



Republic of Kenya
MINISTRY OF EAST AFRICAN, LABOUR AND SOCIAL PROTECTION
DEPARTMENT OF SOCIAL DEVELOPMENT

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Ref: DSS1/183/1

24th, January 2018

TO: All County Coordinators Social Development
All Sub county Social Development Officers

RE: REVISED GROUP REGISTRATION TOOLS

The Department is in the process of developing a decentralized Community Development Management Information System (CD-MIS) that can collect, capture, process and disseminates up to date information. The system is expected to be interactive and capable of providing a platform that provides storage, access, retrieval and interrogation of data on various facets of Community Development. The proposed system has five modules Registration, Renewal, Replacement, Deregistration and Reports.

In the view of this, the Department revised the existing Group Registration and management tools (forms) to conform to the new registration template for data collection. The revised forms include;

- Self help- Registration Form
- Self Help -Replacement Form
- Self Help- Renewal Form
- Community Based Organization- Registration Form
- Community Based Organization- Replacement Form
- Community Based Organization- Renewal Form

- Deregistration Form

The purpose of this letter therefore is to bring to your attention the attached revised forms for your immediate action. Kindly note that the same will be uploaded at the Ministry's Portal.



Winnie Mwasiaji

FOR: DIRECTOR FOR SOCIAL DEVELOPMENT

Cc: Director for Social Development