

APPENDIX 11
(Section 143)

My No:
Address
.....
Date

(Appointing Authority)

.....

Request for the release of an officer permanently/ temporarily from his present post on the
need of the Government.

Particulars of the Officer.

- 1.10 Full Name:
1.11 Service: Class: Grade:
1.12 Post:
1.13 The date of confirmation in Public Service/ Post
1.14 Station:
1.15 Department / Institution:
1.16 Ministry:

2 The post proposed to be appointed after the release

- 2.1 Post:
2.2 Salary Scale:
2.3 Station:
2.4 Institution:
2.5 Any impediments for this release in terms of Section 144 of Volume 1 of the Procedural
Rules of the Public Service Commission and, if any, details (Should be completed
compulsorily)

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.....
.....

2.6 Details of previous temporary releases from the Public Service

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

2.7 Has this release exceeded the maximum limit of 05 years in terms of Section 147 of
Volume 1 of the Procedural Rules of the Public Service Commission?

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3 Proposed Release:

3.1 Whether permanent or temporary:

3.2 If temporary, for how long:

For a period of Years 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 of which will employ the officer.
- 7 Accordingly I request that the above officer be released temporarily/ permanently from the post he now holds in the Public Service for appointment to the 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/ Head of Institution under whom the officer is
proposed to be appointed)

(Strike off words and sections inapplicable)