



# KENYATTA UNIVERSITY

## TRANSPORT SECTION

**FORM: ACCEPTANCE TO STAND-IN**

**Note:** This form should be completed in duplicate. One copy should be attached to a letter to the Deputy Vice-Chancellor (Administration) seeking permission to be away from the University and the other form to be left at the Transport Section.

**PART I: (To be completed by applicant)**

Name: \_\_\_\_\_ PF No. \_\_\_\_\_

Section: \_\_\_\_\_ Designation \_\_\_\_\_

Number of days applied for: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Nature of leave: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PART II: (To be completed by staff to stand-in)**

**Note:** Acceptance to take responsibilities on behalf of the colleague does not imply any financial benefit.

Name: \_\_\_\_\_ PF No. \_\_\_\_\_

Section: \_\_\_\_\_ Designation \_\_\_\_\_

I have accepted to undertake the responsibilities:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PART III: (To be completed by Head of Transport Section)**

Name: \_\_\_\_\_ PF No. \_\_\_\_\_

Request recommended / Not Recommended

If not recommended give reasons:

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Departmental Stamp: