



Salaries & Remuneration
Commission

Rewarding productivity

Ref. No. SRC/ADM/CIR/1/13 Vol. IV (1)

20th November, 2017

The Attorney General
The Controller of Budget
All Principal Secretaries/Accounting Officers
The Auditor General
Chief Registrar of Judiciary
Director of Public Prosecution
Clerk, National Assembly
Clerk, of the Senate
Secretaries, Constitutional Commissions
Vice-Chancellors of all Public Universities
Secretary, State Corporation Advisory Committee
Chief Executive Officers of all State Corporations and Statutory Bodies
County Secretaries, County Governments
Secretaries, County Public Service Boards
Clerks, County Assemblies

REVIEW OF RATES AND CLUSTER CLASSIFICATION FOR PURPOSES OF PAYMENT OF DAILY SUBSISTENCE ALLOWANCE (DSA) - LOCAL TRAVEL

Reference is made to the SRC Circular Ref No. **SRC/ADM/CIR/1/13 Vol. III (126)** dated **10th December 2014** on '**Review of Allowances in the Public Service**'.

The Salaries and Remuneration Commission in fulfillment of its mandate has reviewed the Daily Subsistence Allowances (DSA) for local travel. This has been occasioned by the need to standardize, regulate and eliminate the existing disparities in DSA payments to officers attending functions in various County Headquarters with the objective of ensuring harmony, equity and fairness in application of this facilitative allowance in the Public Service.

The reviewed clusters for purposes of payment of Daily Subsistence Allowance (Local travel) shall therefore be paid at the rates shown below:

Job Group (Civil Service & Equivalent)	State Officer Grades	Cluster 1	Cluster 2	Cluster 3
		Cities (Nairobi, Mombasa, Kisumu)	County Headquarters, Malindi, Kilifi, Lamu, Kwale & Naivasha	All Other Towns
	F4	22,000	18,000	14,000
U-V	F1, F2, E5	18,200	14,600	12,500
S-T	E3, E4	16,800	12,600	10,500
P-R	E2, E1, D5	14,000	10,500	8,400
K-N	D4	11,200	8,400	7,000
F-J		6,300	4,900	4,200
A-E		4,200	3,500	3,000

Implementation Notes:

- (i) The review shall apply to all State and other Public Officers in the Public Service both at National and County Governments as appropriate;
- (ii) All other existing Circulars on the same subject cease to apply forthwith and respective Accounting Officers will be held personally responsible for prudent management of this facilitative benefit;
- (iii) The effective date of implementation for the reviewed DSA (local Travel) will be the date of this Circular; and
- (iv) All other benefits/allowances advised in the SRC Circular Ref. SRC/ADM/CIR/1/13 Vol. III (126) dated 10th December, 2014 remain as earlier advised.

Your office is hereby required to ensure compliance with the content of this Circular and bring it to the attention of all employees in your organization for information.



**Sarah J.C Serem (Mrs.), EBS
CHAIRPERSON**

CC: Chief of Staff and Head of Public Service
All Cabinet Secretaries
Speaker, National Assembly
Speaker, of the Senate
Chairperson, Council of Governors
All County Governors
Chairpersons, Constitutional Commissions
All Speakers, County Assemblies
Chairpersons, County Public Service Boards
Inspector General, Inspectorate of State Corporation
Registrar, Employment & Labour Relations Court