

Application of Injury Pension and Extra-ordinary Reward

[Rule 271 (b)]

- 1. Applicant's name
- 2. Father's name
- 3. Nationality and religion
- 4. Full address
- 5. Unit where applicant served at
- 6. Date of first appointment
- 7. Service
- 8. Cause of injury
- 9. Type of injury
- 10. Pay at the time of getting
injury
- 11. Pension and compassionate
grant
- 12. Date of getting injury
- 13. Place where the payment
shall be done and Treasury
- 14. If any special remark,
- 15. Applicant's date of birth
- 16. Height
- 17. Prominent mark
- 18. Application date
- 19. Remark

Head of Department

Application of Family Pension**[Rule 271 (b)]**

Application byfor giving compassionate grant and extra-ordinary pension to the bereaved family of the deceasedwho died due to an accident during serving

A. Profile of the applicant

- (1) Name and address
- (2) Age
- (3) Height
- (4) Nationality and religion
- (5) Prominent mark
- (6) Current occupation and
financial condition
- (7) Relationship with the deceased

B. Profile of the deceased person

- (8) Name
- (9) Occupation
- (10) Service
- (11) Pay scale before death
- (12) Cause of death
- (13) Pension and gratuity
demanded
- (14) Date of application
- (15) Place where the payment
shall be done and treasury
- (16) Commencement date to pension
- (17) Remark

Form "B" continued

| | | Name | Date of birth |
|---|---------------------|-------|---------------|
| name and age of the dependants | Sons | | |
| | Widows | | |
| | Daughters | | |
| | Father | | |
| | Mother | | |
| | Younger brothers | | |
| | Younger sisters | | |

Place

Date:

Head of Department

Personal Record**[Rule 24 (b)]**

1. Name -
2. Childhood name -
3. Other name -
4. Age (Date of birth) -
5. Nationality and religion -
6. Height -
7. Hair colour -
8. Eye colour -
9. Prominent mark -
10. Skin colour -
11. Weight -
12. Place of birth -
13. Citizenship Scrutiny Card No. -
14. Full current address -
15. Full permanent address -
16. Full previous residence and addressess -
(if you are a soldier, no need to state the army address)
17. If you had joined the army/ if you are a soldier:
 - (a) BC number -
 - (b) Date of joining army -
 - (c) Cadet training intake -
 - (d) Date of being gazetted officer -
 - (e) Resigned date from military -
 - (f) Reason for resignation -
 - (g) Previous unit where you
served at -

Form (1) continued

- (h) History in the military/crime -
- (i) Pension pay -
18. Qualification -
19. Name of father/ Nationality/ Religion/
Place of birth/ Occupation -
20. Father's full address -
21. Name of mother/Nationality/Religion/
Place of birth / Occupation -
22. Mother's full address -
23. Whether parents are citizen
or not when the applicant was born -
24. Current occupation and post -
25. Receiving date of current post -
26. How to obtain the current occupation -
27. Open competition/ Direct appointment -
28. Pay -
29. Department/ Place -
30. Supporters for the occupation -
31. Previous occupation -

| No. | Position | Military/Department | Place |
|-----|----------|---------------------|-------|
| | | | |

Form (1) continued

32. Applicant's siblings

| No. | Name | Nationality/Religion | Place of birth | Occupation | Address |
|-----|------|----------------------|----------------|------------|---------|
| | | | | | |

33. Father's siblings

| No. | Name | Nationality/Religion | Place of birth | Occupation | Address |
|-----|------|----------------------|----------------|------------|---------|
| | | | | | |

34. Mother's siblings

| No. | Name | Nationality/Religion | Place of birth | Occupation | Address |
|-----|------|----------------------|----------------|------------|---------|
| | | | | | |

Form (1) continued

35. Spouse

| No. | Name | Nationality/Religion | Place of birth | Occupation | Address |
|-----|------|----------------------|----------------|------------|---------|
| | | | | | |

36. Offspring

| No. | Name | Nationality/Religion | Place of birth | Occupation | Address |
|-----|------|----------------------|----------------|------------|---------|
| | | | | | |

37. Spouse's siblings

| No. | Name | Nationality/Religion | Place of birth | Occupation | Address |
|-----|------|----------------------|----------------|------------|---------|
| | | | | | |

Form (1) continued

38. Spouse's father and siblings

| No. | Name | Nationality/Religion | Place of birth | Occupation | Address |
|-----|------|----------------------|----------------|------------|---------|
| | | | | | |

39. Spouse's mother and siblings

| No. | Name | Nationality/Religion | Place of birth | Occupation | Address |
|-----|------|----------------------|----------------|------------|---------|
| | | | | | |

40. Whether applicant and his/
her spouse (or) Spouse's
parent, siblings and offspring
join political parties or not,
(if any, prescribe in detail)

Form (1) continued**Personal Profile From Childhood Up To Now**

1. Schools that you attended (to describe years) -
2. The last school/ grade that you attended and passed -
(to describe roll number, subjects in detail)
3. Political / Social activities in student life and status, responsibility in -
activities
4. Health exercises, playing musical instruments, education, -
technical skills that you had done as a hobby
5. Occupations that you worked and department/ township -
6. If you have joined the rebel forces or stayed in the region -
where the insurgents governed, describe your performances
7. Reasons that you'd moved work and pay scale -
8. While you are serving or carrying out private work, political -
social activities, status and responsibility in activity
9. Whether there are any colleagues who are performing in -
the fields of army, ministries, police and politics or not
10. If you have been abroad -

| No. | Country that you went | Reason why you went | Company/ Person/ Department you met there | Departure/ Arrival Date |
|-----|-----------------------|---------------------|---|-------------------------|
| | | | | |

Form (1) continued

11. Whether you have any foreign friend or not. If any, his or her occupation, nationality, country and how does your friendship become -
12. Supporters (army/ civil officer, township/ village/ ward administrator) -
13. Whether you have been convicted of criminal offence or not -

I hereby sign to take responsibility that the facts which I have filled in the tables mentioned above are authentic.

Signature :

BC Number (or) :

Citizenship Scrutiny Card No. :

Post / Designation :

Name :

Army/Department :

Dated: year: month: day:

Personal Record
[Rules 35 (h) (4), 47 (f) (4)]



- 1. Name -----
- 2. Citizenship Scrutiny Card No. -----
- 3. Nationality/Religion -----
- 4. Place of birth -----
- 5. Father's name-----Mother's name-----

- 6. Date of birth (Day, Month, Year) -----

- 7. Prominent mark -----

- 8. Current designation -----

- 9. Current address -----

- 10. Permanent address -----

- 11. Qualifications -----
- 12. Other languages proficient and proficiency level -----

- 13. Courses that you attended -----

Form (2) continued

14. Duties that you served:

| Duty | Office/ Department/ Organization | Starting Date | Ending Date | Remark |
|-------------|---|----------------------|--------------------|---------------|
| | | | | |

15. Name of the social and NGOs which you are participating and participated and duties

16. Conferred title, honours and certificates

Form (2) continued

17. Being punished

18. Other facts that you want to describe

(Signature of the service personnel)

19. Regarding the personal record of the service personnel mentioned above, I scrutinize and confirm that he/she filled authentically.



(Signature)

Name

Post/Designation

Office/ Department

Dated: year: month: day:

Form (3)

Order Form of Forming the Preliminary Enquiry Board**[Rule 184]**

(Name of Service Personnel Organization)**No. of Letter:** -----**Date:**-----**Order No. / Year**

1. **The Matter to hold Preliminary Enquiry:** (To describe name, designation, department of the service personnel who is taken action and the matter to hold preliminary enquiry briefly.)
2. **Formation of the Preliminary Enquiry Board:** In order to hold preliminary enquiry, the Preliminary Enquiry Board consisting of the following persons is formed and assigned:

Chairperson(1) **Name** -----(2) **Designation** -----(3) **Department/Service** -----**Personnel Organization****Member (1)**(1) **Name** -----(2) **Designation** -----(3) **Department/Service** -----**Personnel Organization**

Form (3) continued

Member (2)

(1) **Name** -----

(2) **Designation** -----

(3) **Department/Service** -----

Personnel Organization

3. **Duty specification:** The Preliminary Enquiry board shall submit the report including its findings on enquiry, the appraisal, the recommendations together with the case file.

(If there are facts which need to be stated in the report, to describe the summary of if here.)

4. **Forwarding documents:** The following documents which are related to the matter of enquiry, are attached and forwarded:

(If there are documents which are to be attached and forwarded, to describe.)

5. **Specification of the date to submit the report:** The Preliminary Enquiry Board shall submit its report not later than ----- day.

(Signature)

Designation

Copy to :

XXXXXX

XXXXXX

Form (4)

Form to Write the Statement of the Witness in Preliminary Enquiry

[Rule 186 (e)]

Witness no. ()

Name -----

Occupation /Designation -----

Department / Service Personnel -----

Organization

Address -----

(To describe Citizenship Scrutiny Card No and father's names if the witness is not a civil service personnel)

1. Regarding with the case of holding preliminary enquiry, after warning witness no. () to testify truly as much as he/she knows, the witness testifies as follows:

2. Preliminary Enquiry Board's question and witness's answers are as follows:

Question: -----

Answer: -----

Question: -----

Answer: -----

Form (4) Continued

3. The cross examination of the service personnel who is held preliminary enquiry, and answers of the witnesses are as follows: (To fill in the case enquired under Rule 187)

Cross examination: -----

Answer: -----

Cross examination: -----

Answer: -----

(-----)

Signature of the witness

Date : -----

(-----)

Member (1)

(-----)

Chairperson

(-----)

Member (2)

Dated : -----

Form (5)

The Preliminary Enquiry Board's Report Form**[Rules 187, 190]**

1. **Authority:** (To describe the order number and date of forming the Preliminary Enquiry Board. To describe the order number and date of re-forming the Board, if the board is re-formed.)

2. **Chairperson**

(1) **Name** -----

(2) **Designation** -----

(3) **Department / Service** -----

Personnel Organization

Member (1)

(1) **Name** -----

(2) **Designation** -----

(3) **Department / Service** -----

Personnel Organization

Member (2)

(1) **Name** -----

(2) **Designation** -----

(3) **Department / Service** -----

Personnel Organization

3. **Person who is enquired**

Name -----

Designation -----

Department / Service -----

Personnel Organization

Form (5) Continued

4. **Cause of enquiry:** -----

5. **Findings on enquiry:** (To vividly describe the findings, according to the statements of the witnesses, documentary evidence, relevant rules, regulations and directives.)

6. **Appraisal:** (To describe the appraisal of the preliminary enquiry board based on the findings on enquiry)

7. **The recommendation of the preliminary enquiry board:** -----

(-----)
Member (1)

(-----)
Chairperson

(-----)
Member (2)

Dated: -----

Order Form of Forming the Departmental Enquiry Board**[Rule 194 (a)]**

(Name of the Service Personnel Organization)**No of Letter:** -----**Date:** -----**Order No. / Year**

1. **The case to hold the departmental enquiry:** (To describe name, designation of the service personnel who is taken action, the case to hold the departmental enquiry briefly.)

2. **Formation of the Departmental Enquiry Board:** In order to hold the departmental enquiry, the Departmental Enquiry Board consisting of the following persons is formed and assigned.

Chairperson(1) **Name** -----(2) **Designation** -----(3) **Department / Service** -----**Personnel Organization****Member (1)**(1) **Name** -----(2) **Designation** -----(3) **Department / Service** -----**Personnel Organization**

Form (6) Continued**Member (2)**(1) **Name** -----(2) **Designation** -----(3) **Department / Service** -----**Personnel Organization**

3. **Duty specification:** The Departmental Enquiry Board shall submit the report including it's findings on enquiry, the appraisal, the recommendations together with the case file.

(If there are facts which are needed to state in the report, to describe summary of it.)

4. **Forwarding documents:** The following documents which are related to the case of enquiry are attached and forwarded.

(If there are documents which are to be attached and forwarded, to describe.)

5. **Specification of the date to submit the report:** The Departmental Enquiry Board shall submit its report to the ----- not later than ----- day.

(Signature)**Designation****Copy to:**

XXXXXX

XXXXXX

Charge Sheet Form**[Rule 195 (c)]**

1. Regarding with (designation) Mr. / Ms. (name of the service personnel who is taken action), the charge is framed as follows:

Charge 1: -----

Charge 2: -----

Charge 3: -----

(To specifically describe in brief the allegations or facts on which the charges are based on.)

2. Under the above charges (name of the service personnel who is taken action) is summoned to defend in writing against the charges that why the departmental enquiry is not held.

3. Whether he/she is desirous to be examined in order or not relating to the changes shall be described in the written statement form of (name of the service personnel who is taken action).

4. If the hearing is verbally done, the Departmental Enquiry Board consisting of the following persons shall be held:

Chairperson

(1) **Name** -----

(2) **Designation** -----

(3) **Department / Service** -----

Personnel Organization

Form (7) Continued

Member (1)

(1) **Name** -----

(2) **Designation** -----

(3) **Department / Service** -----

Personnel Organization

Member (2)

(1) **Name** -----

(2) **Designation** -----

(3) **Department / Service** -----

Personnel Organization

5. If there is a reasonable fact to object any members of the departmental enquiry board, it may be stated in the written statement form of (name of the service personnel)and objected.

6. As the following previous conviction shall be taken into account in sentencing if he/she is found guilty in the departmental enquiry; it shall be described in the written statement form of (name of the service personnel) in order to explain such matter.

(To describe previous conviction, imposed penalty, etc.)

7. The written statement form of the (name of the service personnel who is taken action)shall be forwarded to the chairperson of the departmental enquiry board not later than ----- day.

(Signature)

Chairperson

Departmental Enquiry Board

Dated: -----

Written Statement Form

[Rule 195 (f)]

To

Chairperson

Departmental Enquiry Board

Subject Matter: (To describe the brief of the subject matter of charged case)

Reference: (To describe the number of notification and date of the charge sheet form sent by the Departmental Enquiry Board)

1. Explanation for charges: Concerning with the charges of the change sheet form sent by reference,I explain as follows:

Explanation:
For charge 1

Explanation :
For charge 2

Explanation:
For charge 3

(Evidences and document concerning explanations can be attached and shown with written statement form if desired.)

2. **Other submissions relating to the case:**(To describe here if there is other description relating to case.)

3. **Submission relating to previous conviction:** (If the previous conviction is stated in the charge sheet form, to explain and submit here why don't the previous conviction take into account (if desired.))

Form (8) Continued

4. **Description of whether you desire to be examined by oral or not:**

5. **Description of whether you desire to object the members of the Departmental Enquiry Board or not:** (To describe the person's name desirous to object and submit the reasons for objection if you desire to object any of the members of departmental enquiry.)

Signature

Name
Designation
Address

Dated:

Departmental Enquiry Board’s Report Form

[Rules 1958(a) (b), 203]

1. **Authority:** (To describe the order number and date of the formation of Departmental Enquiry Board. if to describe the order number and date of such re-formation, the Board is re-formed.)

2. **Members of Departmental Enquiry Board**

Chairperson

(1) **Name**

(2) **Designation**

(3) **Department / Service Personnel**

Organization

Member (1)

(1) **Name**

(2) **Designation**

(3) **Department / Service Personnel**

Organization

Member (2)

(1) **Name**

(2) **Designation**

(3) **Department / Service Personnel**

Organization

3. **Civil Service Personnel Who is Taken Action**

Name of Civil Service Personnel

Designation

Department / organization

Form (9) Continued

4. **Summary of the case:** -----

5. **Charge:** -----

6. **Findings:** -----

(To describe the findings specifically according to the statement of the witness, documentary evidences relevant rules and regulations and directives.)

7. **Appraisal:** (To describe the appraisal of the Departmental Enquiry Board based on the findings.)

8. **Recommendation of the Departmental Enquiry Board** -----

(-----)
Member (1)

(-----)
Chairperson

(-----)
Member (2)

Dated:

Statement of Witness Form in Department Enquiry

[Rule 200 (a)]

Witness No () -----

Name -----

Occupation / Designation -----

Department / Organization -----

Address -----

(To describe the citizenship scrutiny card number and father’s name if the witness is not a civil service personnel.)

1. After the Departmental Enquiry Board warns to testify truly the witness concerning with the inquiry case as much as he/she knows,the witness testifies as follows:

2. Departmental Enquiry Board’s questions and witness’s answers are as follows:

Question: -----

Answer: -----

Question: -----

Answer: -----

Question: -----

Answer: -----

Form (10) Continued

3. (If the witness is from the department side) Cross examination of services person who is taken action and answers of the witness are as follows:

Cross- examination: -----

Answer : -----

Cross- examination: -----

Answer : -----

4. After reading the statement, I verify and hereby sign that it is the testimony.

(Signature of the witness)

Dated:

(-----)

Member (1)

(-----)

Chairperson

(-----)

Member (2)

Dated:

**Form to Write the Statement of Civil Service Personnel Who is Taken
Action in Departmental Enquiry**

[Rule 200 (c)]

Name -----

Occupation / Designation -----

Department / Organization -----

Address -----

1. After the Departmental Enquiry Board warns to testify truly the Service Personnel concerning with the enquiry case as much as he/she knows, the Service Personnel testified as follows:

Question: -----

Answer: -----

Question: -----

Answer: -----

Question: -----

Answer: -----

Question: -----

Answer: -----

Form (11) continued

2. After reading the statement, I verify and hereby sign that it is the testimony.

(Signature of the civil service personnel who is taken action)

Dated:

(.....)

Member (1)

(.....)

Chairperson

(.....)

Member (2)

Dated:

Appeal Form
[Rules 206, 220]

To

.....
.....

Subject Matter :(To describe any penalty or order against for filing appeal)

1. **Appellant**

Name

Designation

Address

2. **Facts and subject matter of case concerning with appealing case:**

(To describe the summary of the original case to be appealed in which the penalty or order was imposed.)

Imposed penalty or order:(To submit and attach with a copy of the respective order description the imposed penalty or orders of the original case.)

3. **Appealing facts:** (To describe the appealing fact, and any co-ordinated facts that supports the appealing fact.)

4. **Any statement concerning with the appeal case** (if any): (to describe the facts related to the appeal case)

(Appellant’s Signature)

Dated:

Order Form of Forming Appellant Scrutiny Board

[Rule 223 (b)]

.....
.....

(Service Personnel Organizations Name)

Letter of No:

Dated:

Order No / Year

1. **Appeal** case:(To describe the brief statement of the appealing case, appeal number and year, Service Personnel Organization, name and designation of the appellant.)

2. **Forming the Appellate Scrutiny Board** (Appellant Scrutiny Board containing the following members shall be formed and empowered to scrutinize concerning with the prescribed case of appeal.)

Chairperson

(1) **Name**

(2) **Designation**

(3) **Department/Service Personnel**

Organization

Member (1)

(1) **Name**

(2) **Designation**

(3) **Department/Service Personnel**

Organization

Member (2)

(1) **Name**

(2) **Designation**

(3) **Department/Service Personnel**

Organization

Form (13) continued

3. **Forwarding documents:** The following documents which are related to the case are attached and forwarded.

4. **Duty specification:** (The Appellate Scrutiny Board shall submit its finding, appraisal and recommendation together with the appeal case file to ----- not later than -----

(To describe the necessary facts here, if necessary.)

(To describe here if the necessary facts is required to scrutinize)

(Signature)

Designation

Copy to:

XXXXX

XXXXX

Recommendation Form of the Appellate Scrutiny Board

[Rule 223(b)(2)]

1. **Authority:** (To describe the number and date of the order of forming the Appellate Scrutiny Board.)

2. Members of the Appellate Scrutiny Board:

Chairperson

(1) **Name**

(2) **Designation**

(3) **Department/Service Personnel**

Organization

Member (1)

(1) **Name**

(2) **Designation**

(3) **Department/Service Personnel**

Organization

Member (2)

(1) **Name**

(2) **Designation**

(3) **Department/Service Personnel**

Organization

3. **Appellant**

(1) **Name**

(2) **Designation**

(3) **Department/Service Personnel**

Organization

Form(14) continued

4. **Appeal Case:** The facts relating to the case of appeal are as follows:

(a) **Summary of the case**

(b) **Imposed penalty or order of the original case**

(c) **Appealing facts**

5. **Findings:** (To describe the facts contained in the appeal case, statement and the related documents contained in the relevant case, and the findings under the respective rules, regulations and the direction obviously.)

6. **Appraisal:** (To describe the appraisals of the Board based on its scrutinization.)

7. **Recommandation Statement of the Appellate Scrutiny Board** -----

(.....)

Member(1)

(.....)

Chairperson

(.....)

Member(2)

Dated :.....

**(Sample of Contract for the Appointment of Retired Service Personnel
with Contract)**

[Rule 274]

The Republic of the Union of Myanmar

Ministry/ Organization -----

Department /Enterprise -----

Contract of Employment

This contract is made at building No -----, ----- street,-----
----- town on ----- day ----- month ----- year between the
Union Government (represented by the head of service personnel -----
-----department/ enterprise ----- ministry/ organization here in after
referred to as head of service personnel) and U/Daw -----, pensioner,
National Scrutiny Card number -----, No -----, ----- street, -----
-----township, ----- Region here in after referred to as -----.

(1) Term of Appointment

- (a) The term of the appointment of the above pensioner U/
Daw ----- as ----- appointed by the head of service
personnel is () year or () month from ----- day
----- month ----- year to ----- day ----- month -
----- year. ----- will serve for the country
faithfully at the appointed post with great effort.

(2) Duties and Responsibilities

- (a) The concerned Department is responsible to describe the
duties and responsibilities in detail.
- (b) In undertaking the responsibilities, the appointed person is
obliged to abide by the laws , rules, regulations and
directives enacted or issued from time to time.

Form (15) continued

- (c) During the term of contract, it is obligatory for the appointed person not to receive wages and be involved with any other organization or enterprise of any individual.
- (d) ----- is obligatory not to inform and publish to any other people or organization without the permission of the concerned organization about the matters which have not been announced to the public and concerned with the Myanmar Government Secret Act (1923) and documents during the term of contract or after the expiry of the term.
- (e) ----- is obliged not to undertake any action which can cause any damage or loss to the concerned organization.

(3) Benefits

- (a) For the appointed term of () year or () month, remuneration shall be issued at the end of each month in kyat..... (in words).
- (b) If U/Daw ----- is enjoying pension payment, such pension payment shall be continued to be enjoyed during the terms of employment under this contract.
- (c) The appointed person shall be allowed to enjoy public and gazetted holidays and casual leaves (10) days in a calendar year and earned leaves according to the service term at the rate of (1/11) without deducting wages. If U/Daw.....does not enjoy such kinds of leave, these leaves shall be invalid.
- (d) If U/Daw ----- is absent to attend the work due to some reasons except the leaves mentioned in sub-rule (c), the head of the service personnel shall deduct proportionally from his monthly remuneration for these absent days.

Form (15) continued

- (e) If the appointed person has to travel under the assigned duty by the head of the service personnel, U/Daw ----- shall be entitled to enjoy travelling and duty allowance pursuant to the respective ranks in Appendix of the Myanmar Travelling Allowance Act (Table 5)
- (f) The head of service personnel has no obligation to provide U/Daw----- other benefits except the above mentioned benefits for the appointed term under this contract.

(4) Termination

- (a) If the head of the service personnel is desirous to terminate ----- from the duty before the expiry of the appointed term due to the disciplinary or other sufficient reason, or otherwise, he shall inform him/her at least one month in advance. Likewise needs to inform to the head of services personnel at least one month in advance if he/she desirous to resign from the post volition. There is no ----- shall provide remuneration to ----- from the date of termination or resignation so forth.
- (b) The head of service personnel may terminate U/Daw----- --from the duty before the expiry of the appointed term without informing in advance if it is found that U/Daw --- -----violates any terms and conditions of the contract or something unsatisfactory in performing duty. The head of the service personnel has no obligation to provide any remuneration to whom is being terminated for the period left under the terms of contract.

Form (15) continued

(5) Signing

(a) We, the head of service personnel ----- and U/Daw --
-----, undersign on -----day ----- month ----- year
upon the agreement realizing to comply with the above
mentioned terms and conditions.

Signature of ----- Signature of head of service personnel-----

Witness (1)

Witness (1)

Name -----

Name -----

Designation -----

Designation -----

Department -----

Department -----

Witness (2)

Witness (2)

Name -----

Name -----

Designation -----

Designation -----

Department -----

Department -----

Table (1)

Stipulations for the Term of Post**[Rule 33]**

1. Minimum term of post for Clerical staff to be considered for promotion.

| No. | Pay Scale | Kind of Staff | Minimum Term of post |
|------------|---------------------|--------------------------|-----------------------------|
| 1. | 67,000-1,000-72,000 | Clerical Staff Grade (1) | 2 years |
| 2. | 73,000-1,000-78,000 | Clerical Staff Grade (2) | 2 years |
| 3. | 79,000-1,000-84,000 | Clerical Staff Grade (3) | 2 years |
| 4. | 85,000-1,000-90,000 | Clerical Staff Grade (4) | 3 years |

2. Minimum term of post for Technical staff to be considered for promotion.

| No. | Pay Scale | Kind of Staff | Minimum Term of post |
|------------|---------------------|---------------------------|-----------------------------|
| 1. | 61,000-1,000-66,000 | Technical Staff Grade (1) | 2 years |
| 2. | 67,000-1,000-72,000 | Technical Staff Grade (2) | 2 years |
| 3. | 73,000-1,000-78,000 | Technical Staff Grade (3) | 2 years |
| 4. | 79,000-1,000-84,000 | Technical Staff Grade (4) | 2 years |
| 5. | 85,000-1,000-90,000 | Technical Staff Grade (5) | 3 years |

Table (1) continued

3. Minimum term of post for Professional staff to be considered for promotion.

| No. | Pay Scale | Kind of Staff | Minimum Term of Post |
|------------|-----------------------|------------------------------|-----------------------------|
| 1. | 67,000-1,000-72,000 | Professional Staff Grade (1) | 2 years |
| 2. | 73,000-1,000-78,000 | Professional Staff Grade (2) | 2 years |
| 3. | 79,000-1,000-84,000 | Professional Staff Grade (3) | 3 years |
| 4. | 120,000-2,000-130,000 | Professional Staff Grade (4) | 3 years |
| 5. | 140,000-2,000-150,000 | Professional Staff Grade (5) | 3 years |

4. Minimum term of post for Management staff (Economic) to be considered for promotion.

| No. | Pay Scale | Kind of Staff | Minimum Term of Post |
|------------|-----------------------|---------------------------------------|-----------------------------|
| 1. | 73,000-1,000-78,000 | Management Staff (Economic) Grade (1) | 2 years |
| 2. | 79,000-1,000-84,000 | Management Staff (Economic) Grade (2) | 3 years |
| 3. | 120,000-2,000-130,000 | Management Staff (Economic) Grade (3) | 3 years |
| 4. | 140,000-2,000-150,000 | Management Staff (Economic) Grade (4) | 3 years |

Table (1) continued

5. Minimum term of post for Management staff (Administration, Social) to be considered for promotion.

| No. | Pay Scale | Kind of Staff | Minimum Term of Post |
|-----|-----------------------|--|----------------------|
| 1. | 79,000-1,000-84,000 | Management Staff (Administration, Social) Grade (1) | 3 years |
| 2. | 120,000-2,000-130,000 | Management Staff (Administration, Social) Grade (2) | 3 years |
| 3. | 140,000-2,000-150,000 | Management Staff (Administration, Social) Grade (3) | 3 years |

6. Minimum term of post (Amended) for General service staff to be considered for promotion.

| No. | Pay Scale | Kind of Staff | Minimum Term of Post |
|-----|---------------------|---------------------------------|----------------------|
| 1. | 55,000-1,000-60,000 | General Service Staff Grade (1) | 1 year |
| 2. | 61,000-1,000-66,000 | General Service Staff Grade (2) | 1 year |
| 3. | 67,000-1,000-72,000 | General Service Staff Grade (3) | 1 year |

7. There is no stipulation for the term of post from the rank in(16,0000-2000-170,000) pay scale to the post immediate lower than head of the personnel organization for promotion.

8. The description of time pay scale contained in Table (1) also includes the same time pay scale varied and specified from time to time.

Table (2)

Myanmar Travelling Allowance Rule**[Rule 76 (b)]**

| Position | Pay Scale | Fare |
|-----------------|---|---|
| (1) | (2) | (3) |
| 1. | (160,000) Kyats and above | (1) Upper class (1 1/2) times (2) One time to upper class up to 100 miles |
| 2. | | |
| 3. | | |
| 4. | (140,000) and (160,000) Kyats and below | Upper class (1 1/2) times |
| 5. | (120,000) and (140,000) Kyats and below | |
| 6. | (85,000) and (120,000) Kyats and below | (1) Upper class (1 1/2) times (2) One time to upper class up to 100 miles. If there is upper class, one time to upper class and one time to ordinary class, three times to ordinary class or one time to upper class whichever more. |
| 7. | (79,000) and (85,000) Kyats and below | |
| 8. | (73,000) and (79,000) Kyats and below | |
| 9. | (67,000) and (73,000) Kyats and below | |
| 10. | (61,000) and (67,000) Kyats and below | |

Table (3)

**Contribution Rates to Pension in the Matter of Service on Deputation
with Terms and Conditions**

[Rule 144]

| No. | Service Year to be Counted for Pension | Pay Scale (140,000-2000-15,000) and above | Pay Scale (140,000-2000-15,000) and below |
|-----|--|---|---|
| (1) | (2) | (3) | (4) |
| 1. | from 0 to 1 year ---- | 5 % | 4 % |
| 2. | from 1 to 2 years ---- | 5 % | 4 % |
| 3. | from 2 to 3 years ---- | 5 % | 5 % |
| 4. | from 3 to 4 years ---- | 6 % | It shall |
| 5. | from 4 to 5 years ---- | 6 % | be calculated |
| 6. | from 5 to 6 years ---- | 7 % | with |
| 7. | from 6 to 7 years ---- | 7 % | the |
| 8. | from 7 to 8 years ---- | 8 % | maximum |
| 9. | from 8 to 9 years ---- | 8 % | payscale |
| 10. | from 9 to 10 years ---- | 9 % | of the post. |
| 11. | from 10 to 11 years ---- | 9 % | 8 % |
| 12. | from 11 to 12 years ---- | 10 % | 8 % |

Table (3) continued

| No. | Service Year to be Counted for Pension | Pay Scale (140,000-2000-15,000) and above | Pay Scale (140,000-2000-15,000) and below |
|-----|--|---|--|
| (1) | (2) | (3) | (4) |
| 13. | from 12 to 13 year ---- | 10% | 9 % |
| 14. | from 13 to 14 years--- | 10 % | 9 % |
| 15. | from 14 to 15 years --- | 11% | 9 % |
| 16. | from 15 to 16 years --- | 11% | It shall 10 % It shall |
| 17. | from 16 to 17 years--- | 12 % | becalculated 10 % becalculated |
| 18. | from 17 to 18 years --- | 12 % | with 10 % with |
| 19. | from 18 to 19 years --- | 13% | the 11 % the |
| 20. | from 19 to 20 years --- | 13 % | maximum 11 % maximum |
| 21. | from 20 to 21 years --- | 14 % | payscale 12 % payscale |
| 22. | from 21 to 22 years --- | 14 % | of the post. 12 % of the post. |
| 23. | from 22 to 23 years --- | 15% | 12 % |
| 24. | from 23 to 24 years --- | 15 % | 13 % |
| 25. | from 24 to 25 years --- | 15 % | 13 % |
| 26. | from 25 to 26 years --- | 16 % | 14 % |

Table (3) continued

| No. | Service Year to be Counted for Pension | Pay Scale (140,000-2000-15,0000) and above | Pay Scale (140,000-2000-15,0000) and below |
|-----|--|--|--|
| (1) | (2) | (3) | (4) |
| 27. | from 26 to 27 year ---- | 16% | 14 % |
| 28. | from 27 to 28 years--- | 17 % | 14 % |
| 29. | from 28 to 29 years --- | 17% | 15% |
| 30. | from 29 and above | 18% | 15% |

It shall be calculated with the maximum payscale of the post.

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Table (4)

During-----Financial Year, List of the Service Personnel Removals from the Post and Dismissal From the Service Personnel [Rule 216]

Service Personnel Organization's Name

Year Month

| No | Name and National Registration Card Number | Date of Birth | (a) Position (b) Pay-Scale (c) Last Pay | Starting Date of Service | Starting Release Date/ Absent Date | Date of Order of the Removal from the Post and Dismissal from the Service Personnel | Term of Service | Reason from the Post and Dismissal from the Service Personnel | Remark |
|-----|--|---------------|---|--------------------------|---------------------------------------|---|-----------------|---|--------|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) | (j) |
| | | | | | | | | | |

Remark: To forward this form to the Civil Service Affairs Department of the Union Civil Service Board, and the copy to the Office of the Union Government

Table (5)

**Table which Described the Orders of the Preliminary Enquiry and Departmental Enquiry
[Rule 227]**

Forward to the Office / Department.....

Dated: - - - - -

| Serial | Number/ Year of Preliminary Enquiry/ Departmental Enquiry | Service Personnel's Name / Post | Summary of the Case | Findings | Order |
|--------|---|---------------------------------|---------------------|----------|-------|
| (1) | (2) | (3) | (4) | (5) | (6) |
| | | | | | |

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Signature of the head of the Service Personnel Organization
 Name
 Designation

Table(6)

Lump - sum Pension Commutation Table

[Rules 243 , 252 (n)]

| Age of Pensioner after Receiving the Permission of Lump-sum Pension | Permissible Duration to Commute |
|--|--|
| Age - 28 | 20.66 Years |
| Age - 29 | 20.42 Years |
| Age - 30 | 20.18 Years |
| Age - 31 | 19.93 Years |
| Age - 32 | 19.67 Years |
| Age - 33 | 19.41 Years |
| Age - 34 | 19.14 Years |
| Age - 35 | 18.86 Years |
| Age - 36 | 18.58 Years |
| Age - 37 | 18.29 Years |
| Age - 38 | 17.99 Years |
| Age - 39 | 17.69 Years |
| Age - 40 | 17.38 Years |
| Age - 41 | 17.07 Years |
| Age - 42 | 16.74 Years |
| Age - 43 | 16.41 Years |
| Age - 44 | 16.17 Years |
| Age - 45 | 15.73 Years |
| Age - 46 | 15.37 Years |
| Age - 47 | 15.01 Years |
| Age - 48 | 14.64 Years |
| Age - 49 | 14.27 Years |
| Age - 50 | 13.90 Years |
| Age - 51 | 13.51 Years |
| Age - 52 | 13.13 Years |
| Age - 53 | 12.74 Years |

Table(6) Continued

| Age of Pensioner after Receiving the Permission of Lump-sum Pension | Permissible Duration to Commute |
|---|---------------------------------|
| Age - 54 | 12.34 Years |
| Age - 55 | 11.95 Years |
| Age - 56 | 11.55 Years |
| Age - 57 | 11.15 Years |
| Age - 58 | 10.76 Years |
| Age - 59 | 10.36 Years |
| Age - 60 | 9.97 Years |
| Age - 61 | 9.58 Years |
| Age - 62 | 9.20 Years |
| Age - 63 | 8.82 Years |
| Age - 64 | 8.45 Years |
| Age - 65 | 8.08 Years |
| Age - 66 | 7.72 Years |
| Age - 67 | 7.37 Years |
| Age - 68 | 7.02 Years |
| Age - 69 | 6.68 Years |
| Age - 70 | 6.35 Years |
| Age - 71 | 6.03 Years |
| Age - 72 | 5.72 Years |
| Age - 73 | 5.42 Years |
| Age - 74 | 5.12 Years |
| Age - 75 | 4.84 Years |
| Age - 76 | 4.57 Years |
| Age - 77 | 4.30 Years |
| Age - 78 | 4.06 Years |
| Age - 79 | 3.83 Years |
| Age - 80 | 1.61 Years |

Table(7)

Injured Reward and Pension
[Rules 260 (a) , 261 (a) , 262 (a) (b)]

| No | Pay Got on the Injured Date | Reward | Monthly Pension | |
|----|---------------------------------------|-------------------------|-----------------|-------------|
| | | | High Rate | Low Rate |
| 1. | 200000 Kyats and above | { For 3 Months | Kyat | Kyat |
| 2. | 160000 Kyats and above 190000Kyats | | 14% | 8% |
| 3. | 120000 Kyats and above 150000Kyats | | 16% | 10% |
| 4. | 79000 Kyats and above 90000Kyats | | 18% | 12% |
| 5. | 67000 Kyats and above 78000Kyats | | 20% | 14% |
| 6. | 66000 Kyats and below | | 22% | 16% |

Table(8)

Family Extraordinary Pension for Husband (or) Wife**[Rule 265 (a) (b), 268 (a)]**

| No | Pay Got on the Date of Death | Reward | Monthly Pension |
|----|--------------------------------------|----------------------|----------------------|
| 1. | 160000 Kyats and above | } For 3 Months | 12 % of the last pay |
| 2. | 79000 Kyats and above 150000Kyats | | 16 % of the last pay |
| 3. | 78000Kyats and below | | 16 % of the last pay |

Family Extraordinary Pension for Children

[Rules 265 (a) (b), 268 (b)]

| No | Pay Got on the Date of Death | Monthly Pension Rate for the Children | |
|----|--------------------------------------|---------------------------------------|----------------------|
| | | Motherless Child | Non-motherless Child |
| | | Kyat | Kyat |
| 1. | 160000 Kyats and above | 6 % of the last pay | 4 % of the last pay |
| 2. | 79000 Kyats and above 150000Kyats | 11 % of the last pay | 6 % of the last pay |
| 3. | 78000Kyats and below | 11 % of the last pay | 6 % of the last pay |

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