



SOUTH EASTERN KENYA UNIVERSITY

P.O BOX 170-90200

Tel. No. 020-2413859 (Kitui)

CLEARANCE FORM

Personal Details

Name P.FNO Date

Designation Department/School

Reason for clearance

The above named will cease/has ceased to be in the employment of the University with effect from.....

Please certify whether or not he/she owes anything in your Division/school/Institute/Department/Section

1. **Sectional head** (the officer is duly cleared from this department)

Name Signature..... Date.

2. **Librarian in charge**(the officer **has/has not** returned all the books/journals/materials he/she **is/not** duly cleared from this department)

Name Signature..... Date.

3. **Finance officer**(the officer **has/does not have** outstanding imprests he/she **is/not** duly cleared from this department)

Name Signature..... Date

4. **Central stores** (the officer **has/does not have** outstanding stores in his/her name he/she **is/not** duly cleared from this department)

Name Signature..... Date

5. **Directorate of ICT** (the officer is duly cleared from this department and his/her official SEKU e-mail address has been deleted)

Name Signature.....Date....

6. **Medical Records** (the officer **has/has not** surrendered all the medical cards he/she is/not duly cleared from this department)

Name Signature.....Date....

7. **SEU SACCO** (the officer **has cleared/ not cleared** his/her loan balances he/she is/not duly cleared from this department)

NameSignatureDate.

8. **SECURITY OFFICER:** (the officer **has/has not** surrendered the security car pass smart card). He is/is not cleared from this department.

NameSignatureDate.

For Official Use Only

Personnel Section

Leave days balance

Off days

Comment/remarks

Checked by..... Signature..... Date

Subject to the above debts being recovered; **I recommend/ do not recommend** that the above be paid his/her final dues.

Signed:.....Date &

Stamp.....

Registrar, AHRM

Recommended action by Finance Officer

Signature Date.....

Note: this is not a release letter. The release letter should be signed by the Deputy Vice Chancellor, Administration and Human Resource Management and issued after clearance.

