

	TECHNICAL UNIVERSITY OF MOMBASA	
	Document: Form	Ref No.: TUM/Form/HRM/023
	Title: PERMANENT EMPLOYEE REQUISITION	
	Department: HUMAN RESOURCE MANAGEMENT	
	Issue No. 2	Revision No. 0
Date: 5th April 2018		

To be filled by Requesting Department/Section/Unit Head

Department/Section/Unit.....
Position Title..... Grade
Number Required.....
Reasons For requisition:
Brief Description of Position duties
<u>Appointment/Promotion criteria (as per the Schemes of Service)</u> Education Qualification Relevant Experience Skills & Other Qualities Required
Name of Requesting Officer: Designation.....



Signature: Date:

A. Human Resources

Is Position provided for in Establishment:

Basic Salary : Ksh p.m.
House Allowance : Ksh..... p.m.
Commuter Allowance : Ksh..... p.m.
Other Allowances : Ksh..... p.m.
: Ksh..... p.m.
: Ksh..... p.m.

Name: Signature: Date:

B. Finance Department Only (Budget Verification on Funds Availability)

Within Budget Available ()*	Additional Remarks (if any)
Exceeds Budget available ()*	
No Budget Available ()*	
Signature.....	Date.....

C. Deputy Vice Chancellor –AFP Only

Recommended ()*	Signature.....
Not Recommended ()*	Date.....

D. Vice -Chancellor

Approved ()*	Signature
Not Approved ()*	Date.....

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