

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^{ST} JUNE 2005 TO 30^{TH} JUNE 2022

Under Gazette Notice No. 13355 of 30th 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/

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, 18th Floor. Email: pendingbills@treasury.go.ke

Tel: +254 722 937 392

FCPA EDWARD OUKO, CBS CHAIRMAN, PENDING BILLS VERIFICATION COMMITTEE

Table 1: SCHEDULE DATE FOR SUBMISSION

1	SNO.	CLUSTER/ SECTOR	MINISTRIES, DEPARTMENTS AND AGENCIES	Date for Submis
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1095 Sate Department for Housing & Urban Development 1001-2024			1092 State Department for Transport	
1095 State Department for Public Works			1093 State Department for Shipping and Maritime Affairs	30.01.2024
1075 Sate Department for Polick Works			1094 State Department for Housing & Urban Development	
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FORM A: SUMMARY

Ent	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					
140.	rillaliciai Teal	Sector	Procuring Entity	Contractor/Supplier	Item Description	Kshs	Kshs	Kshs	Kshs	Remarks					
Cate	gory 1 : Recurrent														
1	FY2021/22														
2															
3															
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5															
Sub	·Total														
Cate	gory 2 : Developm	ent													
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FORM B (1): WORKS

	Title	Date Contract was Awarded	Contract Period	Contract Sum	Certified	Bill Due Date	Date IPC was paid	Delayed	Forex Losses(If any)		Contract	Bills as at 30th	Reasons for the Pending Bill

FORM B (2): GOODS

No.	Item Descripti on	Supplier	Date LPO/Contract was Issued/Awarde d	act Period	Invoice/IPC Certified	Delivery & Invoice Nos.	Bill Due Date		Losses(Awards	Contract	Bills as at 30th June 2022	Reasons for the Pending Bill

FORM B (3): SERVICES

N	ct No.	contractor/Con ti sultant Name/Supplier	Issued/Contra	Contract Sum	Period	IPC/Inv oice No.	Date Invoice/I PC was paid	Amount	Interest on Delayed Payment(If any)	Losses(Awards	Contract	Bills as at 30th June 2022	Reasons for the Pending Bill

FORM C: STATUTORY OBLIGATIONS

		nistry/Department/Agency												
No.	Personal no.	Employee Name	Employ		Employment Date				Nature of the	Claim			Total	Remarks/Explan atory notes
			Permanent	Contractual		PAYE	NSSF	NHIF		SACCO Deductions	Salary Arrears/Gratuity	Other Deductions		