

REPUBLIC OF KENYA



**INTER- GOVERNMENTAL STEERING COMMITTEE FOR THE
CAPACITY ASSESSMENT AND RATIONALIZATION OF THE
PUBLIC SERVICE**

Fax No.: 020 22 10134
Telephone.: 020 2715895
Email: info.carps@kenya.go.ke

The Inter-Agency Secretariat
CARPS Programme
NHIF Building, 13th Floor
P. O. Box 30050-00100
NAIROBI
KENYA

Ref. No: C.1: IGSC

2nd December, 2014

All Governors

**STOPPAGE OF SALARY AND VERIFICATION OF PUBLIC SERVANTS NOT
CAPTURED DURING THE BIOMETRIC DATA CAPTURE EXERCISE**

This has reference to my circular Ref. No. C.1: IGSC dated 20th November, 2014 on the above subject.


In the Circular under reference, you were requested to stop salaries for the month of November 2014 for the officers who were not accounted for during the Biometric Data Capture of all public servants exercise which ended on 31st October 2014 to safeguard the Government from loss of funds. You were also requested to urgently verify the list of the officers forwarded to you vide a CD to confirm whether it contained officers who were not captured during the exercise on valid reasons.

This is to further request you to critically examine the list for your County and undertake the following:-

- i) Identify those public servants who did not undergo the exercise with valid reasons with a view to releasing their November, 2014 salary and retain them on the payroll;
- ii) Identify those public servants who did not undertake the exercise without valid reasons and take appropriate disciplinary action before reinstatement in the payroll;

- iii) Identify those "public servants" not falling in (i) and (ii) above, remove them from the payroll and institute urgent investigations of the cases. The details of these cases should be forwarded to the Inter-Agency Secretariat of the Capacity Assessment and Rationalization of the Public Service (CARPS) Programme, NHIF Building 13th Floor P.O Box 30050 Nairobi by **10th December, 2014** for further necessary action; and
- iv) Cleanse the payroll and submit updated returns to the Directorate of Public Service Management latest by **10th December, 2014**.

Please take necessary action.



Anne Waiguru, OGW

Cabinet Secretary

Ministry of Devolution and Planning and IGSC

Co-chairperson

NAIROBI

Copy to: Mr. Joseph K. Kinyua, CBS
Chief of Staff and Head of Public Service
State House
NAIROBI

Prof. Margaret Kobia, CBS
Chairperson
Public Service Commission of Kenya
NAIROBI

Mr. Kinuthia Wamwangi, EBS
Chairman
Transition Authority
NAIROBI

Dr. Edward Ouko
Auditor General
Kenya National Audit Office
NAIROBI

Ms. Agnes Odhiambo
Controller of Budget
The National Treasury
NAIROBI

All County Secretaries
All County Assembly Clerks