

**DRAFT CHECK LIST FOR REGULARIZATION OF APPOINTMENT, CONFIRMATION IN
APPOINTMENT AND STUDY LEAVE WITH/WITHOUT PAY FOR PERSONNEL IN THE
EDUCATION SERVICE/SECTOR**

1-Appointment:

1. Recommendation from the Headteacher.
2. ESC Form No. 3(1998) duly filled and endorsed by the Head of Institution.
3. 3 passport photos attached.
4. Photocopy of Posting Instruction or Appointment letter by MoES or BOG
5. Photocopy of Recent pay slip
6. Photocopy of Registration Certificate(s)
7. Photocopy of Academic certificates and transcripts as well as professional certificates (photo copies)
8. Photocopy of Affidavit or marriage certificate for women in case of variation in names.
9. For Posthumous cases: Death Certificate or Letter from LC or any other evidence of service date of assumption of duty should also be included.

NB: This set of documents from 1-9 should be in triplicate per person when applying for only Regularization of Appointment. Documents should be CLEAR not faint.

2-Confirmation:

1. Forwarding letter from the head teacher/Principal.
2. TSC Form No. 4(1993) duly filled and endorsed by Head of Institution.
3. Completion of probation period, accompanied by Appraisal Forms.
4. Photocopy of Letter of first Appointment
5. Photocopy of Acceptance letter
6. Photocopy of Posting Instruction
7. Assumption of duty letter.
8. Photocopy of Recent Pay slip
9. Photocopy of the national identity card.
10. Registration Certificate(s).
11. Academic certificates and transcripts as well as professional certificates (photo copies).
12. Affidavit or marriage certificate for women in case of variation in names.

NB: This set of documents from 1-12 should be in triplicate per person when applying for only confirmation. Documents should be CLEAR not faint.

3-Study Leave with or without Pay:

1. Application letter to the **Permanent Secretary-MoES** through the respective **Head Teacher/Principal** then through respective **Head of Department** at MoES (e.g **Commissioner GSE,TVET,HET,G&C,PES,SNE** etc)
2. Official release Letter from the Headteacher/Principal of the Institution.
3. Study leave/Bond agreement form(signed by the applicant & head of the institution)
4. Confirmation Letter
5. Also include all documents under **Confirmation** as seen above except **1, 2 & 3.**