

# PEST CONTROL PRODUCTS BOARD

(A Statutory Organization of Government)

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26<sup>th</sup> August, 2024

Your Ref:.....  
PCPB/149/PSC /VOL.II/11

Our Ref:.....

Date:.....

The Principal Secretary  
State Department of Public Service and Youth  
Directorate of public service management  
Ministry of Public service, Youth and Gender Affairs  
P.O Box 30050-00100  
NAIROBI.

## RE: REQUEST FOR PAYROLL NUMBERS

The Pest Control Products Board (PCPB) has a number of staff serving on temporary terms, we wish to request for payroll numbers for these employees who will be serving for a period not exceeding one year. The employees were previously engaged on casual basis and the Board has approved change of terms of engagement to temporary terms with effect from 1<sup>st</sup> of September 2024, as we wait substantive employment.

All temporary staff will be engaged as assistant officers and will enter the grade at diploma level (PCB 9 and PCB 8). Funds have been provided for in the current approved budget.

Attached herewith is the board approval and the list of temporary employees for your further action.

Yours, *Sincerely,*

*[Signature]*

**Fredrick N. Muchiri**  
**CHIEF EXECUTIVE/SECRETARY**