

SUBMISSION FORM TO THE PUBLIC SERVICE COMMISSION

From:

Reference:

Date:

Subject: RETIREMENT FROM THE PUBLIC SERVICE

1. Name and Post of Officer.

2. Date of Birth.
(Please enclose a copy of birth certificate)

3. Date of First Appointment/Re-appointment to the Public Service.
(Please delete where applicable)

4. Date of Application.
(Please enclose a copy of the officer's letter of application)

5. Effective Date of Retirement.

6. Has the required notification period been fulfilled?
(30 days for Junior Officers and 90 days for Senior Officers)

7. Total number of years of service as an established employee.

8. Total number of years of daily paid service if any.

9. Total number of earned leave entitlement.

10. If retiring on medical grounds, please submit report from the Director of Health.

11. Any other comments?

Recommendation:

That Mr/Mrs/Miss,
(post), Department/Ministry of be allowed to retire from the public service and that he/she be paid in one lump sum the equivalent of his/her salary for the period of earned leave with effect from

OR

That Mr/Mrs/Miss,
(post), Department/Ministry of be allowed to cease service on medical grounds and that he/she be paid in one lump sum the equivalent of his/her salary for the period of earned leave with effect from

Prepared by:

Signature:

for

(Designation of Head of Department/Ministry)