

KERAJAAN SERI PADUKA BAGINDA  
MALAYSIA

PEKELILING PERKHIDMATAN BIL. 11 TAHUN 1973

REVISION OF DAILY WAGE RATES AND TERMS AND  
CONDITIONS OF SERVICE FOR DAILY-RATED EMPLOYEES  
IN THE PUBLIC SERVICE IN EAST MALAYSIA (SARAWAK)

It has been decided that with effect from 1st May, 1973 the wages of daily-rated employees shall be revised in accordance with the following formula which is based on the monthly clean wage salaries of the relevant posts as listed in Schedules 1 to 11 of Appendix 'A' to Service Circular No. 7 of 1972:—

$$\frac{\text{Monthly clean wage} \times 12}{313} = \begin{array}{l} \text{clean wage per day} \\ \text{(rounded off to the} \\ \text{nearest cent)} \end{array}$$

2. Based on the formula above, the daily rate wages in respect of the various Classes are shown in Column I of Appendix 'A'.

3. This Service Circular shall not apply to:—

- (a) Daily-rated employees to whom Service Circular No. 7 of 1972 applies irrespective of their options;
- (b) Daily-rated employees in statutory bodies;
- (c) Officers who have had their salaries and terms and conditions of service revised under Service Circular No. 9 of 1971;
- (d) Members of the Education and Teaching Service;
- (e) Members of the Armed Forces;
- (f) Officers on contract including designated officers on contract; and
- (g) Employees who have had their services terminated on disciplinary grounds or as a result of conviction in a criminal court.

TERMS AND CONDITIONS OF SERVICE

4. The terms and conditions of service shall be the same as those set out in Service Circular No. 7 of 1972 subject to the following conditions:—

- (i) The following paragraphs of Service Circular No. 7 of 1972 shall not be applicable to the daily-rated employees:—

- (a) Paragraphs 2 — Conversion into monthly pay and clean  
& 3 wages
  - (b) Paragraph 4 — Probationary period
  - (c) Paragraph 6 — Personal-to-holder scales
  - (d) Paragraph 8 — Re-employment of pensioners
  - (e) Paragraph 15 — Half-pay leave
  - (f) Paragraph 16 — Leave without pay
  - (g) Paragraph 17 — Unrecorded leave
  - (h) Paragraph 19 — Study leave and scholarship leave
  - (i) Paragraph 22 — Leave passages
  - (j) Paragraph 31 — Acting and Charge allowances
  - (k) Paragraph 38 — Loans for purchase of vehicles
  - (l) Paragraph 39 — Eligibility for quarters
  - (m) Paragraph 40 — Rent on quarters
  - (n) Paragraph 41 — Housing Assistance Scheme
  - (o) Paragraphs 44, — Superannuation (excluding Employees  
45, 46, 47, 48, Provident Fund)  
50 & 51
  - (p) Paragraphs 52, — Option  
53, 54 & 55
  - (q) Paragraphs 56, — Conversion and arrears  
57, 58 & 59
  - (r) Paragraph 61 — Deceased/Retired employees
- (ii) The following relevant paragraphs of Service Circular No. 7 of 1972 have been modified as set out below:

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**(a) Overtime**

For the purpose of paragraph 25 of Service Circular No. 7 of 1972 the rates of overtime allowance per hour corresponding to the daily rate wages have been tabulated in Column III of Appendix 'A'.

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**(b) Regional Allowance**

A regional allowance which carries no superannuation benefits is payable at the same rates as prescribed under paragraph 33 of the Service Circular No. 7 of 1972 but computed on the basis of daily wage rates in accordance with the following formula:

$$\frac{\text{Regional allowance per month} \times 12}{365} = \text{Regional allowance per day}$$

For the purpose of this paragraph, the daily rates of regional allowance corresponding to the daily rate wages have been tabulated in Column II of Appendix 'A'.

(c) *Age of Retirement*

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Employees will not normally be retained in employment beyond the age of 55 years.

*Employees Provident Fund*

5. Daily-rated employees shall contribute to the Employees Provident Fund established under the Employees Provident Fund Ordinance, 1951.

*Termination of Service*

6. The services of a daily-rated employee may be terminated by giving one day's notice on either side or payment of one day's wage in lieu thereof.

**GENERAL**

*Authority for Engagement*

7. Heads of Departments may engage daily-rated employees.

8. 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.

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*Malaysia.*

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

*11th. Mei, 1973.*