



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

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

**OP/CAB 6/2**

Ref. No. ....  
and date

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

**4<sup>th</sup> August 2025**

**The Solicitor General**

**All Principal Secretaries/Accounting Officers**

**All Chief Executive Officers of State Corporations/Un-Incorporated State Agencies**

**RE: IMPROVEMENT OF PERFORMANCE AND EFFICIENCY IN THE PUBLIC SERVICE TO OPTIMAL LEVELS THROUGH TAKING OF PROMPT CORRECTIVE ACTION, AND, IMMEDIATE ADMINISTRATION OF LAWFUL CONSEQUENCES FOR INFRACTIONS**

Following the virtual meeting convened by this Office on **Wednesday, 30<sup>th</sup> July 2025** on the above subject matter, the Matrix of Lawful consequences (the Matrix) is hereby conveyed for your immediate action and implementation as outlined below;

**i. Departmental Alignment and Review:**

All Accounting Officers, Heads of Departments and immediate supervisors shall, without delay, convene a session(s) with their respective officers to jointly consider the matrix and re-examine all applicable laws and policies.

**ii. Mandatory Dissemination and Officer Acknowledgement:**

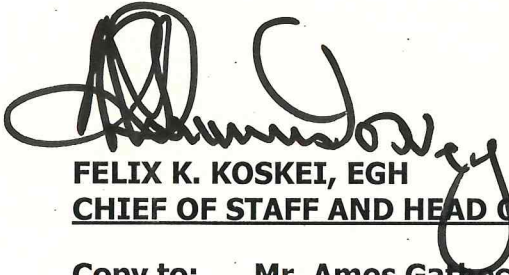
The Matrix and related guidelines must be formally disseminated through structured meetings across all public entities. Every officer must sign to acknowledge receipt having undergone sensitization.

**iii. Structured Reporting and Filing of Compliance Returns:**

Documented proof of dissemination, including signed staff registers, must be submitted to the respective Principal Secretaries (PSs), who will in turn consolidate these returns and forward them to this Office by 5:00pm, **Friday, 29 August 2025** using the contact details below:

**Dr. Linda Musumba, MBS**  
**Head – Department of Audit, Legal and Regulatory Compliance**  
**Tel. No. 020 2227411 Extn. 22078**  
**Mobile No. 0722 229 229**  
**Email Address: [alrcoffice@headofpublicservice.go.ke](mailto:alrcoffice@headofpublicservice.go.ke)**

This Matrix is by no means exhaustive and should be supplemented by institution-specific consequences, where appropriate, to facilitate immediate and context-specific enforcement. Furthermore, all lawful consequences for infractions in the public service that are not explicitly listed in the attached Matrix, but are applicable under existing laws, regulations, codes of conduct, or internal frameworks, shall remain applicable and enforceable.



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

**Copy to: Mr. Amos Gathecha, CBS, 'ndc' (K)**  
Deputy Head of the Public Service  
Executive Office of the President  
**NAIROBI**

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

**Mr. Joseph N. Busiega, MGH, MBS, 'ndc' (K)**  
Chief of Staff  
Office of the Prime Cabinet Secretary  
**NAIROBI**

**Mr. Arthur A. Osiya, CBS**  
Principal Administrative Secretary  
Executive Office of the President  
**NAIROBI**

**Mr. Simon Indimuli, MBS**  
Secretary  
State Corporations Advisory Committee  
**NAIROBI**

**Mr. James M. Warui, 'ndc' (K)**  
Ag. Inspector General  
Inspectorate of State Corporations  
**NAIROBI**