

# THE OPEN UNIVERSITY OF TANZANIA

*Office of the Deputy Vice Chancellor (Planning, Finance & Administration)*

## INTERNAL MEMO

**TO:** All staff  
**FROM:** Deputy Vice Chancellor Planning Finance and Administration  
**DATE:** 2<sup>nd</sup> December, 2022  
**SUBJECT:** **SUBMISSION OF OPRAS MID YEAR REVIEW FOR THE YEAR 2022/23**

Kindly refer to the above heading.

This is to remind all of you to prepare and submit your OPRA form for Mid-year review before **31<sup>st</sup> December, 2022**. There will be no extension of this deadline.

Please note that the act of not submitting **OPRA** reviews is a violation of Rule. No.22 (6) of the Public Service Regulations of 2003, Order D.62 and D.67 of the Standing Orders for the Public Service as well as P.14 of the Human Resource Management and Operational Procedures 2019. Therefore all staff are urged to abide with these Regulations.

Yours,  
**THE OPEN UNIVERSITY OF TANZANIA**



Francis E. Badundwa  
**For: Deputy Vice Chancellor (Planning Finance and Administration)**