



**OFFICE OF THE PRIME MINISTER  
MINISTRY OF STATE FOR PUBLIC SERVICE**

Telegraphic address: "Personnel", Nairobi  
Telephone: Nairobi 227411  
Telex: 23125  
Fax: 2243620

P.O. BOX 30050-00100  
NAIROBI  
KENYA.

When Replying please quote

Ref. No. **MSPS/MD/4/6/2 Vol. XXI (25)**

**2<sup>nd</sup> December, 2010**

All Permanent Secretaries/ Accounting Officers

**SELECTED CANDIDATES FOR IN-SERVICE TRAINING IN GOVERNMENT TRAINING INSTITUTES (GTIs): 2011**

Your attention is drawn to this Ministry's Circular Letter Ref. No. MSPS/MD/4/6/2 VOL.XX (112) dated 16<sup>th</sup> August, 2010 in which training opportunities tenable in Government Training Institutes (GTIs) were announced. Following responses from the Public Service, selection and placement of trainees in various GTIs for courses commencing in January 2011 has been finalized. The list of successful candidates is herewith appended for your information and necessary action. This information is also available on the Ministry's website [www.dpm.go.ke](http://www.dpm.go.ke)

Officers selected for courses lasting not more than (4) four weeks should be released to proceed for training on the dates indicated against their respective courses. Candidates selected for all the other long courses should await joining instructions from the institute at which their courses are tenable.

The selected officers should be reminded that while on training, they will be regarded as being on duty, and any misconduct and/or absenteeism will lead to disciplinary action in accordance with service regulations. Officers selected for training should further be reminded that they are expected to report back to their duty stations on completion of their courses.

As per the regulations, an officer travelling to attend a training course will be considered to be travelling on duty and should therefore be provided with transport to and from the training institution. If for any reason an officer is unable to



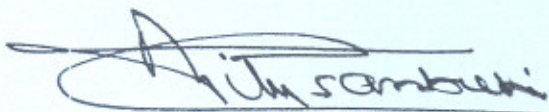
proceed for training, this office and that of the Head of the relevant institute should be informed promptly.

All officers on courses lasting more than four (4) weeks are required to remit ten percent (10%) of their basic salary in lumpsum as training levy to cover the entire duration of their respective courses. Accounting Officers are therefore requested to arrange for a lumpsum advance, which should then be recovered from the trainee's salary over the course duration. The officers are expected to present evidence of remittance of the levy upon reporting to the institute.

Applicants for the Clerical Proficiency course, who must register for the Proficiency examination due in August 2011 before their applications are processed, will be informed of the outcome of their applications after registration.

Applicants whose names do not appear in the appended list should regard their applications as unsuccessful.

Please note that in addition to the Management Development and Supervisory Management Courses that have been running in the GTIs, this Ministry has recently introduced a four (4) weeks Senior Management Course in the Institutes at a subsidized cost, to address the huge demand for the course in the Service. These courses are a requirement for career advancement for civil servants at different levels of seniority as per the Public Service Commission of Kenya's Circular letter Ref. 3/1/1/III dated 15<sup>th</sup> September, 2010. Therefore, you are requested to ensure that appropriate arrangements are made to facilitate the training of officers in your Ministries/Departments to avoid career stagnation.



**Titus M. Ndambuki, CBS**  
PERMANENT SECRETARY

c.c. The Permanent Secretary/Secretary to the  
Cabinet & Head of Public Service,  
Office of the President,  
**NAIROBI.**