

General Lines: +256 414 250 53476
 +256 414 230 59778
 Minister: +256 414 251003
 Minister of State: +256 414 251004
 Permanent Secretary: +256 414 251002
 Email: ps@publicservice.co.ug
 Website: www.publicservice.co.ug



MINISTRY OF PUBLIC SERVICE
 PLOT 12 NAKASERO HILL ROAD
 P.O. BOX 7003
 KAMPALA
 UGANDA

In any correspondence on
 this subject please quote no. COM 6/7/11

6th February 2017

All Permanent Secretaries
 All Chief Administrative Officers
 All Town Clerks
 All Directors of Regional Referral Hospitals
 All Heads of Government Agencies

CHANGE OF DATES OF BIRTH FOR PUBLIC OFFICERS

The Ministry of Public Service has of recent received many requests from Public Officers for change of their dates of birth. The requests for change of dates of birth follow the biometric validation of Public Officers and matching of their data with the National Identification Register.

Arising out of this exercise some Public Officers' dates of birth on the Integrated Personnel and Payroll System (IPPS) did not tally with the dates of birth on the National Identification Register. In another development, for some Public Officers, the requests for change of dates of birth are submitted when they are approaching the time of attainment of mandatory retirement age, which creates doubt of the intent of the officer.

In accordance with section L-b (7) of the Uganda Public Service Standing Orders, the date of birth of a Public Officer shall be that which was initially recorded unless unquestionable evidence to the contrary is produced and accepted by the Responsible Permanent Secretary.

The purpose of this letter therefore, is to inform you that Ministry of Public Service will continue to uphold the dates of birth that a Public Officer declared earliest upon his/her initial appointment in the Public Service.

You are required to bring the contents of this letter to the attention of all staff in your Ministry, Department, Agency or Local Government.

A handwritten signature in dark ink, appearing to read 'Cathrine Bitarakwate Musingwiire'.

Cathrine Bitarakwate Musingwiire
PERMANENT SECRETARY

Copy: Head of Public Service and Secretary to Cabinet
 Office of the President – KAMPALA