

Finance Division  
OUSL

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Dean/Faculty of Hsc  
Open University.

**CERTIFICATE OF PAY ABSTRACT – TEMPORARY ACADEMIC STAFF**

In terms of Section: 29:2 Chapter: 6 of the Establishments Code Certificate by the Head of Department is required to pay salaries. At present this certification is not received from your Faculty Pertaining to temporary academic staff. Therefore, please instruct relevant officers to send the following Certificate for every month before 3<sup>rd</sup> working day of the following month.

Bursar.

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Bursar,

**Payment of salaries for the month of .....**

I hereby certify that each employee named herein has been to the best of my knowledge and belief, actually and bona fide employed in the Department/Division of ..... during the month of .....

1. ....
2. ....
3. ....
4. ....
5. ....

Date : .....

.....

Signature of Head of Dept./Division