CONFIDENTIAL

OFFICE OF THE PRESIDENT

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

Telegraphic Address: "Rais"
Telephone: Nairobi 227411
When replying please quote

P.O. Box 62345-00200
NAIROBI

Ref. No. OP/CAB.2/12A and date

1st November, 2004

The Attorney General,
All Permanent Secretaries,
The Controller and Auditor-General,
The Clerk, National Assembly,
The Private Secretary/Comptroller of State House,
The Registrar, High Court of Kenya,
Director-General, National Security Intelligence Service,
The Secretary, Public Service Commission,
The Secretary, Teachers' Service Commission,
The Secretary, Electoral Commission,
All Provincial Commissioners (*with sufficient copies for District Commissioners*),
All Chief Executive Officers, State Corporations.

RATES OF ALLOWANCES PAYABLE TO GOVERNMENT SPONSORED TRAINEES

Attention is invited to the provisions of Circular Letter Ref. No. OP/CAB. 2/12A of 2nd August, 2004 on Rates of Allowances Payable to Government Sponsored Trainees and Circular Letter No. DPM. 38/1/1A(34) of 22nd September, 2004 on Implementation of Allowances Payable to Government Sponsored Trainees.

Following representations made to this office on the interpretation and implementation of the above quoted circulars, it has been found necessary to consolidate the two circulars for ease of administering the training function.

LIVING AND SUBSISTENCE ALLOWANCE PAID TO TRAINEES STUDYING ABROAD

Living allowance is paid to trainees undertaking long courses abroad to cater for subsistence, accommodation, outfit and excess baggage while subsistence allowance is paid

CONFIDENTIAL

CONFIDENTIAL

to officers attending short courses or those travelling outside the country on official duties. It is noted that the cost of living in most countries has increased but the living allowance has not been reviewed since inception in 1996. In this regard, it has been decided that the rates of living allowance be reviewed as indicated below:

Long Courses

For the purposes of this circular, a long course will be a course lasting over three (3) months and trainees will be paid at the following rates:

Country of Study	Rates Applicable in US$ per month
1. Europe, America, Australia and Asian countries	1,440
2. East African Countries (excluding Kenya)	720
3. The rest of African Countries	1,080

It should be noted that where a training award/scholarship organized under bilateral arrangements caters for only tuition and accommodation but does not include meals, out of pocket and stipend, the trainee will be eligible for 25% of the living allowance stipulated above for the duration of the course.

Short Courses

There has been inconsistencies in the payment of subsistence allowance to trainees undertaking Government sponsored courses. In order to address this discrepancy and to harmonize the rates, the following criteria should be used.

1. **Courses lasting Four Weeks and Below**

   Officers undertaking courses lasting four (4) weeks and below will be entitled to subsistence allowance as stipulated in the subsistence allowance circular for officers travelling on official duty outside the country.

2. **Courses lasting Over Four Weeks**

   Officers attending courses lasting over four (4) weeks will be paid:

   - Subsistence allowance for an initial period of four (4) weeks as stated in the circular on subsistence allowance for officers travelling on duty outside the country and thereafter;

CONFIDENTIAL

- An officer on a course of training will be paid a living allowance at the rates indicated under the long courses matrix table above.

3. Where a short course is **partially funded** under bilateral agreement, a trainee will be entitled to 25% subsistence allowance indicated in the subsistence allowance circular.

Note: *For purposes of this circular, a short course will be for a duration of three (3) months and below.*

LIVING ALLOWANCE APPLICABLE TO TRAINEES ATTENDING COURSES LOCALLY

1. Eligibility for Living Allowance

Trainees attending long courses on full time basis within Kenya but outside their duty stations will be eligible for payment of living allowance to cater for cost of meals, accommodation and related expenses at the following rates:

	Location of the Training Institution	Rates of allowance applicable in Kshs. Per month
1.	Trainees studying in Nairobi and its environs but duty stations are outside Nairobi	16,000
2.	Trainees studying in Mombasa, Kisumu, Eldoret, Nakuru and their environs but duty stations are outside these towns	14,000
3.	Trainees studying in other municipalities and their environs but duty stations are outside such municipalities	12,000

Note: *Where a short course is externally organized, but held locally and outside the trainee's duty station (e.g. ESAMI courses etc), trainees will be eligible for Kshs.4,000 per day to cater for cost of accommodation, meals and incidentals for the duration of the course.*

2. Non - eligibility for living allowance

- Government sponsored trainees attending part-time; evening; sandwich and holiday module courses will not be entitled to a living allowance or stipend.

CONFIDENTIAL

- Trainees who are sponsored by Government and are attending full time courses within their duty stations and their environs will not be paid any living allowance or stipend.
- Trainees sponsored by Government to undertake courses at Government - in service training Institutions such as Government Training Institutes, Administration Police Training College, Kenya Water Institute, National Youth Service, Kenya Institute of Business Training, Kenya Institute of Administration are not entitled to any living allowance or stipend.

3. Exemption from Training Levy

Officers undertaking part time or full time courses and are self sponsored will be exempted from paying 20% training levy.

OTHER ALLOWANCES PAID TO TRAINEES UNDERTAKING COURSES LOCALLY AND ABROAD

Research Allowance

Research is an important component for PhD and Masters degree courses and it is in recognition of this that trainees are normally paid a research allowance to facilitate this process. It is reiterated that Research allowance will only be applicable to Government sponsored trainees undertaking PhD or **Masters by Research** degree courses. To be eligible for the allowance, a trainee must submit a research proposal approved by the training institution and the sponsor. The allowances have been categorized according to the field of study and will be paid at the following rates:

Science based courses

PhD	-	US$1,250
Masters by Research	-	US$750

Arts based courses

PhD	-	US$938
Masters by Research	-	US$625

CONFIDENTIAL

CONFIDENTIAL

Dissertation/Thesis Allowance

Dissertation/thesis is an important requirement for successful completion of PhD, Masters and post graduate courses. To facilitate this, all Government sponsored trainees will be paid the following allowances on request to the sponsor.

1.	PhD	US$ 625
2.	Masters/Postgraduate diploma	US$ 500

Project Allowance

Government sponsored trainees undertaking courses that are examination based with a project component and lasting nine months and above will be eligible for a project allowance of US$250 paid once for the entire duration of the course.

Book Allowance

This allowance is to assist a trainee purchase key books and training materials. Government sponsored trainees undertaking examination based courses lasting six months and above will be paid the following allowances:

1.	Post Graduate Diploma/Masters and PhD (Science based)	-	US$500
2.	Post Graduate Diploma/Masters and PhD (Arts based)	-	US$375
3.	Diploma/Higher National Diploma	-	US$250
4.	Certificate	-	US$125

The allowance is payable only once for the entire duration of the course.

It should be noted that Government sponsored trainees attending training at Government In-Service Training Institutions such as Government Training Institutes, Administration Police Training College, Kenya Water Institute, National Youth Service, Kenya Institute of Business Training, Kenya Institute of Administration, etc. are however not eligible for book and project allowances.

SEMINARS AND WORKSHOPS

There has not been explicit policy guidelines on the rates of allowances paid to officers involved in seminars, workshops and conferences. This has created disparities in rates payable to these officers.

CONFIDENTIAL

CONFIDENTIAL

In order to harmonize the rates of allowances and provide guidelines the following conditions will apply to officers involved in these events:

	Actor	Amount in Kshs.
1.	Resource persons	Kshs.5,000 per two hours session for preparation and presentation of a paper. If the resourcing is less than two hours, then the amount should be prorated accordingly.
2.	Coordinator	Kshs.2,000 per day (maximum of 2 coordinators)
3.	Participants	Kshs.500 per day for residential seminars/workshops/conferences as an out-of-pocket allowance.
4.	Secretary	Kshs.1,200 per day (one secretary only)
5.	Driver	Kshs.500 per day
6.	Documentation/Support staff	Kshs.500 per day (one documentation/support staff only)
7.	Accountant	Kshs.1000 per day (where the services of an accountant are required for a maximum of two days).

Workshops which are meant to review, develop and produce reports should be treated as Retreats and be for a maximum duration of ten (10) days. The participants of such Retreats should not exceed ten (10) and will be paid at a rate of Kshs.2,000 per day.

The duration of seminars, workshops, conferences should not exceed three weeks. Any seminar, workshop and conference beyond three (3) weeks will be considered as a course and will be subjected to the provisions stipulated in this circular.

Note: *No officer should be involved in more than one role in a seminar/workshop /conference at a given time.*

CONFIDENTIAL

CONFIDENTIAL

It should be noted that allowances payable under this category are a guide to the maximum levels applicable. Accounting Officers may approve payments within their budgetary provisions.

For purposes of cost containment, it is reiterated that the provisions of this circular will be applicable from 2004/005 Financial Year. All officers who were undertaking courses before the release of this circular will continue with the rates of allowances/terms and conditions of training applicable to them at the time of the award.

The earlier two circulars referred to in the opening paragraph of this circular are hereby cancelled.

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