

**REPUBLIC OF KENYA**  
**MINISTRY OF EDUCATION**

**STATE DEPARTMENT FOR TECHNICAL, VOCATIONAL EDUCATION AND TRAINING**

**CLEARANCE CERTIFICATE**

To be completed at parts 1-5 inclusive of all officers on transfer or leaving the service of the Government

1. Name of Officer Emmaculate Ndangwa S. P/No. 020190076290  
Designation: Intern Section: Finance  
Date of Leaving the Ministry 14/10/2020 Cause of leaving the service End of Internship

1. That pursuant to Treasury Circular No. 12 of 8<sup>th</sup> 1985, the above named whose pension documents should be submitted to the Pension Department nine months before retirement from the service, do hereby certify that he/she has no \*Government liabilities in the form of ..... At this point, in time and that one (1) Month prior to leaving the service shall confirm Government liabilities status.

2. The above named officer has returned articles/equipment/stores/library books issued to him/her (delete as necessary).

Date 15<sup>th</sup> January 2024 Signed [Signature]  
**HEAD OF OFFICER'S SECTION I DIVISION**

2. ACCOUNTS BRANCH

Mr./Mrs./Miss ..... owes outstanding imprest amounting to Ksh .....  
Issued to him/her on ..... which should be recovered from him/her

Date ..... Signed .....  
**HEAD OF ACCOUNTS**

3. HUMAN RESOURCE MANAGEMENT BRANCH:

Last leave taken was from 1/1/2024 to 1/1/2024 Folio 1/1/2024

Government Quarters - The office is scheduled to vacate Government Quarters on .....

action has been taken to inform the appropriate housing committee vide folio .....

Date 15<sup>th</sup> January 2024 Signed [Signature]  
**HEAD, HRM & DS**

4. SALARY SECTION

Salary in lieu of notice NIL

Leave salary as per 3 above NIL

Advances (salary, Bicycles, Refrigerator, etc.) NIL

Any other NIL

TOTAL NIL

**OFFICER IIC, SALARIES SECTION**

5. HUMAN RESOURCE MANAGEMENT RECORDS UNIT

The officer has returned his/her Civil Servants Identity Card

Date 15/1/2024 Signed [Signature]  
**OFFICE SUPERINTENDENT**

