

TEACHERS SERVICE COMMISSION

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NAIROBI, KENYA

30th November, 2017

CIRCULAR NO: 24/2017

TO: PRINCIPALS, NATIONAL POLYTECHNICS
DIRECTOR, CEMESTEA
PRINCIPALS, INSTITUTES OF SCIENCE AND TECHNOLOGY
PRINCIPALS, TECHNICAL TRAINING INSTITUTES
PRINCIPALS, DIPLOMA TEACHER TRAINING COLLEGES
PRINCIPALS, PRIMARY TEACHER TRAINING COLLEGES
DIRECTOR, KENYA INSTITUTE OF SPECIAL EDUCATION
PRINCIPALS, SECONDARY SCHOOLS
HEADTEACHERS, PRIMARY SCHOOLS
ALL TEACHERS

ONLINE DECLARATION OF 2015 – 2017 INCOME ASSETS & LIABILITES

Since 2003 when the law requiring Public Officers to declare their Income, Assets and Liabilities (IAL) was enacted, the mode of declaration has been manual. With regard to the 2015-2017 declaration, the Commission wishes to communicate the following information.

I. MODE OF DECLARATION

In order to enhance efficiency, the Commission has introduced an online declaration portal to be used in the 2015-2017 declaration period. In this regard, all teachers are expected to fill an online Declaration by **31st December, 2017** following steps outlined in the Wealth Declaration Instruction Manual.

II. ACCESSING ONLINE PORTAL

The Declaration Form can be filled and submitted by accessing the Teachers Online Portal through www.teachersonline.go.ke. Please note that you can access this information using a smart phone.

III. INSTRUCTION MANUAL

~~A do-it-yourself instruction manual has been provided and is available on the TSC website www.tsc.go.ke under downloads, immediately next to the Declaration link. Otherwise one can complete the Declaration process by following the prompts in the form after logging in.~~

IV MONITORING OF THE DECLARATION

All Heads of Institution are required to monitor the declaration progress in their respective institutions and report on non-Compliance as reflected in line with the provision in Part B in the Wealth Declaration Instruction Manual by 5TH January 2018.

V ADDITIONAL INFORMATION

- (a) All teachers in employment of TSC are required to declare their Income, Assets & Liabilities. These include teachers on:
 - Any kind of leave
 - Interdiction
 - Suspension
 - Sick leave
- (b) Any teacher in the TSC employment who fails to submit a declaration or gives false or misleading information is liable to a fine of **Kshs 1,000,000** or be imprisoned for a term not exceeding one year or both upon conviction.
- (c) It is mandatory for all teachers to have a **working email address** which will be vital for setting, accessing and resetting individual passwords for the Declaration as applicable. A copy of the submitted Declaration will automatically be sent to one's email.
- (d) All sections of the declaration must be completed. Incomplete Declaration Forms will be rejected.

TSC County Directors and Sub County Directors should ensure that the contents of this Circular is disseminated to all Heads of Institution who will in turn alert teachers serving under them.

Teachers are encouraged to fill their Declarations in good time and not to wait towards the deadline as this might slow down the system.

Attached please find a copy of the guidelines for Declarations.


DR. NANCY NJERI MACHARIA
SECRETARY/CHIEF EXECUTIVE