



REPUBLIC OF KENYA

AFFIX RECENT COLOURED
PASSPORT PHOTO

TRAINING BOND FORM FOR PUBLIC SERVANTS

Please use block letters to complete this form:

In triplicate

- Attach a recent coloured passport size photograph
- Copies to be distributed to:- Ministry training file, Bondees personal file; and a copy retained by the Bondee.

Know all men by these presents that

IDesignation:
(Bondee full names)

Employment No:ID No:

Pin No:Passport No:

Mobile No:E-mail:

Ministry/Department/Agency:Address:

Postal Code:Telephone No:

Other relevant information:

.....

.....

Commit myself to serve in the Ministry/Department/Agency of:

..... for years upon completion

of the course in

(Course Title)

held at

(Institution)

From: To:

And: Designation:
(First surety full name)

Employment No: ID/Passport No:

Mobile No: E-mail:

Ministry/Department/Agency: Address:

Postal Code: Telephone No:

Other Relevant Information:

And Designation:
(Second surety full name)

Employment No: ID/Passport No:

Mobile No: E-mail:

Ministry/Department/Agency: Address:

Postal Code: Telephone No:

Other Relevant Information:

We (*Bondee, 1st Surety and 2nd Surety*) jointly and severally bind ourselves, our heirs, executors and administrators to pay unto the Government of Kenya (*here in after called "the Government"*) on demand the sum of Kenya Shillings (*In words*)

..... (*In figures*)..... on

account of the *Bondee* defaulting to serve the bonded period of..... years.

Sealed with our seals this..... day of..... in the year Two thousand and

Whereas for the better protection of the Government interests, the above *Bondee* has agreed to execute the bond and comply with the conditions set out hereunder:

NOW THE CONDITIONS OF THE ABOVE WRITTEN OBLIGATIONS are that:

1. Every serving officer granted a course approval to pursue a course of study tenable in or outside Kenya is required to comply with the following rules:
 - a) To proceed to the recognized institution and begin the course of study for which the approval was granted and to continue with such studies for as long as prescribed unless he/she is prevented from so doing by sickness proved by a certificate from a recognized Medical Practitioner or by circumstances beyond his/her control recognized as such by the Authorized Officer or any other person in that behalf.

- b) To devote his/her whole time to following the course of instruction for which the approval is granted unless permission to undertake other work or studies or to modify his/her course in content or duration is granted.
 - c) Not to engage in any occupation or activity which is considered detrimental to his/her progress in the course of studies prescribed for him/her and/or detrimental to his/her health.
 - d) To satisfy the Government as to attendance, conduct and progress by a report from the Head of the institution or such other approved person at the institution in which he/she is studying.
 - e) To comply with the scholarship conditions.
 - f) To sit for and pass any prescribed examinations or approved group of examinations within the time fixed by the authorities of the institution at which he/she is attending, unless he/she is prevented from so doing by sickness proved by a certificate from a recognized medical practitioner or by circumstances beyond his/her control recognized as such by the Authorized Officer or any other person in that behalf.
 - g) To complete the course within the stipulated period and resume duty.
 - h) On resumption of duty to continue in the service for a period as per the aforementioned bond agreement.
 - i) The commencement date of the bond will be either the earliest date the employee reports to work station after completion of training; or the date the employee goes on annual leave immediately after completion of training.
 - j) All Bondees will be required to sign the following declaration in the presence of either a Magistrate, Commissioner of Oaths, or organization's Legal Officer.
 - k) An officer under bond obligation who privately secures employment in any partially owned public institution or in the private sector will be required to redeem the bond in full.
2. The obligations contained in this agreement shall also be governed by the terms and conditions of employment in the Public Service and will bind and be paramount to any subsequent terms of appointment unless his/her bond is first terminated by the Government of Kenya.
 3. This Training Bond Form together with the Guidelines on Bonding Public Service trainees shall constitute a formal agreement between the Bondee and the Government of Kenya.
 4. In the event the Bondee shall breach any or all of the above conditions, the above written bond shall remain in full force and effect and the agreed bond amount shall be forthwith payable to the respective authorized officer on behalf of the Government of Kenya, by way of liquidated damages, and not as a penalty and in case of his/her failing to do so, by the Surety(ies) jointly or severally.

THE ABOVE WRITTEN OBLIGATIONS are conditioned to be void in case:

- i. The Bondee completes the period of obligatory service;
- ii. The Bondee or Surety(ies) fully redeems the bond;
- iii. The service of the Bondee is terminated by the employer;
- iv. The Bondee is declared permanently incapacitated by a certificate from a recognized medical practitioner; and
- v. The Bondee dies.

It should be noted that upon the lapse of the bond period, the Bondee and the Surety(ies) should be notified in writing within 21 days.

Signed, sealed and delivered by;

Bondee Name: Signature: Date:
(Bondee)

First Surety; Name: Signature: Date:
(First Surety)

Second Surety; Name: Signature: Date:
(Second Surety)

in the presence of Commissioner of Oaths /Magistrate/ Organization's Legal Officer

Name: Signature: Date:
(Seal)

DECLARATION

I
(Name of Bondee)

Hereby declare that I have read the foregoing rules and conditions and agree to abide by them.

Signature: Date:

I certify that the Declaration was both read and signed by the Candidate in my presence

on theday of 20.....

Name Signature
(Witness) *(Stamp)*

(Human Resource Development Officer or Training Manager of respective Organization)