

ARBA MC 350 Form

ARBAMINCH UNVERSTY CLEARANCE SHEET

Applicable for employment termination or prolonged of absence or transfer to other branches of Ministry of Education, termination and/or loss pay will be arranged when all the following signatures have been obtained this form must be clod in three copies and reach the Administration and Finance Department seven days before last day of work.

Name HANU HESSELING Department ICED
 Reason for Termination leave of absence
 Last day of work 20/04/2010
 Mail should be forwarded to ICED

Employee signature

1. Immediate supervisor
2. property Dept.
 - 2.1. Store
 - 2.2. For laboratory equip
 - 2.3. Book Store
3. Librarian
4. Head of Sport Dept
5. Head of General Service
 - 5.1. Office equipment
 - 5.2. Transport Service
 - 5.3. Telephone Bills
 - 5.4. Keys, Rent Water & electricly Bills
6. Head of Finance Div
 - 6.1. Travel Advance
 - 6.2. Purchase Advance
 - 6.3. Salary Advance
 - 6.4. Other Loan Adv.
7. Head of personal Adm.
 - 7.1. ID Card
 - 7.2. Commitment through University
8. The Respective Faculty dean office
9. Academic & Research Vice President office
10. Head, Adm. Department

ARBA MINCH UNIVERSITY BOOK STORE

Minich University

30/3/2010

ARBA MC 350

20/04/2010

ICED

ARBA MC 350

ARBA MINCH UNIVERSITY

FOR LABORATORY SECTION PROPERTY CLEARANCE SHEET

I certify that HANU HESSELING has returned the Equipment from the laboratory/centre listed below to be performing his duty in the university

NAME	SIGNATURE	DATE
1. Hydraulic Lab <u>Janice G.</u>	<u>Janice G.</u>	<u>15-04-10</u>
2. Gen. Physics Lab <u>Janice G.</u>	<u>Janice G.</u>	<u>15-04-10</u>
3. Gen. Chemistry Lab <u>Janice G.</u>	<u>Janice G.</u>	<u>15/04/10</u>
4. Gen Biology Lab <u>Janice G.</u>	<u>Janice G.</u>	<u>15/04/10</u>
5. Water treatment Lab <u>Janice G.</u>	<u>Janice G.</u>	<u>15/04/10</u>
6. Geology Lab <u>Janice G.</u>	<u>Janice G.</u>	<u>20/04/10</u>
7. Soil Mechanics Lab <u>Janice G.</u>	<u>Janice G.</u>	<u>15/04/10</u>
8. Civil eng. Metastatal testing Lab <u>Janice G.</u>	<u>Janice G.</u>	<u>15/04/10</u>
9. Surveying section <u>Janice G.</u>	<u>Janice G.</u>	<u>15/04/10</u>
10. ADRC <u>Janice G.</u>	<u>Janice G.</u>	<u>15/04/10</u>
11. Stationary	<u>Janice G.</u>	<u>15/04/10</u>
12. Research & publication	<u>Janice G.</u>	<u>15/04/10</u>
13. Audio visual <u>Janice G.</u>	<u>Janice G.</u>	<u>15/04/10</u>
14. Electrical Eng	<u>Janice G.</u>	<u>15/04/10</u>
1. Electrical work shop <u>Janice G.</u>	<u>Janice G.</u>	<u>15-03-2010</u>
2. Electrical Lab <u>Janice G.</u>	<u>Janice G.</u>	<u>15-03-2010</u>
15. Mechanical eng	<u>Janice G.</u>	<u>15-04-10</u>
1. Planning metal forming, Welding work shop <u>Janice G.</u>	<u>Janice G.</u>	<u>15-04-10</u>
2. Engine & pump Work shop <u>Janice G.</u>	<u>Janice G.</u>	<u>02-04-02</u>
3. Foundry Work shop <u>Janice G.</u>	<u>Janice G.</u>	<u>15-04-10</u>
4. Drawing instrumens <u>Janice G.</u>	<u>Janice G.</u>	<u>15-04-10</u>
16. Metrology Lab <u>Janice G.</u>	<u>Janice G.</u>	<u>02/04/10</u>
17. House <u>Janice G.</u>	<u>Janice G.</u>	<u>02/04/10</u>













































ARBA MINCH UNIVERSITY

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Honoring outstanding performance, dedication and lasting contribution to the development of

ICT services in AMU

We gladly present this

Certificate of Appreciation

to

Mr. Hans Hesseling

(ICT Advisor (Feb.01/2008-Jan.30/2010))




Terakegn Tadesso Tangn (Dr.)
President

Awarded on: Jan 24 2010



