

REPUBLIC OF KENYA



(3rd Edition, April 2018)

**THE PRESIDENCY
MINISTRY OF PUBLIC SERVICE, YOUTH AND GENDER AFFAIRS
STATE DEPARTMENT OF PUBLIC SERVICE AND YOUTH**

DIRECTORATE OF PUBLIC SERVICE MANAGEMENT
P.O. BOX 30050 – 00100
NAIROBI

APPLICATION FOR RESTORATION / RE-ACTIVATION OF PAYROLL NUMBER

(This form can be printed, double-sided, from the payroll system)
Note: All applications must be accompanied by a covering letter from the requesting MCDA.

This form applies to a **former Public Servant** whose Payroll Number was previously deleted from Government Payroll and **wishes to re-enter the Public Service** on account of re-appointment or reinstatement.

1. **Application Date:** _____
2. **Applying** Ministry/ County/ Dept/Agency: _____
3. Employee / Employment Details (**At the Time of Exit**); attach all supporting documents:

Payroll Number(to restore):	<i>Last Pay Certificate</i>
ID Number:	<i>National ID-Card</i>
Tax PIN:	<i>KRA Tax-PIN Card</i>
Surname:	} <i>All the attached documents should agree on these details</i>
First Name:	
Other Names:	
Date of Birth:	
Gender:	
Ministry/Dept/County/Agency:	
Designation Title:	
Job-Group:	
Type of Engagement:	<i>Clearance Certificate & Last Pay Certificate</i>
Pension Scheme:	
Date of Exit from Service:	
Reason for Exit from Service:	
Date of Last Payment:	<i>Last Pay Certificate</i>

4. Current Appointment Details (**Upon Re-entry**); attach supporting documents:

Ministry /County /Dept /Agency: _____

Date of Re-entry: _____

Reason for Re-entry: _____

Pay-Group: _____

Designation Title: _____

Job-Group: _____

Type of Engagement: _____

Pension Scheme: _____

The new appointment/reinstatement letter (not letter of offer)

Request Authorized By Head of HR

Application Prepared By Head of Payroll

Full Name: _____

PF/Number: _____

Designation: _____

Signature: _____

Date: _____

FOR OFFICIAL USE BY **DIRECTORATE OF PUBLIC SERVICE MANAGEMENT ONLY**

	PF/Number	Full Name	Designation	Date	Signature
Received:	_____	_____	_____	_____	_____
Examined:	_____	_____	_____	_____	_____

Remarks

Approved / Not Approved: _____

Remarks

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