

## **COURSE APPROVAL**

The Permanent Secretary, Secretary to the Cabinet and Head of the Public Service Amb. Francis K. Muthaura, EGH., issued a circular on 14<sup>th</sup> June, 2006 to reiterate the need for public servants to adhere to the laid down procedures on course approval.

This will ensure that public servants are facilitated on good time whenever they plan to travel outside the country for study. This is the full text of the circular.

“.....all public service employees travelling out of the country for study will be required to obtain course approval from the Directorate of Personnel Management prior to proceeding for training in order to ensure that training continues to be related to the needs of the Service.”

The Directorate of Personnel Management has continued to grant course approval to officers proceeding on training. It has however, come to my attention that, some officers proceeding for training locally or abroad have not sought course approval as required and this is in contravention of the laid down procedure.

It is reiterated, therefore, that from the date of this circular, all Civil Service employees including Permanent Secretaries/Accounting Officers wishing to attend courses of training locally or abroad must seek course approval from the Permanent Secretary/Director, Ministry of State for Public Service (DPM) prior to leaving for the training. In addition, Permanent Secretaries/Accounting Officers who have been granted course approval to attend training will continue to obtain authority to travel out of the country from this office as per existing regulations.

Ministries/Departments should ensure that courses of training meet the following considerations; cost-effectiveness, must be within the training allocation for the Ministry/Department and are in the critical areas of training identified by the Ministry.

Only officers attending induction courses or group training seminars/workshops organized by Ministries/Departments locally will be exempted from this requirement and respective Permanent Secretaries/Accounting Officers will approve the training. It is reiterated, however, that, group training such as workshops/seminars, are held only when it is absolutely necessary in order to control the resultant expenditures. Where such a need to train officers as a group has been identified by a Ministry/Department, a resource person should be identified to conduct the training for the group locally rather than taking the group outside the country.

The contents of this circular should be adhered to and all officers are expected to be informed accordingly.