



THE REPUBLIC OF UGANDA

PUBLIC SERVICE FORM 2 (PSF 2)
[Revised 2008]

RECOMMENDATION FOR PROMOTION

Ministry/Department/ Local Government

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1. Vacancy

2. Cause of Vacancy

3. Approved Salary or Salary Scale of post

4. Head and Item Number of post in Current Estimates.

5. Qualifications/Person Specifications required for the post

(a) Minimum qualifications

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(b) Working Experience (if any)

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6. Full list of the duties of the post/Key Results Areas.

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7. Recommendations of Permanent Secretary/Responsible Officer with full supporting details of service of officer(s) recommended and grounds for promotion. (This should be continued on a separate sheet if this space is inadequate).

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NAME: **TITLE/DESIGNATION:**

SIGNATURE: **DATE:**

(Attention is drawn to the provisions of the Uganda Government Standing regarding promotion of officers)

Note: If this recommendation involves supercession of any officer, full reasons for this in respect of each officer to be superceded should be given in a memorandum attached to this recommendation.

This form should be completed in quadruplicate for issue as follows:-

One copy to be retained by the Ministry/Local Government/Department concerned.
Original and two copies to be sent to the Secretary Service Commission