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THE REPUBLIC OF UGANDA

**KAYUNGA DISTRICT LOCAL GOVERNMENT**  
Office of the Secretary-Kayunga/DSC.  
P.O. Box 18000  
KAYUNGA

No. CR: 112/1  
Date: 02<sup>nd</sup> Feb, 2024

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**SCHEDULE FOR VALIDATING/VERIFYING THE AUTHENTICITY OF APPOINTMENT LETTERS, ACADEMIC DOCUMENTS AND THE ACADEMIC REQUIREMENTS FOR DISTRICT HEAD QUARTER, SUB-COUNTIES AND TOWN COUNCIL STAFF IN KAYUNGA DISTRICT LOCAL GOVERNMENT.**

Reference is made to the Chief Administrative Officer's communication Ref: KYG/CR/161/1, dated 29<sup>th</sup> January, 2024, which requires the District Service Commission of Kayunga District Local Government, to Verify and Validate, the authenticity of appointment letters, Academic documents and Academic requirements for all staff at the District Head quarter, Sub-Counties and Town Councils in Kayunga District Local Government.

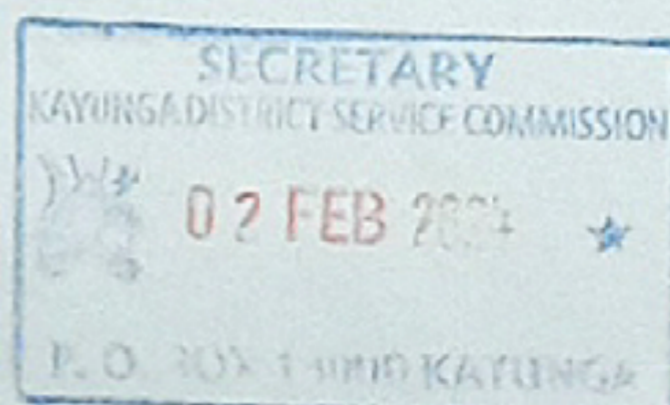
Here is the Program intended to harmonies the above-mentioned exercise. The mentioned Departments, Sub-Counties and Town Councils Staff in their respective categories, are required to respond accordingly by submitting the following documents to the office of the Secretary District Service Commission Kayunga District Local Government.

- (a) Certified Copies of your Academic Documents.
- (b) All your Appointment Letters from the letter on probation to promotion for those who were promoted, certified by the Chief Administrative Officer.
- (c) Copies of the Staff's Posting Instructions where you're currently operating from.
- (d) Copy of the current pay slip.

**Note:** These documents should be in a well-organized manila file folder.

Below is the Schedule for this exercise;

DATE	DEPARTMENT, SUB-COUNTY, TOWN COUNCIL	CATEGORY OF STAFF
19 <sup>th</sup> Feb, 2024	Administration, Audit and Planning Unit.	All staff in Administration at the District Head quarter.



20 <sup>th</sup> Feb, 2024	Health	All Staff in Health Department at the District Head quarter.
21 <sup>st</sup> Feb, 2024	Production and Commercial	All Staff in Production and Commercial Departments at the District Head quarter.
22 <sup>nd</sup> Feb, 2024	Finance and Natural Resources	All in Finance and Natural Resources Departments at the District Head quarter.
23 <sup>rd</sup> Feb, 2024	Works	All staff in Works Department including all Drivers.
26 <sup>th</sup> Feb, 2024	Education and Community	All Staff in Education and Community Based Departments at the District Head quarter.
27 <sup>th</sup> Feb, 2024	Galilaya SC, Bbaale SC and Kayonza SC	All Staff in Galilay, Bbaale and Kayonza Sub-Counties Substantively appointed and on the District Payroll,
28 <sup>th</sup> Feb, 2024	Kitimbwa SC, Kitimbwa TC and Kayunga SC.	All Staff in Kitimbwa SC, Kitimbwa TC and Kayunga SC Substantively appointed and on the District Payroll
29 <sup>th</sup> Feb, 2024	Kayunga TC	All Staff in Kayunga TC Substantively appointed and on the District Payroll.
04 <sup>th</sup> March, 2024	Busaana SC and Busaana TC	All Staff in Busaana SC and Busaana TC Substantively appointed and on the District Payroll.

05 <sup>th</sup> March, 2024	Nazigo SC and Nazigo TC	All Staff in Nazigo SC and Nazigo TC Substantively appointed and on the District Payroll.
06 <sup>th</sup> March, 2024	Kangulumira SC and Kangulumira TC	All Staff in Kangulumira SC and Kangulumira TC Substantively appointed and on the District Payroll.

**Secretary District Service Commission  
Kayunga District Local Government.**

- CC: The District Chairperson LC V-Kayunga
- CC: The Resident District Commissioner-Kayunga
- CC: The Chief Administrative Office
- CC: The Principal Human Resource Officer
- CC: All Notice Boards.

