

# NAROK COUNTY GOVERNMENT



## CLEARANCE CERTIFICATE

### Instructions:

1. *This form must be completed in duplicate.*

### PART I (TO BE COMPLETED BY THE OFFICER LEAVING NAROK COUNTY PUBLIC SERVICE)

Name:..... P/NO:.....

Designation:.....Postal Address:.....

Mobile No:.....Terms of Service:.....

Signature:.....Date:.....

### PART II (CLEARANCE BY IMMEDIATE SUPERVISOR)

I confirm that the officer has handed to me all assets under his/her custody and is fully cleared.

Name:..... P/NO:.....

Designation:.....Date & Rubber Stamp.....

### PART III (CLEARANCE BY FINANCE /ACCOUNTS DEPARTMENT)

I confirm that the officer has cleared and surrendered all imprest. He/she has no pending liabilities with the County Government.

Name:..... P/NO:.....

Designation:.....Date & Rubber Stamp.....

### PART IV (TO BE COMPLETED BY AUTHORIZED OFFICER)

I confirm that the officer has fully cleared with the Department of (**Health**)  
He/She can be released to his/her new work station.

Name:.....P/NO:.....

Designation:.....Date & Rubber Stamp.....

### PART V (TO BE COMPLETED BY HQTS (HR/PAYROLL SECTION)

1. Outstanding salary advance **Kshs**.....
2. Outstanding Departmental Loans **Kshs**.....
3. Other outstanding liabilities **Kshs**.....
4. Salary has been stopped with effect from.....according to.....

Name:.....P/No:.....

Designation:.....Date & Rubber Stamp.....