

Address:
.....
.....
Date:.....

(Appointing Authority)

.....
Through (Head of Department / Institution)

Request for permanent / temporary release from the Public Service for service in the post of
.....in the

01. Particulars of the officer

1.1 Full name :

1.2 Service : Class :..... Grade :.....

1.3 Designation :.....

1.4 Station :.....

1.5 Department / Institution :.....

1.6 Ministry :.....

1.7 The date on which the officer was confirmed in the Public Service :

1.8 Age as at the date of request : Years:..... Months: Days:.....

1.9 Whether or not the officer has passed all relevant efficiency bars / departmental tests by the date the request is made :

1.10 If the officer has received special training for discharging the duties of his present post, please give details.

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.....

1.11 If the officer is under bond with the Government for a compulsory period of service, please give details.

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.....
.....

1.12 Details of previous temporary releases from the Public Service.

Institution	Designation	Period	Years	Months
.....	from to
.....	from to
.....	from to

Total

02. The post which the officer expected to serve after release.

2.1 Institution :

2.2 Ministry :

2.3 Trade Union / Welfare Union :

2.4 Post :

2.5 Whether the request is for permanent or temporary release :

2.6 If temporary, for how long :.....

2.7 The proposed date of assumption of duties in the post :.....

03. I attach hereto a letter issued by expressing willingness to appoint me to the post of in the

04.I attach hereto a certified copy of the minutes of the trade union / welfare union stating that I have been selected for the post of in the said union and that it is necessary to get me temporarily released from the Public Service for service in the said post. I also attach hereto details about the number of members registered in the said union and a copy of the approved constitution.

05. I certify that the matters stated by me above are true. This request is submitted in terms of Section 143 of the procedural rules of the Public Service Commission. Accordingly I request that I be permanently / temporarily released from the Public Service for service in the post of in the Department / Institution.

Signature of the Officer