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THE REPUBLIC OF UGANDA

Ministry of Finance, Planning &
Economic Development
Plot 2-12, Apollo Kaggwa Road
P.O. Box 8147
Kampala
Uganda

In any correspondence on
this subject please quote No. HRM 155/222/01

16th July, 2018

The Permanent Secretary
Ministry of Public Service
KAMPALA

RECRUITMENT OF CRITICAL STAFF AND PAYROLL MANAGEMENT FOR THE FY 2018/19

1. Reference is made to several letters from Local Government Accounting Officers submitting the staffing levels of their respective Votes to Ministry of Local Government for consideration in which your Ministry is copied in.
2. I have noted the low staffing levels for critical positions in most Votes especially when it comes to the Heads of Department. I also note that in the recruitment requests submitted to you for consideration, the Heads of Department and Inspectors are left out yet they are critical for service delivery.
3. Further, I have noted that some staff on the payroll appear under cost centres where they are not stationed and this has been the origin of “ghost” employees on various payrolls.
4. I would also like to reiterate my communication in the Budget Execution Circular on Acting Appointments, that any Officer who acts for more than six months must get approval from the Service Commission for the extension of Acting Capacity in a given post. This therefore implies that no payments must be made to Officers who have acted for more than six months without renewal of their Acting Appointments by the relevant Appointing Authority and Service Commissions.
5. The purpose of this letter therefore, is threefold;
 - i. Request you to prioritise recruitment of Heads of Departments and identified critical positions like Inspectors when issuing clearances to recruit within the available wage provisions;

Mission

“To formulate sound economic policies, maximize revenue mobilization, ensure efficient allocation and accountability for public resources so as to achieve the most rapid and sustainable economic growth and development”

- ii. Request you to ensure that only bonafide staff, with full documentation appointing them into Service, are accessed onto the payroll. Where "ghosts" are detected, your office and that of the affected Accounting Officers will be held accountable; and
- iii. Request you to reconcile the payroll with the Votes so that, all staff fall under their respective cost centres and departments by **30th September, 2018.**



Keith Muhakanzi

PERMANENT SECRETARY/SECRETARY TO THE TREASURY

Copy to: Auditor General
The Head of Public Service and Secretary to Cabinet
All Central Government Accounting Officers
All Local Government Accounting Officers

Mission

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