



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

Telegraphic Address: "Rais"

Telephone: Nairobi 227411

When replying please quote

Ref. No.
and date

OP/CAB.2/12A

P.O. Box 62345-00200
NAIROBI

14th August, 2006 20

The Attorney General,
All Permanent Secretaries,
The Controller and Auditor-General,
The Clerk, National Assembly,
The Private Secretary/Comptroller of State House,
The Registrar, High Court of Kenya,
The Director-General, National Security Intelligence Service,
The Secretary, Teachers Service Commission of Kenya,
The Chairman, Electoral Commission,
All Provincial Commissioners (*with sufficient copies for District Commissioners*).

**ALLOWANCES PAYABLE TO OFFICERS PARTICIPATING IN WORKSHOPS,
SEMINARS AND RETREATS**

Attention is invited to Office of the President Circular Letter Ref. No. OP/CAB.2/12A of 1st November, 2004 on rates of allowances payable to officers, attending training locally, abroad and those participating in workshops, seminars and conferences.

Over the years, the Government has increased the salaries of Public Servants across the board and would now wish to move away from the current practice of paying allowances to officers participating in Workshops/Seminars and Retreats.

In order to ensure that training programmes are cost effective and that, available resources are devoted to actual training, it has been decided that, with effect from the date of this circular, payment of allowances to officers participating in Workshops and Seminars, should be discontinued except for Resource Persons and officers in Retreats, for special assignments who will be paid as follows:

(i) Resource Persons

Resource Persons from the Civil Service will be paid at the rate of Kshs.1,000.00 per at least one hour session for preparation and presentation of a well-

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researched paper. Officers called upon to induct, sensitize or disseminate information to staff on areas that form part of their core duties and responsibilities will not be eligible for payment as Resource Persons.

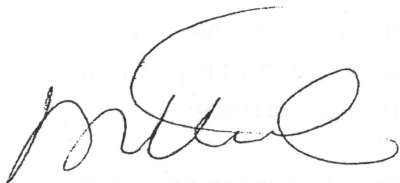
Resource Persons from outside the Civil Service will be paid at the rate of Kshs.2,000.00 per at least one hour session for preparation and presentation of a well-researched paper.

(ii) Retreats

Officers called upon to participate in retreats for special assignments which are meant to review, develop and produce policy documents will be paid Kshs.2000.00 per day for a maximum of ten (10) days. The number of participants in such retreats should not exceed ten (10).

Ministries/Departments will fully cater for the accommodation, meals and transport of Workshop/Seminar participants and resource persons. It is reiterated, however, that Workshops, Seminars and Retreats should be held only when it is absolutely necessary in order to contain the cost of training.

Permanent Secretaries/Accounting Officers are requested to ensure that the content of this Circular is brought to the attention of all officers under them and that, the guidelines are strictly adhered to.



**Amb. Francis K. Muthaura, EGH.,
PERMANENT SECRETARY, SECRETARY TO THE
CABINET AND HEAD OF THE PUBLIC SERVICE**

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