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OFFICE OF THE PRESIDENT
PERMANENT SECRETARY, SECRETARY TO THE CABINET
AND HEAD OF THE PUBLIC SERVICE

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OP/CAB.17/34A

Ref. No.
and date

P.O. Box 62345-00200
NAIROBI

14th January, 2008 20.....

**All Permanent Secretaries
All Accounting Officers
Attorney General
Controller and Auditor-General**

**PAYMENT OF SITTING ALLOWANCE TO CHAIRMEN AND BOARD
MEMBERS OF STATE CORPORATIONS WHILE ON OFFICIAL DUTY**

On 23rd November, 2004 the Government issued guidelines on terms and conditions of service for State Corporations Chief Executive Officers, Chairmen, Board Members, Management and Unionisable staff. **Annex IV (c)** of the Guidelines provides for payment of sitting allowance to Chairmen and Board Members upon attendance of a Board meeting or while on official duty in and outside the country.

It has been noted that the provision has been applied to include business that may not qualify as official duty.

Following consultations with the State Corporations Advisory Committee it is now clarified that official duty warranting payment of sitting allowance will be:

- i). An activity that bears directly on the business of the State Corporation for which the Chairman or Board Member is authorized by the Board to attend as evidenced by a minute of a meeting of the Board;

OR

- ii). An activity that bears directly on the business of the State Corporation for which the Chairman or Board Member is invited in writing by the Chief Executive Officer to attend.

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For avoidance of doubt, activities outside the scope of (i) and (ii) above should not be considered to be official duty in the sense of **Annex IV (c)** of the Guidelines.



**Amb. Francis K. Muthaura, EGH
PERMANENT SECRETARY, SECRETARY TO THE CABINET AND
HEAD OF THE PUBLIC SERVICE**

Copy to: **Inspector-General (Corporations),
Inspectorate of State Corporations,
NAIROBI,**

**Secretary,
State Corporations Advisory Committee,
NAIROBI.**

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