



# **PENDING BILLS VERIFICATION COMMITTEE**

## **NOTIFICATION TO THE:**

- 1. Accounting Officers of Parliament**
- 2. Accounting Officers of the Judiciary**
- 3. Accounting Officers of the National Government Ministries and State Departments**
- 4. Accounting Officers of Constitutional Commissions and Independent Government Agencies,**
- 5. Accounting Officers of State Corporations, Semi-Autonomous Government Agencies, Public Funds and Other National government Agencies**

## **REQUEST FOR SUBMISSION OF PENDING BILLS TO THE PENDING BILLS VERIFICATION COMMITTEE FOR THE PERIOD 1<sup>ST</sup> JUNE 2005 TO 30<sup>TH</sup> JUNE 2022**

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Under Gazette Notice No. 13355 of 30<sup>th</sup> September 2023, the Cabinet Secretary, the National Treasury and Economic Planning appointed a Pending Bills Verification Committee to carry out a thorough analysis of the stock of pending bills that have accumulated from June 2005 to June 2022.

The Mandate of the Committee in accordance with the Gazette Notice is to:

- (a) scrutinize and analyse the existing National Government pending bills that have accumulated between June 2005 and June 2022 and make recommendations to the Government on settlement of the same;
- (b) establish a clearly defined criteria for detailed examination of and analysis of such pending bills or claims with a view to determining the genuineness of each or otherwise;
- (c) make recommendations to the National Treasury on the necessary actions to be taken for satisfactory disposal or settlement of identified pending bills or claims;
- (d) identify any cases where there may have been corrupt, fraudulent and false claims against the Government and make appropriate recommendations to the relevant Government agencies;
- (e) develop reforms or measures that will ensure future accumulation of pending bills is avoided; and
- (f) perform any other function incidental to the foregoing.

In accordance with the Gazette Notice and in order to come up with well-reasoned conclusions and recommendations regarding these bills, the Committee is required to scrutinize and analyse the existing stock of National Government pending bills.

In view of the foregoing, you are required to submit the following information for your respective Ministry/State Department/Agency/State Corporations/Public Universities/Semi-Autonomous Government Agencies/Institutions:

- a) All existing pending bills for both Recurrent and Development votes;
- b) All Procurement, Contracting, Implementation and Contract Certification Documents;
- c) Reasons as to why the bills have remained unpaid to date; and
- d) Any other necessary information which may assist the Committee in analyzing the bills.

Additionally, you are required to submit a summary of your pending bills using prescribed formats as provided in forms A, B1, B2, B3 and C availed. This information should be submitted to the undersigned in both soft and hard copies by the accounting officers of the respective entities. Their Accounting Officers would be required to make their submissions on the dates scheduled against their Ministry/State Department/Agencies. Forms A, B and C can be downloaded from the National Treasury website: [www.treasury.go.ke/reporting-templates/](http://www.treasury.go.ke/reporting-templates/)

Each page of the hard copy submitted should be paginated, serialized and countersigned by the Accounting Officers of the respective entities. The soft copies of the forms should be submitted in Excel format. Respective Ministries/Departments and Agencies will be notified of the date that they will be required to attend in-person meetings with the Pending Bills Verification Committee to present their pending bills.

The Committee has strict timelines to complete its work, it would be appreciated if the information requested in this public notice is submitted to reach the Committee on the stipulated date indicated against your Ministry/State Department/Agency/Institution.

The above information should be submitted to:

Joint Secretaries  
Pending Bills Verification Committee  
National Bank Building, 18<sup>th</sup> Floor.  
Email: [pendingbills@treasury.go.ke](mailto:pendingbills@treasury.go.ke)  
Tel: +254 722 937 392

**FCPA EDWARD OUKO, CBS**  
**CHAIRMAN,**  
**PENDING BILLS VERIFICATION COMMITTEE**

**Table 1: SCHEDULE DATE FOR SUBMISSION**

SNO.	CLUSTER/ SECTOR	MINISTRIES, DEPARTMENTS AND AGENCIES	Date for Submission
1	<b>Energy, Infrastructure and ICT</b>	1091 State Department for Roads	29.01.2024
		1092 State Department for Transport	29.01.2024
		1093 State Department for Shipping and Maritime Affairs	30.01.2024
		1094 State Department for Housing & Urban Development	
			30.01.2024
		1095 State Department for Public Works	31.01.2024
		1122 State Department for Information Communication Technology & Digital	31.01.2024
		1123 State Department for Broadcasting & Telecommunications	01.02.2024
		1152 State Department for Energy	01.02.2024
		1193 State Department for Petroleum	02.02.2024
2	<b>Health</b>	1082 State Department for Medical Services	29.01.2024
		1083 State Department for Public Health and Professional Standards	29.01.2024
		1064 State Department for Technical, Vocational Education and Training	30.01.2024
	<b>Education</b>	1065 State Department for Higher Education & Research	31.01.2024
		1066 State Department for Basic Education	01.02.2024
		2091 Teachers Service Commission	02.02.2024
	<b>Social Protection, Culture and Recreation</b>	1132 State Department for Sports	29.01.2024
		1134 State Department for Culture and Heritage	29.01.2024
		State Department for Labour and Skills Development	01.02.2024
		1185: State Department for Social Security & Protection	02.02.2024
		1212 State Department for Gender and Affirmative Action	02.02.2024
		1214 State Department for Youth Affairs	
			01.02.2024
	3	<b>Governance, Justice ,Law and Order</b>	1026 State Department for Internal Security & National Administration
1025 National Police Service			29.01.2024
1023 State Department for Correctional Services			29.01.2024
1024 State Department for Immigration and Citizen Services			29.01.2024
1252 State Law Office			
			29.01.2024
1261 The Judiciary			29.01.2024
1271 Ethics and Anti-Corruption Commission			29.01.2024
1291 Office of the Director of Public Prosecutions			29.01.2024
1311 Office of the Registrar of Political Parties			30.01.2024
1321 Witness Protection Agency			
			30.01.2024
2011 Kenya National Commission on Human Rights			30.01.2024
2031 Independent Electoral and Boundaries Commission			30.01.2024
2051 Judicial Service Commission			30.01.2024
2101 National Police Service Commission			30.01.2024
2141 National Gender and Equality Commission			30.01.2024
<b>Public Administration and International Relations</b>		1011 Executive Office of the President	
			31.01.2024
		1012 Office of the Deputy President	31.01.2024
		1013 Office of the Prime Cabinet Secretary	31.01.2024
		1053 State Department for Foreign Affairs	31.01.2024
		1054 State Department for Diaspora Affairs	31.01.2024
		1032 State Department for Devolution	31.01.2024
		1071 The National Treasury	01.02.2024
		1072 State Department for Economic Planning	01.02.2024
		1213 State Department for Public Service	01.02.2024
		2041 Parliamentary Service Commission	
			01.02.2024
2042 National Assembly	01.02.2024		
2043 Parliamentary Joint Services	01.02.2024		
2061 The Commission on Revenue Allocation	01.02.2024		
2071 Public Service Commission	02.02.2024		
2061 The Commission on Revenue Allocation	02.02.2024		
2111 Auditor General	02.02.2024		
2121 Office of the Controller of Budget	02.02.2024		
2131 The Commission on Administrative Justice	02.02.2024		
4	<b>Agriculture, Rural and Urban Development</b>	1162 State Department for Livestock Development	29.01.2024
		1166 State Department for the Blue Economy and Fisheries	29.01.2024
		1169 State Department for Agriculture	29.01.2024
		1112 State Department for Lands and Physical Planning	29.01.2024
		2021 National Land Commission	30.01.2024
	<b>General Economic and Commercial Affairs</b>	1174 State Department for Trade	30.01.2024
		1175 State Department for Industry	30.01.2024
		1176 State Department for Micro, Small and Medium Enterprises Development	31.01.2024
		1177 State Department for Investment Promotion	31.01.2024
		1202 State Department for Tourism	31.01.2024
		1221 State Department for East African Community	01.02.2024
1173 State Department for Cooperatives			
	30.01.2024		
1035 State Department for Development of the ASAL & Regional Dev	31.01.2024		
<b>Environment Protection, Water and Natural Resources</b>	1331 State Department for Environment and Climate Change	02.02.2024	
	1109 Ministry of Water & Sanitation	01.02.2024	
	1192 State Department for Mining	01.02.2024	
	1104 State Department for Irrigation	01.02.2024	
	1203 State Department for Wildlife	02.02.2024	
5	<b>National Security</b>	1041 Ministry of Defence	29.01.2024
		1281 National Intelligence Service	02.02.2024

**FORM A : SUMMARY**

Entity Name: State Department of XXXXX										
No.	Financial Year	Sector	Procuring Entity	Contractor/Supplier	Item Description	Statutory Deductions (A)	Goods (B)	Services/Works(C)	Total (A+B+C)	Remarks
						Kshs	Kshs	Kshs	Kshs	
<b>Category 1 : Recurrent</b>										
1	FY2021/22									
2										
3										
4										
5										
<b>Sub-Total</b>										
<b>Category 2 : Development</b>										
1										
2										
3										
4										
5										
<b>Sub-Total</b>										
<b>Grand -Total (Cat 1+Cat 2)</b>										

**FORM B (1): WORKS**

No.	Contract No.	Project Title	Contractor /Consultant Name/Supplier	Date Contract was Awarded	Contract Period	Contract Sum	Date IPC Certified	IPC/ Invoice No.	Bill Due Date	Date IPC was paid	IPC Amount	Interest on Delayed Payment(If any)	Forex Losses( If any)	Court Awards	Land Acquisition (Actual Valued)	Other Contractual Claims	Total Pending Bills as at 30th June 2022	Reasons for the Pending Bill

**FORM B (2): GOODS**

No.	Contract No.	Item Description	Supplier	Date LPO/Contract was Issued/Awarded	Order/Contract Sum	Delivery/Contract Period	Date Invoice/IPC Certified	Delivery & Invoice Nos.	Bill Due Date	Date Invoice/IPC was Paid	Invoice/IPC Amount	Interest on Delayed Payment (If any)	Forex Losses (If any)	Court Awards	Other Contractual Claims	Total Pending Bills as at 30th June 2022	Reasons for the Pending Bill

**FORM B (3): SERVICES**

No.	LSO/Contract No.	Services Description	Contractor/Consultant Name/Supplier	Date LSO Issued/Contract Awarded	Contract Sum	Contract Period	Date Invoice/IPC Certified	IPC/Invoice No.	Bill Due Date	Date Invoice/IPC was paid	Invoice /IPC Amount	Interest on Delayed Payment(If any)	Forex Losses(If any)	Court Awards	Land Acquisition (Actual Valued)	Other Contractual Claims	Total Pending Bills as at 30th June 2022	Reasons for the Pending Bill

**FORM C: STATUTORY OBLIGATIONS**

Sector Ministry/Department/Agency																
No.	Personal no.	Employee Name	Employment Terms		Employment Date	Nature of the Claim									Total	Remarks/Explanatory notes
			Permanent	Contractual		PAYE	NSSF	NHIF	HELB	Pension Contribution	SACCO Deductions	Loan Deductions	Salary Arrears/Gratuity	Other Deductions		