

REPUBLIC OF KENYA



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

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CARPS Programme  
NHIF Building, 13<sup>th</sup> Floor  
P. O. Box 30050-00100  
NAIROBI  
KENYA

Ref. No: C.1: IGSC

2<sup>nd</sup> December, 2014

**All Cabinet Secretaries  
The Attorney General**

**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 20<sup>th</sup> 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 31<sup>st</sup> 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 Ministry 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 13<sup>th</sup> Floor P.O Box 30050 Nairobi by **10<sup>th</sup> December, 2014** for further necessary action; and
- iv) Cleanse the payroll and submit updated returns to the Directorate of Public Service Management latest by **10<sup>th</sup> 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 Principal Secretaries**  
**The Solicitor General**