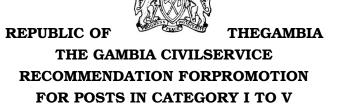
Confidential P.S.C Form 2



PART1

To be completed by the Head of Department of the Officer(s) being recommended and returned to the Permanent Secretary, Personnel Management Office, The Quadrangle, Banjul. Failure to complete this section in full may seriously delay the consideration of this recommendation.

1.	Details of vacant position					
	Vacant Post:					
	No of Vacancies:					
	Head:Si	ubhead:Item:	Grade:			
	Previous Holder(s): .	Р	ayroll No			
2 .	Reasons for vacancy					
3.	Particulars of Office	r(s) being recommended	l for promotion, to	fill vacant post*		
Vame	Payroll No	Date of First Appt. &Position	Date of present Appointment&	Current Grade		
4.	Proposed date of pro	motion:				
 5.	Reasons for Recomn					

		Officers in	nmediately junion	r to the Officer	(s)	
rec Name	recommended. Payroll Date of First Date of Current Age					
		No	Appointment	Appointment		
. Please i		accomplish the last one		r recognitions in f	favour of the	
	ied Officer within					
		•••••	••••••	•••••	•••••	

7c. Clearly outline the positive outcome of the assignment(s) under schedule 7b

7d. Please indicate the timeliness or otherwise of the assignment referred to under schedule 7b
7e. what is the overall assessment of the recommended officer's performance for the past six months (Please tick)
1. Performance exceeds expectations
2. Performance fully meets the expectations
3. Performance not fully up to requirement, some improvement necessary
4. Performance below expectations
7f. Any other additional information in support of your recommendation.
Signature (Head of Department):Designation:
Name (in capital):Ministry/Department:
Department File No:
DECLARATION BY HEAD OFDEPARTMENT
- 4 4 .4 .

I declare that:

- (a) The particulars I have given above are correct to the best of my knowledge.
- (b) The recommendation is in line with details of establishment and expenditure as outlined in the Estimates for the Budget

Date:	Signed:

year.....

For use of the Personnel Management Office Only

8.	CONFIRMATION BY THE PERSONNEL MANAGEMENTOFFICEI		
confirm	that:-		
	(c)	The particulars in Part I of the form are correct.	
	(d)	There are no objections on financial or establishment grounds to the vacancy being filled with effect from:	

FOR PUBLIC SERVICE COMMISSION USEONLY

Not Approved \square Deferred \square

PARTIII

9. Please tick appropriate box

Approved \square

Comments (If any)	
Date:	Signed:
	Chairman Public Service Commission