**PSC FORM 3**

**RECOMMENDATION FOR PROMOTION**

**PART I**

**To: Director-General, Human Resource Management Office**

1. I report a vacancy

Post: ………………..Head………Item…………. …Scale…….

|  |  |  |  |
| --- | --- | --- | --- |
| **No. of Vacancies** | **With effect from** | **Previous Holder** | **Reasons for Vacancy** |
|  |  |  |  |

2. I recommend that it be filled by promotion of

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Date of first appointment** | **Date of present appointment and Rank** | **Salary Scale and present Salary** | **Age** | **With effect from** |
|  |  |  |  |  |  |

The reasons for my recommendation are given on the back of this Form.

(*If any recommendation involves suppression details must be given and the particulars hereinafter supplied).*

3. The Officer recommended for promotion is in every way competent to perform all the duties of the post.

*(The record of the Officer recommended together with copies of his annual confidential reports for the preceding three years should be forwarded with this form or detailed reasons supplied for not doing so).*

4. The three Officers immediately junior to the Officer recommended for promotion are:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Date of First Appointment** | **Date of Present Appointment** | **Age** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Signed:*……………………………………..

*Office:………*………………………………

*Date:*……………………………………………

*Departmental File*:

**PART II**

To: THE SECRETARY, PUBLIC SERVICE COMMISSION,

I confirm that:

(a) The particulars in paragraphs 1 and 2 are correct.

(b) There are no objections on financial or establishment grounds to the vacancy being filled with effect from………………………………….

(*Any observations should be attached*)

Signed:………………………………………

Date……………………………… ………………………………………………

Director-General, HRMO

H.R.M.O. File…………………………