



**THE PRESIDENCY
EXECUTIVE OFFICE OF THE PRESIDENT
HEAD OF THE PUBLIC SERVICE**

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Ref. No.....**SH/2/24 VOL. V (125)**
and date

...16th April,....., 2020..

CIRCULAR NO. 8/2020

All Principal Secretaries /Accounting Officers

All Chief Executive Officers

**RE: IMPLEMENTATION OF THE VOLUNTARY SALARY CUTS IN THE
PUBLIC SERVICE**

I. Background

1. Following declaration of the COVID-19 as a global pandemic, His Excellency the President of the Republic of Kenya issued several policy directives to cushion Kenyans against its spread, effect and impacts.
2. The directives included the voluntary salary cuts for senior Government officials.
3. It is against this background that this circular is issued to guide the implementation of the voluntary salary cuts in the public service.

II. Application

4. This circular applies to all public officers of the National Government. The applicable rates for the voluntary salary cuts are as indicated below:-
 - a. H.E the President and Deputy President - 80%

- b. Cabinet Secretaries - 30%
- c. Chief Administrative Secretaries - 30%
- d. Principal Secretaries - 20%

5. However, other Arms of Government, Constitutional Commissions, Independent Offices and Agencies may also apply the provisions of this circular in effecting voluntary salary cuts.

III. Period

6. The voluntary salary cuts shall be for an initial period of three (3) months with effect from April, 2020. However, this is subject to review based on the advice of the Ministry of Health on the status of COVID-19 pandemic in our great nation.

IV. Consent and Transparency

7. Each public officer participating in the voluntary salary cuts shall signify their consent to their respective Authorized Officers by completing the attached standard consent form.

8. All Accounting Officers will be required to file returns with the Head of Public Service on or before the 10th day of the succeeding month on the amounts realized from their Ministries, State Departments and Agencies.

V. Procedure for effecting the Voluntary Salary Cuts in the Payroll.

9. The procedure shall be as follows:-

- a. That the percentage deduction shall be effected on the net package arising immediately after statutory deductions (*PAYE, NHIF and Pension contributions, where applicable*);
- b. The payroll code **959 (Emergence Response Fund)** be utilized to effect the voluntary salary pay cut;
- c. The deductions be remitted to:
 - i. Bank Account No.: 1000201924 - Central Bank of Kenya
 - ii. Account Name: COVID-19 Emergency Response Fund

VI. Conclusion

10. All Accounting Officers/Authorized Officers for the National Government Ministries, State Departments and Agencies are required to commence implementation of the contents of this circular with effect from April, 2020.

JOSEPH K. KINYUA, EGH
HEAD OF PUBLIC SERVICE

Copy to: **All Cabinet Secretaries**



Attorney General

All Chief Administrative Secretaries

Hon. Wycliffe Oparanya, EGH

Governor – Kakamega County Government & Chairperson
Council of Governors

NAIROBI

Dr. Margaret Nyakang'o

Controller of Budget
Office of the Controller of Budget

NAIROBI.

The Auditor General

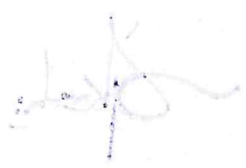
Kenya National Audit Office

NAIROBI.

(continued)

in the following Office Memorandum of Transmittal for the National Government
Ministry of the Interior and Agency for the National Government
Information of the Government of the District of Columbia for April 1964

MEMORANDUM FOR THE SECRETARY OF THE DISTRICT OF COLUMBIA



TO: THE SECRETARY OF THE DISTRICT OF COLUMBIA

FROM: [Name]

SUBJECT: [Subject]

The following information was received from the [Agency Name] on [Date] regarding [Subject].

[Text]

The following information was received from the [Agency Name] on [Date] regarding [Subject].

[Text]

The following information was received from the [Agency Name] on [Date] regarding [Subject].

[Text]



**THE PRESIDENCY
EXECUTIVE OFFICE OF THE PRESIDENT
HEAD OF PUBLIC SERVICE
CONSENT FORM FOR VOLUNTARY SALARY CUT**

In line with the Circular Letter No..... dated from the Head of Public Service, I hereby grant the Authorised Officer authority to deduct%, which is equivalent to Kenya Shillings..... of my salary towards the **COVID 19 Pandemic** with effect from

NAME :

DESIGNATION :

PERSONAL NUMBER:

SIGNATURE :

DATE :

