MINISTRY	AGRICULTURE
DEPARTMENT/DIVISION	AGRICULTURAL SERVICES DIVISION
NAME OF OFFICER	JOHN DOE
GRADE	FOREST RANGER I
BRANCH/SECTION	12345

PAY RECORD CARD 2022

AT 3RD LONG PT

SALARY SCALE		SALARY PER ANNUM	INCREMENTAL DATE
21			
SALARY PER MONTH 7,414	C.O.L.A. 225	OTHER ALLOWANCES	TOTAL

EMPLID : 12345
BIR NUMBER: 000 123 456-7
NIS# 000 123 123

TAX DEDUCTIONS	
CURRENT	
20	
PREVIOUS	
TOTAL	

HOW NET SALARY PAYABLE

A — TO BANK .....

B — BY SEPARATE CHEQUE .....

C — IN DEPARTMENT

(IF "A" APPLICABLE, STATE NAME OF BANK

IF "B" APPLICABLE, STATE PAYEE'S ADDRESS)

P.F. No.

Voucher No.	Office	Name	Month	SALARY Rate Per Annum	SALARY Rate Per Month	Gross Salary Due	DEDUCTIONS FOR DEPOSIT WITH THE COMPTROLLER OF ACCOUNTS: Advances	Rent	W.O.P.S. Prov. Fd.	O/P		Sub Total	NIS H/S	P.S.A.	DEDUCTIONS FOR DIRECT PAYMENT BY CHEQUE: N.H.A.	Insurance Premia	Cr. Union Bank		Total Deductions	Net Salary (After Deductions)
			JAN.																	
			FEB.																	
			MARCH																	
			APRIL																	
			MAY	7,414	225 00	7,639 00														
			JUNE	7,414	225 00	7,639 00														
			JULY	494.00 7,414	225 00	8133 00														
			AUG.	7,414	225 00	7,639 00														
			SEPT.	7,414	225 00	7,639 00														
			OCT.	7,414	225 00	7,639 00														
			NOV.	7,414	225 00	7,639 00				985	68									
			DEC.	7,414	225 00	7,639 00														

REMARKS:

① Salary particulars dd. 18/5/2022
received from CBIR – Mr. Doe, Former Clerk II
@ 3rd Long Pt. Paid as Clerk II at BIR up to 30.4.2022.

② DPA Memo P: 9/2/12 Volume4 CB/KPb dd: 18/02/2022
Re: Mr. Doe promoted as Forest Ranger I wef 9/2/2022
Arrears of Salary 9/2/22 to 28/2/22 @ 182.00 = 130.00 (7414 / 7232)
1/3/22 to 30/4/22 @ 182.00 = 364.00
494.00

Officer assumed wef 1/5/22 as Forest Ranger I Rg.21.

③ SHRO Memo dd. 26/09/2022 Re. Class of
ESL ftp 13–16/10/22 (4 days – w/o Pay) and
03–07/12/22 (5 days – Full Pay).
O/P ftp 13–16/10/23 @ 7414 = 956.65
COLA 13–16/10/23 @ 225 = 29.03
TOTAL = 985.68

MINISTRY	AGRICULTURE
DEPARTMENT/DIVISION	AGRICULTURAL SERVICES DIVISION
NAME OF OFFICER	JOHN DOE
GRADE	FOREST RANGER I
BRANCH/SECTION	12345

PAY RECORD CARD 2023

AT 3RD LONG. PT.

SALARY SCALE		SALARY PER ANNUM	INCREMENTAL DATE
21			
SALARY PER MONTH 7414	C.O.L.A. 225	OTHER ALLOWANCES	TOTAL

EMPLID : 12345
BIR NUMBER: 000 123 456-7
NIS NUMBER: 000 123 123

TAX DEDUCTIONS	
CURRENT	
20	
PREVIOUS	
TOTAL	

HOW NET SALARY PAYABLE

A — TO BANK ..... P.F. No.

.....

B — BY SEPARATE CHEQUE .....

.....

C — IN DEPARTMENT

(IF "A" APPLICABLE, STATE NAME OF BANK

IF "B" APPLICABLE, STATE PAYEE'S ADDRESS)

Voucher No.	Office	Name	Month	SALARY Rate Per Annum	SALARY Rate Per Month	Gross Salary Due	DEDUCTIONS FOR DEPOSIT WITH THE COMPTROLLER OF ACCOUNTS: Advances	Rent	W.O.P.S. Prov. Fd.			Sub Total	NIS H/S	P.S.A.	DEDUCTIONS FOR DIRECT PAYMENT BY CHEQUE: N.H.A.	Insurance Premia	Cr. Union Bank		Total Deductions	Net Salary (After Deductions)
			JAN.	7,414	225 00	7,639 00														
			FEB.	7,414	225 00	7,639 00														
			MARCH	6218.19	188 71	6,406 90														
			APRIL						NO PAY LEAVE ON GROUNDS OF PUBLIC POLICY											
			MAY						WEF 27/03/2023 – 30/06/2023											
			JUNE																	
			JULY	7,414	225 00	7,639 00														
			AUG.	7,414	225 00	7,639 00														
			SEPT.	7,414	225 00	7,639 00														
			OCT.																	
			NOV.																	
			DEC.																	

REMARKS:

① ROP March 2023 – Pay salary and COLA

ftp 1/3/23 – 26/3/23 — 1/3 – 26/3/23 @ 7,414 = 6,218.19

Leave of Absence without pay on — COLA 1/3 – 26/3/23 @ 225 = 188.71

Grounds of Public Policy — TOTAL 6,406.90

ftp 27/3/23 – 30/6/23 : Ministerial Minute No.1 of 2023.

② ROP July 2023 – Pay Salary and COLA

wef July 2023

officer assumed from Public Policy wef 1/7/23.

FORM "A"

General 130A
(Revised 2022)

CERTIFIED PENSION AND LEAVE RECORD

(See Instructions Overleaf)

SECTION A*

PERSONAL DETAILS

1. Name Doe (*Surname*) John (*First Name*) (*Other Name(s)*)
2. Present Post Forest Ranger I
3. Ministry/Department Agriculture, Land and Fisheries
4. Division/Branch Agricultural Services Division
5. Date of First Permanent Appointment ..... (*dd/mm/yyyy*)
6. Date of Birth 01/10/1985 (*dd/mm/yyyy*)
7. Date of Confirmation ..... (*dd/mm/yyyy*)
8. Date of Present Appointment 09/02/2022 (*dd/mm/yyyy*)
9. NIS No. .....
10. BIR No. .....
11. Birth Certificate PIN .....
12. IhRIS Emp No. .....

SECTION B*

DETAILS OF SERVICE, SALARY AND ALLOWANCES

Year†	Post	Salary Range	Date of Commence-ment	Date Termination	Monthly Earnings				Remarks
					Sub. Salary		Acting Allow.‡		
					$	c.	$	c.	
2022	Forest Ranger I	21	09/02	30/04	7,414	00			Note 1
2022	Forest Ranger I	21	01/05	31/12	7,414	00			
2023	Forest Ranger I	21	01/01	26/03	7,414	00			
2023	Forest Ranger I	21	27/03	30/06	7,414	00			NOTIONAL (Note 2)
2023	Forest Ranger I	21	01/07	30/09	7,414	00			

Note 1; Only difference paid between R:21 and R:20C $7414/$7232.
Note 2: Ministerial Minute No. 1 of 23 approved No Pay Leave on Grounds of Public Policy f.t.p. 27/03/23-30/06/23.
Note 3: Previous service: Clerk II @ BIR.

† Information in respect of each calendar year showing separately any incremental changes of movements resulting from promotions, etc. (inclusive of dates) must be inserted wherever these occur.

‡ Only continuous periods of acting which affect incremental dates are to be shown.

SECTION C*

DETAILS OF LEAVE

1. Half-Pay or No-Pay

Type of Leave	Year	Period of Absence		Days
		From	To	
ESL Without Pay	2022	13/10	16/10	4
No Pay Leave - Public Policy	2023	27/03	30/06	96
NIL				
NIL				

*All information at Sections A, B and C must be furnished at all times. Where data does not apply to the employee the words not applicable (N/A) or Nil must be inserted.