

TEACHERS SERVICE COMMISSION

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NAIROBI, KENYA

4th October, 2021.

CIRCULAR NO. 12/2021

**TO: DIRECTOR, CEMASTE
DIRECTOR, KENYA INSTITUTE OF SPECIAL EDUCATION
DIRECTOR, KENYA INSTITUTE FOR THE BLIND
PRINCIPALS, DIPLOMA TEACHER TRAINING COLLEGES
PRINCIPALS, PRIMARY TEACHER TRAINING COLLEGES
PRINCIPALS, SECONDARY SCHOOLS
HEADTEACHERS, PRIMARY SCHOOLS
ALL TEACHERS**

ONLINE DECLARATION OF 2019-2021 INCOME, ASSETS & LIABILITIES (DIALs)

Section 26 & 27 of the Public Officer Ethics Act (POEA) requires all Public Officers to declare their Income, Assets and Liabilities (IALs) every two years. The previous declaration was done in 2019. Consequently, all employees are expected to make their Declaration by 31st December 2021.

I. MODE OF DECLARATION

In order to enhance efficiency, the Commission introduced an online declaration portal. Each employee is expected to fill an online declaration following the steps outlined in the Declaration of Income, Assets and Liabilities (DIALs) Instruction Manual.

II. ACCESSING ONLINE PORTAL

The Declaration Form can be filled and submitted by accessing the Teachers Online Portal through <https://teachersonline.tsc.go.ke/#>

Take note that one can access this information using a computer, laptop, Ipad or a smart phone.

III. INSTRUCTION MANUAL

A *“Do-it-yourself”* instruction manual has been provided and is available on the TSC website <https://teachersonline.tsc.go.ke/#> under the **Download Manual** link, immediately next to the Declaration link. One can complete the Declaration process by following the prompts in the form after logging in.

IV MONITORING OF THE DECLARATION

All Heads of Institutions are required to update the TMIS records for their respective schools by **15th September, 2021** to enhance efficiency and accountability of the DIALs process.

Heads of Institutions are also required to monitor the declaration progress in their respective institutions and report on non-Compliance as reflected in **Part B** in the DIALs Instruction Manual by **31ST December, 2021**.

V ADDITIONAL INFORMATION

- (a) Employees who have been in employment for a period of **less than two (2) years** are expected to submit their **Initial declarations** and the system has been customized to facilitate this
- (b) All teachers employed by TSC are required to declare their **Income, Assets & Liabilities**. These include teachers on:
 - Leave of whatever nature
 - Interdiction
 - Suspension
 - Authorized absence of duty
- (c) Any teacher employed by the Commission who fails to submit the declaration or gives false or misleading information will be liable to a fine of **Kshs 1,000,000** or be imprisoned for a term not exceeding one year or both upon conviction. Further, the teacher will be subjected to administrative disciplinary action as per the TSC Administrative Procedures on DIALs.

(d) The Declaration can only be accessed by individuals who have activated their official @mwalimu.tsc.go.ke email address. This will be vital for user-credibility, setting, accessing and resetting individual passwords for the Declaration as applicable. A copy of the submitted Declaration will automatically be sent to the teacher's email.

Ensure that:

- (i) The information filled is accurate.
- (ii) You receive a copy of the duly filled declaration in your email as confirmation of successful submission.
- (iii) All sections of the declaration are filled completely. Incomplete declaration forms will be rejected by the system.

The Commission will not accept any physical (hard copy) form as a confirmation of declaration.

Teachers are encouraged to make their Declarations early to avoid last minute rush that may lead to system congestion or downtime.

The system will be opened with effect from 1st October, 2021 to midnight of 31st December 2021 to facilitate the exercise. Note that declarations made after the midnight of 31st December, 2021 will not go through.

Guidelines for the Declarations will be available in the TSC Website.


DR NANCY NJERI MACHARIA, CBS
SECRETARY/CHIEF EXECUTIVE

Copy to: All TSC Regional Directors
All TSC County Directors