

**LOCAL GOVERNMENT SERVICE OF TANZANIA  
LEAVE APPLICATION FORM  
BUNDA TOWN COUNCIL**

**PART I:** (To be completed by the applicant in triplicate and sent to the officer authorizing leave at least two weeks before the date the leave is due to commence).

1. Name of applicant (in full).....
2. Designation.....
3. Station.....
4. I hereby apply for ..... Days emergency/annual leave to commence on..... and terminate on..... For the following reasons (in case of an emergency leave) .....
5. My postal address while on leave will be.....
6. My place of domicile is ..... in..... District..... Region.
7. I am entitled to first/second/third class Railway/Lake or Coastal steamer upper/ Lower class road transport, and my wife.....(Name) whose detail are given below.

NO.	NAME OF CHILD	DATE OF BIRTH	AGE
1.			
2.			
3.			
4.			

8. My salary is Tshs..... pm in the salary scale..... And I wish my leave salary to be paid:-
  - a) In advance prior to my departure for leave of
  - b) To the credit of my Bank Account No..... with..... (Banker)
 Date..... Signature..... Designation.....

**PART II:** (To be completed by head of Department)

I recommend/ do not recommend the leave applied for the following reason.....  
Date..... Signature..... Designation.....

**PART III:** (To be completed by officer responsible for leave matters)

9. I recommended/ do not recommend the leave applied for (if not recommend give reasons below:-

Leave recommended is as detail below:-

- (i) Annual leave entitlement..... days
- (ii) Leave taken so far during the year..... days
- (iii) Balance to the applicant..... days
- (iv) Number of days new requested..... days

10. Leave travelling fare of Tshs..... to be paid/ not to be paid because (if not to be paid)

11. Leave salary to be paid/ not to be paid in advance/ to the credit of his her account No..... with the.....(Banker).

Date..... Signature..... Designation.....

**PART IV:** (To be completed by Authorizing Officer)

12. Leave as recommended above is approved/not approved for the following

Reasons.....

Date..... Signature..... Designation.....