



Salaries & Remuneration
Commission

Reverend Mr. Justice

Ref. No: SRC/ADM/CIR/1/13(122)

16th April, 2014

All Principal Secretaries/Accounting Officers
Chief Executive Officers, All State Corporations and Statutory Bodies
Attorney General
Auditor General
Controller of Budget
Secretaries, All Constitutional Commissions
County Secretaries, All County Governments
Clerks, All County Assemblies

PAYMENT OF TASKFORCE ALLOWANCE AND REMUNERATION OF COMMISSIONS OF INQUIRY, TRIBUNALS, BOARDS AND COMMITTEES APPOINTED BY GOVERNMENT

As you are aware, the Government has from time to time appointed different taskforces to undertake certain tasks of national interest within a defined timeframe. It has been noted that members of such teams have been constituted either from one or different organizations both from public and private sector depending on the nature and skills required to undertake the assignment.

Circular No. MSPS.2/1A.VOL.XLVOL.III/(119) dated 2nd August, 2013 on Payment of Taskforce Allowance issued by the Cabinet Secretary, Ministry of Devolution and Planning covers taskforce constituting members from public service organizations. The circular spells out conditions under which taskforces should be formed and compensated including the eligibility criteria for such payments. Further, Circular No.OP.CAB 2/12A dated 22nd June 2005 provides for remuneration of Commissions of Inquiry, Tribunals, Boards and Committees appointed by Government both from the private and public sector.

Despite the provisions of the two named circulars, the Salaries and Remuneration Commission (SRC) has continued to receive requests from various government agencies seeking payment for taskforces, Commissions of Inquiry, Tribunals, Boards and Committees. It has therefore, been found necessary to advise the public service that all Taskforces, Commissions of Inquiry, Tribunals, Boards and Committees constituted in the public service should be compensated as follows:

(a) Table 1: Compensation to Public Servants

The contents of Circular No. MSPS.2/1A.VOL.XLVOL.III/(119) dated 2nd August, 2013 to apply with the following daily rates.

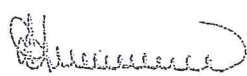
No	Category	Rate (Kshs. Per Day)
1	Chairperson	5,000
2	Members	4,000
3	Secretarial Staff	2,000
4	Driver/Support Staff	1,000

(b) Table 2: Compensation to Members from Private Sector

		(A) Private Sector Sourcing – Maximum Ksh. Per Day	(B) Public Sector Sourcing – Maximum Kshs. Per Day
1.	Chairperson	15,000	As per the Government Circular No. MSPS:2/1A.VOL.XLVOL.III/(11- 9) dated 2 nd August, 2013 whose rates are in Table 1
2.	Vice Chairperson	12,000	
3.	Member	10,000	
4.	Joint Secretary	10,000	
	Assisting Counsel	10,000	
5.	Researcher Legal Assistant Administrative Officer Co-ordinator Head of Security	4,000	
6.	Accountant Supplies Officer	3,000	
7.	Data Analyst Investigator	3,000	
8.	Interpreter Recorder Transcriber Accounts Clerk Supplies Assistant Secretary	2,500	
9.	Driver Constable	2,000	
10.	Support Staff Messenger Usher	1,800	

You are hereby advised to note the contents of this Circular and bring it to the attention of officers working under them and ensure compliance within the organizations approved budget.

This circular supersedes any other circular on the subject matter.


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

CC: Ms. Anne Waiguru, OGW
Cabinet Secretary
Ministry of Devolution and Planning
NAIROBI

Mr. Joseph Kinyua, CBS
Chief of Staff and Head of Public Service
State House
NAIROBI



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REPUBLIC OF KENYA



THE PRESIDENCY
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Ref: No. MSPS .2/1A VOL XLVIII/(119)

2nd August, 2013

All Cabinet Secretaries

PAYMENT OF TASKFORCE ALLOWANCE

Your attention is drawn to circular letter No. OP/CAB. 2/12A/8 of 18th August, 2003 in which modalities for compensating Civil Servants involved in Taskforces were outlined. This notwithstanding, it is noted that Taskforces have often been constituted without clear justification and assigned tasks that are basically routine in nature. There has also been a general lack of control in terms of numbers of Taskforces, number of members appointed to the Taskforces and the duration within which tasks are accomplished. It has also been noted that members of these Taskforces have been compensated at different and arbitrary rates with funds being charged from the wrong budgetary items.

In view of the above, it has been found necessary to re-state the earlier guidelines issued to streamline the management of Taskforces:

- (i) A Taskforce will be constituted by the Authorized Officer/Accounting Officer. Members will be individually appointed in writing and given clear terms of reference and duration of assignment, with well-defined outputs. The total number of members in a Taskforce will be limited to a maximum of fifteen (15) members, inclusive of not more than two (2) supporting staff. An officer should not be appointed to more than one Taskforce at any given time.

A Taskforce assignment should be completed within a maximum period of twenty (20) days. Where, out of necessity, it is anticipated that a task will take more than twenty days, prior authority must be obtained from the Head, Directorate of Public Service Management, clearly giving the

justification/circumstances and the expected period in excess of the twenty (20) days.

The members of a Taskforce will be paid token compensation on the successful completion of the task. The compensation will be known as **Taskforce Allowance** and will be made from the appropriate budgetary item at the following rates:

Category	Rate (Ksh. per Day)
Chairperson	5,000
Members	4,000
Secretarial Staff	2,000
Driver/Support Staff	1,000

For efficient management of Taskforces, the Authorized Officer/Accounting Officer will be expected to:-

- (i) Constitute a Taskforce to undertake an assignment on conviction that the assignment can only be accomplished through a Taskforce;
- (ii) Personally approve payment of Taskforce Allowance;
- (iii) Make mid-year returns on the number of Taskforces and expenditure on the payments of Taskforce Allowance to the Head, Directorate of Public Service Management with a copy to Principal Secretary, National Treasury; and
- (iv) Ensure that Overtime Allowance and Retreat Allowance are not paid alongside Taskforce Allowance.

Officers in Job Group 'T' and above will not be eligible for Taskforce Allowance since their remuneration package has factored any extraneous assignments they may be required to perform in their normal course of duty.

Authorized Officers/Accounting Officers are expected to exercise prudent financial management and ensure that there is adequate justification for constituting Taskforces.

These guidelines take effect from 1st September, 2013.


ANNE WAIGURU, OGW
CABINET SECRETARY