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PSC/C&QA/RTNS/VOL.I/4

19th August, 2016

All Authorized Officers

**REVISED MONITORING & EVALUATION TOOLS ON THE DISCHARGE OF
THE HUMAN RESOURCE FUNCTION**

Article 234 (2)(d) and (e) of the Constitution requires the Commission to investigate, monitor and evaluate the organization, administration and personnel practices of the public service and to ensure that the public service is efficient and effective.

In view of the above, the Commission wishes to notify you that Monitoring and Evaluation tool issued vide letter PSC /ADM/14/IV/(72) dated 12th September, 2014 has been revised. Kindly download the reporting instrument from the Public Service Commission website: www.publicservice.go.ke .

You will be required to submit quarterly returns on the discharge of human resource function without fail by the 10th of every month following the end of every quarter to: ethics@publicservice.go.ke .The first quarterly returns in the revised format should reach the Commission by **10th October 2016** and shall cover months of the first quarter of 2016/2017 Financial Year.

Please bring this information to the attention of the Head of Human Resource Management and Development Unit in your institution.

Please expedite.

Simon K. Rotich, MBS
FOR: SECRETARY/CEO
PUBLIC SERVICE COMMISSION

