United Nations Support Office for AMISOM (UNSOA)

To: Ms. Cristina Gomez
Head of Recruitment Cell

Date: 07 May 2010

From: Grace Bugaari
Chief Civilian Personnel Officer

CONFIDENTIAL

Subject: **Extension of Appointment – Ms. Srijana LIMBU - Index No. 667935**
Expiration of Appointment: 30 June 2010

Please be advised that Ms. Limbu's appointment with UNSOA will expire on the date shown above. We would be grateful if you and the staff member concerned indicate your decision regarding the extension of appointment by checking the appropriate box below, sign, date and, thereafter, return to the Chief Civilian Personnel Officer, for further action. **Please note that no extension will be processed without submission of e-PAS (2009/10) or Special Report.**

For Supervisor

Recommendation for

I recommend __ year (s) Two months through 31 August 2010

1. Further extension of appointment ☒
2. No extension of appointment ☐

If No Extension/Extension of Less than 1 year, Justification _____

Date 12/5/2010

Signature and name of Supervisor

Date: "

Head/Recruitment Cell

Signature and name of Head of Section

For CAS/CTS

Approved ☐ Not approved ☐

Signature and Date

For Director

Approved ☐ Not approved ☐

Signature and Date

For Staff Member

I agree

1. Further extension of appointment ☐
2. No extension of appointment ☐

Date _____

Signature of Staff Member

For Human Resources

Recommendation for

1. Further extension of appointment ☐
2. No extension of appointment ☐

Date: _____

Chief Civilian Personnel Officer

cc: Staff member; S/m's mission file

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United Nations Support Office for AMISOM (UNSOA)

To: Ms. Cristina Gomez
Head of Recruitment Cell

Date: 07 May 2010

From: Grace Bugaari
Chief Civilian Personnel Officer

CONFIDENTIAL

Subject: **Extension of Appointment – Mr. Gazmend BUZHALA - Index No. 426323**
Expiration of Appointment: 30 June 2010

Please be advised that Mr. Buzhala's appointment with UNSOA will expire on the date shown above. We would be grateful if you and the staff member concerned indicate your decision regarding the extension of appointment by checking the appropriate box below, sign, date and, thereafter, return to the Chief Civilian Personnel Officer, for further action. **Please note that no extension will be processed without submission of e-PAS (2009/10) or Special Report.**

For Supervisor

Recommendation for

I recommend __ year (s) 2 months through 31 August 2010

1. Further extension of appointment ☒
2. No extension of appointment ☐

If No Extension/Extension of Less than 1 year, Justification _____

Date 12/5/2010

Signature and name of Supervisor

Date: 12/5/2010

Head/Recruitment Cell

Signature and name of Head of Section

For CAS/CTS

Approved ☐ Not approved ☐

Signature and Date

For Director

Approved ☐ Not approved ☐

Signature and Date

For Staff Member

I agree

1. Further extension of appointment ☐
2. No extension of appointment ☐

Date _____

Signature of Staff Member

For Human Resources

Recommendation for

1. Further extension of appointment ☐
2. No extension of appointment ☐

Date: _____

Chief Civilian Personnel Officer

cc: Staff member; S/m's mission file

cmm