

OPSCA. 2/12

## REPUBLIC OF KENYA



### THE PRESIDENCY MINISTRY OF DEVOLUTION AND PLANNING

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**2<sup>nd</sup> August, 2013**

All Cabinet Secretaries

#### **PAYMENT OF TASKFORCE ALLOWANCE**

Your attention is drawn to circular letter No. OP/CAB. 2/12A/8 of 18<sup>th</sup> August, 2003 in which modalities for compensating Civil Servants involved in Taskforces were outlined. This notwithstanding, it is noted that Taskforces have often been constituted without clear justification and assigned tasks that are basically routine in nature. There has also been a general lack of control in terms of numbers of Taskforces, number of members appointed to the Taskforces and the duration within which tasks are accomplished. It has also been noted that members of these Taskforces have been compensated at different and arbitrary rates with funds being charged from the wrong budgetary items.

In view of the above, it has been found necessary to re-state the earlier guidelines issued to streamline the management of Taskforces:

- (i) A Taskforce will be constituted by the Authorized Officer/Accounting Officer. Members will be individually appointed in writing and given clear terms of reference and duration of assignment, with well-defined outputs. The total number of members in a Taskforce will be limited to a maximum of fifteen (15) members, inclusive of not more than two (2) supporting staff. An officer should not be appointed to more than one Taskforce at any given time.
- (ii) A Taskforce assignment should be completed within a maximum period of twenty (20) days. Where, out of necessity, it is anticipated that a task will take more than twenty days, prior authority must be obtained from the Head, Directorate of Public Service Management, clearly giving the

justification/circumstances and the expected period in excess of the twenty (20) days.

The members of a Taskforce will be paid token compensation on the successful completion of the task. The compensation will be known as **Taskforce Allowance** and will be made from the appropriate budgetary item at the following rates:

Category	Rate (Ksh. per Day)
Chairperson	5,000
Members	4,000
Secretarial Staff	2,000
Driver/Support Staff	1,000

For efficient management of Taskforces, the Authorized Officer/Accounting Officer will be expected to:-

- (i) Constitute a Taskforce to undertake an assignment on conviction that the assignment can only be accomplished through a Taskforce;
- (ii) Personally approve payment of Taskforce Allowance;
- (iii) Make mid-year returns on the number of Taskforces and expenditure on the payments of Taskforce Allowance to the Head, Directorate of Public Service Management with a copy to Principal Secretary, National Treasury; and
- (iv) Ensure that Overtime Allowance and Retreat Allowance are not paid alongside Taskforce Allowance.

Officers in Job Group 'T' and above will not be eligible for Taskforce Allowance since their remuneration package has factored any extraneous assignments they may be required to perform in their normal course of duty.

Authorized Officers/Accounting Officers are expected to exercise prudent financial management and ensure that there is adequate justification for constituting Taskforces.

These guidelines take effect from **1<sup>st</sup> September, 2013.**

  
**ANNE WAIGURU, OGW**  
**CABINET SECRETARY**

C.C. The Secretary to the Cabinet,  
Office of the President,  
**NAIROBI.**

The Principal Secretary,  
The National Treasury,  
**NAIROBI.**

The Secretary,  
Public Service Commission,  
**NAIROBI.**

The Commission Secretary,  
Salaries and Remuneration Commission,  
**NAIROBI.**

The Controller of Budget,  
Office of the Controller of Budget,  
**NAIROBI.**

The Auditor General,  
Kenya National Audit Office,  
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