



Salaries & Remuneration Commission

Rewarding productivity

Ref. No: SRC/ADM/CIR/1/13 Vol. III (126)

10th December, 2014

Attorney General
Controller of Budget
Auditor General
All Principal Secretaries/Accounting Officers
Chief Registrar of Judiciary
Director of Public Prosecutions
Clerk, of the Senate;
Clerk, National Assembly
Secretaries, Constitutional Commissions
Vice-Chancellors of all Public Universities
Secretaries County Public Service Boards
Secretary, State Corporation Advisory Committee
Chief Executives of All State Corporations and Statutory Bodies
Clerk, County Assembly Service Boards
County Secretaries, County Governments

REVIEW OF ALLOWANCES IN THE PUBLIC SERVICE

The Salaries and Remuneration Commission in fulfillment of its mandate of reviewing remuneration and benefits for public officers embarked on a study of all allowances payable in the Public Service. The study was concluded in September 2014 and the Commission has analyzed the report and adopted positions as a way forward.

The results of the study on allowances revealed that there exist significant variations on allowances payable across Public Service institutions in Kenya. The variations range from duplications and wide disparities (both vertical and horizontal) to varied eligibility criteria for payments that hamper harmonization and standardization.

Arising from the study findings therefore, the Commission adopted the following positions; the Commission will consolidate allowances that perform similar functions but have different names, abolish allowances whose rationale is redundant or the purpose of paying them overlaps with that of the basic salary and restructure allowances whose attached economic value/rates are not commensurate with the intended purpose and opt for a better method of compensation. However, for purposes of rationalization, harmonization, standardization, equity, fairness, compensation for the cost of living adjustment and regulation in the Public Service, some allowances have been reviewed.

Critical Allowances

From the results of the study, the following critical allowances with high levels of disparities in the Public Service were identified for review to; harmonize them (both vertically and horizontally) across the Service, to compensate for the cost of living that has appreciated considerably and to standardize and regulate their application.

These allowances include; House Allowance, Hardship Allowance and Subsistence Allowances. Details of the reviews are as follows.

1. Hardship Allowance

In an effort to compensate for the cost of living and for attraction of skills to Hardship areas in the Republic, the Commission has reviewed hardship allowance to be paid at a flat rate for all equivalent grades across the Public Service both at National and County Governments. Subsequently, The Commission has abolished pegging the allowance as a percentage of basic salary. The approved rates of Hardship Allowance are shown in **Table 1**.

Table 1: New Rates of Hardship Allowance

Civil Service Job Groups and Equivalent Grades	Rate of hardship Allowance P.m.
A	2,800
B	3,000
C	3,000
D	3,300
E	3,700
F	4,300
G	5,700
H	6,600
J	8,200
K	10,900
L	12,300
M	14,650
N	17,100
P	27,300
Q	31,500
R	38,100
S	45,000
T	60,000

NB: An elected or nominated State officer shall not be in receipt of any Hardship Allowance

2. House Allowance

The Commission has reviewed house allowance payable to all public Servants. This review has been done to eliminate the existing disparities (both vertically and horizontally) in the payment of house allowance and to compensate for the cost of housing that has appreciated considerably since the last review of the allowance in the year 2001. The Public Servants whose existing rates of house allowances are above the rates provided shall retain at existing levels until or unless otherwise reviewed by the Commission while Public Servants whose existing house allowances are below the approved rates to adopt the new rates. The reviewed rates of house allowance are shown in **Table 2**.



Table 2: New House Allowance Rates

1	2		3		4		5	6
Job Group	Nairobi		County Headquarters Only		County Headquarters Only		Other County Headquarters and all other areas	
	Current	New	Mombasa, Kisumu, Malindi, Kilifi, Lamu, Kwale & Naivasha		Nyeri, Eldoret, Kericho, Kakamega, Kisii, Embu, Nanyuki, Nakuru Lodwar & Garissa			
			Current	New	Current	New	Current	New
A	3,000	3,750	2,500	3,125	2,000	2,500	1,800	2,250
B	3,000	3,750	2,500	3,125	2,000	2,500	1,800	2,250
C	3,000	3,750	2,500	3,125	2,000	2,500	1,800	2,250
D	3,300	4,125	2,700	3,375	2,200	2,750	1,900	2,375
E	3,500	4,500	2,900	3,730	2,300	2,960	2,100	2,700
F	3,500	4,500	2,900	3,730	2,300	3,000	2,100	2,700
G	5,000	6,750	3,500	4,500	3,000	3,850	2,300	3,200
H	5,000	6,750	3,500	4,500	3,000	3,850	2,300	3,200
J	6,000	10,000	4,500	7,500	3,500	5,800	3,000	4,200
K	10,000	16,500	8,000	12,800	6,000	9,600	5,000	7,500
L	20,000	28,000	15,000	22,000	12,000	16,500	10,000	13,000
M	20,000	28,000	15,000	22,000	12,000	16,500	10,000	13,000
N	24,000	35,000	17,000	25,500	13,000	18,000	11,000	15,400
P	40,000	45,000	20,000	28,000	15,000	21,000	12,000	16,800
Q	40,000	45,000	20,000	28,000	15,000	21,000	12,000	16,800
R	40,000	50,000	20,000	35,000	15,000	25,000	12,000	20,000
S	60,000	60,000	56,000	56,000	52,000	52,000	-	-
T	80,000	80,000	-	-	-	-	-	-

NB: This review does not apply to State officers

3. Daily Subsistence Allowance (Local Travel)

The Commission noted from the results of study that there were different circulars in the Public Service providing different rates for subsistence allowance. Subsequently, for purposes of standardization and regulation of the application of this facilitative allowance in the Public Service, the Commission has decided that all the allowances in the Public Service that are paid to facilitate officers to attend to official assignments away from their duty stations within the country be renamed Daily Subsistence Allowance (Local travel) and be paid at the rates shown in **Table 3**.

Table 3: New Rates of Daily Subsistence Allowance (Local travel)

Job Group (Civil Service & Equivalent)	State Officers Grades ¹	Cluster 1	Cluster 2	Cluster 3
		Nairobi, Mombasa, Kisumu, Malindi, Kilifi, Lamu, Kwale & Naivasha	Nyeri, Eldoret, Kericho, Kakamega, Kisii, Embu, Nanyuki, Nakuru Lodwar & Garissa	All Other Towns
	F4	22,000	18,000	12,000
U-V	F1, F2, E5	18,200	12,600	10,500
S-T	E3,	16,800	12,600	10,500
P-R	E2,E1, D5	14,000	10,500	8,400
K-N	D4	11,200	8,400	7,000
F-J		6,300	4,900	4,200
A-E		4,200	3,500	2,100

¹ See Table 5 for definition of State Officer Grading.

4. Daily Subsistence Allowance (Foreign Travel)

Similarly, the Commission has decided that all the allowances in the Public Service that are paid to facilitate officers to attend to official assignments out of the country be renamed and called Daily Subsistence Allowance (Foreign Travel) and be paid at the rates shown in Table 4

Table 4: New Rates of Daily Subsistence Allowance (Foreign Travel)

Proposed new rates for foreign travel (USD)							
Civil Service grading & Equivalent		JG U-V	JG S-T	JG P-R	JG K-N	JG F-J	JG A-E
State Officer Grading ²	F4	F2, F1, E5	E3, E4	E2, E1, D5	D4		
Country	Rates (US\$)						
Afghanistan	575	523	369	293	243	208	179
Albania	572	520	382	311	264	239	223
Algeria	669	608	437	350	294	256	234
Angola	788	716	529	436	386	360	345
Antigua & Barbuda	627	570	448	387	348	321	300
Argentina	615	559	443	386	352	332	321
Armenia	949	862	546	386	301	253	224
Aruba	747	679	504	416	363	330	306
Australia	730	663	480	387	31	301	285
Austria	787	715	519	420	359	323	304
Azerbaijan	949	862	578	436	356	310	281
Bahamas	898	816	598	488	415	360	312
Bahrain	601	547	438	383	352	333	320
Bangladesh	558	507	370	301	264	243	231
Barbados	732	666	484	394	332	295	274
Belarus	612	557	409	334	292	263	243
Belgium	843	767	591	502	437	399	376
Belize	530	482	358	296	261	240	227
Benin	615	559	398	318	271	245	230
Bermuda	779	708	515	417	353	305	272
Bhutan	500	454	284	198	152	127	111
Bolivia	456	415	298	239	207	189	179
Bosnia & Herzegovina	612	557	363	266	213	184	164
Botswana	567	516	373	301	263	240	227
Brazil	644	585	474	418	372	331	297
Brunei	1027	934	608	444	356	305	273
Bulgaria	456	415	352	321	301	287	277
Burkina Faso	601	547	387	308	257	220	194
Burundi	554	504	377	314	278	259	247
Cambodia	476	432	325	271	241	223	211
Cameroon	659	600	429	344	289	256	238
Canada	772	702	536	452	406	378	362
Cape Verde	509	463	370	323	295	277	265
Central African Republic	643	584	416	331	277	237	207
Chad	674	613	498	439	406	383	369
Chile	500	454	342	285	254	238	228
China	643	584	457	393	344	317	301
Colombia	537	488	371	312	270	237	212
Comoros	749	681	493	399	337	290	260
Congo	647	589	420	337	282	252	235

² See Table 5 for definition of State Officer Grading.

Proposed new rates for foreign travel (USD)							
Civil Service grading & Equivalent		JG U-V	JG S-T	JG P-R	JG K-N	JG F-J	JG A-E
State Officer Grading ²	F4	F2, F1, E5	E3,E4	E2, E1, D5	D4		
Country	Rates (US\$)						
Costa Rica	537	488	371	312	270	246	232
Cote d'Ivoire	653	594	435	354	299	259	231
Croatia	612	557	448	393	356	331	310
Cuba	457	416	336	295	272	256	249
Cyprus	474	431	362	327	306	293	284
Czech Republic	552	502	444	416	397	385	374
Denmark	699	636	498	430	392	372	359
Djibouti	574	522	384	314	276	255	242
Dominica	473	430	336	288	259	238	222
Dominican Republic	627	570	403	318	271	241	221
DRC Congo	820	746	543	442	374	323	289
Ecuador	513	466	347	286	252	232	220
Egypt	529	481	381	331	303	284	266
El Salvador	457	416	325	279	252	235	224
Equatorial Guinea	500	454	376	338	314	297	284
Eritrea	724	658	385	248	177	139	117
Estonia	612	557	407	331	287	260	240
Ethiopia	809	736	536	435	367	318	286
Fiji	546	496	359	289	250	229	215
Finland	914	831	609	498	424	366	321
France	796	724	586	517	418	366	337
French Guiana	626	569	417	341	289	251	224
Gabon	656	596	466	402	358	314	283
Gambia	518	471	363	0	270	237	210
Georgia	949	862	541	381	295	246	218
Germany	922	838	616	504	429	372	341
Ghana	505	459	331	266	230	209	195
Greece	541	492	425	391	371	358	348
Grenada	509	463	424	403	389	377	367
Guadeloupe	639	581	415	331	277	244	224
Guatemala	509	463	339	277	242	220	206
Guinea	603	548	389	310	259	221	197
Guinea Bissau	627	570	418	341	250	198	169
Guyana	484	440	323	264	232	212	201
Haiti	469	427	356	321	299	285	274
Honduras	572	520	367	292	249	224	209
Hungary	741	673	506	422	364	318	289
Iceland	635	578	447	381	344	323	311
India	626	569	430	361	322	301	290
Indonesia	615	559	398	318	271	246	232
Iran	949	862	635	521	443	385	345
Iraq	1245	1132	846	702	603	525	472
Ireland	727	661	492	406	361	334	319
Israel	1105	1004	745	614	525	457	391
Italy	924	840	647	549	477	430	398
Jamaica	622	565	428	360	321	299	288
Japan	1111	1010	749	619	529	470	439
Jordan	787	715	519	421	355	314	290
Kazakhstan	949	862	579	436	358	311	282
Kiribati	770	700	454	331	264	226	202
Korea	600	546	425	363	330	310	299
Kosovo	612	557	407	331	287	260	240

Proposed new rates for foreign travel (USD)							
Civil Service grading & Equivalent		JG U-V	JG S-T	JG P-R	JG K-N	JG F-J	JG A-E
State Officer Grading ²	F4	F2, F1, E5	E3, E4	E2, E1, D5	D4		
Country	Rates (US\$)						
Kuwait	1162	1056	787	652	559	486	435
Kyrgyzstan	949	862	520	350	260	210	182
Laos	391	355	256	207	179	162	153
Latvia	612	557	428	364	323	297	277
Lebanon	1077	979	726	600	513	446	399
Lesotho	445	405	277	213	174	154	141
Liberia	699	636	468	384	337	311	296
Libya	854	777	568	463	393	354	331
Liechtenstein	1111	1010	749	586	505	453	418
Lithuania	612	557	400	322	277	249	229
Luxembourg	666	605	435	349	303	278	264
Macedonia	770	700	440	309	240	201	177
Madagascar	699	636	458	369	310	267	235
Malawi	554	504	388	330	298	278	266
Malaysia	759	690	501	405	342	296	264
Maldives	461	419	309	254	223	206	194
Mali	613	558	424	356	310	286	272
Malta	749	681	494	399	348	319	303
Marshall Islands	770	700	465	348	283	245	221
Mauritania	577	525	384	314	266	231	207
Mauritius	509	463	398	365	345	334	328
Mexico	572	520	473	450	432	420	413
Micronesia	770	700	514	420	365	330	305
Moldova	612	557	428	364	323	297	277
Monaco	1100	1000	743	613	525	455	409
Mongolia	598	543	385	306	255	218	194
Montenegro	612	557	455	404	370	344	323
Morocco	928	844	619	507	416	366	331
Mozambique	505	459	332	270	233	213	202
Myanmar	444	404	276	212	173	150	136
Namibia	473	430	309	248	208	179	162
Nauru	770	700	427	290	219	178	155
Nepal	500	454	316	245	202	173	155
Netherlands	747	679	518	438	395	370	354
New Zealand	983	893	659	541	461	400	359
Nicaragua	627	570	409	329	273	233	206
Niger	630	573	409	327	274	234	208
Nigeria	796	724	526	427	370	339	320
North Korea	600	546	377	293	245	217	197
Norway	606	551	420	354	317	296	284
Oman	964	877	673	572	497	437	395
Pakistan	610	554	402	326	284	256	240
Palau	770	700	493	388	330	294	268
Panama	541	492	374	316	282	263	253
Papua New Guinea	770	700	508	413	349	300	268
Paraguay	584	531	376	298	255	230	217
Peru	702	638	460	370	312	279	261
Philippines	666	605	433	347	292	250	222
Poland	627	570	429	359	320	298	284
Portugal	674	613	465	391	350	327	314
Puerto Rico	444	404	323	283	260	244	234
Qatar	745	678	491	396	334	296	268

Proposed new rates for foreign travel (USD)							
Civil Service grading & Equivalent		JG U-V	JG S-T	JG P-R	JG K-N	JG F-J	JG A-E
State Officer Grading ²	F4	F2, F1, E5	E3,E4	E2, E1, D5	D4		
Country	Rates (US\$)						
Reunion	589	536	380	300	256	231	215
Romania	657	597	453	381	342	320	308
Russia	949	862	658	556	501	469	449
Rwanda	588	535	397	328	290	268	252
Samoa	525	477	363	305	264	231	207
San Marino	924	840	647	549	490	449	418
Sao Tome & Principe	605	550	341	237	182	150	132
Saudi Arabia	930	846	622	508	432	374	336
Senegal	618	562	405	327	284	261	248
Serbia	612	557	399	320	274	246	227
Seychelles	618	562	462	413	384	367	358
Sierra Leone	893	812	594	485	413	356	319
Singapore	1297	1179	832	658	523	431	366
Slovakia	612	557	451	398	363	338	317
Slovenia	612	557	430	367	328	300	281
Solomon Islands	770	700	451	326	259	220	197
Somalia	477	434	298	230	187	163	150
South Africa	515	469	356	300	270	252	241
South Sudan	719	653	471	381	323	293	276
Spain	935	850	626	513	436	377	333
Sri Lanka	525	477	334	262	217	185	164
St. Kitts and Nevis	627	570	436	369	328	299	279
St. Lucia	627	570	428	356	314	285	265
St. Vincent and Grenadines	627	570	464	411	376	350	329
Sudan	719	653	471	381	323	293	276
Surinam	1059	963	713	587	502	436	392
Swaziland	549	499	369	304	267	246	232
Sweden	829	754	561	465	411	383	366
Switzerland	1111	1010	749	619	529	460	413
Syria	774	704	510	414	350	301	271
Tajikistan	949	862	515	341	250	200	172
Tanzania	663	603	422	332	282	253	235
Thailand	588	535	408	344	298	274	260
Timor - Lestor	770	700	439	309	239	200	176
Tobago	639	581	461	400	366	348	336
Togo	554	504	366	297	259	237	222
Tonga	467	425	310	253	215	188	173
Trinidad	482	438	389	364	348	339	331
Tunisia	462	420	314	261	231	215	206
Turkey	1037	943	697	574	491	426	382
Turkmenistan	949	862	532	366	279	230	201
Tuvalu	770	700	424	286	212	173	150
Uganda	677	615	429	335	283	253	235
Ukraine	612	557	408	334	290	262	242
United Arab Emirates	944	858	656	553	481	421	380
United Kingdom	848	771	578	481	429	402	382
Uruguay	416	378	331	307	290	279	270
USA	724	658	527	462	425	405	393
Uzbekistan	949	862	509	332	240	190	162
Vanuatu	770	700	513	419	364	329	304
Venezuela	552	502	440	408	387	365	350

Proposed new rates for foreign travel (USD)							
Civil Service grading & Equivalent		JG U-V	JG S-T	JG P-R	JG K-N	JG F-J	JG A-E
State Officer Grading ²	F4	F2, F1, E5	E3,E4	E2, E1, D5	D4		
Country	Rates (US\$)						
Vietnam	440	400	300	250	219	201	190
Yemen	813	739	539	438	371	320	287
Zambia	664	604	432	347	277	241	220
Zimbabwe	482	438	330	275	244	228	208

5. Scope of Application

1. The reviews shall apply to all State and other Public officers both at National and County Government as appropriate.
2. The rates that have been set by the Commission for Daily Subsistence Allowance (Local and Foreign travel) shall apply to all State and other Public officer in all public service institutions in Kenya. All other existing Circulars on the same subject therefore, cease to apply forthwith and the respective Accounting officer is personally responsible for prudent management of this facilitative allowance.
3. The new rates of House Allowance shall apply to all public officers other than State officers at the National and County Government including State Corporations from the scheduled effective date of implementation.
4. **The respective employers in the civil service should initiate Collective Bargaining Agreements with the relevant Unions in the implementation of the reviewed/harmonized allowances herein.**

6. Implementation Schedule

Please note that subject to budgetary provisions, implementation of all the reviewed allowances takes effect as follows:

- (i) **Daily Subsistence Allowance (Local & Foreign Travel) to be implemented with effect from the date of this Circular; and**
- (ii) **All the other Allowances reviewed will be implemented in a phased approach commencing in the Financial Year 2015/2016 as guided by the National Treasury through Budgetary provisions.**

Your Office is hereby requested to ensure compliance with the contents of this Circular and bring it to the attention of all employees in your organization for information.



**Sarah J. C. Serem (Mrs.), EBS
CHAIRPERSON**

CC:

All Cabinet Secretaries
Chief of Staff and Head of Public Service
Chairpersons, Constitutional Commissions
Chairperson, Council of Governors
Chairpersons County Public Service Boards
Registrar, Industrial Court of Kenya
Clerk, National Assembly
All County Governors
All Speakers, County Assemblies
Inspector General, Inspectorate of State Corporations
Secretary, State Corporations Advisory Committee

APPENDIX

The Grading and Equivalent Job Groups of All State officers shall be used when applying General Government Circulars as Shown in **Table 5**.

Table 5: The grades and Equivalent Job Groups for all State Officers

State Officer	Job Grade	Job Group Equivalent
Speaker of the National Assembly Speaker of the Senate, Chief Justice	F4	
Deputy Chief Justice, Cabinet Secretary, Secretary to the Cabinet, Deputy Speaker of the Senate, Deputy Speaker of the National Assembly, , Attorney General, Auditor General, Judge of the Supreme Court, Chairman, IEBC, Chairman, CIC	F2	V
Principal Secretary, Controller of Budget ,Judge of the Court of Appeal County Governor Director of Public Prosecution, Vice Chair IEBC, Vice Chair CIC, Chairpersons, other Constitutional Commission	F1	
Member of the National Assembly, Member of the Senate, Members of Independent Constitutional Commissions, Judge of the High Court, Register of Political parties Secretaries of Independent Constitutional Commissions, Deputy County Governor	E5	U
Chief Magistrate	E3	S
Senior Principal Residence Magistrate Principal Residence Magistrate	E2	R
Speaker, County Assembly, County Executive Committee Member	E1	Q
Senior Resident Magistrate	D5	P
Resident Magistrate Member of County Assembly	D4	N

