

Salary Conversion – Specimen Letter

My No :
Date:

Name of the officer :
Designation :
Grade :

**Conversion of Salary in Accordance with the New Salary Structure Compiled in terms of
Circular as at 01.01.2016**

Your salary is converted as follows in accordance with the new salary structure as at 01.01.2016.

1. On approval of the Department of Management Services as at 31-12-2015, the relevant

- (a) Service Category :
- (b) Salary Code :
- (c) Salary Scale : Rs.
- (d) Salary Step :
- (e) Salary Point : Rs.
- (f) Date of last Salary Increment :

2. In accordance with the new salary structure (As per with Schedule I) as at 01-01-2016

- (a) Service Category :
- (b) Salary Code :
- (c) Salary Scale : Rs.
- (d) Salary Step :
- (e) Salary Point : Rs.

3. Salary corresponding to the Salary Point mentioned in 1(e) above, which is to be paid from 01/01/2016 (as per Schedule II)

- (a) Basic Salary : Rs
- (b) Adjustment allowance of the gross salary: Rs.

4. Your date on which the efficiency bar should be passed /date of increment will remain unchanged.

5. This conversion is subject to the recovery of any over payment due to the incorrect classification or error in calculation or any other error.

Prepared By:
Signature :
Name :
Post :
Date :

Checked By:
Signature :
Name :
Post :
Date :

Head of the Institution

Signature :
Name :
Post :
Date :
Official Stamp :

Copies:- 1
2

Salary Conversion – Specimen Letter

My No :
Date :

Name of the officer :
Designation :
Grade :

**Conversion of Salary in Accordance with the New Salary Structure Compiled in terms of
..... Circular as at 01.01.2017**

Your salary is converted as follows in accordance with the new salary structure as at 01-01-2017.

1. In accordance with the new salary structure as at 31-12-2016, the relevant

- (a) Service Category :
- (b) Salary Code :
- (c) Salary Scale : Rs.
- (d) Salary Point in terms of schedule I : Rs.
- (e) Salary point paid in terms of schedule II : Rs.
- (f) Adjustment allowance paid in terms of schedule II : Rs.

2 Salary payable with effect from 01/01/2017 in terms of schedule II

- (a) Basic salary : Rs.
- (b) Adjustment allowance of the gross salary : Rs.

3. Your date on which the efficiency bar should be passed /date of increment will remain unchanged.

4. This conversion is subject to the recovery of any over payment due to the incorrect classification or error in calculation or any other error.

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Head of the Institution

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Official Stamp :

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Salary Conversion – Specimen Letter

My No :

Date :

Name of the officer :
 Designation :
 Grade :

**Conversion of Salary in Accordance with the New Salary Structure Compiled in terms of
 Circular as at 01.01.2018**

Your salary is converted as follows in accordance with the new salary structure as at 01-01-2018.

1. In accordance with the new salary structure as at 31-12-2017, the relevant

- (a) Service Category :
 (b) Salary Code :
 (c) Salary Scale : Rs.
 (d) Salary Point in terms of schedule I : Rs.
 (e) Salary point paid in terms of schedule II : Rs.
 (f) Adjustment allowance paid in terms of schedule II : Rs.

2 Salary payable with effect from 01/01/2018 in terms of schedule II

- (a) Basic salary : Rs.
 (b) Adjustment allowance of the gross salary : Rs.

3. Your date on which the efficiency bar should be passed /date of increment will remain unchanged.

4. This conversion is subject to the recovery of any over payment due to the incorrect classification or error in calculation or any other error.

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Checked By:

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Head of the Institution

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 Official Stamp :

Copies:- 1
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Salary Conversion – Specimen Letter

My No :
Date :

Name of the officer :
Designation :
Grade :

**Conversion of Salary in Accordance with the New Salary Structure Compiled in terms of
..... Circular as at 01.01.2019**

Your salary is converted as follows in accordance with the new salary structure as at 01-01-2019.

1. In accordance with the new salary structure as at 31-12-2018, the relevant

- (a) Service Category :
- (b) Salary Code :
- (c) Salary Scale : Rs.
- (d) Salary Point in terms of schedule I : Rs.
- (e) Salary point paid in terms of schedule II : Rs.
- (f) Adjustment allowance paid in terms of schedule II : Rs.

2 Salary payable with effect from 01/01/2019 in terms of schedule II

- (a) Basic salary : Rs.
- (b) Adjustment allowance of the gross salary : Rs.

3. Your date on which the efficiency bar should be passed /date of increment will remain unchanged.

4. This conversion is subject to the recovery of any over payment due to the incorrect classification or error in calculation or any other error.

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Salary Conversion – Specimen Letter

My No :

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Name of the officer :
 Designation :
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**Conversion of Salary in Accordance with the New Salary Structure Compiled in terms of
 Circular as at 01.01.2020**

Your salary is converted as follows in accordance with the new salary structure as at 01-01-2020.

1. In accordance with the new salary structure as at 31-12-2019, the relevant

- (a) Service Category :
 (b) Salary Code :
 (c) Salary Scale : Rs.
 (d) Salary Point in terms of schedule I : Rs.
 (e) Salary point paid in terms of schedule II : Rs.
 (f) Adjustment allowance paid in terms of schedule II : Rs.

2 Salary payable with effect from 01/01/2020 in terms of schedule II

- (a) Basic salary : Rs.
 (b) Adjustment allowance of the gross salary : Rs.

3. Your date on which the efficiency bar should be passed /date of increment will remain unchanged.

4. This conversion is subject to the recovery of any over payment due to the incorrect classification or error in calculation or any other error.

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Copies:- 1
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