

## OFFICE OF THE PRESIDENT

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

Telegraphic Address: "Rais" Telephone: Nairobi 227411

P.O. Box 62345-00200 NAIROBI

When replying plea

Ref. No. ...

**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 23<sup>rd</sup> 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.

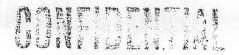
It has been noted that the provision has been applied to include business that may not qualify as official duty.

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

An activity that bears directly on the business of the State Corporation for i). 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

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



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.