

Obtaining information for granting permanent appointments in Office Employees Service to employees recruited on Temporary, Casual (Daily), Substitute, Contract or Concessionary Basis under Public Administration Circular 29/2019

01. Name :
02. A certified copy of the National Identity Card
03. Certified copy of the officer’s letter of appointment on Temporary, Casual (Daily), Substitute, Contract or Concessionary Basis
 Date of appointment post
04. Person who granted the appointment
05. Certified copy of the history sheet Has the officer completed 180 days of service as at 01.09.2019?(Annex 07) Yes No
06. Has the officer satisfied the qualifications to be pensionable as per Pensions Minute, after the appointment dated 01.09.2019 Yes No
07. Certified copy of the birth certificate
 Date of birth National Identity Card Number
 Age as atat the time of recruitment to the post.....
08. Certified copies of the educational certificates
09. As per School Leaving Certificate:- Passed Grade 8/9 Yes No
10. Has the recruitment been made as per Management Service Circular 33? Yes No
11. If there is any change in the name mentioned in the certificates submitted, whether an affidavit regarding the same has been attached Yes No

Since the officer has/ has not satisfied the qualifications as per Public Administration Circular No.29/2019, I hereby recommend/ not recommend him/her to be appointed to a post of.....in the Combined Office Employees’ Service to be effective from.....

.....
 Recommendation of the Secretary of the Ministry