**GHANA HIGHWAY AUTHORITY**

**EMPLOYEE CLEARANCE**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Division/Region/Road Area\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reason for leaving (Retirement, Resignation, Dismissal, other issues)

Please clear the items listed with the respective Heads. A completed clearance has not been made until all Directors/Managers have signed. The sheet is to be returned to the ***Office of the Director of Human Resources.***

|  |  |
| --- | --- |
| **FINANCIAL CLEARANCE** ***(Dir. of Finance or Regional Accountant to Sign)*** | |
| I certify that there is no outstanding action in relation to (Please Tick):    Salary Advance Loans Imprest Other (Please Specify) | |
| Name: | Signature Date |
| **VEHICLE(S) CLEARANCE *(Dir. of Plant & Equipment /Reg. Highway Dir.to Sign)*** | |
| I certify that:-  Vehicle(s) have been returned  All Tools and Equipment have been returned or accounted for  Other (Please Specify) | |
| Name: Signature Date | |
| **BUNGALOW CLEARANCE *(Dir. In Charge of Estates /Rep. to Sign)*** | |
| I certify that:-  Bungalow has been vacated and keys handed over  Utility Bills Settled  Other (Please Specify) | |
| Name: Signature Date | |
| **ADMINISTRATIVE CLEARANCE** ***(Divisional Dir./Regional Highway Dir. to Sign)*** | |
| I certify that:-  Handing Over Notes have been prepared  Identity Card has been submitted    Computer, Laptops and accessories have been returned    Offical Documents have been returned    Computer Login and Passwords are cancelled | |
| Name: Signature Date | |
| **MUTUAL SAVINGS AND CREDIT FUND *(Fund Manager to Sign)*** | |
| I certify that:-  All Loans have been settled  Officer has not guranteed a loan for another Officer    Other (Please Specify) | |
| Name**:** Signature Date | |
| **Staff certification** (Departing staff to sign)  I hereby certify that I do not have unauthorised data and any other property of the Authority in my possession and that I have completed all the necessary actions required prior to my departure. | |
| Signature Date | |
| **HANDOVER COMPLETED *(Regional Dir./ Dir. of Human Resources to Sign)*** | |
| I certify that:-  The Check Out Form has been completed    A verbal handover has been conducted with Supervisor/Officer taking over | |
| Name: Signature Date | |

**MUTUAL SAVINGS AND CREDIT FUND**

**REFUND APPLICATION FORM**

***THIS FORM SHOULD ONLY BE COMPLETED AFTER THE APPLICANTS NAME HAS BEEN DELETED FROM THE PAYROLL***

**NAME OF APPLICANT……………………………………………………………………...………………………**

**M.S.C.F. NO…………………………………………………………………………………….………………………**

**STAFF NO………………………………………………….TEL. NO…………………………………………..……**

**REGION………………………………………………………………………………………….………………………**

**DESIGNATION…………………………………………………………………………………………………………**

**APPLICANT’S SIGNATURE………………………………………………………………..……………….………**

**\*RETIREMENT/DEATH/RESIGNATION/TERMINATION DATE………………………………….….…**

**APPLICANT’S INDEBTEDNESS TO GHA: E.G. (SALARY ADVANCE, RENT ADVANCE, ETC)**

**MSCF COORDINATOR RECOMMENDATION..…………………………………………………………….….**

**DATE OF DELETION OF NAME FROM THE PAYROLL (AND UNEARNED SALARY IF ANY)**

**……………………………………………………………………………………………………………..………………**

**DOES APPLICANT OCCUPY GHA ACCOMMODATION? YES NO**

**HOW MUCH RENT DOES THE APPLICANT OWE GHA (IF ANY) GH¢……………………………………**

**DATE OF VACATION OF BUNGALOW………………………………………………………..…………………**

**REGIONAL ACCOUNTANT’S RECOMMENDATION...................................................................**

**REGIONAL/DIVISIONAL DIRECTOR’S RECOMMENDATION…………………………….………………**

**DIRECTOR OF FINANCE RECOMMENDATION……………………………………………….………………**

***OFFICIAL USE ONLY***

***DATE OF PAYMENT………………………………………………………………………………………………..………………***

***TOTAL CONTRIBUTION GH¢……………………………………………………………………………..……………………***

***PROCESSED BY……………………………………………………………………………………………………………………***

***APPROVED BY………………………………………………………………………………………………………………………***

***NB: REGIONAL DIRECTOR’S STAMP IS REQUIRED ON ALL APPLICATIONS***

***\*APPLICANTS SHOULD UNDERLINE APPLICABLE ONE***