

REPUBLIC OF ZAMBIA

LONG SERVICE BONUS SCHEME

FIRST SCHEDULE (Vide Rule 29)

.....
National
Registration No.

SECTION I. INSTRUCTIONS TO OFFICERS IN CHARGE

1. Section 2 and 3 must be filled in when unskilled laborer, classified daily employee, trade-tested workman or an industrial employee other than those in Grades 1 and II serving on 'all .in' rates of pay completes his first four years' qualifying service – see rule 5 to 10. This card must then be sent to your Head of Department with the statements made under rule 6. The card will be returned to you. If it is not returned within one month write to you Head of Department.
2. If the employee is transferred, send this card to the officer in charge at his new station and inform your Head of Department.
3. When the employee's engagement terminates, enter in red ink the date and reason in Section 4 and send this card to your Head of Department.
4. This card must be sent to your Head of Department once a year so that his records can be brought up to date.
5. The responsible officer at departmental head quarters must bring his records up to date without delay and subject to any special instructions he may be given, enters I Section 4 the words 'Seen at*..... Headquarters' initial and date the entry and immediately return this card.
6. When ever this card is sent anywhere it must be sent by registered post.
*Insert name of department.

SECTION 2. PARTICULARS OF EMPLOYEE

Full Names:.....
 Tribe:..... Chief:.....
 Village:..... District:.....
 Title of Post:.....

SECTION 3. PRELIMINARY SERVICE

(See Rule 10)

Date of first engagement:.....
 Deemed to have completed:..... Years:.....months of qualifying service
 on:.....20..... of whichyears.....months deemed to be reckonable service.

Signature of Officer in Charge.....
 Rank..... Department.....
 Date:.....

SECTION 4. SUBSEQUENT SERVICE.
(See Rules 31 to 36)

Enter below every absence from work for 8 days or more at any one time, giving dates and reasons e.g. unauthorized, without pay, authorized on grounds of ill-health, on leave, e.t.c.

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Absence from work		Reasons	Initials	Employing Department
From	To			