



THE TECHNICAL UNIVERSITY OF KENYA

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INTERNAL MEMORANDUM

FROM: Vice-Chancellor
TO: All Members of Staff
REF: TUK/GUS/CC/WD/079/VOL/ II
DATE: 1st November, 2021

SUBJECT: DECLARATION OF INCOME, ASSETS, AND LIABILITIES

According to the *Public Officers Ethics Act of 2003*, upon the expiry of every two (2) years all members of staff have to make a declaration of income, assets and liabilities. The last exercise for declaration of wealth was undertaken in 2019. This exercise is an important part of any public officer and as a result each member of staff, in **ALL** grades, is to submit a duly completed form **not later than Friday 10th December, 2021**, to the office of the University Secretary & Chief Legal Officer.

Please note that Wealth Declaration Forms bearing any of the following **ERRORS** shall **NOT** be accepted: -

- Cancellations;
- Different colour pens; and
- White-out.

We would also like to make clarifications with regard to item **Number eight (No. 8)** in the Wealth Declaration Form as follows: -

I. 8. (a)

- **That if** you have a spouse(s) you will make a photocopy of Pages 3 and 4 and fill his or her details with regards to the income, assets and liabilities;
- Likewise, if you have a child(ren) under the age of eighteen (18) years, who has or have income, assets and liabilities in their names, you will make a photocopy of Pages 3 and 4.
- Please note that where it indicates **"Financial statement for"** you will indicate **your name** and if it is the copy of your spouse(s) or a child(ren) you will indicate their names;
- Where it indicates **"statement Date"**:
 - i. it will be **1st November, 2021** for those who declared their wealth in the previous years; and
 - ii. **Date of Appointment** for initial declaration

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II. 8. (b)

- Please note that the declaration period is from **1st November, 2019 to 31st October, 2021**.
- When capturing Basic salary, you should capture: salary increment either through **Collective Bargaining Agreement (CBA)** or through **Promotion(s)**.

III. 8. (c)

- Please note that under these items you will declare all the assets and liabilities that you have acquired, **even those which you declared in the previous wealth declarations forms**.
- You should also indicate: -
 - i. **Cash at Bank:** Name of the bank, branch and Account Number
 - ii. **Motor Vehicle:** make of the vehicle and approximate value
 - iii. **Land:** Location, acreage, developed or not and approximate value
 - iv. Assorted household items and goods
 - v. Assorted farm produce/ shares, livestock/ insurance

IV. 8. (d)

- i. Bank loan(s), car loan(s), mortgages and even dowry;
- ii. Outstanding rent
- iii. Outstanding Fees

Please further note that if any member of staff fails to submit their declaration within the prescribed time, the Commission for University Education (CUE) will take disciplinary measures against any officer which may include having their salaries and emoluments withheld and other severe disciplinary measures which the said Commission will deem fit.

All staff members are required to collect a copy of the Wealth Declaration form from the office of the undersigned on **Friday 5th November, 2021** and should note the following: -

- i. Each member of staff should ensure that they **sign a Staff Register as they pick and as they submit** their forms for record purposes;
- ii. **New employees** and those who have **exited** service of the University must file their **initial and final** declarations, accordingly; and
- iii. Members can also visit the institution website: **tukenya.ac.ke** for more information.



Prof. Dr.-Ing. F. W. O. Aduol
VICE-CHANCELLOR

Copy to: Deputy Vice-Chancellor, ASA
Executive Deans
University Registrar & Chief Administrative Officer
University Secretary & Chief Legal Officer
Directors of Schools
Directors, Administrative Departments

RKK/vnm