

**MINISTRY OF EDUCATION
 APPEAL AGAINST LOSS OF INCREMENT FORM
 ED. RULE 90 (7) S.I. 87 OF 2012**

Appeal form must be completed in **TRIPLICATE** and submitted to the Teaching Service Appeals Tribunal through the Teaching Service Commission Secretariat within thirty days of receipt of notification of non-approval of Increment.

Procedures: 1. <i>Submission of Appeal Form to Teaching Service Commission Secretariat.</i> 2. <i>Forwarding of Appeal Form to TSC Appeals Tribunal.</i> 3. <i>Decision communicated to Appellant, Managing Authority and Teaching Service Commission Secretariat.</i>	BIOGRAPHICAL DATA			
	1. LICENCE NUMBER			
	2. NAME			
		<i>Last Name</i>	<i>First Name</i>	<i>Middle Name</i>
	3. PRESENT POST			
	4. SCHOOL			
	5. DISTRICT			
	6. MANAGING AUTHORITY			
	7. Pay Scale		8. Salary	
	9. Grounds on which appeal is being made:			
	Attach all supporting documents and information.			
	10. Is this the first time your increment has not been approved? If yes, state when and the reason(s) for non-approval.			
Signature		D	M	Y

Teaching Service Commission Secretariat Appeals Tribunal	<i>FOR OFFICE USE</i>					
	Date Appeal Received:					
		D	M	Y		
	Signature			D	M	Y
	Decision of the Appeals Tribunal					
	Appeal Denied <input type="checkbox"/> Appeal Upheld <input type="checkbox"/>					
	Action(s) to be taken:					
	Copy 2 of Appeal Form and copy of letter to Appellant forwarded to the Managing Authority on:					
			D	M	Y	
Copy 3 of Appeal Form forwarded to Teaching Service Commission Secretariat on:						
			D	M	Y	
Signature			D	M	Y	