

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

Telegraphic Address
Telephone: +254-20-227436
When replying please quote

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

Ref. No **OP/CAB.308/018**
and date

27th March, 2023, 20.....

All Cabinet Secretaries

The Attorney General

**All Principal Secretaries and Accounting Officers
(With sufficient copies to CEOs of State Corporations)**

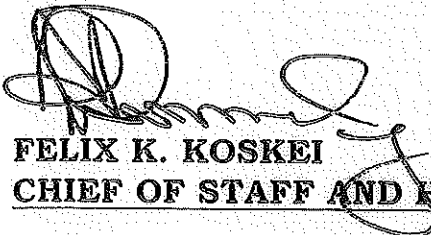
TRAVEL CLEARANCE

Reference is made to the above subject.

This office has noted with concern, that officers are seeking authority to travel out of the country within a very short notice.

In this regard, authority to travel out of the country for normal /scheduled trips should be submitted **seven (7)** working days before the date of travel.

Please take the necessary action.



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

Copy to: Mr. Arthur A. Osiya, EBS
Principal Administrative Secretary
Executive Office of the President
NAIROBI