CONFIDENTIAL P.S.C. Form 4

**Recommendation for a Gazetted Acting Appointment**

(Delete all inapplicable words paragraphs, Explanations and comments may be typed on the back of the form)

**PART I**

**To: THE ESTABLISHMNET SECRETARY**

1. I report the permanent/temporary vacation of the post of……………………………………………………………………………………….

Salary Scale ………………………………………………………………..with effect from the……………………………………………………………………………

by reason of the ……………………………………………………………………………………………………………………………………………………………………..

holder , M ………………………………………………………………………………………………………………………………………………………………………………..

1. I recommend that M…………………………………………………………………………………………………………………………………………………..

Rank …………………………………………………………………………………….....basic, Le……………………………………………………….........be

appointed to act in the post from the ………………………………………………………………………………………………………………………

1. He is /is not the Senior Officer eligible to act, (If not, explain all supersessions showing whether the officers concerned are on leave, acting elsewhere, not readily available or nor qualified on the back of this form.)

1. He is/is not fully qualified and competent to perform all the duties of the post.
2. I certify that it is essential for the proper working of this Department that an acting appointment is made
3. So far as can be foreseen the officer concerned will be required to act in the higher post for……………………………………………………… months

Signed: …………………………………………………………………...

Office:………………………………………………………………………

Date:………………………………………………………………………..

Departmental File:……………………………………………………

**PART II**

**To: THE SECRETARY, PUBLIC SERVICE COMMISSION**

I confirm that:

1. The particulars in paragraphs 1, 2, 3 and 6 are correct
2. There are no objections to the recommendation in paragraph 2.

(Any observations or recommendations to be attached)

Signed:…………………………………………………………..

Establishment Secretary.

Date:…………………………………………………………..

E.S.O. File:……………………………………..……………

G.P.Litho 1039/94/2,000/5,94