DMDT Form 1

10m X314 10/87

Please complete five copies to be submitted to Director DMDT

DIRECTOR OF MANPOWER DEVELOPMENT AND TRAINING

APPLICATION FOR STUDY LEAVE

PART I

(To be completed by applicant)

Name……

(PLEASE PRINT)

TS/Force/S. No…… NRC No……..

Date of birth…… Marital status……

Ministry……

Province/ Station……..

Date of first appointment to Civil Service……..

(General Order F26. Please attach proof of confirmation)

Post……..

.

Main duties……..

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……

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Field of study……..

Level of study (Degrees, Diplomas, etc) ……

Duration of course……Date course starts……

Country of study……

Name of institution……

Sponsors……..

In what way is the course you wish to pursue relevant tp your job?……

……

……

……

I declare that the above details are to the best of my knowledge a correct statement of the information required.

Signature……

Date……

PART II

(To be completed by employer)

Please complete either section A or section B. Delete section not applicable

SECTION A – FOR CONFIRMED OFFICERS ONLY

I wish to confirm that the information given above is correct, and I recommend that paid/unpaid, study leave be granted.

SECTION B – FOR UNCONFIRMED OFFICERS ONLY

I wish to state that the officer is not confirmed in his appointment for the following reasons:

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I have now taken the following measures to obtain the officers confirmation:

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Explain in detail the relevance of the course to the officer's present duties:

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I wish to confirm that the information given above is correct, and I recommend that paid/unpaid, study leave be granted.

*** The officer will be bonded in accordance with existing regulations. While the Officer is away, his duties will be shared among other officers and only if absolutely necessary will it be possible for a training grade post to be created. (See Personnel Division Circular B2 of 1982)**

*** Please attach one copy of the completed Bonding Agreement**

Signature.....

Date.....

Permanent Secretary or Head of Organisation.

Name in full.....

(PLEASE PRINT)

PART III

(To be completed by the Secretary to the Cabinet/Permanent Secretary, Personnel Division)

Paid/Unpaid study leave approved/not approved.

(Delete as applicable)

Signature.....

Date.....

Secretary to the Cabinet

Permanent Secretary Personnel Division