TANZANIA

STANDING ORDERS FOR THE PUBLIC SERVICE 2009

THIRD EDITION

Published by Authority

Pursuant to S.35 (5) of the Public Service Act, Cap.298

INSTRUCTIONS TO PUBLIC SERVANTS

1. Public servants to whom copies of Standing Orders are issued are responsible for keeping the copies up-to-date with all amendments inserted and registered. When they are transferred from their posts or leave their sections on long leave e.g. "sabbatical leave", their copies must be formally handed over to public servants relieving them. In the event of the closing of an office or the departure of a public servant for whom no relief is provided the copy shall be returned to the Chief Executive Officer concerned and an acknowledgement obtained.

2. This Standing Orders is one of the necessary documents in the Public Service. The employers are responsible to ensure the availability and accessibility of it to all public servants and every public servant should make sure that he understands and makes use of it.

3. The need for amending Standing Orders will inevitably arise from time to time and amendments shall be made by the issue of slip bearing numbers and the effective dates. Where a section has been substantially amended and the need for further amendments arises the section concerned should be reprinted.

4. Amendment slips will be of two kinds:

   (a) *Manuscript amendment slips:* where the amendment is merely a deletion of an alteration of one or two words or figures only; in such cases the relevant Standing Orders should be amended in ink, the number and effective date of the amendment slip being entered in the margin.

   (b) *Ordinary amendment slips:* where the amendment is lengthy, they should be printed in a separate slip and be posted into the book in the appropriate place.

5. A register of amendments is provided in this Binder which should be completed promptly every time an amendment to a Standing Order is made.

6. All copies of Standing Orders remain the property of the Government and shall be accessible to all public servants for reference and quick use.

REGISTER OF AMENDMENTS TO STANDING ORDERS

Amendment Slip Number	Standing Order Number	Date Amended	Amended by	Amendment Slip Number	Standing Order Number	Date Amended	Amended by
1				116			
2				117			
3				118			
4				119			
5				120			
6				121			
7				122			
8				123			
9				124			
10				125			
11				126			
12				127			
13				128			
14				129			
15				130			
16				131			
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21				136			
22				137			
23				138			
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27				142			
28				143			
29				144			
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39				154			
40				155			
41				156			
42				157			

Amendment Slip Number	Standing Order Number	Date Amended	Amended by	Amendment Slip Number	Standing Order Number	Date Amended	Amended by
43				158			
44				159			
45				160			
46				161			
47				162			
48				163			
49				164			
50				165			
51				166			
52				167			
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54				169			
55				170			
56				171			
57				172			
58				173			
59				174			
60				175			
61				176			
62				177			
63				178			
64				179			
65				180			
66				181			
67				182			
68				183			
69				184			
70				185			
71				186			
72				187			
73				188			
74				189			
75				190			
76				191			
77				192			
78				193			
79				194			
80				195			
81				196			
82				197			
83				198			
84				199			
85				200			

PREFACE

1. This is the third Edition of STANDING ORDERS for the Public Service of Tanzania, lawfully issued by the authority of the Government pursuant to Section 35(5) of the Public Service Act, Cap.298 as amended from time to time. It contains the general conditions of service for the Public Service in Tanzania. This Edition is effective from 1st July, 2009 and replaces the Second Edition of Standing Orders of 1994.

2. It is emphasized that the Public Service is a good, rule-bound employer. Standing Orders are normally strictly adhered to in order to maintain equity and impartiality in handling human resources matters. Establishment work is unique and its procedures must be uniform and must be well understood by all members of the public service. These Standing Orders may be modified, reviewed or amended by any special terms contained in the agreements or letters of appointment of individual employees or by circular instructions.

3. These Standing Orders are intended to provide equitable and impartial answers, read in conjunction with the Public Service Regulations made under the Public Service Act, to all ordinary problems of service administration. Nonetheless, no regulations, however carefully framed, can be expected to cover every eventuality and every set of circumstances. Therefore, where special circumstances indicate that the provision of the relevant Standing Orders are inappropriate, or would cause hardship, a well-argued case may be submitted to the Permanent Secretary (Establishments) for processing, and where justified, a variation of the provisions concerned shall be made in the particular instance. Failure to produce a well-argued case, may lead to injustice and disappointment. Therefore, cases submitted for variation must be argued in detail and must show how the public interest shall suffer if the provisions of a particular Standing Order are not varied. Except as specifically provided, however, no variation from Standing Orders will be authoritative without the prior approval of the Permanent Secretary (Establishments).

George D. Yambesi
PERMANENT SECRETARY (ESTABLISHMENTS)

STANDING ORDERS
(THIRD EDITION)

TABLE OF CONTENTS

Section	Subject	Page
A	Introduction …….	1 – 9
B	The Organization of Government and Procedure for Conduct of Business ……..	10 - 22
C	Correspondence, General Office Routine, Stationery and Equipment and Official Gazette ……	23 – 37
D	Appointments, Confirmations, Promotions and Transfers…	38 – 98
E	Emoluments and Retiring Benefits ……..	99 – 108
F	Rules of Conduct, Discipline and Termination of Appointment …….	109 -138
G	Training ……	139 – 157
H	Leave ……	158 – 171
I	Examinations ……..	172 – 174
J	Transport and Travelling ……...	175 – 188
K	Medical Entitlements……..	189 – 202
L	Allowances ……..	203 – 227
M	Housing and Furniture ……	228 – 233
N	Advances and Loans …….	234– 268
O	*(Reserved)*……	269
P	*(Reserved)*……	270
Q	Miscellaneous …….	271 – 283

SECTION A

INTRODUCTION

CONTENTS

	Standing Orders
Definitions	A.1
Application of Standing Orders	A.2
Legislation	A.3
Cancellation of Circulars	A.4
Responsibility for Custody of Standing Orders and its Amendments	A.5
Forms	A.6

SECTION A

INTRODUCTION

A.1 Definitions:

For the purposes of these Standing Orders, the following words, phrases or terms shall have the meaning shown below unless the context otherwise requires:

(1) "Act" means the Public Service Act, Cap.298;

(2) "Accounting Officer" means any body or person appointed in writing by the Treasury and charged with the duty of accounting for any service in respect of which moneys have been appropriated by the National Assembly or any person to whom issues are made from the exchequer account;

(3) “Ad-hoc Committee” means a committee appointed by the Chief Executive Officer to facilitate appointment of public servants in the Central Government;

(4) “Administration” means an organizational process concerned with the implementation of objectives and plans and internal operations efficiency. It involves routine decision making and maintenance of the internal status quo;

(5) "Appointment" includes:

(a) a temporary appointment;
(b) first appointment;
(c) an acting appointment where the person appointed to such acting appointment is, under the terms of his appointment, entitled to the salary of the post to which he is so appointed;
(d) an acting appointment for more than fourteen days where the person appointed to such acting appointment is, under the terms of his appointment, entitled to an acting allowance;
(e) a transfer;

(6) "appointing authority" means any person or authority exercising powers of making appointment to any public service office;

(7) "authorized public servant” means a public servant who is authorized in writing by his organization either generally or specifically to act on matters of any specified kind or to perform any duty or any responsibility;

(8) “Chief Executive Officer” means the Permanent Secretary, Head of Independent Department, Regional Administrative Secretary, Director of Local Government Authority and Clerk of the National Assembly;

(9) “Chief Medical Officer” shall have a meaning ascribed to it by the Medical and Dental Practitioners Act, Cap.409;

(10) "Chief Secretary" means the Head of the Public Service and Secretary to the Cabinet;

(11) "child" means:

(a) unmarried child, child born out of wedlock, step child, legally adopted child or child of a deceased near relative, who is not more than eighteen years of age and is maintained by the public servant;

(b) unmarried child, child born out of wedlock, step child, legally adopted child or child of a deceased near relative, of any age, who because of physical or mental infirmity or because of being a pupil in a Primary or Secondary School, is unable to earn a living and is therefore wholly maintained by the public servant;

(12) "citizen" in relation to a candidate or public servant, means a person who is a citizen of the United Republic of Tanzania;

(13) "compulsory retirement" means retirement on attaining the age of compulsory retirement or when the Government requires a public servant who has attained voluntary retirement age to retire compulsorily;

(14) "the Constitution" means the Constitution of the United Republic of Tanzania, 1977;

(15) "contract terms" means terms applicable to public servants whose terms of service are regulated by contract or agreement;

(16) "daily terms of employment" means the temporary, non-pensionable, day to day contract of service, a task for which the persons so appointed is purely a seasonal or short term one which is unlikely to last for more than eighteen months;

(17) “dependant” means a member of the family of a public servant who is wholly or partially dependant upon the earnings of the public servant;

(18) "disciplinary authority" means any person or authority vested with powers to take disciplinary measures against any public servant and includes any person to whom those powers have been delegated;

(19) "disciplinary offence" means any act, or omission or misconduct or failure to take reasonable care or failure to meet set target or to discharge duties in a reasonable or satisfactory manner by or on the part of a public servant which warrants disciplinary proceedings to be taken against that public servant, and includes:

(a) contravention of any of the requirements of the Code of Ethics and Conduct for the public service specified in the Third Schedule to the Public Service Regulations as amended from time to time, and

(b) any of the offences specified in the First Schedule to the Public Service Regulations, 2003;

(20) “District” means an area of administration comprising of different wards and divisions divided for the purpose of the efficient discharge of the functions of the Government of the United Republic of Tanzania or of the Revolutionary Government of Zanzibar;

(21) "District Administrative Secretary" means a public servant in-charge of administration in a district;

(22) “District Councils” means a district council established under procedures laid down under the prevailing laws;

(23) "donor" means development partner, any individual or organization other than the Government of Tanzania offering sponsorship;

(24) "duty station" means an establishment providing public service or which is used as a base for some public activity in which public servant is posted;

(25) “employee” means any person termed as such by the Act;

(26) “employer” means a person or organization, in the Public Service, with whom a public servant entered into a contract of service and who is responsible for the payment of salaries of such a public servant.

(27) “employment board” means the board established by a local government authority to facilitate appointments of public servants in the local government authorities;

(28) “executive agencies” means an executive agency established under the Executive Agency Act, Cap.245;

(29) “executive grade” means the grade of public servants which is neither in operation grade nor the officer grade;

(30) “first appointment” means commencement of legally binding employment contract between an employee and employer as defined by relevant laws;

(31) "higher education" means a course of at least three years in duration, leading to a first university degree or equivalent qualification which is recognized by the Government;

(32) "independent department" means a Department of the Government that is not under the direct control of the Ministry;

(33) "indefinite secondment" means the secondment of a public servant to another employment or to another position within the public service or outside the public service without limitation or optional transfer to such employment;

(34) "in-service terms" means the terms relating to training applicable to a public servant who is serving in the Public Service on permanent and pensionable terms (whether on probation or confirmed in his appointment) or on an agreement or contract or in the Operational Service;

(35) “institution” means autonomous or semi autonomous entity of the Government;

(36) "institution of higher education" means an institution which conducts courses of higher education;

(37) "interdiction" means the temporary removal of a public servant from exercising the duties of his office while disciplinary charge is being investigated;

(38) "judicial office" means the office of a Judge, Registrar and Deputy Registrar of the Court of Appeal and High Court, Resident Magistrate and any other magistrate and other officers connected with any court as may be prescribed by an Act of Parliament;

(39) "local" means within the borders of the United Republic;

(40) "Minister" means a Cabinet Minister;

(41) "Ministry" means a ministry of the Government headed by a Minister;

(42) "moral turpitude" means:

(a) an act or behaviour that gravely violates the moral sentiments or accepted moral standards of the community, especially sexual immorality or

(b) the morally culpable quality held to be inherent in some criminal offences as distinguished from others;

(43) “officer grade” means the lowest entry grade in the Public Service of a holder of a degree of a recognized University or equivalent qualification;

(44) "operational service" means the cadre of supporting staff not employed in the executive or officer grade;

(45) “organization” for the purpose of these Standing Orders means the Ministry, Independent Department, Region, Local Government Authority, Executive Agency, Public Institutions and Parastatal Organizations;

(46) "other courses" means all courses other than courses of higher education;

(47) "parent ministry" means the Ministry within whose portfolio a Government institution falls;

(48) "Parastatal Organization" means an organisation which is not an integral part of the Government, but includes an institution, organisation or agency which is wholly or substantially financed or owned and controlled by the Government;

(49) "permanent and pensionable terms" means the terms applicable to a Public Servant whose terms of service entitle him to receive pension benefits under Retirement Benefits Acts and any other relevant law;

(50) "pensionable post or office" means a pensionable post held by a public servant which entitle that public servant payment of pension on retirement;

(51) "public servant" means a person holding or acting in the public service office;

(52) <u>"public service" means the system or organisation entrusted with the responsibility of overseeing the provision or directly providing the general public with what they need from their Government or any other institution on behalf of the Government as permissible by laws. Public service as defined in the Public Service management and Employment Policy constitutes:-</u>

(a) <u>the political Service;</u>
(b) <u>the civil Service;</u>
(c) <u>the operational service;</u>
(d) <u>the local government service;</u>
(e) <u>the health service;</u>
(f) <u>the Teachers Service;</u>
(g) <u>the Police, Prisons and Immigration Service</u>
(h) <u>the Judiciary Service; and</u>
(i) <u>Parliamentary Commission Service.</u>

<u>For the purposes of the Public Service Act, Cap. 298 Public Service means the system or organisation entrusted with the responsibility of overseeing the provision or directly providing the general public with what they need from their government or any other institution on behalf of the Government as permissible by laws. and include the service in the civil service; the teachers service; the local government service; the health service; the executive agencies and the public institutions service and the operational service;</u>

(53) "public service office" means:

1. a paid public office in the United Republic charged with the formulation of Government policy and delivery of public services other than:-

(i) a parliamentary office;

(ii) an office of a member of a council, board, panel, committee or other similar body whether or not corporate, established by or under any written law;
(iii) an office the emoluments of which are payable at an hourly rate, daily rate or term contract;
(iv) an office of a judge or other judicial office;
(v) an office in the police force or prisons service;

2. any office declared by or under any other written law to be a public service office;

(54) "pre-service terms" means the terms relating to training applicable to a candidate for entry into the public service who has not yet been appointed to the service on permanent, probationary or operational service terms. Such a candidate shall be appointed to the service after he has successfully completed his training course;

(55) "Permanent Secretary" means the Chief Executive Officer of a Ministry;

(56) "private medical practitioner" means a qualified medical practitioner who provides medical attention in a private hospital, health centre, dispensary or clinic;

(57) "promotion" means the appointment of a public servant to a higher grade with an immediate or potential increase in salary and responsibilities;

(58) “recruitment secretariat” means a Secretariat established under Section 29 of the Public Service Act, Cap.298 to facilitate recruitment process in the public service;

(59) "region" means an administrative area comprising of different districts divided for purposes of efficient performance of the functions of the Government of the United Republic of Tanzania;

(60) "Regional Administrative Secretary" means the Chief Executive Officer of a region;

(61) “Regional Commissioner” (a) when used in relation to a region means the Regional Commissioner for the region concerned; (b) when used in relation to a district authority, means the Regional Commissioner for the region in which that district authority is established;

(62) "scholarship" means any scholarship, fellowship or similar award or any other type of financial assistance given by a donor/ Government to assist a candidate to attend a course;

(63) “secondment” means a temporary transfer to another employment or to another position within or outside the public service having different terminal benefits scheme;

(64) "sponsoring ministry" means:

(a) the Ministry responsible for higher education in the case of public servant or students attending courses which are financed by Government, Bursaries or by open scholarships provided by donors which were awarded through the Ministry responsible for higher education;

(b) the public servants own ministry, in the case of public servants attending in-service courses which are financed by limited scholarships provided by donors, by scholarships requested from a donor by the ministry, or by the ministry's own training votes;

(65) "spouse" means a husband or wife of the public servant and for the purposes of privileges and entitlements under these Standing Orders, means one spouse only;

(66) "Standing Orders" means Standing Orders stipulating the general conditions of service of public servants and the procedures for handling personnel matters issued under the authority of the Government pursuant to Section 35(5) of the Act;

(67) "suspension" means a temporary removal of a public servant from exercising the duties of his office after he has been convicted of a criminal offence until such a time when the results of the disciplinary proceedings against him are known;

(68) "temporary terms" means the temporary non-pensionable, month to month terms on which public servants are appointed for either full- time or part-time employment;

(69) “transfer" means, posting of a public servant from one station to another or from one organization to another; and

(70) “United Republic” means the United Republic of Tanzania.

A.2 Application of Standing Orders:

In most of these Standing Orders the term "public servants" has been used and *where the term is unqualified,* the Standing Orders shall be interpreted as applying to all those categories of employees who fall within the definitions given in Standing Order A.1.

A.3 Legislation:

(1) These Standing Orders shall be read in conjunction with any relevant legislation applying to Government employees;

(2) Where reference to an Act is made in these Standing Orders such reference shall be taken to include reference to any legislation passed in substitution for or amendment of the Act and to any subsidiary legislation.

A.4 Cancellation of Circulars:

Care has been taken to ensure that the provisions of all Staff Circulars, Establishment Circulars and other circular instructions dealing with staff matters issued up to the date of publication of each section are incorporated in these Standing Orders, except for those of purely temporary or informative nature. The instructions in all circulars on the subject covered in a Section of these Standing Orders should therefore be regarded as superseded with effect from the date of publication of these Standing Orders, except where it is specifically stated that any particular circular or circulars shall remain in force, either for a limited period or indefinitely.

A.5 Responsibility for custody of Standing Orders and its amendments:

Public servants to whom copies are issued are responsible for keeping the copies up to date with all amendments inserted and registered. When they leave their stations on long leave e.g. sabbatical leave, on transfer or on leaving the service, their copies must be formally handed over to relieving public servant, fully amended to date. In the event of closing of the office or departure of a public servant for whom no relief is provided the copy shall be returned to the Chief Executive Officer of the organization concerned and acknowledgement in writing thereof obtained.

A.6 Forms:

All forms set out in the appendices to these Standing Orders are obtainable from the Government Printer and should be used for all official transactions.

SECTION B

SECTION B

THE ORGANIZATION OF GOVERNMENT AND PROCEDURE FOR CONDUCT OF BUSINESS

CONTENTS

	Standing Order
The Organization of Government	B.1 – B.2
Procedure for Conduct of Business	B.3 – B.19

INDEX TO SECTION B

	Standing Order No.
A	
Appointment of Ministers and the Allocation of Government Business ……..	B.1
C	
Communication Between Ministries ……	B.3
Communication from Heads of Independent Departments, Divisions and from the Regional Administrative Secretaries to the Ministries...	B.5
Communication from Ministries to Heads of Independent Departments ……...	B.4
Communication from Other Government Offices or Bodies in the Region …….	B.6
Communication from the President, Vice President, Prime Minister, Minister, Deputy Minister, Regional Commissioner and District Commissioner ……	B.13
Communication with Foreign Governments and Agencies ……	B.10
Communication with Local Authorities ……...	B.7
Communication with Parastatal Organizations …….	B.8
Communication with the Attorney General's Chambers …….	B.11
Communication with the Ruling Political Party …….	B.9
D	
District Consultative Committees ……	B.17
I	
Independent Departments ……	B.2
Interviews with the President, Vice President, Prime Minister, Minister, Deputy Minister and Regional Commissioner ……..	B.14
Issue of Circulars …….……..	B.18

Standing Order No.

L

Legislation ……... B.12

O

Oral Communication …….…… B.19

R

Regional and District Commissioners …… B.15
Regional Consultative Committees …… B.16

SECTION B

THE ORGANIZATION OF GOVERNMENT AND PROCEDURE FOR CONDUCT OF BUSINESS

THE ORGANIZATION OF GOVERNMENT

B.1 Appointment of Ministers and the Allocation of Government Business:

The Powers to appoint and allocate subjects to Ministers are vested in the President under Article 55 of the Constitution.

B.2 Independent Departments:

(1) The Independent Departments are:

(a) the Parliamentary Service Commission;
(b) the Judicial Service Commission;
(c) the Public Service Commission;
(d) the Commission on Human Rights and Good Governance;
(e) the Judiciary;
(f) the National Audit Office;
(g) the Law Reform Commission;
(h) the National Electoral Commission;
(i) the Commission for Mediation and Arbitration;
(j) the Registrar of Political Parties;
(k) Public Leaders Ethics Secretariat;
(l) Prevention and Combating of Corruption Bureau;
(m) Planning Commission; and
(n) Attorney General's Office.

(2) The Independent Departments outlined under paragraph (1) shall include any other existing and the coming Independent Departments.

PROCEDURE FOR CONDUCT OF BUSINESS

B.3 Communication between Ministries:

(1) Communication between Ministries shall be by means of letters, fax, telephone, e–mails and telex. The communication shall be in a simple form and be self-contained. When it is necessary to refer in a letter to a lengthy document which the Ministry being addressed shall not require for record, the document concerned or summary may be attached to the letter with the request that it shall be returned later. The covering letter must contain the full reference of the document which is so passed.

(2) Subject to Paragraph (3) of this Standing Order, Ministries shall not communicate with each other by passing files.

(3) Ministries may pass files to the Attorney General where legal advice is required.

B.4 Communication from Ministries to Heads of Independent Departments:

(1) Ministries shall communicate directly with Independent Departments provided that where the subject of communication is on policy or technical matter, a copy should be sent to the ministry concerned with such policy or technical command. Means of communication shall be as provided for under paragraph (1) of Standing Order B.3, as the case may be.

(2) Ministries may pass files to Independent Departments as and when required.

B.5 Communication from Heads of Independent Departments, Divisions and from the Regional Administrative Secretaries to the Ministries:

(1) A Head of a Division shall address correspondence on general as well as establishment matters to the Permanent Secretary of the Ministry under which his Division falls.

(2) A Head of Independent Department shall address letters on general matters to the Permanent Secretary of the Ministry under which his department falls and on establishment matters to the Permanent Secretary (Establishments).

(3) All correspondence from the Regions and Districts shall be issued under the title or designation of the Regional Administrative Secretary or District Administrative Secretary, as appropriate. Equally all correspondence to the Regions or District shall be addressed to the Regional Administrative Secretary or District Administrative Secretary, as appropriate. Regional and District Heads of Sectoral Ministries which are not integrated under the Regional Administrative Secretary shall however issue correspondence in their own title and designation.

(4) The normal mode of communication between the Regional Administrative Secretary and Sectoral Ministries on policy issues shall be through the Ministry responsible for Regional Administration and Local Government. However, Regional Administrative Secretary may communicate directly with Permanent Secretaries of Sectoral Ministries concerned on professional, technical and administrative matters.

Similarly professional, technical and administrative officers may have *informal* contacts on purely professional, technical and administrative matters with their counterparts at Headquarters. In all such cases copies of any correspondence shall be forwarded to the Regional Administrative Secretary.

B.6 Communication from Other Government Offices or Bodies in the Region:

Where a government office or body which is not directly under the Regional Administrative Secretary wishes to communicate with the Ministry, it shall do so after consultation with the Regional Administrative Secretary and the letter of such communication shall be copied to the Regional Administrative Secretary.

B.7 Communication with Local Authorities:

(1) The normal channel of communication with the Local authorities on policy and administrative issues shall be through the Ministry responsible for Local Government and on personnel matters shall be directly to the Director of a Local Government Authority concerned, provided that in all cases a copy of such communication shall be served to the Regional Administrative Secretary.

(2) On professional and technical matters, Ministries may communicate directly with the Local Government Authorities and such communication shall be copied to the Regional Administrative Secretary.

(3) Communication from a local government authority shall be addressed directly to the organization concerned, provided that a copy of such communication is served to the Regional Administrative Secretary and the Permanent Secretary of the Ministry responsible for Regional Administration and Local Government.

B.8 Communication with Parastatal Organizations:

(1) The normal channel of communication with the Parastatal Organizations shall be:

(a) directly from the Ministries, Independent Departments, Regions or Local Government Authorities to the Parastatal Organisation concerned.

(b) directly from the Parastatal Organisation concerned to the Ministry, Independent Department, Region or Local Government Authorities depending on the matter on which communication is made.

(c) through the parent Ministry of the Parastatal Organisation concerned where the matter on which communication is made needs the attention or action of the parent Ministry.

(2) For the Executive Agencies the communications shall be as provided for in the Public Service Regulations, 2003.

B.9 Communication with the Ruling Political Party:

The decision of the Ruling Political Party requiring implementation by the Government shall be communicated to Ministries and Regions by the Prime Minister's Office.

B.10 Communication with Foreign Governments and Agencies:

(1) Correspondence with foreign governments and Agencies shall be routed through the Ministry of Foreign Affairs and International Cooperation except where matters being discussed are of a purely technical nature.

(2) Correspondence on matters which are purely of technical nature may be made with the foreign Governments or Agencies concerned through the ministry responsible for such technical matter and copies of such correspondence shall be sent to the Ministry responsible for Foreign Affairs and International Cooperation. Examples of communication on technical matters are as follows:

(a) on matters regarding recruitment, appointments, renewal of contracts, passages and overseas training through the Permanent Secretary (Establishments);

(b) on matters regarding leave movements, payment of salaries, allowances, etc.; through the Accounting Officer concerned;

(c) on matters regarding Stores through the Permanent Secretary Ministry responsible for stores;

(d) on matters regarding medicines through the Permanent Secretary/Ministry of Health; and

(e) on all other technical matters related to their Ministries through the appropriate Permanent Secretaries.

B.11 Communications with the Attorney General's Chambers:

(1) Legal Advice shall always be sought in writing except where the circumstances of the case dictate otherwise. The public servant making the request shall ensure that the full facts are given to the Attorney-General, shall draw attention to any previous legal opinions which might have a bearing on the case, and shall set out in a separate paragraph the specific question or questions of law on which advice is desired.

(2) Except for routine matters such as scrutinizing of minor documents, requests for legal advice shall be made by a public servant of senior grade or above.

(3) In the case where it is necessary for legal advice to be sought by a personal approach, an appointment shall, whenever possible, be made with the member of the Attorney-General's Chambers from whom the advice is sought and he shall be given advance notice of the questions upon which legal advice is desired.

(4) The Attorney General's Office shall always be consulted:

(a) before any payment of compensation is made or is refused, or in matters in which proceedings might have to be taken in court;

(b) before a Government Official produces official documents in court in a civil case in which the State is not a party;

(c) before criminal proceedings are instituted, since the final decision whether or not such proceedings shall be taken or shall proceed rests with the Director of Public Prosecutions.

(5) If a communication to a member of the public entails the decision being based upon a legal opinion expressed by the Attorney General's Office, the legal advice shall not be quoted, nor shall the communication indicate that the decision is based upon the opinion of the Attorney General's Office. Such communication shall be drafted on the basis that the decision conveyed is that of the Ministry or Division concerned.

B.12 Legislation:

(1) All legal instruments, other than appointments of a routine nature issued under the authority of a law, shall be drafted or scrutinized by Attorney General's Office. This also applies to all important Government contracts and to all government correspondence on legal matters with non-government legal practitioners.

(2) All Government Bills and subsidiary legislation (other than Common form subsidiary legislation and by-laws) shall be drafted by the Chief Parliamentary Draftsman. Common form subsidiary legislation shall be drafted by the appropriate Ministry and sent to the Chief Parliamentary Draftsman for scrutiny. Except in relation to purely routine subsidiary legislation, a request for the drafting of legislation shall be made by a public servant not below the rank of Permanent Secretary.

(3) Before the Chief Parliamentary Draftsman can be requested to draft any principal legislation, the approval of the Cabinet to the principles shall first be obtained. It shall be advantageous for the Ministry concerned to clear the draft of the Cabinet Paper with the Chief Parliamentary Draftsman. For similar reasons instructions for the drafting of lengthy or complex subsidiary legislation shall not be given until, in the case of subsidiary legislation to be made by the President, the Minister concerned has agreed in principle to putting the matter to the Cabinet, and, in other cases, until the person or body having the power to make the subsidiary legislation has agreed in principle to make it.

(4) Request for the drafting or scrutiny subsidiary legislation of a minor or routine nature may be made by a minute addressed to the Chief Parliamentary Draftsman in the appropriate Ministerial file. Requests for the drafting of legislation of other kinds shall be made to the Chief Parliamentary Draftsman in a self-contained paper accompanied by the appropriate Ministerial file. There is no objection to this paper taking the form of a minute, provided that a copy is sent for retention by the Chief Parliamentary Draftsman. Where the legislation in question is a Bill and instructions are in minute form, the minute shall provide adequate drafting instructions although there is no objection to references to folios in files containing more detailed information. In preparing the Statements of Objects and Reasons, the Draftsman shall rely on the paper containing the instructions given to him.

(5) Instructions for the drafting of legislation shall, in all cases, include a note stating:

(a) why the legislation is required; and
(b) what it should provide for.

(6) In appropriate cases (this applies particularly to important or controversial Bills) there shall be included a note of such background and other information as is necessary to enable the Draftsman to fully understand the issues and other implications. This note shall include any indications or any objections which can reasonably be taken to the measure, or which it is anticipated may be taken. This information is necessary for the use of the Parliamentary Draftsman in dealing with

such matters as the statement of Objects and Reasons, and also in deciding how best to give effect to the instructions.

(7) Where the Parliamentary Draftsman is asked to draft a Bill under which it is likely that a substantial quantity of subsidiary legislation will be enacted, the Ministry concerned shall:

(a) in forwarding instructions for the Bill, give an outline of proposed subsidiary legislation so that the Draftsman can decide whether the proposed subsidiary legislation will be intravires; and

(b) if it is desired to bring a Bill, if enacted, into operation on a certain date, allow for the time needed for the drafting and enactment not only of the Bill but also for the drafting and enactment of such subsidiary legislation required for the operation of the measure. Copies of legislation of other countries on the same subject or submission of a draft may be of assistance, but where such copies or draft are submitted, they shall not be regarded as substitute for, or as obviating the necessity for giving full instructions.

(8) Priority for the presentation of Bills to the National Assembly is decided by the Prime Minister in consultation with the Legislation Committee of the Cabinet. Ministries shall, however, forecast their legislative requirements in time so as to avoid the necessity of having to introduce legislation on Certificate of Urgency.

(9) The last date for consideration of a Bill by the Legislation Committee of the Cabinet is normally four weeks before the day on which the Bill is presented to the National Assembly. Drafting instructions shall therefore be submitted as early as possible in order to enable the Bill to be drafted in time for presentation to the Legislation Committee.

(10) Ministries are responsible for seeing that other Ministries and authorities are, where necessary or desirable, consulted before the drafting of any legislation and on any draft legislation which concerns them. Since every form institutes a procedure, care shall be taken to ensure that its method and make-up is such as to achieve the desired objective in the most efficient manner. Therefore, in all cases where a form or forms will be required to give effect to any legislation, the instructing Ministry shall consult the Permanent Secretary (Establishments).

(11) It is the duty of the instructing Ministry to scrutinize all drafts sent from the Chief Parliamentary Draftsman to ensure that they meet all questions of principle.

B.13 Communication from the President, Vice President, Prime Minister, Minister, Deputy Minister, Regional Commissioner and District Commissioner:

If, when on tour or otherwise, the President, the Vice President, Prime Minister, Minister, Deputy Minister, Regional Commissioner or District Commissioner gives any oral directive to a public servant, it shall be the duty of that public servant to commit the directive in writing and to forward it for confirmation to the Chief Executive Officer concerned through the appropriate channel. The same procedure shall apply where oral directives are given to a public servant by any executive who is not his immediate supervisor.

B.14 Interviews with the President, Vice President, Prime Minister, Minister, Deputy Minister and Regional Commissioner:

A public servant desiring an interview with the President, Vice President, Prime Minister, Minister, Deputy Minister and Regional Commissioner shall address his request to the appropriate Chief Executive Officer concerned, through the normal channels and shall set out fully his reasons for seeking the interview. Where an interview is desired when the President, Vice President, Prime Minister, the Minister or Deputy Minister is on a visit to an out station, the request shall be forwarded through the normal channels, to the Regional Commissioner of the region concerned.

B.15 Regional and District Commissioners:

(1) The Regional Commissioner or District Commissioner is the principal representative of Government. He is responsible for the planned development of his Region or District and for the efficient conduct of Government business, and for the maintenance of law and order.

(2) The Regional Administrative Secretary is the Chief Executive Officer and the Principal Advisor to the Regional Commissioner. He is assisted by public servants who form the Regional Secretariat. In the case of a District, District Administrative Secretary is the Principal Executive and Principal Adviser to the District Commissioner.

(3) While Regional and District Commissioners exercise general supervision of public business in Regions and Districts, responsibility for professional and technical matters is vested in the appropriate Regional Secretariats.

(4) All matters which can be settled by direct communication between Regional Administrative Secretary and Regional Heads of non-decentralized Ministries shall be so settled. The Regional Commissioner is entitled to receive from the respective Assistant Administrative Secretaries all the information and assistance he may need for the

conduct of public business in his own office. The Regional Commissioner shall not intervene in internal cluster matters, but in matters of detail and routine any reasonable request addressed by him to the Assistant Administrative Secretary shall as a matter of course, be met. Moreover, in cases of emergency, of which he must be the sole judge, he is empowered to issue such orders as he may find necessary and these orders shall be carried out by the public servants who receive them. Such action shall be reported to the Ministries concerned.

(5) The formal channel of communication between Regional Commissioner and all staff in his Region, decentralized or non-decentralized, shall be through the Regional Administrative Secretary. Where informal communications are made, particularly verbal communications, between Regional Commissioners and an Administrative or divisional officer direct, the officer shall communicate the substance in writing to the Regional Administrative Secretary.

(6) It is considered impracticable to issue any more precise instructions as to formal relationship between Regional, District and Divisional Officers centralized or decentralized or between Regional Commissioner and Ministries. The good sense of all concerned and their common devotion to the interest of the country may be trusted to evolve from these directions a satisfactory and efficient relationship. The Regional Commissioners and all Government Officers shall regard the business of their Region or District as their joint concern, and in their dealings with the public they shall be collectively answerable.

B.16 Regional Consultative Committees:

The highest importance is attached to the need for closest co-operations between Administrative and other staff. Team approach to problems in the Regions working through Regional Consultative Committees is emphasized. Regional Consultative Committees shall decide on the local interpretation and application of Government policies, and shall provide forum for the exchange of information. No departure shall be made from Ministerial policies which have been laid down, unless the Minister concerned has so agreed. The procedure and manner to conduct the business of the Regional Consultative Committee are as provided for in the Regional Administration Act, Cap.97.

B.17 District Consultative Committees:

A need for close co-operation between the administrative body and other staff in the district including matters referred to under paragraph B.16 in the district level are undertaken by the District Consultative Committee as provided for in the Local Government (District Authorities) Act, Cap.287.

B.18 Issue of Circulars:

(1) Circulars or Instructions on Staff matters to public servants shall be issued by:

(a) the President;
(b) the Prime Minister;
(c) the Chief Secretary;
(d) the Permanent Secretary (Establishments); and
(e) the Treasury Registrar.

(2) There shall however, be no objection to other Ministries or Independent Department to issue internal Circulars or Instructions on Staff matters to their own public servants and to issue copies of internal circulars of an informative nature to other Ministries/Independent Departments/Regions or Local Government Authority.

(3) All circulars or instructions on staff matters to public servants shall be gazetted in the Government Gazette.

B.19 Oral Communication

All oral communication made shall immediately be supported by written communication.

SECTION C

SECTION C

CORRESPONDENCE, GENERAL OFFICE ROUTINE, STATIONERY AND EQUIPMENT AND OFFICIAL GAZETTE

CONTENTS

	Standing Orders
General Instructions Regarding Correspondence	C.1 - C.21
Stationery and Office Equipment	C.22-C.26
Official Gazette	C.27-C.30
General	C.31-C.33

LIST OF APPENDICES

Subject	*Standing Order Referred to*	*Appendix No.*
Acknowledgement Form ……	C.12	C/I

INDEX TO SECTION C

	Standing Order No.
A	
Acknowledgements ……...	C.12
C	
Circular Instructions on Staff ……	C.33
Classified Correspondence ……..	C.10
Convenience of the Public ……	C.11
Correspondence Affecting Individual Public Servants …….	C.18
Correspondence Between Government Offices ……...	C.2
Correspondence for Legal Advice ……..	C.14
Correspondence from Public Servants Regarding Matters Relating to Themselves ……	C.17
D	
Demi-Official Correspondence ……	C.3
E	
Economy in Use of Stationery …….	C.25
Employment Records ……	C.19

	Standing Order No.
F	
Forms Design …….	C.24
Forms of Correspondence – General …….	C.1
G	
Government Decisions …….	C.13
Government Mail – Dispatch …….	C.6
I	
ICT Correspondence …….	C.5
L	
Legibility of Signature ……	C.8
O	
Office Equipment and Furniture ……..	C.26
Official Correspondence – Addresses ……	C.4
Official Gazette ……..	C.27
Other Notices for the Gazette …….	C.29
P	
Press and Public Relations ……..	C.16
Printing ……	C.23
Publication in the Official Gazette ……...	C.28
R	
Registered Correspondence ……	C.7
Responsibility for Checking Gazette Entries …….	C.30
Restriction on Taking of Copies and Destruction of Official Documents ……..	C.20
Restriction Regarding Disclosure of Information ……..	C.15
Rubber Stamps ……..	C.9
S	
Storage and Safety of Important Documents ……	C.31
Supply of Official Stationery …….	C.22
T	
Telephone Calls …….	C.21
U	
Use of Coloured Inks …….	C.32

SECTION C

CORRESPONDENCE, GENERAL OFFICE ROUTINE, STATIONERY AND EQUIPMENT AND OFFICIAL GAZETTE

GENERAL INSTRUCTIONS REGARDING CORRESPONDENCE

C.1 Forms of Correspondence – General:

(1) All official writings should be brief and concise and shall be well considered in substance, and coached in a tone of courtesy carefully avoiding any expression of personal feeling. Words like "most", "very", "extremely", "considerably", should best be omitted. Sentences should be shorter and precise. For example, the sentence, "The Staff List will be published shortly" is better than "The publication of the new Staff List will take place in the near future".

(2) Where no other honorific prefix is appropriate official communications shall be addressed in the style, Mr/Mrs/Miss/Bw./Bibi/Bi "X". A Member of Parliament shall be addressed as "The Hon. "X" MH."X" and not for example, "The Hon. Mr. "X" /Mh./Bw/Bibi/Bi. A Judge of the High Court shall be addressed as "The Hon. Justice "X" /Mh. Jaji.

(3) Kiswahili and English are the recognized languages in all forms of official correspondence.

C.2 Correspondence Between Government Offices:

(1) All official correspondence external to the public service organisation shall be addressed to the Chief Executive Officer or Head of that organisation. Likewise, all official correspondence from any public service organization shall be signed by or on behalf of the Chief Executive Officer or Head of that organisation.

(2) Each communication shall be confined to one subject, which shall either be stated briefly as a heading or made clear, in the first paragraph. Any Reference number and date of previous correspondence shall be quoted.

(3) Succeeding paragraphs shall, logically and concisely:

(a) give a brief outline of history of the subject;
(b) elucidate salient points to be considered; and
(c) refer to any relevant decisions on similar or allied subject.

(4) Any authority of law, regulation, Government ruling or precedent connected with the subject shall be quoted. When reference is made to any regulation or notice which has been published in the Official Gazette, the year and number of the regulation or notice shall be quoted.

(5) Paragraphs shall be numbered consecutively; if the Communication extends to two or more sheets, each page shall be numbered.

(6) Enclosures, where essential, shall be similarly paragraphed and paged. Enclosures in languages other than Kiswahili or English shall be accompanied by a translation or, in the case of documents of minor importance, by a précis in Kiswahili or English of the contents.

(7) Except where there is no modern typewriting facilities, communications may be typewritten and dated with the actual date of dispatch; if, however, the subject is of a strictly confidential or secret nature, the communication may be hand-written at the writer's discretion.

(8) No preface or conclusion such as "Dear Sir" or "Yours faithfully" is necessary in official communications.

(9) In all cases where the public servant addressed is likely to pass the communication on to some other public servants, the communication shall, in order to save copying, be sent in duplicate and wherever possible the full number of copies likely to be required by the addresses should be enclosed. When a communication is sent under flying seal ("u.f.s.") to a public servant or public servants, one copy shall be made for each public servant through whose, hands it is to pass.

C.3 Demi-Official Correspondence:

Demi-official correspondence is the normal mode of communication between ministers. While there is no objection to the use of demi-official correspondence by public servants both for exploratory and explanatory purposes, this form must not be used for communicating official decisions or policy.

C.4 Official Correspondence – Addresses:

(1) All Government publications and letter-heads other than Saving Telegrams shall bear the full postal address, including the Post Office Box number of the organisation concerned; where a Private Bag service is used, the postal address should be shown as that of a Private Bag. The organisation’s telephone and fax numbers and e-mail or registered telegraphic address shall be shown.

(2) Correspondence dispatched by post to official addresses shall show the full postal address of the recipients, on the lines indicated above, and not merely the title of the organisation followed by the name of station.

C.5 ICT Correspondence:

As circumstances may demand, the use of Information and Communication Technology (ICT) is embraced with the aim of increasing efficiency and productivity through the scope of e-Government. Internal and external communications may be conducted through digital means (e-mail, internet, mobile phones, teleconference, video conferences and fax mail). Public Service without violating the requirement of security and privacy laws will be required to embrace ICT in undertaking communication and correspondence within and outside their organisation.

C.6 Government Mail – Dispatch:

All Government mail shall be dispatched in accordance with the Government Postal or any other communication Procedure laid down by the Permanent Secretary (Establishments).

C.7 Registered Correspondence:

Chief Executive Officers in the Public Service shall ensure that the public servants in charge of registered mail are personally responsible for keeping a record of all registered letters and articles received and dispatched, in such a form that the responsibility for the loss of any registered articles or their contents may be determined without difficulty.

C.8 Legibility of Signature:

A public servant whose signature is not easily decipherable shall adopt for all official purposes a clear signature and have his full name typed or stamped below his signature.

C.9 Rubber Stamps:

Rubber stamps shall be used only on copies of letters. Original letters, Government Receipts, passes, licences shall be signed by authorized public servant.

C.10 Classified Correspondence:

(1) Good security is an essential factor in the efficient working of Government. All public servants whose duties involve the handling of classified material shall be thoroughly conversant with Government Security Orders.

(2) Any envelopes marked confidential, secret, top secret shall be sent to the confidential Registry.

(3) In case of correspondence made through fax or e-mail, the originator shall have the responsibility of classifying and marking such information as “confidential”, “secret” or “top secret” before faxing or e-mailing.

(4) For avoidance of leakage of information, every organization shall have only one official fax machine placed at the office of the Chief Executive Officer of the organization concerned. For easy handling of confidential information received through fax or e-mail there shall be designated a public servant or public servants to handle such information.

C.11 Convenience of the Public:

An individual member of the public shall not be caused any expense or inconvenience when requested to reply to enquiries instituted by Government which it is in the interests of Government to make. Such official enquiries shall be accompanied by an envelope, duly pre-paid official overprinted stamps. Alternatively, the enquiry may take the form of questionnaire, similarly pre-paid with official over-printed stamps and addressed on the reverse side, which may be folded, sealed and posted. Forms such as those for completing in connection with an application for a government post, however, where it is mainly in the interest of the recipient to complete and return, the document shall not be accompanied by a pre-paid envelope.

C.12 Acknowledgements:

It is important that correspondence received from public bodies, firms and individuals shall be acknowledged immediately and dealt with promptly. The acknowledgement form set out at Appendix C.1 is suggested as a model.

C.13 Government Decisions:

When Government decisions have to be conveyed they shall be communicated as decisions of the organization concerned and not as decisions of the individual public servant who happens to make the decision. Unless there are special reasons for doing so, the name of the public servant making the decision shall not be communicated.

C.14 Correspondence for Legal Advice:

Correspondence for request on legal opinion shall be made in accordance with the provision of Standing Order B.11.

C.15 Restriction Regarding Disclosure of Information:

(1) No correspondence which has passed between Ministries, Independent Departments, Regions, Local Government Authorities or between the public and Ministries/Independent Departments/ Executive Agencies/Regions/ Local Government Authorities may be communicated to the Press or any member of the public without the approval of the Chief Executive Officer concerned; but information of a general nature which may be of material assistance in discussing local questions need not be withheld, provided that such information is not of a confidential nature or likely to infringe the privacy of others.

(2) Unauthorized disclosure of official information shall make a public servant liable to disciplinary action or criminal prosecution.

C.16 Press and Public Relations:

(1) The Director of Information Services is the recognized channel for Government information of major importance to the Press and Broadcasting Services.

(2) To enable Ministries, Independent Departments, Regions and Local Government Authorities to keep the Director of Information Services informed of their activities, all Chief Executive Officers in the Public Service shall establish information, education and communication units or appoint a public servant at Headquarters or at such other offices as may be appropriate to act as a Communication Officer with the Information Services Division. Information of a factual nature not connected with major questions of policy and development, to be given publicity in the local Press and the broadcast news service should be channelled through this office or officer to the Press Section of the Information Services Division. Conversely, it is to this office or officer that the public servants of the Information Services Division would first go for any information that they might require.

(3) Where the information to be given out relates to a matter of major importance, the channel of communication shall be between the Chief Executive Officer concerned and either the Permanent Secretary of the Ministry responsible for Information and Broadcasting or the Director of Information Services.

(4) When a public servant is approached by the Press for an eye witness account of any incident, he shall always refer the press to the Senior Public Servant present. This public servant shall confine himself strictly to a statement of the facts and shall in no circumstances embark on a discussion of Government policy. Any public servant making such a statement to the Press shall inform his Head of Division/Department/ Unit/Section responsible for staff services immediately of the substance of his statement and it shall be the responsibility of the Head of Division/Department/Unit/Section to pass this information to the Chief Executive Officer of his organisation and the Director of Information Services by the quickest possible means. This procedure is also to be adopted for any incident likely to arouse wide public interest or controversy, irrespective of whether or not Press representatives are present, or a statement has been sought or made.

C.17 Correspondence from Public Servants Regarding Matters Relating to Themselves:

(1) T*o their Head of Division or Department or Unit:*
Any communication which a public servant wishes to address to the Head of his Division or *Department or Unit* shall be forwarded through his supervisor.

(2) *To Central or Local Government:*
The correspondence with Central *or Local* Government for any public servant is through his Chief Executive Officer. In forwarding correspondence from the public servants, Chief Executive Officers are expected to express their opinion and give advice on issues in question.

(3) *To Commission on Human Rights and Good Governance:*
Any correspondence which a public servant wishes to address to the *Commission on Human Rights and Good Governance* may be forwarded directly to the Commission without necessarily forwarding it through his Chief Executive Officer.

C.18 Correspondence affecting individual public servants:
(1) When making a recommendation in respect of a public servant, a copy of such correspondence shall not in any circumstances be forwarded to the public servant concerned. There is, of course, no objection to the public servant being informed that the matter has been referred to the appropriate authority for decision but the public servant shall not be informed as to what recommendation has been made.

(2) Where a public servant writes a letter through his superior that letter shall be forwarded with appropriate comments. An exception shall be where the subject matter of the letter can be resolved by the supervisor, and the public servant concerned shall be informed accordingly.

(3) Where a supervisor fails to resolve the matter accordingly, the public servant shall write direct and furnish the copy to the supervisor.

C.19 Employment Records:
(1) Full and accurate particulars and records of service of all public servants must be maintained at the President's Office, Public Service Management and at the public servant's respective organisation headquarters. Care must be taken to ensure that whenever communications are addressed to the Treasury or to the office responsible for Public Service Management or to the Public Service Commission concerning an individual public servant and where these communications have a bearing on the public servant's terms of service, correct particulars of service, shall be furnished.

(2) Public servants may not, without permission, have access to official papers relating to themselves. For example, public servants shall not handle their personal files.

(3) Every employer shall keep employment records for the purposes of reference for calculation of the employee terminal benefits and every employee is encouraged to keep his own records.

(4) Communications through loose minutes shall not be made across one ministry to another.

C.20 Restriction on Taking of Copies and Destruction of Official Documents:

(1) A public servant is not allowed to take copies of minutes or correspondence for his own purpose even though such papers may pass through his hands in the course of his official duties. This instruction does not apply to a case in which a particular document relating to a public servant is sent to him expressly for noting.

(2) Where a public servant takes copies of official documents for his own purpose or destroys without permission, he shall be regarded as guilty of a breach of discipline and disciplinary proceedings shall be taken against him.

C.21 Telephone Calls:

Whenever information or advice can be obtained by local telephone calls, this means shall be used and correspondence saved, although it is usually advisable that a brief record should be made of their content; in the case of decisions, a record is essential and shall be confirmed later in writing. Trunk calls shall be made only in cases of real urgency when less expensive methods of communication will not suffice and when made, a proper record should be maintained.

STATIONERY AND OFFICE EQUIPMENT

C.22 Supply of Official Stationery:

The supply of official stationery other than printed forms is the responsibility of each Government organisation in accordance with the provisions of relevant laws governing procurement in the Government.

C.23 Printing:

Printing should be reduced to a minimum. The cheaper means for the reproduction of departmental forms e.g. photocopying machines should be used. All orders for printing and supply of printed forms should be forwarded to the Government Printer.

C.24 Forms Design:

The advice of the office responsible for Public Service Management should be sought on the design of any form which is desired to be introduced in the Public Service. Such forms should also be referred to the President's Office responsible for Public Service Management on each occasion when a reprint is required, so that the desirability of altering the design of the form in order to improve it or bring it up to date may be considered.

C.25 Economy in Use of Stationery:

The utmost economy shall be exercised in the ordering and use of official stationery. All stocks should be kept under lock and key and issued by responsible public servants. Official stationery shall not be used for private correspondence.

C.26 Office Equipment and Furniture:

(1) The advice of the office responsible for Public Service Management shall always be sought on the most suitable types of office machinery and equipment designed to carry any particular task. The office equipment should always be of highest quality and acceptable standard. Furthermore, specific approval from the office responsible for Public Service Management shall be obtained before placing an order for office equipment and furniture regardless of fund (whether project or development supported by Tanzania Government or Development Partner or recurrent Fund).

(2) The office responsible for Public Service Management may seek and utilize technical expertise of any Department in Public Service to ensure that its advice and approval is appropriate. However, items of small value may be purchased without approval. The value of office machinery and equipment which may be purchased without prior approval shall be specified from time to time by the office responsible for Public Service Management. In seeking such approval, organizations shall state the purpose for which the equipment is required, nature of the equipment proposed, where it is intended to be used, and the source of funds.

OFFICIAL GAZETTE

C.27 Official Gazette:

(1) The Gazette is published on Friday of each week and notices for publication shall be submitted to the Permanent Secretary (Establishments) by 10.00 hours on Monday. There can be no exception to this as material for publication must be in the hands of the Government Printer by 07.30 hours on Tuesday.

(2) All General Notices for publication in the Gazette shall be submitted in Kiswahili or English.

C.28 Publication in the Official Gazette:

The following information in respect of public servants on permanent and pensionable terms as specified below shall be published in the Gazette:

(a) the employer shall make sure that he submits information on all first appointments, promotions, terminations and deaths of public servants for publication in the Official Gazette immediately as when occurs;

(b) in respect of all public servants:
   (i) substantive first appointments;
   (ii) confirmation in appointments;
   (iii) departures on (or on leave pending) resignation, retirement, completion of contract, termination of appointment, or dismissal; and
   (iv) deaths.

(c) in respect of certain specified public servants:
   (i) acting appointments made under the terms of Standing Order D.18 and any other acting appointments which shall be formally gazetted for statutory reasons;
   (ii) reversions from acting appointments previously gazetted;
   (iii) promotions to posts carrying a salary or salary scales not below TGS.C or equivalent level;
   (iv) transfers and secondments of public servants within the United Republic occupying posts carrying a salary or salary scale not below TGS.C or equivalent level; and
   (v) departures on and arrival from leave of public servants who are in the TGS.J salary scale and above.

(d) returns of all information under paragraph (a) and (b) of this Standing Order, in the form in which such information is published in the Gazette, shall be sent to the Permanent Secretary (Establishments) weekly.

C.29 Other Notices for the Gazette:

All notices for the Gazette, other than those referred to in Standing Order C.28, shall be typed exactly as they are to appear and it shall be possible to find a specimen in previous issues of the Gazette. The following points shall be noted:

(a) notices shall be forwarded in duplicate to the Permanent Secretary Establishments) who shall forward a copy to the Government Printer and return the other to the organisation concerned, duly stamped "Publish in the Gazette";

(b) the file number should appear at the top right-hand corner of the notice or Bill. Files should not accompany the notices;

(c) if this notice is signed by, or on behalf of, a Chief Executive Officer, the name of the organization concerned shall appear in the bottom left-hand corner of the notice immediately above the date;

(d) the signature on the copy of the notice sent for publication shall be by rubber stamp, typed or written in block letters and the original copy shall remain in the file;

(e) if it is found necessary to publish a "Corrigendum", it shall be submitted to the Permanent Secretary (Establishments) in the form shown at the back of every Gazette; The Permanent Secretary (Establishments) shall not draft corrigenda; and

(f) the Permanent Secretary (Establishments) shall not change or amend any notice received for publication and any notice received which does not comply with the above instructions shall be returned for correction, with the consequent delay in publication.

C.30 Responsibility for Checking Gazette Entries:
It is the responsibility of each organisation to ensure that notices do appear in the Gazette and arrange for extracts to be taken for filling.

GENERAL

C.31 Storage and Safety of Important Documents:
Records of importance which may be required for reference for many years to come shall be micro-filmed or computerized by arrangement with the Director of Records and Archives Management.

C.32 Use of Coloured Inks:
(1) It should be noted that in all ordinary correspondence, e.g. the writing of minutes, the signing of letters, the addressing of envelopes, etc., blue or black ink shall be used.

(2) The use of green ink or pencils in the transaction of official business is restricted to the Ministers or Deputy Ministers and Regional Commissioners in writing minutes or signing documents and the National Audit Office. An exception is in the case of drawing offices where green ink or pencils may be required for the preparation of maps and plans.

(3) Red ink in writing minutes or signing documents is reserved for use by the President of the United Republic. However, public servants may use

red ink for specific purposes connected with keeping of records, e.g. checking of details on payment vouchers and marking.

C.33 Circular Instructions on Staff:

Circular instructions on staff matters issued by Government shall be brought to the attention of all Government employees who are or might be affected by or interested in the circular. Public servants in charge shall ensure that all employees read and initial the circulars.

APPENDIX C/1
(See Standing Order C.12)

ACKNOWLEDGEMENT FORM

Reference No……. ……. (Ministry/Independent Department/Region)

…….. (Division/District)

Date…… ……..…… (Postal Address)

The …….. *(Designation of officer)* Acknowledges receipt of your communication No…….…… of the ……. *(date)* on the subject of ……..…….…… The matter will receive early consideration and a reply will be sent to you as soon as possible.

Signature……
Responsible Officer

SECTION D

APPOINTMENTS, CONFIRMATIONS, PROMOTIONS AND TRANSFERS

SECTION D

APPOINTMENTS, CONFIRMATIONS, PROMOTIONS AND TRANSFERS

CONTENTS

	Standing Order No.
Appointments.....	D.1-D.37
Pensionable Offices – Probation and Confirmation	D.38-D.47
Seniority	D.48-D.50
Promotions and Transfers	D.51-D.55
Secondment or Transfer of Staff between Government and Parastatal Organizations, Inter or Quasi Government Organizations ……..	D.56-D61
Performance Appraisal	D.62-D.75

LIST OF APPENDICES

Subject	*Standing Order Referred to*	*Appendix No.*
Request for Medical Examination ……	D.16	D/I
Letter of appointment on temporary terms	D.30	D/II
Letter of appointment on Pensionable terms	D.32	D/III
Form of acceptance …….	D.32	D/IV
Letter of appointment on Contract terms…	D.33	D/V
Letter of appointment to the Operational Service …….	D.35	D/VI
Next of kin card.....……..	D.36	D/VII
Personal record card……..	D.37	D/VIII
Open Performance Review and Appraisal.....…….	D.62-D.71	D/IX

INDEX TO SECTION D

	Standing Order No.
A	
Acting Appointment for Short Periods in Special Cases …….	D.22
Acting Appointments …….	D.18
Acting appointments for Statutory Reasons ……..	D.20
Action due on Completion of Normal Probationary Period …….	D.43
Advertisement of Vacancies ……	D.9
Age of Admission to a Pensionable Establishment …….	D.39
Aim of Probation Period ……	D.41
Annual Reports on Public Servants on Leave, Transfer, etc. …….	D.71
Appointing Authorities ……...	D.5
Appointment of Non-Citizens of Tanzania …….	D.13
Appointment on Contracts ……	D.33
Appointments Limited by Estimates ……	D.4
Appointments on Temporary Terms ……...	D.30
Appointments to the Operational Service ……..	D.29
C	
Categories of Appointments in the Public Service ……...	D.2
Categories of Public Servants on Whom Appraisals are Required ...	D.63
Certificate of Service on Termination of Probationary Appointment..	D.44
Completion and Renewal of Contracts ……..	D.34
Concise and Objective Appraisal ……	D.69
Confirmation on First Appointment …….	D.45
Consequences of Delay in Confirmation or in Passing Prescribed Departmental Examinations or Tests …….	D.47
Constitution and Abolition of Offices in the Public Service …….	D.3
D	
Date of First Appointment …….	D.17
Date of Promotion ……..	D.51
Determination of Terms of Appointment ……	D.1
Disagreement on the Performance Appraisal Process ……	D.74
Disposal of Record and Copies of Reports on Public Servants in the Ministries/Independent Departments/Regions/Local Government Authority ……...	D.73
E	
Effect of Refusal of offer of Promotion ……...	D.54
Employment and Marriage ……...	D.27
Employment of Persons Convicted of Criminal Offence or Previously Dismissed from the Public Service …….	D.15
F	
Filling of Vacancies in the Public Service ……..	D.7

Standing Order No.

G

Gazetting of Acting Appointment and Reversions …… D.26
General …… D.56
Giving False Information …….. D.12

I

Indefinite Secondment …….. D.58
Inter/Quasi Government Organizations ……. D.61
Inter-Ministerial or Inter-Departmental Transfers ……. D.55
Irregular means of Influencing Promotion …….. D.53

L

Letter of Appointment to the Operational Service …… D.35
Letters of Appointment on Pensionable Terms ……. D.32

M

Medical Examination before Appointment ……. D.16

N

Next-of-kin Cards ……... D.36
No Acting Appointment Made Normally for Short Periods …….. D.21
Notification of Vacancies – General Procedure …… D.8

P

Pensionable Offices …….. D.38
Performance Appraisal of Chief Executive Officers ……. D.65
Performance Appraisal Report shall be duly completed ……. D.68
Performance Appraisal System …….. D.62
Performance Contracts of Chief Executive Officers …… D.64
Performance Contracts of Other Public Servants …… D.66
Performance Review ……. D.42
Period of Probation …… D.40
Personal Record Form …….. D.37
Position where Appointing Authorities are Unable to Appoint Local Candidates for Filling of Vacancies falling within their Purview ……. D.14
Prior Approval for Acting Appointments ……. D.19
Probation Period following Promotion …… D.52
Procedure for Applications for Appointment for Persons not in the Public Service ……. D.11
Procedure for Applications for Appointment from Public Servants…. D.10
Procedures for Seconding Public Servants to Parastatal Organisations ……. D.57
Public Servant's Self Appraisal …… D.70

Standing Order No.

R

Re-employment of Pensioners …… D.28
Reports on Seconded Public Servants …….. D.72
Reversion to Substantive Post during Short Absence on Leave …... D.23

S

Scale of Travelling and Other Privileges while Acting in a Senior Appointment …… D.25
Selection of Candidates …… D.6
Selection of Public Servants for Acting Appointments ……. D.24
Seniority of Confirmed Public Servants ……. D.49
Seniority on First Appointment …… D.48
Seniority on Promotion ……. D.50
Submission of Reports …….. D.67

T

Testimonials not to be Given ……... D.75
Transfer from Parastatal Organisation to Government …… D.59
Transfer to a Pensionable Post after being Confirmed in Another Pensionable Post ……... D.46

U

Utilization of National Experts in the United Nations Organization System and Local Project run by Development Partners or Other Agencies ……. D.60

V

Vetting ……. D.31

SECTION D

APPOINTMENTS, CONFIRMATIONS, PROMOTIONS AND TRANSFERS

APPOINTMENTS

D.1 Determination of Terms of Appointment:

The terms and conditions of Service of all Public Servants shall be determined by the Chief Secretary; however, these powers may be delegated to the Permanent Secretary (Establishments).

D.2 Categories of Appointments in the Public Service:

(1) Appointments in the Public Service are divided into the following categories:

(a) appointment on contract;
(b) temporary appointment;
(c) part time appointment;
(d) acting appointment;
(e) permanent appointment;
(f) appointment on promotion; and
(g) operational service.

(2) The categories of appointments specified under sub-paragraph (1) and the general conditions in this Section may, however, be modified by any special terms contained in the agreements, contracts or letters of appointment of individual public servants.

D.3 Constitution and abolition of offices in the Public Service:

The powers to constitute and abolish offices in the public service are vested in the President under Article 36(1) of the Constitution. He has, however, delegated his powers to the Permanent Secretary (Establishments) in respect of all Public Service offices except the office of Chief Secretary, Permanent Secretary and Deputy Permanent Secretary. In the case of Judicial offices the President has delegated his powers to the Chief Justice in respect of the office of deputy and assistant registrar or district registrar and the magistrate of any description. The salary attached to any office which may be constituted under the powers delegated to the Chief Justice shall be determined by the Permanent Secretary (Establishments). The power of the President to abolish office shall not be exercised in respect of any offices specified in Article 113(2) of the Constitution while there is a substantive holder of that office, unless the Judicial Service Commission concurs in such abolition.

D.4 Appointments Limited by Estimates:

(1) No appointments may be made, whether temporary or otherwise, for which no provision has been made in the estimates.

(2) No increase in the number of posts may be made above the authorized establishment without prior approval of the Permanent Secretary (Establishments) even if the salaries in respect of any such additional posts can be met from the amount of money provided in the Estimates.

(3) Except for appointment made by the President, all new appointments shall be made after approval of the Chief Secretary and replacements shall be made after prior approval of the Permanent Secretary (Establishments).

D.5 Appointing Authorities:

(1) The appointing Authorities to which this Standing Order applies are the following:

(a) the President shall appoint the Chief Secretary, Permanent Secretaries, Heads of Independent Departments, Deputy Permanent Secretaries, Regional Administrative Secretaries, Clerk to the National Assembly, Director of City Council, Commission where the Council is dissolved, Ambassadors and such other public servants as the President may from time to time determine;

(b) in relation to posts in a Ministry, the Permanent Secretary;

(c) in relation to posts in an Independent Department, the Head of Independent Department;

(d) in relation to posts in a Region, the Regional Administrative Secretary;

(e) in relation to posts of the Directors of Local Government Authorities other than Director of City or Local Government Authority Commission, by the Minister responsible for Local Government after consultation with the Local Government Authority concerned;

(f) in relation to posts in the Local Government Authority, the Local Government Authority concerned; and

(g) in relation to Teachers, the Teachers Service Department.

(2) The appointments referred to in paragraph 5(1)(b) to (g), include first appointments, promotions, transfers and acting appointments.

(3) Appointments of public servants in the Executive Agencies and Government institutions shall be governed by provisions of the Public Service Act, Cap.298 and laws establishing the respective executive agency or institutions.

D.6 Selection of Candidates:

(1) All avenues of employment in the public service shall be open to both men and women who are suitably qualified and there shall be no difference between the salary, salary scale or other terms of service of men and women of equivalent qualifications and experience in the same post. Selection of candidates in different posts in the Public Service shall be based on merit:

(a) in selecting candidates for appointment, the appointing authority shall have regard to the efficiency of the service, eligibility and suitability of the appointments.

(b) in selecting candidates for appointment under sub-paragraph (a), preference shall be given to citizens of the United Republic.

(c) Candidates having the same degree of preference, qualifications and experience, proved merit and suitability for the post in question shall be accorded greater weight than seniority.

(2) A person shall not be appointed, promoted or transferred to any Public Service post unless he holds such qualifications as may from time to time be specified as qualifications necessary for an appointment to the post in any approved Scheme of Service.

(3) Notwithstanding the qualifications necessary for appointment approved in the Scheme of Service, the Permanent Secretary (Establishments) shall issue general directions regarding appointment, promotion or transfer when need arises.

D.7 Filling of Vacancies in the Public Service:

The process of filling vacancies in the public service shall involve the Recruitment Secretariat. The Recruitment Secretariat shall have the function of facilitation which, among other things, includes advertising and conducting interviews.

D.8 Notification of Vacancies - General Procedure:

(1) Where a vacancy occurs or it is likely to occur in a post which the appointing authority is the Chief Executive Officer, the Chief Executive Officer concerned shall consider whether:

(a) the vacancy be filled by promotion of a public servant serving in a Ministry, Independent Department, Regions or Local Government Authority in which the vacancy exists; or

(b) be filled by transfer from another organization within the public service; or

(c) be filled by inviting applications for the post by advertising the vacancy within or outside the United Republic of Tanzania.

(2) Where the vacancy may be filled as provided for under Sub-paragraph (1), the Chief Executive Officer concerned shall, after consultation with the Permanent Secretary (Establishments), effect transfer or promotion of any qualified public servant.

(3) Where it is not possible to fill the vacancy as provided for under Sub-paragraph (1), the Chief Executive Officer concerned shall notify the Permanent Secretary (Establishments) and the Public Service Recruitment Secretariat, and the notification shall specify the necessary requirements for the post.

(4) After notification pursuant to subparagraph (3), the Public Service Recruitment Secretariat shall facilitate recruitment to get a suitable person to fill the vacancy.

(5) The Public Service Recruitment Secretariat shall forward the findings to the Chief Executive Officer concerned and a copy to the Permanent Secretary (Establishments) and the Public Service Commission.

(6) Upon receipt of such findings, the Chief Executive Officer shall make appointment basing on the recommendations of the Public Service Recruitment Secretariat and the report of such appointments be submitted to the Permanent Secretary (Establishments), and copies to the Public Service Commission and the Public Service Recruitment Secretariat.

D.9 Advertisement of Vacancies:

(1) Applications for appointment to vacant posts shall be invited by public advertisement within the United Republic in such manner as may be determined from time to time, provided that such advertisement is not discriminative.

(2) All expenses for local or outside the countries advertisements in respect of vacancies in the Public Service shall be met by the advertising authority.

D.10 Procedure for Applications for Appointment from public servants:

(1) A public servant who wishes to apply for an advertised post should submit his application to the appropriate recruitments authority by letter through the normal official channels. The forwarding officer should add his recommendations as to the suitability of the applicant for the post and any other comments which, in his view, might be useful to the appropriate recruitment authority in reaching decision on the application.

(2) The forwarding officer under paragraph (1) shall have no right to refuse to forward such application.

D.11 Procedure for Applications for Appointment for persons not in the public service:

An applicant who is not in the Public Service should submit his application to the **appropriate recruitment authority** attached with his Curriculum Vitae which must contain, interalia, a complete record of any employment, public or private, which the applicant may have held. Candidates must account for the whole period of their previous employment and the particulars furnished by them must be supported by satisfactory documentary evidence. Similarly, intervals between one period of employment and another shall be satisfactorily accounted for.

D.12 Giving False Information:

An applicant who gives any false information shall be disqualified to the recruitment post and if such falsification is realized after the appointment, he shall be liable for disciplinary and criminal proceedings.

D.13 Appointment of Non-citizens of Tanzania:

(1) A Person who is not a citizen of Tanzania shall not be appointed on pensionable terms to any office in the Public Service.

(2) A non-citizen can only be considered for employment in the public service when a suitably qualified Tanzanian is not available to fill the post. Where it becomes necessary for the appointing authority to appoint a non-citizen to an office in the public service, he or she can be employed under a contract of a period not exceeding three years after obtaining the approval of the Chief Secretary. In making such appointments the Appointing authority should notify the Director of Immigration whenever, a person who is not a citizen of Tanzania is appointed to a Public Service post.

(3) Where there is a need of extending a period of appointment of a non-citizen, the approval of the Permanent Secretary (Establishments) should be sought.

(4) Any person who conceals his citizenship for purposes of breaching paragraphs (1) and (2), the employment must cease immediately after disclosure of the fact and any benefit accrued must cease forthwith.

D.14 Position where Appointing Authorities are Unable to Appoint Local Candidates for Filling of Vacancies falling within their Purview:

(1) **The appointing authorities shall only be concerned with selection of local candidates for appointment.** The duty of appointing authorities in connection with recruitment from outside Tanzania for any particular vacancy falling within their purview is confined to certifying that no suitably qualified local candidate is available for appointment to the vacant post so as to enable the Permanent Secretary (Establishments) to take appropriate step for the filling of the vacancy from external sources.

(2) The appointing authority concerned shall consult the Minister responsible for that Service to certify that it will be against the public interest for that post to remain vacant. Where the appointing authority is the Minister responsible for Local Government, the Minister responsible for public service shall certify whether it shall be against the public interest for the post to remain vacant.

(3) The appointing authority concerned shall, after consultation with the respective Minister, notify the Permanent Secretary (Establishments) who shall forward to the Chief Secretary for approval.

D.15 Employment of Persons Convicted of Criminal Offence or Previously Dismissed from the Public Service:

(1) A person who has been convicted of a criminal offence involving moral turpitude, or who has been dismissed from the Public Service previously shall not be engaged for employment in the Public Service without the prior sanction of the Chief Secretary.

(2) If it is desired to engage such a person, the circumstances justifying the proposal should be fully reported to the Chief Secretary. If any such person on entering the Service conceals any previous criminal convictions he shall be liable to summary dismissal as soon as the facts are known.

(3) Any such person who wishes to be re-engaged in the Public Service shall be required to seek sanction of Chief Secretary by submitting application through Permanent Secretary (Establishments).

D.16 Medical Examination before Appointment:

All candidates for appointment/re-engagement (including re-engagement of persons previously retired on medical grounds), must undergo examination by a registered or licensed Government Medical Practitioner. All offers of appointment are subject to a certificate of medical fitness. The Medical form to be used in connection with these examinations is set out in Appendix D/I.

D.17 Date of First Appointment:

An appointment made locally or from outside Tanzania shall take effect from the date of assumption of duty.

D.18 Acting Appointments:

(1) Acting appointments occurs where an employee is assigned temporarily to perform the duties of a position in a classification with a superlative substantive post. This shall include:

(a) an acting appointment where the person appointed to such acting appointment is, under the terms of his appointment, entitled to the salary of the post to which he is so appointed;
or

(b) an acting appointment for more than fourteen days where the person appointed to such acting appointment is, under the terms of his appointment, entitled to an acting allowance.

(2) In selecting public servants for Acting Appointments, the appointing authority shall give primary consideration to qualifications and ability to perform the required duties and responsibilities. Where qualifications and abilities are relatively equal, seniority shall be the deciding factor.

D.19 Prior Approval for Acting Appointments:

(1) The approval for acting appointment for the established post which falls vacant shall be done by the Permanent Secretary (Establishments). The recommendation for an acting appointment must be submitted to the Permanent Secretary (Establishments) immediately when the post falls vacant.

(2) Notwithstanding the provision of paragraph (1), where a public servant holding a Substantive Superlative (SS) post is absent from office in whatever circumstances for a period exceeding 14 days another public servant shall be appointed by the Chief Executive Officer to act in that post and shall be entitled for acting allowance.

(3) A Public Servant appointed to act must be informed in writing, provided that where the public servant acting in the SS post allowed for acting allowance does not receive appointment in writing after a lapse of

14 days shall be deemed to have been appointed and therefore entitled to acting allowance.

(4) A Public Servant shall have the right to demand a letter for acting appointment, if not given within 14 days.

D.20 Acting Appointments for Statutory Reasons:
Where it is necessary for statutory reasons for a public servant to be required to assume duties of a post which is not in the Substantive Superlative (SS) Salary Scales, the approval of the appropriate appointing authority shall be obtained before the date on which the public servant is called upon to perform the statutory functions. For the purpose of payment of acting allowance the approval should be obtained under the provisions of Standing Order L.16.

D.21 No Acting Appointment Made Normally for Short Periods:
In the case of absence due to travel on duty, illness or any form of leave, not exceeding 14 days, there shall be no need for an acting appointment and no acting allowance shall be paid.

D.22 Acting Appointment for Short Periods in Special Cases:
(1) Where, however, owing to the fact that by law or regulation certain matters can be dealt with only by the public servant holding a senior post or by a public servant formally acting in that post, an acting appointment may be made and an appropriate allowance paid. The decision whether an acting appointment is necessary or desirable in such a case shall rest with the Chief Secretary.

(2) Where a public servant holding a substantive post is absent from office in whatever circumstances for a short period another public servant shall be appointed to act in that post. The appointment to act for a short period shall be made by the Chief Executive Officer.

D.23 Reversion to Substantive Post during Short Absence on Leave:
Where a public servant who is acting in a post and is in receipt of an acting allowance goes on any form of leave including sick leave during the period of his acting appointment, he shall not be required to revert to his substantive office if the period of absence does not exceed 14 days.

D.24 Selection of Public Servants for Acting Appointments:

(1) In selecting public servants for acting appointments, the appointing authority shall have regard, primarily, to the efficiency of the service. A public servant may not be selected for an acting appointment unless it is intended that he should perform the full duties and assume all the additional responsibilities of the public servant in which it is proposed that he should act and unless he is properly qualified to do so.

(2) A public servant shall not claim as a right the privilege to act in a senior appointment on any ground whatsoever. Furthermore, the fact that a junior public servant is selected for an acting appointment does not, in itself, prejudice in any way the chances of advancement of public servants who are senior to him.

(3) Where possible a public servant shall not act in a vacant post for a period exceeding six months. The appointing authority should make sure that the process for appointing a substantive holder of a respective post is completed within that period of six months.

D.25 Scale of Travelling and Other Privileges While Acting in a Senior Appointment:

When a public servant who has been authorized to act in posts mentioned in Standing Order L.15 shall become eligible, while acting, for travelling or other privileges the scale or rates of which are dependent upon salary, such privileges shall be granted on the scale or at the rate applicable to the salary of the post in which he is acting except in the case of payment of disturbance allowance. Payment of disturbance allowance shall in all cases be calculated on the basic annual salary of the public servant's substantive appointment.

D.26 Gazetting of Acting Appointment and Reversions:

Acting appointments and reversions from such appointments made to posts mentioned in Standing Order L.15(1) or acting appointments which must formally be made for statutory reasons shall be published in the Official Gazette.

D.27 Employment and Marriage*:*

Any change in marital status of a public servant shall immediately be reported in writing to the Chief Executive Officer attaching all necessary documents.

D.28 Re-employment of Pensioners:

(1) It is the Government's normal policy not to re-employ pensioners. When it is necessary to do so, pensioners may be **re-employed** on temporary terms of service. **Contracts may be issued only when:**

(a) the post to be filled is an important one;
(b) the only suitable candidate available for it is a pensioner; and
(c) it is essential to secure his services, which can only be done by offering contract terms.

(2) Pensioners re-employed on contract terms will be eligible to receive a gratuity in respect of their contract service.

(3) The salary payable to a re-employed pensioner will be assessed in the normal manner and the fact that he is in receipt of a pension will not be taken into consideration in the assessment of his salary.

(4) For the purposes of this Standing Order, a pensioner means a person who is in receipt of a pension awarded to him by Government under the Public Service Pension Legislations. It should be noted that it is not the policy of Government to re-employ those persons who have retired from the service of the Government voluntarily before attaining the age of compulsory retirement.

D.29 Appointments to the Operational Service:

The Operational Service consists of employees in:

(a) the *Industrial Branch:* this consists of posts falling in the categories of tradesmen and other classes of skilled and semi-skilled workers;

(b) the *General Branch:* this consists of posts in the sub-clerical, minor technical, semi- skilled and unskilled classes;

(c) operational Service posts shall appear in the Scheme of Service of the Ministry concerned. For example the scheme of service of the Operational Service in the Ministry responsible for Infrastructure will cover motor vehicle Drivers, Ferry or Boat Drivers and Plant Operators. Similarly the scheme of Service for Operational Service in the Ministry of Health will cover Medical Attendants, etc.

D.30 Appointments on Temporary Terms:

(1) Appointments on temporary terms to established posts: Wherever possible, all established posts shall be filled by permanent appointments. Where, however, the appointing authority is unable to fill a vacancy in an established post on permanent terms, the appointing authority may authorize appointment to be made on temporary terms. Appointments on temporary terms may be made for the performance of duties of a purely temporary nature, for example, to meet seasonal needs, provided that financial provision for such appointments exists in the relevant estimates and that prior approval of the Chief Executive Officer is obtained for the salary to be paid.

(2) *Appointments not to be made on temporary terms to Operational Service posts:* Posts in the Operational Service shall not be filled by temporary appointments but by substantive appointments on Operational Service terms.

(3) General conditions of service: The general conditions of service of public servants on temporary terms shall be as set out in the relevant Standing Orders and Circulars as apply to them and in this connection reference should be made to Standing Order A.1 and A.2.

(4) Salaries and Pensionability: The assessment of salaries of public servants appointed on temporary terms is dealt with in Standing Order E.3. Temporary employees are not pensionable.

(5) A public servant appointed on temporary terms shall be given a letter of appointment in the form set out in Appendix D/II by his appointing authority.

D.31 Vetting:

Vetting of public servants is necessary and shall be conducted as follows:

(a) on first appointment, before a public servant is offered permanent appointment; and

(b) on appointment by promotion before a public servant is promoted to a respective post.

D.32 Letter of appointment on Pensionable terms:

A candidate who is selected for appointment on pensionable terms shall be issued with a letter of offer of appointment by the appointing authority concerned. The format of letter of appointment is as set out in Appendix D.III. A copy of the letter of appointment and acceptance shall be sent to President's Office, Public Service Management. The terms of the letter shall be varied as necessary where the appointment is being made under special terms. Candidates accepting appointments shall sign the *form of acceptance as set out* in Appendix D.IV**,** and return it to the appointing authority accompanied by the other papers (duly signed where necessary) referred to in the letter of offer. Notification that the appointment has been made shall be published in the Official Gazette.

D.33 Appointment on Contracts:

(1) A candidate appointed to a pensionable post in the public service on non-pensionable terms, or to a non-pensionable post, shall be required to enter into a contract (on gratuity terms) specifying the terms of his employment as provided for in Appendix D/V. Contracts on gratuity terms, which shall be the normal form of engagement in such cases, provide for the payment by Government of a gratuity at a prescribed rate on satisfactory completion of the contract.

(2) Under special circumstances, certain persons may be engaged in the public service to serve on contract terms. These shall include:

(a) a non-citizen who is engaged for some projects or on expatriate requirements;
(b) a citizen from outside the public service who is engaged to the Service under expatriate or consultancy requirements;
(c) a retired public servant who has been re-engaged in the Service; and
(d) a citizen who is first appointed to the Public Service after he has attained the age of 45 years.

(3) Where it is in the opinion of the appointing authority that a public servant be re-engaged on further terms of contract, the appointing authority shall notify the Permanent Secretary (Establishments) who shall forward to the Chief Secretary with recommendations.

(4) A Public Servant shall not be permitted to continue in the Service on contract after attaining the age of sixty years, save that the Chief Secretary may approve the re-engagement of a public servant if he is satisfied that it is in the public interest to do so.

D.34 Completion and Renewal of Contracts:

(1) The Chief Executive Officer shall inform the public servant three months before the expiry of the contract, whether or not he wishes to re-engage him for further period of service. **Similarly the public servant serving on contract shall notify his Chief Executive at least three months before the engagement is due to expire whether or not he wishes to be re – engaged, for a further period of service.**

(2) *Approval of the Appropriate Appointing Authority to be sought:* On receipt of the notification referred to in paragraph (1), the Chief Executive Officer shall forward his recommendation regarding the re-engagement of the public servant concerned to the appropriate authority for approval.

(3) The Chief Executive Officer shall not initiate or seek the approval of the re-engagement of a public servant in contract unless:-

(a) there are special resources and arrangements of training of counter parts and successors in such post; and
(b) there is a special provision in the contract obliging the employee in contract to impart his knowledge to the counterparts and successors.

(4) Re-engagement of a contract employee without consideration of the **requirements** under paragraph (3) shall only be made by an approval of the Chief Secretary.

D.35 Letter of appointment to the Operational Service:

A candidate appointed to the Operational Service shall be given a letter of appointment, in the form set out in Appendix D.VI, by his appointing authority.

D.36 Next-of-kin Cards:

A next-of-kin card, as set out in Appendix D/VII, shall be completed by every newly appointed public servant and submitted to his Chief Executive Officer. It is essential, and in the interests of public servants, that these cards should be kept up-to-date and, when they are out-dated, public servants are personally responsible for submission of revised particulars or a new card.

D.37 Personal Record form:

All Government Offices shall maintain full records of the particulars of services of their public servants. These details shall be recorded on Personal Record Form in the format set out in Appendix D/VIII. A copy of the form duly filled shall be sent to the Permanent Secretary (Establishments). The information shall be kept and maintained in hardcopies and electronic form.

PENSIONABLE OFFICES - PROBATION AND CONFIRMATION

D.38 Pensionable Offices:

Pensionable offices are offices defined to be pensionable under the provisions of the Public Service Retirement Benefits Act, Cap.371 and any other relevant Retirement Benefits Laws.

D.39 Age of admission to a Pensionable Establishment:

Appointments to the pensionable establishment shall be restricted to persons of and below the age of 45 years who would be in a position to complete the fifteen years' service required to qualify for the grant of a pension on reaching the compulsory age of retirement. There shall be special circumstances which may justify variations in the application of the general principle, and such cases shall be submitted for consideration of the Permanent Secretary (Establishments).

D.40 Period of probation:

(1) Where any person is first appointed to an office in the public service on pensionable terms, he shall serve a probationary period of twelve months.

(2) In the case of a public servant undergoing a course of instruction of six months or more in duration, the question of his confirmation shall be

considered after the completion of the course i.e. the period of his probation shall be extended to cover the period of the course.

D.41 Aim of Probation Period:

The aim of probation period is to ensure good performance and good conduct of a public servant. The first consideration with regard to public servants on probation shall be regarded to be on trial with a view to learning their work and being tested as to their suitability for it. They shall, therefore, not only be given every facility for acquiring experience of their duties, but also be kept under continuous observation, and may be posted where such observation is possible. If during the first few months of service a public servant shows failures which make it doubtful whether he shall become suitable for permanent appointment, he shall at once be warned and be given all possible assistance to correct his faults.

D.42 Performance Review:

(1) The Immediate Supervisor shall review the progress of all probationary public servants in their organisations after the public servants have completed six and nine months; and shall conduct open performance appraisal using OPRAS Form TFN 832. Subject to the provisions of Standing Order D.68**,** the reports shall be retained by the organisations concerned.

(2) Where a report is of such a nature that it is desirable that warning be given to a public servant, the Immediate Supervisor shall warn the public servant concerned accordingly and shall record on the report the fact that he has done so. Such warnings shall be either, by letter addressed to the public servant who shall acknowledge thereof or/if given orally, shall be confirmed in writing.

D.43 Action due on completion of normal probationary period:

(1) It is not a responsibility of a public servant to apply for confirmation but it shall be the duty of the Immediate Supervisor concerned to initiate necessary action, not later than three months before the expiration of the probationary period with view to enabling the appropriate appointing authority to consider whether:

(a) the public servant shall be confirmed in his post;

(b) the probationary period shall be extended so as to afford the public servant further opportunity to pass any examination, the passing of which is a condition of the appointment, his service otherwise being satisfactory;

(c) the probationary period shall be extended to afford the public servant the opportunity of improvement in any respect in which his work or conduct has been found to be unsatisfactory; or

(d) the public servant's appointment shall be terminated. In this connection, it should be borne in mind that it is desirable particularly if the action proposed is adverse to the public servant concerned, that this matter shall be finally settled before the period of probation ends. In forwarding their recommendations to the appropriate appointing authority, Chief Executive Officers shall include a copy of the final report (at the end of 9 months) referred to in Standing Order D.42.

(2) Where the appointing authority is of the opinion that the **probationary period should be extended or that the probationary appointment** should be terminated, the appointing authority shall, before extending such period or terminating such appointment:

(a) inform the public servant in writing of his intention to do so;

(b) advising the public servant, if he so wishes, to make representations in the matter within the specified time-limit.

(3)The public servant concerned shall be required to acknowledge receipt of the communication in writing within the time-limit specified, provided that extension of probationary period should not be extended for more than six months.

D.44 Certificate of Service on termination of probationary appointment:

Where termination is due to a public servant's unsuitability for a particular appointment and reflects no discredit upon him, he may be given a plain statement of the facts, which may be of considerable use to him from the point of view of satisfying a prospective employer. A public servant whose probationary appointment is terminated shall be asked if he desire to be given a certificate of service; in the preparation of the certificate, the particular reasons for the termination of the appointment shall, if necessary, be indicated, provided that care is taken to give the public servant credit for any good qualities he may have shown.

D.45 Confirmation on first appointment:

(1) A public servant shall be eligible to be confirmed in his office at the end of the probationary period subject to satisfactory performance and conduct.

(2) On confirmation, a public servant shall cease to be on probation and becomes permanent and pensionable public servant subject to the provisions of the pension laws.

(3) All confirmations shall be published in the official Gazette.

D.46 Transfer to a pensionable post after being confirmed in another pensionable post:

When a public servant who has been confirmed in a pensionable post is transferred to another similar pensionable post, it may not be necessary for him to serve any probationary period and he may be considered as confirmed in his new post.

D.47 Consequences of delay in confirmation or in passing prescribed departmental examinations or tests:

(1) Where confirmation is deferred and the probationary period is extended, the public servant's pensionable service shall, on eventual confirmations, be effective from the date of his probationary appointment. The salary and seniority of the public servant may, however, be affected as follows:

(a) if a public servant fails to pass the prescribed departmental examinations or other tests within the normal probationary period through causes which are judged at the time to be beyond his control, and if he succeeds in passing such examinations or tests after a further reasonable period, and is considered suitable for confirmation in his appointment, the circumstances of his case shall be examined by the appointing authority with a view to deciding whether he shall be treated as though he had been confirmed at the normal date;

(b) if the delay in passing the departmental examinations or tests is due to the public servant's own neglect or incapability, or confirmation is delayed on the grounds of unsatisfactory performance or conduct, he shall not be treated as though he had been confirmed at the normal date. The question of restoring to him the salary which he would have attained if his confirmation had not been delayed will, however, be considered by the Permanent Secretary (Establishments) on representations being received from the Chief Executive Officer concerned. Save in very exceptional circumstances, retrospective adjustment of salary shall not be made nor shall a public servant be restored to his original seniority.

(2) Delay in confirmation shall entail loss of seniority.

(3) Where a public servant under probation is not confirmed within a prescribed period, that public servant shall have the right to enquire in writing from his appointing authority on his confirmation status after the expiry of three months from the due date of his confirmation; and where the appointing authority has not responded on the public servant's request within three months, the public servant shall write a complaint to the Permanent Secretary (Establishments) copy to the appointing authority. **Upon receipt of a complaint, the Permanent Secretary (Establishments) shall require the appointing authority to confirm that public servant; and where no responce, the Permanent Secretary (Establishments) shall write a latter of confirmation to the public servant concerned and a copy to the appointing authority. The effective date of confirmation shall be the first day after the expiry of the probationary period.**

SENIORITY

D.48 Seniority on first appointment:

Seniority as between persons appointed in a particular post or grade shall be determined by the date of their first appointment. If two or more persons are appointed on the same date, their relative seniority shall be determined by the dates of the letters offering them appointment, provided that if such letters were issued on the same date, the seniority shall be determined by the salary or, in the case of the salary being equal, by age.

D.49 Seniority of confirmed public servants:

Except where otherwise provided, the seniority between public servants in a particular post or grade shall be governed by the order of the effective dates of their confirmation.

D.50 Seniority on promotion:

(1) When a confirmed public servant is promoted to a higher grade or transferred to a different grade, he will take seniority immediately below the last confirmed officer in that grade.

(2) It should be noted that in selecting candidates for promotion, the appointing authority shall have regard primarily to the efficiency of the service. Candidates having the same degree of preference, qualifications and experience, proved merit and suitability for the posts in question shall be accorded greater weight than seniority.

PROMOTIONS AND TRANSFERS

D.51 Date of promotion:

(1) The effective date of promotion of a public servant shall be determined by the appropriate appointing authority which shall not appoint a date of promotion which is earlier than the latest of the following dates:

(a) the date upon which the vacancy occurred;
(b) the date upon which the officer became qualified for promotion; or
(c) the date upon which the officer assumed the duties of the new post.

(2) Notwithstanding the foregoing, the appointing authority may, in exceptional circumstances, appoint a date of promotion which is earlier than the date mentioned in (c) but no such date shall be appointed which is earlier than the latest of the date mentioned in sub paragraphs (a) and (b) of this Standing Order.

D.52 Probation Period following Promotion:

(1) Where a public servant is promoted to any post in the public service, that public servant shall for the period of six months (exclusive of any period of leave) from the date upon which the promotion became effective, be deemed to be on probation.

(2) Where the immediate supervisor is of the opinion that the public servant has failed to perform satisfactorily all the duties of the post to which he was promoted, he shall give the public servant a notice in writing calling upon him to show cause, in writing, why his promotion should not be withdrawn.

(3) Where a notice is given to a public servant under paragraph (2), the immediate supervisor shall:-

(a) if the public servant has made any representations in writing pursuant to the notice, forward such representations together with his own report upon the public servant's conduct, ability, diligence, aptitude and any other relevant factor to the appointing authority;

(b) if the public servant fails to make any representation, report such failure to the appointing authority and also furnish the appointing authority with a report on the public servant's conduct, ability, diligence, aptitude and any other relevant factor.

(4) After considering the report and representations, forwarded under paragraph (3) if any, the appointing authority may direct that:
(a) the public servant's promotion not be interfered with;

(b) a decision in the matter be deferred for such further period as the appointing authority may direct so as to allow the public servant further opportunity to prove his suitability for the post to which he was promoted; or

(c) the public servant's promotion be withdrawn.

(5) Where no notice has been given under paragraph (2) within the period of six months (exclusive of any period of leave), the public servant shall be deemed to have completed his trial period satisfactorily and he shall be served with a letter of confirmation within one month after expiration of the trial period.

(6) Subject to the provision of paragraph (5), where a public servant is not confirmed within the prescribed period, he shall have the right to enquire on his confirmation status.

(7) Where a public servant who is a presidential appointee fails to complete his probation period successfully he shall be referred to the bar in his scheme of service.

(8) During probation period, the public servant shall draw the substantive salary of the post in which he has been promoted to.

D.53 Irregular means of influencing promotion:
A Public Servant is not in any way permitted to influence promotion. Irregular means of influencing promotion is dealt with in Section F.

D.54 Effect of refusal of offer of promotion:
Only for the most exceptional reasons would the simple refusal of a promotion prejudice a public servant's prospects of further offers. A public servant who receives an offer of promotion is at liberty to determine his acceptance or refusal entirely in the light of his own interests, though it is desirable that he should follow up a refusal with an explanation, confidential or otherwise, of his reasons, which would afford some guidance in determining whether any, or what kind of, further offer might be acceptable to him at a later date.

D.55 Inter-Ministerial or Inter-Departmental transfers:
Inter-Ministerial or inter-departmental transfers shall be facilitated by the Permanent Secretary (Establishments) after consultations with relevant employers and consideration of other requirements.

SECONDMENT OR TRANSFER OF STAFF BETWEEN GOVERNMENT AND PARASTATAL ORGANISATIONS, INTER OR

QUASI GOVERNMENT ORGANISATIONS

D.56 General:

Public Servants may be seconded or transferred to parastatal organisations, inter or quasi Government Organisations or other institutions on public interest with the approval of the Permanent Secretary (Establishments).

D.57 Procedures for Seconding Public Servants to Parastatal Organisations:

(1) The application for a post in a parastatal organization shall be made through the employer. The employer shall forward the application to the Parastatal Organisation concerned and indicate whether or not he is prepared to release the public servant if selected for the post.

(2) The Parastatal Organisation shall forward the application and the attachments to the public servant's Chief Executive Officer who shall in turn submit them to the Permanent Secretary (Establishments) together with the public servant's personal particulars for approval or otherwise.

(3) The normal period of secondment shall be twelve months. Immediately before the expiry of that period, the following conditions shall apply:

(a) the organisation shall confirm the continuation of the services of the seconded public servant on permanent basis;

(b) the seconded public servant shall also be required to re-affirm willingness to continue his services with the organization on permanent basis, as well as to inform his employer on the same; and

(c) in the event that no action is taken on the lines described under sub-paragraphs (a) and (b) within the twelve months period, the public servant's transfer to the organisation shall be deemed to have been confirmed.

(4) During the period of secondment, the following arrangement shall apply:

(a) the public servant shall be paid equal to the salary attached to the post out of the Parastatal Organisation funds;

(b) all deductions to the public servant's salary, shall continue as if the public servant had not been seconded; and

(c) the parastatal organisation shall pay to any social security scheme the amount equal to the relevant percentage of the public servant's salary as contribution towards his scheme.

(5) Where the public servant is permanently transferred to the parastatal organization, his public service retirement benefits for the period he has served the Government shall, without prejudice to any other relevant law, be frozen for the whole period of his service with the parastatal organization and shall be payable when the public servant leaves the service of the parastatal organisation under circumstances which entitles him to the payment of retirement benefits.

D.58 Indefinite Secondment:

Under the Public Corporations Act, Cap.257 and other laws establishing parastatal organisations, the President or other authorities may make appointments of top executives on parastatal organisation. Where such an appointment is made from the Public Service the following arrangement shall apply:

(a) the public servant shall be deemed to be transferred and there shall be no need of secondment arrangement prescribed under Standing Order D.57(4);

(b) the public servant shall draw the salary attached to the post in the parastatal organisation. Where the salary attached to the post is lower than the public service salary, the public servant shall continue to draw his public service salary as personal to himself; and

(c) subject to the approval of the Permanent Secretary (Establishments), the public servant may be permitted to join the parastatal organisation on indefinite secondment; in which case the conditions prescribed in paragraph (5) of Standing Order D.57 shall apply.

D.59 Transfer from Parastatal Organisation to Government:

Where it is in the interest of the service that a public servant should be transferred from a parastatal Organisation to the Government, the following arrangements shall apply:

(a) the public servant transferred as such shall draw the salary attached to the Public Service post to which he is being transferred. Where the salary attached to the public service post is lower than the salary in the Parastatal Organisation, the public servant shall continue to draw the salary attached to the post in the Parastatal Organisation as personal to himself;

(b) subject to the approval of the Permanent Secretary (Establishments), the public servant may continue to receive benefits attached to the post in the Parastatal Organisation; and

(c) the public servant's retirement benefits shall be governed by the provisions of the Public Service Retirement Benefits Act, Cap.371 Local Government Authorities Pension Fund Act, 1997 or any other relevant written law.

D.60 Utilization of National Experts in the United Nations Organization System and Local Projects run by Development Partners or Other Agencies:

(1) Where it is desired to post a public servant to work with Organisations run by the United Nations, the public servant shall join the services of the Organisation on leave without pay terms.

(2) Public servants who shall be employed to work in local projects run by development partners' countries or other agencies shall do so on leave without pay terms.

(3) Where the project is funded by foreign countries or agencies and run by the Government, the public servant will join the project on attachment basis. He shall continue to receive the salary attached to his public service post and any addition shall be regarded as topping-up-allowance.

D.61 Inter/Quasi Government Organizations:

(1) All secondments or transfers dealt with in this Standing Order shall be on the basis of leave without pay.

(2) Subject to paragraph (3), all applications for secondment or transfer of public servants to inter/quasi government organisations shall be made through the normal channels to the Permanent Secretary (Establishments) for approval.

(3) The Permanent Secretary (Establishments) shall refer all applications for secondment or transfer of public servants in the Substantive Superlative (SS) salary scales to the Chief Secretary for his approval.

PERFORMANCE APPRAISAL

D.62 Performance Appraisal System:

All organizations shall use open performance appraisal system as stipulated in the Public Service Act, Cap.298 and the Public Service Regulations, 2003. Performance Appraisal System may vary between

organizations depending on the nature of their functions and between levels but shall have to be open and transparent. Permanent Secretary (Establishments) from time to time will revise and issue forms and guidelines on the operations of the system. If an organization customizes the form, Permanent Secretary (Establishments) shall scrutinize and approve the use of the form.

D.63 Categories of public servants on whom appraisals are required:

(1) Performance Appraisal is required to be prepared in respect of public servants serving on pensionable, contract, agreement and Operational Service in the public service.

(2) The aim is to discover, evaluate and document the potential and shortcomings of individuals to enable measures to be taken for improvement of the efficiency and effectiveness of the public service as a continuous objective.

D.64 Performance Contracts of Chief Executive Officers:

Every Chief Executive Officer shall sign a performance contract with his respective supervisor, that is:

(a) the Permanent Secretary shall sign with his Minister after consultation with the Chief Secretary;

(b) the Head of Independent Department shall sign with the Chief Secretary after consultation with the Permanent Secretary of his respective Ministry;

(c) the Regional Administrative Secretary shall sign with the Regional Commissioner after consultation with Permanent Secretary responsible for Regional Administration; and

(d) the Director of a Local Government Authority shall sign with his Chairman or Mayor, as the case may be.

D.65 Performance Appraisal of Chief Executive Officers:

(1) Chief Executive Officers shall be appraised in the following manner:

(a) in case of Permanent Secretary, by a Minister responsible for that Ministry;

(b) in case of a Regional Administrative Secretary by the Regional Commissioner after consultation with the Permanent Secretary responsible for Regional Administration;

(c) in case of a Head of an Independent Department, by the Minister responsible for that Independent Department after consultation with the respective Chairman.

(d) in case of directors of local Government Authorities, by Chairman or Mayor of local government authority after consultation with the Permanent Secretary responsible for local government.

(2) On performance appraisal process, the Appraisee and the Supervisor have the right to make use of observers who are vested members within the organisation to observe that, the discussions are conducted fairly, openly, frankly and constructively.

(3) Where there are disagreements on the performance appraisal process, the Supervisor shall advise the Appraisee to report to the immediate superior of the supervisor.

(4) Notwithstanding the provisions of sub regulation (3) of this Regulation, where there are disagreements on the performance appraisal process between the Minister and the Permanent Secretary, the Minister shall invite a member of the Public Service Commission to advise them. Upon receipt of such advice, if there is still no agreement between them, that member of the Commission shall submit his advice to the Commission which in turn shall submit its findings with recommendations to the Chief Secretary for the final determination of the matter.

D.66 Performance Contracts of other Public Servants:

Public Servants other than the Chief Executive Officers shall sign performance contracts with their respective supervisors.

D.67 Submission of reports:

(1) **Mid–year Review Reports:**

(1) Mid–year Review Reports on all public servants serving on operational service, contract or pensionable terms shall be prepared by public servants concerned **in consultation with the supervisor,** as at the 31st December each year, using Form TFN 832 set out in Appendix D.IX or any other approved forms.

(2) The purpose of the mid-year Review Reports is to keep track of the appraisee's annual personal objectives and to identify the financial needs that shall be required to carry out the next year's plan.

(3) When reviewing the appraisee's progress, the appraisee is required to fill each box with personal objectives derived from individual performance agreement which involves developing personal objectives based on strategic planning process and with organisation's respective service delivery targets. In order to develop the individual agreement, both the supervisor and appraisee (Public Servant) have to agree on the following:

(a) reviewing of the progress against the performance agreement;

(b) assessing the continuing relevance of the individual performance agreement in the light of any possible change in circumstances;

(c) identifying any problems and issues which have impact on achievement and how they can be addressed;

(d) amending the individual performance agreement by modifying it in writing in the light of changed circumstances or adding more objectives related to improved performance;

(e) reviewing progress towards addressing agreed training and other developmental needs; and

(f) where there are any changes to an objective, all personal objectives shall be concretely and specifically describe a result of output to be achieved and take into account any changes agreed between the supervisor and the appraisee.

(2) **Annual Performance Appraisal:**

(1) Annual Performance Appraisal reports on all public servants serving on operational service, contract or pensionable terms shall be prepared by the public servants concerned **in consultation with the supervisor** as at 1st July each year using Form TFN.832 as set out in Appendix D.IX or any other approved forms.

(2) The purpose of the Annual Performance Appraisal is to assess the overall appraisee's performance in achieving the agreed objectives and in meeting the targets.

(3) The Annual Performance Appraisal follows the process from the mid-year reviews, in particular the following shall be examined:

(a) assessment of what has been achieved during the year and applies a rating against the results; and

(b) identification of issues that need to be taken into the next annual plan.

D.68 Performance Appraisal Report shall be duly completed:

The supervisor shall make sure that one copy remains in the public servant's personal file and another copy is retained by a public servant who is appraised. The supervisor shall make sure that:

(a) in case of Permanent Secretary, one copy shall be forwarded to the Chief Secretary;

(b) in case of a Regional Administrative Secretary, one copy shall be forwarded to the Permanent Secretary responsible for Regional Administration and another copy to the Permanent Secretary (Establishments);

(c) in case of Director of a Local Government Authority, one copy shall be forwarded to the Permanent Secretary responsible for Local Government and another copy to the Permanent Secretary (Establishments).

(d) in case of public a servant in a principal level and above, one copy shall be forwarded to Permanent Secretary (Establishments);

(e) in case of a *public servant below* principal level serving in the Department or Division, one copy shall be forwarded to the Permanent Secretary of his respective Ministry and another copy shall be kept in his personal file; and

(f) in case of a teacher, one copy shall be forwarded to the appropriate authority dealing with Teachers.

D.69 Concise and objective appraisal:

An objective appraisal of each public servant's qualifications, abilities and work is essential in the interest of both public servants and of efficiency of the Service as a whole. A report in purely general terms (e.g. that the public servant's service has been in every respect satisfactory) shall be avoided, since this gives little assistance to the appointing authority in drawing any distinction between public servants so reported on.

D.70 Public Servant's Self Appraisal:

(1) All public servants shall be required to appraise themselves in the process of compiling the Open Performance Review and Appraisal Form.

(2) Self-appraisal by the public servant in the compilation of his own report shall make the appraisal of his qualifications, abilities, work and conduct more comprehensive and shall assist in a more realistic way not only in the assessment of his performance in his present job but also in the need for training him for better performance as well as his suitability for promotion or on the need for developing him. It is therefore important this part of the report is completed with much care.

D.71 Annual reports on public servants on leave or transfer:

(1) In case of public servants going on leave, their written performance assessment forms shall be completed and its contents discussed between such public servants and their supervisors; and after the assessment such forms shall be signed by both public servants and supervisors before departure for leave.

(2) In case of a public servant who is transferred during the appraisal year, the Chief Executive Officer under whom the public servant is serving as on the 30th June shall be responsible for ensuring that a written performance appraisal form and its contents are discussed and signed by both, the public servant and the supervisor before departure for transfer.

D.72 Reports on seconded public servants:

(1) The compilation and submission of Annual Performance Report of a seconded public servant shall be the responsibility of the Chief Executive Officer of an organization to which that public servant is seconded, provided that the organization has the same appraisal system.

(2) The Chief Executive Officer who is submitting the report under sub-paragraph (1) to the Permanent Secretary (Establishments) or to the Chief Executive Officer of the Public Servant concerned, shall use the procedure laid down under Standing Order D.68.

D.73 Disposal of record and copies of reports on public servants in the Ministries/Independent Departments/Regions/Local Government Authority:

(1) In case of public servants who are transferred between one organization to another, the copies of Open Performance Review and Appraisal Systems which are retained by the organization from which that public servant is transferred shall be sent to the Chief Executive Officer of the organization to which that public servant has been transferred, to be retained by them for record purposes.

(2) Chief Executive Officers shall be certain that the procedure set out in paragraph (1) is correctly observed, and shall check early in the latter half of each year whether they have in their possession record copies of all the Open Performance Review and Appraisal System reports which they should have and none of those which should have been sent elsewhere.

D.74 Disagreement on the Performance Appraisal process:
Where there are disagreements on the performance appraisal process:

(a) in case of the disagreement between the Chief Executive Officer and his appraiser, the appraiser shall invite a member of the Public Service Commission to advise them. Upon receipt of such advice, if there is still no agreement between them, that member of the Commission shall submit his advice to the Commission which in turn shall submit its findings with recommendations to the Chief Secretary for final determination of the matter.

(b) in case of other public servants, where there are disagreements between the supervisor and the appraisee, the supervisor shall advise the appraisee to report to the immediate superior of the supervisor; and

(c) in case the public servant is aggrieved by the appraisal process under sub paragraph (b) and he has exhausted the administrative ladder in his respective office, such public servant shall appeal to the Public Service Commission for further consideration of the matter.

TESTIMONIALS

D.75 Testimonials not to be given:
Testimonials or commendatory letter shall not be given by public servants to their subordinates, whether serving or retired, except with the written approval of their Chief Executive Officers.

APPENDIX D/I
(Made under Standing Order D.16)

THE UNITED REPUBLIC OF TANZANIA
STANDING ORDERS FOR THE PUBLIC SERVINCE, 2009

REQUEST FOR MEDICAL EXAMINATION

PART A

To the Medical Officer…… ……..

From……..……(Designation)
.....Organisation

*Mr/Mrs/Miss …….....

Please examine the above named as to *his/her fitness for appointment/re-engagement as a……. *(insert title of post*), on Temporary/Contract/Operational Service/Permanent and Pensionable terms.

Date ……20…… Signature……..

PART B

MEDICAL CERTIFICATE
(To be completed by a Medical Officer)

I have examined the above named and consider that *he/she is/is not physically fit for appointment/re-engagement.

Date……20..... Signature……
Station…….. Designation ……..

**Delete as necessary*

APPENDIX D/II
(Made under Standing Order D.30)

THE UNITED REPUBLIC OF TANZANIA
STANDING ORDERS FOR THE PUBLIC SERVICE, 2009

LETTER OF APPOINTMENT ON TEMPORARY TERMS

…….
(Address of office issuing Letter)

Ref. No……. Date …….

To: ……
……
……

I am authorized to inform you that you are appointed on temporary terms as a ……. (name the title of the Post) in the …….….. (insert, name Ministry/Independent Department/Regional Secretariat/Local Government Authority

2. The salary attached to your post shall be at the rate of Shs.…….. per annum in the scale ……

3. The Government may terminate your appointment at any time by giving one month's notice in writing or by paying you an amount equal to one month's salary in lieu of notice.

4. Your appointment is subject to immediate termination in the event of insubordination, misconduct or inefficiency.

5. You are at liberty to terminate your appointment by giving one month's notice in writing or by paying to the Government an amount equal to one month's salary in lieu of notice.

6. Your appointment does not entitle you to privileges of overseas leave or passages. The leave regulations and conditions of service for temporary staff are laid down in Standing Orders.

7. You must clearly understand that your temporary salary stated above bears no definite relation to any salary which you might be offered should you

apply for and/or be selected for appointment to the permanent establishment of service on a long term agreement. In many cases entry to more permanent service entails a drop in salary as compared to what is being paid on a month-to-month basis.

……
(Name, Title and Signature of the Appointing Authority)

I agree to accept the appointment on the conditions specified above.

……20…. ……
Date Name and signature of Employee

Copy to: Treasury

National Audit Office

APPENDIX D/III
(Made under Standing Order D.32)

THE UNITED REPUBLIC OF TANZANIA
STANDING ORDERS FOR PUBLIC SERVICE, 2009

LETTER OF APPOINTMENT ON PENSIONABLE TERMS

Ref. No. …… Date ……..…… 20……

To: ……. MINISTRY/INDEPENDENT DEPARTMENT/
LOCAL GOVERNMENT AUTHORITY OF…
……..
P.O. Box……..
……..

u.f.s. …….
…….
…….

I have pleasure in offering you appointment as a……. in the ……. (State name of organisation) on the following principal terms and conditions:

(a) Your initial salary will be Shs…….. (Shillings……...) per month in the salary scale …… i.e. Shs: ……

(b) (i) *(Applies in the case of pensionable appointments).* The post is pensionable and you will be on probation for a period of twelve months. Subject to your work and conduct being satisfactory and to your passing the required examinations, at the end of the twelve months period, you will be eligible for confirmation in your appointment.

(ii) You may resign your appointment by giving notice of not less than three months of your intention to do so; alternatively you will be required to pay a month's gross salary in lieu of notice.

(c) *(Applies in the case of contract appointments).* Your appointment will be on a non-pensionable basis on contract for a period of …… months at the end of which the contract will be renewable by mutual consent. On satisfactory completion of your contract, you will qualify for a gratuity calculated at the rate of 25 per cent of the total substantive salary drawn by you during the period of the engagement.

(d) *(Applies only to appointments on Provident Fund terms).*
The provisions of the Pension Fund (Government Employees) Act, Cap.51 will apply to you. Under Provident Fund terms one-twelve of your substantive salary is deducted every month and credited to your provident fund account together with a bonus of a similar amount added by the Government. On the termination of your appointment otherwise than by dismissal, you will receive the total amount standing to your credit in the account, including interest, which is paid annually.

(e) *(Applies only to appointments on Local Authorities Pension Fund terms).*
The Provisions of the Local Authorities Pension Fund Act, Cap.407 shall apply to you. Under Local Authorities Pension Fund terms, five percent of your substantive salary shall be deducted every month and credited to your Pension Fund account together with a bonus of fifteen per centum contributed by the employer.

(f) As a non-pensionable public servant you may resign your appointment in accordance with the relevant provisions in your agreement.

(g) Other conditions of service shall be in accordance with the Public Service Regulations 2003, Standing Orders and the Code of Ethics and Conduct for the public service as supplemented by circular instructions from time to time. In particular I should draw your attention to the necessity of passing the requisite examinations within two years from the date of your first appointment.

2. Should you wish to accept this appointment, please arrange to be medically examined, by a Government Medical Practitioner and forward the certificate of medical fitness together with your written acceptance of the terms of this appointment on the attached Form GD.6A.

3. You are also requested to complete and return the following documents, which is/are enclosed:-

(a) Next-of-kin card.

(b) Declaration regarding responsibility under the National Security Act, Cap.47.

(c) Declaration to Comply with Public Service Codes of Ethics and Conduct.

4. You are required to report to……..who will issue further instruction regarding your posting etc.

5. Your appointment shall take effect from …….… Formal notification of your appointment shall be by publication in the Official Gazette.

……

(Name, Title and Signature of the Appointing Authority)

Copy to: - The Permanent Secretary,
President's Office,
Public Service Management,
P.O. Box 2483,
DAR ES SALAAM.

'' '' Secretary,
Public Service Commission,
President's Office,
P.O. Box 9143,
DAR ES SALAAM.

Note: Inapplicable sections to be deleted.

APPENDIX D/IV
(Made under Standing Order D.32)

THE UNITED REPUBLIC OF TANZANIA
STANDING ORDERS FOR PUBLIC SERVICE, 2009

FORM OF ACCEPTANCE

THIS FORM TO BE COMPLETED AND RETURNED

TO: * PERMANENT SECRETARY/HEAD OF INDEPENDENT DEPARTMENT/REGIONAL ADMINISTRATIVE SECRETARY/ DIRECTOR OF A LOCAL GOVERNMENT AUTHORITY
(State name of Ministry/Independent Department/Regional Secretariat/ Local Government Authority)
P.O. Box……
……

Your letter Ref. No: ……. of 20 …… refers.

I agree to accept the offer of appointment as a/an*[1]…… on the terms and conditions of your above-quoted letter. Medical certificate of fitness is enclosed.

As requested, I return herewith the following documents duly completed:-

(a) Next-of-kin card.
(b) Declaration regarding responsibility under the National Security Act, Cap.47.

*[1]I commenced duty on/will assume duty on/undertake the journey to take up my appointment on ……

Date: …….. 20 …….. ……..
Signature of the Public Servant

NOTE:* (1) Delete inapplicable section.
(2) Insert Designation of Head of Independent Department: e.g. the Registrar or the Chairman

APPENDIX D/V
(Made under Standing Order D.33)

THE UNITED REPUBLIC OF TANZANIA
STANDING ORDERS FOR PUBLIC SERVICE, 2009

AN AGREEMENT FOR APPOINTMENT
ON CONTRACT TERMS OF SERVICE

AN AGREEMENT made on the …….. day of ……. 20**…….** between the Permanent Secretary/Head of Independent Department/Regional Administrative Secretary/Director of a Local Government Authority* (State name of Ministry/Independent Department/Regional Secretariat/Local Government Authority) …….., acting on behalf of the **GOVERNMENT OF UNITED REPUBLIC OF TANZANIA** (Hereinafter called the Government) and ……. (Hereinafter called the public servant).

The public servant agrees to serve in the Tanzania Public Service as directed by the Government and undertakes that he shall diligently and faithfully perform the duties of …… (Name title of Post). For the term of his engagement and shall act in all respects in accordance with the instructions given to him by the Government through the Permanent Secretary/Head of Independent Department/Regional Administrative Secretary/Director of a Local Government Authority.

The salary of the public servant shall be at the rate of Shs. ……. per annum.

This Agreement is subject to the conditions set forth in the Schedule annexed and the Schedule shall be read and construed as part of this Agreement.

As witness our hands the day and year above written.

SIGNED BY: …….	……..
(Name of Public Servant acting on behalf of the Government) in the presence	(Signature of Public Servant) acting on behalf of the Government

*NOTE: * Insert Designation of the Head of Independent Department.*

……. ……..
(Name of witness) Ministry/ (Signature of witness)
Independent Department/
Regional Secretariat/
Local Government Authority

SIGNED BY: ……. ……..
(Name of Public Servant) in the (Signature of Public Servant)
Presence of

…….. ……..
(Name of witness) (signature of witness)

Address:…….……..

SCHEDULE

1.	(i) Subject to the provisions of this Agreement, the Public Servant shall serve the Government for a period of …… (ii) The terms of the engagement shall include any period of leave granted to the officer in respect of his service under this engagement. (iii) The public servant may, notwithstanding the completion of the period of service provided for above, be detained in the service for further period not exceeding six months if in the opinion of the Permanent Secretary/Head of Independent Department/Regional Administrative Secretary/Director of a Local Government Authority the exigencies of the public service demand it.	Duration of employment
2.	If a public servant desires to be engaged for another period of service following the completion of his engagement under this Agreement, may not less than six months before the expiration of the period of the engagement, give the Permanent Secretary/Head of Independent Department/Regional Administrative Secretary/Director of a Local Government Authority* Department*…… a notice in writing of his intention to be so engaged for another term of service and the Permanent Secretary/Head of Independent Department/Regional Administrative Secretary/Director of a Local Government Authority shall, upon receipt of the notice, communicate its contents to the proper authority of the Government and if the Government decides to engage the public servant for a further period of service, the Government shall make an offer of employment to the public servant. The public servant may be engaged for another period of service of such duration and upon the terms and conditions as may be mutually agreed, in writing, between the Government and the public servant.	Further Employment
3.	During term of his engagement, the officer shall: (a) perform all the functions and duties of the post to which he is appointed; (b) perform other functions and duties as the Government may direct; (c) devote the whole of his time in faithfully and diligently in the performance of his duties and functions.	
4.	The provisions of the Public Service Act, Cap.298 and the regulations made under the Act and all amendments to the Act or the regulations made from time to time, shall apply to the public servant's employment in the same manner as if the provisions were part of this Agreement.	Public Service Act, Cap.298

5.	The provisions of the Standing Orders, Staff Circulars and other Government directives relating to Public Service as amended and replaced from time to time shall, save insofar as this agreement may provide to the contrary, apply to the public servant's employment in the same manner as if such provisions were part of this Agreement.	
6.	(i). Full salary will be paid from the……..	Salary
	(ii). If the public servant takes up his appointment on any date but the first day of a month, the incremental date if any will be the anniversary of the first day of the month succeeding that in which he takes up his appointment.	
	(iii). Language Examination. The public servant will be required to pass the requisite Kiswahili Examination at the appropriate level within two years from the date of his first appointment. Should he fail to pass Kiswahili Examination within the period stated, increments of salary may be withheld.	
7.	The public servant will be eligible/entitled to the allocation of a public Sector House for which he will be required to pay an appropriate percentage of his salary as rent.	Housing
8.	The public servant may, from time to time be posted at such station in the United Republic of Tanzania, as the Permanent Secretary/Head of Independent Department/Regional Administrative Secretary/Director of a Local Government Authority* …….. may direct and, may at the discretion of the Government, be transferred from one Ministry/Independent Department/Regional Secretariat/Local Government Authority or Division to another Ministry/Independent Department/Regional Secretariat/Local Government Authority* or Division.	Posting and transfer
9.	(i). When travelling on duty or on transfer the public servant shall be provided with transport facilities as may be prescribed or shall be paid transport allowance at the prescribed rate. The public servant shall also be paid the prescribed travelling allowances.	Transport and travelling
	(ii). When travelling on first appointment, the Government shall provide the public servant with free transport at the appropriate grade by the recognized Public Transport services from the place of engagement to his first duty station in Tanzania for himself, spouse and all dependent children.	
	NOTE* Insert the designation of Head of Independent Department	

10.	If at any time a Government Medical Officer certifies that by reason of a disease of body or mind not brought about by public servant's own misconduct or negligence, the public servant is incapable health of continuing to efficiently perform his duties as an employee of the government, the government may forthwith and without any notice terminate the public servant's employment.	Invaliding on the grounds of ill health
11.	If the public servant shall neglect or refuse or from any cause (other ill health not caused by his own misconduct) become unable to perform any office duties or to comply with any order or shall improperly disclose any information respecting the affairs of the Government to any unauthorized person or shall in any manner misconduct himself, the Government may dismiss him forthwith and thereupon all rights and benefits reserved to him by this Agreement shall cease.	
12.	The Government may, at any time, terminate the public servant's employment by giving him three months notice in writing or by paying him one month's salary in lieu of notice.	Termination of engagement by the Government
13.	(i). The public servant may, at any time, terminate his engagement on giving to the government three month's notice in writing or on paying to the Government one month's salary in lieu of notice. The public servant will be required to refund any salary which he may have received for leave granted to him in excess of his entitlement and refund the cost of Travelling, warrants granted to him on leave, if he did not become entitled to the Warrants in view of his resignation. (ii). If the public servant terminates his engagement otherwise than in accordance with this agreement, he shall be liable to pay to the Government as liquidated damages, three month's salary.	Termination of engagement by the public servant
14.	The public servant shall be granted leave with full pay on such terms as may, from time to time, be applicable to public servant on class "L" leave terms. The terms prevailing on the date of this Agreement are as follows:- (a) All public servants on Class "L" leave terms are eligible for leave at the rate of 28 days per annum. (b) Leave may be taken peace meal but the full leave entitlement is required to be taken during the annual leave cycle. The annual leave cycle is a respective period of one year commencing from the date of the public servant's appointment. (c) Leave may be accumulated due to exigencies of the service up to the third leave cycle after which leave accumulated may be paid off or granted.	Leave and travel assistance

	(d) No public servant may be granted leave before completing 8 months service from the date of first appointment. (e) Once in anyone year of every two year period commencing from the date of first appointment, the officer will be granted for the purpose of travelling on leave, free transport for himself, spouse and up to four dependent children by the railway services or by recognized public motor transport or steamer/air services to and from: (i) the point nearest to his home served by such service in the case of a public servant domiciled in Tanzania; (ii) the point of entry to his country of domicile in the case of any public servant domiciled outside Tanzania or (iii) any other named destination provided that the cost of the cash grant issued for such journey or reimbursement to him towards the cost of such journey does not exceed what it would have cost the Government had he in fact travelled to his home on the grant.	
15.	The public servant shall, while on leave, be subject to the terms of this Agreement, the provisions of Public Service Act and Regulations made under the Act, the provisions of any other law for the time being in force and applicable to persons in the employment of the Government and the provisions of all Standing Orders, Staff Circulars and other directives for the time being in force in the same manner as if his period of engagement had not expired.	Agreement to remain binding during leave
16.	(1) On the satisfactory completion of the term of engagement, the public servant shall be eligible to receive a gratuity of 25 % of the total salary (including salary to be paid during leave, as the case may be) drawn by him in respect of the engagement. (2) In the event of the engagement being terminated in accordance with the provisions of paragraph 10 or paragraph 12, the public servant shall be eligible to receive a gratuity at the rate of 25 % of the total salary (including salary to be paid on leave) drawn by him in respect of his service up to the date of such termination.	Gratuity
17.	Where the Government suffers any pecuniary loss or damages as a result of non-compliance of any order by the public servant instruction or direction given to him by the Government or the Permanent Secretary/ Head of Independent Department/Regional Administrative Secretary/ Director of a Local Government Authority* ……or as a result of any neglect of duty whatsoever on his part, the Government may require the officer to make good the loss or damages or any part of the loss or damage and may recover the amount of loss or damages (or such	Liability for damage caused by public servant

	part of the loss or damage as the Government may decide to make the public servant liable for) by withholding a portion of his salary every month as the government may decide until the public servant's liability is fully discharged. ***NOTE*: Insert designation of Head of Independent Department.***	

APPENDIX D/VI
(Made under Standing Order D.35)

THE UNITED REPUBLIC OF TANZANIA
STANDING ORDERS FOR THE PUBLIC SERVICE, 2009

LETTER OF APPOINTMENT TO THE OPERATIONAL SERVICE

……
…..…….....
……
(Address of office issuing letter)

Ref. No:…….. 20.....

To: ……
……

1. I am authorized to inform you that you are appointed to the Operational Service terms …….. as a ……..…….……
In this Division/ Region/ Ministry/ Local Government Authority/ Independent Department with effect from ……...……
at salary of Shs:…….. per month in the scale TGOS…….. i.e. Shs…

2. Your appointment is subject to the relevant provisions of laws, Staff Circulars and other instructions applicable to the **Operational Service**.

3. Under the Provisions of the National Social Security Fund Act, Cap.50 or the Local Authority Pension Fund Act, Cap.407[1] a new entrant to the Operational Service is required to become a depositor to the Fund.

4. Your appointment is subject to termination **in accordance with the provisions of laws relevant to your service if you commit any act of misconduct**.

[1] Delete whichever inapplicable.

5. Your appointment may be terminated by Government after three months notice and you are similarly at liberty to resign your appointment after giving three months notice. In either case an amount equal to one month's gross salary may be paid in lieu of notice.

……
Permanent Secretary/Head of Independent Department/
Regional Administrative Secretary/Director of a
Local Government Authority

I agree to accept the appointment.

Date…….20…….. Name and Signature of Employee ……..

APPENDIX D/VII
(Made under Standing Order D.36)

THE UNITED REPUBLIC OF TANZANIA
STANDING ORDERS FOR THE PUBLIC SERVICE, 2009

NEXT OF KIN CARD

Surname ……

Other names ……

Appointment ……

Religious denomination……

With whom "**will**" if any deposited ……

Particulars of **next of kin** ……

Full name……..

Relationship to public servant……..

Address……..

Particulars of alternative **next of kin** (in case the person named above cannot be traced).

Full name ……..

Relationship to public servant……..

Address……..

Date ……..

FILL IN PARTICULARS IN BLOCK LETTERS

Note:

1. The information contained in this form is intended to assist the employer to contact close relatives of the public servant in case of need.

2. If you are overseas by origin and your Next-of-Kin has addresses both in Tanzania and overseas, both such addresses should be given.

APPENDIX D/VIII
(Made under Standing Order D.37)

THE UNITED REPUBLIC OF TANZANIA
STANDING ORDERS FOR THE PUBLIC SERVICE, 2009

PERSONAL RECORD FORM

Check No:……
File No: ……...

1.	Surname or Last Name……	Particulars	Date	General Notice	
2.	Other Names: …….. ……..	First Appointment		Date	Year
3.	Date of Birth: ……..	Confirmation			
4.	Sex:	…….			
5.	Religious Denomination:	…….			
6.	District of domicile:	…….			

7. Nationality …… By *Birth/Registration. If acquired by registration, give Reg. No: …….. Date…… Place of issue ……

8. *Wife's/Husband's Full Name: ……...
Address:
……

*Delete whichever is inapplicable

9. Children:

Name	Sex	Date of Birth	Place of Birth
…… …… ……	…… …… ……	…….. …….. ……..	…….. …….. ……..

10. Next of Kin: (a) Name …….. Address ……
Relationship: ……

(b) Name …….. Address ……
Relationship: ……

11. First Appointment:
(a) Designation:……
(b) Terms of Service: ……
(c) Salary Scale: ……
(d) Salary in TShs.: …….. p.a.
(e) Leave Terms:: ……(State whether "Local" or "Overseas" terms).

12. Qualification:
(a) Academic: ……..
(b) Professional: ……

13. Training or Course attended or taken:

Name of Training/Course	Institution	DURATION	
		From	To
…… …… ……	…… …… ……	…… …… ……	…… …… ……

14. Public Service Examination Passed:

Examination	General Notice	
	No.	Date
…… …….. …….	…… …… …….	…… ……. ……..

15. Private examinations Passed/Correspondence Courses:

Examination/Course	Date	Qualification
…… …….. …….	…… …… …….	…… ……. ……..

16. Appointments/Promotions in the Public Service:

Post held	DURATION	
	From	To
…… …….. …….	…… …… …….	…… ……. ……..

17. Previous Service in Other Organisations:

Post Held	Organisation	DURATION	
		From	To
…… …… ……	…….. …….. ……..	…… …… ……	…….. …….. ……..

18. Transfer within the Public Service:

Ministry/Department	DURATION	
	From	To
…… ……	…… ……	…….. ……..

19. Transfer/Secondments to Organisations Other than the Public Service:

Post Held	Organisation	DURATION	
		From	To
…… …… ……	…… …… ……	…… …… ……	…….. …….. ……..

20. Boards/Committees to which Appointed:

Position	Name of Board/Committee	DURATION	
		From	To
…… …… ……	…… …… ……	…… …… ……	…….. …….. ……..

21. End of Service (give date, cause and short description leading to end of service):

APPENDIX D/IX
(Made under Standing Order D.42, D.64))

THE UNITED REPUBLIC OF TANZANIA
STANDING ORDERS FOR THE PUBLIC SERVICE, 2009

OPEN PERFORMANCE REVIEW AND APPRAISAL FORM
(To be filled in Triplicate)

From: July ……. to June ……

This Form replaces all other appraisal forms in the Public Service Institutions. It is intended to meet the requirements of the performance management system and development process.

NOTES ON HOW TO FILL THIS FORM:

1. This Form must be filled by all employees in Public Service Institutions. For principal officers and above, at the end of the year, once fully completed, the original should be sent to the Permanent Secretary, President's Office, Public Service Management, duplicate to the respective Head of organisation and triplicate to be placed in the personal file. All other employees (senior officers and below) copy should be sent to the Director of Administration and Personnel of your Ministry.
2. Where appropriate, each box shall carry only one letter or figure. Letters to be in capitals.
3. Personal/Agreed objectives are derived from the Organisation's work plan (Strategic plan, Annual operating plans or Action plans) and are expected to be implemented in the current year.
4. All sections in this form must be filled jointly by the Appraisee and Supervisor. In the case of any disagreements with the ratings in sections 4&5, the supervisor will register an "X" in the relevant Disagreement column otherwise tick the agreed column.
5. Sections 2 and 3 of this Form shall be filled by the Appraisee in consultation with the Supervisor and sections 4-7 in the presence of a third party.
6. Please note that appraisals that are rated as 1 are the best performers and appraisals rated as 5 are the worst performers. These should be brought to the attention of top management and usually to the attention of the Chief Executive Officer of their respective Organisation.

SECTION 1: PERSONAL INFORMATION

Vote Code [ ][ ][ ][ ] Vote Description [ ] Check Number [ ][ ][ ][ ][ ][ ][ ][ ]

Sub Vote [ ][ ][ ][ ] Sub-vote description [ ] Present Station [ ][ ][ ][ ][ ]

Name in Full [ ] Surname [ ] First name [ ] Middle name

M	F

Gender

Academic Qualification [ ]

Duty Post [ ][ ][ ][ ] [ ] Substantive Post [ ][ ][ ][ ] [ ]

Date of First Appointment [ ][ ][ ][ ][ ][ ][ ][ ] D D M M Y Y Y Y

Date of Appointment to present post [ ][ ][ ][ ][ ][ ][ ][ ] D D M M Y Y Y Y

Salary Scale [ ] Period served under Present Supervisor [ ][ ] *No. of Months* Date of Birth [ ][ ][ ][ ][ ][ ][ ][ ] D D M M Y Y Y Y

Terms of Service [ ]

DD= Day, MM= Month, YYYY= Year, F= Female, Male= Male

SECTION 2: PERFORMANCE AGREEMENT

To be filled by the Appraisee in consultation with the Supervisor

2.1 S/N	2.2 Agreed Objectives	2.3 Agreed Performance Targets	2.4 Agreed Performance Criteria	2.5 Agreed Resources

2.6 Appraisee

……. ……..
Name (in capital letters) Signed

Date……..

2.7 Supervisor

…….. ……
Name (in capital letters) Signed

Date……

SECTION 3: MID-YEAR REVIEW (DECEMBER .....)

To be filled by the Appraissee in Consultation with the Supervisor

3.1 S/N	3.2 Agreed Objectives (As per Section 2)	3.3 Progress Towards Target	3.4 Factors Affecting Performance

SECTION 4: REVISED OBJECTIVES (if any)

To be filled by the Appraissee in Consultation with the Supervisor

4.1 S/N	4.2 Agreed Revised Objective(s)	4.3 Agreed Performance Targets	4.4 Agreed Performance Criteria	4.5 Agreed Resources

4.6 Appraisee

……. ……..

Name (in capital letters) Signed

Date……..

4.7 Supervisor

…….. ……

Name (in capital letters) Signed

Date……

SECTION 5: ANNUAL PERFORMANCE REVIEW & APPRAISAL (JUNE ……)

To be filled by the Appraisee and the Supervisor

5.1 S/N	5.2 Agreed Objective(s)	5.3 Progress made	5.4 Rated Mark		
			App-raisee	Super visor	Agreed Mark
Overall Performance Mark *This should reflect the overall performance and achievement of agreed objectives*					

Rating:

1 = Outstanding performance 2 = Performance above average 3 = Average performance

4 = Poor performance 5 = Very poor performance

SECTION 6: ATTRIBUTES OF GOOD GOVERNANCE

To be filled by the Appraisee and the Supervisor

6.1 S/N	6.2 MAIN FACTORS	6.3 QUALITY ATTRIBUTE	6.4 RATED MARK		
			Appraisee	Supervisor	Agreed Mark
1	WORKING RELATIONSHIPS	Ability to work in team			
		Ability to get on with other staff			
		Ability to gain respect from others			
2	COMMUNICATION AND LISTENING	Ability to express in writing			
		Ability to express orally			
		Ability to listen and comprehend			
		Ability to train and develop subordinates			
3	MANAGEMENT AND LEADERSHIP	Ability to plan and organize			
		Ability to lead, motivate and resolve conflicts			
		Ability to initiate and innovate			
4	PERFOMANCE IN TERMS OF QUALITY	Ability to deliver accurate and high quality output timely			
		Ability for resilience and persistence			
5	PERFORMANCE IN TERMS OF QUANTITY	Ability to meet demand			
		Ability to handle extra work			
6	RESPONSIBILITY AND JUDGEMENT	Ability to accept and fulfil responsibility			
		Ability to make right decisions			
7	CUSTOMER FOCUS	Ability to respond well to the customer			
8	LOYALTY	Ability to demonstrate allegiance skills			
		Ability to provide ongoing support to supervisor(s)			
		Ability to comply with lawful instructions of supervisors			
9	INTEGRITY	Ability to devote working time exclusively to work related duties			
		Ability to provide quality services without need for any inducements			
		Ability to apply knowledge abilities to benefit Government and not for personal gains			
Overall Performance Section 5					

Rating:

1 = Outstanding performance 2 = Performance above average 3 = Average performance

4 = Poor performance 5 = Very poor performance

SECTION 7: OVERALL PERFORMANCE (AVERAGE OF SECTIONS 5 & 6)

COMMENTS BY APPRAISEE (if any):

Name of Appraisee	Signature	Date

COMMENTS BY OBSERVER (if any):

Name of Observer	Signature	Date

COMMENTS BY SUPERVISOR (if any):

Name of Supervisor	Signature	Date

SECTION 8: REWARDS/SANCTIONS

Supervisors and subordinates should agree on what the most appropriate reward or sanction should be. These should be as creative as possible, especially considering all possible non-financial awards that fit the performance achieved.

SECTION E

EMOLUMENTS AND RETIRING BENEFITS (INCLUDING SALARIES, INCREMENTS AND FAMILY REMITTANCES)

SECTION E

EMOLUMENTS AND RETIRING BENEFITS (INCLUDING SALARIES, INCREMENTS AND FAMILY REMITTANCES)

CONTENTS

	Standing Order
Salary Issues ..... …	E. 1 - E.7
Increments ..... …	E. 8 - E.9
Deductions from Salaries for Family Remittances … ..... …	E.10 - E.14
Superannuation Benefits ..... …	E.15 - E.20
General ..... …	E.21

INDEX TO SECTION E

	Standing Order No.
A	
Arrears of Salary, Allowances and Other Benefits ……...	E.21
C	
Check-Off System …….	E.13
Commuted Pension and Gratuity ……	E.16
Contract Gratuity ……	E.20
E	
Entry Points and the Grant of Increments for Experience on First Appointment in Certain Circumstances ……..	E.9
F	
Family Remittances ……...	E.11
Full Pay for Journey if Engaged within Tanzania …….	E.7
G	
General ……	E.8
Government Employees Provident Fund ……...	E.17
L	
Local Authorities Pension Fund ……..	E.19
N	
National Social Security Fund …….	E.18

Standing Order No.

P

Payment of Salary ……. E.3
Payment of Salary on First Appointment ……... E.6
Pensions ……. E.15

R

Regulations Regarding Method of Payment, etc. ……. E.5
Remittance of Payments …….. E.12
Remittances General …… E.10

S

Salary Amount …… E.2
Salary Structure ……. E.1

T

Trade Union Service Charges ……. E.14

W

Where to Draw Salary ……... E.4

SECTION - E

EMOLUMENTS AND RETIRING BENEFITS
(INCLUDING SALARIES, INCREMENTS AND FAMILY REMITTANCES)

SALARY ISSUES

E.1 Salary Structure:

Salary structure in the public service shall consist of basic salaries or scales of salaries attached to all posts in the Public Service that will be shown in the schedule giving a detailed breakdown of Personal Emoluments Vote issued by Permanent Secretary (Establishments) after the Annual Estimates of Revenue and Expenditure have been passed by the National Assembly. No increase in salary may be authorized without the approval of the Permanent Secretary (Establishments) other than the prescribed annual increments for which a public servant may be eligible.

E.2 Salary Amount:

Salary amount to be paid to public servants shall be determined from time to time depending upon Government commitment and ability.

E.3 Payment of Salary:

(1) All public servants filling an established post on temporary terms shall be paid on the basic scale of the post, Provided that he possesses the qualifications required for the post. Salary shall be assessed based on education and other qualifications, past experience, duties and responsibilities of the post.

(2) Salaries of temporary employees on part-time duties: Where a temporary employee is engaged on part-time duties his salary shall be calculated as a pro-rata proportion of the basic scale, according to the number of hours worked per week.

(3) Standing Order D.30 should also be consulted regarding appointments on temporary terms.

E.4 Where to Draw Salary:

The salaries of all public servants shall be paid in their bank accounts at each month, except for temporary employees.

E.5 Regulations regarding method of payment:

Detailed regulations regarding payment of salaries, preparation of pay sheets, are contained in Public Finance Regulations.

E.6 Payment of Salary on First Appointment:
The effective date of payment of salary on first appointment is the public servant's date of first appointment. See Standing Order D.17.

E.7 Full pay for journey if engaged within Tanzania:
A public servant engaged in Tanzania shall receive full pay from the date of leaving his place of engagement to take up his duties provided that he proceeds without undue delay to the place at which he is instructed to report for duty.

INCREMENTS

E.8 General:
An increment is an increase of salary within salary scales in which the prescribed amount which is granted annually to holder of posts on incremental scales of salary until the maximum of the scale is reached. In all cases information obtained through performance appraisal should be used in awarding or withholding increments provided that certain conditions are satisfied.

E.9 Entry Points and the Grant of Increments for Experience on First Appointment in Certain Circumstances:

(1) Entry points shall be determined by the necessary qualifications for the post as prescribed in the scheme of service. No public servant is entitled as of right to claim increments for experiences and grant of any incremental credit shall be at the discretion of Government, and subject to any conditions which may be laid down for particular posts.

(2) Where a public servant is appointed at the beginning of a month, but the appointment can only take place from the second day of the month because of the incidence of Public Holiday on the previous day, his services, may, for the purpose of this Standing Order, be reckoned from the first day of the month.

(3) Increments shall be awarded with the approval of the appointing authority upon recommendation of the supervisor of the public servant immediately after the appraisal.

DEDUCTIONS FROM SALARIES FOR FAMILY REMITTANCES

E.10 Remittances General:
The amount of any remittance shall be deducted from public servant's monthly salary. Any money transfer charges incurred by Government in connection with a remittance shall be recovered from a public servant concerned.

E.11 Family Remittances:

(1) Family remittances in Tanzania shall be arranged by the public servant himself through normal Postal or Banking facilities except where a public servant is away on a course or duty outside Tanzania when he may, through his Accounting Officer, arrange for the payment of a part of his salary to any person, firm or Bank in Tanzania.

(2) Family remittances outside Tanzania shall be arranged by the public servant himself.

E.12 Remittance of Payments:

The remittance of payment shall be made by the Government only if:

(a) it is a statutory payments relating to the income of an employee; or
(b) the Government is a guarantor of such payment.

E.13 Check-off System:

Government undertakes to deduct the annual subscriptions of the Trade Unions from the salaries/wages of Union members in Public Service through the check-off system.

(1) The procedure shall be as follows:

(a) the Secretary General of the respective Trade Union or his representative shall issue to every employer who employs any person or persons, up to any number who are members of Trade Union, a written notice requiring employers:

(i) to deduct from the wages of his employees who are members of that Trade Union the sums and at the periods specified in the notice; and

(ii) to pay the respective Trade Union the sums to be deducted in the manner specified in the notice;

(b) the Secretary General of the respective Trade Union may, in lieu of serving separate notices to employers, give the notice to all employers of persons who are members of that Trade Union by publishing it in the official Gazette and where the notice is published, all employers whom it is intended to affect shall be deemed to have notice of it;

(c) where any employer, to whom a notice is given, refuse or fails to comply with the provisions of the notice, he shall in addition to any fine payable, be liable to pay to Trade Union a sum equal to five percentum of the total amount of the deductions for each month during which the sums deducted are not paid to Trade Union.

(2) Arrangements for deductions:

(a) for employees paid through the Centralized System: Deduction shall be made at the appropriate rate per month. A list of check-offs deductions will be provided for each organisation and a copy thereof shall be forwarded to the Secretary General of Trade Union;

(b) for other monthly paid staff, who are not paid through the centralized system and all daily paid staff:

(i) deductions shall be made at the appropriate rate per month and credited to the organisation's account specially created for the purpose. For this purpose all Declaration Forms received in respect of these employees shall be forwarded to the respective Paying Public servants who shall make the monthly deductions from the final salary/wage payment in each calendar month;

(ii) in view of practical difficulties organizations shall not be required to provide the respective Trade Union with a nominal roll of daily paid staff and of staff not paid through the centralized system from whom deductions are made each month, nor shall lists of changes ("ons" and "offs' be furnished. Action at Headquarters of an organization concerned, in respect of these staff shall be limited to ensuring that all deductions made are paid over to the respective Trade Union. Local branch representatives of the respective Trade Union may ascertain from Paying Public servants the staff for whom complete Declaration Forms are held and from a sight of copies of paying that all authorized check-off deductions have been made;

(c) the Headquarters of each organization shall collect the recoveries made from all staff during each calendar month, and as soon as possible thereafter shall pay over the full amount of recoveries for the month by means of a non-negotiable cheque crediting the Dar es Salaam Bank account of the respective Trade Union;

(d) each Declaration shall remain in force and deductions shall continue until either the members cease to be in Government service or a duly completed Revocation Form signed by the member and approval by the Secretary General of the Unions has been received by the Paying Public servant;

(e) no charge shall be levied by Government for the operation of the system;

(f) where a public servant in respect of whom a deduction has been commenced is transferred to another organization it shall be the responsibility of the transferring organisation to advise the receiving organisation that the appropriate deductions should be made; and

(g) it is the responsibility of respective Trade Union to make such domestic arrangements as it deems fit for the distribution of any proportion of the collection of subscriptions from its members to its Branches, as required by its rules. The Government shall not undertake to make any payment direct to these Branches.

E.14 Trade Union Service Charges:

Trade Union service charges and dues paid by members and non member of the Trade Unions shall be paid in accordance with relevant laws.

SUPERANNUATION BENEFITS

E.15 Pensions:

The award of pensions and/or gratuities is governed by the provisions of relevant retirement benefits schemes.

E.16 Commuted Pension and Gratuity:

(1) A public servant may commute half of his pension and receive a reduced pension and appropriate commuted gratuity, as the provision of the relevant law may allow. The commuted pension and gratuity is paid after the date of the public servant's retirement. However, a retiring public servant could, on restricted basis, be granted an advance against his commuted pension and gratuity subject to the following:

(a) the public servant must exercise his irrevocable option for a reduced pension and commuted gratuity;

(b) the advance, if approved will in all cases be limited to the maximum commuted gratuity for which the public servant would be eligible on the effective date of retirement or his annual salary, whichever is less;

(c) the advance, if approved, will be paid after all liabilities to Government have been recovered unless the public servant has made other arrangements to liquidate these liabilities to the satisfaction of the Permanent Secretary to the Treasury;

(d) the advance will be recovered in one lump sum from the commuted pension gratuity which becomes due for payment at the expiry of the of the public servant's terminal leave;

(e) in the event of the public servant's death, the gratuity payable to his legal personal representative will be abated by the amount of advance; and

(f) the advance will be paid not earlier than a fortnight before the public servant' cessation of duty to commence his leave pending retirement.

(3) The Permanent Secretary to the Treasury may refuse any application for the payment of an advance of such gratuity, provided he gives reasons for his decision.

E.17 Government Employees Provident Fund:
The provision of the Provident Fund (Government Employees) Act, Cap.51 shall apply to public servants serving on Provident Fund Terms.

E.18 National Social Security Fund:
The provisions of the National Social Security Fund Act, Cap.50 shall apply to public servants who are not exempted from registration with, or contributing to, the Fund in accordance with the said Act.

E.19 Local Authorities Pension Fund:
The provisions of the Local Authorities Pension Fund Act, Cap.407 shall apply to public servants serving on the Local Government Authorities Terms.

E.20 Public Servants Pension Fund:
The provisions of the Public Servant's Pension Fund Act, Cap 371 shall apply to public servants contributing to the fund in accordance with the said Act.

E.21 Parastatal Pension Fund:
The provisions of the Parastatal Pension Fund Act, Cap.372 shall apply to public servants contributing to the fund in accordance with the said Act.

E.22 Notwithstanding the provisions of standing orders 17, 18, 19, and 20, the provisions of the National Social Security Regulatory Authority Act shall, where relevant, apply to these Standing Orders.

E.23 Contract Gratuity:
A public servant serving on a contract which provides for payment of a gratuity shall be entitled to receive on satisfactory completion of the contract, a gratuity calculated at the rate prescribed in his contract. The

normal rate is twenty-five per centum of total substantive salary drawn during the period of the contract. If a public servant is re-engaged for a further period or periods, the gratuity in respect of the completed period of engagement shall be payable within one month of his return to duty for further service.

GENERAL

E.23 Arrears of Salary, Allowances and Other Benefits:

Where a Government employee of any category is promoted or appointed to a post of a higher category with retrospective effect, he shall be paid the arrears of salary due to him against which shall offset any acting allowance already paid to him to which he is no longer entitled in view of the effective date of his appointment or promotion. An increased contribution due from him towards Provident or Pension Fund shall be deducted from the arrears of salary but no other adjustments, whether recoveries from the public servant or payments to him of arrears of allowances or other benefits, shall be made. A distinction must, however, be made between a public servant who is promoted to a higher post with retrospective effect and one whose commencing salary on first appointment was incorrectly assessed and was subsequently adjusted with retrospective effect and no other benefits, depending upon the increased salary, are to be regarded as being retrospective. In the latter case, the public servant should be regarded as having been appointed to the service with the salary which was finally agreed upon and shall consequently be eligible for arrears of allowances or other benefits as appropriate.

SECTION F

RULES OF CONDUCT, DISCIPLINE AND TERMINATION OF APPOINTMENT

SECTION F

RULES OF CONDUCT, DISCIPLINE AND TERMINATION OF APPOINTMENT

CONTENTS

	Standing Order No.
Office Hours and Attendance Registers ……..……..	F.1-F.8
Contributions to Press and Broadcasting …….....…….	F.9 - F.10
Presents, Gifts and Voluntary Contributions. ……..……..	F.11
General Rules Regarding Conduct. ……..…….	F.12-F.19
Political Activities and Trade Union Membership ……..……..	F.20-F.21
Trade Union Membership ……..……..	F.22-F.23
Legal Proceedings ……..……..	F.24-F.25
Discipline and Disciplinary Procedures ……..…….	F.26-F.39
Termination of Appointment Other than on Disciplinary Grounds..	F.40-F.50
Certificate of Service …….	F.51

LIST OF APPENDICES

Subject	*Standing Order No. referred to*	*Appendix*
Attendance Register ……..…	F.2	*F/I*
Special Attendance Register……	F.2	F/II
Certificate of Service ……	F.51	F/III

INDEX TO SECTION F

	Standing Order No.
A	
Absence from Duty on Grounds of illness …….	F.18
Absence from Duty without Permission …….	F.16
Attendance Registers …….	F.2
C	
Compulsory Retirement …….	F.43
Compulsory Retirement of Pensionable Public Servants on Attaining Voluntary Retirement Age …….	F.42
Contributions to Press and Broadcasting by Public Servants ……	F.9
D	
Determination of Age …….	F.47
Director of Public Prosecutions to be Informed ……	F.32
Disciplinary Action for Contravention of Standing Orders F.20, F.21 and F.22 ……..	F.23
Disciplinary Authorities and Disciplinary Procedures ……..	F.29
Dismissal …….	F.38
Duty or Official Visits …….	F.19
F	
Fees and/or Allowances Paid to Public Servants by Quasi-Public Bodies ……..	F.7
Further Procedure to be Observed …….	F.33
General – Certificate of Service ……..	F.51
G	
Grounds for Retirement on Pension and/or Gratuity under the Pensions Legislation …….	F.46
I	
Interdiction ……..	F.30
Inventions by Public Servants …….	F.8
L	
Legal Proceedings against a Public Servant …….	F.24
Loss of privileges on Dismissal ……...	F.39
M	
Misconduct – General Definition …….	F.26

Standing Order No.

N

Notice by Public Servants who Elect to Retire …….. F.48
Notification of Absence from Duty Station ……. F.17

O

Observance of Financial Regulations Unaffected …… F.36
Office Hours ……. F.1
Official Secrets ……... F.28

P

Paid Employment during Leave of Absence ……. F.5
Participation of Other Public Servants in Politics ……. F.21
Particular Types of Misconduct ……... F.27
Pecuniary Embarrassment ……... F.12
Posting to Stations ……. F.15
Presents to Public Servants ……. F.11
Private Agencies ……. F.6
Proceedings for Defamation …… F.25
Public Servants may be Employed on Any Duties ……... F.14
Public Servants Seeking Political or other Influences ……. F.13
Public Servants who are not allowed to participate in Politics …… F.20
Publication of Books or other Works by Public Servants …… F.10

R

Removal in the Public Interest ……. F.40
Remunerative Employment …….. F.4
Reprimands and Warnings …….. F.37
Resignation ……. F.49
Restriction on External Interests ……. F.3
Restriction on Membership of a Trade Union …… F.22
Retirement on Abolition of Office or Re-organization of Department. F.44
Retirement on Medical Grounds ……. F.45

S

Suspect may be Relieved of his Duties Administratively …… F.34
Suspected Criminal Offences to be Reported to the Police Immediately …… F.31
Suspension ……. F.35

T

Termination of Appointment of Non-Pensionable Public Servants other than by Dismissal …… F.50

V

Voluntary Retirement …… F.41

SECTION F

RULES OF CONDUCT, DISCIPLINE, AND TERMINATION OF APPOINTMENT

RULES OF CONDUCT

OFFICE HOURS AND ATTENDANCE REGISTERS

F.1 Office Hours:

(1) Government offices throughout the country shall be open for public business during the following hours: All weekdays except Saturdays, Sundays and Public Holidays: From 7.30 a.m. to 3.30 p.m.

(2) Under no circumstances shall the above provision be varied without the prior approval of the Permanent Secretary (Establishments). While Government offices shall be open to the public for business during the above mentioned hours, a public servant may be detained beyond these hours and may be required to work on Saturdays, Sundays and Public Holidays if the exigencies of service so demand.

(3) Notwithstanding paragraph (2), the employer shall not, in normal circumstances, require or permit an employee to work more than 12 hours in a day.

(4) A public servant retained beyond normal working hours or who is required to work on non-working days shall be considered for payment of an allowance in accordance with the Standing Order L 21 to L 27.

(5) Offices concerned with the collection of revenue or payments may remain open for public business for restricted hours according to the instructions of their Chief Executive Officers.

F.2 Attendance Registers:

(1) Supervising officers should ensure that public servants report for duty in time and do not leave their offices before the official closing time.

(2) In order to maintain a record of the time of arrival of public servants on duty, attendance registers shall be maintained by organisation in the form set out in Appendix F/I. The register shall be signed by members of the staff at all levels employed in offices, teaching institutions, hospitals, etc. but not by those who are required to work in "shifts" (e.g. nursing and such other hospital staff) nor by those whose duties involve the major part of their time being spent on out-door duty in that they do not necessarily report to an office, institution etc.; on each working day or by those who are already covered by some other established and recognized form of time keeping.

(3) The supervising officer in the office, institution etc. shall be responsible for the proper maintenance of the register which shall usually be kept at a convenient place in the office premises. He shall ensure that the register is available for signature as follows:

(a) before the commencement of every working session; a blue or black line shall be drawn at 7.30 a.m. immediately below the last signature of public servants who have signed the register, and Column 5 of the register shall be signed;

(b) after the commencement of the working session, a red line shall be drawn at 7.40 a.m. immediately below the last signature of the public servants who have signed the register and column 5 of the register shall be signed;

(c) the register shall be withdrawn at 8.00 a.m. and public servants who report for duty after the attendance register has been withdrawn shall report to the supervising officer and sign the register in his presence;

(d) approved late attendance shall be recorded by the supervising officer in the remarks column; and

(e) the supervising officer shall submit the attendance register to the Head of Division or Institution for inspection on the 15th and 30th day of every month.

(4) In order to maintain a record of the time public servants spend outside the office before the official closing time a special register shall be maintained by organisation in the Form set out in Appendix F/II. Public servants shall be required to sign this special register when they leave the office during office hours and record the time they leave, the approximate time they shall be staying out, the business they shall transact during the time of absence and the actual time they report back to the office.

(5) Prompt disciplinary action shall be taken against public servants who report late for duty and those who fail to observe the provisions of this Standing Order.

(6) Public servants who constantly report for duty on time should be commended.

F.3 Restriction on External Interests:

(1) Private Interests:

(a) a public servant shall not engage in any private occupation or undertaking during official hours;

(b) a public servant shall not engage in any activity which would in any way impair his usefulness as a public servant; and

(c) a public servant shall not engage in any occupation or undertaking which might in any way conflict with the interests of his organisation or be inconsistent with his position as a public servant;

(2) Notwithstanding the provisions of paragraph (1) of this Standing Order, a public servant who is dully elected to the office of a Trade Union and its affiliates shall from time to time be required to perform or to execute the duties of Trade Union and its affiliates during office hours, provided that reasonable time of notification is given to the employer.

F.4 Remunerative Employment:

(1) A public servant shall not render professional assistance to or accept any remuneration from private persons or firms without the written permission of the Employer. Such permission shall not usually be given unless it is to the public advantage that it should be granted.

(2) Notwithstanding the provisions of paragraph (1) of this Standing Order, any public servant may be employed on a remunerative basis in giving part-time service outside normal working hours, at any Government or Government grant-aided educational or training institution, provided that:

(a) a public servant who desires to be appointed on a part-time basis must apply to the head of the Institution concerned through proper channels; and

(b) the public servant may only be appointed if his application has been supported by his Chief Executive Officer.

F.5 Paid Employment during Leave of Absence:

A public servant on leave of absence shall not be permitted to accept any paid employment without previously obtaining express sanction of the Permanent Secretary (Establishments). Such sanction shall not be given except in the case of public servants on final leave pending retirement or termination of appointment.

F.6 Private Agencies:

A public servant shall not undertake any private agency in any matter connected with the exercise of his public duties.

F.7 Fees and/or Allowances Paid to Public Servants by Quasi-Public Bodies

(1) A public servant who, by virtue of his appointment in the service, is nominated as an ex-officio member or director of a quasi-public body (e.g. Board, Commission, Corporation, Executive Agency or Company), shall be entitled to any fees and/or allowance payable by such body.

(2) If such public servant is required to be away from his normal station in connection with the business of the body concerned, he shall be regarded as travelling on official duty and granted travelling privileges and allowances at the normal rate.

F.8 Inventions by Public Servants

(1) Where an invention is in all respect alien to the employment of a public servant, he shall be granted the full rights in such Invention. Where an invention is connected with facilities arising out of the employment of a public servant, the question of his rights and those of the government shall be referred to the Permanent Secretary (Establishments). In the event of disagreement between the public servant and the Government, the question of respective rights shall be referred to an Awards Committee, whose decision shall be final. The Committee shall consist of a judicial or legal officer as Chairman and two other persons; the Government shall meet the expenses for the public servant to appear personally before the Committee or to be legally represented.

(2) Particulars regarding the procedure to be adopted by a public servant who has made an invention which is connected with facilities arising out of his employment and wishes to register a patent may be obtained on application to the Registrar of Patents.

CONTRIBUTIONS TO PRESS AND BROADCASTING

F.9 Contributions to the Press and Broadcasting by Public Servants

A public servant shall not be permitted to be the editor of a private newspaper or directly or indirectly take part in the management of it. A public servant is forbidden, except in the proper course of his duties, to make communications to the Press or to give broadcast talks on questions of Government policy or business. No such communication or broadcast may be made without the general or specific authority of the Minister or Permanent Secretary concerned. The term "communications to the press" refers not only to formal written communications or interviews, but also includes casual or indiscreet conversations with

representatives of the press or other people wherever they may take place, e.g. in clubs, hotels, bars, etc. While it is not desired to interfere with public servant's liberty of free speech, any acts of discretion likely to embarrass the Government may result in disciplinary actions for the individual responsible. Attention is also invited to the provisions of Standing Orders C.15 and C.16.

F.10 Publication of Books or Other Works by Public Servants:

(1) A public servant may not, without the permission of the Permanent Secretary (Establishments), publish a book or other works, the subject matter of which is connected with his official duties or those of other public servants.

(2) A public servant may, with the prior approval of his Chief Executive Officer, publish papers on scientific, technical or general subjects. The term "general subjects" includes ordinary travel or descriptive articles which may have some bearing on the public service. Chief Executive Officer shall satisfy himself that such articles are entirely satisfactory from the point of view of public interest and in case of doubt shall refer them to the Permanent Secretary (Establishments).

PRESENTS, GIFTS AND VOLUNTARY CONTRIBUTIONS

F.11 Presents to Public Servants:

(1) Public servants shall not seek or accept gifts, favours or inducements, financial or otherwise, in the course of discharging their duties. Likewise, they shall not offer gifts, favours or inducements.

(2) Where valuable presents are sent to a public servant or to his family they should be returned immediately to the donors, with an explanation that the acceptance of such presents is not allowed under regulations. If the return of a present would cause offence or embarrassment, it should be handed over to the Chief Executive Officer, for which a receipt should be issued.

(3) Valuable presents as used under paragraph (2) of this Standing Order, shall be determined by the Government from time to time.

(4) Chief Executive Officers may authorize the opening of a voluntary subscriptions list for any purpose deemed to be in the interest of the service or public at large, provided that the following conditions are observed:

(a) contributions shall not be solicited outside the service; and
(b) a publicly circulated subscription list, which tends to set a predetermined level of contributions will not be used and any hint of coercion must be avoided.

F.12 Pecuniary Embarrassment:

(1) Serious pecuniary embarrassment, from whatever cause, shall be regarded as necessarily impairing the image of a public servant and rendering him liable to disciplinary proceedings.

(2) Pecuniary embarrassment involved both in the lending and borrowing of money at usurious rates of interest, shall be regarded as an offence affecting both the respectability of the service and the trustworthiness of the individual and may be held to be a bar to promotion or increment. The mere fact, under whatever plea, of a public servant becoming a party to accommodation bills or promissory notes, whether for his own purpose or for another person, shall be regarded in the same light.

(3) Every possible opportunity shall be given to public servants who are in debt to extricate themselves from their financial embarrassment, but it is obvious that there must be a limit beyond which a public servant cannot be retained in the public service, in which case consideration may be given for his removal in the public interest. In certain circumstances, it might even be necessary to consider dismissal, but this step shall only be taken in cases of serious nature and where indebtedness is not the only factor involved.

(4) Whenever a public servant is reported upon as being a judgement debtor, a letter shall be addressed to him by his Chief Executive Officer informing him that government takes a very serious view of his indebtedness and adding that he has rendered himself liable to disciplinary proceedings which could result in his removal from the service if rapid steps are not taken by him to improve his situation. He should, at the same time, be called upon to furnish a complete list of his debts and liabilities, whether as principal or surety, together with his proposals of liquidating these. If there appears to be a reasonable chance that he can set his affairs in order, he should be given an opportunity to do so and a further letter should be addressed to him warning him that if he fails to reduce his debts as required or if he incurs fresh debts, disciplinary action shall be invoked. He should be required also to submit quarterly reports showing exactly the state of his finances and the amounts which have been liquidated during the three months previous to the date on which the report is submitted.

(5) When a public servant's indebtedness requires that he should no longer carry out duties in which he might be tempted to appropriate for his own use public funds or stores, it may be necessary to remove him in the public interest or to move him to a post where temptation cannot come his way. This latter alternative may not always be possible with the result that government may have no option but to seek his removal in

the public interest. Any public servant, therefore, holding an appointment of this nature and who shows a tendency to run into debts should be warned in writing of his position.

F.13 Public Servants Seeking Political or Other Influences:

(1) Public servants are not permitted to seek political influence with a view of obtaining advancement in the public service or intervention on their behalf in some matters affecting them personally which is in dispute between them and government or with a view to furthering any ends which do not form part of government's accepted policy. Any such approach shall be regarded as misconduct and render the public servant liable to disciplinary action.

(2) Any attempt to influence the members or staff of the Service Commission or Committee is an offence punishable with imprisonment and or fine.

F.14 Public Servants may be employed on any duties:

Public servants are required to discharge the usual duties of the office to which they are appointed. However, after giving due consideration to the status of the public servant and to the exigencies of the service, a public servant may be assigned duties other than those for which he is appointed, provided that the duties are assigned in writing by the Chief Executive Officer.

F.15 Posting to Stations:

(1) The station to which a public servant is posted whether on first appointment or subsequently, is determined by the requirements of the Service. No undertaking can be given in any circumstances that a public servant, on first appointment or subsequently, will be posted to any particular station even though, in response to previous inquiry, a specific station may have been indicated. Public servants who are married and have a family should not establish any claim to be posted to stations which have adequate schooling facilities for their children or better social amenities. A public servant who refuses to comply with an order regarding a posting shall be liable to disciplinary action which may involve dismissal with forfeiture of all privileges. Provided that on first appointment or subsequently, where the public servant's spouse is employed, or is self employed, as far as possible regard should be had for the existence of a vacancy or facilities which will enable the spouse continue with the employment or services.

(2) Notwithstanding the provisions of paragraph (1), where the public servant’s and the spouse are employed with the same employer and are on the same working station, where one spouse is posted to a new station, as far as possible regard should be had for the existence of a

vacancy or facilities which will enable the other spouse continue with the employment or services on that new station.

F.16 Absence from duty Without Permission:

(1) Where a public servant is absent from duty without leave or reasonable cause for a period exceeding five days, that public servant may be charged with the disciplinary offence of being absent without leave and punished by dismissal.

(2) If the whereabouts of the public servant charged under paragraph (1) are not known, a copy of the charge shall be served by leaving it at the place where he is known to have resided prior to his absence or by sending it to his last known address.

(3) Service in accordance with the provisions of paragraph (2) shall be deemed to be good service of the charge for the purposes of disciplinary proceedings being proceeded with.

F.17 Notification of Absence from Duty Station:

(1) In the interest of the public servant and the service, a public servant who leaves his duty station outside office hours or Saturdays, Sundays and Public Holidays to a destination outside his region should notify his employer in writing.

(2) A public servant intending to travel outside the country shall seek permission from the Chief Secretary.

(3) A public servant who is absent from Tanzania for a period exceeding five days without permission of his Chief Executive Officer shall be liable to disciplinary proceedings.

F.18 Absence from Duty on Grounds of illness:

A public servant shall not absent himself from duty on the grounds of illness for a period exceeding 48 hours without a certificate from a Government Medical Officer or any recognised medical practitioner. Failing to produce such certificate the public servant shall be considered to be absent without leave and disciplinary proceedings may be instituted against that public servant unless in circumstances in which, in the opinion of the Chief Executive Officer it was not possible for him to obtain a medical certificate and he was genuinely ill.

F.19 Duty or Official Visits:

(1) The Chief Executive Officer shall notify the office of the Regional and District Commissioners concerned of any duty or official visit they or their representatives propose to make to out-stations. Such notice should be given in sufficient time stating dates of arrival and departure.

(2) Regional Administrative Secretaries or District Administrative Secretaries shall report all cases of breaches of the instructions in paragraph (1), which come to their notice, with details of any particular inconvenience or avoidable expenses occasioned thereby, to the Chief Secretary who shall call upon the Chief Executive Officer concerned for an explanation.

(3) Immediately on the arrival to out-station, the visiting public servant may report their presence to the Regional Administrative Secretary or District Administrative Secretary concerned.

POLITICAL ACTIVITIES AND TRADE UNION MEMBERSHIP

PARTICIPATION IN POLITICS

F.20 Public Servants who are not allowed to participate in Politics:

(1) For the purpose of these Standing Orders, public servants in the following services are not allowed to participate in politics:

(a) Tanzania People's Defence Forces and National Service;
(b) Tanzania Intelligence and Security Service;
(c) Police Force Service;
(d) Prison Service;
(e) Immigration Service;
(f) Fire and Rescue Service; and
(g) Militia Service.

(2) Other groups of public servants who are not allowed to participate in Politics are the following:

(a) employees of the Prevention and Combating of Corruption Bureau;
(b) employees of the Office of Parliament;
(c) employees of the Registrar of Political Parties Office;
(d) employees and members of the National Electoral Commission and Returning Officers;
(e) State Attorneys; and
(f) Judges and all Magistrates.

F.21 Participation of Other Public Servants in Politics:

Notwithstanding the provisions of Standing Orders F.20, other public servants shall be allowed to participate in Politics with the following restrictions:

(a) a public servant shall not be employed or hold office in any Political Party while still in the public service;

(b) a public servant shall not be allowed to participate in Political activities during working hours;

(c) a public servant shall not identify himself by dressing in his Political Party's uniforms, medals, badges or any other identification during working hours and at the place of work;

(d) a public servant shall not be allowed to utter any words which may embarrass the Government due to his political affiliation;

(e) a public servant shall be neutral and impartial while delivering service to the Public without any bids due to his political affiliation;

(f) a public servant shall not take part in Political activities which can compromise or be seen to compromise his loyalty to Government activities;

(g) a public servant shall not express his views or comments in the Political meetings which he participates after working hours; and

(h) a public servant shall not pass information or documents availed through his position in the service to his political party or any other political party.

"Politics" as used in this Standing Order means dealing in any matters relating to political parties.

TRADE UNION MEMBERSHIP

F.22 Restriction on Membership of a Trade Union:

The following public employees are barred from becoming members of any Trade Union or any body or association affiliated to a trade union:

(a) a member of the Police Force;
(b) a member of the Prisons Service;
(c) a public servant who:
  (i) holds or acts in the office of Permanent Secretary or Deputy Permanent Secretary or Regional Administrative Secretary or Director of a Local Government Authority;
  (ii) is the Head of an Independent Department;

(iii) is the Head of a Division/Department/Unit;
(iv) is the Head of an Executive Agency; or
(iv) holds or acts in any office which is so declared by Government to be an office comparable to the above-mentioned offices.

F.23 Disciplinary Action for Contravention of Standing Orders F.20, F.21 and F.22:

Public servants who fail to observe the provisions of Standing Orders F.20, F.21 and F.22 shall be liable to disciplinary action including dismissal from the service.

LEGAL PROCEEDINGS

F.24 Legal Proceedings against a public servant:

(1) When a criminal prosecution or civil action is instituted against a public servant of any category as a result of his official position or of an act done or omitted in the course of his official duties he may apply to his Chief Executive Officer for assistance in his defence.

(2) If the Chief Executive Officer is satisfied that:

(a) the act was done or omitted in good faith in the execution of official duties of the public servant concerned and was not in contravention of any organisational regulations or instructions; or

(b) the charge is malicious and is brought solely on account of the official position which the employee holds; and

(c) it is in the public interest that the employee should be defended at Government expenses, he shall immediately report the matter to the Attorney General and ask for arrangement to be made for the employee's defence.

(3) In making reports to the Attorney General under paragraph (2), the Chief Executive Officer shall include certificates in writing on the lines indicated in that paragraph.

(4) If the Attorney General is satisfied that it is proper and just to do so, he shall arrange for the employee's defence. The cost of his defence shall be met by the Government.

(5) If in a case in which his defence has been arranged under paragraph (4), the public servant loses the case and is required to pay any sum by way of damage, costs, fine or compensation, such payment may be met from public funds. The government however, has the right to obtain

contribution from the employee in the event of judgement being entered against the employee and such contribution may be recovered under the provisions of the Public Officers (Recovery of Debts) Act, Cap.76. If the employee is successful in his case, and is awarded costs and/or damages he shall be required to refund to Government the amount of the financial help he received, or the amount of damages and/or costs recovered, whichever is the less.

F.25 Proceedings for Defamation:

Public servants are not permitted to institute proceedings against any person or persons for defamation of character or other similar offences arising out of his official position without the sanction of the respective Chief Executive Officer who shall give his decision after consulting the Attorney General. Any application for such permission shall be made through the appropriate channels and shall be accompanied by full particulars.

DISCIPLINE AND DISCIPLINARY PROCEDURES

F.26 Misconduct - General Definition:

(1) Any act done without reasonable excuse by a public servant which amounts to a failure to perform in a proper manner any duty imposed upon him as such, or which contravenes any enactment relating to the public service, or which is otherwise prejudicial to the efficient conduct of the public service or tends to bring the public service into disrepute, shall constitute misconduct. The setting forth of particular types of misconduct in Standing Order F.27 shall not be taken to affect the generality of this Standing Order.

(2) It is explained for the avoidance of any doubt that the conviction of a public servant for any offence whatsoever, tends to bring the public service into disrepute.

F.27 Particular Types of Misconduct:

(1) Offence warranting formal proceedings shall be:

(a) act or omission involving moral turpitude e.g. theft, corrupt practices, etc;

(b) act or omission, which tends to bring the Public Service into disrepute;

(c) insubordination;

(d) absent from duty for more than five days without leave or reasonable cause;

(e) using without consent of the prescribed authority, any property or facilities provided for the purpose of the Public Service, for some purposes not connected with official duties;

(f) engaging in any activity outside the official duties, which is likely to lead to taking improper advantage of one's position in the Public Service;

(g) refusal to comply with an order regarding a posting to a station;

(h) failure to perform satisfactorily duties assigned to the public servant;

(i) disclosure of information in contravention of the National Security Act;

(j) act or omission, which is against public interest;

(k) inability to perform duties efficiently by reason of the use of alcohol or drug abuse;

(l) negligence occasioning loss to the employer;

(m) gross negligence in the performance of duty; or

(n) contravention of the Code of Ethics and Conduct for the Public Service, Professional Code of Ethics and Conduct or the Public Leadership Code of Ethics.

(2) Offences warranting summary proceedings shall be:

(a) being late for duty without leave or reasonable cause;

(b) absence from work place during working hours without leave;

(c) absence from duty without leave;

(d) failure to complete a task;

(e) negligence in the performance of duties not endangering the safety of persons or property; or

(f) failure to comply with instructions not amounting to insubordination.

F.28 Official Secrets:

It is an offence under the National Security Act for any person to disclose, otherwise than to an authorized person or in the course of his duty, any matter or information which he has obtained, or to which he has access owing to his official position. The attention of all public servants is directed to the terms of the Act and particularly to the relevant section under which any person is bound to supply, on demand, all information in his power in connection with a suspected offence under the Act.

F.29 Disciplinary Authorities and Disciplinary Procedures:

(1) In accordance with the provisions of Article 36(2) of the Constitution of the United Republic of Tanzania of 1977, the Public Service Act, Cap.298 and the Public Service Regulations, 2003, the powers of disciplinary control of public servants shall be exercised as follows:

(a) in the case of the Chief Secretary, shall be exercised by the President;

(b) in the case of the Permanent Secretaries, Heads of Independent Departments, Deputy Permanent Secretaries, Regional Administrative Secretaries, Clerk to the National Assembly, Director of a City Council or a Local Government Authority Commission, Ambassador and other public servants as shall be appointed by the President from time to time, shall be exercised by the Chief Secretary;

(c) in the case of public servants other than those appointed by the President, shall be exercised by the Minister responsible for Local Government, Permanent Secretaries, Heads of Independent Departments, Regional Administrative Secretaries, the Director of Local Government Authorities, and the Teachers Service Department of the Public Service Commission; Provided that the powers conferred upon the Teachers Service Department shall be exercised by the head of that department; and

(d) in the case of public servants in the Operational Service, shall be exercised by the Heads of Department or Divisions.

(2) The disciplinary powers of the Chief Secretary in relation to the Chief Executive Officers other than a Permanent Secretary, a Clerk of the National Assembly and a Deputy Permanent Secretary shall be facilitated through the Permanent Secretary (Establishments) who shall, in relation therewith, consult the Minister.

(3) Notwithstanding the provisions of paragraph (1) (b), (c) and (d) the Chief Secretary shall, in relation to any public servant whatsoever, be the highest ranking disciplinary authority in the service and may exercise all or any of the powers delegated to a disciplinary authority in these Standing Orders.

(4) Notwithstanding the terms of paragraph (1), the Employment and Labour Relations Act shall be binding on every disciplinary authority having powers of dismissal, termination of appointment or discipline in respect of those public servants of the Operational Service who are subject to the provisions of the said Act.

(5) The Judicial Service: In accordance with the provisions of Article 113 of the Constitution, the exercise of disciplinary control over judicial officers is vested in the Judicial Service Commission. The Judicial Service Act, Cap.237 empowers the Judicial Service Commission to delegate its disciplinary powers by regulations made under the Act. The regulations under this Act, describe the disciplinary authorities and the disciplinary procedures in disciplinary matters relating to judicial officers. The regulations at present in force are the following:

(a) the Judicial Service (General, Termination of Service and Disciplinary) Regulations, 1965. These Regulations refer to judicial officers other than Primary Court Magistrates; and

(b) the Special Commission (General, Termination of Service and Disciplinary), Regulations 1965. These Regulations refer to Primary Court Magistrates.

F.30 Interdiction:

(1) If in any case the disciplinary authority considers that it is in the public interest that a public servant should cease forthwith to perform the duties and functions of his office, the disciplinary authority or any delegated disciplinary authority, as the case may be, may interdict that public servant from performing the duties and functions.

(2) Without prejudice to the provision of paragraph (1), a public servant charged with a criminal offence may be interdicted pending a final determination by a court and any appeal thereto.

(3) Where a public servant is interdicted under this Standing Order, such public servant shall be informed of the reasons for such interdiction.

(4) A public servant who is interdicted shall receive such salary, not being less than half of his salary as the disciplinary authority shall determine.

(5) Where any disciplinary or criminal proceedings have been instituted and concluded against a public servant under interdiction and such public servant is not dismissed or otherwise punished, the whole of any salary withheld shall be restored to him upon the termination of proceedings.

(6) Notwithstanding the provisions of paragraph (4), where the public servant is punished otherwise than by dismissal, half of the salary withheld shall be restored to him upon the termination of such proceedings.

(7) A public servant under interdiction may not leave his station without prior permission, in writing, of the Disciplinary Authority as the case may be.

F.31 Suspected Criminal Offences to be Reported to the Police Immediately:

(1) Wherever a public servant has reason to believe that a member of his staff, on whatever terms of service he is employed, has committed a criminal offence of any nature, he should, after consulting his superior public servant, where this can be done without causing delay, report the matter immediately to the nearest police office for investigation, after which he should forward the particulars to his superior officer for onward transmission to their disciplinary authority by the quickest possible means. What constitutes a **criminal offence** for the purpose of this Standing Order shall depend on the circumstances of each case and public servant shall need to use their discretion in the matter.

(2) Where the suspect is a public servant of the grade of principal level or above, the report sent to the Police, must also be copied and sent directly to the Director of Public Prosecutions by the quickest means possible.

(3) Notwithstanding paragraph (1) and (2), no public servant shall be arrested during working hours while in his working premises without notifying his Chief Executive Officer, and where he is to be arrested while outside the office, the Chief Executive Officer must be notified immediately after his arrest. Opinion of the Chief Executive Officer must be considered.

F.32 Director of Public Prosecutions to be informed:

On receipt of the particulars referred in Standing Order F.31, the respective disciplinary authority shall in the case of an offence by a public servant of the grade of principal level or above immediately inform the Director of Public Prosecutions by confidential letter and by telephone if the urgency warrants it, stating the charge and the nature

and origin of the evidence available to substantiate it and describing the action that has been taken.

F.33 Further Procedure to be observed:

(1) The suspect's superior officer should take no active steps to obtain any confession or explanation from him but this does not preclude him, or any member of his staff charged with this duty, from requiring him, for example, to produce books of account normally kept in his charge, or to account, for money not yet accounted for, or from checking records or accounts in order to ascertain whether there has been misappropriation of funds and if so, its extent.

(2) If the suspect volunteers a statement he should be informed that he is under no obligation to make any statement but that if he does so it shall be recorded and handed over to the police to assist them in their investigations. If he does make a statement, it should be recorded, read over to him and if he wishes to sign it, he may do so. The statement should be handed over to the police.

F.34 Suspect May be Relieved of his Duties Administratively:

If it is considered that permitting the suspect to continue with his duties, or any particular duty with which he is normally charged, amounts to commission of the offence or is otherwise not in the public interest, he should be relieved immediately of his duties or that particular duty pending the outcome of the enquiry by the police or disciplinary authority. This action may, where necessary be taken administratively i.e. without resorting to interdiction and shall not affect the suspect's pay.

F.35 Suspension:

(1) Where a public servant has been convicted of a criminal offence the disciplinary authority may suspend him from the exercise of the powers and functions of his office pending the results of disciplinary proceedings against him.

(2) A public servant under suspension shall not be entitled to any salary with effect from the date of suspension, but shall be paid by the employer an alimentary allowance equivalent to one third of his gross salary.

F.36 Observance of Finance Regulations Unaffected:

The adoption of the procedure described in Standing Order F.31 to F.34 does not relieve any public servant from the necessity of complying with Public Finance Regulations regarding losses of Government cash or stores.

F.37 Reprimands and Warnings:

Nothing in this Section shall prohibit any Chief Executive Officer from issuing a reprimand for or a warning of unsatisfactory work or conduct to

any public servant in his organisation or any public servant from issuing such a reprimand or warning to any public servant directly junior to him.

F.38 Dismissal:

Dismissal of public servants shall be done only after the disciplinary procedures have been concluded and the accused public servant is found guilty of a disciplinary offence that he is alleged to have committed.

F.39 Loss of Privileges on Dismissal:

(1) Subject to the provisions of any written law for the time being in force, a public servant who is dismissed from the public service, shall be paid a lump sum pension, if had it not been dismissal, he qualifies for pension or gratuity under the provisions of any pension scheme, and shall also be granted passages to the place of domicile. That public servant shall not be paid a monthly pension.

(2) In case of a public servant under local government terms, on his dismissal from the public service shall be paid an amount equal to the total deposits made by him, and that of the contributing employer known as bonus together with interest which has accrued thereon.

(3) Notwithstanding the provision of paragraph (1) and (2), any public servant who is convicted of any criminal offence, which involves corruption or embezzlement of the Public Funds, shall forfeit all his rights or claims.

TERMINATION OF APPOINTMENT OTHER THAN ON DISCIPLINARY GROUNDS

F.40 Removal in the Public Interest:

(1) Except for public servants whose tenure of office is governed by the terms of the Constitution of the United Republic of Tanzania of 1977, the President may remove a public servant from the public service if he considers it is in the public interest to do so. The decision of the President that a public servant be removed from the service in the public interest may be signified through the Permanent Secretary (Establishments) in which case the procedures for removal shall be followed. The question of payment to such public servant's pension or other terminal benefits shall be dealt with in accordance with the relevant terminal benefit schemes.

(2) Except where the President determines otherwise, no person shall have power to remove a public servant from the public service. Suggestion for removal or retirement shall be made by a Chief Executive

Officer in person. In so doing, he shall give reasons why relevant disciplinary procedures could not be followed.

(3) Where the appointing authority is of the opinion that the President should be invited in the exercise of the powers conferred upon him by provision of paragraph (1), the appointing authority shall, after consultation with the respective Minister, furnish to the Chief Secretary through Permanent Secretary (Establishments) particulars of the grounds warranting the exercise of powers of the President.

(4) On receipt of particulars and reasons from the appointing authority, the Permanent Secretary (Establishments) shall, after consultation with the Minister, forward them to the Chief Secretary together with his recommendations.

(5) The Chief Secretary may, on receipt of particulars and reasons together with the recommendations of the Permanent Secretary (Establishments), submit the same to the President with his recommendations. If he is of the opinion that removal of the public servant should be dealt with otherwise than by involving the powers of the President, he shall refer the matter back to the Permanent Secretary (Establishments) with his directives who shall also refer the matter back to the respective appointing authority.

F.41 Voluntary Retirement:

A public servant may retire voluntarily from the service upon attaining the age of fifty five years.

F.42 Compulsory Retirement of Pensionable Public Servants on Attaining Voluntary Retirement Age:

Where the appointing authority is of the opinion that a reason exists why a public servant serving on pensionable terms and who has attained the normal age of voluntary retirement, should be called upon to retire; the appointing authority may request the public servant concerned to show cause why he should not be compulsorily retired. The appointing authority shall forward any representations made by the public servant, pursuant to the notice given to him, together with his own recommendations to the Chief Secretary through the Permanent Secretary (Establishments) who shall decide whether or not such public servant should be called upon to retire.

F.43 Compulsory Retirement:

(1) The age of compulsory retirement shall, unless provided for by the relevant terminal benefit laws, be 60 years.

(2) It is in the interest of a public servant who attains the age of compulsory retirement to give notice of his impending retirement in

writing to his appointing authority through normal channels, at least six months before the proposed date of cessation of duty.

(3) It is important that employers from time to time review the records of all public servants under their control, so as to ensure that the public servants are aware that they must cease duty on attaining the age of retirement. Undoubtedly, public servants will have a liability to follow the provisions of the law by ceasing duty on the due date. The requirements of this Standing Order should be strictly adhered to.

F.44 Retirement on Abolition of Office or Re-organization of Department:
Where the employer decides to require a public servant to retire from the public service in consequence of the abolition of his office or for facilitating improvements in the organization of the office to which he belongs, by which greater efficiency or economy may be effective, the employer shall forward his recommendations to the Permanent Secretary (Establishments) who shall, after consultation with the Minister, decide whether or not such public servant shall be called upon to retire.

F.45 Retirement on Medical Grounds:
(1) Where the Chief Executive Officer is of the opinion that a public servant is incapable, by reason of any infirmity of mind or body, of satisfactorily discharging the functions of his office and such infirmity may, and shall if the public servant so requests call upon such public servant to present himself before a medical practitioner approved by the Chief Medical Officer or a Medical Board appointed in that behalf by the Chief Medical Officer, with a view to it being ascertained whether or not such public servant is incapable as aforesaid.

(2) After the public servant has been examined by the medical practitioner or the Board, as the case may be, the Chief Medical Officer shall forward the report of the examination to the employer together with his own recommendations on the matter, who shall decide whether the public servant should be called upon to retire on medical grounds. The decision of the appointing authority shall be copied to the Permanent Secretary (Establishments).

(3) The functions of the employer under this Standing Order may be exercised by the senior public servant of the relevant organisation and the functions of the Chief Medical Officer in a Region may be exercised by the public servant who holds the senior-most rank in the Medical Profession in the Region.

(4) A period of two months' notice inclusive of earned leave, if any, will normally be given to a public servant who is required to retire on grounds of ill health.

F.46 Grounds for Retirement on Pension and/or Gratuity under the Pensions Legislation:

The Public Service Retirement Benefits Act, Cap.371; Local Authority Pension Fund Act, Cap.407; Government Employees Provident Fund, Act and Regulations made thereunder, set out the circumstances under which a pensionable public servant may retire on pension and or gratuity. These grounds are summarised below:

(a) on or after attaining the age of 55 years: Provided that an officer of the rank of Constable in the Police force or an officer of the rank of Prison Officer Grade III in the Prisons Service may wish to retire after he has attained the age of 45 years;

(b) on or after attaining the age of 60 years;

(c) on the abolition or reorganization of his office for the purpose of facilitating improvement in the organisation of the Department to which he belongs by which greater efficiency or economy may be effective;

(d) on medical grounds;

(e) female officers may elect to retire on marriage, and will be granted such gratuity or pension if any, for which they may be eligible; and

(f) removal in the public interest.

F.47 Determination of Age:

Where only the year (and not the actual date) of birth of a public servant has been recorded, his age shall be determined by deeming his date of birth to be the first day of July of the year. Where only the month of birth has been recorded, the date of birth shall be deemed to be the sixteenth day of that month or fifteenth in the case of February. Where there is ambiguity on the date of birth of a public servant and where there is argument between the employer and a public servant as to the accurate date of birth, the date on record disclosed by a public servant during his first employment, shall be recognized as the accurate date of birth of such a public servant.

F.48 Notice by Public Servants who Elect to Retire:

(1) A public servant who elects to retire under the provisions of Standing Order F.46 is required to notify his intention, in writing, to his appointing authority through normal channels, at least six months before the proposed date of cessation of duty. Copies of the letter approving the notice to retire should be forwarded to the Permanent Secretary of the

parent Ministry, the Permanent Secretary (Establishments) and Public Service Pensions Fund.

(2) All notices of voluntary retirement of public servants may be approved by the respective employer of that public servant. Two copies of the Notification approving the voluntary retirement of public servants should be forwarded to the Permanent Secretary (Establishments).

F.49 Resignation:

(1) A public servant including a public servant on probation may resign his appointment by giving notice of not less than three months of his intention to do so. Such notice may include earned leave. Alternatively, he may pay a month's gross salary in lieu of such notice.

(2) A public servant serving on contract or agreement terms may resign his appointment in accordance with the relevant provisions of his contract, agreement or letter of appointment. Where no such specific provision has been made, the provisions of paragraph (1) shall apply.

(3) A public servant serving on temporary terms shall be required to give one month's notice of resignation and a member of the Operational Service shall be required to give three months' notice of resignation. In either case a month's gross salary must be paid in lieu of such notice.

(4) Notwithstanding the terms of the foregoing paragraphs, a public servant who resigns his appointment at short notice and becomes liable to pay a month's gross salary in lieu of adequate notice, shall be eligible to have the month's salary due from him reduced proportionately based on the proportion the actual period of notice in complete months bears to the three months' notice required. For example, if he gives not less than one but less than two months' notice, he shall be required to pay two thirds of a month's gross salary. If he gives not less than two months' but less than three months' notice, he will be required to pay one third of a month's gross salary.

(5) A public servant’s resignation may be accepted only when the Chief Executive Officer is satisfied that satisfactory arrangements have been made by the public servant to refund any outstanding liabilities to the Government. Any amount due to a public servant may be withheld and applied towards any sums due by him.

F.50 Termination of Appointment of Non-pensionable Public Servants other than by Dismissal:

(1) Where the appointing authority is of the opinion that it is desirable that the appointment of any public servant serving on non-pensionable terms be terminated in accordance with the terms of appointment other

than by dismissal or on medical grounds, he may terminate the appointment of that public servant.

(2) Notwithstanding the provisions of paragraph (1) the appointment of a public servant in the Operational Service may be terminated in accordance with the terms of his appointment by the appointing authority.

(3) When it is decided to terminate the appointment of a non-pensionable public servant, he shall be given notice as follows:

(a) in the case of a public servant serving on contract, not less than three months' notice before the effective date of termination or one month's salary in lieu thereof, unless the contract provides otherwise;

(b) in the case of a public servant serving on temporary month to month terms, at least one month's notice before the effective date of such termination or one month's salary in lieu thereof; and

(c) in the case of members of the Operational Service, who are contributors to the National Social Security Fund or Local Authorities Pension Fund or Government Employees Provided Fund, at least three months' notice before the effective date of such termination or one month's salary in lieu thereof.

CERTIFICATE OF SERVICE

F.51 General – Certificate of Service:

(1) A certificate of service set out in Appendix F.III shall be issued by the employer to a public servant, upon cessation of his appointment. When filling such certificates, it should be borne in mind that their main purpose is for use as a reference covering public servant's periods of service, when the time comes for him to seek other employment. Copies of such certificates shall be filed on the public servant's organizational personal file.

(2) A public servant who fills the certificate of service should give information which, if he was in the position of a prospective employer, might fairly expect to obtain from the person who previously employed such a public servant.

APPENDIX F/I
(Made under Standing Order F.2)

THE UNITED REPUBLIC OF TANZANIA
STANDING ORDERS FOR THE PUBLIC SERVICE, 2009

ATTENDANCE REGISTER

Ministry/Independent Department/Region/Local Government Authority……
Date…… Division/Section …….
Station……

S/N	Name	Designation/ Post held	Time of reporting	Signature	FOR OFFICIAL USE ONLY	
					Supervisor's signature	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

APPENDIX F/II
(Made under Standing Order F.2)

THE UNITED REPUBLIC OF TANZANIA
STANDING ORDERS FOR THE PUBLIC SERVICE, 2009

SPECIAL ATTENDANCE REGISTER

Ministry/Independent Department/Region/Local Government Authority…….
Date……..…….. Division/Section……..
Station…….

S/N	Name	Designation/ Post held	Time of Departure	Expected time of stay	Time of reporting	Actual time of reporting back	Signature
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

APPENDIX F/III
(Made under Standing Order F.51)

THE UNITED REPUBLIC OF TANZANIA
STANDING ORDERS FOR THE PUBLIC SERVICE, 2009

CERTIFICATE OF SERVICE

Name of Officer ……
Details of Offices held, giving dates ……
……
……
……
Cause of termination of appointment ……...
……
Efficiency……
……
……
General conduct ……
….....

……..	……
Head of Department/Division	Permanent Secretary, Ministry
	of ….....
…… 20…….	……

NOTES

i. Efficiency and general conduct are assessed as "Very Good", "Good", "Satisfactory", (i.e. normal or average), "Indifferent" or "Poor".

ii. Where the officer's period of service exceeded six months and the officer was dismissed because of a serious but isolated act of misconduct, or the appointment was terminated because of a marked deterioration in the officer's efficiency and/or conduct and his efficiency and/or conduct had previously been consistently very good, good or satisfactory, this may be indicated by some such note as "Good except for act of misconduct leading to dismissal" or "Good until the deterioration leading to the termination of his appointment".

iii. The certificate will be signed by the Head of the officer's Department/Division. In the case of officers serving in a

superlative substantive post the certificate will be countersigned by the Permanent Secretary.

SECTION G

TRAINING

SECTION G

TRAINING

CONTENTS

	Standing Order No.
Introduction. ……	G.1-G.4
Contents of Courses and Assessment of Results ……	G.5
Terms and Conditions Governing Training of Public Servants……	G.6 -G.12
Local In-Service Courses of Higher Education…….…….	G.14-G.15
Arrangements for Spouses to Join a Public Servant Attending Course Outside the Country……	G.13-G.19
Local In-Service Courses of up to Twelve Months in Duration ..…..	G.20
In-formal Training…….……	G.21-G.25
Review Courses ……	G.26

INDEX TO SECTION G

	Standing Order No.
C	
Categorisation of Courses ……	G.6
Conditions ……...	G.14
Correspondence and Part-time Courses ……...	G.21
Course Fees ……...	G.23
F	
Forms of Training ……..	G.3
G	
General ……	G.12
General Policy Regarding Training …….	G.1
L	
Leave Without Pay ……	G.16
M	
Main Forms of Regular Courses …….	G.4
Maintenance Allowance ……	G.19

Standing Order No.

N

Notification of Tanzania Diplomatic Mission …….. G.17
On the Job Training ……... G.20

P

Passages …… G.18
Privileges ……. G.13

R

Repetition of Examination …… G.5
Repetition of Examinations …….. G.24

S

Sponsorship Arrangement …… G.7

T

Terms and Conditions ……... G.22
Terms and Conditions ……... G.25
The Terms Governing the Provision of Medical Treatment for Public Servants Attending Courses Outside the Country …… G.11
Training Allowance Arrangements Outside the Country ……. G.9
Training Policy of Public Service ……. G.2
Transport, Travelling and Subsistence Allowance ……... G.8

V

Vacation …….. G.10

W

Where Financial Assistance is not Granted …….. G.15

SECTION G

TRAINING

INTRODUCTION

G.1 General Policy Regarding Training:

(1) It is the Government policy that Tanzania should be self sufficient in trained and skilled human resources to manage its economy.

(2) Whenever possible, training shall take place locally. Where local institutions have inadequate training facilities or where local facilities are non-existent, efforts should be made to secure and utilize training opportunities and scholarships that may be made available by friendly countries and International Organizations.

(3) Scholarship and training outside the country should be geared to transfer specialized knowledge, skills and leadership qualities required for the nation. Such training shall be planned in collaboration with Permanent Secretary (Establishments).

(4) Systematic approach should be employed by public institutions to build human capital capable of delivering services to the expectation of the citizens. Such approach should take cognisance of growing public private partnership and long term training and development plans of the organisations.

(5) All scholarships for training outside the country shall only be open to citizens of the United Republic. The Nation's programme for higher and middle level training facilities shall be expanded and given due emphasis in producing qualified people to manage various sectors in the country.

(6) It is the Government's policy to have polytechnic type of training institutions in the country. Institutions which are engaged in the training and development of personnel shall match their training programmes to Tanzania's needs for human resource.

(7) All organisations are required to draw up specific in-service training programmes based on their identified training needs. Every organization shall make sufficient financial provision for training purposes in the annual budget.

(8) Every employer is responsible for planning and conducting induction and orientation programs which will provide newly appointed employees with knowledge, basic concepts and legislations pertaining to public

service and work management to enable new employees adopt to the new job requirements.

(9) Every public servant serving in a supervisory capacity has a duty to assist in training and developing junior public servants and every public servant shall endeavour to train himself on the job while performing his duties.

(10) Where a public servant is admitted to attend a local in-service course of more than twelve months in duration, any course fees e.g. tuition, subsistence allowance and related charges shall be met by sponsoring organisation or the public servant's employer.

(11) Employers shall encourage public servants to develop themselves through appropriate correspondence or part-time courses.

G.2 Training Policy of Public Service*:*

The President's Office, Public Service Management shall be responsible for developing training policy for the public service and issuing training directives from time to time.

G.3 Forms of Training:

There shall be two forms of training namely, formal and informal training:

(a) *formal training:*

Formal training may be either pre-service or in-service. Pre-service training prepares people to enter the public service. In-service training including workshops and seminars, assists public servants to improve their job performance and or prepares them for career advancement in the public service; and

(b) *informal training:*

Informal training takes the form of organised on the job training, part-time training including sandwich courses, evening classes, correspondence courses, etc.

G.4 Main forms of Regular Courses:

(1) *Post Graduate:*

Post graduate courses include Ph.D., Masters Degree and Post graduate Diploma.

(2) *Higher Education:*

Courses of at least three years in duration leading to a first University degree or equivalent qualification recognised by the government.

(3) *Ordinary Diploma:*
These are courses of at least two years in duration for post Form Six academic level leading to an ordinary diploma or other formal qualifications which are recognized by Government for purposes of salary structure and schemes of service and which are offered at Government Training Institutions or other approved training institutions of higher or technical education.

(4) *Certificate:*
These are courses undertaken by post-form four academic level leading to an award of a certificate or other formal qualifications which are recognized by government and which are offered at government training institutions or other approved Training Institutions.

(5) *Short Courses:*
Short courses are normally of short duration ranging from few weeks to six months which are intended to enhance skills and improve efficiency and effectiveness.

(6) The courses under this Standing Order may be offered to pre- service or in-service candidates either locally or outside the country.

CONTENTS OF COURSES AND ASSESSMENT OF RESULTS

G.5 Repetition of Examination:

Where a Public Servant fails an examination in whole or in part and an extension in the total duration of the course shall be involved to enable him to obtain qualification for which he is studying, he may be permitted to sit the necessary supplementary or repeat examinations and the necessary extension of time may be granted, provided the following conditions are met:

(a) repetition is permitted by the examination authorities;
(b) the institution is prepared to admit the student to any repeated term(s) or year of course;
(c) the student himself wishes to repeat the examination and/or to repeat the terms or year of course work which may be involved;
(d) there are extenuating circumstances e.g. illness of family or personal difficulties leading to failure in the first attempt;
(e) there is a strong recommendation by the institution concerned for the officer to be given another chance;
(f) funds are available to allow repetition without any more deserving candidates being debarred; and
(g) the total increase in the duration of the course will not exceed one academic year unless there was a long period of sickness of six months or more in which case a total increase of up to two academic years can be considered in deserving cases.

TERMS AND CONDITIONS GOVERNING TRAINING OF PUBLIC SERVANTS

G.6 Categorisation of Courses:

In-service courses are categorised as follows:

(a) local in-service course of higher education;
(b) in-service course of higher education outside the country;
(c) local in-service courses other than courses of higher education of more than twelve months in duration;
(d) in-service courses outside the country other than courses of higher education of more than twelve months in duration;
(e) local in-service courses of up to twelve months in duration;
(f) in-service courses outside the country of up to twelve months in duration;
(g) local in-service courses of up to six months in duration; and
(h) in-service courses outside the country of up to six months in duration.

G.7 Sponsorship arrangement:

(1) Subject to the budgetary arrangements which may be made in any given year, approved course fees may include fees and expenses related to:

(a) registration and Admission;
(b) examinations;
(c) tuition;
(d) books;
(e) stationery;
(f) special Faculty Requirements;
(g) academic Dress (if wearing of such dress is compulsory under the rules of the Institution) and other clothing;
(h) higher Education Allowance, Field Allowance, Research Allowance and Maintenance Allowance;
(i) transport and travelling;
(j) subscriptions to Students' Union and approved clubs and sporting associations/activities; and
(k) residential, including all board and Lodging fees but excluding laundry charges.

(2) Unless otherwise stated under this Section the following terms and conditions shall be applicable to any public servants attending in-service course:

(a) *sponsorship:* subject to availability of funds a public servant who is selected to attend an in-service course shall be sponsored by his employer, Parent Ministry, or by Higher Education Students' Loans Board or any other donor;

(b) *study leave:* a public servant selected to attend an in-service course shall be granted:

(i) in the case of higher education, which is in the Staff Development programme of the employer, leave with pay;

(ii) in the case of higher education which is not in the staff development Programme of the employer, leave without pay provided that he has completed two years in the service;

(iii) in the case of other courses, other than of higher education the public servant shall be given a special leave of absence with pay; and

(iv) subject to sub paragraph (i) and (ii), the public servant's normal leave entitlement for one annual leave cycle shall be regarded as having been utilized in respect of each *complete* year of absence. Where the public servant's absence from duty attending the course is less than twelve months, the special study leave shall not count in any way against his normal leave entitlement;

(c) *salary:* the public servant's salary will continue to be paid by his own Ministry throughout the officer's absence from duty to attend the course.

(d) a public servant attending an in-service course shall not be eligible for *ordinary annual increments* during the period of absence;

(e) *retention of public sector housing:* normally, a public servant attending an in-service course shall retain Public Sector Housing. However, where the public servant has failed to report to his duty station after the completion of the course, he shall be required to vacate the government quarter;

(f) *recovery of advances outstanding:* a public servant attending in-service course shall be liable for recovery of advances or advances outstanding in accordance with Financial Regulations;

(g) *the position of a public servant whose Appointment is terminated during his course:*

(i) where appointment of a public servant who is attending an in-service course financed by the Government is terminated on disciplinary grounds, the Government shall withdraw the sponsorship immediately;

(ii) the public servant whose appointment has been terminated under sub-paragraph (i) may be permitted to continue his course as a private student, at the discretion of the authorities of the institution he is attending;

(iii) where a public servant whose appointment has been terminated on disciplinary grounds, successfully appeals against his termination and he is subsequently reinstated in the Public Service, he may be re-admitted to his course under Government sponsorship;

(iv) where a public servant attending an in-service course is discontinued from his studies on disciplinary grounds, the public servant upon resuming his duties may be liable to disciplinary proceedings; and

(v) where a public servant is attending a course, under the terms of this Standing Order with the assistance of a scholarship awarded by a donor, the intention would be that the **later** and spirit of sub-paragraph (i) to (iv) shall apply: subject to the terms of any agreement in force between the donor and this Government and/or the public servant and subject to any other relevant factors. Where any such case arises, the full facts shall be reported to the Permanent Secretary (Establishments) immediately, as a matter of urgency;

(i) *the public servant attending in service course* shall not be retrenched from service, and if circumstances necessitates his retrenchment, his sponsorship shall continue;

(j) *bonding:* a public servant selected to attend an in–service course of more than twelve months, on self-sponsored or sponsored by Government or any donor, shall be subjected to fulfil the following conditions:

(a) shall report back to the substantive duty station or employer upon completion of studies;
(b) shall not be allowed to terminate his employment while on study leave or immediately after study;
(c) shall upon the consent of the Permanent Secretary (Establishments) be advised or allowed to seek alternative

employment on national interests if the qualification acquired is not useful to the employer; and

(d) shall be required to save the Government for a period not less than three years before leaving to another employer.

G.8 Transport, Travelling and Subsistence Allowance:

(1) The public servant may be provided by the employer with normal transport and travelling expenses between his duty station and the port of departure or arrival in Tanzania on leaving for and returning from the course. The public servant may also be paid subsistence allowance, under Section L, for each night necessarily spent on the journey from his duty station to the port of departure and on the journey back to his station from the port of arrival at the end of the course. Subsistence Allowance may also be paid for any nights during which the public servant was unavoidably detained while on transit between his station and the port of departure or arrival.

(2) The following arrangements shall apply to a public servant attending a local in-service course of more than twelve months in duration away from his duty station:

(a) the public servant shall be provided by his own employer with transport and travelling privileges between his duty station and the Training Institution at the beginning and end of each term; and

(b) the public servant may be paid by his employer or donor ordinary subsistence allowance under Section L for each night necessarily spent on the journey from his duty station and the venue of the course and back to his station. Subsistence allowance may also be paid for any night during which the public servant is unavoidably detained while on transit between his duty station and the course venue.

G.9 Training Allowance outside the Country:

(1) The forms of in-service allowances shall be as follows:

(a) *Outfit Allowance*: the provisions of Standing Order L.20 shall apply.

(b) *Maintenance Allowance for Public servants on Scholarships outside the country provided by Donors:*

(i) donors provide either accommodation or cash in *lieu* thereof together with a cash allowance to enable the public servant pay for his essential personal requirements (e.g. fares for daily journeys between his lodgings and the institution, laundry and dry-cleaning charges, compulsory

deposits, such as caution money, contributions to State Security or health insurance schemes, subscriptions charges, for normal student social recreational and sporting activities, the purchase on a modest scale of personal stationery newspapers and other recreational reading material, personal toilet and cleaning articles); and

(ii) where a public servant is attending a long course on a full funded scholarship provided by a donor, no maintenance allowance shall be payable from Tanzania Government funds.

(c) *Maintenance Allowance for Public servants on Courses Outside the country Financed by the Tanzania Government:* a monthly maintenance allowance shall be payable from Tanzania Government funds to enable the public servant to pay for accommodation, including essential services such as heating, electricity, gas, water etc. plus his essential personal requirements of the kinds mentioned in paragraph (b) above. The allowance shall be paid to the public servant at the institution outside the country by the sponsoring organisation. Where a public servant is provided with accommodation by the Institution he is attending either in full or in part and the cost of this is covered in the fees paid by the sponsoring organisation, then the maintenance allowance payable to the public servant shall be reduced to take account of the element the public servant is receiving free. In making any such reductions the full rate of maintenance allowance shall be regarded as made up of three components:

(i)	accommodation and all related service charges (e.g. water, electricity, gas etc)	50%
(ii)	meals	30%
(iii)	essential personal requirements	20%

(2) The rates of allowance shall be issued from time to time by the Permanent Secretary (Establishments).

(3) The employer may top-up course expenses where partial sponsorship is granted to a public servant by the independent donor or where a full sponsorship granted to a public servant is not sufficient to cover the cost of living.

G.10 Vacation:

(1) *Leave before departure on a long course outside the country and immediately after return from a long course:*

(a) where a public servant wishes to visit his home before leaving Tanzania to attend a course and/or on his return, he may utilize his normal leave entitlement;

(b) a public servant who has no leave due to him may be granted not more than 14 days extra leave before his departure and the same amount of leave immediately after his course which shall be deducted from his normal leave entitlement;

(2) *Vacation during training:*

(a) subject to the availability of the necessary funds, a public servant attending a course outside the country of not less than three academic years in duration, on whom satisfactory reports have been received from the Institution he is attending, may be granted economy class air passage at Government expense to enable him to spend one vacation during his course at his home in Tanzania;

(b) this privilege shall not be granted until the public servant has successfully completed at least one third of the scheduled length of the course and the holiday must be taken in such a way that the public servant has at least one complete academic year of his course remaining to be completed after his vacation at home. The cost of passages transport and travelling and subsistence allowance for the journeys to and from his home may be met by the sponsoring organisation;

(c) where funds available are inadequate to provide this privilege to all public servants who qualify, preference shall be given to public servants on the longest courses;

(d) a public servant whose spouse is permitted to join him/her at the place of study, at Government expense, as provided for in Standing Order G.13 shall not be eligible for the privilege described above;

(e) a public servant on a course outside the country who wishes to travel to Tanzania or to some other country or countries for a holiday at his own expense, during a vacation in his course, may be permitted to do so at any stage of his course, provided that he obtains prior clearance from the relevant authorities of the institution he is attending and of the Tanzania Diplomatic Mission accredited to the country in which he is studying. The public servant shall also notify the local association of Tanzania students of his travel plans, as an additional precaution in case anything should go amiss.

(3) *A Public Servant on Vacation may report to his employer:* A public servant who is attending a course of higher education may during his vacation be required to report to his employer for work provided that he is not required by his Training Institution to participate in any study programme during any vacation.

G.11 The Terms Governing the Provision of Medical Treatment for Public Servants Attending Courses Outside the Country:

The terms of Standing Orders K.6 and K.8 govern the provision of medical treatment for public servants attending courses outside the country and the reimbursement to a public servant of the cost of necessary medical treatment met by the public servant in the first instance in certain circumstances. In order to minimize the cost of medical treatment, which may have to be met by the Government, a public servant attending a course outside the country shall take the following action, as soon as possible after arriving at the training institution outside the country which he is attending:

(a) the public servant shall find out from the relevant authorities of the Institution to what extent, if any, he will be entitled to medical treatment privileges under:

(i) any National or State Health Service or Student Health Service provided by the Authorities of the country in which the public servant is studying, either on a general or reciprocal basis;

(ii) any special arrangements (e.g. a medical insurance scheme) made and paid for by the donor or by the Institution which the public servant is attending;

(b) where the authorities of the Institution confirm that the public servant shall be covered under sub-paragraph (a) (i) or (ii), then the only further action which the public servant will need to take shall be to comply with any instructions which the Institution may give to him regarding eligibility for medical privileges (e.g. the completion and submission of any necessary registration or other documents);

(c) where the Institution informs the public servant that he will not be entitled to medical treatment privileges, under sub-paragraphs (a) (i) or (ii) above the public servant shall seek the help of the relevant authorities of the Institution he is attending or of the student's union or similar body in arranging an appropriate medical insurance policy for himself. The public servant should pay for the cost of such a policy from his own pocket in the first instances and may then claim

reimbursement from the sponsoring organisation, attaching the relevant receipts (original or photocopies) to his claim.

ARRANGEMENTS FOR A SPOUSE TO JOIN A PUBLIC SERVANT ATTENDING COURSE OUTSIDE THE COUNTRY

G.12 General:

Married Public Servants Attending Courses Outside the Country of not Less Than Two Academic Years' Duration: Government assistance may be granted to assist a public servant's spouse to join the public servant at the place of study for part of the course, subject to discretion of the Chief Executive Officer of the sponsoring organisation. This privilege shall apply regardless of whether the course is financed by the Government or with the assistance of a scholarship provided by a donor. The purposes of the privileges are:

(a) to reduce the danger of matrimonial disruption liable to be caused by prolonged separation;
(b) to assist a public servant on a long course, by the presence of the spouse maintain a settled way of life, conducive to study; and
(c) to broaden the background of public servant's spouse so that on return to the United Republic of Tanzania the spouse plays a fuller and more rewarding part in the life of the service and of the country as a whole.

G.13 Privileges:

Where permission has been granted for the spouse to join the public servant, the following terms shall apply:

(a) the following expenses shall be payable by the organization concerned *unless stated particulars are covered by the donor:*
   (i) visa expenses;
   (ii) return air passage at economy rates;
   (iii) an outfit allowance; and
   (iv) a special additional maintenance allowance of 50% of the rate laid down for the country concerned;

(b) the maintenance allowance shall only be payable for a period of two months only and if the public servant wishes to retain the spouse for longer period the public servant shall have to meet the full cost involved from his resources;

(c) in order that the maximum benefit should be derived for the stay of the spouse with the public servant it is preferable that it should take place in the middle or later stage of the course, but not earlier than the quarter of the scheduled length of the course;

(d) where assistance is authorized, a public servant shall not be eligible for Government assistance to spend a vacation in Tanzania or in another country;

(e) where funds are inadequate to provide assistance for all the public servant's spouses who might qualify for the privileges set out above, preference shall be given to the spouses of public servants on the longest courses.

G.14 Conditions:

The privileges set out in Standing Order G.13 may be granted by the Chief Executive Officer of the sponsoring organisation *if he is* fully satisfied that the following conditions have been met:

(a) the public servant's spouse wishes to join the public servant and the public servant has no objection;

(b) the spouse's health, character, temperament and adaptability are such that the spouse is likely to be able to settle down satisfactorily outside the country;

(c) proper arrangements have been made for the care of the public servant's children and any other dependants during the spouse's absence;

(d) suitable accommodation shall be available for the spouse at the public servant's place of study;

(e) the public servant has made satisfactory start to his course;

(f) the relevant votes of the sponsoring organisation shall be adequate to meet the costs involved; and

(g) upon production of a marriage certificate, issued by a competent civil or religious authority.

G.15 Where Financial Assistance is not granted:

A public servant who is not granted or does not seek Government assistance under the terms of Standing Orders G.12 to G.13 wishes to arrange for spouse and/or children to join him/her at the place of study outside the country at the public servant's own expense, must seek permission from the Chief Executive Officer of the sponsoring organization before making any such arrangements. Such permission shall only be granted where the Chief Executive Officer is satisfied in terms of Standing Order G.14 that it would be appropriate for the public servant's spouse and/or children to join the public servant and is satisfied that the public servant's financial resources including any

outside assistance which have been granted to the public servant or the spouse, shall be adequate for the public servant to meet all the expenses involved without getting into difficulties.

G.16 Leave without Pay:

A public servant wishing to join a spouse who is attending a course of study outside the country of not less than two years duration may be granted special leave of absence without pay under the terms of Standing Order H.18.

G.17 Notification of Tanzania Diplomatic Mission:

(1) Whenever a public servant departs to attend a course outside the country it shall be the responsibility of the employer to send full details of the public servant and the course he is to attend to the Tanzania Diplomatic Mission accredited to the country concerned, if any, as soon as possible after the public servant's departure. The following information shall be included:

(a) name of the public servant's organisation;
(b) full names of the public servant.
(c) age;
(d) sex;
(e) marital status;
(f) title of the public servant's post;
(g) name, full address, telephone, e-mail address, fax or telex number of the public servant's employer;
(h) full names and full address of the public servant's next-of-kin in Tanzania and telephone number if any and his or her relationship to the public servant;
(i) title, level and field of study of the course the public servant is to attend;
(j) date on which the course is due to start and its expected date of completion;
(k) full name and address of the institution conducting the course;
(l) the public servant's residential address at the course if known; and
(m) full name and address of the organization(s) which shall be meeting the costs of the course and which shall be responsible for paying maintenance allowance to the public servant.

(2) When a public servant returns from a course outside the country, the employer should notify the Tanzania Diplomatic Mission, if any, accredited to the country concerned of the public servant's return, as soon as possible after his arrival back in Tanzania. This shall enable the Tanzania Diplomatic Mission concerned to delete the public servant's name from their register of Tanzanian students.

(3) Copies of letters sent to Tanzania Diplomatic Missions under the terms of paragraphs (1) and (2), shall be sent to the Permanent Secretary responsible for foreign affairs.

G.18 Passages:

(1) Where a scholarship provided by a donor exclude the cost of international travel the expenses shall be met by the Government.

(2) Where no privileges in respect of excess baggage are provided by a donor, the cost of either freight charges on one cubic metre of baggage sent by sea or the cost of 40 kgs excess baggage by air to and from the country in which the course is being held may be met from public funds. The amount payable by Government for excess air baggage shall be limited to the cost of 40 kgs taken as accompanied baggage or sent at air freight rates as unaccompanied baggage whichever is the cheaper. The cost payable in the case of baggage sent by sea shall include charges for packing, supply of cases and delivery to the docks including rail and storage charges, dock and agency fees and freight charges but not insurance charges or customs dues. Claims must be fully supported by receipted accounts. The costs of passages and excess baggage, as above, shall be met by the sponsoring organization.

LOCAL IN-SERVICE COURSES OF UP TO TWELVE MONTHS IN DURATION

G.19 Maintenance Allowance:

(1) Where a public servant is attending an in-service course of up to twelve months in duration which provides accommodation only or bed and breakfast, the public servant shall be paid by his employer a special subsistence allowance at **40%** of the relevant rate of ordinary subsistence allowance applicable to him under Section L.

(2) Where a public servant is attending an in-service course of up to twelve months in duration for whom no Hostel accommodation is available, the public servant shall be paid **60%** of the ordinary subsistence allowance at the rate applicable to him under Section L. Payment shall be debited to the Training Vote of the public servant's organisation.

(3) Where a public servant is attending an in-service course of up to twelve months at his work station, he shall be entitled to **10%** of the ordinary subsistence allowance applicable to him as a maintenance allowance.

INFORMAL TRAINING

G.20 On the Job Training:

This type of Training shall be planned, organised and carried out by relevant organisations. As the training takes place in the normal work situation, a public servant undergoing on-the- job training shall be treated as other public servants in all respects.

G.21 Correspondence and Part-time Courses:

Correspondence and part-time courses shall include distance learning, online courses and other related courses.

G.22 Terms and Conditions:

Subject to the availability of funds, the terms and conditions set out below shall apply to a public servant undertaking correspondence or part-time courses:

(a) the course shall be conducted by an Institution approved by Government;

(b) the programme shall be approved by the Chief Executive Officer of the organisation concerned;

(c) the public servant should possess pre-requisite qualifications for the course.

G.23 Course Fees:

Subject to Standing Order G.7, the relevant organisation shall pay to the Institution the full cost of the correspondence and part time course including the cost of books and stationeries.

G.24 Repetition of Examinations:

The provisions of Standing Order G.5 shall apply.

REVIEW COURSES

G.25 Terms and Conditions:

A public servant aspiring to sit for examination conducted by certain professional Boards e.g. National Board of Accountancy and Auditors (NBAA), National Board of Materials Management (NBMM) is normally required to attend review courses. In order to assist a public servant to comply with the Boards requirements and at the same time minimize costs on the part of the Government, the following special arrangement shall apply:

(a) the review courses are conducted by approved and recognised Training Institutions;

(b) a public servant shall be granted special leave of absence with pay to enable him to attend and complete the course;

(c) where the public servant is attending the course away from his duty station he shall be paid transport and travelling privileges and subsistence allowance;

(d) a public servant who has attended a long course and failed the final examination both initially and after the grace period offered by the Board may be permitted to attend a review course at his own expense;

(e) in all other cases a public servant may be permitted to attend a review course and sit for an examination at the organisation's expenses once for each part of the examination; and

(f) where a public servant attends a short course which has conditions to assess transfer of knowledge including specific exercises and tests, a public servant shall ensure that he attends the course in full and fulfils all the conditions specified. The employer shall make follow-ups and a public servant shall be required to produce evidence of attendance and completion of the course.

SECTION H

LEAVE

SECTION H

LEAVE

CONTENTS

	Standing Order No.
Leave Terms ……..	H.1-H.4
Transport Entitlement on Leave……..	H.5-H.10
General……	H.11-H.20

LIST OF APPENDICES

	Standing Order Referred to	*Appendix No.*
Application for Leave……..…	H.4	*H/I*

INDEX TO SECTION H

	Standing Order No.
A	
Address on Leave ……..	H.15
Alternative Rights of Public Servants Stationed/Domiciled in Regions which are Inaccessible by Surface or Transport ……..	H.6
Application ……..	H.2
Application for Extension of Leave …….	H.16
F	
Forms of Leave ……..	H.3
G	
Grant of Transport Entitlement ……	H.5
L	
Leave Entitlement ……..	H.1
Leave of Part-Time Employees ……...	H.10
Leave Without Pay ……	H.19
Leave-Earning Rates, Method of Computation and Grant of Leave..	H.9
M	
Maternity Leave…….	H.12
Medical ……	H.11
Method of computation and Grant of Leave ……..	H.4

Standing Order No.

P

Paternity Leave …….. H.13
Public Holidays …….. H.18

R

Responsibility for Returning from Leave in Time …….. H.17

S

Sabbatical Leave for Public Servants ……. H.20
Special Leave of Absence …… H.14

T

Transport Assistance on Leave Pending Retirement …….. H.8
Transport Entitlement on Leave Pending Completion of Contract or Termination of Appointment ……. H.7

SECTION H

LEAVE TERMS

H.1 Leave Entitlement:

(1) Leave should be respected as a right and when not granted by the employer, the employee shall be paid a salary in lieu thereof. In circumstances where a public servant has already taken part of his annual leave, the amount payable in lieu of leave shall be calculated in proportion to the number of days due.

(2) Leave shall be earned and calculated at an annual rate of twenty eight days for all categories of public servants except, for those public servants serving on contract terms whose leave shall be earned and calculated as stipulated in their contracts.

(3) Under normal circumstances, no public servant may be granted leave before completing 8 months of service from the date of first appointment.

H.2 Application:

Leave terms shall apply to all categories of public servants mentioned in D-2(1).

H.3 Forms of Leave:

Apart from the forms of leave granted on medical grounds which are dealt with in Section K and the Special forms of leave described in Standing Orders H.12, H.13, H.18 and H.19, public servants of the categories defined in Standing Order D.2(1) shall be entitled for only one form of leave as set out in Standing Order H.4.

H.4 Method of Computation and Grant of leave:

(1) There shall be an annual leave cycle commencing from the date of first appointment in respect of public servants.

(2) When a public servant proceeds on leave, he may be granted all the leave due for the year i.e. 28 days, irrespective of the period of service, since the commencement of the annual leave cycle except in the circumstances described under paragraph (4).

(3) Subject to the approval of Chief Executive Officer, a public servant may be granted leave of absence to attend to urgent private matters and such leave shall be deducted from his leave entitlement.

(4) All leave periods shall include all working days Saturdays, Sundays, Public Holidays and travelling time will be leave-earning except in circumstances in which a public servant is on leave pending retirement, resignation or termination of appointment or is on leave without pay. Sick and convalescent leave and maternity leave with pay shall be leave-earning.

(5) *Application for leave:* Public servants are required to make written applications for leave on the form set out in Appendix H/I. Such application may be approved by the Chief Executive Officer concerned or by an authorized representative.

(6) There shall be no objection to public servants taking their leave on piece-meal, provided that they take their full leave entitlement during the annual leave cycle. However, a public servant may be permitted to accumulate leave on grounds of exigencies of service over a two year period, but under no circumstances shall any accumulation beyond the two year period be allowed. The accumulated leave may either have to be taken or be paid in lieu thereof. It shall be in order for public servant to commence his leave in one cycle and for the leave to expire in the following leave circle.

(7) Where a public servant who is entitled for leave is not returning for further service owing to resignation, retirement and termination of appointment otherwise than by dismissal, he shall be granted:

(a) proportionate leave as at the date of ceasation of duty calculated at his annual leave-earning rate in respect of the complete months of his last leave-earning cycle, plus

(b) proportionate leave for the odd days, if any of this leave- earning service is in the last leave cycle, based on the proportion of the number of odd days bears to the leave-earning rate.

(8) Where a public servant has already availed himself of his full annual leave in respect of the last leave cycle of his service, and where, in terms of sub-paragraphs (a) and (b) of paragraph (7) he is entitled only a proportion of that annual leave, he shall be required to refund to the Government the salary for the period involved. In calculating proportionate leave, half a day or more shall count as one day and less than half a day shall be disregarded.

(9) Public servants employed on teaching duties shall be required to take their annual leave during school holidays.

TRANSPORT ENTITLEMENT ON LEAVE

H.5 Grant of Transport Entitlement:

(1) The following arrangements for the grant of transport entitlement shall apply:

(a) the grant of transport entitlement shall be related to two-year leave cycle from the date of first appointment;

(b) every public servant shall be granted, once during the two years leave cycle, free transport in the form of a cash grant calculated on the basis of the prevailing fare rate by available surface or water transport for himself, spouse and up to four children under 18 years of age or dependants who are wholly dependent upon that public servant;

(c) where a public servant who is entitled to the travel paid for by the Government once in the two-year period travels to his home on leave in his car, he shall be granted in lieu of the cash grant, motor kilometre allowance at the appropriate rate as set out in Section L.;

(d) the cash grant entitlement may be granted to a public servant either to travel to his home or to any other named destination, provided that in the latter case, the cash grant shall be limited to what it would have cost the Government had he travelled to his place of domicile;

(e) the cash grant entitlement may be utilized during any year of the two-year leave cycle. The conditions to be satisfied for the grant of this entitlement are that, the public servant must travel to his home or to any other named destination as approved by his Chief Executive Officer and that he must take all the leave due to him at the time;

(f) the entitlement shall not be withheld where an officer is prevented from taking his full leave entitlement owing to the exigencies of the service; and

(g) incidental expenses are covered in Standing Order J.25.

(2) In addition to the entitlements set out in sub-paragraph (a) of paragraph (1), a public servant stationed in a region which in the opinion of the Accounting Officer is inaccessible by surface or water transport, will be entitled for the specific concession detailed in Standing Order H.6 when he travels under the arrangement described in paragraph (1). A public servant proceeding on leave to a region which is accessible by

surface or water transport from other region or from a place other than one found inaccessible, shall not be granted this specific concession.

H.6 Alternative Rights of Public Servants Stationed/Domiciled in Regions which are Inaccessible by Surface or Transport:

In addition to the entitlements set out in Standing Order H.5, a public servant stationed or domiciled in a region which in the opinion of the Accounting Officer is inaccessible by surface or water transport shall be entitled to the following privileges not more than once in each two-year cycle, for the public servant, spouse and up to four children or dependants when travelling on leave to, from or via Dar es Salaam:

(a) public servants stationed in a region which is inaccessible by surface or water transport:

(i) a public servant who is entitled to first-class rail travel entitlement but excluding public servants on temporary terms, shall be entitled, once in each two-year leave cycle, for return air fares from his station to the nearest airport in his region, for the public servant, spouse and up to four children or dependents, provided that he actually travels by air. As an alternative to being granted return air fares, the public servant may be granted a cash grant to cover railway for bus fares to any other destination in Tanzania, provided that the cost to Government is limited to the cost of return railway or bus fares;

(ii) a public servant who is entitled to second or third class rail travel entitlements but excluding public servants on temporary or daily-paid terms will be entitled, once in each two year leave cycle, for return road fares from his station in the region for the public servant, spouse and up to four children or dependants. In the absence of road service at the time when the public servant utilizes this entitlement, he may be granted return air fares on the same basis as is applicable to a public servant covered by sub-paragraph (i) above, provided he actually travels by air;

(b) a public servant who is entitled to the additional entitlement set out in paragraph (a) shall be entitled once in each two year cycle for return air fares between the nearest airport to his home provided that he actually travels by air or to the cash grant for rail, bus or fares, on the same basis described in paragraph (a);

(c) conditions:

(i) the special travel entitlements set out in paragraphs (a) and (b) are in addition to the cash grant to which the public servants are entitled in each two year cycle under the provisions of Standing Order H.5. The public servants must, however, avail

themselves of the special travel entitlements on the same occasion as they utilize the cash grant in the two year leave cycle;

(ii) for avoidance of doubt, the additional travel entitlements described in paragraph (a) and (b) shall only be granted if the public servant in fact travel to the place which is inaccessible by surface or ship. Public servants may not choose to claim the cost of these air fares towards an air journey to any other destination. In cases, therefore, where public servants choose to travel to a destination other than their place of domicile, the cost of such journey should not exceed the expenditure which would have been incurred had the public servants travelled to their place of domicile by the usual road or ship services.

H.7 Transport Entitlement on Leave Pending Completion of Contract or Termination of Appointment:

A public servant proceeding to his home when travelling in the above circumstances shall be granted one way free travel entitlement described under Standing Order J.(2).

H.8 Transport Assistance on Leave Pending Retirement:

A public servant who retires from the service shall be entitled for the free travel entitlement described under Standing Order H.5(1).

H.9 Leave-earning rates, Method of Computation and Grant of Leave:

The leave-earning rates for temporary employees, and the rules governing the method of computation and the grant of leave shall be the same as those applicable to public servants on permanent terms as set out in Standing Orders H.1 to H.4.

H.10 Leave of Part-Time Employees:

Employees appointed on part time duties shall be entitled for the grant leave at the rate of fourteen days, provided that:

(a) they are required to work for not less than half the normal working hours;
(b) their salaries are fixed at a monthly rate for a fixed number of hours on each working day; and
(c) their employment is on a continuous basis, i.e. they are required to work on all working days.

H.11 Medical:

Sick leave, convalescent leave, extensions of leave on medical grounds, illness during leave, are dealt with in Section K.

H.12 Maternity Leave:

(1) Paid maternity leave shall be granted to female public servants other than those serving on temporary or daily terms. For the avoidance of doubt, it is emphasized that under no circumstances shall maternity leave be considered as sick leave.

(2) A female public servant shall be granted a paid maternity leave of 84 days once in three years from the date she completed her last maternity leave. Maternity leave shall not be carried forward and shall be exclusive of her annual leave for the calendar year in which maternity leave is taken.

(3) In case of a female public servant who gives birth to more than one child at the same pregnancy, shall be entitled to 14 days extra for that paid maternity leave.

(4) A female public servant may commence maternity leave:

(a) at any time from four weeks before the expected date of confinement;

(b) On an earlier date if a medical practitioner certifies that it is necessary for the employee's health or that of her unborn child; and

(c) A female public servant who delivers while on sick leave shall commence her maternity leave immediately from the date of delivery, provided that the application for that maternity leave shall be supported by a birth notification from the hospital in which the delivery took place.

(5) A female public servant who has availed herself of the whole or part of her maternity leave in relation to any pregnancy and the pregnancy results in mis-carriage or medically induced abortion or a child dies within twelve months of the delivery, shall be entitled to maternity leave in relation to the subsequent pregnancy. However, such female public servant shall resume her duties when she completed six weeks after mis-carriage or medically induced abortion or death of the child at the delivery time**.**

(6) A female public servant who does not qualify for paid maternity leave but whose annual leave is due by the time she is about to deliver, shall be granted a six-week leave inclusive her annual leave, provided that a

female public servant who does not qualify for maternity leave and whose annual leave is not due by the time she is about to deliver, shall be granted a six week leave paid which shall be deducted from her proceeding leave cycle.

(7) A female public servant shall, within a period not exceeding 6 months after maternity leave, be allowed to leave office two hours before the end of the office hours every day to breast-feed her child. This leave shall only be granted to a female public servant who has a breast-feeding child.

H.13 Paternity Leave

A male public servant shall be entitled to at least three days paid paternity leave if:

(a) the leave is taken within seven days of the birth of a child; and
(b) the male public servant is the father of the child

H.14 Special Leave of Absence:

(1) *Sporting Events:* Public servants of any category selected to represent their organisation as competitors or recognized team officials at National and International sporting events may be granted special paid leave necessary to participate in these events.

(2) *Attendance at Trade Union Conferences:* Public servants of any category selected to attend conferences, seminars or other activities sponsored by a Trade Union may, subject to the exigencies of the service, be granted leave of absence for such participation. Their absence shall be regarded as travelling on duty and they shall be entitled for the usual transport privileges and subsistence allowance as applicable when public servants travel on duty.

(3) *Burial of a near relative:* Public servants of any category who attend burial of a near relative may be granted fourteen days leave. Such leave shall be on full pay and shall not count against ordinary leave entitlement; it shall however, carry no entitlement to transport privileges or allowance. For the purposes of this Standing Order, near relative means father, mother, spouse and child.

H.15 Address on Leave:

Before going on leave, a public servant shall notify his leave address to the supervisor who approves his application for leave. He shall notify at once any change of address while on leave.

H.16 Application for Extension of Leave:

Except in cases of illness or other cases of emergency, applications for extension of leave which must state the ground on which the extension is

asked for, shall not be considered unless they are submitted in time for Employer to convey the decision before the date on which the public servant commence the return journey at the end of his leave.

H.17 Responsibility for Returning from Leave in Time

Public servants must return to duty on the due date and failure to do so may render him liable to disciplinary measures as may be decided after full consideration of the circumstances of the case.

H.18 Public Holidays:

The observance by Government of public holidays is governed by the Public Holidays Act, Cap.35.

H.19 Leave without Pay:

(1) It is the Government's policy not to grant leave without pay to employees. However, the Permanent Secretary (Establishments) may grant leave without pay to public servants provided that he is satisfied that it is in the public interest to do so. Such approval shall be obtained before a public servant goes on leave without pay.

(2) Leave without pay may be granted to a public servant who stands for political elections or who attends higher education, a course or training or accompanying a spouse outside the country which is not in the training programme of the employer. Where the public servant is on pensionable terms under Section 18 (b)(i) of the Public Service Retirement Benefits Act, Cap.371 shall apply. Applications for leave without pay described above shall be made through the employer who shall forward it with recommendations to the Permanent Secretary (Establishments), for approval.

H.20 Sabbatical Leave for Public Servants:

In order to broaden the experience of public servants and thus increase their potential value to the Service, public servants may be granted special leave of absence to join and work for organizations approved by the Government, or to pay visits to Institutions in the Commonwealth or elsewhere for the purpose of research, etc. This form of leave shall be with pay and shall be known as "Sabbatical Leave". It shall be granted on the following terms:

(a) a public servant may be entitled for the grant of "Sabbatical Leave" if he is confirmed in his appointment and has the necessary skills, qualifications and experience required by International Organisation;

(b) the Sabbatical Leave shall be approved by the Permanent Secretary (Establishments), except for the Chief Executive

Officers in which case the approval shall be given by the Chief Secretary;

(c) applications for Sabbatical Leave shall be submitted to the Permanent Secretary (Establishments) through the employer who shall forward with recommendations indicating clearly the benefits expected therefrom;

(d) the travel expenses of a public servant granted "Sabbatical Leave" in order to work for International Organization may be met by the country/organization concerned. The travel expenses for "Sabbatical Leave" granted in order to enable a public servant to pay visits to institutions in a Commonwealth country or elsewhere may be met by the country/institution concerned, a donor or by the Government. No subsistence allowance shall be payable from Government funds;

(e) "sabbatical leave" shall be limited to twelve months and shall be granted once in every five-year period.

APPENDIX H/I
(Made under Standing Order H.4)

THE UNITED REPUBLIC OF TANZANIA
STANDING ORDERS FOR THE PUBLIC SERVICE, 2009

APPLICATION FOR LEAVE

Vote Code									**Sub-Vote**								
Check Number									Personnel File Number (or TSD, force No)								

SECTION A: LEAVE REQUEST (*to be completed by the employee)*

A1) Personal Details

b. Full Name:……
……
……

c. Designation:……
……. (iii) Station:……
……..

(iv) Division/Department:…….. (v) Date of First Appointment: ……/……/20…….

A2) Contact Details Whilst on Leave

(vi) Phone Number:…… (vii) Email Address:……

(viii) Contact Address:……

A3) Leave Request

(ix)	Start Date of Leave	……./……../……..	(x) Last Day of Leave	……./……/……
(xi)	Total Number of Working Days requested:		…… Days	

Signature:…….. Date: ……/……/20……

SECTION B: LEAVE REVIEW *(to be completed by Head of Department/Section/Unit)*

B1) Review of Leave Records

(i)	Dates of last leave taken:	……../……/……. To ……../……/……. to
(ii)	Number of days taken:	…….. Days
(iii)	Leave outstanding in the current leave period:	…….. Days
(iv)	Leave outstanding from previous leave period:	…….. Days

B2) Recommendation for Leave (Tick box as applicable)

☐ I recommend the above leave as requested.

☐ I recommend the above leave with following changes:……

☐ I do not recommend the above leave be granted for the following reasons……..
……

Name:…… Signature……..
Designation…….. Date……../……/20……..

SECTION C: APPROVAL DECISION *(To be completed by the authorizing officer):*

(i) I approve/deny the above leave request. (ii) If denied give reasons below……
……
……..

(iii) Name…… (iv) Signature……
(v) Designation…….. (vi) Date……../……/20…….

SECTION I

EXAMINATIONS

SECTION I

EXAMINATIONS

CONTENTS

	Standing Order
Examinations – General	I.1-I.5
Exemption ……..	I.6

INDEX TO SECTION I

	Standing Order No.
E	
Employer to Facilitate a Public Servant to Perform Examinations …	I.4
Exemptions to Sit for Public Service Examinations …….	I.6
K	
Kiswahili Examinations …….	I.5
P	
Preparation of Syllabus …….	I.2
S	
Sitting for Examinations as per Schemes of Service and Administrative Instruments ……..	I.1
T	
Tanzania Public Service College to Conduct Examinations ……...	I.3

SECTION I

PUBLIC SERVICE EXAMINATIONS

Examinations General

I.1 Sitting for Examinations as per Schemes of Service and Administrative Instruments:
Public servants may be required to sit for examinations as provided for in their Schemes of Service and any Administrative Instruments.

I.2 Preparation of Syllabus:
The Syllabus for which public service examinations will be based shall be prepared by the Tanzania Public Service College in collaboration with authorities recognized by the Government and the Organisation responsible for the respective Scheme of Service.

I.3 Tanzania Public Service College to Conduct Examinations:
All examinations shall be conducted by the Tanzania Public Service College in collaboration with the organization responsible for the respective Scheme of Service.

I.4 Employer to Facilitate a Public Servant to Perform Examinations:
It is the responsibility of each employer to facilitate a public servant in his organisation to perform the required examinations.

I.5 Kiswahili Examinations:
(1) Subject to Standing Order C.1(3) which recognizes that Kiswahili is one of the languages in all official correspondences in the Public Service, public servants who are employed in permanent terms may be required by their employer to sit for Kiswahili examination whenever need arises.

(2) Kiswahili Examination under paragraph (1) shall be conducted by the Tanzania Public Service College in collaboration with the employers Concerned.

(3) The Permanent Secretary (Establishment) may exempt any public servant either temporarily or permanently from any requirement of this Standing Order.

Exemption

I.6 Exemptions to Sit for Public Service Examinations:
The Permanent Secretary (Establishments) may exempt any public servant either temporarily or permanently from any requirement of this section.

SECTION J

TRANSPORT AND TRAVELLING

SECTION J

TRANSPORT AND TRAVELLING

CONTENTS

	Standing Order No.
Transport and Travelling……..	J.1 -J.5
Transport for Families …….	J.6-J.7
Transport of Personal Effects …….	J.8 -J.11
Transport of Public Servant's Vehicles……	J.12 – J.14
Transport on Annual Leave, Convalescent Leave or for Medical Treatment ……	J.15
Air Transport on Duty …….	J.16 – J.18
Transport in Certain Special Circumstances …….	J.19-J.20
Government Motor Transport …….	J.21 -J.22
Transport -Miscellaneous Provisions…….	J.23 -J.26

LIST OF APPENDICES

Subject	*Standing Order referred* to	*Appendix* No.
Scales of local transport and travelling Privileges ……	J.3, J.8, J.9, J.11, J.21, J.30	J/I
List of public servants who are eligible to Travel first class by air when travelling on duty……	J.16	J/II

INDEX TO SECTION J

	Standing Order No.
A	
Additional Luggage on Transfer ……..	J.10
B	
Balance of Personal Effects …….	J.11
Bookings of Air Passages ……	J.18
C	
Circumstances in which Transport is Granted by the Government ...	J.2
Circumstances in which Transport is Granted to Family …….	J.6
Class of Air Passage …….	J.17

Standing Order No.

D

Domestic Servant's Tickets …….. J.24
Driving of Government Vehicles …….. J.22

E

Entitlement to Carriage of Luggage …… J.8

F

Free Transport for Motor Vehicles …….. J.12

I

Incidental Expenses on Journeys ……... J.25
Insurance of Baggage and Liability for Loss or Damage …… J.26
Introduction ……. J.1

J

Journeys Over a Route Covered by Public Transport Service …….. J.13

L

Luggage and Passenger Tickets ……. J.23

M

Mode of Travel ……... J.5

N

Necessity to Travel by Air ……. J.16

P

Private use of Government Motor Transport ……. J.21
Public Servants Detained at Headquarters ……..…… J.9

S

Scale of Transport Entitlements …….. J.3

T

The Hire of Motor Transport and Use of Government Transport by Public Servants Drawing Kilometre Allowance for their Own Motor Vehicles …….. J.14
Transfer of a Public Servant Solely at own Request ……. J.4
Transport for Widow or Widower and Children ……. J.7
Transport on Annual Leave, Convalescent Leave or for Medical Treatment ……. J.15
Transport on Termination ……. J.20
Travel in Connection with Examinations …… J.19

SECTION J

TRANSPORT AND TRAVELLING

J.1 Introduction:

For the purposes of this section, transport and travelling means transport and travelling within and outside the country.

J.2 Circumstances in which Transport is Granted by the Government:

(1) Subject to the provisions of this Section and of other relevant Sections, a public servant shall be granted transport when travelling locally:

(a) on first appointment;
(b) on duty;
(c) on transfer;
(d) on leave;
(e) on termination of appointment, (see Standing Order J.20);
(f) to obtain necessary medical treatment; and
(g) to attend seminars, conferences, in-service training courses; approved by employer.

(2) Transport costs on transfer of a public servant shall be met by old station before his departure to a new station.

(3) Notwithstanding the provision of paragraph (2), Subsistence Allowance shall be paid by a new station as provided for in Section L.

J.3 Scale of Transport Entitlements:

Appendix J/I set out the scale of transport entitlements for all public servants.

J.4 Transfer of a Public Servant Solely at Own Request:

(1) A public servant who is transferred solely at his own request, to suit his own convenience, shall be eligible for the grant of transport entitlements, under the following circumstances:

(a) where the public servant transferred has been working in one station continuously for five years or more;

(b) where the public servant is transferred in preparation for retirement and he has been working away from his region for a continuous period of ten years or more; and

(c) where the public servant is transferred to join his spouse.

(2) Notwithstanding the terms of paragraph (1), the Accounting Officer, may, in his discretion, grant transport entitlements to a public servant whose transfer has been arranged at his own request, provided that such transfer would not result in unnecessary expenditure to Government as in a situation where the vacancy would have otherwise been filled by the appointment or transfer of another public servant from elsewhere.

J.5 Mode of Travel:

Internal travel may be by the services of convenient means of transport as may be available and appropriate. Where more than one transport system operate between two places, the most convenient service may be used, save that the Accounting Officer concerned may, in his discretion, authorize travel by a more convenient service than the cheapest if the difference in the cost to Government is negligible.

TRANSPORT FOR FAMILIES

J.6 Circumstances in Which Transport is Granted to Family:

(1) Subject to the provisions of this Section, a public servant may be granted transport for the spouse and children if they accompany or precede or follow him on:

(i) first appointment;
(ii) transfer; or
(iii) termination of appointment;

(2) Local transport privileges in respect of the spouse and children or dependants of a public servant shall also be granted to the extent shown in this Section and in connection with:

(a) convalescent leaves, medical treatment;
(b) annual leave;
(c) the death of the public servant;
(d) in case of a public servant's serious illness requiring treatment elsewhere other than his station on the recommendation of the recognized medical practitioner;
(e) where a public servant is attending course outside his duty station; and
(f) repatriation.

(3) The class of accommodation for families shall be the same as that to which the public servant is entitled, but no expense shall be met by Government in respect of additional luggage.

J.7 Transport for Widow or Widower and Children:

In the event of a married public servant dying in the country or outside the country, the widow or widower and children shall, if they were resident with the deceased public servant, be granted convenient transport to their home if this is within the United Republic or from outside the country. They may take luggage including personal effects of the deceased on the scale to which the deceased public servant would have been entitled on termination of appointment.

TRANSPORT OF PERSONAL EFFECTS

J.8 Entitlement to Carriage of Luggage:

(1) Appendix J/I contain particulars regarding the authorized amount of personal effects which may be carried at Government expense within Tanzania in addition to the amounts allowed by the authorised transport.

(2) When a public servant has to travel by recognized motor transport service and the amount of luggage allowed free on the passenger ticket is less than the amount which the public servant would be allowed on a railway ticket, he may be allowed the cost of the transport of this difference, as accompanied luggage, in addition to his entitlement under Appendix J/I.

(3) In addition to the luggage allowed free on passenger tickets, or under the terms of paragraph (2), a public servant may take with him up to 1,000 kg. of his luggage entitlement under Appendix J/I as accompanied luggage. The remainder of his entitlement, if any, must be sent as goods in the cheapest possible recognized manner, provided that in a case where owing to the absence of a direct rail or road service, trans-shipment of luggage en route is involved, the public servant may be allowed to make private arrangements for the carriage of his luggage on the understanding that the reimbursement to him towards the cost thereof would not exceed the full cost of transporting his luggage for his luggage entitlement whichever is less by the most direct railway service.

(4) When a public servant travels by ship between two within Tanzania ports the calculations of his entitlement is complicated by the fact that the shipping companies base their charges on cubic measurement (i.e. shipping tons) and not on weight. Some motor transport services also employ the same methods of calculating charges. The following rules shall therefore apply in such circumstances:

(a) the public servant may be allowed the actual cubic footage to which his luggage amounts, providing that the weight of his luggage is within his entitlement under Appendix J/I.

(b) where the weight cannot be ascertained and there is doubt as to whether the luggage was within his entitlement by weight, his entitlement may be calculated on the basis of regarding 100 cubic feet (i.e. two and a half shipping tons) as equivalent to 1,000 kg. by weight and pro rata.

J.9 Public Servants Detained at Headquarters:

When a public servant returns from leave en route to his duty station and is detained at the organisational Headquarters, that detention shall not be regarded as transfer for the purpose of this Section.

J.10 Additional luggage on Transfer:

A public servant who is called upon to incur expenditure when proceeding on transfer owing to the amount of luggage carried being in excess of the amount allowed under Appendix J/1, may submit the bill or claim to the Accounting Officer who may authorize its acceptance as a charge against public funds if he considers that the items in respect of which the charges have been raised are such as a public servant may reasonably require for his comfort. The claim or bill should be attached to the relevant voucher and should include full details of the luggage carried, with its weight. The decision as to the amount up to which such claims should be met rests with the Accounting Officer.

J.11 Balance of Personal Effects:

(1) A public servant travelling at Government expense, who, owing to circumstances outside his control, is unable to take with him his full allowance of luggage shall be refunded the cost of transporting the balance of such luggage provided that such effects are dispatched within two months of the date of commencement of the public servant's journey.

(2) Application for a refund of transport charges in such cases should be submitted to the Accounting Officer.

TRANSPORT OF PUBLIC SERVANT'S VEHICLES

J.12 Free Transport for Motor Vehicles:

(1) Where a public servant is transferred from one station to another he shall be granted transport for his vehicle. Such transport shall take the form of free carriage by rail or ship over any portion of the route covered by such services plus kilometre allowance in respect of any portion of the journey not so covered. At the discretion of the Accounting Officer however, a public servant may be permitted to travel in his vehicle by road over the whole journey from his old to his new station, in which case full kilometre allowance for the whole distance shall be payable.

(2) In making their decisions in this respect, Accounting Officers should balance the value and importance to Government of any time which would be saved by permitting the public servant to travel by road against any additional cost to Government which shall be involved taking into account any savings on railway or ship fares, etc. which would be effected in respect of the public servant and any member of his family, his domestic employee or baggage accompanying him in his vehicle.

(3) *Insurance for water/surface transport:* A public servant transporting his motor vehicle by water or surface in circumstances in which the freight charges are met in full by Government may claim from the Accounting Officer a refund of the cost incurred in respect of marine insurance on the vehicle. The refund shall be limited to the premium payable on the amount for which the vehicle is insured on land.

J.13 Journeys over a Route Covered by Public Transport Service

(1) Where a public servant is going on tour over a route, part or all of which is covered by public transport services, the question as whether or not he should:

(a) perform the journey in his own vehicle;
(b) *rail, ship,* his vehicle and travel by public transport services for the journey; or
(c) travel by public transport service without his vehicle and arrange for Government or hired transport for such duty travelling as he may have to do away from the route of such services;

shall be decided by the Accounting Officer or authorized public servant in the light of the circumstances of each case.

(2) Factors which should guide decisions in various circumstances are as follows:

(a) where a public servant performs the whole journey in his own vehicle:
  (i) comparative time gained by such travel, in cases of urgency, or when senior public servants are concerned;
  (ii) amount of duty running necessary off the public transport services routes;
  (iii) whether alternative government transport would be available, should the journey be made by public transport services, for journeys off the route of such services; or the cost of hire of transport for such journeys where no government transport is available;
  (iv) comparative cost, in the light of the above considerations.

(b) where a public servant travels by public transport services and rails, ships and his vehicle over part of the route:

(i) saving in cost, if any, as compared with sub-paragraph (a) above, having regard to the existence of roads and the condition thereof;
(ii) amount of duty running necessary in the vehicle off the public transport services route;
(iii) whether alternative government transport would be available for journeys off the public transport services route; or the cost of hire of transport for such journeys where no government transport is available;
(iv) time factor, especially in regard to senior public servants on tour.

(c) *where a public servant travels by public transport service and uses government or hired transport at destination:*
(i) cost as compared with sub-paragraph (a) and (b);
(ii) time taken in travel as compared with sub-paragraph (a) and (b).

(3) Authority of Accounting Officers or other authorised public servants shall be obtained in the case of all such journeys where the method of travel described under sub-paragraph (a) and (b) in paragraph (2) is adopted.

(4) In this Standing Order the term "Senior Public Servant" is intended to mean a public servant who holds superlative substantive posts.

J.14 The Hire of Motor Transport and Use of Government Transport by Public Servants Drawing Kilometre Allowance for their Own Motor Vehicles:

(1) A public servant who is in receipt of Kilometre allowance in respect of a vehicle shall, subject to the terms of Standing Order L.31, be required to perform all his local travelling on duty in his own vehicle;

(2) Subject to paragraph (1), such a public servant may not use a Government owned or hired vehicle for journeys on duty in addition to or instead of his own vehicle without the specific authority of the Head of his Division;

(3) The authority may not be given unless it would be impossible for the public servant to perform the journey self-contained in his own vehicle;

(4) In the circumstances mentioned above the public servant shall be requested to use a Government-owned or hired vehicle instead of his own. In that case, no kilometre allowance shall be payable in respect of the public servant's vehicle and he shall only be authorised to use his own vehicle in addition, that is, to draw kilometre allowance therefore

where there are specific reasons making the use of two vehicles necessary. The principal of one vehicle one safari should be adhered to.

(5) When a public servant who is authorised to receive kilometre allowance for duty journeys uses a hired or a borrowed motor vehicle for duty journey in circumstances in which he is unable to use his own vehicle, he may be paid, subject to the specific approval of his Accounting Officer, kilometre allowance for entire kilometre covered on such duty journeys.

TRANSPORT ON ANNUAL LEAVE, CONVALESCENT LEAVE OR FOR MEDICAL TREATMENT

J.15 Transport on Annual Leave, Convalescent Leave or for Medical Treatment:

Transport assistance for travel on annual leave, convalescent leave or for medical treatment to a public servant shall be granted in accordance with the provisions of Section H and K.

AIR TRANSPORT ON DUTY

J.16 Necessity to Travel by Air:

(1) Where economy can be effected by the use of air travel or where the saving of time is important, a public servant may be required by his Chief Executive Officer to travel on duty by air.

(2) A public servant travelling by air on duty without the directions of his Chief Executive Officer does so at his own risk and also renders himself liable to refund the difference in cost to Government between his air fare and what it would have cost the Government for his surface travel.

(3) Public servants travelling by air on duty should confine their personal luggage within the free allowance on tickets granted by the airway companies, and charges for excess luggage may be met by Government only if necessitated by the carriage of bulky official documents, instruments. When such charges are incurred, the public servant should submit a claim to the Accounting Officer for reimbursement.

J.17 Class of Air Passage:

(1) Public servants at the level of Principal and above and those who are acting to superlative substantive posts shall be entitled to travel internationally in business class by Air when travelling on duty.

(2) All public servants other than those mentioned under paragraph (1) shall be eligible to travel in the economy class.

J.18 Bookings of Air Passages:
All reservations for air passages shall be made in accordance with the Government Procurement procedures.

TRANSPORT IN CERTAIN SPECIAL CIRCUMSTANCES

J.19 Travel in Connection with Examinations:
Public servants who have to travel in order to sit for a service examination shall be granted transport and travelling privileges on the scale laid for public servants travelling on duty.

J.20 Transport on Termination:
(1) Any public servant on whatever terms he may be serving shall be granted such transport benefits to his place of domicile on termination of employment.

(2) Upon termination by death the public servant's spouse and children shall be entitled to carry luggage on the same scale to which the public servant would have been entitled.

(3) Notwithstanding paragraph (2), on termination of employment of a public servant, his domestic servant shall be entitled to a twenty five percent (25%) of the scale of the public servants entitlement on carriage of luggage.

GOVERNMENT MOTOR TRANSPORT

J.21 Private use of Government Motor Transport:
The use by public servants of Government motor vehicles for private purposes is prohibited. A public servant who contravenes the provisions of this Standing Order shall be liable to severe disciplinary action.

J.22 Driving of Government Vehicles:
(1) All Government drivers must at all times hold current driving licenses. Except under the conditions stated below, no one other than a paid Government driver will drive a Government vehicle. The exceptions allowed are:

(a) in an emergency, due to the sudden illness of the driver;
(b) in the absence of the driver, when the use of the vehicle is urgently required;
(c) when, in the opinion of the public servant in immediate charge of the vehicle, it is necessary or justified by special circumstances; and

(d) where the public servant is holding a superlative substantive post and has obtained permission to drive a government motor vehicle from the Permanent Secretary to the Treasury.

(2) In all cases, the public servant in whose immediate charge the vehicle is, may drive it himself or authorize a person other than the paid driver to drive it, provided that no person shall drive a vehicle unless he is in possession of a valid driving licence.

(3) Public servants in charge of Government transport are responsible for enforcing this Standing Order and for ensuring that their drivers know what to do in case of an accident and to whom to report.

TRANSPORT - MISCELLANEOUS PROVISIONS

J.23 Luggage and Passenger Tickets:

Government may meet the cost of luggage and passenger tickets of a public servant by a cash grant calculated on the basis of prevailing rates when a public servant is travelling with luggage other than luggage allowed free by the carrier. In the case of heavy luggage being carried separately as in the case of luggage being railed by a goods train, the cash grant should be provided some days before the public servant's own journey if it is desired that the luggage should have reached the public servant's destination by the time of his own arrival.

J.24 Domestic Servant's Tickets:

(1) Tickets for domestic servants as prescribed in Appendix J/I shall be granted only when they accompany, proceed or follow the public servant or the public servant's spouse and children.

(2) Public servants who are travelling by authorized transport services shall be granted free transport for domestic servants up to the number approved; and

(3) Public servants travelling on duty by motor cycle over a route, on which there is a recognized motor service, may be granted even though they are drawing allowance for the journey, free transport for domestic servant by such motor service.

J.25 Incidental Expenses on Journeys:

(1) Where it is necessary for a public servant to incur expenditure when travelling in any circumstances at Government expense, inclusive of journeys on leave or transfer, in transporting effects between residence and departure or arrival station railway station or airport or bus station or harbour and upon arrival at his destination between railway station or

airport or bus station or port or harbour and urban centre, he may be refunded his actual expenditure.

(2) The refund referred to under paragraph (1) may be made in respect of each stage of the journey, including intermediate points e.g. between a lake port or bus station and a railway station, but no refunds shall be made unless it can be clearly shown that stopping at such intermediate points was essential, that the expenditure was necessarily incurred and that the rates and total amount paid were reasonable.

J.26 Insurance of Baggage and Liability for Loss or Damage:
Public Servants are responsible for insuring their own baggage and no liability for loss or damage, whether incurred in transit or in storage, shall be accepted by Government.

APPENDIX J/I
(Made under Standing Orders J.3, J.8, J.10, J.25)

THE UNITED REPUBLIC OF TANZANIA
STANDING ORDERS FOR THE PUBLIC SERVICE, 2009

SCALE OF LOCAL TRANSPORT AND TRAVELLING PRIVILEGES

Cate-gory	Posts	CLASS OF ACCOMMODATION			AMOUNT OF LUGGAGE			DOMESTIC SERVANT'S TICKET	
		Railways	Road Services	Lake or Coastal Steamers	First appointment, transfer, termination of appointment, retirement	Duty convalescent leave	Travelling on leave at Government expense (excluding leave pending retirement, termination or appointment)	First appointment, transfer, termination of appointment, annual leave, safari	Duty (not entailing convalescent leave)
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)	(ix)	(x)
A	Public servants in the TGS.J – Q and above	Reserved 1st class berth compartment	Upper Class	First Class	5,000 kg	100 kg	100 kg	2	1
B	Public servants in scales TGS.E – I	First Class	Upper Class	First Class	5,000 kg	100 kg	100 kg	2	1
C	Public servants in Scales TGS.C-D	Second Class	Upper Class	Second Class	5,000 kg	100 kg	100 kg	1	-
D	Public servant's in Scales TGS.A-B	Third Class	Lower Class	Deck	3,000 kg	50 kg	50 kg	-	-

1. The privileges set out in this Appendix shall be granted only when a public servant travels in circumstances in which he is eligible for free transport.

2. The accommodation prescribed is subject to availability and no claim shall be entertained for the difference in cost when a public servant can only be supplied with accommodation inferior to that for which he is eligible.

3. Where it is necessary for a temporary employee to travel on duty or in other circumstances authorized by Standing Orders, he shall be regarded as eligible for the same scale or privileges as that which would apply to a public servant serving in the same post and same salary on permanent terms.

SECTION K

MEDICAL ENTITLEMENTS

SECTION K

MEDICAL ENTITLEMENTS

CONTENTS

	Standing Order No.
Medical Entitlements…….	K.1-K.9
Medical Boards …….…….	K.10
Sick Leave and Convalescent Leave ……..……..	K.11-K.14
Transport on Convalescent Leave or For Treatment ……	K.15-K.17
General …….	K.18

LIST OF APPENDICES

Subject	*Standing Order Referred to*	*Appendix No.*
Transport for medical treatment……..…	K.24	K/I
Subsistence allowance for journeys on treatment…….....	K.25	K/II
Request for medical examination……..……	K.26	K/III

INDEX TO SECTION K

	Standing Order No.
A	
Attendance of Public Servants Requiring Medical Treatment ……	K.3
C	
Convalescent Leave ……..	K.12
D	
Discretion of medical Practitioner to order Public Servant into Hospital ……	K.5
E	
Entitlement of Public Servants to Medical Attention within the United Republic ……..	K.1
Extension of Leave on medical Grounds ……...	K.14
G	
Grading of Government Hospitals ……..	K.2
L	
Limitation of Sick and Convalescent Leave ……..	K.13
M	
Medical Boards ……..	K.10
Medical Treatment for Public Servants on Duty/Course outside Tanzania …….	K.6
Medical Treatment for Public Servants Referred for Treatment outside Tanzania ……	K.7
P	
Procedure for Recovery of Maintenance Charges ……...	K.9
R	
Reasonable Precautions to be taken …….	K.18
Reimbursement of Medical Expenses ……	K.8
S	
Sick Leave ……..	K.11
Subsistence Allowance for Journeys on Treatment …….	K.17
T	
Transport for Treatment ……	K.16
Transport on Convalescent Leave ……..	K.15
Treatment of Public Servant's Spouses, Children or Dependants …	K.4

SECTION K

MEDICAL ENTITLEMENTS

K.1 Entitlement of Public Servants to Medical Attention within the United Republic:

(1) All public servants serving in whatever terms are entitled to medical and surgical attention covered by National Health Insurance Fund, National Social Security Fund and any other health insurance scheme recognized by the Government, provided that such medical attention is available in Tanzania and has been prescribed by a recognized medical practitioner.

(2) In case where any medical attention is not covered by the National Health Insurance Fund, National Social Security Fund or other health insurance schemes, the employer shall pay for the medical or surgical attention to the public servant, spouse children and dependants who are recognized under the National Health Insurance Fund.

K.2 Grading of Government Hospitals:

(1) A public servant, spouse, children and dependants shall be attended by approved and accredited hospitals, health centres, dispensaries or clinics under the out-patient or inpatient services according to the public servants grades set out by appropriate authority. In case of confinement, the public servant shall be entitled to one hundred and twenty confinement days in a year for a public servant, spouse, children and dependants. The in-patient fee shall be as set out in regulation 13(3) of the National Health Insurance Regulations.

(2) The public servant may attend medical services for treatment in hospital of higher grade than his normal entitlement. However, a public servant who is required to be admitted to hospital as an in-patient may, if he so wishes, be admitted to hospital of a higher grade than his normal entitlement on payment of the appropriate fees by himself.

K.3 Attendance of Public Servants Requiring Medical Treatment:

(1) A public servant requiring medical treatment whether from a Government medical practitioner or a private medical practitioner, shall submit a medical report to the employer after receiving medical treatment.

(2) Where a public servant, spouse, child or dependant requires treatment which are not covered by medical facilities and services Health Insurance Fund, National Social Security Fund or any other Government scheme in any hospital, health centre, dispensary or clinic, the medical practitioner in charge of the hospital shall allocate an alternative hospital, health centre, dispensary or clinic to that public servant. In that

circumstance, the public servant, spouse child or dependant shall enjoy the service of the grade of normal entitlement as shown in Appendix K/I and the Government shall incur all costs arising from such medical attention.

(3) Public servants who prefer to be treated by private practitioners who are not accredited by Health Insurance Fund, when accredited facilities are available, shall do so at their own expense.

K.4 Treatment of Public Servant's Spouses, Children or Dependants:
Medical attendance by any accredited health service provider or any Government health facility is granted to the spouse and four children or dependants of a public servant on terms and conditions as those applying to the public servant.

K.5 Discretion of Medical Practitioner to order Public Servant into Hospital:
A medical practitioner, if he considers necessary for the treatment, regarding the health condition of a public servant, have absolute discretion to order a public servant into hospital. In the event of the refusal of a public servant when so ordered, the matter shall be reported to his Chief Executive Officer who shall take such measures as may be appropriate to the circumstances.

K.6 Medical Treatment for Public Servants on Duty/Course outside Tanzania:
(1) Public servants and their families shall be entitled, while on duty or training course outside the country, to the same benefits as ordinary residents of that country in regard to medical and dental attention under the terms of any national health service that may be available in that country e.g. National Health Service in U.K. Enquiries with regard to the availability of such service may be made with the Chief Medical Officer, Ministry of Health, Dar es Salaam or Tanzania Mission in the overseas country concerned.

(2) Subject to the provisions of paragraph (1), a public servant on duty or course outside Tanzania, shall have the cost of medical treatment reimbursed subject to the provisions of Standing Orders K.8-K.9 under the following conditions:

(a) that in support of the claims for reimbursement, the public servant shall forward a medical report by the medical practitioner consulted by him;

(b) that the claim for reimbursement shall be scrutinized by the Chief Medical Officer who shall decide whether it was necessary for the public servant to seek such treatment; and

(c) that the public servant would have been eligible for such treatment in Tanzania in terms of Standing Order K.1.

K.7 Medical Treatment for Public Servants Referred for Treatment Outside Tanzania:

(1) A public servant may be referred for medical treatment not available in Tanzania to a recognized hospital outside the country. Any travelling involved shall be regarded as travelling on duty.

(2) The Ministry responsible for health shall incur costs relating to diagnosis and treatment.

(3) A public servant may, on his own cost, opt for medical and dental treatment outside the country, provided that the Government approval is sought and obtained.

K.8 Reimbursement of Medical Expenses:

(1) In Tanzania medicines or minor medical appliances prescribed by a medical practitioner for the treatment of a public servant are certified by the medical officer in charge of a District or Region or Referral Hospital or accredited health provider as being out of stock and cannot be supplied, the public servant may purchase such medicines or appliances from a Chemist Shop and thereafter make a claim supported by relevant receipts and other documents to the Accounting Officer for reimbursement.

(2) Where the public servant who undergoes medical treatment outside Tanzania with approval of his Chief Executive Officer, pays for medical treatment from his own pocket, such expenses shall be reimbursed by the Permanent Secretary, Ministry of Health or by the Chief Executive Officer of the respective public servant upon submission of paid invoices in original.

K.9 Procedure for Recovery of Maintenance Charges

The employer of a public servant shall be responsible for the payment of maintenance charges in respect of spouse, children and dependants, and the procedure described in paragraph 2 of K.8 shall apply to the extent that it is applicable in such cases.

MEDICAL BOARDS

K.10 Medical Boards:

(1) The Chief Medical Officer shall be responsible for convening Medical Board on a public servant at the request of the employer.

(2) A public servant who wishes to have a medical board convened on him shall be required to submit his request to the Chief Medical Officer through his employer.

(3) The functions of the employer under this Standing Order shall be exercised by the senior public servant of the relevant organisation and the functions of the Chief Medical Officer in a Region shall be exercised by the public servant who has been designated by the Chief Medical Officer.

(4) When convening the Medical Board, the Chief Medical Officer shall, at the same time, inform the public servant's employer who shall be responsible for instructing the public servant to be ready to attend when required.

(5) The findings of the Board should, however, be communicated to the public servant concerned who may wish to make appropriate representations.

SICK LEAVE AND CONVALESCENT LEAVE

K.11 Sick Leave

(1) The approved absence of a public servant from duty on account of illness is regarded as a sick leave. Absence from duty on account of illness must be reported by the public servant concerned to his Chief Executive Officer and be supported by a Medical report from approved Medical Practitioner.

(2) A sick sheet in the form as set out in Appendix K.III for purposes of treatment must be obtained.

K.12 Convalescent Leave

(1) Any period of absence from duty granted on the recommendation of the Medical Practitioner for recuperative purposes, immediately following any sick leave, is regarded as convalescent leave.

(2) Subject to the recommendation of the Medical practitioner and to the terms of Standing Orders K.13 and K.14, a public servant may be permitted to spend any convalescent leave granted to him anywhere in Tanzania. In all cases the Medical Officer must state to what place and area it is advised that the public servant should spend such convalescent leave, giving the reasons thereof.

(3) Convalescent leave to be spent within the United Republic may be granted by the Chief Executive Officer on the recommendation of a

medical practitioner, provided that such approval shall be copied to the Permanent Secretary (Establishments).

K.13 Limitation of Sick and Convalescent leave:

(1) A public servant shall not be granted overseas sick or convalescent leave at government expense.

(2) All public servants excluding those who are serving on temporary terms shall be permitted local sick or convalescent leave not exceeding six months on full pay and six months on half pay in any "sick period". Where a need arises for leave in excess of these periods consideration shall be given to the termination of a public servant's appointment on medical grounds.

(3) A "sick period" as provided for in paragraph (2) is the period the length of which is three years from date of first appointment, new "sick period" commencing hereafter. In a case, however, where a public servant's sick leave extends from one "sick period" to another, his fresh "sick period" shall commence on his return to duty on completion of such sick leave.

(4) A temporary employee may be granted leave on grounds of sickness not exceeding one month on full pay and one month on half pay in anyone year of service, counting such service from the date of engagement. Any leave granted on grounds of sickness in excess of these amounts will be unpaid.

(5) The above limitation may not be exceeded without the specific authority of the Permanent Secretary (Establishments). Full details of all periods of sick and convalescent leave granted must be maintained by relevant organisation in order to ensure that these limitations are not exceeded without authority.

K.14 Extension of Leave on Medical Grounds:

(1) If a public servant falls ill so as to require medical attention during his leave and is unable to resume duty on expiry of such leave he shall report to his Chief Executive Officer and at the same time forward a certificate from his medical attendant stating the nature of illness and, if possible, its probable duration. The Chief Executive Officer may then grant additional leave which shall be sick leave to the public servant to the extent and on the terms as may be recommended by the Chief Medical Officer. Unless this Standing Order is observed, a public servant shall not be entitled to any extension of leave on the grounds of ill-health.

(2) Additional sick leave granted under the provisions of paragraph (1) shall be subject to the overall limitations laid down in Standing Order K.13.

(3) No extension of leave on medical grounds shall be granted to a public servant who has proceeded on leave pending retirement or termination of service.

TRANSPORT ON CONVALESCENT LEAVE OR FOR TREATMENT

K.15 Transport on Convalescent Leave:

A public servant who has been granted convalescent leave to be spent away from his station shall be granted free transport for himself, spouse and up to four children or dependents to and from the destination recommended by the Medical Practitioner.

K.16 Transport for Treatment:

(1) A public servant, spouse, child or dependant shall be granted transport when it is necessary for them to leave their station for treatment elsewhere in Tanzania. If the patient is too young or too ill to travel alone, the authority may be extended to cover the journey of one parent or other adult escort.

(2) Employer shall grant transport for a public servant who is required to leave his station to appear before a medical board or to undergo a medical examination directly connected with his employment.

(3) Subject to examination the Medical Practitioner shall specify the mode of transport for the public servant to proceed for treatment.

(4) The certificate shown at Appendix K/I shall be completed by the Medical Officer who authorises transport for public servant and their families requiring medical treatment. When a public servant, his spouse or his child or dependant requires treatment which is not available at the nearby centre, he shall be referred to a place with such facility. In this case, the officer in charge of the nearest centre attended by such public servant, spouse, child or dependant shall issue to the patient a certificate shown at Appendix K/I. Public servants and their families who are not entitled to treatment at Grade I hospital shall, if they are referred to a Treatment Centre by a Government Medical Officer, be issued with a certificate on the form shown at Appendix K/I.

(5) These certificates shall be used to support the issue of travel ticket or kilometre allowance claims. Kilometre allowance for a journey over a route served by public transport services shall be payable only if the certificate shows that the patient was prevented by illness from using them; otherwise the public servant shall be eligible to receive only the equivalent cost to Government fare by public transport.

(6) When the age or illness of a patient necessitates an escort accompanying him, the patient's organisation shall bear the cost of the escort's transport except when the escort is provided by the Ministry of Health. If there is a single charge for the transport of both patient and escort (e.g. in the case of an air charge or kilometre allowance claim), however, it shall be met by the patient's organisation.

(7) Transport shall not be granted for public servants and their families who attend hospital for prophylactic vaccinations and inoculations.

(8) Except as provided in paragraph (6), the cost of all journeys performed by patients and their escorts shall be debited to the Transport and Travelling item of the public servant’s organisation. Any claims for reimbursement of expenses in connection with such journeys shall be submitted together with the appropriate certificate from the Medical Officer or Dental Surgeon for approval through the normal organisational channels to the Accounting Officer or to such public servant as deputed by the Accounting Officer to authorize the payment of such claims.

K.17 Subsistence Allowance for Journeys on Treatment:

(1) A public servant referred by a medical practitioner for treatment outside his working station may receive appropriate subsistence allowance for the period of his absence under the circumstances described in Standing Order L.2.

(2) A public servant shall also be entitled to receive appropriate subsistence allowance in respect of journeys made by the spouse or family on medical grounds.

(3) Where a public servant refuses in-patient accommodation in a hospital when available, he shall not be eligible for any subsistence allowance.

GENERAL

K.18 Reasonable Precautions to be taken:

Public servants shall take all reasonable precautions in accordance with modern medical practice for the proper protection of their health. If a public servant contracts a disease attributable to his own negligence, he shall be subject to disciplinary action.

APPENDIX K/I
(Made under Standing Order K.16)

THE UNITED REPUBLIC OF TANZANIA
STANDING ORDERS OF THE PUBLIC SERVICE, 2009

TRANSPORT FOR MEDICAL TREATMENT
(To be attached to Transport Allowance claim)

1. I certify that I have advised Mr/Mrs/Miss …….. of …….(Organisation)……. (Station) to attend…… Hospital on or about……. …… (date).

2. The medical condition of this patient does/does not prevent him/her from using public transport service.

OR

The medical condition of this patient necessitates/does not necessitate travel by car/air.

3. An escort is/is not necessary.

Station…… ……
Date…… Signature of Medical Officer

NOTE: This certificate is to support the issues of a claim for transport allowance when it is necessary for a public servant or member of his family to travel from his station to a Government Hospital.

APPENDIX K/II
(Made under Standing Order K.17)

THE UNITED REPUBLIC OF TANZANIA
STANDING ORDERS FOR THE PUBLIC SERVICE, 2009

SUBSISTENCE ALLOWANCE FOR
JOURNEYS ON TREATMENT
(To be attached to the claim)

I certify that it was necessary for Mr/Mrs/Miss…….
of (organisation..... (Station) to attend this Hospital from…… to …… (date)

……..... ……...
Hospital Signature of Officer in Charge

Date……

NOTE: This certificate is to support a claim for Subsistence allowance in respect of a public servant who was required to leave his/her station to attend this Hospital.

APPENDIX K/III
(Made under Standing Order K.11)

THE UNITED REPUBLIC OF TANZANIA
STANDING ORDERS OF THE PUBLIC SERVICE, 2009

SICK SHEET FORM
(To be filled in by patient's Office/Division and filed when completed)

1. To: The Medical Officer in Charge of ……... Hospital/Rural Health Centre/Clinic/Dispensary[2]*. Mr./Mrs./Miss……. Designation……... requires treatment. He/She is entitled to Grade ……..... treatment in terms of Standing Order K.2.

Date……. Year ……..
Time……. Signature of Officer …….
Station…….. Office/Division/Ministry…….

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2. To: The Officer-in-Charge of ……. Office/Division/Ministry.
I certify that Mr./Mrs./Miss…….…… is under treatment and is able/unable* to follow his/her occupation. He/She is admitted to Hospital/treated in Quarters/to attend for …… treatment*.

Date……. Year…… Time…….
Signature of Medical Officer in Charge …….. Hospital/Rural health/Clinic/Centre/ Dispensary.

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3. I certify that Mr./Mrs./Miss…….. has now sufficiently recovered to resume his/her occupation.

Date …… Year…….. Time……..

……
Signature of Medical Officer in Charge

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4. I certify that Mr./Mrs./Miss is granted …….. days excuse duty/…….. days light duty.

……
Signature of Medical Officer in Charge
Hospital/Rural Health Centre/Dispensary/Clinic

[2] Delete whichever is inapplicable

RECORD OF ATTENDANCES AND VISITS

Date	Time	Remarks	Signature of Medical Officer or Visitor

INSTRUCTIONS

(a) The sick sheet is to be used in all departments by all Government employees.
(b) A supply will be kept in all departments. Officers in medical charge may also keep a supply of sick sheets for use in case of direct applications for treatment, in which case the sick sheet will be sent by the patient to the Head of Division in the Ministry/Independent Department/Region/Local Government Authority for signature.
(c) The sick sheet form is valid for three months.
(d) The sick sheet will be signed by the medical officer in charge of the patient and, if so desired, by anyone detailed for that purpose except when admitted to hospital.

SECTION L

ALLOWANCES

SECTION L

ALLOWANCES

CONTENTS

	Standing Order No.
Allowances ……	L.1
Subsistence Allowance ……	L.2–L.4
Subsistence Allowance for Journeys within Tanzania on Transfer or While Proceeding or Returning from Outside the Country ……..	L.5 -L.8
Subsistence Allowance on Departure from or arrival to Tanzania…	L.9-L.12
Disturbance Allowance……	L.13
Entertainment Allowance……..	L.14
Acting Allowance……	L.15-L.18
Special Duty Allowances for Medical Staff……..	L.19
Outfit Allowance…….	L.20
Overtime and Extra Duty Allowance……..……	L.21 -L.27
Kilometre Allowance, Classification of Motor Vehicles and Rates of Allowance ……..	L.28 -L.33
Sitting Allowance ……..	L.34-L.35
Housing Allowance……	L.36 -L.38
Police Force and Prisons Service Allowance.....	L.39
General …….	L 40 – L 44

LIST OF APPENDICES

Subject	*Standing Order Referred to*	*Appendix No.*
Classification of motor vehicles.....	L.42	L/I
Authority for granting allowances……	L.43	L/II
Claim for kilometer allowance……	L.44	L/III

INDEX TO SECTION L

	Standing Order No.
A	
Application for Housing Allowance …..……..	L.36
Authority for Granting Allowance …….	L.27
C	
Categories of Allowances ……	L.1
Circumstances under which Extra Duty Allowance is Payable ……..	L.24
Circumstances under which overtime may be paid …….	L.22
Classification of Motor Vehicles and Rates of Allowances …….	L.26
Conditions under which Housing Allowance may be paid ……..	L.35
Conditions under Which Sitting Allowance may be paid …….	L.32
D	
Discretion of the Chief Secretary ……	L.16
Disturbance Allowance on Transfer ……	L.13
E	
Entitlements for Subsistence Allowance ……	L.2
G	
General ……	L.14
General Considerations ……	L.21
Government not Responsible for Loss or Damage ……..	L.31
H	
Hotel Accommodation ……...	L.3
Housing Allowance ……	L.34
I	
Incidental Allowance when Travelling on Duty outside Tanzania …..	L.11
J	
Journeys for Sitting for a Public Service Examination considered as on Duty ……	L.39
Journeys for Vaccination and Inoculation considered as on Duty ….	L.38
K	
Kilometre Allowance to be Reckoned from Place of Work ……..……	L.30
L	
Log Book and Kilometre Allowance Claims ……..	L.28
N	
No Acting Allowance if in Receipt of not Less than the Minimum or Fixed Salary Attached to the Acting Post ……..	L.17

Standing Order No.

P

Payment of Arrears of Allowances in Certain Cases ……... L.42
Payment of Claims …… L.29
Payment of Outfit Allowance …… L.20
Payments in Respect of a Public Servants Spouse Children ……. L.7
Periods for which Acting Allowance is paid ……... L.18
Police Force and Prisons, Fire and Rescue Services Allowances … L.37
Posts Carrying Acting Allowance …… L.15
Public Servants Travelling for Medical Examination …… L.4

R

Rate of Extra Duty Allowance …….. L.25
Rate of Sitting Allowance ……. L.33
Rates of Overtime Allowance and Method of Computation …… L.23

S

Special Duty Allowances …….. L.19
Subsistence Allowance if Admitted to Hospital while on Duty …… L.40
Subsistence Allowance Imprest …….. L.12
Subsistence Allowance on Arrival on First Appointment ……. L.6
Subsistence Allowance on Departure from or Arrival to Tanzania … L.9
Subsistence Allowance on Transfer from one Station to another within Tanzania …….. L.5
Subsistence Allowance Payable to a Public Servant Transferred at his own Request …… L.8
Subsistence Allowance when Travelling on duty outside Tanzania . L.10

T

Temporary Transfer or Detached Duty – Position Regarding Housing Privileges and Subsistence Allowance …….. L.41

SECTION L

ALLOWANCES

L.1 Categories of Allowances:

Allowances at prescribed rates are paid to all public servants irrespective of their terms of service, in certain circumstances. The main categories of allowances dealt with in this Section are as follows:

(a) subsistence allowance;
(b) disturbance allowance;
(c) entertainment allowance;
(d) acting allowance;
(e) special duty allowance;
(f) outfit allowance;
(i) overtime and extra duty allowance
(g) kilometre Allowance
(h) sitting allowance;
(i) housing allowance;
(j) uniform allowance;
(n) police Force and Prisons, Fire and Rescue Services Allowance
(o) luggage allowance; - Section J
(p) maintenance allowance; - Section G
(q) training allowances; and – Section G

SUBSISTENCE ALLOWANCE

L.2 Entitlements for Subsistence Allowance:

(1) A public servant shall be entitled to receive subsistence allowance in respect of every night for which he is away from his duty station at rates to be determined from time to time by the Permanent Secretary (Establishments).

(2) A public servant travelling on duty who does not spend a night away from his duty station but who is absent therefrom for six hours or more in anyone day shall be entitled for 50% per diem of that station.

(3) A public servant who travels on duty for more than six hours shall be entitled 50% of subsistence allowance as transit allowance which shall be determined from time to time by Permanent Secretary (Establishments).

(4) *O*ther expenses related to transportation between home or hotel on arrival or departure station, shall be reimbursed in addition to the subsistence allowance.

L.3 Hotel Accommodation:

A public servant who, while travelling on duty away from the duty station, stays overnight at a bonafide hostel or club, where his hotel expenses for boarding and lodging exceed the rate of subsistence allowance payable under Standing Order L.2 may be reimbursed, on production of receipted accounts. In addition, he may be reimbursed an amount equal to 20% of the appropriate subsistence allowance for the number of days stayed in order to cover such incidental elements of expenditure as laundry, tips, internal transport at place of duty. No payment shall be made in respect of wine, liquors, entertainment or additional meals for guests.

L.4 Public Servants Travelling for Medical Examination:

A public servant who is required to proceed to a station other than his own for treatment or examination by a medical board or a medical officer shall be regarded as travelling on duty and thus eligible to receive appropriate subsistence allowance set out in paragraph (1) of Standing Order L.2. If the public servant on arrival at the station at which he is being examined or treated stays at a hotel, hostel, club etc., the terms of Standing Order L.3 shall apply.

SUBSISTANCE ALLOWANCE FOR JOURNEYS WITHIN TANZANIA ON TRANSFER OR WHILE PROCEEDING ON RETURNING FROM OUTSIDE TANZANIA

L.5 Subsistence Allowance on transfer from one station to another within Tanzania:

(1) Subsistence Allowance shall be paid to Public Servant, spouse, children or dependants for the nights necessarily spent on the journeys to the new station.

(2) On arrival at a new station on transfer, a Public Servant shall be paid subsistence allowance for a period of 14 days for himself, spouse and children or dependants.

(3) For a Public Servant entitled to a free housing on arrival at a new station on transfer or on return from outside the country shall be paid subsistence allowance for a period of 30 days for himself, spouse and children or dependants provided that no accommodation is available and after recommendation from agency responsible for government housing.

(4) Notwithstanding the provisions of this Standing Order, children or dependants shall be paid a half of the subsistence allowance of the public servant.

L.6 Subsistence Allowance on arrival on first appointment:

A public servant on arrival on first appointment within Tanzania shall be paid subsistence allowance on the journey from his home or place of engagement to his duty station; and for the first 14 days at his duty station.

L.7 Payments in respect of a public servants spouse children:
Payments in respect of the public servant's spouse and children may only be made for:

(a) the periods described in paragraph (1) of Standing Order L.5 whether or not they accompany the public servant on the journey, provided that they were not occupying a government quarter at the public servant's old station for the period of claim;

(b) the period of fourteen nights described in paragraph (2) of Standing Order L.5 provided that they accompany the public servant on the journey;

(c) public servant when travelling to or from Tanzania while proceeding on or returning from overseas visits, whether on duty or study tour is, unavoidably detained at any port, whether within or outside the United Republic, may be paid for the period of such unavoidable detention subsistence allowance for himself and for the spouse and children where their passages are being paid for by Government, whether or not they accompany the public servant, provided that:

(i) he is accommodated in a hotel, hostel or a club;
(ii) the accommodation is not provided at the expenses of the carrying agent;
(iii) no allowance shall be paid in respect of any period of detention prior to the date on which the public servant is instructed to report at the port by the authorized Government agent; and
(iv) where the public servant was responsible for booking his own passages, these were booked as early as was reasonably possible, in such a manner as to reduce the periods of detention likely to be involved to the minimum.

L.8 Subsistence Allowance Payable to a Public Servant transferred at his own Request:

(1) A public servant who is transferred solely at his own request, to suit his own convenience, will not be eligible for the grant of any subsistence allowance, except under the following circumstances:

(a) where a public servant transferred has been working in one station continuously for 5 years or more; and

(b) when under special circumstances, the public servant is transferred in preparation for retirement and he has been working away from his region for a continuous period of 10 years or more.

(2) Notwithstanding the terms of paragraph (1), the Accounting Officer, may in his discretion, pay subsistence allowance to a public servant whose transfer has been arranged at his own request provided such transfer would not result in unnecessary expenditure to Government as in a situation where the vacancy would have otherwise been filled by the appointment or transfer of another public servant from elsewhere.

SUBSISTENCE ALLOWANCE ON DEPARTURE FROM OR ARRIVAL TO TANZANIA

L.9 Subsistence Allowance on Departure from or Arrival to Tanzania

A public servant shall be paid subsistence allowance:

(a) on departure to proceed on a course, duty, study tour for the nights necessarily spent on the journey from the public servant's station to his port of departure;

(b) for a further period not exceeding seven days before departure from his station under the circumstances described in sub-paragraph (c) and subject to the same conditions; and

(c) on arrival or return from study tour, course, duty:
   (i) for the nights necessarily spent on the journey from the port of arrival to the public servant's station, and in addition;

   (ii) for a further period, not exceeding seven nights, on arrival at his new station under the circumstances described in sub-paragraph (c)(i), and subject to the same conditions;

(d) on arrival or departure where a station is the same port of arrival or departure:
   where necessary e.g. owing to the non-availability of kit due to packing, storage, etc. a public servant whose station is the port of arrival or departure may be paid subsistence allowance for up to seven nights under sub-paragraphs (b) and (c) notwithstanding the fact that no travelling between his station and port of arrival or departure, as the case may be, is involved.

L.10 Subsistence Allowance when Travelling on Duty outside Tanzania:

(1) When a public servant is required to travel outside Tanzania on duty, he shall be granted subsistence allowance for each night necessarily spent away from Tanzania as determined from time to time by the Permanent Secretary (Establishments).

(2) The normal airport charges and the cost of transportation to and from the airport on arrival or departure and the air terminal or hotel shall be reimbursed by Government in addition to the subsistence allowance. Receipts are given for airport charges and for travel by public transport or airline buses and these should be produced in support of claims.

(3) Notwithstanding the foregoing, where subsistence allowance proves inadequate, public servants may be reimbursed:

(a) in the case of full board, the public servant shall be paid 20% for incidentals; or
(b) in the case of half board, 50% of subsistence allowance and 20% of incidental.

L.11 Incidental Allowance when travelling on duty outside Tanzania:
(1) When the subsistence expenses of a public servant travelling on duty outside the country are met by the Government or Organization concerned with the visit, he shall be entitled to receive additional 20 percent of the approved subsistence allowance to cover incidental expenses.

(2) When the subsistence allowance granted by a donor covers only bed and breakfast, the public servant shall be entitled to 50 percent of the subsistence allowance to cover expenses not covered by the donor.

L.12 Subsistence Allowance Imprest:
Subject to the approval of the Accounting Officer, public servants may be granted an imprest of a reasonable amount to cover for the expenditure which public servants anticipate they shall incur during the period of their visit outside Tanzania. The amount of imprest need not be limited to the amount of subsistence allowance for which the public servant would be eligible for the period of his duty visit. The imprest shall be accounted for immediately on the return of the public servant.

DISTURBANCE ALLOWANCE

L.13 Disturbance Allowance on Transfer:
(1) Public servants shall be paid disturbance allowance when transferred from one station to another within the country at the rate of 10 percent of the public servant's annual substantive basic salary. Where a public servant is transferred from one station to another on promotion his annual substantive basic salary for the purpose of

calculating his disturbance allowance shall be taken as being that of the post to which he has been promoted.

(2) As the payment of disturbance allowance is intended to assist public servants partly towards the cost of packing, crating etc., of their personal effects, it should be made at least two weeks prior to the actual move on transfer.

ENTERTAINMENT ALLOWANCE

L.14 General:

(1) All Accounting Officers are allocated funds for entertainment under their respective items for "Government Hospitality". This is the only provision from which an Accounting Officer is required to meet his expenditure on any form of entertainment.

(2) The objective of providing funds for entertainment is to afford every Accounting Officer the ability to offer Government hospitality to the public servants directly concerned with his field of responsibility and also, generally, to enable him to establish personal contacts in social environments, not only with his colleagues but also with counterparts from foreign countries. Such social contacts may be established either directly by Accounting Officers themselves or through their senior public servants.

(3) It is not possible to foresee or set out all the circumstances or occasions, which would justify the use of funds from the government hospitality vote. This is left to the good judgement and discretion of Accounting Officers, who must have regard to the objective for which these funds are provided and guard against mere entertainment of friends and relatives and other social drinking, which would defer the objective of the vote. The following are some of the occasions on which expenditure or entertainment should be regarded as a proper charge to the "Government hospitality" vote:

(a) small scale parties by accounting officers or Senior Public Servants so authorized by him, to which are invited organisation's guests from outside Tanzania, Foreign Counterparts, Members of the Diplomatic Corps, Aid Missions, Heads of Parastatal Organizations/Private Organizations, colleagues and public servants from Co-ordinating Ministries, etc are invited;

(b) sundowners on the occasion of Organizational Conferences;

(c) entertainment outside Tanzania, when a public servant is travelling on duty or is leading an official party and is required to extend official hospitality or return such hospitality;

(d) informal entertainment on the occasion of casual meetings with senior public servants and colleagues of parastatal, private or international organizations, either in the public servant's home or in a hotel, club or restaurant; and

(e) the cost of transportation, accommodation, and subsistence for public servants and their spouses from neighbouring countries invited to this country to visit places of interest.

(4) A commuted entertainment allowance may be granted from the central entertainment vote to a public servant who is regularly called upon to extend hospitality on behalf of the Government.

ACTING ALLOWANCE

L.15 Posts Carrying Acting Allowance:

(1) Acting allowance is payable to a public servant authorized to act in the Superlative Substantive (SS) post. SS posts shall include:

(a) in the case of a Ministry/Independent Department, Assistant Director and above or their equivalent;
(b) in the case of Region, Assistant Administrative Secretary and above;
(c) in the case of District, District Administrative Secretary; and
(d) in the case of Local Government Authority, Head of Department and above.

(2) Any public servant who is required to act in a post carrying a salary in the Superlative Substantive (SS) Salary Scales shall be granted an acting allowance at the rate of the difference between his substantive salary and that of the post in which he so acts. It is emphasized that the payment of acting allowance shall be confined to posts carrying salaries in the Superlative Substantive (SS) Salary Scales.

L.16 Discretion of the Chief Secretary:

The Chief Secretary may authorize the payment of acting allowance to a public servant required to act in a post other than a post carrying a Superlative Substantive (SS) Salary Scales if he considers that circumstances justify such an arrangement.

L.17 No Acting Allowance if in Receipt of not Less than the Minimum or Fixed Salary Attached to the Acting Post:

When a public servant's substantive emoluments are the same or more than the minimum or fixed salary attached to the office in which he is acting, he shall not receive any acting allowance.

L.18 Periods for which Acting Allowance is paid:

(1) Acting allowance shall be drawn from the date in which the public servant officially takes over the duties of his acting appointment up to the date preceding that on which he officially hands over such duties.

(2) Acting allowance shall be paid to a public servant who acts for not less than 14 days consecutively, in a post which is allowed for acting allowance.

(3) In the case of absence due to travel on duty, illness or any form of leave, not exceeding 14 days, there shall be no need for an acting appointment and no acting allowance shall be paid.

(4) Where, however, owing to the fact that by law or regulation certain matters can be dealt with only by the public servant holding a senior post or by a public servant formally acting in that post, an acting appointment may be made and an appropriate allowance paid. The decision whether an acting appointment is necessary or desirable in such a case shall rest with the Chief Secretary.

SPECIAL DUTY ALLOWANCES FOR MEDICAL STAFF

L.19 Special Duty Allowances*:*

(1) The following Special Allowances shall be payable to Medical Staff:

(a) *On Call Allowance:* this allowance is payable to the following Medical Staff who after a nightshift, cannot be granted a day off due to exigencies of service:

(i) General Practitioner/Dental Surgeon;
(ii) Pathologist/Specialist;
(iii) Assistant Medical Officer;
(iv) Medical Assistant;
(v) Rural Medical Aid;
(vi) Pharmacist;
(vii) Doctors and paramedical staff; and
(viii) Nurse,

the rate of allowance shall from time to time be determined by the Permanent Secretary (Establishments).

(b) *Post-mortem Allowance:* this allowance is payable to the following Medical Staff':

(i) Pathologist/Specialist;
(ii) General Practitioner/Dental Surgeon;
(iii) Chemist;
(iv) Laboratory Technician; and
(v) Mortuary Attendant,

the rate of allowance shall from time to time be determined by the Permanent Secretary (Establishments).

(c) *Part-time Medical Duty allowance:* This allowance is payable to the following Medical Staff who in addition to his normal duties is called upon to render clinical services:
(i) Doctor/Dental Surgeon;
(ii) Nurse;
(iii) Laboratory Technician; and
(iv) X-ray Technician.

(2) It should be understood that normal duties of an Instructor include bed-side teaching. The rate of allowance shall from time to time be determined by the Permanent Secretary (Establishments).

OUTFIT ALLOWANCE

L.20 Payment of Outfit Allowance:

(1) All public servants who travel outside Tanzania whether on short duty visits to attend conference, seminars or on study tours or to undertake formal courses of in-service training, shall be eligible to receive an outfit allowance of an amount to be determined from time to time by the Permanent Secretary (Establishments).

(2) The payment of allowance shall be paid once in two years; it shall not however, be paid more than once in respect of one course of training even where the duration of the course is longer than 2 years.

OVERTIME AND EXTRA DUTY ALLOWANCES

L.21 General Considerations:

The following general considerations shall govern the payment of overtime and extra duty allowances:

(a) the remuneration of all public servants is fixed on the assumption that their whole time is at the disposal of Government. Payment for overtime or extra duty allowance can therefore only be justified by exceptional circumstances which cannot be met in any other way; and

(b) large number of posts in the Service, particularly in institutions such as hospitals and "field" posts, for example Game Scout or Forest Guard, cannot be considered to have regular fixed working hours. By reasons of the nature of duties of these posts, hours are of necessity

long and irregular. The holders therefore are given time-off after unusually arduous spells of duty.

L.22 Circumstances under which Overtime may be Paid

Accounting Officers may authorise the payment of overtime to all employees in the TGOS salary scales and all Government employees in TGS.A and TGS.B salary scales on an annual or monthly rates of pay, where the following conditions are fully satisfied:

(a) the employee concerned has been in personal attendance upon the public beyond normal hours, or has been called upon to carry out work at some specific time outside normal working hours, which can be done at no other time;
(b) the employees cannot be compensated by time off during normal working hours; and
(c) the overtime worked has been supervised by a public servant who is not himself eligible for overtime allowance.

L.23 Rates of Overtime Allowance and Method of Computation:

(1) All overtime shall be paid at the "standard hourly" rate but for the purpose of calculating overtime, the amount of time actually worked shall be increased as follows:

(a) Weekdays	by two
(b) Saturdays, Sundays and Public Holidays ..	by three

(2) The "Standard hourly" rate shall be determined as follows: Where a public servant or employee is paid at daily or monthly rates, the standard hourly rate of overtime shall be obtained by dividing the daily or monthly rate by the number of hours normally worked per full working day or per month, as the case may be.

(3)The employer shall pay the employee not less than one and a half times the employee’s basic wage for any overtime worked.

(5) “Overtime Allowance” for the purpose of the provision of Standing Order L.21, L.22 and L.23 (1), (2) and (3) means payment paid for a work over and above ordinary hours of work done by operational service staff.

L.24 Circumstances Under which Extra Duty Allowance is Payable:

(1) Accounting Officer may authorise the payment of extra duty allowance to employees in the TGS.C salary scales and above where the following conditions are met:

(a) the public servant concerned has been called upon to continue with work after normal working hours or on Saturdays, Sundays or Public Holidays;

(b) the public servant cannot be compensated by time-off during normal working hours; and

(c) there is supervision or checking of the work done outside normal working hours.

(2) Accounting Officers may authorise payment of extra duty allowance to employees in the OS Salary Scales and employees in the TGS.A and TGS.B salary scales if it is justified by the circumstances, in which case no overtime allowance shall be payable.

L.25 Rate of Extra Duty Allowance

(1) The rate of extra duty allowance shall, from time to time, be determined by the Permanent Secretary (Establishments).

(2) Subject to this Standing Orders, “extra duty allowance” means payment paid to a public servant of TGS.C salary scale and above or equivalent for the extra work done over and above ordinary work.

KILOMETRE ALLOWANCE, CLASSIFICATION OF MOTOR VEHICLES AND RATES OF ALLOWANCE

L.26 Classification of Motor Vehicles and Rates of Allowances

(1) Rates of allowance per Kilometre for entitled public servant shall, be determined by the Permanent Secretary (Establishments) from time to time.

(2) Kilometres travelled for journeys on transfer under Standing Orders J.12 shall be treated in the same way as Kilometres travelled on duty.

L.27 Authority for Granting Allowance

(1) Public servants who wish to use their motor vehicles or motor cycles for official duties and subsequently claim kilometre allowance shall in the first place, seek approval from their Accounting Officers by completing the form set out in Appendix L/I. In approving the applications, the Accounting Officers shall be guided by the following factors:

(a) the public servant’s duties involve safari/regular duties outside the office; and
(b) the office cannot provide the public servant with transport from the pool.

(2) A public servant other than the one who regularly requires motor transport for the actual discharge of his duties may, with the approval of the Accounting Officer concerned, receive the allowance in respect of occasional journeys which he performs using his own vehicle on Government business.

L.28 Log Book and Kilometre Allowance Claims:

A public servant claiming kilometre allowance in respect of a motor vehicle or cycle is required to keep a logbook of duty journeys in the form set out in Appendix L/II. The log book combine the functions of both log sheets and kilometre allowance claims.

L.29 Payment of Claims

(1) All claims for kilometre allowance shall be approved by the Accounting Officer.

(2) The full responsibility for the certification of claims shall rest with the Head of Division, subject *to* any specific directions which, may be issued from time to time by the Accounting Officers; the certifying officers may disallow journeys which they do not consider to be essential in the public interest. Claims should be submitted as early as possible in the month following that to which they related.

L.30 Kilometre Allowance to be reckoned from Place of Work

(1) Since public servants claiming kilometre allowance will have been allowed to draw fuel allowance for journeys between their homes and work places under Standing Order L.26, their claims for kilometre allowance shall be reckoned from their places of work.

(2) Where a public servant is necessarily required to undertake journeys in his own vehicle between his quarter and place of work outside normal working hours in addition to performing the normal journeys of ordinary full working days, in order to carry out work which can be performed at no other time, he may claim normal kilometre allowance in respect of such journeys. Examples of duties which can be performed at no other time are the rounds of a hospital at specified times by Government Medical practitioner, emergency calls on Medical and Police Officers, the inspection of, or checking on security arrangements at an important installation at night, the meeting of trains, ships and aircrafts, the holding of evening classes, etc.

(3) The Accounting Officers should exercise a strict scrutiny of all claims for kilometre allowance under the terms of this paragraph to ensure that this concession is not abused. Visits to an office or the Post Office to collect mail on a Saturday or Sunday are not to be regarded as duties which must necessarily be performed outside working hours.

(4) Where a public servant travels in his motor vehicle between his quarter and the railway station or airport while proceeding on or returning from safari, the return journeys of the vehicle, both at the beginning and end of the safari, shall be treated as duty journeys necessitating kilometre allowance.

L.31 Government not Responsible for Loss or Damage

No responsibility shall be accepted by Government in respect of loss or damage to any means of transport owned by a public servant.

SITTING ALLOWANCE

L.32 Conditions under Which Sitting Allowance may be Paid

(1) Subject to the approval of the Permanent Secretary (Establishments), sitting allowance may be paid to the Chairman, Deputy Chairman, Secretary, Deputy Secretary and members of a Commission, Board or Committee established by any written law or order of the President or the Prime Minister.

(2) The Permanent Secretary (Establishments) shall, from time to time issue a list of the Commissions, Boards, Committees or Councils for which sitting allowance may be payable.

L.33 Rate of Sitting Allowance

Sitting Allowance shall be payable per day of the sitting, at a rate to be determined, from time to time, by the Permanent Secretary (Establishments).

HOUSING ALLOWANCE

L.34 Housing Allowance

Public Servants whose terms and conditions allow them free housing shall be paid Housing Allowance. The rates of housing allowance shall be determined by the Permanent Secretary (Establishments) from time to time.

L.35 Conditions under which Housing Allowance may be paid

Subject to the approval of the Permanent Secretary (Establishments), housing allowance may be paid under the following conditions:

(a) the public servant must be entitled for housing as specified in Section M of Standing Orders;
(b) the public servant or his family shall be in occupation of the house; and
(c) where a public servant is married, and because of matrimonial reasons that public servant cannot occupy the house allocated to

him or her by the appropriate authority, that public servant should be entitled to house allowance.

L.36 Application for Housing Allowance

All applications for the grant of Housing Allowance shall be submitted by the Public servant concerned to his accounting officer. When applying for the grant of housing allowance, the Public servant shall be required to produce an evidence from the authority responsible for allocating houses that he has not been allocated a government quarter or house.

UNIFORMS ALLOWANCE

L.37 Uniform Allowance: Eligibility and Rates:

(1) A cash allowance shall be payable annually in advance to the public servants listed in paragraph (2) for the purpose of providing themselves with uniforms. Chief Executive Officers concerned shall be responsible for drawing up proposals of rates to be paid and submit them to the Permanent Secretary (Establishments) for approval.

(2) The following public servants are eligible to receive the cash allowance prescribed in paragraph (1):

(a) nursing staff of, and above the rank of Nursing Officer or Nurse incharge and analogous staff of an equivalent level who are required to wear uniform on duty;

(b) senior staff nurses; and

(c) judges, magistrates, state attorneys and parliamentary draftsmen.

L.38 Free Issue of Uniforms:

(1) A free initial issue of uniforms on a specified scale shall be determined under the relevant laws.

(2) A free issue of uniforms may be made to messengers and other employees of any category not covered under paragraph (1) at the discretion of the Chief Executive Officers.

(3) Uniforms falling under the terms of this Standing Order may be issued yearly or half yearly as may be considered necessary, having regard to the circumstances in which the employee works.

POLICE FORCE AND PRISONS, FIRE AND RESCUE SERVICES ALLOWANCES

L.39 Police Force and Prisons, Fire and Rescue Services Allowances:
Allowances applicable to members of the rank and file in the Police Force and Prisons, Fire and Rescue Services shall be recommended from time to time by the Permanent Secretary, Ministry of Home Affairs and approved by the Permanent Secretary (Establishments).

GENERAL

L.40 Journeys for Vaccination and Inoculation Considered as on Duty:
Journeys of public servants to and from vaccination/inoculation centres for the purpose of being vaccinated/inoculated preparatory to travelling outside the United Republic on course or duty shall be considered as travelling on duty and the public servants concerned shall be eligible to receive appropriate subsistence allowance in respect of such journeys.

L.41 Journeys for Sitting for a Public Service Examination Considered as on Duty:
Journeys of public servants to and from examination centres for the purpose of sitting for any public service examination shall be considered as travelling on duty and the public servant concerned shall be eligible to receive subsistence allowance in respect of such journeys.

L.42 Subsistence Allowance if Admitted to Hospital while on Duty:
Public servants who fall sick on duty journey and are admitted to a hospital shall be considered on duty and be eligible to receive subsistence allowance.

L.43 Temporary Transfer or Detached Duty - Position Regarding Housing Privileges and Subsistence Allowance:
(1) Temporary transfer or detached duty in one place away from a public servant's station which does not continue for a period exceeding four months should be treated as travelling on duty. In such circumstance a public servant should not be regarded as transferred, nor should he be permitted to occupy a government quarter at the place where he is temporarily employed unless one is lying empty and is not likely to be required during the period of his stay.

(2) The public servant may continue to enjoy the normal housing privileges at his permanent station i.e. he may retain his government quarter and he may be paid appropriate subsistence allowance in full for the whole period of his absence.

(3) Where a public servant is permitted temporarily to occupy a government quarter at the site of his work under the terms of this

paragraph, the quarter shall be treated as a rest house and thus no rent shall be payable.

(4) Where a public servant is required to undertake duty continuously for more than four consecutive months in one place away from his station he should be regarded as transferred to the place concerned, whether or not this is a previously recognized Government station. In these circumstances, the public servant shall be eligible for subsistence and disturbance allowances on the normal way and shall not be permitted to occupy or continue to enjoy housing privileges at his old station.

(5) The public servant shall, however, be eligible for housing privileges at his new station and if no appropriate Government accommodation or private accommodation for renting is available, he should be provided with suitable temporary or movable accommodation such as a tent, caravan, pre-fabric hut or banda; thus no subsistence allowance shall be given.

(6) In the case of a married public servant required to undertake duty continuously for more than four consecutive months in one place, where there is no appropriate Government accommodation or private accommodation for renting available, and for some reason it is not practicable for the public servant's family to be accommodated in temporary or movable accommodation, the authority of the Accounting Officer may be sought to permit the arrangements described in paragraphs (1), (2) and (3) to be applied, notwithstanding the fact that the period involved will be of more than four months. Thus, where such authority is given, the public servant shall not be regarded as transferred and he shall be allowed to continue to enjoy the normal housing privileges at his "base" and to receive subsistence allowance in full for the period spent at the site of his work.

(7) The continuity of a stay in one place shall not be regarded as broken by brief absences such as a visit to District Headquarters to report and receive instructions or to receive payment of salary.

(8) Accounting Officers shall be responsible for administering the terms of this Standing Order. In particular, care shall be taken to ensure that attempts are not made to defeat the purpose of the Standing Order by devises designed to circumvent its provisions such as interruption of a stay at particular place solely for the purpose of breaking the continuity of the period spent there. Normally, if over a period exceeding four months, a public servant spends substantially more time at one particular place than that spent at his normal station, the presumption shall be that the place concerned is correctly his station and that the terms of paragraphs (4) and (5), shall be applied.

(9) Nothing in this Standing Order should be interpreted as designed to discourage or restrict normal touring on duty and the payment of subsistence allowance in respect of such touring.

L.44 Payment of Arrears of Allowances in Certain Cases:

Payment of arrears of allowances and benefits in the case of a public servant promoted or appointed to a higher category of post with retrospective effect are dealt with in Standing **Order E.23**. Attention is also drawn to the operation of the time-bar laid down in Standing Order **Q.19** in the case of claims for arrears of allowances in other circumstances where the public servant concerned is responsible for avoidable delays in making the claim.

APPENDIX L/I
(Made under Standing Order L.27)

THE UNITED REPUBLIC OF TANZANIA
STANDING ORDERS FOR THE PUBLIC SERVICE, 2009

MOTOR VEHICLE OR MOTOR CYCLE OWNER'S REQUEST TO DRAW KILOMETRE ALLOWANCE

PART A: TO BE COMPLETED BY MOTOR VEHICLE/CYCLE OWNER

1. Full Name …….
2. Designation ……..
3. Salary Scale…… Sub-vote No…… Salary Check No ……..……...
4. Terms of Service……..
5. Organisation…… ……. ……..
6. Full Address. …… ……
7. I require the use of my Motor Vehicle/Cycle for the efficient discharge of my duties/journeys and I therefore apply permission to draw Kilometre Allowance.
8. Particulars of Motor Vehicle/Cycle:
   Year of Registration…….
   Registration No ……
   Make…….....
   Type……
   Model…….....
   cc ……
9. (a) Distance from residence to place of work (km)……...
   (b) Appropriate rate of Kilometre Allowance for Duty Journeys Shs……... per Kilometre
10. *Certificate:*

I certify that:
(i) The above particulars are true and correct.
(ii) The Motor Vehicle/Cycle is in good working condition

Date…… Signature …….

PART B: TO BE COMPLETED BY HEAD OF DEPARTMENT/DIVISION

11. *Certificate: I certify that:*

(i) To the best of my knowledge and belief the above particulars are true and correct/not true/not correct.

(ii) The applicant requires the use of his/her own Motor Vehicle/Cycle for journeys to and from his place of work for the efficient discharge of his duties.

(iii) Additional comments, if any ……..
…….
…….
…….
…….

12. I therefore recommend/do not recommend that the Motor Vehicle/Cycle be registered and the public servant be granted permission to draw Kilometre Allowance.

Date…… Signature and Stamp……..

PART C: TO BE COMPLETED BY ACCOUNTING OFFICER

13. .Approval is hereby granted for M/s ……
to draw:

(a) Kilometre Allowance Shs……. per kilometre as detailed in Part A above for duty /journeys.

14. Additional comments, if any……..
……
……
……...

Date…… Signature and Stamp……...……

APPENDIX L/II
(Made under Standing Order L.28)

THE UNITED REPUBLIC OF TANZANIA
STANDING ORDERS FOR THE PUBLIC SERVICE, 2009

CLAIM FOR KILOMETRE ALLOWANCES (LOG BOOK)

Name…… Designation…….……

Department…… Station…….……

Allowances claimed for duty kilometre during the month of …….as detailed on the log overleaf, payable at the rates applicable to Grade…… vehicle/cycle.

VEHICLE	**KILOMETRES PERFORMED**	**SHS.**	**CTS.**
Make…… Cubic capacity……... Grade…….. Registration No……	Travelled…… kilometre at….. …… TOTAL KILOMETRES DURING MONTH KILOMETRES		
DIFFERENCES IN COST OF PETROL * purchased by case/tin/ drum/at pump. Dar es Salaam price …… per litre Actual Purchase…… litres, at ……. Per litre. Difference in price from actual price. TOTAL CLAIMS			

LOG OF DUTY JOURNEY

Date	Journey		Time		Reasons for Journey	Kilometres
	From	To	Departed	Arrived		

I CERTIFY that the kilometres specified overleaf were performed entirely on duty in my own vehicle and *that no additional transport was hired at Government expense for any journey included in this claim/*additional transport was hired, under the provisions of Standing Order L.51 and authorized by……. (quote specific authority), for the following journey:…… …….. *please pay to me (a) IN CASH (b) BY CHEQUE (c) to the credit of my account with Bank at…… …… . at…… Signature of claimant……Date……..	I CERTIFY that:- (a) The above claim is a proper charge to public funds under the authority of…… …….. (b) Payment will not cause any over- expenditure in the Transport Vote funds allocated to me. (c) Kilometres shown above have been entered in the records maintained by me Signature…… Designation…… Date…… Paying officer's Number*…… Head*…… Sub Head*…… Expenditure Classification*…….. Job No*…… Vote Control*……... Item of Cost*……

RECEIVED this…… day of ……
the sum of……
PAID…… in settlement of the above claim.

……
Signature of Claimant

**Delete as may be necessary*.

SECTION M

HOUSING AND FURNITURE

SECTION M

HOUSING AND FURNITURE

CONTENTS

	Standing Order No
Introduction……	M.1-M.4
Allocation of Government Houses ……	M.5
Rent for Government Quarters and Furniture……	M.6 - M.10
General ……	M.11-M.12

INDEX TO SECTION M

	Standing Order No.
A	
Adequate Notice of Transfers to be given …….	M.11
E	
Extent of Government's Obligation to Provide Housing Accommodation …….	M.1
G	
Government Accommodation for which no Rent is charged ……..	M.8
Grading, Classification and Allocation of Houses …….	M.2
H	
Housing Committee ……...	M.5
M	
Misuse of Government Quarters …….	M.9
P	
Power to Evict ……	M.10
R	
Rent for entitled Public Servant Accommodated in a Hotel ……	M.6
Rented Quarters ……	M.3
Responsibility for Furniture ……..	M.10
Revolving Housing Loan Fund ……	M.12
S	
Scales of Furniture of Government Houses ……..	M.4

SECTION M

HOUSING AND FURNITURE

INTRODUCTION

M.1 Extent of Government's obligation to provide housing accommodation:

(1) The Government is obliged to facilitate and provide housing accommodation to public servants whose terms of service necessarily include an entitlement to free housing.

(2) Where the Government fails for any reason to facilitate and provide housing accommodation to a public servant who is entitled to a free housing, the Government shall provide to the public servant such allowance to facilitate the payment of rent or part of the rent as may, from time to time, be determined by the Permanent Secretary (Establishments).

M.2 Grading, Classification and Allocation of Houses:

(1) Government houses shall be graded, classified, leased or sold by Tanzania Buildings Agency and approved by the Permanent Secretary responsible for Government houses.

(2) Institutional houses shall be graded and classified and allocated by the institution concerned.

M.3 Rented Quarters:

Quarters rented by Government shall be treated for the purpose of this section, as government quarters. Tanzania Buildings Agency shall be responsible for assessing rent, grading and classification of government quarters.

M.4 Scales of Furniture of Government Houses:

(1) The authorized scale and quality of furniture for government housing and the economic rates thereof shall from time to time be determined by the Permanent Secretary (Establishments).

(2) The purchase of furniture as per paragraph (1) shall be a responsibility of the Ministry responsible for Government houses.

(3) The authorized scale of furniture may be modified where a furnished quarter is allocated to a public servant whose appointment entitles him to a particular type of furniture.

(4) Replacement of the furniture in Government houses may be carried after every five years.

(5) Where it happens that the furniture provided has been damaged or lost before the period referred to under paragraph (4) and if it is proved that the damage or loss is not due to negligence, the furniture may be replaced. The furniture issued shall not be removed from the Government house by a public servant without authority.

(6) The authorized "scale" as used in this order means quality of the furniture.

ALLOCATION OF GOVERNMENT HOUSES

M.5 Housing Committees:

(1) In all regions Housing Committee shall be appointed by the Tanzania Buildings Agency to allocate lease or sale of government quarters.

(2) Composition of Housing Committee for tied quarters in Dar es Salaam and Dodoma shall include members as follows: two members from Ministry responsible for housing and one member each from Tanzania Buildings Agency, Treasury and President's Office, Public Service Management.

(3) The appointed Housing Committees under paragraph (1) shall have full discretion in the exercise of their powers and, appeals from their decisions shall be made to the Permanent Secretary of the Ministry responsible for public service housing.

RENT FOR GOVERNMENT QUARTERS AND FURNITURE

M.6 Rent for Entitled Public Servant Accommodated in a Hotel:

(1) Where owing to the absence of suitable government quarters, a public servant entitled to free housing is accommodated in a hotel at his duty station, the whole accommodation element, that is to say, bed and breakfast charge of the hotel for himself, spouse and children, shall be borne by the Government.

(2) The Government shall bear no cost for a public servant who stays in the hotel for more than 30 days. Where no accommodation allocated after 30 days, standing Order M I (2) shall apply.

M.7 Government Accommodation for which no Rent is charged:

Deduction shall not be made in the following cases:

(a) where a public servant is occupying tents, bandas or structure of wattle and daub or similar construction;

(b) where a public servant is occupying pre-fabricated portable hutments erected on temporary sites for temporary purposes; or

(c) where a public servant is obliged by the nature of his employment to live under communal conditions in unfurnished barracks, lines, road camps, etc., not otherwise covered by the provisions of this Section.

M.8 Misuse of Government Quarters:

(1) A public servant accommodated at government quarter shall make good and safe use of the quarter. Any misuse, for instance, keeping of animal and poultry shall not be allowed.

(2) Government shall ensure proper and safe use of the government quarters and take appropriate measures against misuse by any occupants.

M.9 Power to Evict

Government reserves the right to call upon a public servant to vacate the quarters allocated to him should such a course be considered necessary. All allocations of government quarters are subject to this condition. The Appropriate Housing Committee should seek the assistance of the Regional Police Commander when it is decided to evict an officer from a government quarter.

M.10 Responsibility for Furniture:

Other matters relating to the use of furniture in the government quarters shall be decided by the Permanent Secretary (Establishments) from time to time.

GENERAL

M.11 Adequate Assistance to be given on Transfers:

(1) Where an eligible public servant is suddenly transferred to a station where there is shortage of government housing or of private accommodation for renting, it will be advisable for the Chief Executive Officer to give any assistance so that the Public Servant so transferred may arrange accommodation for himself at his new station.

(2) The assistance under paragraph (1) might be in the form of arranging for him to take over a private accommodation previously rented by the public servant whom he is replacing.

M.12 Revolving Housing Loan Fund:

The Government policy is to assist public servants to own their own houses for ease of accommodation. This is done through the Revolving Housing Loan Fund. The procedure for that fund is dealt with under Standing Order N.17, N.18, N.19 and N.20.

SECTION N

ADVANCES AND LOANS

SECTION N
ADVANCES

CONTENTS

	Standing Order No.
Introduction……	N.1-N.3
Advances of Salary and Other Items ……..	N.4 -N.11
Advances for the Purchase of Motor Vehicles and Motor Cycles….	N.12-N.13
Method of Recovery ……	N.14
Advances for Meeting Cost of Repairs, Overhauls of Motor Vehicles/Cycles or Purchase of Motor Vehicles/Cycles Tyres ……	N.15-N.16
Revolving Housing Loan Fund……..	N.17-N.20

LIST OF APPENDICES

Subject	*Standing Order referred to*	*Appendix No.*
Application for an advance for the Purchase and repair of Pedal Cycle Refrigerator/Cookers /spectacles/Furniture/Fan/Radio /Heater/Sewing Machine/ Television & Video Set and Air Conditioner	N.10, N.12, N.14 N.15, N.16, N.17 N.18, N.19, N.20	N/I
Agreement for an advance for the Purchase of Pedal Cycle/ Refrigerator/Cookers/Heater/ Spectacles/Furniture/Fan/Radio/ Heater/Sewing Machine/ Television & Video set and Aid Conditioner	N.10, N.14 N.15, N.16, N.17 N.18, N.19, N.20	N/II
Application for an advance for the purchase of a Motor Vehicle/Motor Cycle (to be submitted to the PMG in duplicate)	N.23	N/III
Agreement for an advance for the purchase of a Motor Vehicle/Motor Cycle	N.24	N/IV
Chattels Transfer…….	N.24	N/V

Application for an advance for the Repairs of Motor Vehicle/Motor Cycle/ Pedal Cycle (to be submitted to the PMG in duplicate) ……..	N.26	N/VI
Agreement for an advance towards the cost of repairs to a Motor Vehicle/ Motor Cycle/Pedal Cycle	N.26	N/VII

INDEX TO SECTION N

	Standing Order No.
A	
Administration of the Revolving Housing Loan Fund ……..	N.18
Advance of salary before proceeding on leave …….	N.6
Advances ……	N.10
Advances for meeting cost of Repairs or Overhaul of Motor Vehicle/Cycles/ or for Purchase of Motor Vehicle/Cycle Tyres …….	N.15
Advances of salary before proceeding on duty or return from duty outside the country ……	N.5
Advances of Salary obtainable on First Appointment …….	N.4
Advances of salary to meet fees for Evening Classes, Correspondence Courses for Public Examinations …….	N.8
C	
Categories of Advances ……	N.1
Categories of Public Servants Eligible for Grant of a Loan for the Purchase of Motor Vehicles/Cycles ……	N.12
Conditions for the Advances for the Purchase of Motor Vehicle/Motor Cycles ……	N.13
D	
Discretionary powers of the accounting officer and of the Permanent Secretary (Treasury) ……	N.7
E	
Extent of Loans ……..	N.20
I	
Interest Free ……..	N.2
Introduction – Revolving Housing Loan Fund …….	N.17
M	
Method of Applications for Loans from Revolving Housing Loan Fund …….	N.19
Method of Recovery of Advances of Salary ……..	N.9
Method of Recovery, Purchase of Motor Vehicle/Motor Cycle ……..	N.14

Standing Order No.

P

Procedure and Conditions for Advances ……... N.11

Procedure and Conditions for Advances for meeting Costs of Repairs, overhaul of motor vehicle/cycle or purchase of motor vehicle/cycle tyres ……. N.16

R

Repayments – General ……. N.3

SECTION N
ADVANCES AND LOANS

INTRODUCTION

N.1 Categories of Advances:

(1) Advances may be classified into four main categories as follows:

(a) advances of salary;
(b) advances for the purchase of a specific item as listed in this section; and
(c) advances for housing loans.

(2) Advances may be granted in accordance with the provisions of this section, only to public servants on permanent terms who have been confirmed in the public service and members of the Operational Service.

N.2 Interest Free:

All advances granted under the provisions of this Section shall, save for advances for the purchase of motor vehicles and housing loan, be interest free.

N.3 Repayments - General:

A public servant shall be personally responsible to notify his Accounting Officer if deductions from his salary are not being made when he has received an advance from Government for any purpose specified in this Section.

ADVANCES OF SALARY AND OTHER ITEMS

N.4 Advances of Salary Obtainable on First Appointment:

The Accounting Officer of the organisation responsible for the payment of the public servant's salary is authorized to advance to a public servant on first appointment a reasonable sum but not exceeding one month's gross salary.

N.5 Advances of Salary before Proceeding on Duty or Return from Duty outside the Country:

The Accounting Officer of the organisation responsible for the payment of the public servant's salary is authorized to advance to a public servant proceeding outside the country on duty for a period of not less than three months a reasonable sum but not exceeding one month's gross salary, provided that no such advance of salary may be paid earlier than fourteen days before the date of the public servant's departure from the country. A similar advance may be paid to the public servant on his return from duty outside the country.

N.6 Advance of Salary before Proceeding on Leave:

(1) A public servant proceeding on leave within or outside Tanzania for a period of not less than 15 days may be paid by the Accounting Officer of the organization concerned his salary prior to his departure for the month/months when he will be away from his station on the days when salary falls due for payment.

(2) Payment may be made not earlier than 5 days before the public servant's departure on leave.

N.7 Discretionary Powers of the Accounting Officer and of the Permanent Secretary (Treasury):

(1) The Accounting Officer, in special circumstances, and at his discretion may authorize the grant of an advance to any public servant of a reasonable amount not exceeding two months gross salary to be repaid within one accounting period.

(2) It may guide Accounting Officers in dealing with applications of this nature to know what constitute special circumstances. In general, the applicant must be confronted with some sudden emergency involving him in the necessity for immediate or at least urgent expenditure which if not met would give rise to personal hardship.

(3) When transmitting such applications to the Accounting Officers, Head of Divisions shall ensure that the reasons for the application are given in full. They shall also ensure that the following particulars are given:

(a) the applicant's terms of services;

(b) the details of his salary, i.e. his gross salary and various deductions; and

(c) whether the advance is recommended or not, and on what ground,

(4) If it is necessary from the application that is supporting documentary evidence is necessary, e.g. a medical certificate, organisations concerned shall ensure that this is obtained and attached to the application. In case of burglary a police report should be produced.

(5) The Permanent Secretary to the Treasury may, in special circumstances and at his discretion, authorize an Accounting Officer to grant to any public servant an amount not exceeding 4 months' gross salary to be repaid within 2 accounting periods.

(6) The provisions of paragraphs (2) and (3) shall apply, "mutatis mutandis" in respect of the application.

N.8 Advances of Salary to meet fees for Evening Classes, Correspondence Courses for Public Examinations:

(1) Where a public servant who is not specifically required by his organisation to take up a correspondence course or to attend evening classes or to sit for a Public Examination i.e. examination open to the public as a whole, which is not conducted by the Government as part of a specific training or staff development programme, he may, under certain conditions, be granted an advance of salary to assist him to meet the fees for such correspondence course, evening classes or public examination. The advance shall be payable at the discretion of the Accounting Officer of the organisation who must be satisfied as to the standing and repute of the institution or body conducting the course or evening classes or examination and must further be satisfied that:

(a) the course or examination is of direct relevance to the public servant's duties, or is likely to assist him to qualify for advancement in the Service;

(b) the public servant is properly qualified to embark on the course to enter the examination and is likely to complete the course with diligence or has a reasonable prospect of passing the examination; and

(c) full recovery of the advance over the period allowed (see paragraph (2) shall be possible without the public servant being seriously financially embarrassed.

(2) The following additional conditions shall govern the payment of advances under paragraph (1):

(a) payment of the advance shall be confined to public servants who are citizens of the United Republic of Tanzania and are serving on permanent or operational service terms i.e. excluding those on temporary terms;

(b) the advance payable shall not exceed the actual amount of the fees;

(c) the advance shall be payable direct to the institution or body conducting the course or examination or responsible for collecting the fees and not to the public servant himself;

(d) recovery of the advance shall be effected in not more than twelve equal monthly instalments;

(e) only one advance, for evening classes, a correspondence course or an examination, may be outstanding at anyone time, i.e. a public servant who has been granted an advance under the terms of this Standing Order shall not be eligible for a further advance for another course or examination until the first advance has been recovered;

(f) when a public servant takes up a correspondence course, part-time course, or a public examination with the assistance of an advance of salary under the terms of this Standing Order, the cost of the course and or examination shall be refunded to the public servant when he successfully completes the course or passes the examination; and

(g) refund may also be made where the public servant takes up a correspondence course, part-time course or public examination without the assistance of an advance, provided that the Accounting Officer is satisfied that the course or examination falls within the standard required by paragraph (1);

(3) This Standing Order shall be read with Section G.

N.9 Method of Recovery of Advances of Salary:

(1) Advance of salary granted in accordance with the terms of Standing Order N.4 shall be recovered in six equal instalments, commencing with the month following that in which the advance was made.

(2) Advances of salary granted in accordance with the terms of Standing Order N.5 shall be recovered in three equal monthly instalments, commencing with the month following that in which the advance was made or the month following that in which the public servant returns to Tanzania, provided that in cases where exceptional circumstance arises, the Permanent Secretary (Treasury) may at his discretion authorize recovery to be made in a greater number of instalments.

N.10 Advances:

Government may issue advances to a public servant to purchase any item specified below for his personal use following an application made by the public servant in a prescribed form set out in Appendix N/1 to the Accounting Officer:

(a) refrigerator;
(b) air conditioners;
(c) pedal cycles;
(d) cookers;

(e) furniture;
(f) sewing machines;
(g) television, radio and video sets;
(h) computers and accessories;
(i) fan and heaters;
(j) washing machines; and
(k) solar panels.

N.11 Procedure and conditions for Advances:

(1) The procedure and conditions for advance shall be:

(a) the amount of the advance shall not exceed the actual purchase price of the item intended to be purchased;

(b) the public servant can afford the payment of the advance;

(a) a public servant shall not be granted a second or subsequent advance before the earlier one has been repaid;

(b) where an item purchased need to be fixed on a premise:
   (i) the installation costs shall be borne by the public servant;
   (ii) in case of a government quarter, installation costs shall be in accordance with the Tanzania Building Agency's direction;
   (iii) the installation cost may not be included in the cost of the item for purposes of determining the amount of advance;

(c) a public servant shall not sell, transfer or dispose of in any other way his interest in an item until the sum advanced in respect of that item has been repaid;

(d) for purposes of a pedal cycle, the Accounting Officer may grant advance for such purpose to public servants serving on salary scales TGS/TGTS.A, TGS/TGTS.B or to public servants serving on Operational Service terms only; for public servants serving on TGS/TGTS.C and above, the advance may be granted if the Accounting Officer deems proper;

(e) the advance shall be recoverable in not less than thirty six (36) monthly instalments and not more than forty eight (48) monthly instalments depending on the cost of the item) commencing in the month following that in which the advance is made;

(f) a receipted account for the full purchase price paid for the item shall be submitted to the Accounting Officer;

(g) for purposes of the refrigerators, television, radio, video sets, cookers and air conditioners, the conditions shall be:

(i) the amount of advance does not exceed twenty five percent (25%) of the amount advanced for the item;
(ii) the period for repaying the advance does not exceed twenty-five percent (25%) of the period for repayment of the advance granted for the item and that the full amount shall be repayable within the period for repayment of the advance for the item;

(h) accounting officers shall be responsible for ensuring that the instalments of the advance are regularly paid and that if a public servant leaves the service or is dismissed, suitable arrangements are made for the refund of the balance of the advance outstanding.

(2) An agreement set out in Appendix N/II shall be entered into before the advance for any item specified in this Standing Order is paid to the public servant.

ADVANCES FOR THE PURCHASE OF MOTOR VEHICLES AND MOTOR CYCLES

N.12 Categories of Public Servants Eligible for Grant of a Loan for the Purchase of Motor Vehicles/Cycles:

(1) For the purpose of determining eligibility for the grant of advances for the purchase of motor vehicles and motor cycles, public servants are divided into the following categories:

(a) *purchase of Motor Vehicles:*
(i) public servants who are entitled to Government transport;

(ii) public servants in the Superlative Substantive (SS) salary scales and those in the salary scale TGS/TGTS.D and above who require motor vehicles for the efficient discharge of their duties may be granted advances for the purchase of motor vehicles;

(iii) Other public servants, for reasons of efficiency, may also be granted advances for the purchase of motor vehicles after the approval of the Chief Executive Officer of the public servant concerned.

(b) *purchase of Motor cycles:* advances for the purchase of motor cycles may be granted to public servants in the salary scales of TGS/TGTS.C and above who require motor cycles for the efficient discharge of their duties, however, for reasons of efficiency, advances for the purchase of motor cycles may also be granted to other public servants after the approval of the Chief Executive

Officers of the public servant concerned, for onward submission to the Permanent Secretary (Treasury), has been obtained.

(2) For the purpose of this Section, advances for the purchase of motor vehicles or motor cycles shall not be granted to public servants who have less than twenty four (24) months service before retirement or completion of contract.

N.13 Conditions for the Advances for the Purchase of Motor Vehicles/ Motor Cycles:

(1) *Procedure:*

(a) Applications for advance for the purchase of motor vehicles and motor cycles shall be submitted in the form set out in Appendix N/III and shall be forwarded to the Permanent Secretary (Treasury) for approval through the Chief Executive Officer;

(b) In the case of Government vehicles, the forms of applications shall include certificate of allocation issued by the Permanent Secretary (Establishments) and vehicle valuation report issued by Permanent Secretary responsible for Transport. It shall be the duty of the Chief Executive Officer to ensure that the applicants adhere to the financial regulations in so far as monthly deductions of the repayments of the advances are concerned, i.e. the deductions must not exceed ⅓ of the applicant's monthly salary.

(2) *Sources of Motor Vehicles and Motor Cycles: Motor vehicles and motor cycles to be acquired through advances may be obtained from the following sources:*

(a) importation depending on the availability of foreign currency;
(b) vehicles sold by the Central Government, Parastatal Organizations and Local Government Authorities;
(c) vehicles imported into the country by qualified public servants as mentioned under Standing Order N.12(1)(a);
(d) vehicles purchased or granted through projects (direct to projects); and
(e) any other source.

(3) *Prices of Motor Vehicles, Motor Cycles and Method of Application:*

(a) the price of motor vehicles and motor cycles imported into Tanzania shall be calculated from the actual Cost, Insurance and Freight (CIF) obtaining at the port of entry;

(b) the purchase price of motor vehicles or motor cycles which are purchased from the Government, Local Government Authorities, Parastatal Organization or through any other source, shall be calculated from the actual cost taking into account depreciation of the motor vehicle or motor cycle; and

(c) the amount of advance granted and method of application shall be issued from time to time by the Permanent Secretary (Establishments).

METHOD OF RECOVERY

N.14 Method of Recovery, Purchase of Motor Vehicles/Motor Cycles:

(1) An advance for a purchase of motor vehicle/motor cycle shall be recovered within a period of 6 years, that is, 72 months. In fixing the recovery period, the following factors have to be taken into account:

(a) the possible life span of the motor vehicle or motor cycle; and

(b) the ability of a public servant to repay the advance.

(2) A public servant who has been granted an advance for the purchase of a motor vehicle or a motor cycle may not be granted another advance until the elapse of 6 years after the last instalment has been paid.

(3) A public servant who has been granted a tax relief upon the approval of the Permanent Secretary (Treasury) for the purchase of a motor vehicle or a motor cycle may not be granted a tax relief until after the elapse of three (3) years from the date when approval from the Permanent Secretary (Treasury) was obtained and three (3) years has elapsed since he received the first advance.

(4) A public servant who applies for an advance for the purchase of a motor vehicle or a motor cycle shall be required to enter into an agreement with the Government in the form set out in Appendix N/IV. The public servant shall be required to execute Chattels Transfer Instrument as set out in Appendix N/V and take a Comprehensive Insurance Cover.

(5) When an advance has been granted for this purpose, the motor vehicle or motor cycle shall not be sold or transferred or disposed of in any other way before the whole sum advanced and interest due has been repaid.

ADVANCES FOR MEETING COST OF REPAIRS/OVERHAULS OF MOTOR VEHICLES/CYCLES OR FOR PURCHASE OF MOTOR VEHICLES/CYCLES TYRES

N.15 Advances for Meeting Cost of Repairs or Overhaul of Motor Vehicles/Cycles/or for Purchase of Motor Vehicles/Cycles Tyres:

(1) When a public servant who qualifies for an advance for the purchase of a motor vehicle or motor cycle under the terms of Standing Order N.13

is authorised to use his motor vehicle or cycle for the efficient performance of his duties has to incur expenditure in connection with the maintenance of such vehicle or cycle he may, at the discretion of the Permanent Secretary (Treasury) and subject to the provisions of Standing Order N.16, be granted an advance for:

(a) effecting repairs;
(b) overhaul; and
(c) purchase of tyres.

(2) The Application for Advances under paragraph (1) above shall be submitted in the form set out in Appendix N.VI.

N.16 Procedure and Conditions for Advances for Meeting Costs of Repairs, Overhaul of Motor Vehicle/Cycle or Purchase of Motor Vehicle/Cycle Tyres:

Applications for advances shall be submitted in the form set out at Appendix N/VI. The amount of the advance shall, from time to time, be determined by the Permanent Secretary (Establishments). Repayments shall be made by deductions from salary in forty eight (48) monthly instalments in both cases. When an advance has been granted for this purpose, no further advance shall be granted until the earlier advance has been paid. An agreement in terms of Appendix N/VII shall be entered into before the advance is paid to the public servant. After payment of the advance has been made, the public servant shall be required to produce to the Accounting Officer receipted accounts for the full sum advanced.

REVOLVING HOUSING LOAN FUND

N.17 Introduction – Revolving Housing Loan Fund:

(1) There shall be a fund to be known as a Revolving Housing Loan Fund. The purpose of the Fund is to enable public servants to borrow money from Government for building their own houses and to ease the critical shortage of housing. The interest for the loans to be extended shall be charged at the rate of three percent (3%) per annum, subject to review by the Minister responsible for finance and upon advice of the Board.

(2) The objective of the Fund shall be to provide loan to the public servants for purposes of:

(a) building or purchase of a house on surveyed plots in approved urban areas;
(b) building or purchases of a house in registered villages/or other villages approved by district or village authorities; and
(c) improving, extending or completing a residential house built in areas mentioned in paragraph (a) and (b).

(3) Without prejudice to the provisions of paragraphs (1) and (2), the loans shall be available to cover building and site costs and professional fees connected with design, construction and House Insurance Fees, Certificates of which must be shown to the Treasury on demand long before the issue of the certificate of completion of the house from the Ministry responsible for Works.

(4) The loan shall not be granted to meet the following costs:
(a) road frontage premia (as and when due);
(b) land rent including premium or capitalised rent;
(c) furniture or movable fittings; or
(d) miscellaneous fees and stamp duty.

N.18 Administration of the Revolving Housing Loan Fund:

(1) The Board established under the Staff Circular No.8 of 1992 shall administer the Fund.

(2) The composition of the Board shall be as may be determined by the Minister responsible for finance.

(3) The Ministry responsible for human settlements shall provide the Secretariat of the Revolving Housing Loan Fund.

(4) The Board shall operate in urban and rural areas as may be directed by the Ministry responsible for finance.

N.19 Method of Applications for Loans from Revolving Housing Loan Fund:

(1) Applications shall be submitted through the normal channels on the form set out at Appendix N/VIII to the Secretary, Advisory Board, Revolving Housing Loan Fund, P. O. Box 9132, Dar es Salaam.

(2) The Secretary shall submit all applications received to the Advisory Board for consideration.

(3) The Advisory Board may require an applicant to attend before them in person to give any further information that may be required regarding his application and his financial position.

N.20 Extent of Loans:

(1) *For building or buying a house:* The maximum loan shall be ⅓ of the public servant's basic annual salary multiplied by 30.

(2) *For improving or extending a residential house:* The maximum shall be at the discretion of the Permanent Secretary (Treasury) on the advice of the Advisory Board.

(3) A borrower who elects to build a house the cost of which exceeds the loan granted to him shall produce a receipt from the contractor or builder, showing that the contractor or builder has been paid this excess money; otherwise he shall deposit this excess money with the Treasury. In either case, the excess money shall be paid before any building operations are authorized by the Advisory Board.

(4) The loan would be made to enable an individual to build one house only or to carry out improvement or extension to one house.

APPENDIX N/I
(Made under Standing Orders N.10)

THE UNITED REPUBLIC OF TANZANIA
STANDING ORDERS FOR THE PUBLIC SERVICE, 2009

APPLICATION FOR AN ADVANCE FOR THE PURCHASE AND REPAIR OF:
*PEDAL CYCLES/REFRIGERATORS/COOKERS/HEATER/
FURNITURE/FAN/RADIO/TELEVISION AND VIDEO
SETS/COMPUTER/SEWING MACHINES/AIR CONDITIONER

To:……(Accounting Officer) u.f.s……(Head of
…….. …….Department/
……. ……..Division)

PART A: PERSONAL DETAILS:

Full Name: ……
Designation: …….
Department/Division: ……..
Station: ……..
Salary Scale: ……
Present gross salary: ……..
Terms of service: *Permanent and Pensionable/Local Government Service/ Agreement or Contract/Operational Service
.

IMPORTANT:

Advances shall only be granted subject to the following conditions and successful applicant shall be required to complete a valid agreement giving effect thereto prior to actual payment of the advance.

1. The Pedal Cycle/Refrigerator/Cooker/Heater/Furniture/ Fan/ Radio/Television and Video Sets/Computer/Sewing Machine/Air Conditioner shall be purchased outright, and any difference between the actual purchase price and the public servant's advance amount entitlement relative to his salary must be paid from the applicant's own resources.

2. Unless and Until the whole of the sum advanced is repaid the Pedal Cycle/ Refrigerator/Cooker/Heater/Furniture /Fan /Radio/Television and Video Sets/Computer/Sewing Machine/Air Conditioner may not be sold or transferred.
3. If this application is approved, the advance shall be paid direct to the seller.

* Delete where necessary

PART B: APPLICATIONS:

I hereby apply for an advance of Shs: …….. ….(Amount in words)

*4. For the purchase of a pedal cycle/refrigerator/cooker/Heater/ furniture/ fan/radio/Television and Video Sets/Computer/Sewing machine/ Air Conditioner from the above named seller.

(a) Make……...
(b) Type……..
(c) Model…….
(d) Size……
(e) Name of Seller…….
(f) Address of Seller…….

*5. To effect repairs to my Refrigerator/Cooker/Air Conditioner/Pedal Cycle/ Heater/Electric Fan/Furniture/Radio/Television and Video Sets/ Computer/ Sewing Machine to be carried out by Messrs; …….. …… and attach hereto debit note/Proforma Invoice/Quotation from this Firm. I wish to repay this advance in …….(Shs.) approximately equal monthly instalments to be deducted from my salary, the first instalment to be deducted from salary payable
for the month of ……20……

I CERTIFY THAT THE PARTICULARS STATED HEREIN ARE CORRECT IN EVERY DETAIL

DATE:…… 20……. Signed:……..

PART C: RECOMMENDATION:

To the best of my knowledge and belief:

* 6. The above particulars are correct.

* 7. The applicant has no other advances outstanding for the purchase of a pedal cycle/ refrigerator/cooker/Heater/furniture/fan/radio/ Television and Video Sets/Computer/Sewing machine/Air Conditioner.

* 8 The applicant shall/shall not be able to afford repayment of both instalments of the loan, and running and maintenance costs.

*Delete where necessary

9. Additional comments, if any……
…….
…….

I RECOMMEND/DO NOT RECOMMEND that the above application shall be approved.

Date:…… Signed:……..

Designation:…….

PART D: DECISION:

*3The advance is approved/not approved.
Repayment period……. months commencing in the month of …… 20……
Additional comments or instructions …….
…….
Date: ……20 ……. Signed:……...
Designation:……..

** Delete where necessary*
** Attach hereto Proforma Invoice from the Seller*

NOTES

1. Where an organisation is fully integrated,
   (a) All applications shall be addressed to the Accounting Officer.
   (b) Part C shall be completed by the Head of Department/Division and Part D by Accounting Officer.

2. In the case of all Division not integrated in an organisation, the Head of Division shall complete Part C and forward to the Treasury for the necessary decision on payment to be made.

3. Advances are repayable over the following maximum periods:
   Cooker…….. 48 Months
   Refrigerators ……48 Months
   Air Conditioners…… 48 Months
   Heaters……...24 Months
   Furniture…… 36 Months
   Fan……..24 Months
   Radio……...36 Months
   Television and Video Sets……36 Months
   Computers……..48 Months
   Sewing Machines ……36 Months
   Pedal Cycles……..36 Months
   Washing Machine……..48 Months
   Solar Panel …….…….…… 48 Months

   Advance for repairs shall be repayable over a quarter of repayment period for the item concerned.

4. Furniture includes Beds and Mattresses.

APPENDIX N/II
(Made under Standing Orders N.11)

THE UNITED REPUBLIC OF TANZANIA
STANDING ORDERS FOR THE PUBLIC SERVICE, 2009

AGREEMENT FOR AN ADVANCE FOR
THE PURCHASE AND REPAIR OF:
* Pedal Cycles /Refrigerators/Cookers/Furniture/Heater/Electric Fan/Radio/ Television and Video Sets/Computer/Sewing Machine/Air Conditioner

AGREEMENT made this……. day of …….two thousand and……..…….. between (name) …… (Designation)……. (hereinafter called the Purchaser) of the one part and the Government of Tanzania (hereinafter called the Government) of the other part, whereby it is agreed as follows:

1. The Purchaser agrees to purchase outright a *pedal cycle/refrigerator Heater/Cooker/Furniture/Fan/Radio/Television and Video Sets/ Computer/Sewing Machine/Air Conditioner of a value not less than the amount to be advanced by Government or agrees to effect repairs to his pedal cycle, refrigerator, cooker, spectacles, furniture, electric fan, heater, radio, sewing machine of a value not less than the sum to be advanced by Government.

2. The Government agrees to advance to the Purchaser a sum not exceeding Shs: ……(in words) the receipt of which the Purchaser hereby acknowledges.

The Purchaser agrees -

(a) to repay the sum advanced by …….approximately equal monthly instalments to be deducted each month from his salary.

(b) not to sell, transfer or dispose in any way of his property in the said *pedal cycle/refrigerator/ cooker/furniture/ fan/radio/Television and Video Sets/Computer/sewing machine/ heater/Air Conditioner or, to remove it from Tanzania, without the written permission of the Government, until the whole of the sum advanced has been repaid;

(c) that if he shall die or leave the service of Government before the sum advanced by the Government is repaid in full, then and in that case the whole of the balance of the said sum shall be forthwith payable by the Purchaser or his executors or administrators, as the case may be.

*Delete where necessary

WITNESS our hands the day and year above written.

SIGNED by the said …….
in the presence of:-

Signature of
Witness……

Address:……

Occupation:……
…

PURCHASER to Sign here over …….. Revenue Stamp

SIGNED by (on behalf of the Government as aforesaid) in the presence of:-

Signature of Witness: …….

Address:…….

Occupation:……

……
Signature of Public Servant signing on
behalf of the Government

APPENDIX N/III
(Made under Standing Order N.13)

THE UNITED REPUBLIC OF TANZANIA
STANDING ORDERS FOR THE PUBLIC SERVICE, 2009

APPLICATION FOR AN ADVANCE FOR THE PURCHASE OF A MOTOR VEHICLE/MOTOR CYCLE (TO BE SUBMITTED TO THE PERMANENT SECRETARY (TREASURY) IN DUPLICATE)

A. FOR COMPLETION BY THE APPLICANT:

1. Full name:……
2. Designation: ……
3. Salary scale: ……. and present annual gross salary…….
4. Organisation:……

   Department: ……
5. Terms of service: ……..
6. Particulars of vehicle for which advance/loan is sought -
   Make……. Type…….. Model……
   CC…….. Grade……..New …….
   Second hand…….
7. Purchase price of Vehicle:……
8. Amount of advance required: ……..
9. Number of months over which it is desired to repay the loan/advance
10. Method of repayment requested:
    (a) Personal cheques: ……..……
    (b) Deduction from salary: ……
11. Distance from quarter/home to place of work: ……..
12. The following documents are attached:
    (a) Certificate of road worthiness.
    (b) Certificate of Insurance Company,
13. Certificate:
    I certify that the above particulars are correct and that I shall pay the down payment from my own resources without mortgaging the vehicle in any way.

Date:……20…… Signature of Applicant:……..……...

B. FOR COMPLETION BY THE APPLICANT'S EMPLOYER (CHIEF EXECUTIVE OFFICER)

14. I certify that:-

(a) To the best of my knowledge and belief, the above particulars are true and correct.

*(b) I consider that the public servant falls under category (i) (ii) of paragraph (a) or (b) of those qualifying for Motor Vehicle advance.

*(c) In my opinion the vehicle is suitable for the purpose for which it is required and further that it is suitable for rural/urban use.

(d) The applicant has no outstanding advance for purchase of a motor vehicle C or motor cycle or repairs of a motor vehicle.

(e) In my opinion the applicant will be able to afford the cost of running and maintaining the vehicle and of the repayments on the advance for which he is applying and I recommend that it be granted.

15. Additional comments if any ……
……

Date……20……. ……..
Signature of the Chief Executive Officer

C. <u>FOR COMPLETION BY PAY MASTER GENERAL (PMG) OR ASSISTANT PAY MASTER GENERAL (APMG)</u>

* 16. An advance of Shs…… approved/not approved.
17. Repayment period ……months
* 18. Chattels Transfer Instrument required/not required
19. Additional comments and Instructions, if any…….
……

Date……. …….
Signature of PMG/APMG

* Delete where necessary

APPENDIX N/IV
(Made under Standing Order N.14)

THE UNITED REPUBLIC OF TANZANIA
STANDING ORDERS FOR THE PUBLIC SERVICE, 2009

AGREEMENT FOR AN ADVANCE FOR THE PURCHASE OF A MOTOR VEHICLE/MOTOR CYCLE

Agreement made this…… day of ……two thousand and…….between (*)……
……
……
(hereinafter called the purchaser of the one part and the Government of Tanzania (hereinafter called the Governments of the other part whereby it is agreed as follows:

1. The purchaser agrees to purchase outright a motor vehicle
   (a) Make…….
   (b) Type…….
   of a value not less than the amount to be advanced by the Government.
2. The Government agrees to advance to the purchaser a sum not exceeding Shs……..
   (Shs in words).
3. The purchaser agrees to repay the sum advanced together with interest at the rate of ……. per cent per annum upon the said sum as and when directed by the Government.
4. The purchaser hereby agrees:-
   (a) not to sell, transfer or dispose in any other way of his property in the said motor vehicle without permission in writing of the Government, until the whole of the sum advanced and interest due thereon has been repaid;
   (b) to take out a policy of insurance on the said motor vehicle for a sum not less than the amount advanced and then owing to be repaid, in respect of the following risks:-
      (i) Accident (by road, rail or Steamer)
      (ii) Theft
      (iii) Fire
      (iv) Third party risks (unlimited).
   (c) to execute an instrument of chattels transfer under the Transfer Ordinance (, (Cap.210) in favour of the Government if and when required to do so by the Accountant-General;
   (d) do not take the said motor vehicle out of Tanzania without the approval of the Accountant-General.
5. If the purchaser shall die or leave the service of the Government before the sum advanced by the Government is repaid in full together with any interest due and owing thereon, then and in that case the whole of the

balance of the said sum and interest shall be forthwith payable by the purchaser or his executor or administrator, as the case may be.

[6]*Full name and designation

WITNESS our hands the day and year above written.

SIGNED by the said …….
in the presence of:-

Signature of Witness……

Address:……

Occupation:……
…

PURCHASER to Sign here over …….. Revenue Stamp

SIGNED by (on behalf of the Government as aforesaid) in the presence of:-

Signature of Witness: …….
of Treasury, Dar es Salaam.

……
Signature of the public servant signing
on behalf of the Government

APPENDIX N/V
(Made under Standing Order N.14)

THE UNITED REPUBLIC OF TANZANIA
STANDING ORDERS FOR THE PUBLIC SERVICE, 2009

Chattels Transfer Ordinance (Cap.210)
(MOTOR VEHICLE/MOTOR CYCLE INSTRUMENT)
(Section 220)

I…….of (a*) ……....(hereinafter called "Grantee" being the owner of the Chattels mentioned in the Schedule hereto, in consideration of the sum of shillings……. lent and advanced to me by the Government of Tanzania (hereinafter called "the Guarantee"), hereby assign and transfer the same to the said Government of Tanzania, by way of mortgage to secure the payment of the said sum of Shillings .....with interest thereon at ……per centum per annum in the meantime and so long as the same or any party thereof remains unpaid in monthly instalments of shillings (*) ……commencing with the month of …… 20…….. with final instalment of shillings (*1)……. in the month of…… 20…… or such sums as the Guarantee may from time to time direct.

Provided always that in the event of the death of the guarantee or the termination of his services with the guarantee or the receipt or the giving of notice of such termination by the guarantee before the loan and the interest accrued due thereon be repaid in full then and in any such event the whole of the balance of the loan then outstanding and all interest accrued due thereon be repaid in full then the whole of the balance the loan then outstanding and all interest accrued due thereon shall be paid to the guarantee forthwith.

The guarantee hereby further agrees:-

(i) that the guarantee may deduct from the guarantee's salary and other emoluments the instalments and moneys by ways of repayment of the loan and interest or otherwise under this instrument;

(ii) to insure the vehicle and at all times while this instrument remains in force to keep the vehicle insured against loss or damage by accident (by road, rail, steamer, theft or fire) such insurance to be effected in the name of the principal and interest at any time outstanding under this instrument and, at the request of the guarantor, to hand over to and produce and deliver to the guarantor the receipt or receipts for the annual or other premiums payable on account thereof, and to layout and expand all moneys received under such insurance in the event of loss - or damage by accident (by road, rail steamer, theft or fire) so far as the same extend, in making good such loss or damage, or, if the guarantee so elects in discharging the loan; provided that, if default be made in the

* State residence and occupation

*1 The amounts inserted here must be the monthly principal and interest instalment combined;

observance or performance of this covenant, the guarantor may, without prejudice to and concurrently with the powers granted to him by this instrument or otherwise by law, insure the vehicle and keep it insured as aforesaid, and may forthwith recover the costs and charges of such insurance from the guarantee in like manner as if the same had been advanced by way of loan on security of this instrument;

(iii) to insure and all times while this instrument remains in force to keep the vehicle insured against third party risks (unlimited);

(iv) to register this instrument according to law. and, if reasonably called upon to do so by the Government, renew the registration thereof within the time fixed by law;

(v) to defray the cost of the stamp duty for this instrument and the registration fee thereof and all other costs, fees and duties incurred in and necessary to the registration thereof and the preparation of affidavits therefore or otherwise incidental thereto;

(vi) if and when necessary to defray the cost of the stamp duty required for a memorandum of satisfaction in respect of this instrument and all costs and fees connected with filing such memorandum;

(vii) not to remove or attempt to remove or cause the removal of the vehicle out of the United Republic without the consent in writing of the guarantor.

Signature of Guarantor Over Revenue Stamp

SCHEDULE (C)

Describe vehicle……

(a) Make of vehicle…….

(b) Cubic capacity of the engine……..

In Witness whereof the Guarantor has hereunto subscribed his name this…….. …… day of…….. 20.....

(1) Signed and delivered by the said…….. who is known to me personally in my presence this…… day of …….. 20. ……
(Signature) …….
(Postal address)…….
……..
……..
Qualification……
…….
…….

One of the attestation Clauses must be signed by an Authorised person

(2) Signed and delivered by the said …… Identified to me by…… the latter being known to me personally in my presence this
…….
Day of…….
20……
(Signature)…….
(Postal Address)……
…….
…….
Qualification……
…….

APPENDIX N/VI
(Made under Standing Order N.16)

THE UNITED REPUBLIC OF TANZANIA
STANDING ORDERS FOR THE PUBLIC SERVICE, 2009

APPLICATI0N FOR AN ADVANCE FOR THE REPAIRS/OVERHAUL OF MOTOR VEHICLES/MOTOR CYCLES OR PURCHASE OF MOTOR VEHICLES/CYCLE TYRES

(TO BE SUBMITTED TO THE PRINCIPAL SECRETARY TO THE TREASURY IN DUPLICATE)

PART A: TO BE COMPLETED BY APPLICANT

1. Full name ……
2. Designation …….
3. Salary Scale……. Present annual gross salary…….
4. Terms of service. ……
5. Organisation…….
6. Full address.
7. Particulars of motor vehicle/cycle for which an advance/loan *for* repairs is sought:
   Year of registration…… Registration No:……
   Make……. Type.....
   Model……CC ……..
8. Amount of advance required……..
9. Number of months over which it is desired…….
10. Method of repayment requested:
    (a) Personal cheques…….
    (b) Deduction from salary ……...
    (c) Salary Check No…….
    (d) Cash…….
    Sub-Vote No…….. Vote No……
11. The motor vehicle/cycle shall be repaired by the following competent garage:
    Messrs:……..
    Full Address: ……
12. The following document SHOULD BE attached:
    (i) Photostat copy of Registration Card of the motor vehicle/cycle for which repairs are required.
    (ii) Pro-forma Invoice for the repairs of or purchase of tyres for the motor vehicle/cycle referred to in paragraph 7 above.
13. Certificate:
    I certify that the above particulars are true and correct.

    Date:……Signature of Applicant ……...

PART B: TO BE COMPLETED BY THE APPLICANT'S EMPLOYER (CHIEF EXECUTIVE OFFICER)

14. I certify that:
    (a) To the best of my knowledge and belief the above particulars are true and correct.
    (b) The public servant has been authorised to use his private motor vehicle/cycle No…… for official duties ……
    ……
    (c) The Applicant has an outstanding advance for the repairs of motor vehicle/motor cycle of Shs……
    (d) The Applicant shall be able to afford repayment of both instalments of the loan, and running and maintenance costs.
    (e) Additional comments, if any ……..
    ……
15. I recommend/I do not recommend that the above application be approved.

Date:……..

Signature of the Chief Executive Officer

PART C: TO BE COMPLETED BY THE TREASURY PMG OR APMG

16. An advance of Shs: …….. is approved/not approved.
17. Repayment period…….. months with effect from……..
18. Additional comments and instructions, if any. ……
    ……
    ……

Date:……20…… Signature of PMG/APMG …….

APPENDIX N/VII
(Made under Standing Order N.16)

THE UNITED REPUBLIC OF TANZANIA
STANDING ORDERS FOR THE PUBLIC SERVICE, 2009

AGREEMENT FOR AN ADVANCE TOWARDS THE COST OF REPAIRS TO MOTOR VEHICLES/MOTOR CYCLES OR PURCHASE OF TYRES

AGREEMENT made this ……..day of…….. two and……. between *. ……. …….....(hereinafter called the borrower) of the one party and the Government of Tanzania (hereinafter called the Government) of the other party whereby it is agreed as follows:-

1. The borrower agrees to spend on repairs to the motor vehicle/motor cycle/tyres
   Describe
   (a) Make.....
   (b) Type……..
   (c) Model…….
   (d) cc……

2. The Government agrees to advance to the borrower a sum not exceeding Shs…….

3. The borrower agrees to repay the sum advanced as and when directed by the Government.

4. The borrower hereby agrees not to sell or dispose of in any way of his property in the said (b)……. until the whole of the sum advance be repaid, without the express permission of the Government.

5. If the borrower shall die or leave the Government service before the sum advanced by the Government is repaid in full then and in that case the whole of the balance of the said advance then outstanding shall be forthwith payable by the borrower or his executers or administrators.

   Witness our hands the day and year above written:
   Signed by the said……
   in the presence of:
   Signature of witness ……
   Address……..
   Occupation…….
   Signed by……...

(on behalf of the Government as aforesaid in the presence of:)

Signature of Witness……..
Address…….

Occupation……

……
Signature of public servant signing on behalf of the Government

---

* Give full name and designation

APPENDIX N/VIII
(Made under Standing Orders N.19)

THE UNITED REPUBLIC OF TANZANIA
STANDING ORDERS FOR THE PUBLIC SERVICE, 2009

REVOLVING HOUSING LOAN FUND FORM OF APPLICATION FOR A LOAN

The Secretary,
Revolving Housing Loan Board,
Ministry of Lands and Human Settlement Development,
P.O. Box 9132,
DAR ES SALAAM.

Photograph of Applicant

u.f.s. The Chief Executive Officer,
P.O. Box ……
…….

PART A: PERSONAL DETAILS:

1. Full name……..…… (Male or Female)……
2. Designation. …….
3. Date of appointment to the present designation…….
4. Department/Division…… Station……..
5. Station.....
6. Date of Employment…….… Date of Retirement……
7. Terms of Service: * confirmed/probation/GEPF/NSSF/PSPF/LAPF
8. Date of Birth……9. Length of Service ……
10. Name of Spouse……. 11. Number of Children …….
12. Next of Kin……
12. Other Dependants……
13. Residential address P.O. Box…….
Telephone……..
Town……...
Street……..
14. Status of House occupied now:
Own house…….. * yes/no
Rental house…….. * yes/no
Government house…… * yes/no
15. Salary particulars: Check No……..
Salary scale……..
Gross salary per month……
Net salary per month……
16. Other sources of income and income of the spouse (if any):
…….
…….
…….
Total income per month……..

17. Life Insurance (if any)
Sum insured…….
Premium per month…….

18. Other Loan/Credit Obligations:

(a) Nature of Credit…….
Name of Creditor……
Address: P.O. Box…….
Amount of Credit: Shs……
Monthly Repayments: Shs……
Balance: Shs……
Security Pledge:……..
Expected Date of Final Repayment…….

(b) Nature of Credit……
Name of Creditor…….
Address: P.O. Box…….
Amount of Credit: Shs……..
Monthly Repayments: Shs……..
Balance: Shs…….
Security Pledge…….
Expected Date of Final Repayment……..

(c) Nature of Credit…….
Name of Creditor……..
Address: P.O. Box…….
Amount of Credit: Shs……..
Monthly Repayments: Shs……..
Balance: Shs…….
Security Pledge……
Expected Date of Final Repayment……..

19. Applicant's Bankers: Name……..
Branch…….
Address……
Nature of Account……..
Account Number…….
Balance to date Shs……

20. Property to be financed:

(a) Nature of Activity:

- Construction of new house (produce bills of quantities)…… * yes/no

- Rehabilitation of existing house (produce valuation report)……. * yes/no

- Redeem THB Loan (produce Valid statement)……. * yes/no

(b) If new building state:

- Stage of construction reached.....
  ……
  ……Value Shs……
- Type of building materials on site — Value Shs.
  (i) ……. ……
  (ii) ……. ……
  (iii) ……. ……
  (iv)…….. ……
  (v) …….. ……
  (vi) ……. ……
  (vii)……. ……

(c) Location of property
Use……..
Plot No……Block No……
Location……...
Title No……
Effective date……
Property description (refer to drawings)
……
……

(d) Estimated construction costs:

Stage of construction	%	Amount
(i) Excavation – floor slab ..	22	…….
(ii) Walling – linter/beam level	18	…….
(iii) Roof structure and ceiling	21	…….
(iv) Windows, doors, electrical, water and sewage, fittings and all fixtures	30	…….
(v) Finishing, i.e. wall plastering floor screeding and painting	9	…….
Total	100%	___

(e) Nature of construction
- self help…….. * yes/no
- contractor…… * yes/no
- if by contractor state: Name……..
  Address……..

(f) Loan repayment period: years……...

21. Declaration:
I hereby declare that the above particulars are correct in every detail and thus apply for housing loan of Shs…….. in the event of the loan being granted to me, I undertake to be bound by the terms and conditions of the Revolving Housing Loan Fund.

Date……20……. Name……..
** Delete whichever is inapplicable*

PART B: FOR COMPLETION BY THE APPLICANT'S EMPLOYER (CHIEF EXECUTIVE OFFICER)

I certify that, to the best of my knowledge and belief:

(a) the above particulars are correct.
(b) the applicant will be able to meet his/her loan obligations.
(c) the applicant's probability of continued employment is good.
(d) I shall deduct the applicant's monthly loan repayments and deposit them with the Revolving Housing Loan Fund if requested to do so.

(e) Any other comments:……
……
(f) I *recommend/do not recommend that the application be granted.

Date……20…….. Name…….

Signature…….. Designation……..
* Delete whichever is inapplicable.

PART C: DECISION OF THE BOARD OF TRUSTEES

1. Loan for Shs…… Approved/Not approved.
2. Rate of interest……... per cent per annum.
3. Repayment period……..……years commencing in the month of …….. at Shs..... per month.
4. Mortgage executed on …….
5. Insurance cover for Shs……
6. Revolving Housing Loan Board notified of completion of building
……..
……..
……..
7. Additional comments or instructions:
……..
……..
……..

Date…….. Name and Signature……..……..
Permanent Secretary, Ministry of Finance

SECTION O

OPERATIONAL SERVICE

SECTION P

TERMS OF SERVICE OF EMPLOYEES PAID AT DAILY RATES

SECTION Q

MISCELLANEOUS

SECTION Q

MISCELLANEOUS CONTENTS

	Standing Order No
Provisions Relating to Compensation ……	Q.1-Q.4
Provisions Relating to Serious Illness and Death ……	Q.5-Q.8
Provisions Relating to Master Workers' Council ……..	Q.9-Q.10
Provisions Relating to the Public Service Joint Staff Council and Service Joint Staff Council ……..	Q.11-Q.12
Provisions Relating to Fire Fighting ……..	Q.13-Q.14
Provisions Relating to Overpayment …….	Q.15-Q.22
Provisions Relating to Uniforms …….	Q.23-Q.24

LIST OF APPENDICES

Subject	*Standing Order Referred to*	*Appendix No.*
Certificate by Chief Executive Officer of The Tanzania Buildings Agency	Q.1	Q/I

INDEX TO SECTION Q

	Standing Order No.
A	
Aims and objectives of the Master Workers Council ……	Q.10
Aims and objectives of the Public Service Joint Staff Council and the Service Joint Staff Council …….	Q.12
C	
Compensation for Loss of Kit ……..	Q.1
D	
Damage to Government Property by Fire ……..	Q.14
Death Notification to Government ……...	Q.6
Doubts Regarding Interpretations ……...	Q.22

Standing Order No.

F

Fire Fighting Precautions ……. Q.13
Free Issue of Uniforms ……. Q.24
Funeral Cost ……... Q.7

H

Honorarium ……. Q.18

I

Introduction – Provisions relating to Master Workers' Council and Workers' Councils …….. Q.9
Introduction – Public Service Joint Staff Council and Service Joint Staff Council …….. Q.11

N

National and Presidential Flags …….. Q.20
Notification of injuries, death and occupational diseases …… Q.4

O

Official Portrait of the President …….. Q.21
Overpayment of Salary or Allowance ……. Q.15

P

Procedure for determination of payment of compensation ……. Q.3
Provision for Payment of Compensation …… Q.2

R

Recovery of Debts ……. Q.16
Re-employment and Rehabilitation of Incapacitated Public Servant Q.8

S

Security and Proper Use of Equipment …….. Q.17
Serious illness of public servants …… Q.5

T

Time-bar on claims by Public Servants …….. Q.19

U

Uniform Allowance: Eligibility and Rates …… Q.23

SECTION Q

MISCELLANEOUS

COMPENSATION

Q.1 Compensation for Loss of Kit:

(1) A public servant shall not be entitled to claim compensation in respect of losses of or damage to private property incurred through fire, theft, or otherwise in the course of his service, but special cases may be considered by the Permanent Secretary (Establishments).

(2) Any payment which may be authorized by the Permanent Secretary (Establishments) shall be purely ex-gratia and, as a rule, not more than two thirds (⅔) of the value of the property lost shall be allowed. In exceptional cases, however, the whole amount may be granted when the total is very small, or in view of special circumstances, such as the efforts of a public servant to save public property at the risk of his own.

(3) Claim shall not be entertained if the loss could have been avoided by the exercise of prudence or if insurance against loss could have been effected on reasonable terms, but this will not debar consideration of cases in which insurance is impracticable, e.g. the risk of fire in underdeveloped localities and it may be held that there are cases in which prudence does not demand insurance e.g. for the minimum of personal luggage taken by a public servant with him .on a journey; nor will claims be entertained for loss of money or jewellery, loss of articles of an extraordinary or fanciful character acquired for the gratification of private tastes, or loss of property which was not at the time or place in question actually or conventionally necessary for the discharge of duties and the maintenance of the position of the public servant.

(4) When a public servant is accommodated by the Government in a thatched house, the Government shall reimburse the public servant with the difference in premium, between the actual costs of insurance of his personal effects in the thatched quarters as compared with that for a hard-rooted building. Claims shall be submitted on the form set out in Appendix Q/I.

(5) Public servants making arrangements for the storage of their effects are reminded that the storing of firearms and ammunition, except in a licensed private or public warehouse, is prohibited.

(6) Public servants should be encouraged to insure their properties.

Q.2 Provision for Payment of Compensation:

The extent of the liability of Government for the payment of compensation under certain conditions for an employee's death or incapacity resulting from an accident or an occupational disease arising out of and in the course of his employment with Government is prescribed in:

(a) the Occupational Health and Safety Act, Cap.297;
(b) the Workers' Compensation Act, Cap.330;
(c) the Public Service Retirement Benefits Act, Cap.371;
(d) the Local Authority Pension Fund Act, Cap.407;
(e) the Public Service Act, Cap.298; and
(f) the National Social Security Fund Act, Cap.50.

Q.3 Procedure for determination of payment of compensation:

The procedure for determination of the extent of incapacitation and rates of compensation for injuries, death or occupational diseases, shall be as provided for in the Public Service Act and its Regulations.

Q.4 Notification of injuries, death and occupational diseases:

(1) A public servant or any person on behalf of the public servant shall, as soon as possible give written or verbal notice of the injuries, death or occupational disease to the Chief Executive Officer of the organization concerned.

(2) The Chief Executive Officer concerned shall notify the Permanent Secretary (Establishments) of all cases where a public servant or employee has died or sustained injury as a result of accident encountered in the performance of his duties. Full particulars shall be furnished and reports of such occurrences shall also be made under the terms of the Occupational health and Safety Act, Cap.297.

SERIOUS ILLNESS AND DEATH

Q.5 Serious Illness of Public Servants:

When a public servant is considered to be dangerously ill, the Medical Officer in whose care he is, shall immediately notify the immediate supervisor of the public servant or the District Administrative Secretary who shall communicate the particulars to the public servant's relatives if they are not near him and his Chief Executive Officer. Similar notifications shall be sent regularly, even daily if necessary, until the patient is considered to be out of danger. Information shall also be furnished by the Medical Officer as to whether the patient's wife or husband is with him or her.

Q.6 Death Notification to Government:

(1) The death of a public servant shall be reported to the Chief Executive Officer concerned in the first instance of communication. The initial notification shall be followed up by a detailed report giving the following information:

(a) hour, date, place and cause of death (description of illness etc);

(b) address if known, of the nearest relative;

(c) a report by the Medical Officer, through the Chief Medical Officer, suitable for communication to the relatives of the deceased, omitting any details of a distressing or painful nature;

(d) in the first instance, the public servant responsible for notifying the deceased relatives of the death of a public servant shall take into consideration all the reference to the deceased good qualities of work and the esteem in which he has held while in the office before submitting the report to the Chief Executive Officer. Reference to any last *wishes* of the deceased and the funeral arrangements can be made in this letter, or in the report;

(e) the Chief Executive Officer can either embody the information given in the report under sub paragraph (e) in a personal letter to the nearest relative, or forward that report as it stands if he is unable to amplify the report from his own individual knowledge. Care should be taken to address the letter personally and to couch it in sympathetic terms; and

(f) information on the arrangements made regarding the administration of the estate of the deceased.

(2) The above report, which shall be submitted without delay, shall be forwarded together with a certified copy of the entry in the Register of Deaths.

(3) The report as described in the foregoing paragraphs shall be furnished by the Chief Executive Officer on the deceased if the death occurs within his cognisance.

(4) Without prejudice to the provisions of paragraphs (1), (2) and (3), the death of a public servant shall be reported to the Permanent Secretary (Establishments) for purposes of records and publication in the official gazette.

Q.7 Funeral Cost:

(1) The following costs of the burial of every public servant (excluding a public servant on temporary or daily paid terms) shall be borne by public funds:

(a) coffin;
(b) grave;
(c) shroud;
(d) wreath and decorations; and
(e) transport costs of the deceased public servant from the point of death to the home place of the deceased or any other place as decided by the deceased himself prior to the occurrence of death or his relatives or his official representative(s).

(2) The funeral costs specified under paragraph (1) shall apply to the public servant's spouse and children, and shall be borne by public funds.

(3) Every organization shall have its own arrangements to provide for some reasonable support for funeral expenses.

Q.8 Re-employment and Rehabilitation of Incapacitated Public Servant:

(1) Where the need is indicated to terminate the services of a public servant of any category on grounds of ill-health or injury, he may well still be fit for less strenuous work than he has been doing, and in such case every effort should be made to find other employment suitable for him, if necessary at a reduced rate of pay, either in the same or in another organisation or even outside Government Service, provided that he is certified by the Medical authorities to be fit for such work. The assistance of the Permanent Secretary (Establishments) may be sought for the re-employment and rehabilitation of such public servant. If a public servant refuses employment offered, no further endeavour need be made on his behalf.

(2) The Ministry responsible for Labour shall maintain registers of incapacitated workers in order to assist them in obtaining employment; and the Chief Executive Officers shall therefore inform the Labour Division of the Ministry responsible for labour whenever a local appointment is terminated on grounds of ill-health or injury.

MASTER WORKERS' COUNCIL AND WORKERS' COUNCILS

Q.9 For purposes of creation and maintenance of good relationship between the Government and Workers in Tanzania, there has been established the Master Workers Council and the Workers Councils under the Public Service (Negotiating Machinery) Act, Cap.484. The composition and

functions of the Master Workers' Council and Workers' Councils are as provided for under the Act.

Q.10 Aims and objectives of the Master Workers Council:
The aims of the Council are to provide forum for the participation of public servants in matters relating to the Public Service, and in particular participation in discussing and making decisions pertains to public servants employment welfare.

THE PUBLIC SERVICE JOINT STAFF COUNCIL AND SERVICE JOINT STAFF COUNCIL

Q.11 Public Service Joint Staff Council and Service Joint Staff Council:
The Public Service Joint Staff Council and Service Joint Staff Councils are established by Section 4 and 9 of the Public Service (Negotiating Machinery) Act, Cap.484 to provide for the mechanism to be followed in negotiations on matters concerning the relationship between the Government and the Public Service. The composition and functions of the Public Service Joint Staff Council and the Service Joint Staff Council are as provided for under the Act.

Q.12 Aims and objectives of the Public Service Joint Staff Council and the Service Joint Staff Council:
The aims of the Public Service Joint Staff Council and the Service Joint Staff Council are:

(a) to secure the greater measure of co-operation between the Government in it's capacity as an employer, and the public servants through their respective trade unions;

(b) to provide conducive environment that would bring about consultation and negotiation between the Government and public servants on matters affecting the efficiency and well-being of the public service; and

(c) to provide for the machinery for dealing with the grievances for public servants.

FIRE AND RESCUE SERVICES

Q.13 Fire Fighting Precautions:
(1) Every Chief Executive Officer should ensure that all buildings and all working places are installed with modern and working fire extinguishers or fire fighting appliances.

(2) Dangerous inflammable and corrosive goods should be stored very carefully; each organisation should consult the Ministry responsible for Fire Service and local Fire Officers, where available, regarding such storage.

(3) All fire-fighting appliances should be thoroughly tested at least once a year to ensure their efficiency.

(4) The Chief Executive Officers should ensure that their staff are familiar with the position and operation of any fire-fighting appliances installed. Such staff should be aware of the telephone numbers of the nearest Fire Brigade and this information should be prominently displayed in every office.

(5) Notwithstanding any provisions of this sub-part, the provisions of this sub-part shall only supplement to the Fire and Rescue Services Act, 2007 and not otherwise.

Q.14 Damage to Government Property by Fire:

(1) Wherever any Government property or building, permanent or temporary, is destroyed or damaged by fire, a formal inquiry shall immediately be held by the Commissioner for Fire and Rescue Services within the Ministry of Home Affairs, if he is within reasonable reach of the place where the fire occurred. In all other cases a formal inquiry shall immediately be held by the District Administrative Secretary.

(2) A copy of the record of the inquiry which shall indicate whether the fire was attributed to negligence or not, shall be sent to the Permanent Secretary, Ministry of Home Affairs and a further copy to the Permanent Secretary to the Treasury. The holding of an inquiry does not absolve the responsible public servant from reporting in accordance with the Public Finance Act, and Regulations made there under any losses of Government cash or stores.

(3) For the purposes of this Standing Order, trees in a Government Forest Reserve are not to be regarded as Government Property, no inquiry under the terms of paragraph (1) shall be held where such trees are damaged or destroyed by fire. Serious cases of fires in Government Forest Reserves shall, however be, investigated by public servants of the Forest Division.

OVERPAYMENT

Q.15 Overpayment of Salary or Allowance:

(1) Public servants do receive erroneous payments of salary or allowances which they may not be entitled. Every overpayment or erroneous payment to a public servant of an amount in excess of that to

which he is entitled is recoverable unless the circumstances in which the payment was made and the nature of the payment itself are such that the public servant might not reasonably be expected to have noticed the overpayment. The view is maintained that a public servant should not be required to refund an erroneous payment made through mistake if:

(a) he has already treated the money as his own;
(b) he did so genuinely believing that he was entitled to do so; and
(c) his belief that the money was his own is based on reasonable grounds;

(2) Every case of overpayment has to be examined on its own merit and has to be capable of satisfying the following two important conditions:

(a) did the public servant, when he received the overpayment, genuinely believe the excess to be his own money, that is money to which he was entitled; and
(b) if he did so believe, was the belief based on reasonable grounds?

Q.16 Recovery of Debts:

It is necessary to point out that the Specified Officers (Recovery of Debts) Act, defines a "debt" as including an overpayment of salary. Steps could, therefore, be taken to set in motion the procedure prescribed in the Act for the recovery of over- payment where, under the circumstances of the case, such overpayment is lawfully recoverable.

Q.17 Security and Proper Use of Equipment:

It is the responsibility of a public servant who occupies government offices, workshops or other similar premises to ensure that electrical appliances and water facets are switched off, and windows and doors are properly locked when offices are vacated.

Q.18 Honorarium:

Public servants who make special contributions to the Service which lead to economy or greater efficiency or enhanced reputation of the service may be eligible for the payment of an honorarium of an amount which the Chief Executive Officer considers reasonable and justified under the circumstances.

Q.19 Time-bar on claims by Public Servants:

Any claim by a government employee of any category for entitlements under Standing Orders or other regulations made more than a year after the claim fall due shall be treated as time-barred, unless the Permanent Secretary (Establishments) is satisfied that special circumstances precluded the submission of the claim at an earlier date.

Q.20 National and Presidential Flags:

(1) The National Flag shall be flown from the State House when the President is not in residence and at all Government offices including offices of local authorities.

(2) The National Flag shall also be flown in other areas during official functions involving Leaders of the Government at National, Regional or District level. The Flag shall be removed immediately the official function is completed.

(3) Leaders and Senior Government Officials who are sworn in by President and District Commissioners who are sworn in by Regional Commissioners when they take office, may fly National flag in miniature for hoisting on Tables.

(4) The Presidential Flag shall be flown at the State House when President is in residence i.e. when he is in the Dar es Salaam Region. In other Regions, the Presidential Flag will be flown wherever he is and there is no time limit.

(5) The National and Presidential Flags in miniature for cars may be flown as follows:-

	Leader	***Types of Flag***	***Side of Car***
(a)	the President	Presidential Flag	Right
(b)	the Vice-President	National Flag	Right
(c)	the Prime Minister	National Flag	Right
(d)	Speaker of the National Assembly (in all regions)	National Assembly Flag	Left
(e)	the Chief Justice (in all regions)	National Flag	Left
(f)	Ministers and Deputy Minister in all regions Outside Dar es Salaam and Dodoma	National Flag	Left
(g)	Regional Commissioner (in their Regions only)	National Flag	Left
(h)	District Commissioner (in their Districts only)	National Flag	Left

(6) *Time for Flying the National Flag:* The National Flag shall be flown from 6.00 a.m. up to 6.00 p.m.

(7) Worn out, torn or dirty flags shall never be hoisted.

Q.21 Official Portrait of the President:

(1) *The Official Portrait of the President:* The portrait of The President of the United Republic of Tanzania shall be placed on the wall above the desk of the public servant in all Government offices.

(2) *The Official Portrait of the "Father of the Nation":* The portrait of Mwalimu Julius Kambarage Nyerere, First President of the United Republic and Father of the Nation shall be placed on the wall in all Government offices so that it faces that of the President of the United Republic.

Q.22 Doubts Regarding Interpretations:

Any doubts in connection with the interpretation of these Standing Orders shall be referred to Permanent Secretary (Establishments).

APPENDIX Q/I
(Made under Standing Order Q.1)

THE UNITED REPUBLIC OF TANZANIA
STANDING ORDERS FOR THE PUBLIC SERVICE, 2009

CERTIFICATE BY CHIEF EXECUTIVE OFFICER OF THE TANZANIA BUILDING AGENCY

I certify that the quarters described above are thatched quarters and have been allocated to the claimant.

Date……..

……. ……..
Station Chief Executive Officer
Tanzania Building Agency

CERTIFICATE BY CHIEF EXECUTIVE OFFICER OF THE ORGANISATION CONCERNED

I have examined the Policy and Renewal Receipt mentioned above and certify that the sum insured and premium paid are as stated. The claimant is entitled to Government quarters under the terms of Standing Order M.1.

Date……. …….
Chief Executive Officer