

**Appendix 13**  
**(Sections 166 and 178 of Chapter XII)**

My No: .....  
Address .....  
.....  
Date .....

(Appointing Authority)

.....

**Request for permanent / temporary release of a public officer from the post he presently holds on the need of the government**

**1. Particulars of the Officer :**

- 1.1 Full Name :
- 1.2 Service :                      Class :                      Grade :
- 1.3 Post :
- 1.4 The date of confirmation in public service / post :
- 1.5 Workstation :
- 1.6 Department / Institution :
- 1.7 Ministry :

**2. The post to which the officer is to be appointed after the release :**

- 2.1 Post :
- 2.2 Salary Scale :
- 2.3 Workstation :
- 2.4 Institution :
- 2.5 Any impediments for this release in terms of section 173 of Chapter XII of Volume I of the Procedural Rules of the Public Service Commission and details if any (Should be completed compulsorily)  
.....  
.....  
.....

**2.6 Details of temporary releases from the public service prior to this**

Institution	Designation	Period	Years	Months
.....	.....	From....to.....	.....	.....
.....	.....	From....to.....	.....	.....
.....	.....	From....to.....	.....	.....

Signature : .....  
Name : .....  
Designation : .....  
(Head of the present Workstation)

**3. Proposed Release :**

1.1 Whether permanent or temporary:

1.2 If temporary, for how long :

For a period of ..... years.....Months..... Days from ..... to .....

- 4. The letter of consent by the officer is attached as Annex .....
- 5. The letter of consent for the release of the Head of Institution/ Administrative Authority under whom the officer presently serves is attached as Annex .....
- 6. 25% of the consolidated salary of the officer as contribution to his pension and contributions to the Widows' and Orphans' Pension Fund / Widowers' and Orphans' Pension Fund will be duly paid by the ....., who is expected to employ the officer.
- 7. Accordingly, I request that the above officer be released temporarily / permanently from the post he presently holds and the public service for appointment to above post. I am in agreement with the release and please take necessary action thereon.

Signature : .....

Name : .....

Designation : .....

Date : .....

(Should be completed by the Secretary of the Ministry under whom the officer is proposed to be appointed)

**(Strike off the words and sentences that are inapplicable)**