



EXECUTIVE OFFICE OF THE PRESIDENT
CHIEF OF STAFF AND HEAD OF THE PUBLIC SERVICE

Telegraphic Address
Telephone: +254-20-2227436
When replying please quote

STATE HOUSE
P.O. Box 40530-00100
Nairobi, Kenya

Ref. No. **OP/CAB 1/7**
and date

26th July, 2024

The Attorney General

All Cabinet Secretaries

All Principal Secretaries/ Accounting Officers

All Chairpersons/ Chief Executive Officers of State Corporations and Statutory Bodies

RE: IMPLEMENTATION OF AUTOMATED SYSTEMS FOR PRESIDENTIAL DIRECTIVES AND FOREIGN TRAVEL MANAGEMENT

In pursuit of the government's commitment to enhance service delivery through digital transformation, we are pleased to announce the completion of the Presidential Directives Management Information System (PDMIS) and the Foreign Travel Management Information System (FOTIMS).

These digital solutions aim to improve efficiency and accountability in the handling of presidential directives and the processing of foreign travel clearances for Senior Ranks of the Executive. Both systems will be operational starting from 1st August, 2024.

Key points of note include:

a) Presidential Directives Management Information System (PDMIS):

All presidential directives will be dispatched exclusively via the PDMIS portal. No hard copies will be distributed. Ministries and State Departments should download scanned copies of directives through their respective portals. Access the platform at: www.pdmis.headofpublicservice.go.ke. Only the Cabinet Secretaries and Principal Secretaries can have access to this system.

b) Foreign Travel Management Information System (FOTIMS):

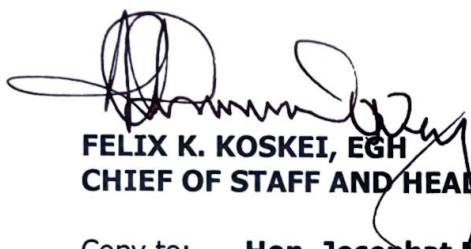
All applications and processing for foreign travel clearances must be done through FOTIMS. Access the platform at: www.fotims.headofpublicservice.go.ke

c) For inquiries and clarifications regarding these systems, please contact:

Email Address: hopsmis@headofpublicservice.go.ke

Help/Hotline: 0120 006603

Your cooperation in adhering to these directives is greatly appreciated as we transit to these digital platforms for enhanced operational efficiency.



FELIX K. KOSKEI, EGH
CHIEF OF STAFF AND HEAD OF THE PUBLIC SERVICE

Copy to: **Hon. Josephat Nanok, EGH**
Deputy Chief of Staff
Executive Office of the President
NAIROBI

Ms. Wakogi Wanjiku, CBS
Chief of Staff
Office of the Deputy President
Executive Office of the President
NAIROBI

Mr. Joseph N. Busiega, MBS, ndc(k)
Chief of Staff
Office of the Prime Cabinet Secretary
Executive Office of the President
NAIROBI