

BUKOPA DISTRICT COUNCIL

All letters should be written to Executive Director

Phone: 028 2220287
Fax: 028 2221839
E – Mail: ded@bukobadc.go.tz



S.L.P. 491
BUKOPA

If Reply please Quote :

Ref. No.KGR/BDC/

Date:.....

Permanent Secretary,
Ministry of Finance,
P.O. Box 9111,
DAR ES SALAAM.

RETIRING AWARDS

In accordance to Para 5 (ii) Treasury Circular No.3 of 1978, I append below particulars of services as follows:-

- (a) Name of Officer:
- (b) Designation:
- (c) A statement showing the appointment held by the Officer and rate of annual salary immediately prior to the date of retirement:
- (d) The date of first appointment:
- (e) The date of retirement:
- (f) An option exercised by the retiring officer if he/she do not wish to receive a reduced gratuity:
- (g) A statement (if applicable) showing any period in graded or under grades service during which the officer has been on leave without pay:
- (h) Details of liabilities to Government (including Income Tax) to be received from the pension or gratuity:
- (i) The date and Gazette number notifying confirmation in pensionable appointment 04 July, 1972.
- (j) Where the pension and commuted gratuity are to be paid:
- (k) Fraction of pension which the officer has elected to commute -
- (l) Date of birth (documentary evidence where original recorded date has been changed) –
- (m) Two copies of the officer's photograph passport size are enclosed herewith

**DISTRICT EXECUTIVE DIRECTOR
BUKOPA DISTRICT COUNCIL**