



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

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P.O. Box 40530-00100  
Nairobi, Kenya

Ref. No. **OP/CAB.6/1A**  
and date

..... **27 July**, 20**23**.....

**Principal Secretaries with  
Regulatory Authorities in their State Departments  
(See attached schedule)**

**RE CASCADE OF FACT FINDING SELF-ASSESSMENT TOOL TO THE LISTED  
REGULATORY AUTHORITIES AND AGENCIES IN YOUR STATE DEPARTMENT**

Following the recent request by this Office for your input into the development of the above referenced tool for further action by Regulatory Authorities and Agencies, the said tool has now been amended taking into account your feedback.

You are hereby required to cascade the tool attached herewith to the Regulatory Authorities and Agencies in your State Department as outlined in the accompanying schedule and further, to ensure compliance with respect to the requisite action clearly stipulated in the tool that is to be found on the website of this Office i.e. URL: <https://www.headofpublicservice.go.ke/>.

Once analysed, the results of the Survey will be presented to His Excellency the President and disseminated thereafter to you for your further action and management for the required results.

The Contact Person for this exercise from my Office is:-

**Dr. Linda Musumba**  
**Head-Audit, Legal and Regulatory Compliance**  
**Tel. No. 020 2227411 Extn. 22078**  
**Email Address: [alrcoffice@headofpublicservice.go.ke](mailto:alrcoffice@headofpublicservice.go.ke)**

You are advised to get in touch with the said Contact Person should you have any queries.

Yours

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

**Copy to: The Hon. Attorney-General**  
**The respective Cabinet Secretaries**  
**Council of Governors (for information only)**

Encl. Schedule of Regulatory Authorities per State Department

**Note: The Fact Finding Self-Assessment Tool can be found at  
URL: <https://www.headofpublicservice.go.ke/> and should be returned  
ONLY via Email as directed in the Tool.**