

“YEAR OF SUSTAINED AND DISCIPLINED WORK”

PUBLIC SERVICE MINISTRY

CIRCULAR NO. 4/89

REFERENCE NO. PS: 6/0/10

FROM: Permanent Secretary,
Public Service Ministry

TO: All Permanent Secretaries,
Heads of Departments and
Regional Executive Officers

SUBJECT:

Handing-Over Statements (Accountability for assets)

DATE: 1989-01-26

Experience revealed that there is need to tighten the system of accountability for assets in general and especially when officers have cause to vacate a job due to resignation, transfer or other reasons. In some cases, for example, Handing Over Statements are so bare that they do not account for all relevant assets to be handed over thus leaving gaps in the accounting for such assets.

To obviate the problem a decision has been taken by this Ministry to standardize the format for the Handing / Taking / Over of assets in the Public Service as per specimen attached.

All Ministries / Departments, regional Administrations are therefore requested to put this Circular into immediate effect and draw it to the attention of all officers and members of staff.

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J.E. Sinclair,
Permanent Secretary,
Public Service Ministry.

HANDING OVER STATEMENT

- 1. NAME OF AGENCY
.....
- 2. SECTION
.....
- 3. NAME OF OFFICER HANDING OVER DESIGNATION
.....
- 4. NAME OF OFFICER TAKING OVER DESIGNATION
.....
- 5. DATE OF HANDING OVER
.....

DETAILS OF HANDING OVER

- I. Personnel (Staff) Inventory
Names of staff and job designation.
- II. Materials and Equipment (Description, Size, Number)
 - (a) Materials – stationary, sand, wood, bricks etc.
 - (b) Furniture – desks, chairs, fans, clock, suite, table, beds, cabinets etc.
 - (c) Equipment – cars, vans, buckets, spoon, fork, knife, typewriters, stencil, machine, computers, photocopying machine, stapling machine.
- III. Financial Inventory

COMPOSITION OF IMPREST

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Cash on Hand at 1981-04-01
Cash at Bank (Appendix I)
Advances Outstanding
Payment Vouchers on Hand
Payment Vouchers at Treasury
Total

CONTENTS OF SAFE AND IMPREST

Contents in Safe No. – 33

Cheque Books No. re: 466-A/C

B 250000 – B 255000

Cheque Books Re 385 A/C

D 221601 – D 221800

D 221801 – D 222000

Receipt Books Nos

770601 – 770760

Cheque Books in use

466 A/C

D 220000 – D 230000

305 A/C

D 221431 – D 221600

Receipt Books in Use

Revenue Receipt Books

770401 – 770500

Expenditure Credit Receipt Book

770201 – 770300

Imprest Receipt Book

770501 – 770600

CHEQUE AND CASH DEPOSIT BOOKS IN SAFE

Cheque Deposit Book Nos

630001 – 630500

57450 – 57500

Cash Deposit Books

130651 – 130700

130601 – 130650

IV. List of Outstanding Assignments

CERTIFICATION

V. Signature of Handing Over Officer Date

Signature of Taking Over Officer Date