



## PUBLIC SERVICE COMMISSION

Ref. No. PSC/218/110/XII VOL.VII/(19)

18<sup>th</sup> October, 2023

The Attorney General

All Principal Secretaries

All Chief Executive Officers of State Corporations

All Chief Executive Officers of Statutory  
Commissions and Authorities

All Principals of Technical and Vocational  
Education and Training Colleges (TVETs)

### SUBMISSION OF EVERY TWO YEAR DECLARATION OF INCOME, ASSETS AND LIABILITIES, 2023

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Pursuant to the provisions of the Public Officer Ethics Act, 2003 and Administrative Procedures for the Declaration of Income, Assets and Liabilities, 2016 Legal Notice No.53, the Public Service Commission as the responsible Commission for public officers in Ministries, State departments and State Corporations in respect to declaration of income, assets and liabilities wishes to notify that this year's every two year declaration will commence on 1<sup>st</sup> November, 2023 and close on 31<sup>st</sup> December, 2023.

It is noted that the Commission trained the Heads of Human Resource Management in all public institutions under its jurisdiction from 22<sup>nd</sup> August to 25<sup>th</sup> August, 2023 on Constitutional Values and Principles and on Declaration of Income, Assets and Liabilities.

You are required to avail the prescribed declaration forms on A3 paper format to all the public officers in your organization on 1<sup>st</sup> November, 2023. The form is also available in the Commission website [www.publicservice.go.ke](http://www.publicservice.go.ke). All public officers in your institution have personal responsibility to comply and must therefore submit their complete and accurate every two (2) year declarations of themselves, spouse(s) and dependent children below the age of 18 years on or before 31<sup>st</sup> December, 2023.

All public organizations under the Commission are expected to submit the declaration returns to the Commission as indicated in the attached schedule (also available in PSC website). The Declaration returns should be submitted with: (i) the forwarding letter ii) the attached prescribed template and (iii) a copy of the October, 2023 payroll. Any public organization under the jurisdiction of the Commission on matters of declarations not assigned a submission date is advised to contact the Public Service Commission.

Officers designated to administer the process in the public organizations are advised to ensure that the returns to the Commission are correct and complete before the submission in order to reduce the likelihood of the declaration forms being rejected and returned to the declarants. The list of compliance, non-compliance should also be reconciled with the in-post and the payroll. All public officers serving in other organizations on secondment are advised to submit their declarations through their substantive employer. All officers in the Service are required to comply, including those officers on leave, overseas engagements (studies, travel and studies) and those on suspension and interdictions.

Further, you are expected to commence and conclude disciplinary proceedings for cases of non-compliance from 2<sup>nd</sup> January, 2024 in accordance with human resource policies and procedures manual and inform the Commission on sanctions taken on or by 31<sup>st</sup> January, 2024.



DR. SIMON K. ROTICH, CBS  
SECRETARY/CEO  
PUBLIC SERVICE COMMISSION

Encl.



**CHECKLIST FOR RETURNS OF TWO YEAR DECLARATIONS (SUBMIT IN  
SOFT AND HARD COPY)**

**ORGANIZATION'S NAME:**

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1. Forwarding letter (*With letter head*)
2. Payroll for October, 2023
3. Register for Issuing and Receiving forms

*J. Doe*

#### 4. Declaration Returns Summary

Returns to the Commission by the authorized officer

	Officers In Job Group "N" Or Above Its Equivalent(CSG 8 And Above)	Officers In Job Group "M" Or Below Its Equivalent(CSG 9 And Below)	Remarks.  (If Any)
<b>No. Of Public Officers On The Payroll As At 31<sup>st</sup> October 2023</b>			
<b>No. Of Public Officers On The Payroll Who Have Submitted Declarations Within Time</b>			
<b>No. Of Public Officers On The Payroll Who Failed To Submit Declarations Within Time.</b>			

*Jee.*

<b>No. Of Public Officers Unpaid, Part time, Temporary As At 31<sup>st</sup> October 2023</b>			
<b>No. Of Public Officers Unpaid, Part time, Temporary Who Have Submitted Declarations Within Time</b>			
<b>No. Of Public Officers Unpaid, Part time, Temporary Who Failed To Submit Declarations Within Time</b>			

**5. Action taken on non-compliant Officer**

*JSC*

6. List of ALL Officers in the organization who have submitted the declaration within the prescribed time as per the format shown below: -

S/No	Officer's Name	Personal No.	JG/ Scale	Designation	remarks

7. List of ALL Officers in the organization who have failed to submit the declaration within the prescribed time as per the format shown below; -

S/No	Officer's Name	Personal No.	JG/ Scale	Designation	remarks

*[Handwritten signature]*

8. List of members of Boards of state corporations who have submitted the declaration within the prescribed time and those who Have Not Submitted the declaration within the prescribed time Both in Soft and Hard Copies.

Done .



