

file up

# COUNTY GOVERNMENT OF BUNGOMA



## OFFICE OF THE COUNTY SECRETARY/HEAD PUBLIC SERVICE

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Municipal Building

P.O BOX 437

**BUNGOMA.**

**Our Ref: CG/BGM/HRM/CS/ VOL.I/110**

**Date: 17<sup>th</sup> July, 2024**

***HRM Circular No.2/2024***

**All County Staff**

County Government of Bungoma

### **RE: PAYROLL AUDIT**

Reference is made to the above subject matter.

This is to notify all County Staff that the County Government of Bungoma is in the process of carryout payroll Audit that will be conducted in three phases. Phase one will include the following;

- i. Staff Head Count,
- ii. Verification of Certificates, and
- iii. Skills Audit.

The exercise will commence on 22<sup>nd</sup> to 26<sup>th</sup> July, 2024 as per the attached scheduled. You will be required to present originals and certified copies in triplicate of the following; CPE/KCPE, KCSE/KCE, A'Level, Certificate, Diploma, Degree and Masters, Professional Certificate, Membership Certificate, Practicing License and any other applicable certificate.

Note that this exercise is mandatory for all staff of the County Government of Bungoma. You are required to attend without fail. Any staff whether on study leave, annual leave, sick leave, absence of leave or secondment should be informed by their immediate supervisors to attend accordingly. Failure to appear will attract disciplinary measures.

Thank you.  
William M. Nasong'o  
County Secretary and Head of Public Service

All the Authorized Officers (Chief Officers) to make necessary arrangements to ensure delivery of essential services as the exercise goes on.

Thank you.

A handwritten signature in blue ink, appearing to read 'W. Nasong'o', with a large, stylized circular flourish to the left.

**William M. Nasong'o**  
County Secretary and Head of Public Service

- Copy to:
- ☒ H.E the Governor
  - All County Executive Committee Members.
  - The Chairperson, CPSB.
  - All Chief Officers
  - All Sub-County Administrators

DAY/DATE	SUB-COUNTY	VENUES	TIME
MONDAY 22/07/2024	KANDUYI	<ul style="list-style-type: none"> <li>- BCRH, PEDIATRIC GROUNDS.</li> <li>- GOVERNORS SQUARE GROUNDS.</li> <li>- EKITALE SUB-COUNTY ADMINISTRATOR'S OFFICES.</li> </ul>	08.00 A.M. TO 05.00 P.M.
TUESDAY 23/07/2024	WEBUYE EAST  WEBUYE WEST	<ul style="list-style-type: none"> <li>- BOKOLI SUB-COUNTY HOSPITAL</li> <li>- SINOKO SUB-COUNTY HOSPITAL</li> <li>- WEBUYE MUNICIPAL HALL</li> <li>- WEBUYE COUNTY HOSPITAL</li> </ul>	08.00 A.M. TO 05.00 P.M.
WEDNESDAY 24/07/2024	KIMILILI  TONGAREN  MT. ELGON	<ul style="list-style-type: none"> <li>- KIMILILI MUNICIPAL HALL</li> <li>- TONGAREN HEALTH CENTRE</li> <li>- NAITIRI SUB-COUNTY HOSPITAL</li> <li>- MT. ELGON SUB-COUNTY OFFICES</li> </ul>	08.00 A.M. TO 05.00 P.M.
THURSDAY 25/07/2024	KAPCHAI  SIRISIA  CHEPTAIS	<ul style="list-style-type: none"> <li>- CHWELE SUB-COUNTY HOSPITAL</li> <li>- SIRISIA SUB-COUNTY ADMINISTRATOR'S OFFICES</li> <li>- CHEPTAIS SUB-COUNTY HOSPITAL</li> </ul>	08.00 A.M. TO 05.00 P.M.
FRIDAY 26/07/2024	BUMULA	<ul style="list-style-type: none"> <li>- KIMAETI HEALTH CENTRE</li> <li>- BUMULA SUB-COUNTY HOSPITAL</li> <li>- KABULA HEALTH CENTRE</li> </ul>	08.00 A.M. TO 05.00 P.M.