

# MINISTRY OF EDUCATION

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THE PERMANENT SECERETAY  
MINISTRY OF EDUCATION  
MECHANISED SALARIES NORTHERN  
P.O. BOX 50093  
LUSAKA

ATTENTION: MECHANISED SALARY UNIT

UFS THE PROVINCIAL EDUCATION OFFICER  
P.O BOX 410175,  
KASAMA

UFS THE DISTRICT EDUCATION BOARD SECRETARY  
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## RE: EXTRA DUTY ALLOWANCE

I recommend that the teacher named below be paid the allowance for his / her post of Extra Duty  
As ..... for the term (s),  
from.....  
Approval for his /her appointment was conveyed in minute no.....

TS NO	Name	Qualifications	Extra Duty	Amount per year	AMOUNT CLAIMED

Signed : .....

HEADMASTER/HEADTEACHER

PROVINCIAL EDUCATION OFFICER

DATE: .....

DATE.....

PAYMENT APPROVED/NOT APPROVED

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ATTENTION: MECHANISED SALARY UNIT

UFS THE PROVINCIAL EDUCATION OFFICER  
P.O BOX 410175,  
**KASAMA**

UFS THE DISTRICT EDUCATION BOARD SECRETARY  
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## RE: SPECIAL RESPONSIBILITY ALLOWANCE

I recommend that the teacher named below be paid the allowance for his / her post of Special responsibility  
As ..... for the term (s),  
from.....  
Approval for his /her appointment was conveyed in minute no.....

TS NO	Name	Qualifications	Special responsibility	Amount per year	AMOUNT CLAIMED

Signed : .....

HEADMASTER/HEADTEACHER

PROVINCIAL EDUCATION OFFICER

DATE: .....

DATE.....

PAYMENT APPROVED/NOT APPROVED

