SIBU	SIBU			0305 056 00
"	"	"	IMG (Others)		0305 056 01

D.	PWD	SIBU	SIBU	MRCU - 7	0305 056 02
	"	"	"	MRCU - 6	0305 056 03
	"	BARAM	BARAM	(MARUDI)	0401 056 00
	"	"	"	IMG-Others	0401 056 01
	"	"	"	IMG-MRCU II	0401 056 02
	"	BINTULU	BIN.4		0403 056 00
	"	"	"	IMG-Others	0403 056 01
	"	"	"	IMG-MRCU 12	0403 056 02
	"	MIRI	MIRI		0405 056 00
	"	"	"	IMG-MRCU 8	0405 056 01
	"	"	"	IMG-Others	0405 056 02
	"	"	"	S66/01-5(XII)	0405 056 03
	"	NIAH	NIAH	Including IMG	0406 056 00
	"	TATAU	TATAU	IMG	0408 056 00
	"	LAWAS	LAWAS	Including MRCU 13	0501 056 00
	"	"	"	IMG	0501 056 01
	"	"	"		0501 056 02
	"	LIMBANG	LIM.5		0502 056 00
	"	"	"		0502 056 01
	"	"	"	IMG	0502 056 02
	"	BINATANG	BIN.6		0601 056 00
	"	"	"	IMG	0601 056 01
	"	SARIKEI	SAR.6		0605 056 00
	"	"		IMG	0605 056 01
	"	BELAGA	BEL.7	IMG	0701 056 00
	"	KAPIT	KAPIT		0702 056 00
	"	"	"	IMG	0702 056 01
	"	SONG	SONG	IMG	0703 056 00
PORT	L.T.	KUCHING	KUC		0102 055 00
	"	SIMANGGANG	SIM.2		0211 055 00
	"	SIBU	SIBU		0305 055 00
	"	MIRI	MIRI		0405 055 00
	"	LIMBANG	LIM.5		0502 055 00
	"	SARIKEI	SAR.6		0605 055 00
OF	MFLMR	KUCHING	KUC		0102 062 01
D &					
ERAL					
SOURCES					



IS & TEYS	LAND	KUCHING	KUC	Divisional Office	0102 065 00
"	"	"	"	Headquarters	0102 065 01
"	"	"	"	Joint Sabah/Sarawak Survey School	0102 065 0
"	"	"	"	Induce Officers	0102 065 03
"	"	"	"	IMG-Divisional Office	0102 065 0
"	"	"	"	IMG-Headquarters	0102 065 05
"	"	BETONG	BET.2		0201 065 0
"	"	SARATOK	SAR.2		0209 065 00
"	"	SIMANGGANG	SIM.2		0211 065 03
"	"	"	SIM.2	IMG	0211 065 0
"	"	SIBU	SIBU		0305 065 00
"	"	"	"	IMG	0305 065 0
"	"	BARAM	BARAM		0401 065 00
"	"	BINTULU	BIN.4		0403 065 0
"	"	"	"	IMG	0403 065 01
"	"	MIRI	MIRI		0405 065 00
"	"	"	"	IMG	0405 065 0
"	"	LIMBANG	LIM.5		0502 065 00
"	"	"	"	IMG	0502 065 0
"	"	BINATANG	BIN.6		0601 065 00
"	"	SARIKEI	SAR.6		0605 065 0
J. OF RESTRY	M.P.	KUCHING	KUC	Headquarters	0102 078 0
RESTS	FOR.	KUCHING	KUC	Headquarters	0102 064
"	"	"	"	Section Forest Office, Kuching	0102 064 0
"	"	"	"	Induce Officers	0102 064
"	"	"	"	Timber Research & Technical Training Centre, Kuching	0102 064 C
"	"	"	"	Bako National Park	0102 064 (
"	"	LUNDU	LUNDU		0103 064
"	"	SERIAN	SER.1		0105 064 (
"	"	SIMUNJAN	SIM.1		0107 064
"	"	LINGGA	LING.2		0205 064
"	"	PUSA	PUSA		0207 064
"	"	SARATOK	SAR.2		0209 064

TESTS	FOR.	SEBUYAU	SEB.2		0210 064 00
"	"	SIMANGGANG	SIM.2		0211 064 00
"	"	BALINGIAN	BAL.3		0301 064 00
"	"	DALAT	DALAT		0302 064 00
"	"	KANOWIT	KAN.3		0303 064 00
"	"	MUKAH	MUKAH		0304 064 00
"	"	SIBU	SIBU	Sivilculture Section	0305 064 00
"	"	"	"	Section Forest Office, SibU	0305 064 01
"	"	BARAM	BARAM		0401 064 00
"	"	SIBUTI	SIB.4		0402 064 00
"	"	BINTULU	BIN.4		0403 064 00
"	"	MIRI	MIRI		0405 064 00
"	"	NIAH	NIAH		0406 064 00
"	"	SEBAUH	SEB.4		0407 064 00
"	"	TATAU	TATAU		0408 064 00
"	"	LAWAS	LAWAS		0501 064 00
"	"	LIMBANG	LIM.5		0502 064 00
"	"	SUNDAR	SUN.5		0504 064 00
"	"	BINATANG	BIN.6		0601 064 00
"	"	DARO	DARO		0602 064 00
"	"	SARIKEI	SAR.6		0605 064 00
"	"	BELAGA	BEL.7		0701 064 00
"	"	KAPIT	KAPIT		0702 064 00
OF IC. & MUNITY. ELOPMENT	MACD	KUCHING	KUC	Minister	0102 062 02
"	MACD	"	"		0102 062 00
AGRICULTURE	AGRIC	KUCHING	KUC	Headquarters/ Fisheries	0102 063 00
"	"	"	"	Agriculture Research Centre	0102 063 01
"	"	"	"	Agriculture Training Centre, Tarat	0102 063 02
"	"	"	"	School of Agric. Tarat	0102 063 03
"	"	"	"	Kuching District	0102 063 04
"	"	"	"		0102 063 05
"	"	"	"		0102 063 06
"	"	"	"		0102 063 07

CULTURE	AGRIC	KUCHING	KUC		
"	"	"	"	Tarat Experimental Station	0102 063 08
"	"	"	"	Veterinary	0102 063 09
"	"	"	"		0102 063 10
"	"	"	"	Agricultural Office, 1st Division	0102 063 11
"	"	"	"	Induce Officers (1)	0102 063 12
"	"	"	"	IMG In-charged by Agric. Asst.-in-charge Semongok Agric. Station	0102 063 13
"	"	"	"	Kuching Designated Officer's Paysheet (2)	0102 063 14
"	BAU	BAU			0101 063 00
"	LUNDU	LUNDU			0103 063 00
"	NONOK	NONOK			0104 063 00
"	SERIAN	SER.1			0105 063 00
"	"	"			0105 063 01
"	SIBURAN	SIB.1			0106 063 00
"	SIMUNJAN	SIM.1			0107 063 00
"	BETONG	BET.2			0201 063 00
"	DEBAK	DEBAK			0202 063 00
"	ENGKILILI	ENG.2			0203 063 00
"	"	ENG.2			0203 063 01
"	"	"	IMG		0203 063 02
"	KABONG	KAB.2			0204 063 00
"	"	"	IMG		0204 063 01
"	LINGGA	LING.2			0205 063 00
"	LUBOK ANTU.	L.A.2			0206 063 00
"	PUSA	PUSA			0207 063 00
"	ROBAN	ROBAN			0208 063 00
"	SARATOK	SAR.2			0209 063 00
"	"	"	IMG		0209 063 01
"	SEBUYAU	SEB.2			0210 063 00
"	SIMANGGANG	SIM.2	In charged by Agricultural Officer		0211 063 00
"	"	"	In charged by Sr. Asst. Agric. Officer		0211 063 01
"	"	"	IMG In charged by Agric. Officer		0211 063 02

CULTURE	AGRIC	SIMANGGANG	SIM.2	IMG Incharged by Sr. Asst. Agric. Officer	0211 063 03
"	"	SPAOK	SPAOK		0212 063 00
"	"	BALINGIAN	BAL.3		0301 063 00
"	"	DALAT	DALAT	Including IMG	0302 063 00
"	"	KANOWIT	KAN.3	" "	0303 063 00
"	"	"	"		0303 063 01
"	"	MUKAH	MUKAH	" "	0304 063 00
"	"	SIBU	SIBU		0305 063 00
"	"	"	"	3D U/R Sibu	0305 063 01
"	"	"	"	IMG	0305 063 02
"	"	BARAM	BARAM	Including Bario	0401 063 00
"	"	"	"		0401 063 01
"	"	"	"	IMG	0401 063 02
"	"	SIBUTI	SIB.4		0402 063 00
"	"	"	"		0402 063 01
"	"	"	"	IMG	0402 063 02
"	"	BINTULU	BIN.4		0403 063 00
"	"	"	"		0403 063 01
"	"	"	"	IMG	0403 063 02
"	"	LONG LAMA	L.L.4		0404 063 00
"	"	"	"	IMG	0404 063 01
"	"	MIRI	MIRI		0405 063 00
"	"	"	"	Kabuloh	0405 063 01
"	"	"	"	IMG	0405 063 02
"	"	NIAH	NIAH		0406 063 00
"	"	"	"	IMG	0406 063 01
"	"	SEBAUH	SEB.4		0407 063 00
"	"	"	"	IMG	0407 063 01
"	"	TATAU	TATAU		0408 063 00
"	"	"	"	IMG	0408 063 01
"	"	LAWAS	LAWAS	IMG	0501 063 00
"	"	"	"		0501 063 01
"	"	LIMBANG	LIM.5		0502 063 00
"	"	"	"		0502 063 01
"	"	"	"	IMG	0502 063 02
"	"	NANGA MEDAMIT	NG.M.5		0503 063 00
"	"	SUNDAR	SUN.5		0504 063 00

ICULTURE	AGRIC	BINATANG	BIN.6	Including IMG	0601 063 (
"	"	"	"		0601 063 (
"	"	DARO	DARO	" "	0602 063 (
"	"	"	"		0602 063 (
"	"	JULAU	JULAU	" "	0603 063 (
"	"	MATU	MATU	" "	0604 063 (
"	"	SARIKEI	SAR.6		0605 063 (
"	"	"	"		0605 063 (
"	"	"	"	IMG	0605 063 (
"	"	BELAGA	BEL.7		0701 063 (
"	"	KAPIT	KAPIT	Including IMG	0702 063 (
"	"	SONG	SONG		0703 063 (
I.D.	D.I.D.	KUCHING	KUC		0102 066 (
	"	"	"	IMG	0102 066 (
	"	SIMUNJAN	SIM.1		0107 066 (

D.I.D.	D.I.D.	SIMANGGANG	SIM. 2		0211 066 00
"	"	"	"	IMG	0211 066 01
"	"	SIBU	SIBU		0305 066 00
"	"	"	"	IMG	0305 066 01
"	"	MIRI	MIRI		0405 066 00
"	"	"	"	IMG	0405 066 01
"	"	MATU	MATU		0604 066 00
MIN. OF WELFARE SERVICES	M.W.S.	KUCHING	KUC	Home for the Aged/Welfare Services	0102 058 00
"	"	SIMANGGANG	SIM. 2		0211 058 00
"	"	SIBU	SIBU		0305 058 00
"	"	MIRI	MIRI		0405 058 00
"	"	LIMBANG	LIM. 5		0502 058 00
"	"	KAPIT	KAPIT		0702 053 00
MIN. OF WELFARE & CULTURE	M.W.C.	KUCHING	KUC		0102 058 01
MAJLIS ISLAM	ISLAM	KUCHING	KUC		0102 059 00
"	"	SIMANGGANG	SIM. 2		0211 059 00
"	"	SIBU	SIBU		0305 059 00
"	"	MIRI	MIRI		0405 059 00
"	"	LIMBANG	LIM. 5		0502 059 00
"	"	SARIKEI	SAR. 6		0605 059 00
MIN. OF LOCAL GOVERNMENT	MLGH	KUCHING	KUC	Minister	0102 057 00
"	"	"	"	Sarawak Library	0102 057 01
"	"	"	"	General Office	0102 057 02
MIN. OF CULTURE, YOUTH & SPORT	MCYS	KUCHING	KUC		0102 058 02
"	"	BAU	BAU		0101 058 02
"	"	SERIAN	SER. 1		0105 058 02
"	"	SARATOK	SAR. 2		0209 058 02
"	"	BINTULU	BIN. 4		0403 058 02
"	"	LAWAS	LAWAS		0501 058 02
MUSEUM	MUS.	KUCHING	KUC		0102 061 00
"	"	NIAH	NIAH		0406 061 00
TURTLE TRUST	T.T.	KUCHING	KUC		0102 067 00
MIN. OF HOUSING	M.H.	KUCHING	KUC		0102 077 00

T. 156A  
(Revised 8'82)

Please effect the following alterations/ adjustments to the personal particulars, salaries, allowances and deductions of the undermentioned officer:

Officer	Pay No.
Ant	Date Appointed to Present Post
Station/Department/Section	
Station/Department/Section	Tax Status
Mean Wage	Incremental Date
	Salary Group & Scale

Amber

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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of Station/Department/Section							
		/			/		

Appointment (Post)	
17	

Date of Birth (D/M/Y)

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\*EPF/W&OP/GEPF Membership No.

[illegible]

ASN Membership No.

[illegible]

10

Income Tax No.

[illegible]

Tabung Haji Membership No.

[illegible]

Tax Status

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	524	525
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### Franch Codes

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VC No.

[illegible]

Employer No.

[illegible]

Rental Date (Month)

1000

Salary

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**Tax Status**

- 00 - Single  
22 - Married  
01 - Married with 1 child  
02 - Married with 2 children  
03 - Married with 3 children  
04 - Married with 4 children  
05 - Married with 5 children  
06 - Married over 5 children  
09 - Widower  
10 - Divorce

Race Code

- 1 = Sarawakian Bumi  
2 = Sarawakian Non-Bumi  
3 = Non-Sarawakian

- 1 = Malay  
2 = Chinese  
3 = Indians  
4 = Jangs  
5 = Bulayuh  
6 = Kenyah  
7 = Melanau  
8 = Others

\*Delete whichever are inapplicable

Item 3 Description with reasons for alterations/adjustments to salaries, allowances and deductions.

Legal Reference: .....

Signature: .....

Date: .....

Title: \_\_\_\_\_

[illegible]

NOTE: When an earning allowance has  
 scale by 00 in 'NEW AMOUNT'

[illegible]

NOTE When a deduction has ceased  
in 'NEW AMOUNT' column

[illegible]

Checked by  
EST. ....

Processed by  
EDP





## JABATAN PERBENDAHARAAN NEGERI

Tingkat 10, Menara Pelita, Jalan Tun Abdul Rahman Ya'akub,  
Petra Jaya, 93050 Kuching, Sarawak, Malaysia.

Telefon : 082-440111

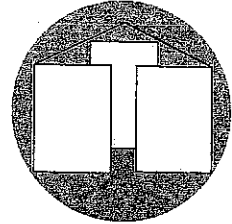
Faksimili : 082-447203 (Akauntan Negeri)

Faksimili : 082-445270 (Pentadbiran)

Faksimili : 082-446082 (Penyesuaian)

Faksimili : 082-442164 (Gaji)

Faksimili : 082-440704 (Pengurusan Dana)



### SURAT PEKELILING PERBENDAHARAAN NEGERI SARAWAK NO. PP: 3/2001

**PERKARA: PROSEDUR PENGANTARAN BORANG T.156A DI BAWAH SISTEM  
BELANJAWAN BARU (NEW BUDGETING SYSTEM - NBS) (Pindaan).**

Lanjutan kepada Surat Pekeliling Perbendaharaan Negeri Sarawak No. PP. 2/2001 bertarikh 3 Julai 2001, perenggan kecil 4.1.1, saya sukacita mengemukakan bersama-sama ini Senarai Kod Input Gaji (ED Codes) (Pindaan) untuk perhatian dan makluman tuan/puan.

2. **Perihal** bagi kod-kod Input Gaji dan Kod Objek Lanjut di atas telah dikemas kini dan dipinda agar selaras dengan **Manual Chart of Account**.
3. Perkara-perkara lain yang dihuraikan di dalam Surat Pekeliling tersebut di atas masih dikekalkan.

Harap maklum.

**'BERSATU BERUSAHA BERBAKTI'**

(Wan Mohd. Yusop Wan Moss)  
Pem. Akauntan Negeri  
Sarawak.

*Miss G2  
Please prepare 1 set  
for me and submit  
p  
u*

Ruj: 301004(Vol. 2)13

TARIKH: 04 September 2001

**Lampiran kepada Pekeliling Perbendaharaan No. 3/2001.  
Senarai Kod Input Gaji (Pindaan)**

<b>Kod Input Gaji (ED Codes)</b>	<b>Perihal</b>	<b>Kod Objek Lanjut</b>
01	Gaji Biasa Pegawai Kerajaan	11301
02	Elaun Wilayah	12303
03	Elaun Memangku	11302
04	Bayaran Bonus Khas	15201
05	Elaun Tetap Bagi Jawatan Utama dan Gred Khas	12308
06	Bayaran Insentif Bagi Perkhidmatan Kritikal	12304
07	Bayaran Insentif Pegawai Kumpulan Profesional	12305
08	Bayaran Insentif Untuk Tugas Kewangan	12306
09	Peruntukan DiRaja	11101
10	Gaji (KM, TKM, M, MM dan S/U Politik)	11201
11	Gaji (YDP dan Tim YDP DUN)	11202
12	Lain-lain Elaun Tetap dibayar dlm Keadaan Tertentu/ Khusus (Operator Komputer)	12399
13	Elaun Tetap Keraian	12302
14	Elaun Tetap Perumahan (Ahli Pentadbiran dan ADUN)	12205
15	Elaun Jurutrengkas dan Pembantu Peribadi	12311
16	Elaun Menjalankan Kerja Jawatan	11303
17	Elaun Bertugas (TYT)	12101
19	Elaun Tetap Perumahan	12301
20	Elaun Hidup Susah	12310
21	Lain-Lain Elaun Tetap Dibayar Dalam Keadaan Tertentu/Khusus	12399
22	Elaun Tetap Bulanan Ahli DUN	12203
23	Lain-Lain Faedah Kewangan	15299
24	Elaun Tetap Lain (Ahli Pentadbiran dan ADUN)	12299
25	Elaun Basikal	12312
26	Elaun Tetap Perkhidmatan Awam	12307
28	Elaun Tetap Keraian Ahli DUN	12204
201	Tunggakan Gaji Pegawai Kerajaan	11601
202	Tunggakan Elaun Wilayah	12603
205	Tunggakan Elaun Tetap Bagi Jawatan Utama dan Gred Khas	12608
206	Tunggakan Bayaran Insentif Bagi Perkhidmatan Kritikal	12604
207	Tunggakan Bayaran Insentif Pegawai Kumpulan Profesional	12605
208	Tunggakan Bayaran Insentif Untuk Tugas Kewangan	12606
209	Tunggakan Peruntukan DiRaja	11401
210	Tunggakan Gaji (KM, TKM, M, MM dan S/U Politik)	11501
211	Tunggakan Gaji (YDP dan Tim YDP DUN)	11502
212	Tunggakan Lain-lain Elaun Tetap (Operator Komputer)	12699
213	Tunggakan Elaun Tetap Keraian	12602
214	Tunggakan Elaun Tetap Perumahan (Ahli Pentadbiran dan ADUN)	12505
215	Tunggakan Elaun Jurutrengkas dan Pembantu Peribadi	12611
217	Tunggakan Elaun Bertugas (TYT)	12401
219	Tunggakan Elaun Tetap Perumahan	12601
220	Tunggakan Elaun Hidup Susah	12610
221	Tunggakan Lain-Lain Elaun Tetap Dibayar Dalam Keadaan Tertentu/Khusus	12699
222	Tunggakan Elaun Tetap Bulanan Ahli DUN	12503
225	Tunggakan Elaun Basikal	12612
226	Tunggakan Elaun Tetap Perkhidmatan Awam	12607
228	Tunggakan Elaun Tetap Keraian Ahli DUN	12504