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Ref. No: PSC/ETHICS/GEN/347/VOL.III/(32)

18th December, 2019

All Authorized Officers

Chief Executive Officers

FORMAT FOR REQUESTING FOR CLARIFICATION ON TWO (2) YEAR DECLARATION FROM PUBLIC OFFICER IN CSG 8 (JOB GROUP M) AND BELOW OR EQUIVALENT

Further to our earlier Circular Ref. PSC/218/110/XII VOL.VII/(185) dated 10th December, 2019 the Commission hereby provides a format below for your use in seeking clarifications to declarations made by public officers in your organization for the period between 1st November, 2019 and 31st December, 2019.

Format

Ref. No:

Date:

To:

(Name and address of Officer as per information provided in the declaration)

Request for Clarification

The (Name of organization) requests that you make a clarification to your declaration as follows (tick as appropriate):

Marital Status not correctly indicated

Statement date is incorrect or not completed

Declaration period incorrect or not completed

Salary not indicated



Form not signed

Form not witnessed

Form not filled on A3 paper

Any other (specify)

.....

.....

Upon clarification, you are required to resubmit your declaration to my office on or before 30th June, 2020.

(Name and signature of Authorized Officer/Chief Executive Officer)



Simon K. Rotich, EBS
Secretary/CEO
PUBLIC SERVICE COMMISSION