



**PUBLIC SERVICE OF PAPUA NEW GUINEA**  
**SEPARATION ADVICE**  
 (To be completed in triplicate)

**NB: Refer to reverse side for completion instruction for this Form**

<b>DEPARTMENT:</b>		<b>THE SERVICE OF THE FOLLOWING OFFICER          CEASED/WILL CEASE AT CLOSE OF BUSINESS</b> ...../...../.....	
<b>SURNAME:</b>	<b>GIVEN NAMES:</b>	<b>DATE OF BIRTH:</b> ...../...../.....	
<b>SEX:</b> Male      Female	<b>MARITAL STATUS:</b> Single      Married      Divorced      Widowed		
<b>FORWARDING ADDRESS:</b>			
<b>SUBSTANTIVE DESIGNATION:</b>		<b>SALARY:</b>	<b>POSITION NO.</b>
<b>DATE OF COMMENCEMENT:</b> ...../...../.....	<b>DATE OF PERMANENCY:</b> ...../...../.....	<b>EMPLOYMENT NO.</b>	<b>CONTRACT EXPIRY DATE (if applicable)</b> ...../...../.....
<b>STATUS:</b> PERMANENT OFFICER      PROBATIONARY OFFICER      NATIONAL CONTRACT CONTRACT      OTHER (Specify) .....			
<b>CONTRIBUTOR TO:</b> RBF      POSF	<b>DATE OF FIRST CONTRIBUTION:</b> ...../...../.....	<b>DATE OF LAST CONTRIBUTION:</b> ...../...../.....	
<b>REASON FOR SEPARATION:</b> RESIGNATION      DISMISSAL      DEATH      CONTRACT COMPLETED      CONTRACT INCOMPLETE COMPULSORY RETIREMENT (Age 60)      VOLUNTARY EARLY RETIREMENT      COMPULSORY EARLY RETIREMENT MEDICAL RETIREMENT      OTHER (Specify) .....			
<b>REMARKS: (If insufficient space attach a separate report):</b>			
<b>ACCEPTED:</b> YES      NO		<b>DEPARTMENTAL HEAD      DATE:</b> ...../...../.....	

**COMPLETION INSTRUCTIONS**

1. The form should be completed in triplicate (3 copies).
2. Tick, or place cross in boxes as appropriate.
3. Where date of commencement and permanency are required the actual dates should be entered.
4. Once the separation has been approved by the Departmental Head, the 3 copies should be dealt with as follows:
  - a) 1 to be placed on the officer's Personnel File,
  - b) 1 to be sent to the Secretary, Department of Personnel Management for record purposes, and
  - c) 1 to be sent to the POSF (if the officer is a contributor) with the following attachments:
    - completed POSF Separation Authority and claim for superannuation benefits (available from POSF) along with evidence of marriage and dates of birth of children under the age of 16,
    - a photocopy of the officer's Salary History Card. This will be used by POSF to calculate the officer's superannuation entitlements.
5. Note that the Departmental Head is the approving authority for Separations. Thus once he signs the Separation Advice then the separation of that officer has been approved.