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COMMISSION HOUSE
HARAMBEE AVENUE
P.O. Box 30095 - 00100
NAIROBI

Ref. No. PSC. 3/1/1/P/32/35/UNIT
P.O. Box 52692 N.A.

27th June, 2012

All Authorized Officers

**RE: AUTHENTICATION OF ACADEMIC AND PROFESSIONAL CERTIFICATES
IN THE PUBLIC SERVICE**

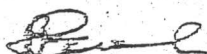
As you are aware, whenever the Public Service Commission appoints or promotes any person to hold or act in any public office, the appointment is subject to the person producing original certificates for the Authorized Officer to verify the authenticity of the qualifications concerned. To achieve this goal, the Authorized Officer is required to undertake the authentication in liaison with the concerned administering or professional authority that may have issued the certificate.

Nevertheless, it has come to the attention of the Commission that a number of persons holding or acting in public offices do not possess valid academic and professional certificates. Accordingly, this is to convey the directive of the Commission that every Authorized Officer with respect to officers in your respective Ministry/Department and concerned State Corporations shall:

- (a) Before implementing appointment and promotional decisions authenticate the academic and professional certificates of the concerned person;
- (b) Undertake the authentication of academic and professional certificates of all the officers in the Ministry/Department and relevant State Corporations and file the findings of the authentication with this Commission by 1st September, 2012;
- (c) Every Financial Year undertake the authentication exercise with respect to all the officers in the Ministry/Department and relevant State Corporations and file the report with this Commission by 1st September of every year; and

- (d) Where the certificates are not authenticated due to unreasonable cause attributable to a public officer or a public officer is found to possess forged or invalid certificates, the Authorized Officer shall take necessary disciplinary action in accordance with the applicable service regulations and inform the Commission of the outcome of the disciplinary action so taken in the annual returns.

Please acknowledge receipt of this letter and arrange to submit the initial certificates' authentication report on or before 1st September, 2012.



Bernadette M. Nzioki, EBS
SECRETARY,
PUBLIC SERVICE COMMISSION

CC The Attorney General
State Law Office
NAIROBI

The Permanent Secretary,
Secretary to the Cabinet and
Ag. Head of the Public Service
Office of the President
NAIROBI

The Council Secretary/Chief Executive
Kenya National Examinations Council
NAIROBI