

**PAYMENT CHANGE ADVICE**

**ACCOUNTS BRANCH** **Change Advice No…………….**

**Please take action as indicated below \*on appointment – promotion -**

**\*Delete as required orinsert relevant action**

**cessation of appointment-grant of allowance-change of address**

|  |  |  |
| --- | --- | --- |
| **Surname** | **Other names** | **File No.** |
| **Present grade** | **New grade (if applicable)** | **Vote head/Sub-head** |
| **Terms of new grade (if applicable)****Permanent – Probationary – Contract - Temporary** | **Station** |
| **Salary scale(Showing incremental progression)** |
| **Rate of pay per annum (figures and words)** | **Effective date for action** |
|  | **To be halted at (if applicable****£ on** |
| **REMARKS:** |  |  |
| **ALLOWANCES** | **Rate per****month** | **With effect****from** | **Last date of payment** | **NOTES** |
| **Type** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **DEDUCTIONS OR RECOVERIES** | **Monthly****deduction** | **With effect****From** | **Last date of recovery** | **NOTES** |
| **Reason** | **Total amount** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Prepared by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Branch\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Authorised by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Branch\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **Copy** | **For use in Accounts Branch** | **Signature** | **Date** |
| **Noted in register by…………………..** |  |  |
| **Action taken by………………………** |  |  |
| **Checked by……………………………** |  |  |

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