

Annexure U to Circular 1 of 2008

(PERSAL NO.....)

DIRECTOR-GENERAL/HEAD OF DEPARTMENT:.....

DECLARATION IN RESPECT OF PERSONNEL, WHO ARE CURRENTLY ON PERSONAL SALARY SCALES/FIXED PERSONAL SALARY NOTCHES ON THE SALARY KEY SCALE WHICH APPLIED ON 30 JUNE 1996 OR WHO WERE AWARDED A (PERSONAL) SALARY SCALE OR NOTCH SINCE 1 JULY 1996 THAT IS NOT REFLECTED ON THE SALARY GRADING SYSTEM KEY SCALE OR RELEVANT OSD KEY SCALE, FOR TRANSLATION TO THE SALARY GRADING SYSTEM/ RELEVANT OSD

Note

This declaration must be completed with due regard to the Department of Public Service and Administration's circular minute 1/2/1/P of 11 January 1999.

(Personnel must choose either paragraph 1 or 2 below and delete the paragraph which is not applicable)

1. I(full name) (ID Number:.....) hereby choose to be translated to the revised salary grading system with effect from 1 July 2008. I realise that this choice entails that I will be translated to the same salary range/level as other personnel holding the same rank in the same occupation as myself who are/were remunerated according to the standard salary range/level attached to the relevant post/rank, and that I will be treated similar to such personnel. I further renounce all claims that I might have for annual notch increments on the personal salary scale that applies/applied to me on 30 June 2008.

2. I(full name) (ID Number:.....) hereby choose to retain my personal salary scale and incremental date, if any, which are/were applicable to me on 30 June 2008. I realise that this choice entails that I will receive no salary adjustment on 1 July 2008 (except an annual notch increment within the limits of my personal salary scale if the incremental date is 1 July).

Sign on this.....day of20.....at.....

SIGNATURE

WITNESSES:

