



THE PRESIDENCY
EXECUTIVE OFFICE OF THE PRESIDENT
HEAD OF THE PUBLIC SERVICE

Telegraphic Address

Telephone: +254-20-2227436

When replying please quote

OP/CAB.39/1A

Ref. No.
and date

STATE HOUSE

P.O. Box 40530-00100

Nairobi, Kenya

March 1, 2018

....., 20.....

The Attorney General

All Principal Secretaries/Accounting Officers

All Chief Executive Officers/Accounting Officers of State Corporations and Agencies

**RE: TRANSPARENCY AND ACCOUNTABILITY PRESCRIPTIONS FOR
ACCOUNTING OFFICERS OF MINISTRIES, DEPARTMENTS AND AGENCIES**

Reference is made to the resolutions of the meeting convened by H.E. The President with Principal Secretaries and Chief Executive Officers of State Corporations and Agencies on 28th February 2018.

As articulated during the meeting, the responsibilities of accounting officers in safeguarding the prudent and transparent use of public resources cannot be gainsaid. H.E. The President particularly emphasized the need for accounting officers to adhere to set principles of public financial management and public procurement, as well as tenets of ethics and integrity in exercising their mandate. He reiterated the fact that personal responsibility and culpability would attach to any person in breach of the set expectations notwithstanding any perceived influence, protection or misguided implementation of improper orders.

Consequently, accounting officers are to adhere to the following prescriptions as directed by H.E. The President:

1. All Accounting Officers are to sign a pledge to commit to integrity and transparency in the management of public resources under their supervision and secure adherence to the same;
2. Upon receipt of credible accusations of corruption and the initiation of investigations under enabling legislation, accounting officers will be expected to step aside pending conclusion of investigations;

3. All ICT procurement in government ministries and state corporations is to be centralized under the Ministry of Information, Communication and Technology (ICT) in order to assure economies of scale, and optimise upon the shared services strategy. The National Treasury and Ministry of ICT will issue directions on implementation of e-procurement in all agencies;
4. All State Corporations shall remit surplus funds to the National Treasury at the end of each financial year without deduction or delay. Use of surplus funds will be subject to Cabinet approval upon application by the relevant State Corporations and only for projects within the mandate and in pursuit of the entity objectives aligned to government priorities;
5. All Accounting Officers will take distinct action to allocate 30% of the total budget for procurement of goods and services (both recurrent and development) for women, youth and persons with disability. Accounting Officers must also ensure prioritization and prompt payment of reserved group tenders, taking cognizance of their unique cash flow challenges and comply with the requirement for statutory reporting to the National Treasury and Public Procurement Regulatory Authority;
6. By 30th March 2018, Accounting Officers will submit to the National Treasury with a copy to this office, a comprehensive programme implementation plan for the uptake of Development Partner financing negotiated within their specific sectors. National Treasury will communicate all available financing structures as negotiated to target sectors for immediate action.
7. Henceforth, no commitments are to be made outside the approved budget of ministries and state corporations without the concurrence of the respective Cabinet Secretary and approval of the Cabinet.
8. All Memorandum of Understanding and Commercial Contracts with local and foreign partners are to receive the concurrence of the respective Cabinet Secretary and approval of the Cabinet prior to execution. All Ministries and State Corporations must ensure strict adherence to this requirement.

Please bring the content of this communication to the attention of all relevant staff within your entities, and take necessary action.



JOSEPH K. KINYUA, EGH
HEAD OF THE PUBLIC SERVICE

Copy to: **Henry Rotich, EGH**
Cabinet Secretary
National Treasury
NAIROBI

Joe Mucheru, EGH
Cabinet Secretary
Ministry of Information,
Communication and Technology
NAIROBI

To take necessary action

All Cabinet Secretaries