



**THE TECHNICAL UNIVERSITY OF KENYA**  
**HUMAN RESOURCE SERVICES AND REGISTRY**  
**STAFF CLEARANCE FORM**

**INSTRUCTIONS:** *This form should be completed in triplicate*

**STAFF DETAILS:**

**NAME:** .....

**ID NO. / VALID PASSPORT NO. / ALLIEN ID NO.** .....

**KENYA POLYTECHNIC/ KENYA POLYTECHNIC UNIVERSITY COLLEGE No:** .....

**TUK. P.F. No:** ..... **TEL NO.** .....

**DESIGNATION:** .....

**DEPARTMENT:** .....

**REASON FOR EXIT:** .....

**FIRST DATE OF APPOINTMENT:**.....**LAST DAY OF SERVICE:**.....

ACADEMIC AND STUDENT AFFAIRS (ASA)			
OFFICE	DATE	REMARKS/ COMMENTS	SIGNATURE & STAMP
DVC, Academic And Student Affairs			
Academic Quality and Standards			
Centre for Open and Lifelong Education			
Library & Learning Resources Services			
Management of Academic Programmes			
School of Graduate and Advanced Studies			
Student Support Services			

**RESEARCH AND TECHNOLOGY DEVELOPMENT (RTD)**

<b>OFFICE</b>	<b>DATE</b>	<b>REMARKS/ COMMENTS</b>	<b>SIGNATURE &amp; STAMP</b>
Office of DVC , Research & Technology Development			
Research & Knowledge Exchange			
Strategic Innovation Initiatives			
Centre for Industry & Work Experience			
Centre for Engineering Production & Teaching Factory (CEP-TF)			
Intermediate Technology Development Centre (ITDC)			
Centre for Entrepreneurship, Innovation & Technology Transfer (CEITT)			

**INSTITUTIONAL ADVANCEMENT & ENTERPRISE (IAE)**

<b>OFFICE</b>	<b>DATE</b>	<b>REMARKS/ COMMENTS</b>	<b>SIGNATURE &amp; STAMP</b>
Office of DVC, Institutional Advancement & Enterprise			
Organizational Transformation & Culture			
Institutional Engagement & Partnerships			
International Engagement & Partnerships			
TVET & Skills Development			
Business & Enterprise Services			
Civic & Community Engagement			

Education and training for the real world

**FACULTY OF SOCIAL SCIENCES & TECHNOLOGY (FSST)**

<b>OFFICE</b>	<b>DATE</b>	<b>REMARKS/ COMMENTS</b>	<b>SIGNATURE &amp; STAMP</b>
Executive Dean, FSST			
Centre for Language & Communication Studies (CLCS)			
Centre for Science & Technology Studies (CSTS)			
School of Business & Management Studies (SBMS)			
School of Creative Arts & Media (SCAM)			
School of Information & Social Studies (SISS)			
School of Hospitality & Human Ecology (SHHE)			

**FACULTY OF APPLIED SCIENCES & TECHNOLOGY (FAST)**

Executive Dean, FAST			
Centre for Earth System & Space Science			
Centre for Integrated Water Resources Management (CIWRM)			
School of Biological & Life Sciences (SBLS)			
School of Chemistry & Material Science (SCMS)			
School of Computing & Information Technologies (SCIT)			

Education and training for the real world

OFFICE	DATE	REMARKS/ COMMENTS	SIGNATURE & STAMP
School of Health & Biomedical Sciences (SHBS)			
School of Mathematics & Actuarial Science (SMAS)			
School of Physics & Earth Sciences (SPES)			
<b>FACULTY OF ENGINEERING &amp; THE BUILT ENVIRONMENT (FEBE)</b>			
Executive Dean, FEBE			
School of Aerospace & Vehicle Engineering (SAVE)			
School of Architecture & Spatial Planning (SASP)			
School of Chemical & Biological Systems Engineering (SCBE)			
School of Civil & Resource Engineering (SCRE)			
School of Construction & Property Studies (SCPS)			
School of Electrical & Electronic Engineering (SEEE)			
School of Mechanical & Manufacturing Engineering (SMME)			
School of Surveying & Geospatial Sciences (SSGS)			

OFFICE	DATE	REMARKS/ COMMENTS	SIGNATURE & STAMP
<b>GOVERNANCE &amp; UNIVERSITY SECRETARIAT</b>			
Governance & Executive Services			
Regulatory & Legal Services			
Risk Management & Compliance			
<b>INFRASTRUCTURE &amp; ADMINISTRATIVE SERVICES</b>			
Health, Safety & Wellness			
Property & Facilities Management			
<b>OFFICE OF THE VICE-CHANCELLOR</b>			
Information & Communication Technology Services			
Procurement & Supply Chain			
Public Affairs & Marketing			
<b>OFFICE</b>	<b>DATE</b>	<b>REMARKS/ COMMENTS</b>	<b>SIGNATURE &amp; STAMP</b>
Security & Emergency Operations			
Strategic & Operational Services			
Strategy & Performance Management			

Education and training for the real world

<b>FINANCIAL &amp; ACCOUNTING SERVICES</b>			
Accounting & Treasury Services			
Financial Systems & Control			
University Financial Services			
(Petty cash & Imprest)			
(Payroll & statutory Deduction)			
<b>AUDIT &amp; SYSTEMS EVALUATION</b>			
<b>HUMAN RESOURCE SERVICES &amp; REGISTRY</b>			
<b>*****STAFF ID SERRENDER</b>			
<b>UNIVERSITY REGISTRAR &amp; CHIEF ADMINISTRATIVE OFFICER.</b>			



Education and training for the real world