

REPUBLIC OF KENYA



THE PRESIDENCY MINISTRY OF DEVOLUTION AND PLANNING

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October 27, 2014

All Principal Secretaries

The Solicitor-General

All County Secretaries

All Secretaries, County Public Service Boards

All Secretaries, County Assembly Service Boards

RE: FINAL CALL FOR BIOMETRIC DATA CAPTURE REGISTRATION FOR PUBLIC SERVANTS IN THE NATIONAL AND COUNTY PUBLIC SERVICE

The Biometric Data Capture for all public servants in the National and County Public Service which commenced on 1st September, 2014 is scheduled to end on 31st October, 2014. It has however, been noted that although about 90% have been registered, a number of public servants in the National and County Governments have not presented themselves for the exercise as required.

As was clearly indicated, those public servants who fail to present themselves for the exercise without justifiable cause will be deemed as 'ghost workers' and subsequently they will be removed from the payroll.

To give an opportunity to any public servant who has not undertaken the Biometric Data Capture, the Government has extended the registration period for all National and County Staff. Consequently public servants in this category are asked to take part in this final call for registration, this will take place from **Monday, 27th October, 2014 to Friday, 31st October, 2014** at the following locations:

1. **Nairobi** - Kenyatta International Conference Centre (KICC)
2. **Counties** - County Headquarters in 13 Counties
(**Bomet, Kisii, Makeni, Muranga, Homa Bay, Trans-Nzoia, West-Pokot, Vihiga, Bungoma, Siaya, Kilifi, Nandi and Baringo**)

Public servants should present themselves in person with the following documents as required for the Biometric Data Registration exercise:

1. Original Identity Card;
2. Letter of 1st Appointment to the service;
3. Letter of Appointment to the current grade;
4. Original academic and professional certificates and
5. Birth Certificates

As an additional requirement, public servants must present a letter from their Head of Human Resources Department confirming that they are bona-fide employees in their respective Ministry/Department or County and giving reasons why they were not registered during the scheduled period.

Further, all Ministries/Departments and Counties are required to conclude the ongoing Institutional Review Exercise by **31st October 2014** to allow the finalization of this phase of the CARPS Programme.

The purpose of this letter therefore is to request you to take the necessary action as specified above and to bring the contents of this circular to the attention of all the departmental heads, Executive Committee Members, Chief Officers, staff and other relevant stakeholders.



ANNE WAIGURU, OGW

CABINET SECRETARY

CO-CHAIRPERSON, INTER-GOVERNMENTAL STEERING COMMITTEE

**Copy to: All Cabinet Secretaries
All Governors thro' Council of Governors
Chief of Staff and Head of Public Service
All County Assembly Speakers**