

REPUBLIC OF KENYA



THE PRESIDENCY MINISTRY OF DEVOLUTION AND PLANNING

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KENYA

Ref No: MDP/1/1/611

26th August 2015

Cabinet Secretaries
Inspector General of Police
Commissioner General of Prisons
Director General, National Youth Service
Chairman, Council of Governors
County Commissioners
County Secretaries

BIOMETRIC REGISTRATION FOR MEMBERS OF THE CIVIL SERVICE AND DISCIPLINED SERVICES MEDICAL SCHEME AND THEIR ELIGIBLE DEPENDANTS

Reference is made to the Medical Insurance cover for the Civil Servants and Disciplined Services. The Government in consultation with the National Hospital Insurance Fund (NHIF) is continuously reviewing and enhancing the benefits under the scheme to ensure quality healthcare for employees and their eligible dependants.

As part of the process to facilitate smooth access to healthcare services under the scheme, the NHIF will conduct Biometric Registration of all the principal members and their eligible dependants from the **1st September, 2015**.

The registration is expected to enhance access to benefits by providing a more accurate, user friendly and faster identification process. The new system will curb fraud related incidences; offer security of member information; and ensure that only genuine members and dependants access the medical benefits under the scheme.

The exercise will be coordinated by NHIF at both the National and the County Government levels and will be carried out in two (2) Phases as indicated below:-

Phase 1	Nairobi Registration: All Members of the Scheme in Ministries/Departments/Disciplined Services in Nairobi and All Scheme Members in Nairobi County Government	1st - 30th Sept, 2015
Phase 2	County Registration: All Members of the Scheme of National Government in Ministries/Department /Disciplined Services based outside Nairobi and All Members of the Scheme in all other Counties	5th Oct -15th Nov, 2015 <i>(See the attached schedule)</i>

To register, principal members are required to produce original National Identity and NHIF cards to facilitate registration. Dependants will be required to produce their National Identity cards and the principal members' Identity and NHIF cards during registration and dependants who are minors will be registered using birth certificates or birth notifications. Registration for all eligible dependants will take place at the nearest NHIF Offices in all the Counties from **5th October up to 31st December, 2015.**

Upon registration all Members and their eligible dependents will be issued with a Biometric Identification Cards.

You are requested to bring the contents of this Circular to the attention of all officers in your Ministry/Department/Agency/County.



Anne Waiguru, OGW
CABINET SECRETARY

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

All Principal Secretaries
CEO, Council of Governors
CEO, National Hospital Insurance Fund

**BIOMETRIC REGISTRATION OF MEMBERS OF THE CIVIL SERVICE AND DISCIPLINED SERVICES MEDICAL SCHEME
MINISTRIES/DEPARTMENTS/DISCIPLINED SERVICES IN NAIROBI AND NAIROBI AND NAIROBI CITY COUNTY
FROM 1ST – 30TH SEPTEMBER, 2015**

S/NO	Ministry/Department	Department/State Department	Total staff	Venue	Head of HR Unit and Contact	MoD&P Liaison Officer	NHIF Team Leader	Contractant Team Leader
1.	Presidency	Executive Office of the President/State House	525	State House	Dennis Kinyua 0722322145	Sylvester Bolo	Winnie Mbugua (NHIF Westlands)	Ed Kipt
		Office of the Deputy President	310	Harambee House Annex	Jillo Dido 0703929854			
		Cabinet Office	233	Harambee House Annex	Mugambi Nyaga 0722825983			
2.	Devolution and Planning	Planning	599	Treasury Building	Cleophas Kaseya 0722750362	Veronica Ochieng/Eli zabeth Adongo	Elizabeth Kimani – NHIF Ruaraka	Ku Ka
		DPSM	338	Uchumi House/Teleposta/Harambee House/KICC	Hunter Waweru 0727226000			
		Devolution	385	Teleposta	Henry Obanyi 0721962203			
		NYS	929	NYS Hqs	Samuel Kaloki 0722796425			
		Interior	1449	Harambee House/Harambee House Annex	Martha Ndegwa 0722570126			
3.	Interior and Coordination of National Government Interior and	Police Department	17150	Vigilance House	Rosemary	George Kirigwi/Simon Nyaga	Alfred Ngetich – NHIF Buruburu	Simc Kaga

Coordination of National Government (Contd)	Administration Police Department	8310	Jogoo House 'A'	Kamau 0721236797			
		2079	Nyayo House	Lillian Nzavi 0721970941			
	Directorate of Criminal Investigations	2575	CID Hqs	Jacinta Mwaniki 0722308829			
		343	Harambee House Annex	Henry Omosa 0716228323			
	Prisons Department	3516	Prisons Hqs	Kagendo Marangu 0721329627			
		809	Foreign Affairs	Lawrence Waweru 0722396970	Peter Koross	Mary Kemoche - NHIF Hqs	Edwin Kiptum
	The National Treasury	1290	Treasury Building	Susan Mucheru 0721122606	Rehema Ibrahim	Richard Kenyatta - NHIF Hqs	Joseph Malovi
Defence (Civilian Staff) Agriculture, Livestock and Fisheries	1194	Ulinzi House (Valley Road)	Mary Osoro 0202043896	Haron Kertich	Joseph Tonui - NHIF Hqs	Edwin Kiptum	
	618	Kilimo House	Catherine Ng'anga 0720279406				
	831	Kilimo House	Diana Mambo 0721825174	Catherine Ng'anga 0720279406	Gibson Kamau NHIF Hqs	Simon Kagara	

8.		Fisheries	175	Maji House	Sylevester Bolo 0713416215	Sam Munga	Richard Sigei – NHIF Hqs	Kumal Kamal
9.	Health	Transport and Infrastructure	2856	Afya House	David Njoroge 0773744230	Duke Ongechi	Timothy Malusi – NHIF Ind. Area	Stephen Simba
10.		Infrastructure	267	Transcom House	Anne Mburu 0733706858	Jerry Ole Kina	Kirukmet – NHIF Easteigh	Joseph Malovi
11.	Labour, Social Security and Services		1021	Transcom House	Rose Hunja 0724041262	Joyce Gichomo 0722453879		
			962	NSSF Building	Mary Kariuki 0722849969	Sylvester Bolo	Johnstone Ouma – NHIF Hqs	Edwin Kiptum
	East African Affairs, Commerce & Tourism	Commerce & Tourism	402	Cooperative House Building	A.D. Mokua 0722837358			
12.		East African Affairs	169	Works House	Caroline Mugwe 0722886097	Jerry Ole Kina	I.Kirukmet – NHIF Easteigh	Joseph Malovi
13.	Ministry of Mining		352				Gibson Kamau NHIF Hqs	Kumal Kamal
	Environment and Natural Resources		707	NHIF Building	Silas Gitari 0720440158	Rehema Ibrahim		
14.		Water and Irrigation	849	Maji House	Benson Giuthua 0722844179	Catherine Ng'ang'a	G. Kamau NHIF Hqs	Kumal Kamal
15.	Office of the Attorney General and Department of Justice		794	State Law Office	Margaret Muia 0722796649	Peter Koross	Richard Kenyatta – NHIF Hqs	Joseph Malovi
16.	Public Service Commission		229	Commission House	Pamela Woyengo 0722453921	Jane Chege	Gibson Kamau NHIF Hqs	

17.	Energy and Petroleum			Nyayo House	Stephen Lusweti 0722274391	Bruno Makhoha	Alfred Ngetich – NHIF Buruburu	Simon Kagara
18.	Education, Science and Technology	329		Jogoo House 'B'	Andrew Nyanchoga 07222761672		Hellen	
19.		392		Jogoo House 'B'	Andrew Naktiani 0728179087	Bruno Makhoha	Indwasi – NHIF Hqs	Stephen Simba
20.	Information, Communications and Technology	400		Teleposta	Wilfred Amolo 07338884435	George Manyi	Daniel Mulinge – NHIF Hqs	Joseph Malovi
21.	Lands, Housing and Urban Development	2468		Ardhi House	John Gitu 0722280462	Sam Munga	Richard Sigei – NHIF Hqs	Kumal Kamal
22.	Sports, Culture and the Arts	462		KCB Building	Agnes Nyakiba 0721305036	Yussuf Ibrahim/ J.T. Gechaga	Fardosa Abdi NHIF Hqs	Stephen Simba
23.	Industrialization and Enterprise Development	467		NSSF Block 'A'	John Odhiambo 0713033512	Duke Ongechi	Timothy Malusi – NHIF Ind. Area	Kumal Kamal
24.	Directorate of Public Prosecution	321		State Law Office	Monica Naito Mburugu	Yussuf Ibrahim/ J.T. Gechaga	Daniel Mulinge – NHIF Hqs	Stephen Simba
	Nairobi City County (Staff Performing Devolved Functions)	13597		City Hall	Winnie Mathini 0722650108	George Manyi	Richard Kenyatta – NHIF Hqs	Stephen Simba
	Total	71,768						

COUNTY MAPPING SCHEDULE

Cluster One			Cluster Two			Cluster Three								
S/No.	Countries	Total employees	Start Date	Estimated end date	S/No.	Countries	Total employees	Start Date	Estimated end date	S/No.	Countries	Total employees	Start Date	Estimated end date
1	Baringo	2,148	05-Oct-15	16-Oct-15	1	Nakuru	5,068	19-Oct-15	30-Oct-15	1	Narok	2,928	02-Nov-15	13-Nov-15
2	Nyeri	3,090	05-Oct-15	16-Oct-15	2	Machakos	3,071	19-Oct-15	30-Oct-15	2	Kajiado	1,693	02-Nov-15	13-Nov-15
3	Kisumu	3,339	05-Oct-15	16-Oct-15	3	Siaya	1,694	19-Oct-15	30-Oct-15	3	Vihiga	1,298	02-Nov-15	13-Nov-15
4	Mombasa	4,074	05-Oct-15	16-Oct-15	4	Taita-Taveta	1,226	19-Oct-15	30-Oct-15	4	Wajir	1,393	02-Nov-15	13-Nov-15
5	Nyandarua	1,560	05-Oct-15	16-Oct-15	5	Laikipia	1,790	19-Oct-15	30-Oct-15	5	Samburu	924	02-Nov-15	13-Nov-15
6	Kakamega	3,295	05-Oct-15	16-Oct-15	6	Busia	2,094	19-Oct-15	30-Oct-15	6	Bungoma	3,199	02-Nov-15	13-Nov-15
7	Tharaka Nithi	1,425	05-Oct-15	16-Oct-15	7	Embu	2,369	19-Oct-15	30-Oct-15	7	Garissa	1,172	02-Nov-15	13-Nov-15
8	Marsabit	887	05-Oct-15	16-Oct-15	8	Isiolo	1,018	19-Oct-15	30-Oct-15	8	Meru	2,937	02-Nov-15	13-Nov-15
9	Kwale	1,686	05-Oct-15	16-Oct-15	9	Turkana	1,503	19-Oct-15	30-Oct-15	9	Mandera	1,003	02-Nov-15	13-Nov-15
10	Elgeyo-Marakwet	1,560	05-Oct-15	16-Oct-15	10	West-Pokot	1,294	19-Oct-15	30-Oct-15	10	Trans-Nzoia	1,663	02-Nov-15	13-Nov-15
11	Muranga	2,536	05-Oct-15	16-Oct-15	11	Kitui	2,275	19-Oct-15	30-Oct-15	11	Makueni	2,000	02-Nov-15	13-Nov-15
12	Homa-Bay	2,219	05-Oct-15	16-Oct-15	12	Migori	2,002	19-Oct-15	30-Oct-15	12	Kisii	4,092	02-Nov-15	13-Nov-15
13	Uasin-Gishu	2,351	05-Oct-15	16-Oct-15	13	Nandi	1,480	19-Oct-15	30-Oct-15	13	Kericho	1,819	02-Nov-15	13-Nov-15
14	Nyamira	1,464	05-Oct-15	16-Oct-15	14	Bomet	1,161	19-Oct-15	30-Oct-15	14	Kirinyaga	2,129	02-Nov-15	13-Nov-15
15	Lamu	662	05-Oct-15	16-Oct-15	15	Tana-River	843	19-Oct-15	30-Oct-15	15	Kilifi	2,328	02-Nov-15	13-Nov-15
16	Kiambu	4,939	05-Oct-15	16-Oct-15	16	XX	0	19-Oct-15	30-Oct-15	16	XX	0	02-Nov-15	13-Nov-15
17	SUB-TOTAL	37,235				SUB-TOTAL	28,888				SUB-TOTAL	30,578		Grand
Grand Total														96,701