TEACHERS SERVICE COMMISSION

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When replying please quote
Ref. No: TSC/ ADMIN/
and date

The TSC HOUSE
KILIMANJARO ROAD
UPPER HILL
PRIVATE BAG
NAIROBI.

16th December, 2011

TSC CIRCULAR NO: TSC/ INST/ WDF/ 002

TO

The Director, Kenya Institute of Special Education
All Provincial Directors of Education
The Director of City Education
All Municipal Education Officers
All District Education Officers
All Principals, National Polytechnics
All Principals, Diploma Teachers Colleges
All Principals, Primary Teacher Colleges
All Head teachers of Public Secondary Schools
All Principals, Institutes of Science & Technology
All Principals, Technical Training Institutes
All Head teachers of Public Primary Schools

COMPLIANCE OF INCOME, ASSETS AND LIABILITIES

1. DECLARATION OF INCOME, ASSETS AND LIABILITIES

This is to bring to your attention that under Section 26 (i) of the Public Officer Ethics Act, 2003, and Ministry of Justice and Constitutional Affairs Public notice of Wednesday November 3, 2004, all Public Officers are required to declare their Income, Assets and Liabilities every two years. It is for this reason that TSC is instructing its agents and Teachers to strictly comply with the provision on declaration of Income, Assets and Liabilities.

2. IMPORTANT INFORMATION ON FILLING OF THE DECLARATION OF INCOME, ASSETS AND LIABILITIES FORM

i. Statement Date

In Part 8 (a) of the form the statement date shall be 1st November 2011. This means that the declaration should cover the period 1st November 2009 to 31st October 2011 both dates inclusive.
ii. For New Employees
To submit an initial declaration within 30 days after becoming a public officer whose statement date should be the date he became a public officer.

iii. For Retirees
To submit a final declaration within 30 days after ceasing to be a public officer whose statement date should be the date the public officer ceased to be a public officer.

(iv) Procedure for Submission of Wealth Declaration Forms
The Teachers Service Commission has made available the Declaration of Income, Assets and Liabilities forms to be downloaded by all teachers and secretariat staff on the TSC website – www.tsc.go.ke.

(a) Heads of Institutions should bring to the attention of teachers the provisions of Section 29 of the Public Officer Ethics Act, 2003 which requires officers to provide correct and accurate information in the declaration forms.

(b) Heads of Institutions should ensure Declaration Forms are filled and submitted in sealed envelopes addressed to the Secretary, Teachers Service Commission. On the sealed envelope the following information should be given
(i) Name
(ii) TSC NO
(iii) Institution and code
(iv) District
(v) Province

(d) For the purpose of forwarding the declaration forms in sealed envelopes, Heads of Institutions are required to do the following:

(i) Read and understand the notes in the form.
(ii) Fill the TSC Control Sheet in triplicate. One copy to be retained by the head of the Institution and the other two forwarded to the TSC Headquarters.
(iii) List on the control sheets names of all the teachers who have filled the forms, have them sign and also indicate those who have not filled giving reasons e.g. those on study leave, special leaves, maternity leave, sick leave, discipline cases and interdictions, and those who have died in the course of the year. Those transferred should be left out.
(iv) Heads of Institutions should include in the Control Sheet all teachers who are absent for any reason. Under no circumstances should any teacher be left out of the Control Sheet except those who have been transferred to other institutions.
(v) All forms must be submitted by 31st December, 2011.
(d) Heads of Institutions should hand over the sealed envelopes to the DHROs to enable the above offices deliver the declarations by 31st December 2011, which is the deadline for submissions. However there is no harm submitting them earlier.

(e) Individual teachers will, therefore be expected to submit to the head teacher sealed envelopes containing their declaration forms. Under no circumstances should individual teachers bring their declaration of wealth forms to TSC Headquarters. Those in breach of this rule will be declared non compliant.

(f) According to Section 32 of the Public Officer Ethics Act, any person who fails to submit a declaration or clarification as required under this part or who submits, in such a declaration or clarification, information that he knows, or ought to know, is false or misleading, is guilty of an offence and is liable, on conviction, to a fine not exceeding one million shillings or imprisonment for a term not exceeding one year or both.

(iii) CONFIDENTIALITY

Heads of Institution and Commission Agents are reminded that Section 30 of the Act calls for absolute confidentiality. The sealed envelopes must not be opened under any circumstances.

Bring to the attention of all staff under you the contents of this circular before they fill the forms.

GABRIEL K. LENGOIBONI EBS,
SECRETARY / CHIEF EXECUTIVE
TEACHERS SERVICE COMMISSION