



Salaries & Remuneration  
Commission

Rewarding productivity

**Ref. No. SRC/ADM/11 (157)**

**7<sup>th</sup> August, 2023**

The Attorney General  
The Controller of Budget  
The Auditor General  
All Principal Secretaries/Accounting Officers  
Chief Registrar of Judiciary  
Director of Public Prosecution  
Clerk, of the Senate  
Clerk, National Assembly  
Secretaries, Constitutional Commissions and Independent Offices  
Registrar of Political Parties  
All County Secretaries, County Governments  
All Secretaries, County Public Service Boards  
All Secretaries of all County Assembly Service Boards

**REVIEW AND SETTING OF ALLOWANCES IN THE PUBLIC SERVICE**

The Salaries and Remuneration Commission (SRC) is established under Article 230 of the Constitution of Kenya, 2010, to set and regularly review the remuneration and benefits of all State officers, and advise the national and county governments on the remuneration and benefits of all other public officers. In undertaking its mandate, SRC is guided by principles set out in Article 230(5) of the Constitution, and Section 12 of SRC Act, 2011.

Pursuant to this mandate, and in line with the aforesaid principles, SRC is undertaking a review of allowances in the public service. The review is expected to result in equity and transparency in management of allowances, and guide the government in management of the wage bill. The review of allowances will be undertaken in phases, with the first phase completed last year and the second phase starting with the review of; Retreat Allowance, Sitting Allowance for Institutional Committees, Taskforce Allowance, and Daily Subsistence Allowance (Local and Foreign Travel) for State officers, as follows:

## **1. Retreat Allowance**

Retreat allowance is paid to public officers participating in special assignments meant to review, develop and produce policy documents away from their workstation. This is a job responsibility that is factored in determining the relative worth of a job during a job evaluation, the results of which inform the remuneration of a job. Payment of Retreat Allowance, in addition to the basic salary, amounts to double compensation. **Consequently, SRC sets that the allowance ceases to be payable for State Officers.**

## **2. Sitting Allowance for Members of Institutional Internal Committee**

Institutional Internal Committees are constituted to facilitate the execution of the mandate of the institution. Therefore, payment of a Sitting Allowance for Institutional Internal Committees, in addition to the basic salary, amounts to double compensation. **Consequently, SRC sets that the allowance ceases to be payable for State Officers.**

## **3. Taskforce Allowance**

Payment of Taskforce Allowance to members of internal institution taskforce, in addition to the basic salary, amounts to double compensation, as internal institution taskforces are constituted to execute the mandate of an institution. **Consequently, SRC sets that the allowance ceases to be payable to State Officers who are members of internal institutional taskforce.**

Further, SRC sets the allowance as follows:

- (a) For all other taskforces, Accounting Officers shall seek the review and setting by SRC on the payment;
- (b) State officers shall not be paid for more than one taskforce for the same period of time;
- (c) A Taskforce Allowance shall be payable to State officers for a maximum period of 15 days in a month. The number of paid days in a taskforce takes cognizance of compensation paid to State officers in their regular jobs during the period of the taskforce;
- (d) Where State officers are involved in a taskforce on a full-time basis for more than one month, they shall be required to opt for either the taskforce allowance or the monthly salary for the substantive post; and
- (e) Accounting Officers shall approve payment of Taskforce Allowance on the successful completion of the task as per rates set by SRC.

## **4. Daily Subsistence Allowances (Local and Foreign Travel)**

The payment of Daily Subsistence Allowance (DSA) is meant to facilitate State officers to attend to official assignments away from their duty stations within the country and out of the country. SRC has reviewed the allowance and **consequently sets DSA (Local and Foreign Travel) rates payable to State officers, as follows:**

**DSA (Local Travel):** The DSA rates are standardised across the country, and paid as set in **Table 1**.

**Table 1: DSA Rates for State Officers (Local Travel)**

State Officer Grades	All Cities, County Headquarters & All Other Towns
F4	22,000
F1, F2	18,200
E3, E4, E5	16,800
E2, E1, D5	14,000
D4	11,200

**Note:** DSA **shall not** be payable for locations that are within a 50km radius of respective duty stations of the officers affected.

**(a) DSA (Foreign Travel):** DSA for Foreign Travel remains unchanged. The rates shall be paid at the prevailing rates, as set in **Table 2**.

**Table 2: DSA (Foreign Travel) Rates (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	F4	E5-F2	E3-E4	D5-E2	D1-D3		
S/NO.	Country	Rates (US\$)						
1.	Afghanistan	575	523	369	293	243	208	179
2.	Albania	572	520	382	311	264	239	223
3.	Algeria	669	608	437	350	294	256	234
4.	Angola	788	716	529	436	386	360	345
5.	Antigua & Barbuda	627	570	448	387	348	321	300
6.	Argentina	615	559	443	386	352	332	321
7.	Armenia	949	862	546	386	301	253	224
8.	Aruba	747	679	504	416	363	330	306
9.	Australia	730	663	480	387	331	301	285
10.	Austria	787	715	519	420	359	323	304
11.	Azerbaijan	949	862	578	436	356	310	281
12.	Bahamas	898	816	598	488	415	360	312
13.	Bahrain	601	547	438	383	352	333	320
14.	Bangladesh	558	507	370	301	264	243	231
15.	Barbados	732	666	484	394	332	295	274
16.	Belarus	612	557	409	334	292	263	243
17.	Belgium	843	767	591	502	437	399	376
18.	Belize	530	482	358	296	261	240	227
19.	Benin	615	559	398	318	271	245	230
20.	Bermuda	779	708	515	417	353	305	272
21.	Bhutan	500	454	284	198	152	127	111
22.	Bolivia	456	415	298	239	207	189	179
23.	Bosnia & Herzegovina	612	557	363	266	213	184	164
24.	Botswana	567	516	373	301	263	240	227
25.	Brazil	644	585	474	418	372	331	297
26.	Brunei	1,027	934	608	444	356	305	273
27.	Bulgaria	456	415	352	321	301	287	277
28.	Burkina Faso	601	547	387	308	257	220	194
29.	Burundi	554	504	377	314	278	259	247
30.	Cambodia	476	432	325	271	241	223	211
31.	Cameroon	659	600	429	344	289	256	238
32.	Canada	772	702	536	452	406	378	362
33.	Cape Verde	509	463	370	323	295	277	265
34.	Central African Republic	643	584	416	331	277	237	207



	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	F4	E5-F2	E3-E4	D5-E2	D1-D3		
S/NO.	Country	Rates (US\$ )						
35.	Chad	674	613	498	439	406	383	369
36.	Chile	500	454	342	285	254	238	228
37.	China	643	584	457	393	344	317	301
38.	Colombia	537	488	371	312	270	237	212
39.	Comoros	749	681	493	399	337	290	260
40.	Congo	647	589	420	337	282	252	235
41.	Costa Rica	537	488	371	312	270	246	232
42.	Cote d'Ivoire	653	594	435	354	299	259	231
43.	Croatia	612	557	448	393	356	331	310
44.	Cuba	457	416	336	295	272	256	249
45.	Cyprus	474	431	362	327	306	293	284
46.	Czech Republic	552	502	444	416	397	385	374
47.	Denmark	699	636	498	430	392	372	359
48.	Djibouti	574	522	384	314	276	255	242
49.	Dominica	473	430	336	288	259	238	222
50.	Dominican Republic	627	570	403	318	271	241	221
51.	DRC Congo	820	746	543	442	374	323	289
52.	Ecuador	513	466	347	286	252	232	220
53.	Egypt	529	481	381	331	303	284	266
54.	El Salvador	457	416	325	279	252	235	224
55.	Equatorial Guinea	500	454	376	338	314	297	284
56.	Eritrea	724	658	385	248	177	139	117
57.	Estonia	612	557	407	331	287	260	240
58.	Ethiopia	809	736	536	435	367	318	286
59.	Fiji	546	496	359	289	250	229	215
60.	Finland	914	831	609	498	424	366	321
61.	France	796	724	586	517	418	366	337
62.	French Guiana	626	569	417	341	289	251	224
63.	Gabon	656	596	466	402	358	314	283
64.	Gambia	518	471	363	309	270	237	210
65.	Georgia	949	862	541	381	295	246	218
66.	Germany	922	838	616	504	429	372	341
67.	Ghana	505	459	331	266	230	209	195
68.	Greece	541	492	425	391	371	358	348
69.	Grenada	509	463	424	403	389	377	367
70.	Guadeloupe	639	581	415	331	277	244	224
71.	Guatemala	509	463	339	277	242	220	206
72.	Guinea	603	548	389	310	259	221	197
73.	Guinea Bissau	627	570	418	341	250	198	169
74.	Guyana	484	440	323	264	232	212	201
75.	Haiti	469	427	356	321	299	285	274
76.	Honduras	572	520	367	292	249	224	209
77.	Hungary	741	673	506	422	364	318	289
78.	Iceland	635	578	447	381	344	323	311
79.	India	626	569	430	361	322	301	290
80.	Indonesia	615	559	398	318	271	246	232
81.	Iran	949	862	635	521	443	385	345
82.	Iraq	1,245	1,132	846	702	603	525	472
83.	Ireland	727	661	492	406	361	334	319
84.	Israel	1,105	1,004	745	614	525	457	391
85.	Italy	924	840	647	549	477	430	398
86.	Jamaica	622	565	428	360	321	299	288
87.	Japan	1,111	1,010	749	619	529	470	439
88.	Jordan	787	715	519	421	355	314	290
89.	Kazakhstan	949	862	579	436	358	311	282
90.	Kiribati	770	700	454	331	264	226	202
91.	Korea	600	546	425	363	330	310	299
92.	Kosovo	612	557	407	331	287	260	240

	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	F4	E5-F2	E3-E4	D5-E2	D1-D3		
S/NO.	Country	Rates (US\$ )						
93	Kuwait	1,162	1,056	787	652	559	486	435
94	Kyrgyzstan	949	862	520	350	260	210	182
95	Laos	391	355	256	207	179	162	153
96	Latvia	612	557	428	364	323	297	277
97	Lebanon	1,077	979	726	600	513	446	399
98	Lesotho	445	405	277	213	174	154	141
99	Liberia	699	636	468	384	337	311	296
100	Libya	854	777	568	463	393	354	331
101	Liechtenstein	1,111	1,010	749	586	505	453	418
102	Lithuania	612	557	400	322	277	249	229
103	Luxembourg	666	605	435	349	303	278	264
104	Macedonia	770	700	440	309	240	201	177
105	Madagascar	699	636	458	369	310	267	235
106	Malawi	554	504	388	330	298	278	266
107	Malaysia	759	690	501	405	342	296	264
108	Maldives	461	419	309	254	223	206	194
109	Mali	613	558	424	356	310	286	272
110	Malta	749	681	494	399	348	319	303
111	Marshall Islands	770	700	465	348	283	245	221
112	Mauritania	577	525	384	314	266	231	207
113	Mauritius	509	463	398	365	345	334	328
114	Mexico	572	520	473	450	432	420	413
115	Micronesia	770	700	514	420	365	330	305
116	Moldova	612	557	428	364	323	297	277
117	Monaco	1,100	1,000	743	613	525	455	409
118	Mongolia	598	543	385	306	255	218	194
119	Montenegro	612	557	455	404	370	344	323
120	Morocco	928	844	619	507	416	366	331
121	Mozambique	505	459	332	270	233	213	202
122	Myanmar	444	404	276	212	173	150	136
123	Namibia	473	430	309	248	208	179	162
124	Nauru	770	700	427	290	219	178	155
125	Nepal	500	454	316	245	202	173	155
126	Netherlands	747	679	518	438	395	370	354
127	New Zealand	983	893	659	541	461	400	359
128	Nicaragua	627	570	409	329	273	233	206
129	Niger	630	573	409	327	274	234	208
130	Nigeria	796	724	526	427	370	339	320
131	North Korea	600	546	377	293	245	217	197
132	Norway	606	551	420	354	317	296	284
133	Oman	964	877	673	572	497	437	395
134	Pakistan	610	554	402	326	284	256	240
135	Palau	770	700	493	388	330	294	268
136	Panama	541	492	374	316	282	263	253
137	Papua New Guinea	770	700	508	413	349	300	268
138	Paraguay	584	531	376	298	255	230	217
139	Peru	702	638	460	370	312	279	261
140	Philippines	666	605	433	347	292	250	222
141	Poland	627	570	429	359	320	298	284
142	Portugal	674	613	465	391	350	327	314
143	Puerto Rico	444	404	323	283	260	244	234
144	Qatar	745	678	491	396	334	296	268
145	Reunion	589	536	380	300	256	231	215
146	Romania	657	597	453	381	342	320	308
147	Russia	949	862	658	556	501	469	449
148	Rwanda	588	535	397	328	290	268	252
149	Samoa	525	477	363	305	264	231	207
150	San Marino	924	840	647	549	490	449	418

	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	F4	E5-F2	E3-E4	D5-E2	D1-D3		
S/NO.	Country	Rates (US\$)						
15	Sao Tome & Principe	605	550	341	237	182	150	132
15	Saudi Arabia	930	846	622	508	432	374	336
15	Senegal	618	562	405	327	284	261	248
15	Serbia	612	557	399	320	274	246	227
15	Seychelles	618	562	462	413	384	367	358
15	Sierra Leone	893	812	594	485	413	356	319
15	Singapore	1,297	1,179	832	658	523	431	366
15	Slovakia	612	557	451	398	363	338	317
15	Slovenia	612	557	430	367	328	300	281
16	Solomon Islands	770	700	451	326	259	220	197
16	Somalia	477	434	298	230	187	163	150
16	South Africa	515	469	356	300	270	252	241
16	South Sudan	719	653	471	381	323	293	276
16	Spain	935	850	626	513	436	377	333
16	Sri Lanka	525	477	334	262	217	185	164
16	St. Kitts and Nevis	627	570	436	369	328	299	279
16	St. Lucia	627	570	428	356	314	285	265
16	St. Vincent and Grenadines	627	570	464	411	376	350	329
16	Sudan	719	653	471	381	323	293	276
17	Surinam	1,059	963	713	587	502	436	392
17	Swaziland	549	499	369	304	267	246	232
17	Sweden	829	754	561	465	411	383	366
17	Switzerland	1,111	1,010	749	619	529	460	413
17	Syria	774	704	510	414	350	301	271
17	Tajikistan	949	862	515	341	250	200	172
17	Tanzania	663	603	422	332	282	253	235
17	Thailand	588	535	408	344	298	274	260
17	Timor - Leste	770	700	439	309	239	200	176
17	Tobago	639	581	461	400	366	348	336
18	Togo	554	504	366	297	259	237	222
18	Tonga	467	425	310	253	215	188	173
18	Trinidad	482	438	389	364	348	339	331
18	Tunisia	462	420	314	261	231	215	206
18	Turkey	1,037	943	697	574	491	426	382
18	Turkmenistan	949	862	532	366	279	230	201
18	Tuvalu	770	700	424	286	212	173	150
18	Uganda	677	615	429	335	283	253	235
18	Ukraine	612	557	408	334	290	262	242
18	United Arab Emirates	944	858	656	553	481	421	380
19	United Kingdom	848	771	578	481	429	402	382
19	Uruguay	416	378	331	307	290	279	270
19	USA	724	658	527	462	425	405	393
19	Uzbekistan	949	862	509	332	240	190	162
19	Vanuatu	770	700	513	419	364	329	304
19	Venezuela	552	502	440	408	387	365	350
19	Vietnam	440	400	300	250	219	201	190
19	Yemen	813	739	539	438	371	320	287
19	Zambia	664	604	432	347	277	241	220
19	Zimbabwe	482	438	330	275	244	228	208

## 5. Implementation Notes

- (a) The reviewed allowances shall apply to State officers at the national and county governments, as appropriate.

- (b) This Circular **supersedes** any other Circular on Retreat Allowance, Taskforce Allowance, Sitting Allowance for Institutional Internal Committees, and DSA (Local and Foreign Travel) in the public service.
- (c) The allowances set herein are effective from the **date of this Circular**.

Your office is hereby requested to ensure compliance with the contents of this Circular.



**MRS. LYN C. MENGICH**  
**COMMISSION CHAIRPERSON**

**Copy to:** All Cabinet Secretaries  
Chief of Staff and Head of Public Service  
Chairperson, Parliamentary Service Commission  
Chief Justice and President of the Supreme Court  
Chairpersons, Constitutional Commissions and Independent Offices  
All County Governors  
All County Executive Committee Members In charge of County Public Service  
All Chairpersons County Assembly Service Boards

