CIRCULAR NO. 14/2011

TO: All Provincial Directors of Education
    The Director of City Education, Nairobi
    All Municipal Education Officers
    All District Education Officers
    All Principals, National Polytechnics
    All Principals, Diploma Teachers Colleges
    All Heads of Public Secondary Schools
    All Principals, Institutes of Science & Technology
    All Principals, Primary Teachers Colleges
    All Principals, Technical Training Institutes
    The Director, Cemastea
    The Director, Kenya Institute of Special Education

MANAGEMENT OF SALARY OVERPAYMENT

Prudent payroll management in any institution requires that payments of salary be done for services rendered.

The Code of Regulations for teachers makes it clear that the Commission expects all Heads of Institution to report immediately any teacher who under the provisions of the code he/she is not due salary and related allowances. This may be due to death, retirement, resignation, desertion, transfer of service, prolonged sick leave or any other related reason.

The Commission has experienced delays in receiving reports about teachers who are not on duty. This delay has often led to overpayments which could easily be avoided if immediate supervisors are able to convey the information to TSC immediately.

The Government has also released a circular advising that it will not give concurrence to allow recovery of overpayment of salaries and allowances from death gratuity claims submitted to treasury for payment.
To address this persisted problem and improve on the efficiency of payroll management, the Commission has decided to scale up on the use of technology to effectively reduce the occurrence of overpayments.

Headteachers, the TSC Agents and the TSC Unit Staff are required to follow any of the following guidelines to report cases which require the salary to be stopped:-

i) Send an email to TSC Headquarters giving the details of death, desertion or resignation.

ii) Use sms to pass the information to TSC HQS to facilitate prompt removal from payroll.

iii) Use phone calls to report on occurrence of deaths and resignation promptly.

The following are the details of the e-mail and Telephone numbers to be used.

a) The TSC email is info@tsc.go.ke

b) In case of messages send sms to number 5556

c) Phone calls should be directed to telephone NO.020-2122111

d) The sender of the report should indicate their name and TSC/Personal Number.

It is the responsibility of all Heads of Institution to ensure that such reports are conveyed to TSC. The Commission will surcharge any Headteacher who falls to report the absence of a teacher from their institutions thus occasioning overpayment.

You are requested to bring the contents of this circular to all those working under you. The provisions of the circular take effect from the date of the circular.

GABRIEL K. LENGOIBONI, EBS
SECRETARY/CHIEF EXECUTIVE