



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			
FACULTY OF SOCIAL SCIENCES & TECHNOLOGY (FSST)			
OFFICE	DATE	REMARKS/ COMMENTS	SIGNATURE & STAMP
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)			

Education and training for the real world

 ISO 9001:2015 Certified

School of Computing & Information Technologies (SCIT)			
OFFICE	DATE	REMARKS/ COMMENTS	SIGNATURE & STAMP
School of Health & Biomedical Sciences (SHBS)			
School of Mathematics & Actuarial Science (SMAS)			
School of Physics & Earth Sciences (SPES)			
FACULTY OF ENGINEERING & THE BUILT ENVIRONMENT (FEBE)			
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)			
RESEARCH & TECHNOLOGY DEVELOPMENT (RTD)			
OFFICE	DATE	REMARKS/ COMMENTS	SIGNATURE & STAMP
Centre for Engineering Production & Teaching Factory (CEP-TF)			
Research & Knowledge Exchange			
INSTITUTIONAL ADVANCEMENT & ENTERPRISE (IAE)			
Institutional Development & Fundraising			
TVET & Skills Development			
GOVERNANCE & UNIVERSITY SECRETARIAT			
Governance & Executive Services			
Regulatory & Legal Services			
Risk Management & Compliance			
INFRASTRUCTURE & ADMINISTRATIVE SERVICES			
Health, Safety & Wellness			
Property & Facilities Management			
OFFICE OF THE VICE-CHANCELLOR			
Information & Communication Technology Services			
Procurement & Supply Chain			

Public Affairs & Marketing			
OFFICE	DATE	REMARKS/ COMMENTS	SIGNATURE & STAMP
Security & Emergency Operations			
Strategic & Operational Services			
Strategy & Performance Management			
FINANCIAL & ACCOUNTING SERVICES			
Accounting & Treasury Services			
Financial Systems & Control			
University Financial Services			
(Petty cash & Imprest)			
(Payroll & statutory Deduction)			
AUDIT & SYSTEMS EVALUATION			
HUMAN RESOURCE SERVICES & REGISTRY			
UNIVERSITY REGISTRAR & CHIEF ADMINISTRATIVE OFFICER.			

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