Salary Conversion – Specimen Letter

My No : Date:

Name of the officer :			
Designation :			
Grade :			
Conversion of Salary in Ac	cordance with the New Salary St	ructure Compiled in terms of	
	Circular as at 01.01.2	<u>016</u>	100
Your salary is converted as follows	s in accordance with the new salary stru	acture as at 01.01.2016.	
			23
1. On approval of the Department	of Management Services as at 31-12-20	15, the relevant	WV
(a) Service Category	3		
(b) Salary Code	2		
(c) Salary Scale	: Rs.		
(d) Salary Step	1		
(e) Salary Point	: Rs.		Stale,
(f) Date of last Salary Increment	**************************************		0.447
2. In accordance with the new sala	ry structure (As per with Schedule I) a	s at 01-01-2016	
(a) Service Category			
(b) Salary Code			
(c) Salary Code (c) Salary Scale	: Rs.		
(d) Salary Step	. KS.		
(e) Salary Point	: Rs.		
(c) Salary I offic	. 10.		
3. Salary corresponding to the Sala	ry Point mentioned in 1(e) above, which	ch is to be paid from 01/01/2016 (a	s per Schedule II)
(a) Basic Salary	: Rs		
(b) Adjustment allowance of the gr	ross salary: Rs.		
4. Your date on which the efficience	cy bar should be passed /date of increm	ent will remain unchanged.	8225
5. This conversion is subject to the any other error.	e recovery of any over payment due to	the incorrect classification or erro	r in calculation or
any other error.			
Prepared By:		Checked By:	
Signature :		Signature :	dilateli,
Name :		Name :	
Post:		Post :	
Date:		Date :	
	Head of the Institution	ı	
	Signature :		
	Name :		
	Post :		
	Date:		
	Official Stamp:		114
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2			

Salary Conversion – S	pecimen	Letter
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My No: Date:

Name of the	ne officer	:
Designatio Grade	on	:
Grade		*
	Conve	rsion

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 ne	w salary	structure a	as at	31-12-2016,	the relevant
	1110						

- (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

- (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.

Prepared By:		
	Checke	ed By:
Signature :		Signature : Name : Post : Date :
	Head of the Institution Signature: Name: Post: Date: Official Stamp:	
Conies:- 1		

Salary Conversion – Specimen Letter

My No: Date:

Name of the officer : Designation : Grade :	
Conversion of Salary in Accordance with the New Salary St Circular as at 01.01.2	ructure Compiled in terms of 018
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 w	ill remain unchanged.
4. This conversion is subject to the recovery of any over payment due to the incany other error.	correct classification or error in calculation or
Prepared By: Checke	ed By:
Signature :	Signature : Name : Post : Date :
Head of the Institution	
Signature :	
Copies:- 1	= 01

Salary	Conversi	ion - S	pecimen	Letter
Salary	Conversi		pecimen	Louis

My No: Date:

(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

(8) 5

1015

·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.

Prepared By:			
	Checked By:		
Signature :		Signature :	
	Head of the Institution		
- 89			
	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 Str Circular as at 01.01.20	ructure Compiled in terms of 020
Your salary is converted as follows in accordance with the new salary structure	
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 wi	Il remain unchanged.
4. This conversion is subject to the recovery of any over payment due to the inc any other error.	orrect classification or error in calculation of
Prepared By: Checke	d By:
Signature: Name: Post: Date: Head of the Institution	Signature :
Signature :	
Copies:- 1	