



SOUTH EASTERN KENYA UNIVERSITY

P. O. BOX 170-90200
KITUI

Tel. No. 0748605996/7

CLEARANCE FORM

Personal Details

Name P.FNO Date
Designation Division/Directorate
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. **Section 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. **Director Finance and Accounts**(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)
Name Signature Date

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

Name Signature Date.

For Official Use Only

HRM 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.....

Director, HRM

Recommended action by Finance and Accounts

Signature Date

Note: this is not a release letter. The release letter should be signed by the Deputy Vice Chancellor, Corporate Services and issued after clearance.