



Commission for University Education

Office of the Chief Executive

CUE/C/4/33.VOL.6 (4)

October 27th, 2021

**Vice Chancellors
All Public Universities
Principals
All Public Constituent Colleges**

RE: DECLARATION OF INCOME, ASSETS AND LIABILITIES 2019-2021

The Commission for University Education is a responsible Commission as per the provisions of the Public Officer Ethics Act, 2003 and under (Subsidiary Legislation L.N.171/2003). As a responsible Commission it is mandated to coordinate the issuance and collection of income, assets and liabilities declaration forms of all Public Universities and Public University Constituent colleges.

As per the Public Officer Ethics Act, all member of staff of Public Universities, their Constituent Colleges and Campuses, being public officers are required to declare their income assets and liabilities biannually by filling the income assets and liabilities forms.

In this regard you are hereby directed to ensure all members of staff under your jurisdiction including those pursuing further studies or other assignments outside the Country have duly undertaken this importance exercise in full compliance.

Please find attached herein a copy of the declaration form which you are requested to print in **A3** format and distribute to your staff for filling. You are requested to ensure adherence of the following guidelines of declaration of income, assets and liabilities.

1. That all public officers in job group **H** and above in your institution must pick their wealth declaration forms and sign a register, which together with the forms must be delivered to the Commission not later than **31 December 2021**.
2. Officers in job group **G** and below should file the declarations with their respective university link person, however a copy of certified register should be submitted to the Commission.
3. The financial statement of the declaration is from **1st November 2019 to 31st October 2021**.
4. Wealth declaration forms bearing **any cancellations/different color pens/whiteout** shall not be accepted.
5. The deadline for return of duly filled wealth declaration forms shall be **31st December 2021**. Any form returned thereafter shall be deemed as late declaration and shall not be

accepted. Please note disciplinary measures shall be taken against those officer who fail to comply within the deadline.

6. Submit a **certified copy of October, 2021** payroll.
7. Submit declaration forms and a list in both soft and hard copy of all officers **who submitted** their declaration within the prescribed time.
8. Submit a list in soft and hard copy of all officers **who failed** to submit their declaration within the prescribed time.

Lastly, kindly submit full contact details of the institution, name and contacts of the authorized officer recognized by the University who will deal with the forms and submit physically to the Commission. The authorized officer; must have a letter of authorization from University.

Note: New employees and those who have exited service of the University must file their initial and final declarations with the Commission respectively.

A handwritten signature in black ink, appearing to read 'Mwenda Ntaragwi', with a large, stylized flourish extending from the end of the signature.

PROF. MWENDA NTARAGWI
COMMISSION SECRETARY/CEO

MN/IG

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