

*All correspondence should be addressed to
"THE SECRETARY"*
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**MINISTRY OF LANDS, AGRICULTURE,
FISHERIES, WATER AND RURAL
DEVELOPMENT**
Ngungunyana Building
1, Liberation Legacy Way
Private Bag 7701
Causeway
Harare

Ref:

Date: _____

STAFF / CONFIDENTIAL

The Paymaster, Salary Service Bureau,

DOCUMENTS REQUIRED FOR AUDIT PURPOSE

Mr/ Mrs/ Miss/ MsE.C. No. Dept.....

Herewith please find attached the following documents in respect of Audit purpose.

Appointment form

Birth Certificate (certified copy)

Educational qualifications (certified copy)

Proof of experience (if applicable)

Medical examination form

Marriage certificate (if any)

National Identity card (certified copy)

Assumption of duty form

Letter of Regrading (If Any)

Professional qualifications (certified copies)

Vetted fingerprints

Other (State)

FOR SECRETARY FOR LANDS, AGRICULTURE, FISHERIES, WATER AND RURAL DEVELOPMENT