



**Standard**

**Operating Procedures for Human**

**Resource Management**

**(NWHSA/HRA/SOP/03)**

**Document Review Sheet**

The signatures below certify that this Standard Operating Procedure has been reviewed and accepted and demonstrate that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

Action	Name & Signature	Position	Date
Revised by			
Reviewed by			
Approved by			

**1.0 AMENDMENT RECORD**

This Standard Operating Procedure is reviewed regularly to ensure relevance to the processes that it defines. A record of contextual additions or omissions is given below.

**Amendment Record Sheet**

Amendment Date	Issue No.	Revision No.	Page No.	Subject Of Review /Modification	Revised By	Reviewed & Approved By

## 2.0 GENERAL

### 2.1 Purpose

The purpose of this procedure is to ensure that the functions of Human Resource & Administration department are effectively executed through well-defined procedures to ensure compliance with ISO 9001:2015 International Standard, the National Water Harvesting and Storage Authority policies and procedures and the government's statutory policies, procedures, and regulations as ensure the needs of our customers are met.

### 2.2 Scope

This procedure is applicable to all activities relating to the Human Resource & Administration department, in National Water Harvesting & Storage Authority.

### 2.3 References

- Human Resource policies and procedures Manual.
- Strategic plan.
- Relevant regulations.
- Relevant government Circulars and guidelines released from time to time.
- Employment Act 2007.
- Public Service Commission Act 2017
- Prevailing Kenya Labour Laws from time to time including but not limited to:
  - ✓ The Occupational Safety and Health Act, No. 15 of 2007, Laws of Kenya
  - ✓ The Employment Act, No. 11 of 2007, Laws of Kenya
  - ✓ The Labour Institutions Act, No. 12 of 2007, Laws of Kenya
  - ✓ The Labour Relations Act, No. 14 of 2007, Laws of Kenya
  - ✓ The Work Injury and Benefits Act, No. 13 of 2007, Laws of Kenya
  
- ISO 9001:2015
- The Constitution of Kenya

### 2.4 List of abbreviations

CEO	Chief Executive Officer
CPD	Continuing Professional Development
NWHSA	National Water Harvesting and Storage Authority
HELB	Higher Education Loan Board
HOF	Head of Functional Areas

HR	Human Resource
HRM	Human Resource Management
HRMAC	Human Resource Advisory Committee
HRM& Admin	Human Resource Management and Administration
NHIF	National Hospital Insurance Fund
NSSF	National Social Security Fund
SCAC	State Corporations Advisory Committee
ATC	Authority Training Committee
PPE	Persona protective equipment

## 2.5 Definition of Terms

TERM	DEFINITION
<b>Act</b>	The Water Act No. 43 of 2016.
<b>Authorized Officer</b>	The CEO or any employee of the Authority authorized by the CEO to act on his behalf in any particular matter under powers expressly delegated for purpose of this Manual.
<b>Basic Salary</b>	An employee's salary exclusive of allowances.
<b>Authority</b>	The institution as established under Section 31 of the Water Act, 2016
<b>Board of Directors</b>	The governing body with membership as defined under Section 33(1) of the Water Act, 2016.
<b>Bondee</b>	An employee who is serving a training bond obligation.
<b>Cabinet Secretary</b>	A state officer responsible for policy direction, coordinating and overall supervision of the Authority.

<b>Career</b>	An employee's line of work or service involving continuity over a long period of his working life.
<b>Casual</b>	Employees engaged on a day-to-day basis, not longer than 24 hours at a time and who should be paid their wages at the end of each day.
<b>Chairman</b>	Chair of the Board of Directors.
<b>Children</b>	The biological off springs or legally adopted children of an employee. For purpose of records, the names of the children must be declared at the time of birth or adoption if it occurs during employment in the Authority. Copies of birth certificates or legal adoption papers will be required in either case.
<b>Dependent Child</b>	The biological offspring or legally adopted child, of an employee under the age of twenty-five (25) years who are unmarried and are wholly dependent on the employee or a child above the age of 25 with a permanent disability that would make the child wholly dependent on the parent.
<b>Code of Conduct</b>	A body of rules or regulations.
<b>Confidential Information</b>	Any official information of a secret or confidential nature relating to the affairs of the Authority.
<b>Delegated Authority</b>	The powers of the Board of Directors which have been assigned to any or more of its members or employees of the Authority to exercise on its behalf.
<b>Chief Executive Officer</b>	Officer as appointed under section 33 (1) of the Water Act, 2016.
<b>Human Resource Management Advisory Committee</b>	The committee as established under Section 2.15 to advise the CEO on Human Resource Management issues.

<b>Duty Station</b>	The normal base of employee's working location as contained in the employee's personnel record.
<b>Employee</b>	Any person employed in the Authority on contract or permanent terms of service unless otherwise stated.
<b>Gross Insubordination</b>	The severe defiance of an employee to their immediate Superior's or Supervising Employee's lawful instructions given orally or in writing and could also lead to the endangerment of other people.
<b>Gross Misuse</b>	Those actions of improper use of funds, assets, or property of the Board which leads to a major violation/loss thus severely hampering accomplishment of the Board's goals.
<b>Gross Salary</b>	The monthly pay of an employee, including overtime, mileage, or any other extra allowance or benefit.
<b>Head of Functional Area</b>	Refers to the head of directorate, department or division as the case may be.
<b>Interdiction</b>	A temporary censure action imposed by Management to exclude an employee from performing their duties pending investigation and determination of his/her disciplinary case. Such an employee is required to earn half salary for the period of interdiction.
<b>Leave</b>	A period of time granted through official permission to an employee to be absent from work or duty.
<b>Leave Year</b>	The period commencing 1 <sup>st</sup> July to 30 <sup>th</sup> June of each financial year.
<b>Next of Kin</b>	The name of the person provided by the employee for the purpose of contact during emergency and in case of death.
<b>Nuclear Family</b>	Employee, spouse and children.
<b>Principal Secretary</b>	This is the Administrative Head of a State Department.

<b>Pro-rata</b>	In relation to benefits, computation for the period served in relation to the full-term entitlement.
<b>Public Service</b>	The Civil Service, National Police, Teachers' Service, Judiciary, Kenya Defence Forces, County Governments, Public Universities, Parliamentary Service, State Corporations and Statutory Bodies.
<b>Reimbursable Allowances</b>	Those Allowances where an employee gets reimbursement on the expenditure incurred in the course of duty.
<b>Remunerative Allowance</b>	Those Allowances paid to an employee in addition to salary as a form of compensation for additional responsibilities.
<b>Rotation</b>	Is a process where an employee is moved through one or more positions designed to give an employee wide exposure of the entire functions of the organizations or different aspects of specific functions.
<b>Secondment</b>	Means permitting an employee to serve another organization for a specific duration and on mutually agreed terms.
<b>Sick Leave</b>	The approved absence of an employee from duty on account of illness.
<b>Spouse</b>	The Legal partner of an officer specified under the Marriage Act or in accordance with the relevant Customary Law.
<b>Supervisor</b>	An employee who has responsibility to oversee, direct or supervise work or operations of other employees.
<b>Surety</b>	A person who formally accepts responsibility to locate a bondee and/or redeem the bond obligation of a bondee who defaults or appears in a court of law in respect of the same.
<b>Suspension</b>	An action imposed by Management for major breaches of policy and the affected employee is forbidden to attend to duty and ceases to earn a salary for the period of suspension.

<b>Training Bond</b>	Formal agreement between the Authority and its employees who are selected for approved training that oblige them to serve in the Authority for a specific period of time on completion of training.
<b>Transfer</b>	The administrative relocation of an employee on the same or similar position in another Department/Division within the Authority.
<b>Union</b>	Any Trade Union recognized by the Authority as representing unionisable employees of the Authority.

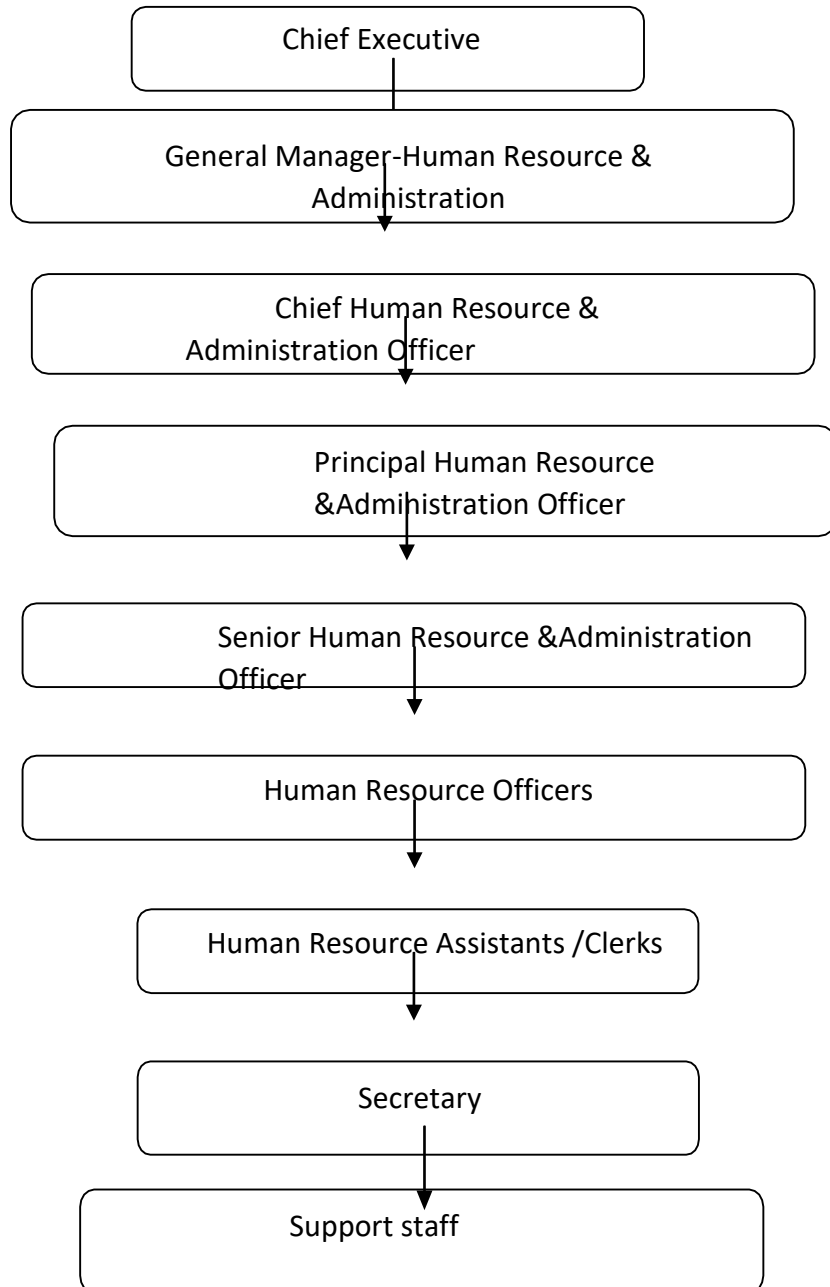
## 2.6 Responsibility

The Head of Human Resource Department has the primary responsibility of ensuring that these processes are implemented and remain adequate for their intended purpose. The HOD also has the primary responsibility for providing the information from which documentation of the processes and activities can be compiled and for initiating action to keep them up to date. However, all departmental staff members are responsible for implementing and ensuring that these procedures are followed.



### 3.0 ADMINISTRATIVE STRUCTURE

The current administrative structure for the Human Resource Department is as follows:



## **4.0 PROCESSES**

### **4.1 Overview**

The Human Resource & Administration Department is responsible for aligning Human Resource and Administration functions to the organization's strategy through employee sourcing, training & development, payroll administration, staff performance appraisals, labour relations, administration of staff welfare schemes, pensions administration, security services, transport services, office secretarial services and office auxiliary services.

The core activities of the Department include:

- (i) Employee Sourcing (staff Recruitment)
- (ii) Human Resource Training and Development
- (iii) Staff Disciplinary
- (iv) Staff performance appraisal
- (v) payroll administration
- (vi) administration of staff welfare
- (vii) Employee Separation
- (viii) Transport management



## NATIONAL WATER HARVESTING AND STORAGE AUTHORITY

**DEPARTMENT:** HUMAN RESOURCE AND ADMINISTRATION  
**DOCUMENT IDENTIFICATION NO:** NWHSA/HRA/SOP/03/001 **ISSUE NO:** 1  
**REVISION NO:** 0  
**PROCEDURE:** STAFF RECRUITMENT **APPROVED AND ISSUED BY:** GENERAL MANAGER, HUMAN RESOURCE & ADMINISTRATION  
**APPROVAL SIGNATURE:**

No.	Procedure	References	Resources/input	Responsibility	Measure of Success (KPI)
1.	Staff Recruitment	As referenced in Human Resource policies and procedures manual section CI 2.14-2.30	Budget Personnel	General Manager - Human Resource & Administration Relevant Head of department/division Chief Executive Officer	Recruitment Report Shortlisting and interview Reports Letters of appointment Relevant approvals Due Diligence Report Personal File

### 4.2 Process for employee sourcing (staff recruitment)

#### 4.2.1 Source

- Human Resource policies and procedures Manual.
- Strategic plan.
- Relevant regulations.
- Relevant government Circulars.
- Employment Act 2007.
- Public Service Commission Act 2017

#### Required inputs/Resources

- Budgetary Allocation
- Approved Staff establishment.
- Job Specifications/Job description
- Personnel

#### **4.2.2 Expected outputs**

- Reports-Shortlisting and Interview reports.
- Offer(letter of appointment and acceptance letters.
- Personal File
- Advertisement
- Competent and skilled employees.

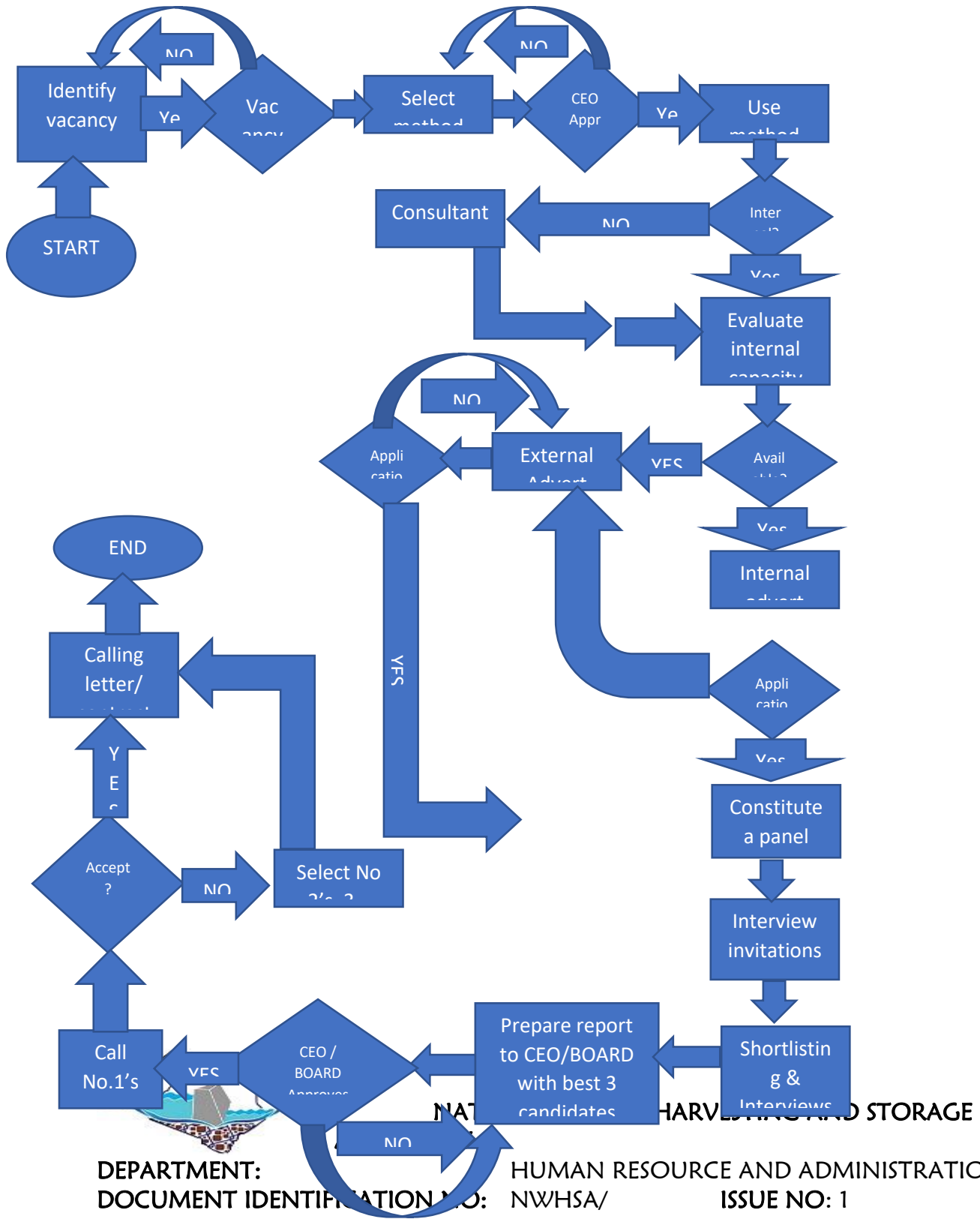
#### **4.2.3 Customers**

- All departments
- General Public
- Relevant government agencies

#### **4.2.4 Records/Retained Information**

- Application letters
- Job advertisements
- Long list and shortlist
- Minutes of the board or interviewing and shortlisting Committee.
- Appointment letters
- Declaration of income assets and liabilities
- Official secrets and declaration form
- Employment Contracts

#### **FLOW CHART**



DEPARTMENT:  
 DOCUMENT IDENTIFICATION NO:  
 PROCEDURE: STAFF INDUCTION AND PLACEMENT

HUMAN RESOURCE AND ADMINISTRATION  
 ISSUE NO: 1  
 REVISION NO: 0  
 APPROVED AND ISSUED BY: GENERAL MANAGER, HUMAN RESOURCE & ADMINISTRATION

**APPROVAL SIGNATURE:**

**4.3 Process of Staff Induction and Placement**

No.	Procedures	References	Resources/input	Responsibility	Measure of Success
1.	Induction and placement	As referenced in Human Resource policies and procedures manual section CI 2.31 and Induction Manual	Budget Staff Stationery	General Manager - Human Resource & Administration Relevant Head of department/division	Approved Induction Completed Induction Induction report

**4.3.1 Source**

- Relevant government Circulars.
- Induction Manual

**4.3.2 Required Inputs**

- Budget.
- Approved Induction Programme.

**4.3.3 Expected outputs**

- Induction/orientation report

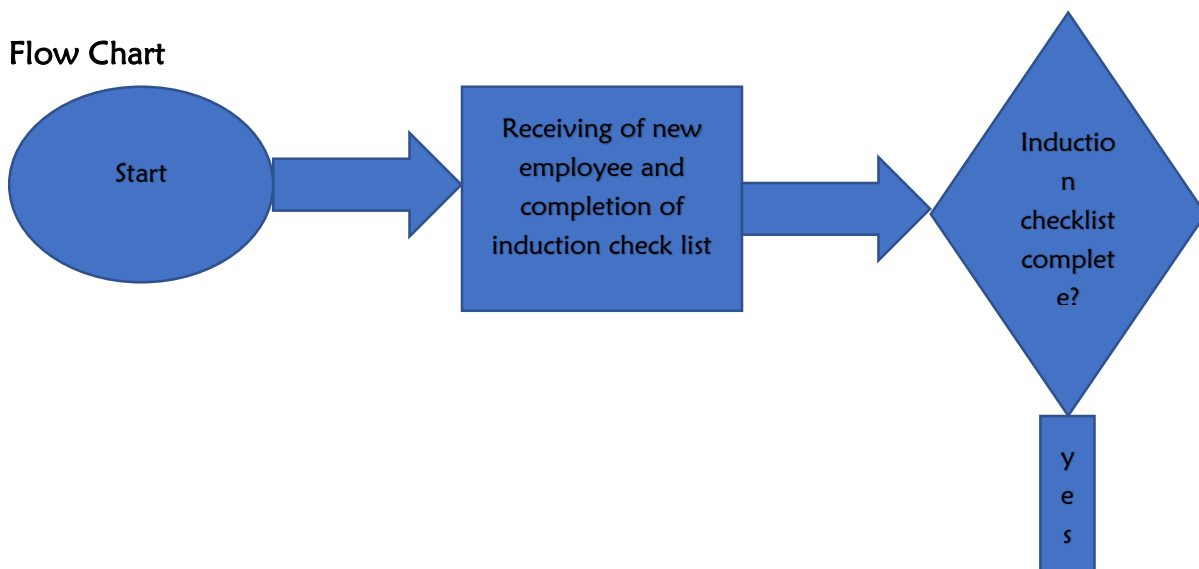
**4.3.4 Customers**

All NWHSA departments/divisions.

**4.3.5 Records/Retained Information**

Employee Handbook  
Induction report

**Flow Chart**





**NATIONAL WATER HARVESTING AND STORAGE  
AUTHORITY**

**DEPARTMENT:** HUMAN RESOURCE AND ADMINISTRATION  
**DOCUMENT IDENTIFICATION NO:** NWHSA/ **ISSUE NO:** 1  
**REVISION NO:** 0  
**PROCEDURE:** STAFF TRAINING AND DEVELOPMENT  
**APPROVED AND ISSUED BY:** GENERAL MANAGER, HUMAN RESOURCE & ADMINISTRATION  
**APPROVAL SIGNATURE:**

**4.4. Processes for Staff Training and development**

No.	Procedures	References	Resources/input	Responsibility	Measu
1.	Staff Training and development	As referenced in Human Resource policies and procedures manual section CI 9.1-9.36	Budget Personnel	General Manager - Human Resource & Administration	Minut Appro Trainin Trainin Action impac



#### **4.4.1 Source**

- Human Resource policy and procedures Manual.
- Strategic plan.
- Relevant government Circulars.

#### **4.4.2 Required inputs**

- Budget.
- Approved training plan.
- Performance appraisal reports.
- TNA and skill gap analysis report.

#### **4.4.3 Expected outputs**

- Minutes
- Training reports
- Training certificates
- Action plan forms

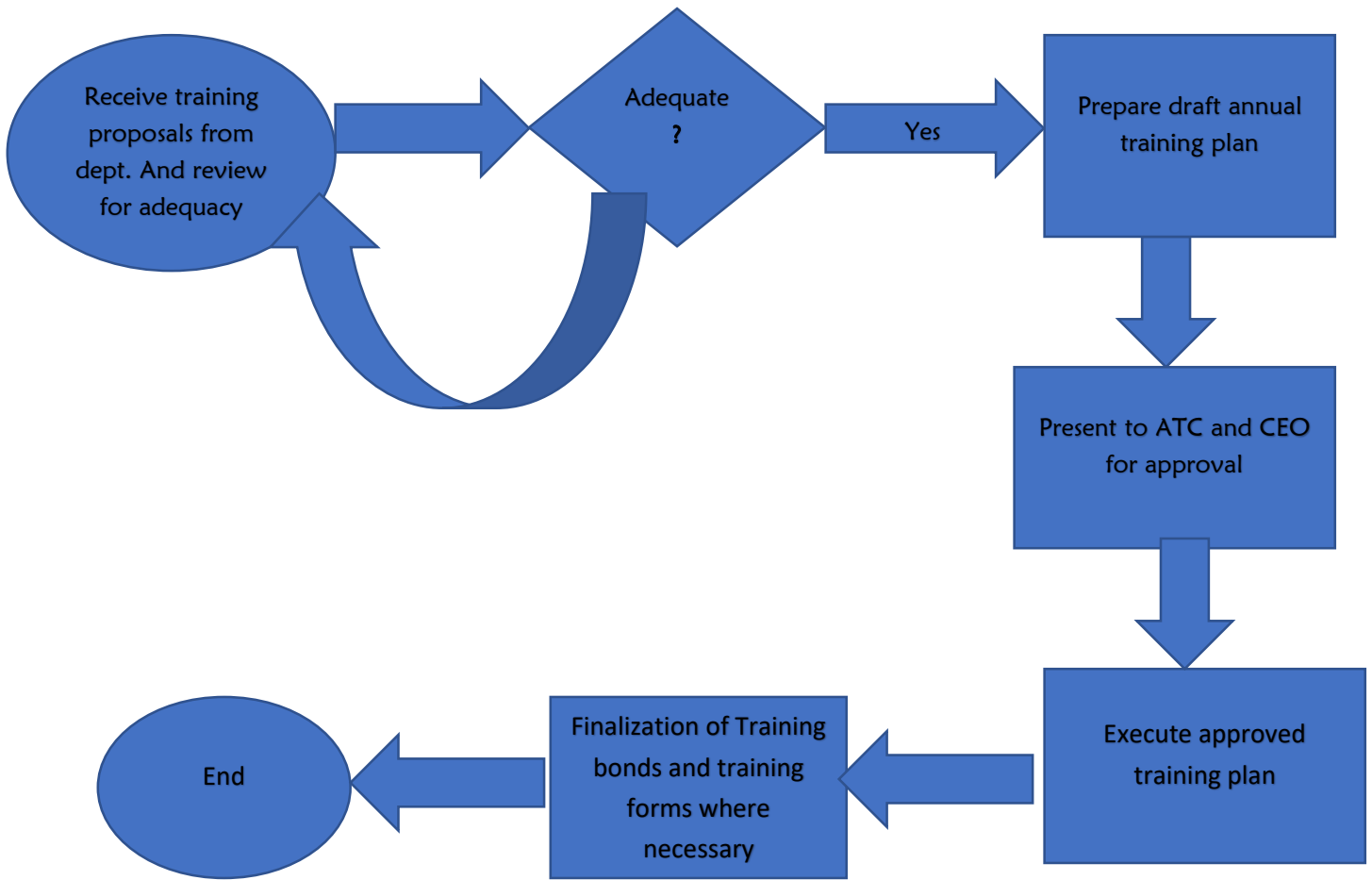
#### **4.4.4 Receivers**

- All NWHSA departments/divisions.
- Relevant government agencies.

#### **4.4.5 Records/Retained Information**

- a) Staff appraisal forms
- b) Minutes of the Authority training Committee that approved the Training Plan and budget
- c) NWCPC Staff Training effectiveness evaluation
- d) Training records register
- e) Training plan and budget
- f) List of trained staff
- g) Training impact form

**Flow chart**



**NATIONAL WATER HARVESTING AND STORAGE AUTHORITY**

**DEPARTMENT:**  
**DOCUMENT IDENTIFICATION NO:**

**HUMAN RESOURCE AND ADMINISTRATION**  
**NW/HS/A/**

**ISSUE NO: 1**

**REVISION NO: 0**

**PROCEDURE: PERFORMANCE**  
**MANAGEMENT**

**APPROVED AND ISSUED BY: GENERAL MANAGE**  
**RESOURCE &ADMINISTRATION**

**APPROVAL SIGNATURE:**

#### 4.5 Process for performance appraisal

No.	Procedures	References	Resources/input	Responsibility	Measure of Success
1.	Performance Management	As referenced in Human Resource policies and procedures manual section CI 8.1-8.18		General Manager - Human Resource & Administration Relevant Head of department/division	Performance appraisal forms Dully filled per

##### 4.5.1 Source

- Human Resource policies and procedures Manual.
- Relevant regulations.
- Strategic plan
- Relevant Government Documents and Circulars

##### 4.5.2 Required inputs

- Approved workplans.
- Performance Contract.
- Performance appraisal report

##### 4.5.3 Expected Output

- Performance appraisal Reports
- Filled performance appraisal forms

4

4.4

##### 4.4.4. Receivers

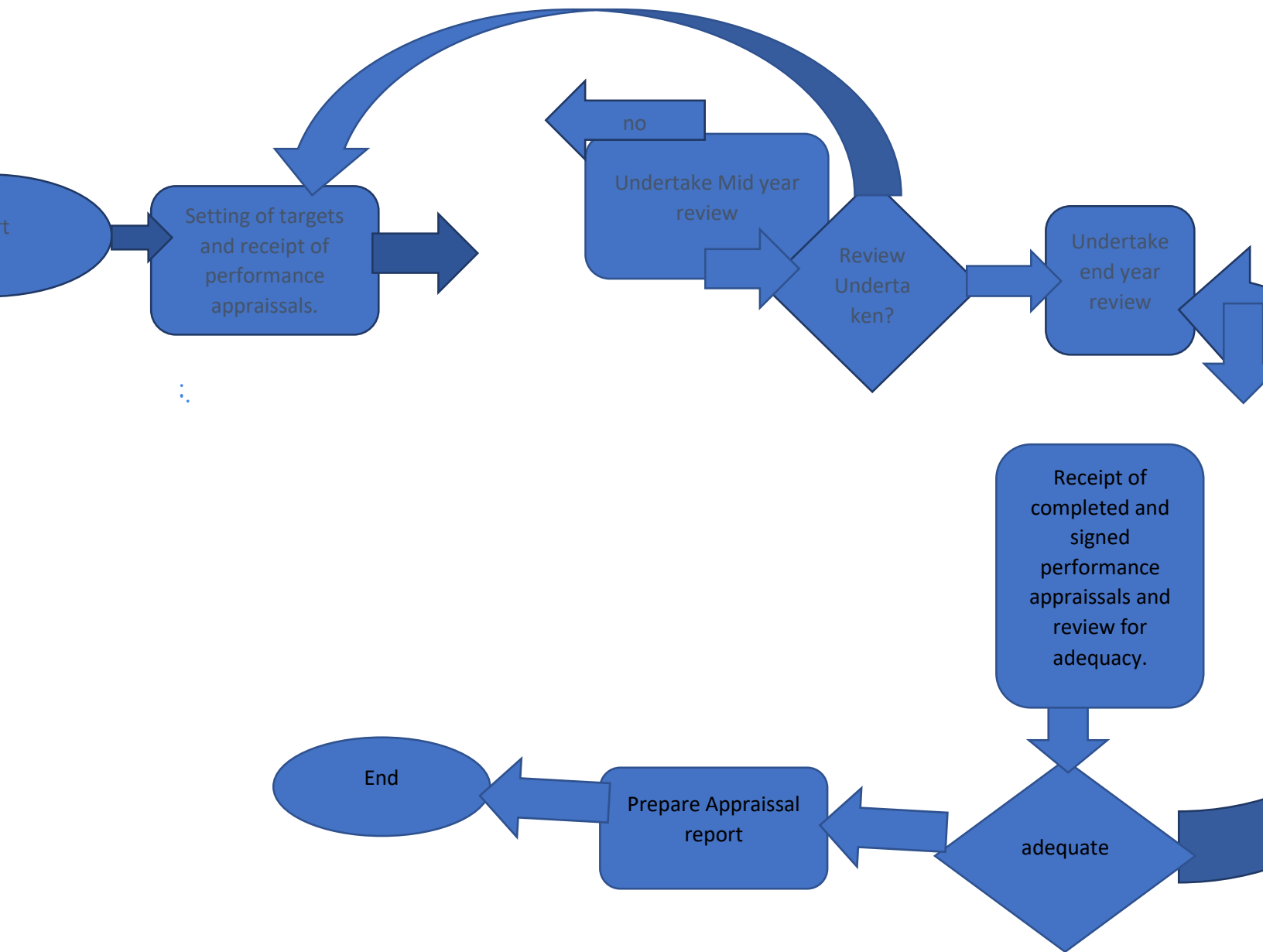
- All NWHSA departments/divisions.

##### Records/Retained Information

- Signed Performance appraisals
- Performance appraisal report for the year under review

Flow chart for performance management





**NATIONAL WATER HARVESTING AND STORAGE  
AUTHORITY**

**DEPARTMENT:**

**DOCUMENT IDENTIFICATION NO:**

**PROCEDURE:** LEAVE  
MANAGEMENT

**HUMAN RESOURCE AND ADMINISTRATION**

**NWWSA/**

**ISSUE NO: 1**

**REVISION NO: 0**

**APPROVED AND ISSUED BY:** GENERAL  
MANAGER ,HUMAN RESOURCE  
&ADMINISTRATION

**APPROVAL SIGNATURE:**

**4.6 Process for Leave Management**

No.	Procedures	References	Resources/input	Responsibility	Measure of Success
1	Leave Management	As referenced in Human Resource policies and procedures manual section CL 6.1-6.3		General Manager - Human Resource & Administration Relevant Head of department/division	Leave Letters NWHSA /Department roster

**4.6.1 Source**

- Human Resource policies and procedures Manual.
- Relevant regulations.
- Relevant Government Documents and Circulars
- Employment Act 2007
- Approved Budget

**4.5.2. Required inputs**

- Leave Roster
- Leave request form(online)
- Budget

**4.6.2 Expected Output**

- Leave Letters

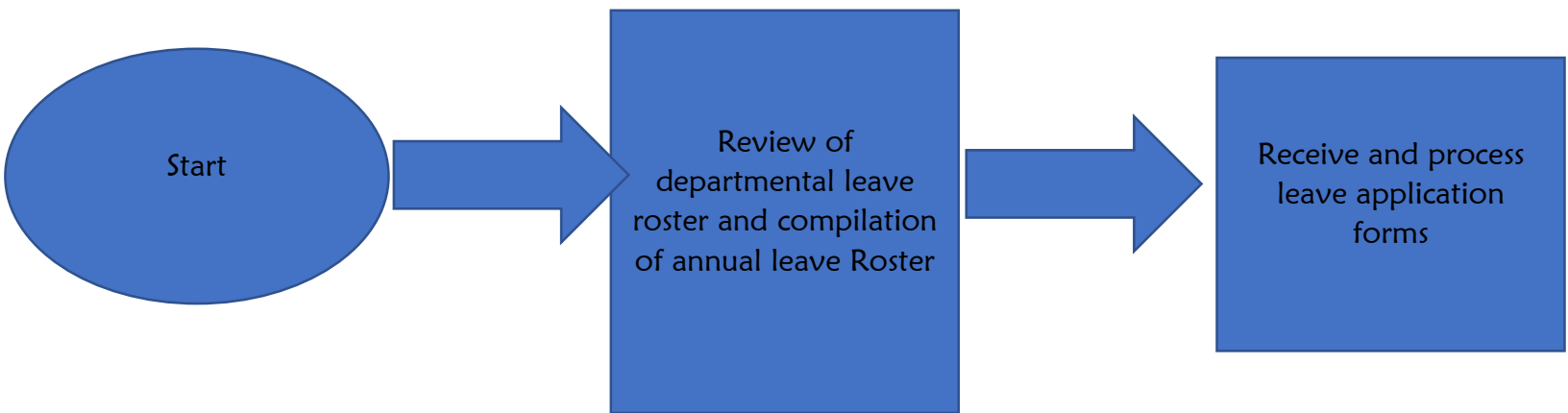
**4.5.4. Receivers**

All NWHSA Employees

**Records/Retained Information**

- Leave Application forms
- Leave letters
- Annual Leave roster

# Flow Chart





**NATIONAL WATER HARVESTING AND STORAGE  
AUTHORITY**

**DEPARTMENT:** HUMAN RESOURCE AND ADMINISTRATION  
**DOCUMENT IDENTIFICATION NO:** NWWSA/ **ISSUE NO:** 1  
**REVISION NO:** 0  
**PROCEDURE:** EMPLOYEE **APPROVED AND ISSUED BY:** GENERAL  
SEPARATION **MANAGER, HUMAN RESOURCE  
& ADMINISTRATION**

**APPROVAL SIGNATURE:**

**4.6. Process for Employee Separation**

No.	Procedures	References	Resources/input	Responsibility	Measure of Success
1.	Employee Separation	As referenced in Human Resource policies and procedures manual section cl 14.1-14.15	Budget Personnel Stationery		Certificate of Separation Retirement letter Clearance certificate

**4.6.1 Source**

- Human Resource policies and procedures Manual.
- Relevant regulations.
- Relevant Government Documents and Circulars
- Employment Act 2007
- Public Service Commission Act 2017
- NWWSA pension scheme trust deed and rules.

**4.6.2 Required inputs**

- Relevant reports
- Guidelines



- Budget

#### **4.6.3 Expected outputs**

- Certificate of Service
- Retirement letters
- Clearance certificates
- Indemnity certificate

#### **4.6.4 Receivers**

- All NWHSA Employees
- Relevant Government agencies

#### **Records/Retained information**

- Certificate of Service
- Retirement letters
- Clearance certificates
- Certified death certificate

#### **Flow chart**



**NATIONAL WATER HARVESTING AND STORAGE  
AUTHORITY**

**DEPARTMENT:** HUMAN RESOURCE AND ADMINISTRATION  
**DOCUMENT IDENTIFICATION NO:** NWWSA/ **ISSUE NO:** 1  
**REVISION NO:** 0  
**PROCEDURE:** PAYMENT OF **APPROVED AND ISSUED BY:** GENERAL  
SALARIES AND BENEFITS **MANAGER, HUMAN**  
**RESOURCE & ADMINISTRATION**  
**APPROVAL SIGNATURE:**

#### 4.7 Process for payment of salaries and benefits

No.	Procedure	References	Resources/input	Responsibility	Measure of Success
1	Payment of Salaries and advances, allowance	As referenced in Human Resource policies and procedures manual section CL 3.1-4.21	Budget Stationery	General Manager - Human Resource & Administration. General Manager-Finance	Payroll reports Pay slips Payroll summary Deductions reports

##### 4.7.1 Source

- Appointment letters
- Approved staff benefits
- Employment Act of 2007
- The Regulation of Wages and Conditions of Employment Act Cap 229
- The Retirement Benefits Act
- Human Resource policies and procedures Manual.
- Relevant regulations.
- Relevant Government Documents and Circulars
- The Work Injury and Benefits Act, No. 13 of 2007, Laws of Kenya
- Acting/special Duty letter
- Deductions Advisory letters
- Transfer letters and approved transfer allowance letters/forms
- Gazette notices issued from time to time

##### 4.7.2 Required Inputs

- Budget
- Appointment letters
- Deductions Advisory letters
- Acting/special Duty letter

##### 4.7.3 Expected Outputs

- Payroll reports

- Pay slips
- Payroll summary
- Deductions reports – NSSF, NHIF, PAYE, Co-operative Society, Insurance, Pension, Car loan, advances etc
- Pension Fund reports – current, cumulative, and interest amounts.

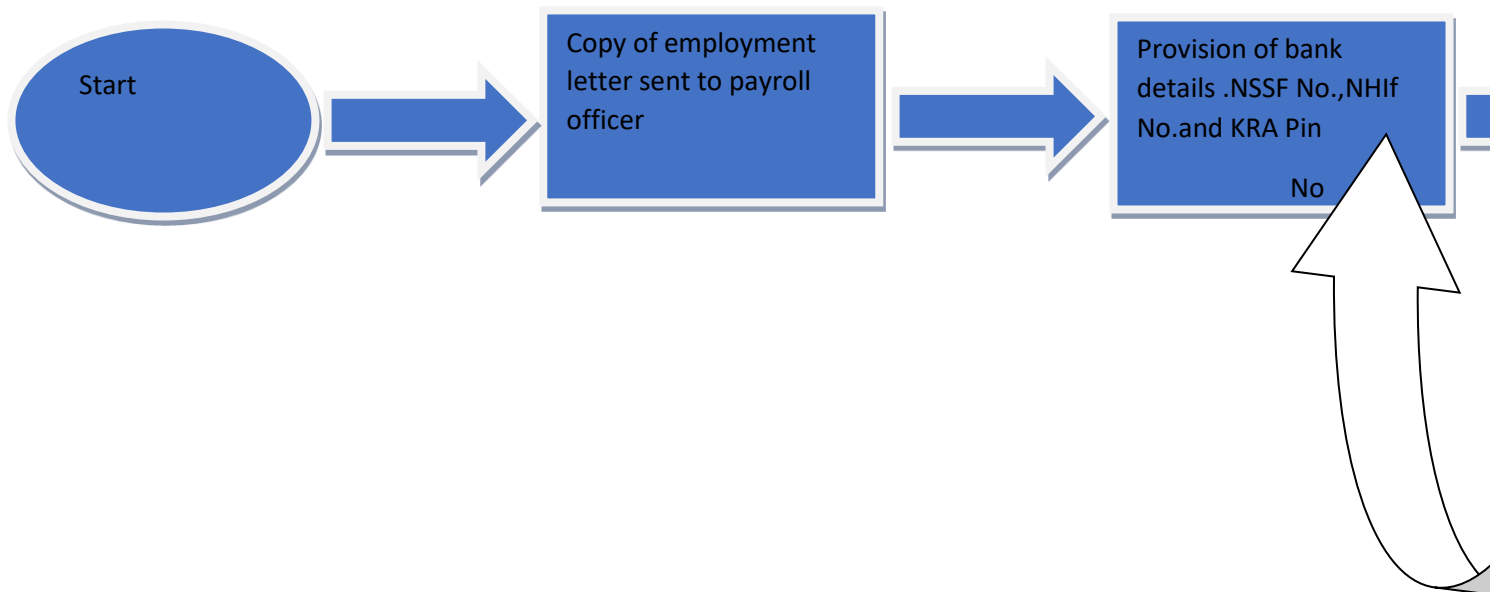
#### 4.7.4 Receivers

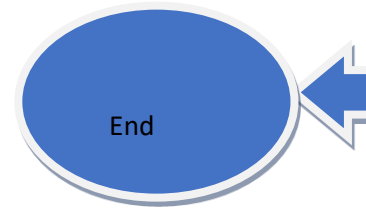
All NWHSA employees

#### Records/retained information

- Payroll reports
- Pay slips
- Payroll summary
- Income reports – salary, overtime, allowances, transfer allowance, mileage
- Deductions reports – NSSF, NHIF, PAYE, Co-operative Society, Insurance, Pension, Car loan, advances etc
- Appointment letters

#### Flow chart





#### 4.7 Transport Management

No.	Procedure	References	Resources/input	Responsibility	Measure of Su
1	Transport Management	As referenced in Human Resource policies and procedures manual section CL 7.1-7.17	Budget Staff	General Manager - Human Resource & Administration.	Reports Work ticket

##### 4.8.1 Source

- Relevant Government Documents and Circulars
- NWHSA Human Resource and pocedures manual

##### 4.8.2 Required Inputs

- Budget
- Requisition forms
- Relevant approvals
- Motor vehicle
- Personnel

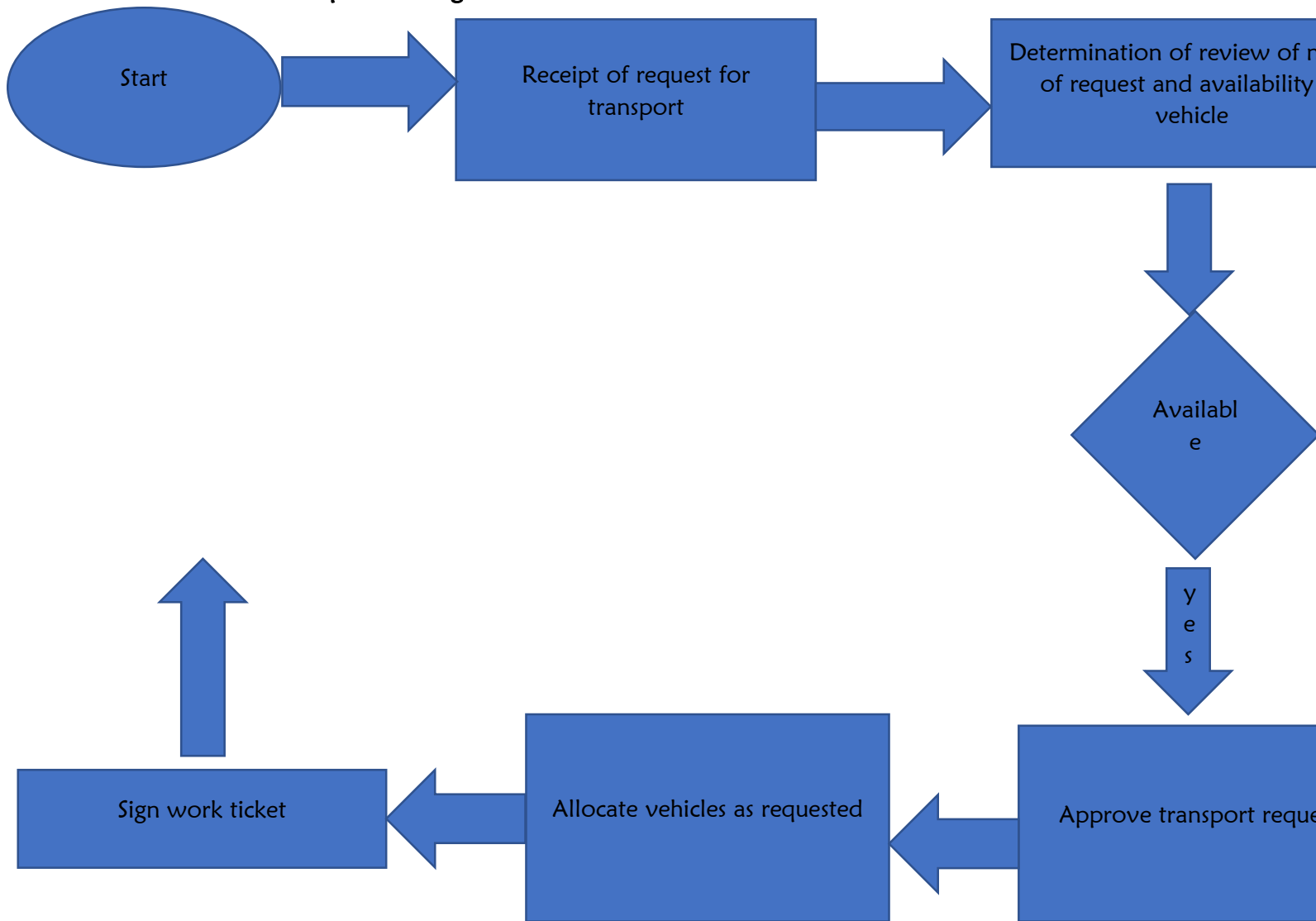
##### 4.8.3 Expected outputs

- Signed work tickets
- Transport facility
- Reports

#### 4.8.4 Receivers

- All NWHSA Departments
- Records/Retained Information**
- Work ticket
  - Reports
  - Transport requisition forms

Flow chart for transport management



Employee Discipline

**Source**

- Relevant Government Documents and Circulars
- NWHSA Human Resource and pocedures manual
- Relevant Government Documents and Circulars
- The Employment Act, No. 11 of 2007, Laws of Kenya
- The Labour Institutions Act, No. 12 of 2007, Laws of Kenya
- The Labour Relations Act, No. 14 of 2007, Laws of Kenya

**Required Inputs**

- Budget
- Personnel
- Background ifrm

**Expected outputs**

- HRMAC reports
- Show cause letters
- 

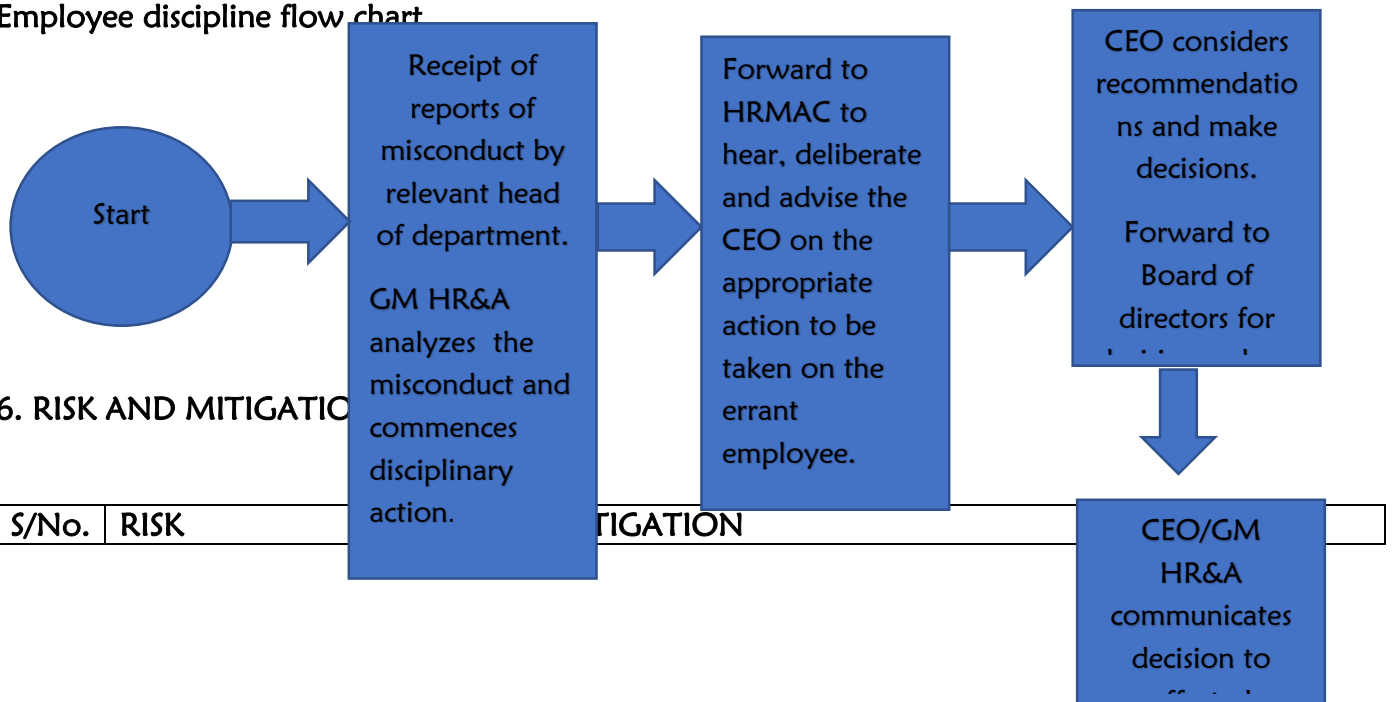
**Receivers**

- All relevant heads of departments
- Concerned staff

**Records/Retained Information**

- Letters
- Reports

**Employee discipline flow chart**



**6. RISK AND MITIGATION**

S/No.	RISK	MITIGATION
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1	Misuse of vehicles	<ul style="list-style-type: none"> <li>• Branding of corporation</li> <li>• vehicle</li> <li>• Stern disciplinary measures on culprits</li> <li>• Impromptu audit of vehicles on site</li> <li>• Installation of Car track devices on all vehicles</li> <li>• Privately registered vehicles be re-registered using parastatal registration number</li> <li>• Proper vehicle authorization through serialized work tickets</li> <li>• Impromptu rotation of drivers</li> </ul>
2	Traffic Offences	<ul style="list-style-type: none"> <li>• Frequent refresher courses for drivers</li> <li>• Disciplinary action on rogue drivers</li> </ul>
3	Theft of vehicles	<ul style="list-style-type: none"> <li>• Installation of car tracking devices</li> <li>• Outsource transport services</li> <li>• Installation</li> </ul>
4	Succession Planning	<ul style="list-style-type: none"> <li>• Come up with succession planning strategies</li> <li>• Implement a management Trainee programme</li> </ul>
5	Un-Ethical and behavioral conduct	<ul style="list-style-type: none"> <li>• Staff sensitization</li> <li>• Disciplinary measures</li> <li>• Culture change</li> <li>• Team building</li> <li>• Counselling</li> </ul>
6	Non-Compliance with policies and procedures	<ul style="list-style-type: none"> <li>• disciplinary measures</li> <li>• Enforce the regulations</li> </ul>
7	Occupational Hazards	<ul style="list-style-type: none"> <li>• Medical and Group life cover for staff</li> </ul>

		<ul style="list-style-type: none"> <li>• Provide PPE for staff</li> <li>• Installation and inspection of firefighting equipment.</li> <li>• Ensure proper office ergonomics</li> <li>• Inspection of potentially hazardous offices.</li> <li>• Signage and display of safety rules, procedures, and hotline numbers.</li> </ul>
8	Staff Low Morale	<ul style="list-style-type: none"> <li>• Review salaries and schemes of service</li> <li>• Establish a reward scheme to reward performing employees.</li> <li>• Organize team building activities.</li> </ul>
9	Staff Strikes	<ul style="list-style-type: none"> <li>• Engage unions in negotiations</li> <li>• Engage, communicate, and sensitize staff on a regular basis.</li> <li>• Honor commitments with staff upon agreement</li> <li>• Adhere to set labor laws</li> </ul>
10.	Staff related litigations	<ul style="list-style-type: none"> <li>• Follow laid down procedure to the letter</li> <li>• Explore alternative dispute resolutions</li> </ul>



## 5. RECORDS, LIST OF FORMS AND REGISTERS IN THE HUMAN RESOURCE DEPARTMENT

### 5.1 Records

- Personal file
- Interview Reports
- Annual Training Plan
- Completed annual performance appraisal forms
- Notice of retirement
- Terms of reference
- Contracts for outsourced services
- Letters of appointment
- Staff Discipline reports
- Recommendation letter

### 5.2 List of forms

- Training evaluation and impact form
- Training bond form
- Clearance form
- Performance appraisal form
- Personal particulars form

### 5.3 Registers

- Outgoing/Incoming correspondence s register
- File movement register
- Visitors register
- Attendance register-staff and Interns/students on attachment

Prepared by: .....

**SENIOR HUMAN RESOURCE OFFICER**

Signed.....

Date.....

Approved by: Joseph Ojiambo

**CHIEF HUMAN RESOURCE & ADMINISTRATION OFFICER**

Signed.....

Date.....