## **APPENDIX H/I** (Made under Standing Order H.4)

## THE UNITED REPUBLIC OF TANZANIA STANDING ORDERS FOR THE PUBLIC SERVICE

## **APPLICATION FOR LEAVE**

Vote Code								Sub-Vote								
Check								Personnel File								
Number								Number (or TSD,								
								force No)								
		CTIC		: L	.EAV	E RE	QUE	ST ( <i>To be comple</i>	eted l	by th	ie er	nplo	yee)			
<b>A1</b> )	<b>Personal</b> b.	Deta	alls					(i) Full Name:								
	C.							(ii) Designation:								
								(iii) Station:								
(iv)	Division/Department:(v) Date of First Appointment:/20															
<b>A2</b> )	Contact Details Whilst on Leave															
•																
(vi)	Phone Nu	mber						. (vii) Email Address	5:							
(viii)	Contact A	ddres	s:													·····•
<b>A3</b> )	Leave Re	eques	st													
(ix) Start Da	te of Leave	<del>.</del>		/	<u></u>	/		. (x) Last Day o	f Leav	ve		/	/		• •	
(XI) Total Nu	of children	orkin	g Da	ys re	ques	ted:	Dul	olic Servant		Day	/S					
(XII) NUITIDEI	or criticite	II WIIC	VVIII	acco	пра	ily u	ie rui	JIIC SELVATIC								
Signatu	re							Date:		/			/20			
S	ECTION B	3: LEA	VE I	REV	EW	( <i>To</i>	be c	ompleted by Head	d of E	Pepa	rtme	ent/s	Secti	ion/u	unit)	
<b>B1</b> )	Review o	of Lea	ave l	Reco	rds											
(i) Dates of last leave taken:								/		To	)	/.		/		
(ii) Number											•					
		<ul><li>(iii) Leave outstanding in the current leave period:</li><li>(iv) Leave outstanding from previous leave period:</li></ul>														
(IV) Leave of	itstandind	£			1		. اـ ـ ـ :				. Day	/S				
		from	prev		leave	e per	iod:									
<b>B2</b> )				ious				ox as applicable)								
<b>B2</b> )		enda	tion	ious	Leav	ve (T	ick b	ox as applicable)								
<b>B2</b> )	<b>Recomm</b> I recomm	<b>enda</b> end tl	<b>ition</b> he al	for oove	<b>Leav</b>	<b>ve (T</b>	ick b	ox as applicable)								
<b>B2</b> )	Recomm I recomm	enda end tl	n <b>tion</b> the al	for pove	<b>Leav</b> leave	ve (T e as i	reque	ox as applicable) sted. owing changes:								
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