



OFFICE OF THE PRESIDENT
PERMANENT SECRETARY, SECRETARY TO THE CABINET
AND HEAD OF THE PUBLIC SERVICE

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Ref. No **OP.CAB 39/2A**

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Permanent Secretaries/ Authorized Officers
Provincial Commissioners
District Commissioners

ABSENTEEISM AND LATENESS IN GOVERNMENT OFFICES

It has been observed with concern that a number of Government employees in Ministries/Departments and Field Offices report late for duty regularly and leave office early on Fridays and report late on Mondays.

This indicates laxity on the part of officers responsible for staff supervision at various levels in the Service. It also impacts negatively on service delivery to members of the public seeking services in Government Offices.

It is reiterated that all Government employees must observe punctuality and be available in their offices to render services as required. Any employee who does not observe stipulated working hours or is absent from duty without permission or reasonable cause should be subjected to disciplinary action in accordance with prevailing Service Regulations.

All Permanent Secretaries/Authorized Officers, Provincial Commissioners, District Commissioners and Heads of Departments at all levels of the Service are required to put in place mechanisms to monitor staff attendance and take remedial action as necessary.

Please note and take necessary action.

Francis T. Kimemia, CBS,
PERMANENT SECRETARY, SECRETARY TO THE CABINET AND
AG. HEAD OF THE PUBLIC SERVICE,

cc: **The Secretary,**
Public Service Commission,
NAIROBI.