



EXECUTIVE OFFICE OF THE PRESIDENT
HEAD OF THE PUBLIC SERVICE

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Ref. No..... **OP.CAB./39/1A**
and date

..... **28th January, 2022**

The Attorney-General

All Cabinet Secretaries

All Chief Administrative Secretaries

All Chairpersons of Constitutional Commissions

All Principal Secretaries

All Chief Executive Officers/Secretaries of Constitutional Commissions

All Chief Executive Officers of State Corporations/Agencies

**STATE AND PUBLIC OFFICERS WHO INTEND TO SEEK OFFICES IN THE
2022 GENERAL ELECTION**

It is notified that all non-exempted State Officers and all Public Officers who intend to seek elective posts in the 2022 General Election scheduled for 9th August, 2022, are required to resign from their office at least six (6) months before the date of the General Election.

In that regard, and as set out in **Gazette Notices Number 430/1/2/3/4/5 of 20th January, 2022**, such non-exempted State Officers and all Public Officers are required to vacate office on or before **8th February, 2022**.

Accordingly, and by the way of this Circular, those non-exempted State Officers and all Public Officers are required to hand-over all public assets under their charge and to prepare comprehensive hand-over notes to facilitate a smooth transition and hand-over; which should be received by the office/officer designated below **on or before 8th February, 2022**, as follows:

STATE/PUBLIC OFFICER	RECIPIENT OF HAND-OVER NOTES
Cabinet Secretaries	Executive Office of the President
Chief Administrative Secretaries	
Chairpersons of Constitutional Commissions	
Principal Secretaries	
Chairpersons of State Corporations	
Chief Executive Officers of Constitutional Commissions	Chairpersons of Constitutional Commissions
Chief Executive Officers of State Corporations and State Agencies	Cabinet Secretaries of the Parent Ministry with a copy to the Board Chairperson
All Other Public Officers	Their Respective Supervisors

It is further guided that those comprehensive hand-over notes should lay emphasis on Work Plans in progress, annotate all public assets handed-over, status of priority National Development Programmes and Projects, implementation of various Presidential flagship programmes within the Ministry/State Department/Constitutional Commission/State Corporation, policies under review/development, seminal litigation by or against the Ministry/State Department/Constitutional Commission/State Corporation, and any other matter of significance pending before that non-exempted State Officer or Public Officer.



JOSEPH K. KINYUA, EGH
HEAD OF THE PUBLIC SERVICE

Copy to: **Hon. Martin N. Wambora, EGH**
Chairperson, Council of Governors
Governor, Embu County
EMBU

Hon. Anne A. Amadi, CBS
Chief Registrar of the Judiciary
Supreme Court Buildings
City Hall Way
NAIROBI

Mr. Jeremiah M. Nyegenye, CBS
Clerk of the Senate
The Senate
Parliament Building
NAIROBI

Mr. Michael R. Sialai, CBS
Clerk of the National Assembly

The National Assembly
Parliament Building

NAIROBI

Mr. Kennedy W. Kihara, CBS
Principal Administrative Secretary &
Assistant Secretary to the Cabinet
Executive Office of the President

NAIROBI

Mr. Simon K. Rotich, EBS
Chief Executive Officer/Secretary
Public Service Commission

NAIROBI

