



**THE TECHNICAL UNIVERSITY OF KENYA**

**HUMAN RESOURCE SERVICES AND REGISTRY**

STAFF CLEARANCE FORM (REVISED 2020) TUK/HRS/REG/SCF/007

**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: .....

DESIGNATION:.....

DEPARTMENT: .....

REASON FOR EXIT: .....

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

FACULTY, SCHOOL,DEPARTMENT,SECTION	DATE	REMARKS/ COMMENTS	SIGNATURE & STAMP
<b>ACADEMIC AND STUDENT AFFAIRS (ASA)</b>			
Management of Academic Programmes			
Library & Learning Resources Services			
School of Graduate and Advanced Studies			
Academic Quality and Standards			
Centre for Open and Lifelong Education			

Education and training for the real world

 ISO 9001:2015 Certified

Student Support Services			
<b>FACULTY OF SOCIAL SCIENCES &amp; TECHNOLOGY (FSST)</b>			
School of Business & Management Studies (SBMS)			
School of Creative Arts & Media (SCAM)			
School of Hospitality & Human Ecology (SHHE)			
School of Information & Social Studies (SISS)			
Centre for Science & Technology Studies (CSTS)			
Centre for Language & Communication Studies (CLCS)			
<b>FACULTY OF APPLIED SCIENCES &amp; TECHNOLOGY (FAST)</b>			
School of Computing & Information Technologies (SCIT)			
School of Mathematics & Actuarial Science (SMAS)			
School of Physics & Earth Sciences (SPES)			
School of Biological & Life Sciences (SBLS)			
School of Health & Biomedical Sciences (SHBS)			

Education and training for the real world

School of Chemistry & Material Science (SCMS)			
Centre for Integrated Water Resources Management (CIWRM)			
Centre for Earth System & Space Science			
<b>FACULTY OF ENGINEERING &amp; THE BUILT ENVIRONMENT (FEBE)</b>			
School of Civil & Resource Engineering (SCRE)			
School of Mechanical & Manufacturing Engineering (SMME)			
School of Electrical & Electronic Engineering (SEEE)			
School of Architecture & Spatial Planning (SASP)			
School of Surveying & Geospatial Sciences (SSGS)			
School of Construction & Property Studies (SCPS)			
School of Chemical & Biological Systems Engineering (SCBE)			
School of Aerospace & Vehicle Engineering (SAVE)			
Centre for Energy, Materials & Sustainability (CEMS)			

Education and training for the real world

Institute for Spatial Analysis & Regional Development (ISARD)			
<b>RESEARCH &amp; TECHNOLOGY DEVELOPMENT (RTD)</b>			
Research & Knowledge Exchange			
Strategic Innovative 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)			
<b>INSTITUTIONAL ADVANCEMENT &amp; ENTERPRISE (IAE)</b>			
Organizational Transformation & Culture			
Institutional Development & Fundraising			
International Engagement & Partnership			
TVET & Skills Development			
Business & Enterprise Services			

Education and training for the real world

Civic & Community Engagement			
<b>GOVERNANCE &amp; UNIVERSITY SECRETARIAT</b>			
Governance & Executive Services			
Risk Management & Compliance			
Regulatory & Legal Services			
<b>TU-K TVET COLLEGE</b>			
School of Engineering & the Built Environment (SEBE)			
School of Applied & the Natural Sciences (SANS)			
School of the Arts & Social Sciences (SASS)			

Education and training for the real world

 ISO 9001:2015 Certified

**INFRASTRUCTURE & ADMINISTRATIVE SERVICES**

Property & Facilities Management			
Health, Safety & Wellness			
<b>OFFICE OF THE VICE-CHANCELLOR</b>			
Strategic & Operational Services			
Strategy & Performance Management			
Public Affairs & Marketing			
Information & Communication Technology Services			
Procurement & Supply Chain			
Security & Emergency Operations			

**FINANCIAL & ACCOUNTING SERVICES**

Financial Systems & Control			
Accounting & Treasury Services			
University Financial Services			
<b>AUDIT &amp; SYSTEMS EVALUATION</b>			
<b>Human Resource Services &amp; Registry</b>			
<b>University Registrar &amp; Chief Administrative Officer.</b>			