

MINISTRY OF EDUCATION, SPORT, ARTS AND CULTURE
NOTIFICATION OF CESSATION OF SALARY

PLEASE NOTE :

- (a) Complete in BLOCK LETTERS.
- (b) Eight (8) copies must be completed, immediately after fourteen (14) days of a member's imprisonment/restrictio absence from duty without being granted leave of absence, and dispatched as follows by the Head of Office:
 - **Top/original copy** immediately direct to THE PAYMASTER, SALARY SERVICE BUREAU;
 - One copy immediately direct to the SECRETARY FOR EDUCATION, SPORT, ARTS AND CULTURE;
 - One copy immediately direct to the PROVINCIAL EDUATION director;
 - One copy immediately direct to the DISTRICT EDUCATION OFFICER;
 - One copy to be retained by the Head of Office; and
 - The three (3) remaining copies in compliance with the time limits indicated below, together with reports on and pro imprisonment/restriction (court record) **or** efforts made to establish the whereabouts of the member.
- (c) It is an **act of misconduct not** to complete and submit an Ed.92.(a) Form to SSB and process it within the set times.

Surname (Mr/Mrs/Ms*), First names : E. C. No.
 Station/School : Dept/Stn Codes/
 District Province :
 Last reported for duty on day Month Y

1. TO THE PAYMASTER, SALARY SERVICE BUREAU, P. O. Box CY 507, CAUSEWAY, HARARE (After 14 days of absence)

Please cease salary immediately until further instructions from the Head of Ministry. **Lifting of cessation of salary** sh be authorised by the Provincial Education Director or the Head of Ministry (Human Resources Director) only.

Name : **Head of Office**
Signature : **Date :**

2. TO THE DISTRICT EDUCATION OFFICER (Within 3 days of receipt)

- The named member absented self from duty without leave of absence/absconded/ died/proceeded on manpower development leave without approval/was arrested/other **(delete the inapplicable and specify other below):**
- Attached is the report on and proof of imprisonment/restriction (court record) **or** efforts made to establish the whereabouts of the member. **(delete the inapplicable)**
- Three copies of this form are forwarded herewith. One copy has been retained on file.

Name : **Head of Office**
Signature : **Date :**

3. TO THE PROVINCIAL EDUCATION DIRECTOR (Within 3 days of receipt)

- Attached is my report and the relevant correspondences/proof on the case.
- Two copies of this form are forwarded herewith. One copy has been retained on file.

Name : **District Education Officer**
Signature : **Date :**

4. TO THE SECRETARY FOR EDUCATION, SPORT ARTS AND CULTURE (Within 3 days of receipt)

- My recommendation and the relevant documents on how the case should be finalised is as per the attached write-up.
- One copy of this form is forwarded herewith. One copy has been retained on file.

Name : **Provincial Education Director**
Signature : **Date :**