

**APPENDIX H/I
(See Standing Order H.9)**

THE UNITED REPUBLIC OF TANZANIA

APPLICATION FOR LEAVE

(Officers on Class L Terms and Temporary Terms)

NOTE: To be completed in triplicate and submitted to the Principal Secretary/Head of Department/Regional Development Director. One copy will be returned to the applicant as an authority to proceed on leave.

**Part A – Personal Particulars
(To be completed by applicant)**

1. Name in full:
2. Division Ministry/Independent Department..... Region
3. Designation 4. Station
5. I hereby apply for days leave to commence on 20
And terminate on20
6. I wish to travel to where I will stay for days
(I am entitled to cash grant and will travel first/second/third* class and place of domicile is
.....)
7. My spouse and Children, whose details are given below, will accompany
me/travel separately by road/rail/ship/air.

Name of Child	Date of Birth	Name of Child	Date of Birth

8. My salary is Sh Per month in the scale and I with my leave salary to be paid.
 - a) To me personally (i) By personal cheque at my leave address
Stated below
(ii) By the Internal Revenue Office at
 - b) To the credit of my account with Bank at
 - c) In advance prior to my departure on leave, as my destination is far from the nearest Internal Revenue Office.
9. My leave address will be

Date:

Signature of Applicant

Part B – Leave Particulars
(The completed by Head of section/Division)

10. I recommend/approve * this application with cash grant, and state that:-
- a) Date of first appointment/Date of departure on last leave was
 - b) The period of non- leave earning service from
To amounts to
 - c) The number of odd days carried forward from previous service isdays
 - d) The above named will be eligible at his proposed date of departure fordays
leave accrued (calculated at days per annum) arrived at from the above stated
and in addition has Days deferred leave at his credit. Leave will
therefore expire on
 - e) He was granted cash grant in respect of leave taken from to

11. I do not recommended/approve * this leave for the following reasons.
.....
.....

Date: **Signature:**

Reference No: **Designation:**

Part C – Official use in the
Ministry/Independent Department/Region

12. The recommendation in PART "B" are approve/not approved* subject to the following variations
.....
.....

Date: **Signature:**

Reference No: **Designation:**

- Delete whichever is inapplicable