



**TECHNICAL UNIVERSITY OF MOMBASA**  
**Department of Human Resource Management**

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**Internal Memo**

Ref : TUM/ADM/HRM/19/Vol. 1 (111)  
From : Senior Human Resource Officer  
To : All Staff  
Date : 7<sup>th</sup> October, 2015  
**SUBJECT : MORTGAGE AND CAR LOANS**

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The Government in its 2015/2016 budget, allocated one (1) billion Kenya Shillings for mortgage and car loans for Civil Servants.

In view of this, we have received information that we submit needs of our staff in relation to mortgage and car loans.

Staff are therefore advised to submit to HR the amount they require in order to compile a report and forward to the Ministry for consideration.

Please ensure that your need is within the ability of your grade and payslip to sustain the repayment.

Thank you.

J. E. Amwayi,  
Senior Human Resource Officer,

**For: Vice Chancellor.**

Cc Vice Chancellor  
Deputy Vice Chancellor (AFP)  
Registrar (AP)  
Ag. Registrar (AA)  
Finance Officer  
Internal Auditor  
Director PC & QMS  
Ag. Deputy Human Resource Manager  
Unions – UASU, KUDHEIHA, KUSU

