

MEMO

FROM : CE

TO : ED

Assalamualaikum Datin ED,

RE: PROPOSAL FOR CRITICAL ALLOWANCE

I would like to propose the implementation of a salary adjustment and Critical Allowance for our staffs listed below, in recognition of their dedication, commitment, and the challenges they face.

This allowance is essential for several reasons:

1. Addressing Cost of Living:

The current salary for some of our staffs is insufficient to cover the rising cost of living in urban areas like Subang, Selangor. A Critical Allowance will bridge the gap between their current compensation and the cost of living in urban areas.

2. Recognizing Competency and Commitment:

The staffs have demonstrated exceptional commitment to their work. Despite receiving lower initial salaries upon joining the company, they have shown remarkable dedication. This allowance acknowledges their contribution and provides a fair reward for their efforts.

3. Motivating Staffs:

A Critical Allowance will serve as a strong motivational tool. It will inspire our staffs to work even harder and lead to increased productivity and a more positive work environment.

4. Career Growth and Retention:

By offering this allowance, we can encourage the staffs to pursue long-term careers within our company. This will lead to improved staff's retention, reducing the costs associated with high turnover rates.

5. Minimal Financial Implication:

The financial implication of implementing this allowance is minimal when compared to the significant benefits it brings. The positive impact on staff's morale, performance, and retention will far outweigh the associated costs.

We kindly request that this proposal be considered and discussed further to ensure that our staffs are fairly rewarded for their dedication and that we continue to attract and retain experience.

Thank you for your attention to this matter.

Sincerely,



AMRAN SHAH BIN MASNON
CHIEF ENGINEER

ED COMMENT

Approved as per discussion
attended by ED,CE, HRC on the
3rd April 2024 @1300H at GAM
OC

NOS	STAFFS NO	NAME	DATE JOINED	CURRENT BASIC SALARY	PROPOSED SALARY ADJT	CRITICAL ALLOW	TELEPHONE	TOTAL
1.	8108	JIMMY FERNANDEZ A/K JULET	1/7/19	2,040.00	350.00	*300	100	2790.00
2.	8109	JOSHUA TIRRO YAHYA	1/7/19	2,040.00	350.00	*300	100	2,790.00
3.	8112	FAZRUL ANIF BIN BAHARIM	16/7/19	2,140.00	350.00	100	100	2,690.00
4.	8114	MUHAMMAD LUQMAN BIN NASARUDIN	1/8/19	2,140.00	350.00	100	100	2690.00
5.	8121	GHAZALI BIN SAIFULRIJAL	16/10/19	2,280.00	350.00	100	100	2,830.00
**6	8123	NIK MUHAMMAD IZZUDDIN BIN NIK MUSTAPHA	16/10/19	2,300.00	350.00	100	100	2,850.00
7.	8152	NURUL AINUN BINTI ZAHARI	2/1/20	2,200.00	350.00	100	100	2,750.00
8.	8158	MUHAMMAD NUR EZZAT BIN ROHAWI	6/1/20	2,200.00	350.00	100	100	2,750.00
9.	8164	MUHAMMAD DANIAL SHAZANI BIN ZULKIFLI	16/1/20	2,000.00	300.00	100	100	2,500.00
10.	8232	AHMAD SIRAJUDDIN BIN MUHAMAD FAUZI	1/10/20	2,000.00	250.00	100	100	2,450.00
11.	8233	STEFAN WALTER SUNDANG ALEX	1/10/20	2,000.00	250.00	100	100	2,450.00
12.	8237	ROLENZO ANAK ROBERT GERSOM	5/10/20	2,200.00	250.00	100	100	2,650.00
13.	8281	NUR ANIS AMANINA BINTI ZANI	3/5/21	2,000.00	250.00	100	100	2,450.00
14.	8284	MUHD MUSTAQIM ARIF BIN MAHAYUDDIN	3/5/21	2,000.00	250.00	100	100	2,450.00
15.	8383	MUSTAQIM BIN ABD GHANI	18/7/22	2,200.00	200.00	100	100	2,600.00
16.	8384	AINN NATASHA BINTI JAMIL	19/7/22	2,200.00	200.00	100	100	2,600.00
17.	8387	MOHAMAD AZMIR BIN MD. RADZI	1/8/22	2,500.00	100.00	100	100	2,800.00
18.	8392	NUR SYAREMY BIN NORRANI	1/8/22	2,300.00	200.00	100	100	2,700.00
19.	8395	JAYGANESH MURALE DARAN	15/8/22	2,300.00	200.00	100	100	2,700.00
		SUB TOTAL			5,250.00	1,700.00		
		TOTAL INCREMENT			RM 6,950.00			

*Change from existing productivity allowance to critical allowance.

** Promoted to MI/S (salary to review based on MI/S scale)