Accts Form 81
Stocked by Govt Printer

Original copy to Finance
Duplicate: Head of Department
Triplicate (: when used as an arrival advice only)
to Permanent Secretary.

REPUBLIC OF ZAMBIA
ARRIVAL ADVICE AND PAYMENT OF SALARY

ESTABLISHEMENT file No: Finance File No:……

To be completed by each officer immediately on return vacation from leave, arrival on first appointment whenever it is desired to amend the method of paying salary.

1. SURNAME (in CAPITAL LETTERS……
   FULL CHRISTIAN NAMES (in CAPITAL LETTERS);……
   NATIONAL REGISTRATION NUMBER:……
   WORK PERMIT NUMBER (where applicable)……
   DEPARTMENT:……POST HELD:……
   CONDITIONS OF SERVICE;(Contract/Probation/Permanent

2. I have to inform you that I have <u>returned from vacation leave</u>: on
   arrival on first appointment
   ……20……and have been posted to:……

3. I return by……Vessel/Flight, which left……
   on……in cabin……Grade ……and I disembark at……
   ……on……20……
4. I was accompanied by my wife and family

5 I was not accompanied by my wife and family whom I expect to arrive in the republic about……..
……and whose arrival I will advise you immediately upon their return.

6 I reported for Duty on;……20……

7. Until further notice I wish my salary to be paid
……
   (a) To ……Bank at……Branch:……
   (b) By open cheque at my own risk;……
   *(See conditions on reverse)

NB Delete words or paragraph not applicable
……20……
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Officer's Signature

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Permanent Secretary
Head of Department

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