

APPENDIX F/III

(Made under Standing Order F.51)

**THE UNITED REPUBLIC OF TANZANIA
STANDING ORDERS FOR THE PUBLIC SERVICE
CERTIFICATE OF SERVICE**

Name of Officer
Details of Offices held, giving dates
.....
.....
Cause of termination of appointment.....
.....
Efficiency.....
.....
.....
General conduct
.....

.....
Head of Department/Division RAS
.....
.....20.....

NOTES

- i. assessed as “Very Good”, “Satisfactory”, (i.e. normal or average), “Indifferent” or
Where the Officer’s period of
- ii. service exceeded six months and the officer was dismissed because of period of isolated act of misconduct, or 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 e 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