



COUNTY GOVERNMENT OF MERU
OFFICE OF THE COUNTY SECRETARY & HEAD OF PUBLIC SERVICE

Email: merucounty@meru.go.ke
When replying please quote

Meru County Headquarters
P.O Box 120-60200
MERU

From: The County Secretary & Head of Public Service
To: All Chief Officers
Ref: CGM/CS/LAPsMA.025/06
Date: 03rd August, 2026

*Attention to all staff
to comply*
[Signature]
11/08/2026

**RE: REQUEST FOR SUBMISSION OF EMPLOYMENT DOCUMENTS FOR UPDATING
PERSONAL FILES AND THE HRIS-KE PAYROLL.**

Reference is made to the above-mentioned subject matter.

The Directorate of Human Resource Management is currently undertaking the updating and validation of employees' personal records to ensure consistency, completeness, and accuracy of information contained in individual personal files and the Human Resource Information System – Kenya (HRIS-KE). To facilitate this exercise all Chief Officers are requested to coordinate, through Departmental Human Resource Officers, the collection of the required employment documents from all officers serving in their respective departments and submit them to the Directorate of Human Resource Management as per the attached list of requirements.

This exercise is of critical importance in ensuring the integrity of employee records, supporting effective human resource management, facilitating payroll and establishment management, enhancing service delivery, and ensuring compliance with the requirements of the Public Service Human Resource Policies and Procedures Manual, HRIS-KE standards, and audit requirements.

Given the urgency of this exercise, all Chief Officers are requested to accord this matter the highest priority and ensure full compliance by all staff under their departments. The completed documents should be forwarded to the Directorate of Human Resource Management on or before 20th August 2026.

Your personal commitment and support in ensuring timely submission of the required documents will be highly appreciated.


DAVID BAARIU.





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The documents required from every employee are as follows:

1. A copy of the coloured National Identity Card.
2. A copy of the KRA PIN Certificate.
3. A copy of the Birth Certificate.
4. Copies of Academic Certificates.
5. Copies of Professional Certificates (where applicable).
6. A copy of the Letter of First Appointment.
7. Copies of all Promotion Letters.
8. Copies of Redesignation Letters (where applicable).
9. A copy of the Letter of Confirmation to Permanent and Pensionable Terms of service.
10. Current Phone Number and Alternative Phone Number.
11. Email address
12. One coloured passport-size photograph.
13. Duly completed Next of Kin Details Form (attached).



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NEXT OF KIN NOMINATION FORM

This form should be filled by all the County Government employees and returned to the Directorate of Human Resource.

NAME _____ PERSONAL NO. _____ ID/NO _____

WORK STATION _____ DEPARTMENT _____

HOME COUNTY _____ WARD _____

PHONE NO. _____ ALTERNATIVE PHONE NO _____

E- MAIL ADDRESS _____

PARTICULARS OF THE NEXT OF KIN

S/no	Name	Relationship [e. g Husband/ Wife /Daughter/ Son/Mother]	Id No	Age Yrs.	Physical Address	Post Office Address	Phone No.
1							
2							
3							
4							
5							

Signature _____ Date _____

NOTE

Any changes regarding details of Members' next of kin should be communicated to the Director Human Resource immediately.