

APPLICATION FOR ‘OWN ARRANGEMENTS’ HOUSING ALLOWANCE

(To be completed in original and three copies)

To:* The Secretary, Housing Committee

The Permanent Secretary:.....Province

PART I

I do hereby apply for an ‘Own Arrangements’ housing allowance in terms of General Order L22. My details as under:

Full name:.....
Department and Ministry or Province:.....
Personnel Division File No:.....
Rank:..... Division:.....Salary K..... per annum
Date of application..... 20.....

PART II

(To be completed by Officer’s Head of Department personally)

I hereby certify:

- (i) that the details given in Part 1 above are correct;
- (ii) that there are no surplus housing entitlements within this department as at today’s date; and

I recommend that the application be approved.

DATE:..... 20.....
Head of Department

PART III

To: (Applicant)

.....
.....
.....

APPLICATION FOR HOUSING ALLOWANCE

Your application for an housing allowance *is approved/is not approved for the following reasons:.....

.....
.....

*An allowance of K.....per month may be paid with effect from.....
.....20.....

Date:.....20.....

.....
*Secretary,
Housing Committee/ Head of Department

Permanent Secretary,
Ministry of.....Province

*Delete as applicable.

Distribution: ORIGINAL – to applicant.

FIRST COPY – Salaries Section, Ministry of Finance or other office responsible for the payment of the applicant’s salaries.

SECOND COPY – Auditor – General.

THIRD COPY – Applicant’s Ministry or Province.