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PSC/C&QA/VPRIN/VOL.III/152

26<sup>th</sup> July, 2018

All Cabinet Secretaries  
All Principal Secretaries  
The Attorney General  
CEOs/Constitutional Commissions & Independent Offices  
CEOs/ Statutory Commissions and Authorities  
CEOs/ State Corporations  
Vice-Chancellors of Public Universities

RE: CLARIFICATION OF PSC CIRCULAR REF. NO: PSC/C&QA/VPRIN/VOL.III/147 ON  
2017/18 VALUES AND PRINCIPLES COMPLIANCE EVALUATION.

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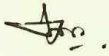
Further to our circular Ref. No: PSC/C&QA/VPRIN/VOL.III/147 dated 2<sup>nd</sup> July 2018 on *2017/18 Values and Principles Compliance Evaluation Report*, a number of institutions have indicated late receipt of the Circular at their end. It is therefore guided as follows:

- A – Schedule of Registrable Interests
- i. The date for submission of duly filled templates is revised to Friday 3<sup>rd</sup> August, 2018;
  - ii. All public officers should file the disclosures and submit the hard and soft copies to the Head of Human Resource for onward transmission to the Commission;
  - iii. The disclosures are filed pursuant to the provisions of Section 16(12) of the Leadership and Integrity Act, 2012 and Section 17(9) of the Public Service Code of Conduct and Ethics, 2016;
  - iv. The schedule of registrable interests is a tool for management of conflict of interest; and
  - v. The details in the template may vary from individual to individual as applicable.
  - vi. A sample dummy of pre-filled schedule of registrable interest template is attached for your ease of reference (Copy attached).

B – Values and Principles Sensitization Workshop

- i. The scheduled sensitization workshop is NOT related to compliance to filing of the Schedule of Registrable Interests;
- ii. Compliance with the filing of the Schedule of Registrable Interests will form part of the evaluation in the 2017/18 values and principles evaluation cycle;
- iii. It is once again emphasized that one of the two nominees MUST be the head of human resource in the institution; and
- iv. The training scheduled to take place between 20<sup>th</sup> August, 2018 and 13<sup>th</sup> September, 2018 applies to all MDAs as per the schedule in the earlier Circular. Please take note of the two (2) days that your institution is programmed for training.

N/B: All the other details remain as earlier communicated.  
The above cited Circular and templates can also be accessed on the Commission's website in the Publication's Circulars section ([www.publicservice.go.ke](http://www.publicservice.go.ke)).



SIMON K. ROTICH, MBS  
DEPUTY COMMISSION SECRETARY  
FOR: SECRETARY/CHIEF EXECUTIVE  
PUBLIC SERVICE COMMISSION

Encl.



**Table 2: Remunerated Employment (Including Office, Trade, Profession or Vocation Which is Remunerated or Which the Public Officer has any Pecuniary Interest)**

S/No	Name of Employer	Date of Appointment	Nature of Employment	Nature of Remuneration (Salary, Allowances, etc)	Gross Annual Income (Ksh.)	Remarks
1	Ministry of Planning	09-04-2004	Permanent	Salary	1,200,000	
2	Malimali Enterprises	01-01-2013	Part time	Allowances	80,000	
3	Ministry of Finance	01-07-2017	Board member	Allowances	120,000	
	Etc					

**Table 3: Securities (Shares, Bonds, Debentures or Any Other Similar Holding) In A Company Or Enterprise Or Undertaking The Aggregate Nominal Or Market Value Of Which Exceeds A Prescribed Value While The Public Officer Was In Office**

S/No	Type of Security	Name of Company / Enterprise	No. of Shares / Bonds / Debentures, etc	Nominal / Market Value of Security (Check current stock exchange)	Remarks
	Treasury Bills	Central Bank		1,000,000	
	Treasury Bonds	Central Bank		500,000	
	Shares	Centum	6,000	207,000	
	Shares	Safaricom	2,000	57,000	
	Etc				

**Table 4: Contracts for Supply of Goods and Services**

S/No	Name of Institution / Company	Tax Pin No.	Type / Nature of Contract	Types of Goods / Services Supplied	Annual Value of Goods and Services Supplied	Remarks
1.	<i>Malimali Limited</i>	<i>A0000100R</i>	<i>Service</i>	<i>Cleaning services</i>	<i>10,000,000</i>	
2.	<i>Maji Enterprises</i>	<i>A0000700T</i>	<i>Goods</i>	<i>Mineral water</i>	<i>13,000,000</i>	
	<i>Etc</i>					

**Table 5: Plans or Expectations for or Offers of Future Employment**

S/No	Name of Institution	Nature of offer of Future Employment	Proposed Commencement Date	Terms of Engagement	Nature of Exit from Public Service (Retirement, Resignation, etc )
1.	<i>Mafuta Limited</i>	<i>Mining Advisor</i>	<i>01-07-2019</i>	<i>Contract</i>	<i>Retirement</i>
	<i>Etc</i>				

**Table 6: Public Affairs Advice and Services to Clients**

S/No	Name of Institution	Nature of Advice / Service	Date Rendered	Nature of Remuneration	Gross Annual Pay	Remarks
1.	<i>NTSA</i>	<i>Feasibility study</i>	<i>14-09-2016</i>	<i>Consultancy fee</i>	<i>25,000,000</i>	
	<i>Etc</i>					

**Table 7: Shareholdings (Amounting or Not Amounting to a Controlling Interest)**

S/No	Name of Company/ Institution	Tax Pin No.	Total No. of Shares	% of Shareholding Held	Remarks
1.	Malimali Limited	A0000100R	500	32%	
	Etc				

**Table 8: Land and Property**

S/No	Type of Assets (Fixed / Movable)	Physical Location	Description of Asset	Date Acquired	Nature of Ownership	Estimated Market Value	Remarks
1.	Land	Syokimau	Syokimau/ Maroko/3050 0.04ha	14-12- 2014	leasehold	9,000,000	
2.	Car	Nairobi	KBQ 298J Toyota Prado	8/3/2017	Personal	4,200,000	
3.	Etc						

**Table 9: Sponsorship (From Companies, Trade Unions, Professional Bodies, Charities, Universities or Other Organizations or Individuals)**

S/No	Name of Sponsoring Institution	Dates (from – to)	Host institution/venue	Purpose of Sponsorship	Duration of Sponsorship	Cost of Sponsorship	Remarks
1.	UNDP	From July - December 2015	Denmark	Study	6months	2,300,000	
2.	Ministry of Lands	12 <sup>th</sup> – 23 <sup>rd</sup> February, 2018	ESAMI	In-service training	2 weeks	300,000	
3.	UNESCO	January – December 2016	Work Station	Applied Research	12 Months	500,000	
	Etc						

**Table 10: Travel Facilities and Overseas Visits (Made by a Public Officer or the Public Officer's Spouse or Child Substantially Catered for by the Office of the Public Officer)**

S/No	Name of public Institution	Name and relationship of the Traveler (Spouse , Child Etc)	Date of Travel	Destination	Duration	Cost of Travel	Purpose of Travel	Remarks
1.	Ministry of Foreign Affairs	Self , spouse, three children	1 <sup>st</sup> July, 2018	China	4years	2,000,000	Official	
2.	Sports Kenya	Self and spouse	8 <sup>th</sup> September 2016	Rio	4weeks	3,000,000		
	Etc							

Table 11: Gifts, benefits and hospitality (to a Public officer or the Public officer's spouse or partner or child or any other material benefit of a prescribed value, from a company, organization or person within Kenya or overseas, which relates substantially to the membership of a Public officer to a Public office or Parliament or County Assembly)

S/No	Source of Gift, Benefit or Hospitality	Date Gift, benefit or Hospitality given	Purpose of Gift, Benefit or Hospitality	Nature of Gift, Benefit and Hospitality	Name and Relationship of Beneficiary to the Public Officer	Approximate Value of Gift, Benefit or Hospitality (Ksh.)	Remarks
1.	Chinese government	24-06-2018	Protocol	Power-bank	Self	6,000	Allowed to keep
2.	Majimoto Training Institute	10-11-2017	Token of appreciation	Wood carving	Self	2,000	Surrendered to the office
3.	Mavazi Textile Company	18-06-2017	Token of appreciation	Scarf	Spouse	800	Allowed to keep
	Etc						

Table 12: Miscellaneous Financial Interests (not falling within the above categories but which a reasonable member of the public would think might influence the conduct of a Public Officer in his office)

S/No	Nature and Type of Interest	Value of Financial Interests (annual)	Description of Interest	Remarks
1.	Trusteeship	100,000	Sitting allowances	



**Table 13: Non-financial interests (which may reasonably be thought to affect the way a member discharges the duties in a Public Office (such as unremunerated directorships; membership of public bodies such as hospital trusts, governing bodies of universities, colleges or schools, and other spheres of government; trusteeships, etc.)**

S/No	Nature and Type of Non-Financial Interest	Reason for Service / Participation	Description of Non-Financial Interest	Remarks
1.	<i>School board membership</i>	<i>Voluntary service</i>	<i>School admission vacancy</i>	
2.	<i>Patron of a children's home</i>	<i>Charity</i>	<i>Community leadership</i>	
3	<i>Church elder</i>	<i>Voluntary service</i>	<i>Religious network</i>	
	<i>Etc</i>			

**Table 14: Pending civil and/or Criminal cases touching on the Public officer or business associate or firm.**

S/No	Nature of Case (Criminal/Civil)	Date of Commencement	Affected Party	Preferred Charges	Remarks
1.	<i>Criminal</i>	<i>01-04-2015</i>	<i>Associate</i>	<i>Fraud</i>	
2.	<i>Civil</i>	<i>01-06-2016</i>	<i>Family member</i>	<i>Succession cause</i>	
	<i>Etc</i>				

**Table 15: Possession of Dual Citizenship or Pending Applications for Dual Citizenship and the Status of Such Application**

S/No	Status of Citizenship (Kenyan/Dual)	Date Dual Citizenship Applied for	Date Dual Citizenship Granted	Country of second Citizenship	Remarks
1.	<i>Kenyan</i>	<i>15-09-2013</i>	<i>31-05-2015</i>	<i>Australia</i>	
2.	<i>etc</i>				