

REPUBLIC OF KENYA
PUBLIC SERVICE COMMISSION

Recommendation for Filling Vacancies by Promotion/Re-designation
(To be sent in original only, on a separate form in respect of each category of appointment)

1. I report the following vacancy/vacancies in the Department of
Post..... Basic salary scale Kshs..... (*minimum*) rising to
Kshs..... (*maximum*) or Kshs.....

*Head and item of Revenue/Development Estimates

Number of Vacancies	Vacancy/ies vacant with effect from	Reason for Vacancy/ies

2. *I recommend that it/they be filled by the promotion/redesignation of:

Name	†Date and Rank of First Appointment	† Date and rank of present appointment	† Present salary and basic scale	Age	New appointment to take effect from	State if any change in Terms of Service on Promotion

3. *The officer(s) recommended is/are the most senior in the grade below that to which she is recommended for promotion. The reasons for my recommendation(s) are given below at the bottom of this form together with the reason for the supersession of any officers. Annual Staff Appraisal reports for the last three years on all the officers concerned are attached to this form.
4. *The officer(s) recommended for promotion is in every way competent to perform all the duties of the post and possesses/possess the specified qualifications which are specified overleaf:
5. *The officer(s) recommended for promotion is Kenya Citizen(s).

Signed

Ministry/Department Designation

Ministry/Departmental Reference No: Date

Reasons for making recommendation and reasons for any supersessions are:-

Date
Principal Secretary/Head of Department

Note: If any Departmental meeting has been held in connection with the filling of this/these vacancy/ies then details should be given above.