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Republic of Kenya

# PUBLIC SERVICE COMMISSION OF KENYA

## ANNUAL REPORT FOR THE YEAR 2001

060  
PSC

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KENYA NATIONAL ASSEMBLY

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## FORWARD



ENG. A.M.H. SHARAWE, EBS

It is with great honour that I present the 2001 Annual Report of the Public Service Commission.

Beside their day-to-day duties, the Commissioners had the opportunity to visit other countries with the aim of exchanging ideas with their counterparts on matters of mutual interest.

For the first time the Commissioners accompanied by senior members of staff also visited seven Provinces, various Government Departments and Local Authorities. During the visits the Commissioners held discussions with the officers zeroing on improvement of service delivery in the civil service.

I wish to thank the Authorised Officers particularly the Head of Public Service in the Office of the President, Dr. Sally Kosgey.

I wish to conclude by thanking the Commissioners, the secretary and all members of staff for their dedication to work. It is such commitment that made our operations successful.

**ENG. A.M.H. SHARAWE, EBS**

*Chairman*

*Public Service Commission (K)*

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## INTRODUCTION



MR. S.S. BOIT, EBS

I have the pleasure to introduce the 2001 Annual Report of the Public Service Commission. I hope this report will provide important information, which will enable Government officials, and the general public to be aware about the working of the Commission during the year under review.

I wish to thank all the Ministries and Departments particularly the Authorized Officers for their continued support throughout the year. It is that support and cooperation that enabled the Commission realize its constitutional obligations of managing the entry, stay and exit of civil servants.

Finally, I would like to thank the Commissioners, and the entire Secretariat for the exemplary dedication shown during the year.

**S.S. BOIT, EBS**

*Secretary*

*Public Service Commission (K)*

## PUBLIC SERVICE COMMISSION OF KENYA

### ANNUAL REPORT FOR THE YEAR 2001

#### 1.0 **INTRODUCTION**

The Public Service Commission of Kenya (PSCK) is a constitutional body charged with the responsibility of managing the entry, stay and exit of civil servants as provided for in section 107 of the Constitution of Kenya.

#### 1.1 **Composition**

The composition of the Commission is spelt out in the Constitution of Kenya, Section 106 and consists of the Chairman, Deputy Chairman and fifteen members. They are appointed by His Excellency the President on a renewable three year term.

#### 1.2 **During the period under review the members of the Commission were:-**

##### **CHAIRMAN**

*Eng. A.M. H. Sharawe*, EBS

##### **DEPUTY CHAIRMAN**

*Mrs. J.A. Wena* - January - June, 2001

*Mr. Noah N. Arap Too*, CBS - June - Dec, 2001

##### **MEMBERS OF THE COMMISSION**

Miss Mary J. Tonje, OGW

Mr. George M. Ole Kiok, OGW

Miss M.N. Gichuru, OGW, upto 2nd September, 2001

Mr. Shedrack Kiruki, MGH, CBS

Mr. Daniel K. Muttai, OGW

Eng. Peter N. Wambura, CBS

Mr. Barak Twahir, OGW

Mr. John S. Nyamoto, SS

Mr Charles M. Senga, OGW

Mrs. Margaret W. Wanjohi, HSC

Mr. Elly O. Oganga

Mr. Wilson S. Siambi

#### 2.0 **THE ROLE OF PUBLIC SERVICE COMMISSION**

The functions of the Commission are broadly stipulated in Section 107 of the Constitution, which include "all power to appoint persons to hold or act in offices in the Public Service, including Local Authorities, the power to exercise disciplinary control over persons holding or acting in such offices and the power to remove such officers from office."

## 2.1 Mission Statement

*"We are here to hire, promote, retain qualified and competent and disciplined personnel to enable our clients provide better service to the public."*

## 2.2 The Secretariat

To enable the Commission discharge its functions, it has a secretariat headed by the Commission Secretary, appointed in pursuance to section 3(i) of the Service Commission's Act. The secretariat processes all cases from Ministries and Local Authorities and tables the necessary information before the Commission to decide. The secretariat has six departments.

## 2.3 Secretary

*Mr. Solomon S. Boit*, EBS

## 2.4 Heads Of Departments

- |       |  |                            |
|-------|--|----------------------------|
| (i)   | Administration<br><i>Mr. N.J. Ondijo</i>           | - Deputy Secretary         |
| (ii)  | Recruitment and Selection<br><i>Mr. J.C. Okoth</i> | - Snr. Prin. Pers. Officer |
| (iii) | Personnel Audit<br><i>Mr. Boniface Mganga, OGW</i> | - Deputy Secretary         |
| (iv)  | Agenda<br><i>Mrs. R.A. Nyanjom</i>                 | - Snr. Prin. Pers. Officer |
| (v)   | Discipline<br><i>Mr. H.H. Githae</i>               | - Deputy Secretary         |
| (vi)  | Examination<br><i>Mr. M.M. Tiema</i>               | - Under Secretary          |

## 3.0 **REPORTS FROM THE DEPARTMENTS**

### 3.1 Administration

Administration department coordinates all the activities being undertaken by the Commission and is composed of the following sections:-

1. Personnel
2. Accounts
3. Finance
4. General Office Services
5. Supplies
6. Public Relations

## 3.2 Major activities of the Commission in the year 2001

### 3.2.1 Meetings with Authorised Officers

During the year the Commission held meetings with some Authorised Officers in an effort of encouraging dialogue and exchange ideas touching on the management of the civil service. The following Authorised officers held discussions with the Commission.

1. Shem E. Migot Adholla Permanent Secretary	Agriculture & Rural Dev.	21/2/2001
2. F.K. Tilitei Permanent Secretary	Department of Defence	7/3/2001
3. Z.K.A. Cheruiyot Permanent Secretary	Provincial Administration	21/3/2001
4. Delegation from Zambia		12/3/2001
5. Delegation from Botswana		5/8/2001

### 3.2.2 Visit to Ministries/Departments

The Commission visited the following Ministries/Departments during the year:-

- Ministry of Tourism and Information 16th July, 2001
- Ministry of Transport and Communication 19th July, 2001
- Office of the Vice-President and Ministry of Home Affairs, Heritage and Sports 16th August, 2001

### 3.2.3 Workshops

A workshop for senior staff was held at Whitesands Hotel, Mombasa between 5th and 9th December, 2001.

Junior staff of the Commission also attended a workshop at Tel-Posta Towers between 10th and 13th September, 2001.

### 3.2.4 Overseas Tours

Commissioners and some senior members of staff toured different parts of the world in three groups. One group toured Britain, France and Canada. Another group toured Malaysia, India and Singapore. The other group toured South Africa, Australia and New Zealand. The objective of the tours was to exchange ideas on management of the civil service.

### 3.2.5 Provincial Tours

The Commission toured seven provinces during which they held meetings with members of the provincial and district advisory committees.

The Commission also visited government institutions and exchanged ideas with staff on their welfare.

The main issues discussed were:-

- Advertisements, Recruitment and Promotion
- Terms and Conditions of Service
- Appraisal Reports
- Training
- Pensions and Retirement
- Local Authority
- Schemes of Service
- Staffing and Retrenchment
- Discipline



*The chairman, commissioners, secretary and senior members of staff of Public Service Commission in a group photograph with instructors of Kenya Police College - Kiganjo when they visited the college.*



**Appendix I - Officers transferred to PSC**

**Appendix II - Promotions**

**Appendix III - Training**

**IV - Staff List**

**V - V.I.P's List**

#### **4.0 RECRUITMENT AND SELECTION DEPARTMENT**

The Department is responsible for the following:-

- (a) Processing of indents and advertising;
- (b) Receipt and filing of applications;
- (c) Preparation of guiding notes and providing Secretarial Services to the Preliminary Selection Boards (PSBS);
- (d) Receipt, checking, filing and returning rejected Annual Staff Appraisal Reports;
- (e) Scheduling of interviews and inviting shortlisted candidates;
- (f) Availing the indents, application files, list of shortlisted candidates and the Annual Staff Appraisal Reports to the Final Selection Board; and
- (g) Dealing with all correspondence regarding employment in the Civil Service.

#### **4.1 Indents, Advertisement And Applications**

In the year 2001 a total of 1,253 vacancies were declared by Ministries/Departments compared with 1,348 in the preceding year.

During the year, four hundred and nineteen (419) posts were advertised as compared to two hundred and eight (208) advertisements the previous year. The advertisements were made in February, April and August.

A total of 3,609 applications were received as compared to 6,109 applications in the year 2000.

Where requirements for appointment to some posts were restrictive and the catchment areas for prospective applications were the respective Ministries/Departments, authority was granted to advertise internally and applications forwarded to the Commission for processing.

During the year, seventy three (73) posts were declared and advertised internally, fifty two (52) candidates were shortlisted for interview for the posts.

Similarly, ninety one (91) candidates were also shortlisted for suitability tests.

#### **4.2 Preliminary Selection Boards**

In the year 2001, 226 Preliminary Selection Boards were held in which 4,350 candidates were shortlisted.

### 4.3 University Graduates Selection

During the year, there were no university graduates or any other unemployed applicants considered for appointment as all advertisements made, concerned serving officers only.

### 4.4 Annual Staff Appraisal Reports

The Commission received 18,739 Annual Reports out of the expected 22,269. This was 84.148% response as compared to 33.02% recorded the previous year.

This increase in percentage is due to the Public Service Commission's demand for three consecutive years Annual Appraisal Reports from officers invited for interviews. Ministry of Health topped the list of Ministries/Departments that submitted the three required consecutive reports.

## 5.0 PERSONNEL AUDIT DEPARTMENT

Under Section 107 (1) of the Constitution of Kenya, Public Service Commission has delegated certain powers to Authorized Officers. The rationale behind this delegation is to facilitate faster decision making at the Ministries level. However, to avoid abuse or misuse of these powers, the Personnel Audit department in the Commission is mandated to ensure that the delegated powers are properly applied, policies complied with, decisions implemented and officers grievances attended to.

Following the strengthening of the department in the year 2001 by the Commission remarkable progress was made. Accordingly most Ministries held their MAC/MSB meetings regularly including Controller and Auditor General, which had none in the year 2000.

### 5.1 A Composition of MAC/MSB

- Through the submission of the Audit Reports - several deficiencies of the Ministerial Advisory Committees and Ministerial Selection Boards were revealed. Topping the list was the low level of representation, which has now been attended to. All members of Ministerial Advisory Committees and Ministerial Selection Boards are now appointed by letter and levels pegged at Job Group 'M' and above.
- The Commission mandated the department to make visits to District Advisory Committee's on the strength of the Report.

### 5.2 Implementation of Commissions Decisions

Implementation of Public Service Commission decisions were promptly made with considerable improvement including the last quarter i.e. 31.12.2001.

### 5.3 Summary Of Cases Deliberated In Ministries/Departments

#### Ministerial/Departmental Selection Board meetings

**5.3.1. Re-designation**

Cases presented	92
Recommended	81
Rejected	3
Referred to DPM	0
Deferred	8

**5.3.2 Promotion:**

There were 4122 cases of promotion that were presented compared to 4786 for the year 2000.

Cases	4122
Recommended	4085
Rejected	1
Withdrawn	1
Deferred	5

**5.3.3 Appointment:**

There were 152 cases compared to 276 of the previous year.

Cases	152
Recommendations	132
Deferred	20
Referred to DPM	0

**5.3.4 Pre-liminary Selection:**

Cases	252
Recommended	252

**5.3.5 Final Selection:**

95 cases were approved

**5.3.6 Variation of effective date of appointment:**

Cases	17
Recommended	17

**5.3.7 Belated appointment :**

Only four (4) cases were presented and were all recommended.

**TOTAL CASES FOR MSB/DSB**

Cases	4,734
-------	-------

Recommended	4,666
Rejected	4
Withdrawn	1
Referred to DPM	0
Deferred	63

Of these cases 3152 were males and 1582 females. Attached is MSB analysis for the year 2001.

#### 5.4 Ministerial Advisory Boards

##### 5.4.1 Discipline:

During the year under review there were 1,442 cases as compared to 1983 for the year 2000.

Presented	1,442
Rejected	4
Withdrawn	44
Dismissed	408
Reinstated	297
Termination of Appointment	59
Reprimand	75
Write-off	0
Retired under 50 year rule	7
Retired on medical grounds	10
Retired on Public Interest	38
Surcharged	60
Referred to PSC	258
Referred to DPM	1
Deferred	181

Before the retrenchment exercise of the year 2000 it was decided that all pending disciplinary cases be finalised. This resulted to the low number of disciplinary cases in the year under review.

##### 5.4.2 Sick leave

Only one (1) case was presented and the officer reinstated.

##### 5.4.3 Acting/Special Duty Allowance

A total of 1,210 cases were presented compared to 999 cases in the last year's Report.

Cases presented	1,210
Recommended	1,063
Rejected	23
Withdrawn	0
Referred to DPM	0
Deferred	124

#### 5.4.4 Confirmation in Appointment

Cases presented	2,659
Recommended	2,631
Rejected	2
Referred to DPM	5
Deferred	21

2,659 cases were presented compared to 5,061 in the year 2000. This is also attributed to improved Complement Control in Ministries and Confirmation for retrenched officers, which had been done before the exercise.

#### 5.4.5 Renewal of Local Contract

26 cases were presented compared to 46 for the last report.

Cases presented	26
Recommended	26
Rejected	0
Withdrawn	0
Referred to DPM	0
Referred to PSC	0

#### 5.4.6 Probationary Appointment

Cases presented	395
Recommended	380
Rejected	4
Referred to DPM	1
Deferred	10

There were 395 cases compared to 547 in the year 2000.

#### 5.4.7 Posthumous Confirmation in Appointment

247 cases were presented

In the year 2000, no cases were presented.

Presented	247
Recommended	247

#### 5.4.8 Belated Confirmation in Appointment

Cases presented	351
Recommended	350
Deferred	1

There were 351 cases presented in the year 2001.

#### 5.4.9 Ex-gratia Medical Allowance

742 cases were presented compared to 731 cases in the last report.

Cases	742
Recommended	327
Referred to DPM	407
Deferred	6
Rejected	2

#### 5.4.10 Retention of House Allowance

Cases	1
Recommended	1
Rejected	0
Deferred	0

Almost the same number of cases were presented as last year.

#### 5.4.11 Salary Overpayment/Recovery

A total of 18 cases were presented. This is a new phenomenon in MAC. It is yet to take root.

Cases	18
Write off	3
Surcharged	11
Deferred	4

#### 5.4.12 Summary of Cases Deliberated in MAC

Recommended Cases	5025
Rejected	35
Withdrawn	44
Dismissed	408
Reinstated	298
Termination of Appt.	59
Reprimanded	75
Write Off	3
Retired Under '50' Yr Rule	7
Retired Under Medical Grounds	10
Retired Under Public Interest	38
Surcharged	71
Referred to DPM	414
Referred to PSC	258
Deferred	347

A total of 7092 cases were preserved during the year under review.

**MAC'S AND DAC'S MEETINGS IN 2001**  
**MINISTERIAL/DEPARTMENTAL ADVISORY COMMITTEE MEETINGS**  
**ANALYSIS FOR THE YEAR 2001**

ITEM	CASES	MALE	FEMALE	RECOMMENDED	REJECTED	WITHDRAWN	DISMISSED	REINSTATED	TERMINATION OF APPOINTMENT	REPRIMANDED	WRITE OFF	RETIRED UNDER 50 YR RULE	RETIRED ON MEDICAL GROUNDS	RETIRED IN PUBLIC INTEREST	SURCHARGED	REFERRED TO PSC	REFERRED TO DPM	DEFERRED	JOB GROUPS																				
																			A	B	C	D	E	F	G	H	J	K	L	M	N	P	Q	S	T	U			
DISCIPLINE	1442	1262	180	0	4	44	408	297	59	75	0	7	10	38	60	258	1	181	10	116	95	189	206	91	156	233	110	143	57	28	6	1	0	0	0				
SICK LEAVE	1	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
ACTING/SPECIAL DUTY																																							
ALLOWANCE	1210	822	388	1063	23	0	0	0	0	0	0	0	0	0	0	0	0	124	0	2	1	4	11	21	113	279	194	141	151	146	95	40	5	7	0	0			
CONFIRMATION IN APPOINTMENT	2659	1649	1010	2631	2	0	0	0	0	0	0	0	0	0	0	0	5	21	0	7	32	318	394	437	589	873	5	2	0	1	0	0	0	0	0	0			
RENEWAL OF LOCAL AGREEMENT	26	4	22	26	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6	2	9	9	9	0	0	0	0	0	0	0	0	0	0	0		
EX-GRATIA MEDICAL ALLOWANCE	742	565	177	327	2	0	0	0	0	0	0	0	0	0	0	0	407	6	1	9	10	34	56	93	127	127	86	65	54	37	25	9	4	4	1	0	0		
PROBATIONARY APPT.	395	203	192	380	4	0	0	0	0	0	0	0	0	0	0	0	1	10	0	0	7	65	103	36	52	132	0	0	0	0	0	0	0	0	0	0	0	0	0
POSTHUMOUS CONFIRMATION IN APPT.	247	196	51	247	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	1	13	33	56	48	50	44	0	0	0	0	0	0	0	0	0	0	0	0	
BELETED CONFIRMATION IN APPOINTMENT	351	306	45	350	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	33	92	124	37	40	25	0	0	0	0	0	0	0	0	0	0	0	0	
RETANTION OF HOUSE ALLOWANCE	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0		
SALARY OVERTIME	18	17	1	0	0	0	0	0	0	0	3	0	0	0	11	0	4	0	0	0	0	1	1	1	0	3	1	1	2	5	3	1	0	0	0	0	0		
TOTALS	7092	5026	2066	5025	35	44	408	298	59	75	3	7	10	38	71	258	414	347	13	135	191	736	957	765	1136	1725	396	352	265	217	131	51	10	11	1	0	0		

**Note**  
**A total of 7092 cases were presented**

**SELECTION BOARD MEETING IN 2001**  
**MINISTERIAL/DEPARTMENTAL SELECTION BOARD MEETINGS**  
**ANALYSIS FOR THE YEAR 2001**

ITEM	CASES	MALE	FEMALE	RECOMMENDED	REJECTED	WITHDRAWN	REFERED TO DPM	DEFERED	JOB GROUPS						
									A	B	C	D	E	F	G
RE-DESIGNATION	92	52	40	81	3	0	0	8	0	3	1	11	14	10	28
PROMOTION	4122	2718	1404	4085	1	1	0	35	0	126	337	214	429	915	1227
APPOINTMENT	152	81	71	132	0	0	0	20	0	1	0	46	16	9	9
PRELIMINARY SELECTION	252	206	46	252	0	0	0	0	0	0	0	0	0	0	0
FINAL SELECTION	95	84	11	95	0	0	0	0	0	6	0	1	0	0	0
VARIATION OF EFFECTIVE DATE OF APPOINTMENT	17	9	8	17	0	0	0	0	0	0	2	1	4	3	3
BELATED APPOINTMENT	4	2	2	4	0	0	0	0	0	0	0	0	0	0	3
<b>TOTALS</b>	<b>4734</b>	<b>3152</b>	<b>1582</b>	<b>4666</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>63</b>	<b>0</b>	<b>136</b>	<b>340</b>	<b>273</b>	<b>463</b>	<b>937</b>	<b>1270</b>



## 6.0 DEPARTMENT OF AGENDA

The Department of Agenda improved its performance compared with the previous year. It refined its preparations of Agenda, Notes and Minutes, which greatly assisted Commission's meeting. This in turn reduced the time spent in the Commission's meeting as was the case before. The Agendas, Notes and Minutes were available and ready for distribution to the Commissioners and officers in good time, for them to read and prepare for the deliberations.

### 6.1 Highlights

- The Commission held a total of Forty Seven (47) meetings, where various decisions like confirmations, promotions, appointments after interviews and retirements were made.
- During the year under review only Three Hundred and Thirty (335) officers were retired on Re-organization and Abolition of officers as compared to over Twenty Thousand (20,000) the previous year.
- A total of Two Thousand Eight Hundred and Seventy Two (2872) appeals against the retirement on re-organization and abolition of office were considered, and a total of Three Hundred and Sixty (360) were allowed.
- In the same year the Commission appointed a total of one thousand three hundred and thirty four officers to new posts through interview.
- A total of sixty seven officers were retained in the service beyond the mandatory retirement age of 55 years compared with Thirty Three (33) in the year 2000.

More details of the activities performed during the year under review are as shown below:-



*Chairman, Public Service Commission Eng. Sharawe being welcomed at the Mayor's parlor  
by the mayor of Nairobi City Council, Councillor Dick Waweru.*

*The constitution empowers the commission to manage the entry, stay and exit of senior staff of local authorities*



## VACANCIES/PROMOTIONS MADE TO ADVERTISED POSTS - 2001

MONTH JOB GROUP	S	R	Q	P	N	M	L	K	J	ATT. GEN	LOC AUTH	PG 11	PG 10	PG 9	PG 8	PG 7	TOTAL
JANUARY	2	4	1	15	13	4	52										91
FEBRUARY		3	6	8	20	12	46	6			15						116
MARCH		1	6	19	10	18	19				2						75
APRIL			5	24	11	2	13										55
MAY	1	1	1	11	3	66	4			10							97
JUNE	1	2	6		16	22	71	22			8						148
JULY		4	4	22	16	19	11				4						80
AUGUST			19	1	30	13	16	3			5						87
SEPTEMBER					4						20						53
OCTOBER		65	11	1	35	9					39						160
NOVEMBER		2	14	1	18		124	65			2	4	10				240
DECEMBER					1	6	2	1	95					15			120
<b>TOTAL</b>	<b>0</b>	<b>4</b>	<b>82</b>	<b>73</b>	<b>132</b>	<b>182</b>	<b>167</b>	<b>357</b>	<b>191</b>	<b>10</b>	<b>95</b>	<b>4</b>	<b>10</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>1322</b>

## VACANCIES/PROMOTIONS MADE TO NON-ADVERTISED POSTS - 2001

MONTH JOB GROUP	S	R	Q	P	N	M	L	K	J	H	ATT. GEN	LOC AUTH	PG 11	PG 10	PG 9	PG 8	PG 7	TOTAL
JANUARY	1			1	1	18	143	38	171		7		2		2	1	10	395
FEBRUARY	1			2	2	17	186	62	149		1	1			1	2	2	426
MARCH					6	4	181	24	158		38				1	1	1	414
APRIL		1		1	14	1	36	50	449				2	1	1	3	2	561
MAY					1		94	78	367		3			2	1	1	1	548
JUNE		1			20	12	37	332			5		1	2	2	2		414
JULY		1		1	12	3	21	5	366			2		1	1	2		415
AUGUST				2	6	6	113	51	461		5	6			1	6	2	653
SEPTEMBER				2	6	2	64	74	103	2	5	2		1		10		271
OCTOBER			1	8	17	1	79	187	366		16	11			1		18	705
NOVEMBER	1			2	6	6	115	106	120		3	2	1	4	4	1	12	383
DECEMBER							11	11	184	1		1						208
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>17</b>	<b>65</b>	<b>78</b>	<b>1055</b>	<b>723</b>	<b>3226</b>	<b>3</b>	<b>83</b>	<b>25</b>	<b>6</b>	<b>11</b>	<b>15</b>	<b>29</b>	<b>48</b>	<b>5393</b>

## 7.0 DISCIPLINE DEPARTMENT

The Department received and processed discipline cases from Ministries, Departments and Local Authorities as well as appeals from aggrieved Civil Servants to enable the Commission make appropriate decisions. Careful scrutiny was carried out on all cases to ensure that proper disciplinary procedures were followed according to service regulations.

The Department finalized co-ordinating sessions of Committees of Inquiry appointed under the now repealed Regulation 34 of the Service Commissions Act Cap 185 Laws of Kenya for the two cases which were at their final stages in the previous year.

The number of discipline cases submitted to the Commission for decision in the year 2001 was 855 as compared to 815 in the previous year.

The tabulation below shows the analysis of the main activities of the Department during the year.

### 7.1 Statistical Analysis

Number of cases considered.

#### 7.1.2 Dismissals

Approved	-	346
Rejected	-	6
Deferred	-	0

#### 7.1.3 Termination of Appointments

Approved	-	57
Rejected	-	0
Deferred	-	0

#### 7.1.4 Retirement in Public Interest

Approved	-	10
Rejected	-	4
Deferred	-	0

#### 7.1.5 Retirement on re-organization and Abolition of office

Approved	-	1
Rejected	-	0
Deferred	-	0

#### 7.1.6 Appeals

Allowed	-	17
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Disallowed	-	375
Deferred	-	0
Time - Barred	-	10

#### 7.1.7 Variation of the Commission's decision

Approved	-	5
Rejected	-	2
Deferred	-	0

#### 7.1.8 Rescission of the Commission's decision

Approved	-	15
Rejected	-	3
Deferred	-	0

#### 7.1.9 Termination of Discipline cases

Approved	-	2
Rejected	-	0
Deferred	-	0

#### 7.2.0 Others

(Noting the effective date of dismissal) 2

The total number of Discipline cases submitted for decision in the year 2001 was 855.

#### COMPARATIVE ANALYSIS YEAR 2000/2001

ITEM	2000	2001	VARIANCE
Mail Received	1825	1431	-394
Interdiction/Suspension cases Received	0	0	0
Referrals to Ministries/Department	42	101	-59
Reminders to Ministries/Departments	120	24	-96
Cases submitted for decision	815	855	40
Desertion	345	316	-29
Criminal Conviction	1	3	2
Gross Misconduct	92	89	-3
Retirement on Re-organisation and Abolition of Office	0	1	1
Retirement under "50" year rule	0	0	0
Retirement in Public Interest	37	15	-22
<b>Determination of Contract</b>			
Approved	0	0	0
Rejected	0	0	0

**Demotion/Reduction in Rank**

Approved	0	0	0
Rejected	0	0	0
<b>Appeals</b>			
Allowed	12	17	5
Disallowed	284	375	91
Deferred	0	0	0
Time-Barred	33	10	-23
Defective	2	0	-2
Others	10	2	-8

**ADVISORY LETTERS SENT TO MINISTRIES/DEPARTMENTS AND LOCAL AUTHORITIES DURING THE YEAR 2001**

1. Office of the President	6
2. Office of the Vice-President & Ministry of Home Affairs, Heritage and Sports	1
3. Ministry of Finance	2
4. Ministry of Foreign Affairs and Intern. Co-op.	6
5. Ministry of Education Science & Technology	2
6. Ministry of Labour and Human Resource Dev.	1
7. Ministry of Tourism and Information	4
8. Ministry of Env. and Natural Resources	5
9. Ministry of Agriculture and Rural Development	2
10. Ministry of Trade and Industry	1
11. Ministry of Roads and Public Works	2
12. Ministry of Health	7
13. Ministry of Local Government	7
14. Ministry of Lands and Settlement	2
15. Attorney General's Chambers	7
16. National Assembly	1
17. Kwale County Council	2
18. Meru South County Council	2
19. Bomet Municipal Council	1
20. Eldama Ravine Municipal Council	1
21. Thika Municipal Council	1
22. Kikuyu Town Council	1
23. Molo Town Council	1
24. Bungoma County Council	1
25. Kilifi Town Council	1
26. Narok County Council	1
27. Officers of Various Ministries & Departments	43
<b>Total</b>	<b>111</b>

## REMINDERS SENT TO MINISTRIES/DEPARTMENTS/LOCAL AUTHORITIES DURING THE YEAR 2001

NO.	MINISTRY/DEPARTMENT	
1.	Office of the President	2
2.	Office of the Vice-President and Ministry of Home Affairs Heritage and Sports	1
3.	Ministry of Environment and Natural Resources	4
4.	Ministry of Agriculture and Rural Development	1
5.	Ministry of Tourism and Information	1
6.	Ministry of Health	4
7.	Ministry of Local Government	1
8.	Office of the Attorney General	2
9.	Maragua County Council	1
10.	Meru South County Council	1
11.	Mumias Municipal Council	2
12.	Molo Town Council	1
13.	Nyeri Municipal Council	1
14.	Kikuyu Town Council	1
15.	Eldama Ravine County Council	1
	<b>TOTAL</b>	<b>24</b>

### 8.0 **EXAMINATION AND PROMOTION OF EXCELLENCE DEPARTMENT**

The Department's core function is the administration of Civil Service Examinations. The examinations administered include:-

- (a) Administrative Officers' Examination for Administrative Officers.
- (b) Proficiency Examination for Clerical Officers
- (c) Occupational Test for Telephone Operators II and I.

Administrative Officers' Examinations are done twice a year, in April and November while the Proficiency and Occupational Exams are done once a year, in August and April respectively.

#### 8.1 Performance

The results and performance in the Examination for the last three years and the year under review were as follows: -

#### 8.2 Administrative Officers' Examination

The examinations were held in April and November 2001.

In April 2001, a total of 102 candidates attempted the examination. 25 or 24.5% attained a full pass while 77 or 74.92% were referred and had to re-sit the papers they did not pass.

The table below shows the performance in the last two sittings.

<b>YEAR</b>	<b>APRIL 2001</b>	<b>NOVEMBER, 2001</b>
No. of Candidates	102	91
No. of Passes	25	34
Percentage of Passes	24.5	37.3

### 8.3 Proficiency Examination

The examinations were held in August 2001. A total of 1,492 candidates attempted the examinations.

The table below shows the performance in the last three- (3) years.

<b>YEAR</b>	<b>1999</b>	<b>2000 2001</b>
No. of Candidates	2,640	2,375 1,492
No. of Passes	178	201 247
Percentage	6.7%	8.3% 16.5%

### 8.4 Occupational Test I & II

The examinations were held in April 2001. A total of 53 candidates attempted Test No. I while 51 candidates attempted Test No. II. In Test No. I, 19 candidates or 35.8% obtained a full Pass while 28 candidates or 52.8% were referred to re-sit some papers. 6 candidates or 11.3% Failed and are required to re-sit all the papers.

In Test No II, 51 candidates attempted the exams. 15 candidates or 29.4% obtained a full Pass while 29 candidates or 56.8% were referred to re-sit some papers. 7 candidates or 13.7% failed and are required to re-sit all the papers.

The table below shows the performance in the last three years.

<b>YEAR</b>	<b>1999</b>	<b>2000</b>	<b>2001</b>
<b>Number of Candidates</b>			
Test No. I	71	75	53
Test No. II	63	58	51
<b>Number of Passes</b>			
Test I	27	20	19
Test II	15	16	15
<b>Percentage of Passes</b>			
Test No. I	38.0	26.7	35.8%
Test No. II	23.8	27.5	29.4%

### 8.5 Entrance Examination

The department is currently involved in the initiation and implementation of the Entrance Examination for graduates who wish to join the Civil Service.



## 8.6 Review Of Syllabus

The Department which is charged with administration of examinations also advises the relevant ministries/departments in reviewing of syllabus when necessary. During the year under review, the Directorate of Personnel Management (DPM) on the advice of the Commission set up a committee comprising various stakeholders to review syllabus for Telephone Operators. The task was successfully completed and the new syllabus which recommended one Occupational Examination for telephone operators was made operational.

Syllabus for the other two examinations - Administrative Officers' Examination and the Proficiency Examination for Clerical Officers will also be reviewed in due course to keep pace with the changing trends in the management of the civil service.

## 8.7 Notification Of Results/Certification

The results are communicated to all the candidates through the Kenya Gazette and circulars enclosing the results are also sent to all the authorized officers who in turn communicate to their respective officers in their ministries/departments. However, in order for the candidates to possess a lifetime document and prove the passing of the examinations, it has become necessary to issue certificates to the successful candidates. In view of this the department has designed certificates for all the types of examinations, which will be issued to all the successful candidates.

### Appendix I

#### OFFICERS TRANSFERRED FROM VARIOUS MINISTRIES TO PUBLIC SERVICE COMMISSION (K)

NAME	FROM	DATE
1. William G. Wang'ombe	Ministry of Labour	18.6.2001
2. Mary M. Ndeto	Office of the President	26.3.2001
3. Shadia M. Faryd	Ministry of Environment & Natural Resources	27.2.2001
4. George N. Mukabi	" "	12.3.2001
5. Boniface N. Mganga	Ministry of Education, Science & Technology	16.7.2001
6. Ezekiel O. Mirieri	Ministry of Tourism Trade & Industry	19.2.2001
7. Mary W. Nderitu	Office Of the President	6.4.2001
8. Gladys A. Haya	Ministry of Health	26.3.2001

#### OFFICERS TRANSFERRED FROM PSCK TO VARIOUS MINISTRIES

NAME	POSTED TO	DATE
1. Timothy N. Wakiaga	Directorate of Personnel Management	9.10.2001
2. Mary W. Mwai	Directorate of Personnel Management	29.10.2001
3. Elizabeth K. Nyamai	Ministry of Finance & Planning	27.8.2001
4. Mary W. Baaro	Directorate of Personnel Management	19.3.2001

5.	Abdirashid M. Jabane	Ministry of Environment and Natural Resources	12.2.2001
6.	Rose N. Mulunda	Ministry of Tourism Trade & Industry	9.8.2001
7.	Mercy A.N. Mwangi	Ministry of Information Transport & Comm.	19.3.2001
8.	Maurice A.O. Okoth	Ministry of Foreign Affairs	9.2.2001
9.	John Otuoma	Ministry of Roads and Public Works	12.2.2001

## Appendix II

### PROMOTIONS

NAME	NEW DESIGNATION	JG	EFFECTIVE DATE
1. Mary M. Ndeto	Chief Personnel Officer	M	29.8.2001
2. Nyambura Kamwaga	"	"	"
3. Elia T. Kapuna	Personal Secretary I	K	14.11.2001
4. Mary W. Waweru	"	"	"
5. Mary A. Akunda	"	"	"
6. Anne W. Gachagua	Personal Secretary II	J	"
7. Deborah A. Oluk	"	"	"
8. Natalia A. Bwari	"	J	"
9. Severino Mugane	Upgrading	K	1.7.2001
10. Rosemary A. Nyanjom	"	Q	1.7.2001
11. Alice Chepngetich	Shorthand Typist I	H	10.4.2001
12. Margaret J. Kadiegu	"	"	"
13. Joshua O. Abong	Driver Grade I	F	16.10.2001
14. Josephine M. Kioko	Higher Clerical Officer	F	9.12.2001
15. Damaris N. Onsongo	Computer Operations Assistant II	F	28.12.2001

## Appendix III

### OFFICERS WHO HAVE ATTENDED TRAINING IN THE YEAR 2001

NAME	DESIGNATION	COURSE TITLE	VENUE	DATES/ DURATION
1. Mts. R.A. Owino	Senior Personnel Officer	Higher Diploma in Human Resource Development	GTI Mombasa	8.1.2001 - 30.11.2001
2. Mr S.L. Gwaliamba	Senior Accountant	CPA II (Block Release)	Strathmore College	1 year
3. Mr. F.O. Apopa	Accountant II	"	"	"
4. Mr. H. Momata	Accounts Assistant	"	"	"
5. Mr. D.M. Kamau	Accounts Assistant	"	"	"
6. Miss E.C. Malel	Senior Clerical Officer	KATC Intermediate	"	"

NAME	DESIGNATION	COURSE TITLE	VENUE	DATES/ DURATION
7. Miss Lilian A. Emoit	Copy Typist	Seminar for Secretaries	KEFRI Muguga	11.2.2001 - 17.2.2001
8. Mr. F.O. Apopa	Accountant II	Young Managers Course	KIBT Nairobi	19.2.2001 - 23.3.2001
9. Mr. J.K. Shiguri	Senior Driver	Skills Improvement for Drivers	Isinya Multi- purpose Training Institute	25.2.2001 - 2.3.2001
10. Miss R.N. Macharia	Personal Secretary II	Women Executive Seminar	KIA Lower Kabete	26.3.2001 - 30.3.2001
11. Mrs. M.N. Mbuthia	Personal Secretary II	"	"	"
12. Mr. L.G. Waweru	Senior Personnel Officer	Strategic Human Resource Management	KCCT Mbagathi	7.5.2001 - 18.5.2001
13. Miss L.M. Gathanga	Subordinate Staff	Efficiency Seminar for Messengers	Kenya Institute of Highway Building & Technology, Nairobi	14.5.2001 - 18.5.2001
14. Mr. N.N. Njagi	Subordinate Staff	"	"	"
15. Mrs. D.A. Oluk	Shorthand Typist	Secretarial Management Course	GTI Mombasa	13.5.2001 - 31.5.2001
16. Miss Anne Njoroge	Shorthand Typist	Performance Improvement for Secretaries	Karen Centre for Research and Training	20.5.2001 - 26.5.2001
17. Mr. P.B. Kusimba	Senior Assistant Secretary	Competing through Productivity and Quality	Singapore	11.6.2001 - 22.6.2001
18. Miss S.K. Nthigai	Personal Secretary II	Management Development Programme for Executive Assistants	Mombasa	9.7.2001 - 3.8.2001
19. Mrs. M.M. Ndeto	Chief Personnel Secretary	Diploma in Human Resource Management	Railways Training Institute, Nairobi	9.7.2001 (1 year Part- time classes)
20. Mr. T.N. Wakiaga	Executive Officer I	"	"	"
21. Miss J.A. Wanyama	Shorthand Typist	Computer Application to Office Management	KIA Lower Kabete	16.7.2001 - 10.8.2001
22. Miss J.N. Nyangweso	Shorthand Typist	"	"	"
23. Mr. S.A. Nyakundi	Executive Officer II	Premises Fire Safety, Security Practice and Management	Nairobi Safari Club (Lilian Towers)	23.7.2001 - 27.7.2001

NAME	DESIGNATION	COURSE TITLE	VENUE	DATES/ DURATION
24. Miss E.E. Abonyo	Receptionist II	Reception Assistant Course	KEFRI Headquarters, Muguga	6.8.2001 - 9.8.2001
25. Miss Alice Chepngetich	Shorthand Typist	Management Development Programme for Executive Assistants I Basic	Mombasa Beach Hotel	3.8.2001 - 28.9.2001
26. THE COMMISSION CONDUCTED GROUP TRAINING WORKSHOPS FOR MIDDLE AND LOWER LEVEL STAFF AT KCCT TELPOSTA TOWERS FROM 10TH TO 13TH SEPTEMBER. 2001				



*Participants during a Work-shop conducted by the commission for middle and lower cadres during the period under review*

27. J.A. Kutekha	Senior Assistant Secretary	Cross Cultural Management	Malaysia	Sept - Oct, 2001
28. J.K. Maingi	Under Secretary	Production and Operations Management	ESAMI, ARUSHA	5th - 30th Nov, 2001

**Appendix IV****STAFF LIST**

1.	<b>S.S. BOIT, EBS</b>	-	SECRETARY
2.	<b>N.J. ONDIJO</b>	-	DEPUTY SECRETARY
3.	<b>B. MGANGA</b>	-	DEPUTY SECRETARY
4.	<b>H.H. GITHAE</b>	-	DEPUTY SECRETARY
5.	<b>A.K. MUGIRA</b>	-	UNDER SECRETARY
6.	<b>M.M. TIEMA</b>	-	UNDER SECRETARY
7.	<b>G.T. MUITA</b>	-	UNDER SECRETARY
8.	<b>J.K. MAINGI</b>	-	UNDER SECRETARY
9.	<b>S.O. OLALA</b>	-	SENIOR FINANCE OFFICER
10.	<b>E.W. BARAZA</b>	-	SNR. ASSISTANT SECRETARY
11.	<b>J.K. EKESSA</b>	-	SNR. ASSISTANT SECRETARY
12.	<b>P. KUSIMBA</b>	-	SNR. ASSISTANT SECRETARY
13.	<b>J.A. KUTEKHA</b>	-	SNR. ASSISTANT SECRETARY
14.	<b>J.K. SOI</b>	-	SNR. ASSISTANT SECRETARY
15.	<b>S.A. MOLLA</b>	-	SNR. ASSISTANT SECRETARY
16.	<b>G.N. MUKABI</b>	-	ASSISTANT SECRETARY I
17.	<b>S.M. FARYD</b>	-	ASSISTANT SECRETARY I
18.	<b>S.L. GWALIAMBA</b>	-	SENIOR ACCOUNTANT
19.	<b>J.C. OKOTH</b>	-	SNR. PRIN. PERS. OFFICER
20.	<b>R.A. NYANJOM</b>	-	SNR. PRIN. PERS. OFFICER
21.	<b>W.N. KIRIMI</b>	-	PRIN. PERSONNEL OFFICER
22.	<b>W.G. WANGOMBE</b>	-	PRIN. PERSONNEL OFFICER
23.	<b>N. KAMWAGA</b>	-	CHIEF PERSONNEL OFFICER
24.	<b>G.G. MUKURIA</b>	-	CHIEF PERSONNEL OFFICER
25.	<b>M.W. GACHONDE</b>	-	CHIEF PERSONNEL OFFICER
26.	<b>M.M. NDETO</b>	-	CHIEF PERSONNEL OFFICER
27.	<b>L.G. WAWERU</b>	-	SENIOR PERSONNEL OFFICER
28.	<b>R.A. OWINO</b>	-	SENIOR PERSONNEL OFFICER
29.	<b>D. OKODOI</b>	-	SENIOR PERSONNEL OFFICER
30.	<b>T.O. OLONDE</b>	-	SENIOR PERSONNEL OFFICER
31.	<b>J. MUSYOKA</b>	-	SENIOR PERSONNEL OFFICER

32.	<b>L.M. NYAGA</b>	-	EXECUTIVE SECRETARY
33.	<b>Z.G. OGENDI</b>	-	SNR. PROCUREMENT OFFICER
34.	<b>K. KINYANJUI</b>	-	CHIEF INFO. OFFICER
35.	<b>S.A. NYAKUNDI</b>	-	EXECUTIVE OFFICER II
36.	<b>J.O. K'OUKO</b>	-	SENIOR CLERICAL OFFICER
37.	<b>R.M. MUTUTO</b>	-	SENIOR CLERICAL OFFICER
38.	<b>J.K. KAMBATI</b>	-	SENIOR CLERICAL OFFICER
39.	<b>R. JILLO</b>	-	SENIOR CLERICAL OFFICER
40.	<b>J.W. NDIRANGU</b>	-	SENIOR CLERICAL OFFICER
41.	<b>M.K. MWAKAI</b>	-	SENIOR CLERICAL OFFICER
42.	<b>B.L. MUKHWANA</b>	-	SENIOR CLERICAL OFFICER
43.	<b>E.C. MALEL</b>	-	SENIOR CLERICAL OFFICER
44.	<b>G.G. MUTAHI</b>	-	SENIOR CLERICAL OFFICER
45.	<b>D.N. MAINA</b>	-	SENIOR CLERICAL OFFICER
46.	<b>D.M. KARANJA</b>	-	SENIOR CLERICAL OFFICER
47.	<b>M. AWUOR</b>	-	SENIOR CLERICAL OFFICER
48.	<b>S.N. GACHONDE</b>	-	ACCOUNTANT II
49.	<b>F.O. APOPA</b>	-	ACCOUNTANT II
50.	<b>T.K. MWANGI</b>	-	ACCOUNTS ASSISTANT
51.	<b>F.O. ABUYA</b>	-	ACCOUNTS ASSISTANT
52.	<b>D.K. KAMAU</b>	-	ACCOUNTS ASSISTANT
53.	<b>H.M. MOMATA</b>	-	ACCOUNTS ASSISTANT
54.	<b>M.K.K. MAGOGO</b>	-	PERSONNEL OFFICER I
55.	<b>ALICE NDUNDA</b>	-	PERSONNEL OFFICER I
56.	<b>J.E. NJIRI</b>	-	EXECUTIVE ASSISTANT
57.	<b>J.K. WANANGWE</b>	-	EXECUTIVE ASSISTANT
58.	<b>F.N. GATITU</b>	-	PERSONNEL ASSISTANT
59.	<b>J.J.M. KATHARANJAU</b>	-	PERSONNEL ASSISTANT
60.	<b>R.N. KARIUKI</b>	-	PERSONAL SECRETARY I
61.	<b>N.NJOROGE</b>	-	PERSONAL SECRETARY I
62.	<b>M. WAWERU</b>	-	PERSONAL SECRETARY I
63.	<b>M. MUGUCHU</b>	-	PERSONAL SECRETARY II
64.	<b>E.T. KAPUNE</b>	-	PERSONAL SECRETARY II
65.	<b>M.A AKUNDA</b>	-	PERSONAL SECRETARY II
66.	<b>R. MACHARIA</b>	-	PERSONAL SECRETARY II

67.	<b>S. NTHIGAI</b>	-	PERSONAL SECRETARY II
68.	<b>M. MBUTHIA</b>	-	PERSONAL SECRETARY II
69.	<b>D. OLUK</b>	-	PERSONAL SECRETARY II
70.	<b>A. GACHAGUA</b>	-	PERSONAL SECRETARY II
71.	<b>N.T. BWARI</b>	-	PERSONAL SECRETARY II
72.	<b>N. WACHIRA</b>	-	SHORTHAND TYPIST I
73.	<b>R. MUGOH</b>	-	SHORTHAND TYPIST I
74.	<b>J. MIRITI</b>	-	SHORTHAND TYPIST I
75.	<b>J. AJODE</b>	-	SHORTHAND TYPIST I
76.	<b>J. WANYAMA</b>	-	SHORTHAND TYPIST I
77.	<b>M. MUNGAI</b>	-	SHORTHAND TYPIST I
78.	<b>J.M. MWANIKI</b>	-	SHORTHAND TYPIST I
79.	<b>C.CHEPKURUI</b>	-	SHORTHAND TYPIST I
80.	<b>M. ARUYA</b>	-	SHORTHAND TYPIST I
81.	<b>M. KAMAU</b>	-	SHORTHAND TYPIST I
82.	<b>F. ODHIAMBO</b>	-	SHORTHAND TYPIST I
83.	<b>N. ZABLON</b>	-	SHORTHAND TYPIST I
84.	<b>S. CHEGE</b>	-	SHORTHAND TYPIST I
85.	<b>M. ANANGWE</b>	-	SHORTHAND TYPIST II
86.	<b>F.W. MWANIKI</b>	-	SHORTHAND TYPIST II
87.	<b>M.W. NDERITU</b>	-	SHORTHAND TYPIST II
88.	<b>A. CHEPNGETICH</b>	-	SHORTHAND TYPIST II
89.	<b>N. KAVITA</b>	-	SHORTHAND TYPIST II
90.	<b>M. RICHARD</b>	-	SHORTHAND TYPIST II
91.	<b>M. KADIEGU</b>	-	SHORTHAND TYPIST II
92.	<b>S.N. TETE</b>	-	SUPPLIES ASSISTANT
93.	<b>I.K. KIMATII</b>	-	SENIOR STOREMAN
94.	<b>S.N. MUGANE</b>	-	LIBRARIAN
95.	<b>R.K. WENYAA</b>	-	LIBRARIAN III
96.	<b>A.O. ONONO</b>	-	LIBRARIAN III
97.	<b>J. OPIYO</b>	-	LIBRARIAN III
98.	<b>G. HAYA</b>	-	TELEPHONE SUPERVISOR
99.	<b>J. KATIKU</b>	-	SNR. TEL. OPERATOR
100.	<b>L. ADALA</b>	-	SNR. TEL. OPERATOR
101.	<b>P. YUSTA</b>	-	HIGHER CLERICAL OFFICER

102.	<b>J. KIOKO</b>	-	CLERICAL OFFICER
103.	<b>J.N. MALEVU</b>	-	CLERICAL OFFICER
104.	<b>B.A. ONDIJO</b>	-	CLERICAL OFFICER
105.	<b>J.M. OKINDO</b>	-	CLERICAL OFFICER
106.	<b>A.ALEX</b>	-	COPY TYPIST
107.	<b>A. KHAKAYI</b>	-	COPY TYPIST
108.	<b>L. EMOIT</b>	-	COPY TYPIST
109.	<b>L. NTHIGAI</b>	-	COPY TYPIST
110.	<b>H. NJOKI</b>	-	COPY TYPIST
111.	<b>E. ABONYO</b>	-	RECEPTION ASSISTANT
112.	<b>M. NYAMU</b>	-	TELEPHONE OPERATOR I
113.	<b>C.T. MAGOGO</b>	-	TELEPHONE OPERATOR I
114.	<b>O.C. KIRIGHA</b>	-	SNR. SUBORDINATE STAFF
115.	<b>R.K. MURIANKI</b>	-	SNR. SUBORDINATE STAFF
116.	<b>L.M. GATHANGA</b>	-	SNR. SUBORDINATE STAFF
117.	<b>D. OKEMWA</b>	-	SUBORDINATE STAFF I
118.	<b>D. ONSONGO</b>	-	COMPUTER OPER. ASST.
119.	<b>H.K. KERTICH</b>	-	COMPUTER OPER. ASST.
120.	<b>J. SHIGURI</b>	-	SNR. DRIVER
121.	<b>S.M. KIPKEMEI</b>	-	DRIVER I
122.	<b>J.O. OBWOLO</b>	-	DRIVER I
123.	<b>H. NJENGA</b>	-	DRIVER II
124.	<b>J.M. RAINI</b>	-	DRIVER II
125.	<b>D.G. NJERU</b>	-	DRIVER II
126.	<b>C.A. OTIENO</b>	-	DRIVER III
127.	<b>E.W. NDUNGU</b>	-	MACHINE OPERATOR III
128.	<b>R.K. CHERUIYOT</b>	-	SUBORDINATE STAFF III
129.	<b>E.A. ACHIENG</b>	-	SUBORDINATE STAFF II
130.	<b>C.N. MUCHEMI</b>	-	SUBORDINATE STAFF II
131.	<b>N.N. MBORE</b>	-	SUBORDINATE STAFF II
132.	<b>W.K. BARGETUNY</b>	-	SUBORDINATE STAFF II
133.	<b>J.W. KARANJA</b>	-	SUBORDINATE STAFF II
134.	<b>S.O. NGOGE</b>	-	SUBORDINATE STAFF II
135.	<b>A.M. KINYUA</b>	-	SUBORDINATE STAFF II



**Appendix V****VIPS WHO VISITED THE COMMISSION DURING THE YEAR 2001**

25.01.02	<b>Julius Kandie</b>	<i>Solicitor General</i>	AG Chambers
08.02.02	<b>M.K. Chemengich</b>	<i>Permanent Secretary</i>	Trade and Industry
20.02.02	<b>H.T. ole Ndiema</b>	<i>Prin Immigration Officer</i>	
25.05.02	<b>Hon. O. Ayako</b>	<i>Member of Parliament</i>	Rongo
15.03.02	<b>Prof. J.S. Meme</b>	<i>Permanent Secretary</i>	Min. of Health
21.03.02	<b>Z. Cheruiyot</b>	<i>Permanent Secretary</i>	Prov. Admin.
23.03.02	<b>A. Kamaku</b>	<i>Commissioner of Prisons</i>	
25.03.02	<b>A. Mathaku</b>	<i>Permanent Secretary</i>	Min. of Works, Transport & Comm. - Bostswana
19.04.01	<b>S. ole Kwallah</b>	<i>Director of Children Services</i>	
14.05.01	<b>R.Okwaro</b>	<i>High Commissioner Botswana</i>	
20.05.00	<b>Hon. M. Affey</b>	<i>Assistant Minister</i>	Min. of Foreign Affairs and Int. Cooperation
02.05.01	<b>M.A. Saleh</b>	<i>Provincial Commissioner</i>	North Eastern Province
22.05.01	<b>J.O. Ongwae</b>	<i>Permanent Secretary</i>	Directorate of Personnel Magt.
03.05.01	<b>Hon. A. Kiptoon</b>	<i>Member of Parliament</i>	Baringo
05.06.02	<b>Hon. C. Mwanda</b>	<i>Member of Parliament</i>	Tharaka
05.07.01	<b>G. Mate</b>	<i>Town Clerk</i>	City Council
23.07.01	<b>S.K. Mwita</b>	<i>Commissioner of Lands</i>	Min. of Lands
28.08.01	<b>Hon. G.G. Mokku</b>	<i>Assistant Minister</i>	Roads and Public Works
05.10.02	<b>Hon. A.M. Noor</b>	<i>Assistant Minister</i>	Min. of Env. and Natural Resources
07.11.01	<b>Hon. J.D. Lotodo</b>	<i>Assistant Minister</i>	Min. of Agriculture & Rural Dev.
15.11.01	<b>L. Biwott</b>	<i>Commissioner of Mines</i>	Min of. Env. and Geology Natural Resources

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