



THE UNITED REPUBLIC OF TANZANIA

MINISTRY OF LIVESTOCK AND FISHERIES

TANZANIA LIVESTOCK RESEARCH INSTITUTE
(FINANCIAL AND STAFF)

REGULATIONS

[GN No. 27 OF 02/02/2018]

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**TANZANIA LIVESTOCK RESEARCH INSTITUTE ACT
(CAP.434)**

REGULATIONS

(Made under section 38)

**THE TANZANIA LIVESTOCK RESEARCH INSTITUTE (FINANCIAL AND
STAFF) REGULATIONS, 2018**

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THE TANZANIA LIVESTOCK RESEARCH INSTITUTE ACT
(CAP.434)

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(Made under section 38)

THE TANZANIA LIVESTOCK RESEARCH INSTITUTE (FINANCIAL AND
STAFF) REGULATIONS, 2018

PART I
PRELIMINARY PROVISIONS

- Citation 1. These Regulations may be cited as the Tanzania Livestock Research Institute (Financial and Staff) Regulations, 2018.
- Application 2. These Regulations shall apply to members of the Board and any other person employed or authorized by the Institute to do any act on behalf of the Institute.
- Interpretation
Cap.434 3. In these Regulations, unless the context otherwise requires-
- “the Act” means the Tanzania Livestock Research Institute Act;
“accounting officer” means anybody or person appointed in writing by the Treasury and charged with the duty of accounting for any service in respect of which moneys have been appropriated by the National Assembly or any person to whom issues are made from the exchequer account;
- “appointment” includes:
- (a) a temporary appointment;
 - (b) first appointment;
 - (c) an acting appointment where the person appointed to such acting appointment is, under the terms of his appointment, entitled to the salary of the post to which he is so appointed;

(d) an acting appointment for more than fourteen days where the person appointed to such acting appointment is, under the terms of his appointment, entitled to an acting allowance;

(e) a transfer;

“Appointment Committee” means an authority established by Director General to exercise powers of conducting interviews and thereupon recommend to the Board the appropriate candidates for appointment;

“auditable documents” means final accounts, balance sheet, title deeds of properties, motor vehicle registration books, contracts and agreements entered into by the Institute, investments agreements and any other accountable document approved by the Institute;

“authorized Person” means a public servant who is authorized in writing by the Director General or any other officer acting on behalf of the Director General;

“bank account” means a financial account between the Institute and a financial institution;

“Board” means the Tanzania Livestock Research Institute Board established under section 8 of the Act;

“centre” means a Livestock Research Centre established under section 6 of the Act;

“Centre Director” means the Director of a Research Centre appointed under section 14 of the Act;

“Director General” means the Director General of the Institute appointed under section 13 of the Act;

“Disciplinary Authority” means any person or authority vested with powers to take disciplinary measures against any servant of the Institute and includes any person to whom those powers have been delegated;

“duly authorized officer” means staff of the Institute that include Centre Director, or any other officer acting on behalf of the Director General;

“duty station” means an establishment that provides services offered by the Institute or which is used as a base for activities of the Institute in which the servant of the Institute is posted;

“employee” means staff of the Institute under permanent or temporary terms of employment;

“Institute” means the Tanzania Livestock Research Institute established under the Act or as known by its acronym TALIRI;

“interdiction” means the temporary removal of an employee from exercising the duties of his office while disciplinary charge is being investigated;

“Management team” means the Director General, Centre Directors and Head of Departments and Units;

“Minister” means the Minister responsible for livestock;

“non-consultancy service” means a service of a skilled or non-skilled nature, which includes, cleaning, security, maintenance, and repair services;

“officer grade” means the lowest entry grade in the Institute service of a holder of a degree of a recognized University or equivalent qualification;

“operational service” means the cadre of supporting staff not employed in the executive or officer grade.

PART II

MANAGEMENT AND CONTROL OF FINANCE

Responsibility of
the Director
General

4.-(1) The Director General shall be the accounting officer of TALIRI and shall be responsible to the Board for ensuring that the staff adheres to the Act and these Regulations.

(2) Notwithstanding subregulation (1), the Director General shall, in particular, be responsible for:

- (a) maintenance of authentic, accurate and complete accounting system;
- (b) supervision and monitoring the budgetary preparations and authorization of expenditure of the Institute;
- (c) ensuring efficiency and effectiveness in the utilization of the physical and financial resources of Institute; and
- (d) initiation and participation in external fund raising to finance the activities of the Institute.

Financial year

5.-(1) The financial year of the Institute shall commence on the 1st July of each year and end on the 30th June of each year.

(2) Financial statements shall be prepared in respect of each accounting period for the purpose of providing information on the financial position, statement of income and expenditure, statement of net assets, accounting policies and notes as at 30th June.

(3) The Institute shall keep all accounting and related records in an orderly manner and satisfactory condition for a period of five consecutive financial years.

Sustainability of the Institute funding

6.-(1) The Director General shall ensure that the operations of the Institute are proficiently and efficiently carried out with a mindset for self-sufficiency.

(2) The Director General shall ensure that the general performance of the Institute meets the indicators for achieving self sustainability.

Accounting records

7.-(1) The Director General shall maintain or cause to be maintained proper accounting records with respect to:

- (a) all receipts into fund of the Institute;
- (b) all expenditure out of the fund of the Institute; and
- (c) all Assets and Liabilities of the Institute.

(2) Each day's transactions shall be recorded in source documents which include sales receipts, suppliers' invoices, and cash receipts in a chronological and systematic manner.

(3) The accounting records shall be maintained according to accounting standards approved by National Board of Accountants and Auditors.

(4) The Director General shall prepare and submit to the Board monthly, quarterly and annual financial reports as required under Section 34 of the Act.

(5) The Accounting system of the Institute shall apply the Cash and Accrual Basis principle in recording the revenue collected by the Institute.

(6) Notwithstanding subregulation (1) and (2) the Director General shall be responsible to detect and prevent fraud and to ensure and maintain control environment through the Internal Audit Unit.

Sources of funds

8.-(1) The sources of the Fund shall be as provided under section 26 of the Act and will include:

- (a) such sums as may be appropriated by the Parliament;

- (b) such sums as the Institute may receive as fees for any services rendered;
- (c) such donations, grants, bequests and loans as the Board may receive from any person; and
- (d) any sums of property which may become payable to the Institute.

(2) The Institute shall charge at least 10% of the total value for any research project whose funds are kept in the accounts of the Institute provided that the project was developed and implemented by the Institute researchers working either in collaboration with researchers outside the institute or otherwise.

Strategic plan

9.-(1) The Management team shall prepare Periodic Strategic Plans to guide all activities of the Institute.

(2) Board shall approve the strategic plans prepared under this regulation.

Business plan

10.-(1) The Institute shall prepare a detailed business plan showing:

- (a) all activities that are required to be undertaken to accomplish the strategies identified in the strategic plan;
- (b) all the costs of undertaking those activities; and
- (c) an action plan for undertaking of the activities.

(2) The detailed business plan prepared under this regulation shall be approved by the board.

Budget plan

11.-(1) The Institute shall, using the business plan, prepare a budget that shall include the recurrent expenditure and development expenditure.

(2) The budget shall be prepared annually.

(3) All revenue and expenses shall be reflected in the recurrent expenditure or development expenditure.

(4) Recurrent expenditure and development expenditure shall be separated.

(5) A person shall not offset the recurrent expenditure against development expenditure or development expenditure against recurrent expenditure.

Preparation and approval of budget

12.-(1) The Management team shall be responsible for the preparation of the budget of the Institute as required by section 32 of the Act.

(2) Budget of the Institute prepared shall reflect the strategic plan of the Institute.

(3) TALIRI budget for the coming financial year shall be submitted to The Board for consideration and approval.

(4) The Director General shall prepare a quarterly budget performance report which shall indicate:

(a) the actual expenditure;

(b) factors which may affect the realization of the set objectives, their effect and possible lines of action; and

(c) explanation of any significant variations in the actual and budgeted line items.

Money collected or received by the Institute

13.-(1) All monies received by the Institute shall be acknowledged by issuing an official receipt.

(2) Receipts which are spoilt shall be cancelled and retained in the receipts book.

(3) In case of direct payments to the bank, the relevant bank documents shall be adopted for accounting purposes.

(4) For transfers between bank accounts of the Institute, the letter of transfer request or any other relevant documents shall be signed by appropriate bank signatories and shall be annexed to the bank document.

(5) All cash and cheques received shall be banked intact on the same day; and all receipts shall be kept in a safe custody and the security system shall be reviewed periodically to ensure the safety of the cash and cheques.

(6) Where cheque deposited is returned unpaid by the bank, proper measures shall be taken to:

(a) keep the dishonored cheque in safe custody;

(b) inform the concerned party in the transaction that the cheque has been dishonored and that he shall immediately take steps to settle the debt preferable in cash or by banker's cheque; and

(c) initiate legal action in respect of any false cheque presented.

(7) Notwithstanding the provision of this regulation, monies collected or received by the Institute shall be controlled in accordance with the General Accepted Accounting Principles (GAAP) and the International Accounting Standards.

Remuneration of members of the Board

14. Members of the Board attending Board meetings shall be paid such allowances and other remunerations as required under section 27 of the Act.

Procurement of works goods and non consultancy services
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15.-(1) Procurements of goods, works and non-consultancy services shall be made in accordance with the Public Procurement Act or any other relevant legislation.

(2) The Director General shall establish a Tender Board, procurement management unit and evaluation committee for the purpose of procurement of goods, works and non-consultancy services by the Institute.

(3) Subject to subregulations (1) and (2)-

- (a) all contracts including Local Purchase Orders (LPO's) and letter of credits (LC's) and relating to the purchase of services, supply of equipment and other requirement of the Institute shall be concluded by the Director General or duly authorized officer;
- (b) the Director General or duly authorized officer shall ensure that goods, works and non-consultancy services are procured from reputable suppliers, contractors or consultants at the most competitive prices;
- (c) procurement of goods, works and non-consultancy services of the value in accordance with Public Procurement Act and the Public Procurement (Goods, Works, Non Consultant Services and Disposal of Public Assets by Tender) Regulations, 2013, shall be sanctioned by the Director General;
- (d) all purchase of goods, works and non-consultancy services in accordance with the Public Procurement Act, shall be sanctioned by the Management team and minimum of three quotations shall be sought for such purchases;

- (e) all purchase of goods, works or non-consultancy services in accordance with the Public Procurement Act, shall be sanctioned by the Institute and subject to competitive tendering by-
 - (i) putting up "Terms of Reference" of the precise definition of the scope of work to be done or the goods or non-consultancy services to be procured from the supplier or the contractor, as the case may be;
 - (ii) sending out letters of invitation to potential consultants, suppliers and contractors, through advertisements or selectively, requesting them to quote or provide proposals, for the job to be undertaken and scope or work to be performed;
 - (iii) receiving all sealed envelopes;
 - (iv) opening of sealed bids or quotations by the Tender Board sub-committee;
 - (v) evaluation of the quotations or proposals;
 - (vi) awarding of the successful bidder as shall be approved by the Tender Board which shall, among other things, consider the consultant's or supplier's general experiences, qualifications competence and the adequacy of such experience qualifications and competence to undertake the assignment or supply of the pertinent goods;
 - (vii) sending out by the Director General notification letters of awards to the successful bidder;
 - (viii) receiving acceptance letter from successful bidder, and
 - (ix) signing of the contract or agreement by the Director General and one member of the Management team as a witness.
- (f) orders and contracts in writing shall describe in details a description of the goods, works and services, quantities, unit price, specifications and condition of delivery or execution, conditions of payment and any other information which may be deemed

- necessary;
- (g) the award of a contract for the supply of goods or services shall be in the form of serially numbered purchases order or as may be agreed between the Institute and the supplier, contractor or consultant;
 - (h) goods delivered shall be inspected and verified against the purchase order as to their quality, quantity and specifications to ensure that the correct good are received, and goods received note shall be issued for all receipts;
 - (i) subject to paragraph (i) any person who negligently accepts defective or substandard materials or services shall be held jointly and severally liable for the consequential loss suffered by the Institute;
 - (j) supplier's invoices shall be certified and passed for payment by authorized staff, and such invoices shall be checked against the relevant purchase orders and the goods received note; and
 - (k) purchase of items shall be made on the approved annual budget and the Director General shall certify that funds are available within the budget allocation.

Payments by the
Institute

16.-(1) All payments shall be made by serially numbered payment vouchers approved by the Director General or a duly authorized officer.

(2) All payments shall be entered into the books of accounts on the day the cheque is issued or in the case of cash payments when the cash is paid.

(3) With exception to cheques issued for cash and incidental payments to individuals which shall be open, all cheques shall be crossed "Account payee only".

(4) A cheque shall not be issued in replacement of a lost cheque before contacting the bank to ascertain that the said lost cheque has not been resubmitted for payment.

(5) Upon ascertaining that the lost cheque has not been re-submitted, a stop payment order shall be issued to the bank instructing the bank not to honour the cheque, should it be subsequently presented for payments.

(6) Where the cheque is issued in replacement of a stale cheque or defective cheque, no such replacement cheque shall be issued until the stale or defective cheque is received back from the payee and cancelled.

(7) Cancelled cheques shall be arranged in their numerical order and retained in the safe for audit purposes.

(8) Two signatories, one from category "A" and one from category "B" shall sign cheques drawn on accounts of the Institute.

(9) The signatories in the categories under subsection (1) are as follows:

(a) category "A" shall include the Director General or any other member of Management Team appointed by the Director General; and

(b) category "B" shall include the Chief Accountant or an Accountant appointed by the Director General.

(7) All cheques issued shall be recorded in an outwards cheque register.

(8) Chief accountant or an authorized person shall make sure that all cheques issued are either dispatched to the respective payees or are received back from the cheque signatories for safe custody in the office safe.

(9) A cheque which remains unaccounted for, shall be reported immediately to the Director General or a duly authorized person.

(10) the Chief accountant shall inquire whereabouts of the missing cheque, and if it is not located, the matter shall be taken up with the bank and a stop payment order issued.

(11) Unused cheque leaves shall be kept under lock and key at all times.

(12) Bank statements shall be collected from the bank promptly at the end of every month, and debit advices for bank charges and other payment made directly by the Bank shall be collected along with the respective bank statements; the debits advice's shall be checked and approved by the accountant before they are entered in the vote book and recorded in the respective Cash Book Payments (CBPs).

Petty cash
payments

17.-(1) Cash balance shall be maintained on an imprest basis.

(2) The Director General shall determinate the maximum amount of cash to be held at a time by way of imprest at centre.

(2) All cash shall be kept in safe cash box.

(3) Cash payments shall be made on the basis of properly authorized serially numbered payment voucher, and shall be supported by receipts and other relevant documents.

(4) The cash book shall be written up and balanced every day by the Chief Accountant and the balance on hand shall be physically counted and entered by denomination in a register.

Monthly
summary of
payments

18. The Chief Accountant shall prepare and submit to the Director General monthly summary of all payments, including Local Credits (LC's) and Local Purchase Order's (LPO's) issued showing the transaction date, the nature of payments, amounts paid and the payees.

Bank
reconciliation

19.-(1) The Chief Accountant shall ensure that all bank accounts are reconciled each month, within ten days of receiving the bank statement.

(2) The bank reconciliation shall be signed by the Chief Accountant and submitted to the Director General.

Salaries

20.-(1) The Director General shall ensure that correct salaries are paid out to *bonafide* employees.

(2) Salaries shall be paid on the basis of duly authorized letter of appointment and all changes to salaries and wages shall be communicated and confirmed by the Board.

(3) Where salaries or wages are paid in cash, the salaries or wages remaining unpaid for more than one week shall be deposited into the bank and credited to the unpaid salaries and wages accounts, and particulars of all unpaid salaries and all future disbursements shall be endorsed therein.

Imprests

21.-(1) The Director General or a duly authorized officer shall issue imprest for specific duty upon the approval of to persons directly involved with the duty, and such imprests shall be settled immediately after the transaction is completed.

(2) Where an imprest is not settled within fourteen days after the transaction is made shall be recovered in full from the employee's salary at the end of the month and in addition, the Director General shall warn the employee.

(3) Where for any reason, the imprest is not utilized for the purpose envisaged, such imprest shall be retired immediately.

(4) Where the imprest is not retired it shall be recovered from the employee's salary.

(5) Authorized employees taking imprests remain personally responsible for the imprests until they are fully accounted for; and only one imprest may be given at a time.

(6) Staff going on an approved safari shall be entitled to a safari imprest including a per diem allowance; the amount of the imprest shall depend on the grade of the employee and duration of stay at the applicable rates determined by the Board.

(7) The Director General or duly authorized officer shall approve all payments in respects of safari imprest.

Loss of
properties of the
Institute

22.-(1) A person who is in possession of cash or property of the Institute shall report to the Director General and police station any loss of such cash or property.

(2) The Director General shall maintain a register showing the particulars of all losses reported and any action taken and shall submit a report to the Board.

(3) The Board shall upon receiving a report from the Director General under subregulation (2); consider and give appropriate directions to the Director General.

Disposal of
properties of the
Institute

23.-(1) Any property of the Institute whether movable or immovable shall not be disposed off unless the Board approves such disposition.

(2) Notwithstanding subregulation (1), the provisions of the Public Procurement Act regarding the disposal of public assets by tender shall be complied with when disposing of any property of the Institute.

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Fixed assets

24.-(1) The Director General shall maintain a register of fixed assets listing all fixed assets of the Institute.

(2) Evaluation of all fixed assets of the Institute shall be carried out once in every financial year by a government or an independent valuer as the Board may determine.

Annual accounts
report

25.-(1) The Director General shall, within three months after the end of each financial year prepare and submit to the Controller and Auditor General financial statements upon approval by the Board in accordance with the Act.

(2) The Board shall, thereafter, table the annual accounts report to the Minister upon approval as required by section 35 of the Act.

Auditing

26.-(1) The annual accounts of the Institute shall be audited by the Controller and Auditor General or any firm of auditors appointed by the Controller and Auditor General within ninety days before being submitted to the Board.

(2) The auditing firm shall be completely independent of the Board members or staff and shall have the right to access all auditable documents.

(3) The auditor's report shall be submitted to the Board and in any case not later than four months after the closure of the financial year, the Authority shall submit to the Minister a copy of the audited statement of accounts together with a copy of the report made by the auditor on the statement of accounts.

Auditable documents

27.-(1) All auditable documents shall be kept in safe custody.

(2) Cash value documents that are no longer in use shall be withdrawn from service and accounted for before they are destroyed.

(3) Accounting records such as cash books, ledgers, journals, payment vouchers and seminar accounting records may be destroyed after five years after they have been audited.

Audit committee

28. The Institute shall establish an Audit Committee for the proper management of financial and other resources.

Common seal

29.-(1) There shall be a Seal of the Institute which shall be under the custodian of the Director General.

(2) The seal of the Institute shall not be affixed to any instrument except in the presence of the Chairman of the Board or the Director General.

(3) Record of all documents to which the seal has been affixed shall be maintained in the register prepared for that purpose.

PART III
STAFF OF THE INSTITUTE

Power of
appointment

30.-(1) The Board may employ such number of professional and non-professional staff as it may consider necessary for the proper and efficient running of the affairs of the Institute as provided in section 14 and 15 of the Act.

(2) The Director General shall establish the Appointment Committee which shall be composed of Head of Human Resource division and one member from the relevant department and three other members of the Institute.

(3) The Head of Human Resource shall be the Secretary of the Appointment Committee.

Advertisement of
vacant posts

31.-(1) Subject to Regulation 29, the Director General shall advertise vacant posts.

(2) Where a post is advertised, the management shall short-list qualified applicants for interview.

Appointment
Committee

32. The Appointment Committee shall conduct interviews and recommend to the Board the appropriate candidates for appointment.

Appointment

33.-(1) The Board may, upon receiving the recommendation from the management, decide whether to employ the successful candidate and direct the Director General to issue a letter of appointment or give any other directives as it may deem fit.

(2) The letter of appointment shall contain such terms and conditions as may be determined by the Board.

(3) New appointment to permanent and pensionable terms shall be restricted to persons under the age of 45 years who would be in a position to complete the fifteen years' service required to qualify for the grant of a pension on reaching the compulsory age of retirement.

Probation and
confirmation of
staff

34.-(1) The probation period for a new employee shall be twelve months from the first date of appointment.

(2) Where the Board is of the opinion that the probationary period or the probationary appointment should be terminated, the appointing authority shall, before extending

such period or terminating such appointment:

- (a) inform the employee of his intention to do so;
- (b) advising the employee, if he so wishes, to make representations in the matter within the specified time limit.

(3) The employee concerned shall acknowledge receipt of the communication in writing within the time-limit specified, provided that the extension of the probationary period shall not be extended for more than six months.

(4) An employee shall be eligible for confirmation in his office at the end of the probationary period subject to satisfactory performance and conduct.

(5) On confirmation, the employee shall cease to be on probation and becomes permanent and pensionable subject to the provisions of the pension laws.

(6) When an employee is recruited in the Institute from an institution where he was already confirmed, may be considered as confirmed in his new post in the Institute without serving for probationary period.

Promotion of staff

35.-(1) Promotion of staff in the Institute shall be done by the Board upon recommendations from the Appointment Committee.

(2) Promotions shall base on satisfactory performance records of the employee as stipulated in the Scheme of Service of the Institute, Staff Regulations and General Standing Orders for the Public Service.

PART IV DISCIPLINE

Disciplinary authority

36.-(1) The Disciplinary Authority of the Director General shall be the Chief Secretary.

(2) The Disciplinary Authority of other employees of the Institute shall be the Director General through the Board.

(3) The Board shall review the records of all employees from time to time, in order to ensure that a staff of the Institute who attains the age of retirement is appropriately handled.

(4) Notwithstanding subregulation (1) and (2) the Chief Secretary shall, in relation to staff of the Institute, be the highest-ranking disciplinary authority and may exercise all or any of the powers delegated to a disciplinary authority by these Regulations.

Disciplinary proceedings

37.-(1) Where it is necessary to institute disciplinary proceedings against a staff of the Institute, the disciplinary authority shall make preliminary investigations before instituting disciplinary proceedings.

(2) Where the disciplinary authority considers that permitting the suspect to continue with his duties and functions, or any particular duty or function with which he is normally charged, may lead to the commission of the offence or is not in the public interest, he may immediately relieve him of his duties or from that particular duty or function pending the outcome of the investigation by the Police or the disciplinary authority.

(3) Provided that the disciplinary action under this sub regulation shall not affect the suspect's pay.

Interdiction

38.-(1) Where the disciplinary authority considers that it is in the public interest that a staff of the Institute should cease to perform the duties and functions of his office, the disciplinary authority may interdict the employee from performing those duties and functions.

(2) Where the employee is interdicted under this Regulation, such person shall be informed in writing of the reasons for such interdiction.

(3) Where the charges served against a person are defective, the disciplinary authority may, within thirty days, substitute them with the proper charges.

(4) A staff of the Institute who is interdicted shall receive such salary not less than half of his salary as may be determined by the disciplinary authority.

(5) Where the disciplinary or criminal proceedings is instituted and concluded against an employee under interdiction and such staff is not dismissed or otherwise punished, the salary withheld shall be restored to him upon the termination of proceedings.

(6) A staff under interdiction shall not leave his duty station without the prior permission, in writing, of the disciplinary authority.

Suspension

39.-(1) Where a staff is convicted of a criminal offence the disciplinary authority may suspend that employee pending consideration of the case on disciplinary grounds under these Regulations.

(2) An employee under suspension shall not be entitled to any salary with effect from the date of suspension, but shall be paid by the appointing authority an alimentary allowance equivalent to one third of his gross salary.

Loss of
privileges on
dismissal

40.-(1) Subject to the provisions of any written law for the time being in force, an employee who is dismissed from the service of the Institute shall be paid a lump sum pension, if prior to his dismissal he qualifies for pension or gratuity under the provisions of any pension scheme and shall be granted passages.

(2) Notwithstanding subregulation (1), any employee who is convicted of any criminal offence, which involves corruption or embezzlement of the public funds, the Institute shall forfeit all his rights or claims.

Formal or
summary
proceedings

41. Disciplinary proceedings under these Regulations may be either formal or summary.

Formal
proceedings

42. Formal proceedings shall be instituted where, in the opinion of the disciplinary authority, the disciplinary offence which a staff of the Institute is alleged to have committed is of such gravity which may warrant his dismissal, reduction in rank or reduction in salary.

Summary
proceedings

43. Summary proceedings shall be instituted where, in the opinion of the disciplinary authority, the offence that the staff is alleged to have committed is not of such gravity as to warrant, his dismissal, reduction in rank or reduction in salary.

Service of
charges

44.-(1) No formal proceedings for a disciplinary offence shall be instituted against a staff, unless he has been served with a charge that states the nature of the offence, which he is alleged to have committed.

(2) A charge under subregulation (1), shall be addressed to the accused employee inviting him to state in writing, within such period as may be specified in the charge, the grounds upon which he relies to exculpate himself.

(3) No formal proceedings instituted under this Regulation shall be invalid by reason only of any irregularity in the charge save that such irregularity may be corrected pursuant to subregulation 38(3).

Failure to make representations or a complete defence

45. Where an employee who is served with a charge in accordance with Regulation 42(4) and fails to make representations in writing within the period specified in the notice, or makes representations which in the opinion of the disciplinary authority does amount to a defence for an offence of which the accused employee is charged, the disciplinary authority shall appoint two or more members, to hold an inquiry into the charge.

Procedure of conducting an inquiry

46.-(1) The Committee conducting the inquiry shall notify the accused employee of the day, date, time, and place at which the inquiry shall be held.

(2) The Committee conducting the inquiry shall permit the accused employee and the disciplinary authority to appear in person or to be represented by any public servant, advocate or a representative of a trade union.

(3) The accused employee or his representative shall have a right-

(a) to cross-examine any witness examined by the Committee conducting the inquiry or by the disciplinary authority or his representative;

(b) to examine and be provided with copies of any document produced as evidence against him;

(c) to call witnesses on his own behalf and produce any document relevant to the inquiry.

(4) The Committee conducting the inquiry may take into consideration any evidence, which they consider relevant to the subject of the inquiry even where that evidence would not be admissible under the law relating to evidence.

(5) Where the accused employee fails to appear to or be represented at the inquiry it shall not vitiate the proceedings unless the accused employee shows reasonable cause of his failure to appear or to be represented.

(6) The Committee conducting the inquiry shall record the evidence adduced before it.

(7) Any inquiry under this Regulation shall be conducted in camera.

Additional charges

47.-(1) Where, during the course of the inquiry, it appears that the evidence adduced discloses grounds for an additional charges, the disciplinary authority or his representative may

cause the additional charges to be formulated and shall give a copy of the charges to the accused employee.

(2) Where any additional charges are formulated in accordance with subregulation (1), the Committee conducting the inquiry shall proceed to inquire into the charges and may recall any witness for further examination or cross-examination.

(3) Where the disciplinary authority has served charges to an accused employee in accordance with regulation 46, the inquiry shall commence not later than sixty days from the day the accused employee was served with the charge or charges.

(4) A Committee conducting an inquiry may regulate the procedure at the inquiry in the manner it may think fit.

(5) The inquiry under these Regulations shall be concluded within a period of sixty days from its commencement.

(6) Where the inquiry Committee fails to complete the inquiry within the prescribed period, it may apply for extension of that period to the disciplinary authority which shall extend that period for not more than thirty days.

(7) No extension of inquiry period under subregulation (6) of this regulation shall be more than thirty days unless approved by the Permanent Secretary (Establishments).

Record of proceedings

48.-(1) Upon the conclusion of an inquiry, the Committee conducting the inquiry shall forward the record of proceedings together with its report on the inquiry to the disciplinary authority.

(2) Every report under subregulation (1) shall-

- (a) state whether in the opinion of the Committee the charges against the accused employee have been proved or not and state reasons for that opinion;
- (b) state any fact which, in the opinion of the Committee aggravates or mitigates the gravity of the act or omission which was the subject matter of any charge;
- (c) state any other fact which in the opinion of the Committee, is relevant.

(3) The Report made under subregulation (1) shall not contain any recommendations as to the form or nature of the punishment to be awarded.

(4) Where upon receipt of the record of proceedings and the report of the Committee, the disciplinary authority is of the opinion that further investigations into the case is necessary, that disciplinary authority may refer the matter back to the Committee with such directions as it may consider necessary.

(5) The Committee shall upon receipt of reference and directions under subregulations (4), re-open the inquiry and proceedings in accordance with regulation 46.

(6) The disciplinary authority after considering the evidence and such report of the Committee, shall make and record findings whether or not in its opinion, the accused employee is guilty of the disciplinary offence with which he was charged, and shall inform the accused employee of the decision within a period of thirty days.

(7) Where the disciplinary authority's findings as to the guilty or innocence of the accused are contrary to the opinion of the Committee conducting the inquiry as expressed in the report, the disciplinary authority shall record its reasons for the findings.

(8) Where the disciplinary authority finds the accused employee guilty, it shall proceed to award punishment.

(9) Where the accused employee is punished by dismissal, his dismissal shall take effect from the date upon which the disciplinary authority found the accused staff guilty.

Summary
proceedings

49.-(1) Where the disciplinary authority decides to institute summary proceedings against the accused employee, he shall cause charges to be prepared and served upon the accused employee.

(2) The charge shall specify the period within which the accused employee is required to make his defence.

(3) Where the disciplinary authority is of the opinion that investigation has to be conducted, the accused employee shall have a right to be present at the investigation and make his defence.

(4) Where the employee has been served with a charge in accordance with this regulation and fails to make representation in writing giving the grounds upon which he relies to exculpate himself, or make representations which in the opinion of the disciplinary authority do not amount to a complete defence of the offence of which the accused

employee is charged, the disciplinary authority shall record a finding of guilty, and proceed to award appropriate punishment corresponding to the offence.

(5) The disciplinary authority may authorise any public servant who is senior to the rank held by the accused staff, to exercise all or any of the powers under subregulations (1), (2) and (3) of this regulation.

(6) The disciplinary authority may, at any time before imposing punishment, institute formal proceedings against the accused staff if he is of the opinion that, the representations adduced by the accused employee discloses facts which add to the gravity of the offence or offences or which show that the accused employee has or may have committed other disciplinary offences warranting formal proceedings.

Criminal Proceedings are pending or concluded

50. Where an employee of the Institute is alleged to have committed a disciplinary offence and the act or omission constituting such offence also constitutes a criminal offence under any written law, the following rules shall apply-

- (a) if no disciplinary proceedings under these Regulations have been commenced in respect of the disciplinary offence, but criminal proceedings are instituted against the accused employee in any court of law, no disciplinary proceedings shall be commenced until after the conclusion of the criminal proceedings;
- (b) if disciplinary proceedings have been commenced and during the pendency of such proceedings, criminal proceedings for the criminal offence are instituted, the disciplinary proceedings shall be stayed and no further step shall be taken in respect of that disciplinary proceedings until after the conclusion of the criminal proceedings;
- (c) where criminal proceedings have been commenced and concluded against the accused staff and the staff is acquitted of the criminal charge on a legal technicality, the acquittal shall not be a bar to disciplinary proceedings against the accused employee on the same facts, and disciplinary proceedings may be instituted or continued against the staff and the staff may be punished for that disciplinary offence as if no criminal proceedings had been instituted and concluded against him;

- (d) where criminal proceedings have been commenced and concluded against the accused staff and the staff is convicted of the criminal offence, the disciplinary authority may suspend the employee from the exercise of the powers and functions of his office pending consideration of the case under the provisions of these Regulations;
- (e) where the employee is convicted of a criminal offence, he shall be deemed to have been found guilty under these Regulations of a disciplinary offence based upon the same charge or charges or the same facts which formed the grounds of the criminal charge or charges of which he was convicted;
- (f) no staff shall be punished under this regulation until he has been served with a notice specifying the disciplinary offence which he is deemed to have found guilty;
- (g) where the accused employee is convicted of a criminal offence which in the opinion of the disciplinary authority, may warrant his dismissal from service, formal disciplinary proceedings may be instituted against that staff or where such proceedings were instituted prior to the commencement of the criminal proceedings, they may be continued and the accused employee may, subject to the provisions of paragraph (e) be tried on such formal disciplinary proceedings in accordance with these Regulations;
- (h) where a notice under paragraph (f) is served to the staff, the disciplinary authority shall not be bound to impose the same punishment as specified in the notice but may impose any lesser punishment;
- (i) where a staff is convicted of a criminal offence and prior to the commencement of the criminal proceedings he was found guilty by the disciplinary authority of a disciplinary offence based on the facts upon which the subsequent criminal charge or charges was based, it shall be lawful for the disciplinary authority, upon the conclusion of the criminal proceedings, to substitute punishment imposed upon the accused staff in respect of the any other disciplinary punishment which in the opinion of the disciplinary authority is warranted in view of the conviction of the employee of the criminal offence or in view of any evidence adduced at the criminal proceedings.

Conclusion of
criminal
proceedings

51. For the purpose of these Regulations, criminal proceedings shall be deemed to have been concluded:

- (a) where there has been no appeal against conviction or acquittal upon the expiry of the time allowed for such appeal by or under any written law; or
- (b) where there has been an appeal against the conviction or acquittal upon the expiry of time allowed by or under any written law for any further appeal.

Judgement after
appeal

52.-(1) Where there has been an appeal or a further appeal against any conviction or acquittal, the judgement of appellate tribunal shall be taken into consideration in determining whether the staff has been convicted or acquitted.

(2) Nothing in these Regulations shall be construed as precluding the disciplinary authority from instituting disciplinary proceedings against the staff of the Institute convicted of a criminal offence independent of this conviction of such criminal offence, provided that where a disciplinary authority institutes disciplinary proceedings against a staff independent of his conviction of a criminal offence in the event of an appeal or further appeal against such conviction, the provisions of paragraph (a) (b) and (c) of regulation 49 of these Regulations, shall apply.

Award for
appropriate
punishment

53.-(1) Where a TALIRI staff by his act or omission or by his negligence or misconduct or by reason of his failure to take reasonable care or to discharge his duties in a reasonable manner, causes the Institute to suffer any loss or causes damage to any property of the Institute or Government, the amount of such loss or value of the property damaged or an amount equal to the cost of repairing such property or such portion of such amount or value, as the appropriate authority may determine, may be recovered from such staff under the provisions of the Specified Officers (Recovery of Debts) Act.

Cap.76

(2) Where steps are taken to recover any of the amount or value as provided for under the Specified Officers (Recovery of Debts) Act, it shall be lawful for disciplinary proceedings for the act or omission or, negligence or failure to take reasonable care or failure to discharge a duty in a reasonable manner, being instituted under these Regulations.

Cap.16

(3) Where a staff is held liable to pay any amount to the Institute or Government by reason of his negligence or misconduct or failure to take care to discharge his duties in a reasonable manner or other act or omission, is convicted under the provisions of the Penal Code for those offences giving rise to such liability, and if the court has ordered that staff to pay to the Institute or Government compensation, any amount ordered to be recovered from a staff by a disciplinary authority or appropriate authority under the provisions of the Specified Officers (Recovery of Debts) Act, the order of the disciplinary authority or, as the case may be, or the appropriate authority shall:

- (a) if the amount ordered to be recovered by the disciplinary authority or the appropriate authority, exceeds the amount of the compensation ordered under the provisions of the Penal Code, the amount shall be effective only to the extent of the difference between the two amounts;
- (b) if the amount ordered to be recovered by the disciplinary authority or the appropriate authority, is less than the amount of the compensation ordered under the provisions of the Penal Code, the amount shall cease to have effect.

Cap.16

(4) Notwithstanding subregulation (3), where disciplinary proceedings are instituted or a staff is punished under the Penal Code, it shall be lawful for the disciplinary authority to order that an amount equal to the difference between the actual amount of the loss or the value of the property or the cost of repair and:

Cap.76

- (a) the amount of the compensation awarded under the provisions of the Penal Code; or
- (b) where steps have also been taken to recover any amount from the staff under the Specified Officer (Recovery of Debts) Act;
- (c) the aggregate of the amount which may, subject to the provisions of sub-regulation (3) of this regulation recovered under that Act and the amount of compensation awarded under the provisions of the Penal Code, be recovered from the staff of the Institute by way of punishment.

Cap.16

(5) In this regulation the term "appropriate authority" shall have the meaning assigned to that term by the Specified Officers (Recovery of Debts) Act.

Withholding
increment

54.-(1) Where a disciplinary authority is satisfied that the increment of a staff should be withheld on the grounds:

- (a) of unsatisfactory performance not amounting to misconduct; or
- (b) that the staff of the Institute has failed to pass any examination, the passing of which is a pre-requisite to the grant of an increment,

it shall withhold the increment for such period as it may deem fit.

(2) Where the disciplinary authority is satisfied that an increment withheld under subregulation (1) should be restored it shall inform the staff concerned that his increment shall be restored with effect from such date as he may specify.

(3) Where an increment is restored, any further increments which may be granted to the employee concerned shall, subject to any other proceedings which may have been taken under this part, take effect from such employee's normal incremental date.

Suspending
increment

55.-(1) Notwithstanding any other provisions in this Part of these Regulations, the disciplinary authority may suspend the payment of an increment which is due to be granted to a staff where:

- (a) disciplinary or criminal proceedings have been instituted against the employee, or
- (b) disciplinary authority has reason to believe that grounds exist for withholding the increment under Regulation 53 of these Regulations.

(2) Where an increment, the payment of which has been suspended under this Regulation is not withheld, it shall be restored with effect from the date upon which it would have been granted had it not been suspended.

Reprimand or
warning for
unsatisfactory
work

56. Nothing in these Regulations shall prohibit any disciplinary authority from issuing a reprimand for or a warning for unsatisfactory work or conduct to staff of the Institute or any authorised officer from issuing that reprimand or warning to any employee directly subordinate to him.

Criminal charge involving fraud or dishonesty

57. Where consequent upon his conviction on a criminal charge involving fraud or dishonesty on his part the accused staff is, pursuant to the provisions of regulation 52 of these Regulations, punished by dismissal from the service for a similar disciplinary offence or for a disciplinary offence based on the same facts after formal proceedings have been taken against him, his dismissal shall take effect from the date which he was convicted of the criminal offence.

Absence without leave

58.-(1) Where a staff of the Institute is absent from duty without leave or reasonable cause for a period exceeding five days, that employee may be charged with the disciplinary offence of being absent without leave and punished by dismissal.

(2) If the whereabouts of the staff charged under subregulation (1) are not known, a copy of the charge shall be served by leaving it at the place where such staff is known to have resided prior to the absence or by sending it to the employee's last known address.

Absence on account of illness

59. Absence from duty on account of illness shall be reported by the staff concerned to his employer and shall be supported by a document certified by a recognized medical practitioner.

Appeal against disciplinary authority

60.-(1) Where the disciplinary authority Board exercises disciplinary authority to an employee in accordance with these Regulations, that employee may appeal to the Commission against the decision of the disciplinary authority and the Commission may confirm, vary or rescind the decision of that disciplinary authority.

(2) Where the Director General exercises his disciplinary powers against any staff in the operational service, that employee may appeal in accordance with the procedures under the labour laws.

Appeal to the President or the Commission

61.-(1) Where a staff or the disciplinary authority is aggrieved with the decision in sub-regulation (1) and (2) of this regulation he shall appeal to the President or the Commission whose decision shall be final.

(2) Where the President or the Commission varies or rescinds any decision of dismissing any staff from the Institute and substitutes any other decision of dismissing that staff, the variation or rescission, shall have effect from the date of the original decision and the employee shall, unless he has sooner ceased to be a staff for any other cause, be deemed to have remained a staff of the Institute notwithstanding the original decision.

Time for
appealing

62.-(1) Where any staff of the Institute desires to appeal under section 25 of the Act or under regulation 61 of these Regulations, against any decision, he shall, within forty five days of the receipt of the decision, appeal to the appellate authority in writing and serve a copy to the disciplinary authority.

(2) Upon receipt of a copy of the appeal, from the employee or from the appellate authority, the disciplinary authority shall, within fourteen days of the receipt, submit to the appellate authority its representations in writing with a copy to the concerned staff.

(3) The appellate authority may accept an appeal made by the employee out of time where it is satisfied that special circumstances precluded the submission of the appeal within the prescribed time.

(4) On appeal under section 25 of the Act, or under these Regulations, the appellate authority may give an opportunity to be heard either by presentation or in writing to both the appellant and the disciplinary authority whose decision is being appealed against, or either of them.

(5) Notwithstanding subregulation (1), the appellate authority may determine the appeal in the absence of the appellant and in any case, unless exceptional circumstances exist, the appellate authority shall ensure that every appeal is concluded within ninety days from the date of receipt of representations made under these Regulations.

(6) No findings made or punishment imposed by a disciplinary authority under the provisions of these Regulations shall be reversed or set aside on the grounds only of any irregularity in the appointment of the inquiry committee or the conduct of the disciplinary proceedings, but in any case where there is a reversal, and the appellate authority is of the opinion that irregularity has occasioned injustice, the appellate

authority may direct that the disciplinary proceedings commence *denovo*.

Decision and communication

63. In every appeal when the decision is served to the appellant, the other party shall be entitled to a copy of that decision.

Failure to comply with decision on appeal

64.-(1) Any person who refuses or fails to comply with a decision of the President or Commission on appeal to which he is a party may be charged with the disciplinary offence of failure to perform a duty imposed upon him provided that no person shall be charged for an offence against this regulation in respect of a decision of the Commission during a period in which he may appeal from that decision to the President.

(2) Where the President or the Commission varies or rescinds any decision of dismissing any staff from the Institute and substitutes any other decision other than that of dismissing that employee, the variation or rescission shall have effect from the date of the original decision and the staff shall, unless sooner has ceased to be an employee for any other cause, be deemed to have remained a staff of the Institute.

Annual leave

65.-(1) Every staff shall be entitled to twenty eight days annual leave which shall be granted once a year in accordance with the staff's leave cycle.

(2) For purpose of these Regulations, leave cycle shall commence from the date the staff was first appointed and shall be earned and calculated at an annual rate of twenty eight days except those serving on contract terms whose leave shall be earned and calculated as stipulated in their contracts.

(3) No staff may be granted leave before completing eight months of service from the date of first appointment.

Maternity and paternity leave

66.-(1) Female employee shall be granted a paid maternity leave of eighty four days once in every three years from the date of commencement of maternity leave.

(2) Where a female staff gives birth to more than one child on the same pregnancy, shall be entitled to fourteen days extra for that paid maternity leave.

(3) Subject to sub-regulation (1), the first five days shall be granted as paternity leave to male staff whose wife is granted maternity leave.

- Burial of near relative 67.-(1) A staff of any category who attends burial of a near relative may be granted fourteen days leave.
(2) Burial leave shall be on full pay and shall not count against ordinary leave entitlement.
(3) Notwithstanding subregulation (2), burial leave shall not carry entitlement to transport privileges or allowances.
(4) For the purpose of this regulation, near relative means father, mother, spouse and child.
- Study leave 68. Employees of the Institute attending further studies sanctioned by the Board shall be granted a study leave as the Board may determine.
- Sabbatical leave 69.-(1) Staff may be entitled for the grant of "sabbatical leave" if he is confirmed in his appointment and has the necessary skills, qualifications and experience required by an international organisation.
(2) The sabbatical leave shall be approved by the Permanent Secretary (Establishments), except for the Chief Executive Officers in which case the approval shall be given by the Chief Secretary.
(3) Notwithstanding subregulation (2) the sabbatical leave shall be approved by the Board.
- Sick leave 70. An employee shall be entitled to sick leave not exceeding six months on full pay and six months on half pay.
- Handing over of cash or property
Cap..... 71.-(1) Any staff entrusted with cash or property shall, before going for leave or relieved from duty, make necessary arrangements for handing over such cash or property in accordance with the Public Finance Regulations Act, 2001.
(2) A detailed handing over report shall be prepared and signed by the staff going on leave or relieved from duty and the staff who takes over and a witness if any.
(3) A copy of the report referred to in sub regulation (2) shall be submitted to the Director General or any other authorized person.
- Leave package 72. Every staff shall be granted once during the two years leave cycle, free transport in the form of a cash grant calculated on the basis of the prevailing fare rates by available

public transport for himself, spouse and up to four children under eighteen years of age or dependants who are wholly dependant upon that staff.

Burial costs

73.-(1) The Institute shall be responsible for the burial costs in case of death of the staff, spouse or child.

(2) The burial costs shall be determined by the Board from time to time and may include the costs to cover:

- (a) costs of coffin and grave;
- (b) transportation of the dead body to the place of domicile;
- (c) wreath and decorations shroud;
- (d) cost of travel of the accompanying spouse; and
- (e) cost of representative of the Institute travelling to the burial place.

Transport

74.-(1) Any staff shall be entitled to free transport when travelling:

- (a) on duty;
- (b) on transfer;
- (c) to obtain necessary medical treatment;
- (d) to attend training, seminars, conferences meetings;
- (e) to sit for an examination recognized by the Institute or Government;
- (f) during annual leave as provided under these Regulations; and
- (g) on appointment or termination of appointment.

(2) Any staff travelling on duty within or outside Tanzania shall be paid such allowances or per diem as may be prescribed by the Treasury Registrar;

(3) The Director General shall, at all times be entitled to transport when discharging his official duties.

Use of Vehicles
of the Institute

75.-(1) Any driver or staff authorized by the Director General or duly authorized officer using vehicles of the Institute shall maintain and submit vehicle logbooks every morning, or before the commencement and after the completion of any journey to the Director General or duly authorized officer for recording and approval.

(2) Any breakdown of a motor vehicle shall immediately be reported to the Director General or a duly authorised officer.

(3) A motor vehicle shall not be used after working hours except where the Director General or a duly authorised officer has granted his consent in writing.

Use of personal vehicle or hired vehicles on official duties

76. Any staff may use his personal vehicle or hired vehicle for conducting or attending official duties outside the working station, provided that no any costs shall be recovered unless before the use of such vehicle the Director General or duly authorized officer has approved that such costs shall be reimbursed by the Institute in kilometre allowance basis.

Staff Salary advance

77.-(1) Any staff may apply to the Director General for a salary advance not exceeding half of his monthly salary.

(2) The Director General may, upon being satisfied that it is just to do so approve such application and grant the salary advance.

**PART V
GENERAL PROVISIONS**

Incoming and Outgoing mails

78.-(1) All incoming correspondences shall be addressed to the Director General and all outgoing mail shall be signed by the Director General or an authorized person on behalf of the Director General.

(2) Subject to sub-regulation (1), correspondences shall include letters, fax, telephone, emails, bills and telex.

Prohibition of unauthorized disclosure of information

79.-(1) Any staff shall not without the written permission of the Director General, publish or disclose to any unauthorized person or otherwise than in the course of duty, the content of any document, communication or information of any kind which has come to his knowledge in the course of the performance of duties under these Regulations.

(2) Any staff who contravenes this regulation commits an offence.

Housing entitlement and facilities

80. The Director General and other senior staff may be provided with housing in accordance with their grades subject to financial capacity of the Institute.

House rent allowances

81. The Institute may, if its financial capacity allows, pay staff house rent allowance at rates as it may be determined by

the Board from time to time except for the staff provided with housing as set out in regulation 80.

Transport allowances

82. The Institute may, if its financial capacity allows, pay all staff transport allowance at rates as it may be determined by Board from time to time.

Allowances for approved training

83.-(1) The Institute shall pay daily allowances such as tuition fees, examination fees, meal allowances, book allowances, travelling expenses and accommodation fees to staff who are undertaking approved courses if such courses are not paid by a sponsor.

(2) Notwithstanding subregulation (1), the approved courses shall be as set out in the Institutes training programme.

(3) All payments towards reimbursement of education expenses shall be approved by the Director General.

Other allowances and honoraria

84.-(1) A person other than staff of the Board or co-opted member performing or who attends Board's meetings or performs Board's activities shall be paid allowances in accordance with the Government Financial Regulations.

(2) The Director General may approve payment of honorarium to staff of the Institute who make special contribution to the services which lead to economy or greater efficiency or enhanced reputation of the service.

(3) The amount of honorarium shall be reasonable and justifiable under the circumstances.

Uniform allowances

85. Staff may be paid uniform allowances depending on the nature of the work performed.

Participation in professional bodies

86.-(1) The Institute shall pay fees and other dues to local, regional or international professional bodies to which the Institute is a member.

(2) Notwithstanding sub regulation (1) staff may be allowed to individually subscribe to membership of professional organizations and attend scheduled meetings of the organizations.

(3) The Director General may authorize payment of daily subsistence allowances at Government rates to staff attending scheduled professional meetings.

(4) Notwithstanding this regulation, TALIRI shall not be obliged to pay for incidentals that may include periodic

subscriptions of individual staff membership charges, meals, group photographs or such other costs that may be incurred by staff attending professional meetings.

Awards relating to discoveries

87.-(1) An award shall be granted to any individual or group of staff who makes a commendable innovation or significant contribution to the Institute upon approval by the Board in accordance with section 25 of the Act.

(2) Notwithstanding sub regulation (1) the Board shall approve rewards to outstanding (best) workers in accordance with memorandum of understanding between the Institute and a trade union.

Gifts and prizes

88.-(1) Staff shall not seek, accept or offer gifts, favours or inducement, financial or otherwise, in the course of discharging their duties.

Workers
Compensations
Cap.263

89. The staff who suffers injuries, an occupational disease or death while performing the duties of the Institute shall be compensated in accordance with the Workers Compensation Act.

Performance appraisal

90. The Director General shall carry out open performance review and appraisal to staff in accordance with public service laws.

Vetting of staff

91. The Director General shall facilitate vetting exercise to staff of the Institute.

Health insurance scheme

92. All employees of the Institute shall be registered in an appropriate health insurance scheme.

Pension schemes

93. Staff may join to any pension schemes established by any written laws.

Protection against penalties

94.-(1) Staff of the Institute shall comply with the laws of the United Republic, and TALIRI shall not be liable for any penalties that may be imposed on any staff for infringement of any law.

(2) The Institute shall indemnify any staff for any loss suffered in the course of discharging *bonafide* any business of the Institute, provided that the staff has exercised the expected degree of care and skills.

Offences and penalties

95. A person who is convicted of an offence under these regulations to which no specific penalty has been prescribed shall be liable:

- (a) in the case of an individual, to a fine of not less than five hundred thousand shillings and not exceeding one million shillings, or imprisonment for a term of six months or to both such fine and imprisonment;
- (b) in a case of a continuing offence, to a further fine of not less than one hundred thousand shillings for each day during which the offence continues; and
- (c) in the case of the corporation, to a fine of not less than one million shillings and in the case of continuing offence, to a further fine of not less than five hundred thousand shillings for each day during which the offence continues.

Dar es Salaam,
26th December, 2017

LUHAGA JOELSON MPINA,
Minister for Livestock and Fisheries

