Date stamp

**TY 30**

**‘A’ SET**

18 Mon Repos Building,

Newlands Shops, Harare.

+263242 746 812, +263 77 516 6600

The Paymaster

Salary Service Bureau

P.O. Box CY 507

CAUSEWAY

HARARE (LOAN REPAYMENT STOP ORDER)

Please action the undermentioned deduction from salary in respect of:

**DEPT STATION**

**SURNAME FOLLOWED BY FIRST NAME CODE NO. CODE NO.**

|  |  |  |  |  |  |  |  |  |  |  |
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Employed in the Ministry/Department of ………………………………………………………………………………………………….

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| |  |  | | --- | --- | | This is a | New/Change to/Ceasation of |   (DELETE THE INAPPLICABLE)  EMPLOYEE CODE No. C/D   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |     NATIONAL I.D. Number   |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   **GROUP CODE (for office use only)**  AD CODE FROM DATE TO DATE   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 8 | 0 | 0 | 0 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   PAYEE CODE REFERENCE   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 8 | 1 | 2 | 1 | 9 |  |  |  |  |  |  |  |  |  |  |  | |

AMOUNT: monthly

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Signature: ……………….…………………………….………………… Date: ………………………………………

*Applicant please sign*

IMPORTANT NOTICE: No form will be accepted without an Employee Code Number being quoted. If an incorrect number is quoted a deduction will result from an incorrect person. Every care must be taken to verify E.C. Number from payslip.

The instruction is given on the understanding that neither I nor my heir, successors nor assigns shall have any claim against the Government for damages in the event of payments herein stipulated not being made on due date for any reason whatsoever, including negligence, being understood further than the Government undertakes this service purely on non-committal and non-liability basis.