Department of Probation and Child Care Services
Western Province

Application for Incentive Allowance for wardens of Child Development Centers and Day Care Centers

1. **Name of Child Development Center / Day Care Center**: ……
   ……...

2. **Address of Child Development Center / Day Care Center**

   .....
   ……

3. **Supervising probation office:** .....

   .....

4. **Full name of the warden applying for incentive:** ……..……

   .....

5. **Private address:** .....

   .....

6. **Date of birth:** .....

7. **Age as at 2009.02.01: Years: ..... Months: …… Days: .....**

8. **Date of assuming duties at the Child Development Center / Day Care Center**

   Year: ..... Month: ……. Day : .....

9. **Continuous service duration as at the date of applying for incentive**

   Years: ..... Months: ..... Days: .....

10. **Previously Worked Child Development Center / Day Care Center**

    I. .....

    .....

    II. Duration of service of the above Center: Years: …… Months …….. Days ……
    (Attach a service certificate)

11. **Section of the circular as which incentive is applied for ?**

    Put ‘ X ’ mark 4.1 ☐ 4.5 ☐ 4.6 ☐

12. Educational Qualifications: (Attach result certificate)

I. GCE (O / L): Year: …… / Not applicable

Subject	Pass	Subject	Pass
……..	…….....	…….	…….
……...	……..	…….	…….
……	……..	…….	…….
……	……..	…….	…….

II. GCE (A / L): Year: …… / Not applicable

Subject	Pass	Subject	Pass
……..	…….....	…….	…….
……...	……..	…….	…….

13. Qualifications as per Section 4.3 of the Circular (Copies of Certificates should be attached)

Name of the Training / Certificate Course	Institution	Course / Training Period
.....	.....	.....
.....	.....	.....

I hereby certify that the above information from 1-13 is true and correct.

.....	.....	.....
Signature of the applicant	**Name**	**Date**

14. Certificate of the Manager of the Child Development Center / Day Care Center

It is certified that warden…….. is continuously at service at our center from…….

.....	.....	.....	……
Manager's Name	**Signature**	**Official Seal**	**Date**

15. Recommendation of the Probation Officer

I recommend that the warden certified by the above manager serve the children of the center with dedication, maintain the documents mentioned in the circular properly, and I recommend it is suitable to pay incentive allowance.

....

Name of probationer Officer **Signature** **Official Seal** **Date**

16. Certificate of the Head Quarters Probation Officer

It is certified that I have checked the application directed by the warden of ……. Child development center/day care center and as the requirements to receive incentives as per 03/2009 circular, I certify that it is suitable to pay Rs…….. monthly (subject to the service period) from…….. to…… that completes age 60/67.

....

Head Quarters Probation Officer **Date**

17. Recommendation of the Assistant Commissioner

I hereby recommend that it is suitable to pay Rs. ……. monthly as incentive allowance for Mr./Mrs./Miss/…….. of ……. Child development center/Day care center

....

Assistant Commissioner **Date**

18. Approval

It is approved to pay monthly incentive allowance from …….. to ……. as per above recommendation (subject to the service period) from …… to ……..

..... ……

Commissioner of Probation and Child Care Services (WP) **Date**