



**EXECUTIVE OFFICE OF THE PRESIDENT**  
STATE CORPORATIONS ADVISORY COMMITTEE

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Ref. No. **OP/SCAC 9/1 VOL VII**  
and date

**6<sup>th</sup> November, 2020**

**All Chairpersons & Chief Executive Officers,  
State Corporations**

**RE: STATE CORPORATION RETURNS**

As you may be aware, on 11<sup>th</sup> March 2020, the Head Public Service issued a circular on Management of State Corporations Ref: OP/CAB.9/1A (copy attached for ease of reference). The circular contained additional guidelines on; Board meetings, Establishment of Board Committees, Transport and Mileage Allowance, Board Budget and Expenses, Board Evaluation, Acting CEOs, Human Resource Policy Instruments and Status of HR Systems in State Corporations.

In order to operationalize reporting on the same, all State Corporation are required to submit returns as specified in the attached prescribed format under the hand of the CEO in both soft (MS Excel) and hardcopy. Agencies are to provide quarterly reports (at the end of each quarter), due on the 15<sup>th</sup> of the subsequent month, in the format specified. A consolidated report will thereafter be due on 31<sup>st</sup> July of each year. Soft copied are to be submitted to [reports@scac.go.ke](mailto:reports@scac.go.ke)

Agencies that had already secured approval of related Human Resources Instruments prior to the issuance of the circular as above, and whose grading for the Internal Audit and Corporation Secretary positions is at

variance with paragraph G(1), should revise and resubmit the same for expedited approval.

Yours

**Wanjiku Wakogi,  
SECRETARY**

Copy to: **Dr. Joseph K. Kinyua, EGH**  
Head of the Public Service  
Executive Office of the President  
**NAIROBI**