

# TEACHERS SERVICE COMMISSION



## ONLINE TEACHER TRANSFER APPLICATIONS PROCESS

FEBRUARY, 2021

## 1. HRMIS TRANSFER MANUAL-TEACHERS

### 1.1 Teacher portal

#### System access

- i. Go to tsc website ([www.tsc.go.ke](http://www.tsc.go.ke)) and click online services and select Teacher Transfer




- ii. Enter your details-TSC No, ID Number, Mobile No and click login.

The screenshot shows the login page of the TSC Online Teachers Portal. The URL in the browser is hrmistsc.go.ke/tm-app.test/apply\_transfer. The form contains three input fields: 'TSC No' with the value 355664, 'ID Number' with the value 5453484, and 'Mobile No' with the value 0712345678. Below the mobile number field, a note states 'You will be sent a security (validation) code on this number'. A blue 'Login' button is at the bottom, with an orange arrow pointing to it.

- iii. A six-digit authorization code will be sent through your mobile number

usermenu x https://hrmis.tsc.go.ke/tm-app.test/apply\_transfer x +

hrmis.tsc.go.ke/tm-app.test/apply\_transfer

 TSC Online Portal

TSC No 355664

ID Number 5453484

Mobile No 254712345678

Auth.code

6-digit auth.code


Login

[Cancel](#)

Enter the authorization code that was sent to your mobile number, before logging in.

- iv. Enter the authorization code and click login.

hrmis.tsc.go.ke/tm-app.test/apply\_transfer

 TSC Online Portal

TSC No 355664

ID Number 5453484

Mobile No 254712345678

Auth.code

123456

Login

[Cancel](#)


Enter the authorization code that was sent to your mobile number, before logging in.

- v. On successful login, the system is able to detect if you are either a primary or a post primary teacher.
- vi. Click '**Submit** a Request for Transfer' to proceed.

usermenu X https://hrmis.tsc.go.ke/tm-app.test X +

← → ↻ hrmis.tsc.go.ke/tm-app.test/apply\_transfer

Logout

 Request for Transfer - Primary

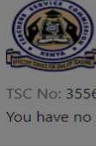
TSC No: 355664 Name: Nganai Jonathan Leberes ID: 5453484 Mobile: 254712345678

You have no current transfer requests in process. [Submit a Request for Transfer](#)

**vii.** Enter all the details, and check the declaration box.

← → ↻ hrmis.tsc.go.ke/tm-app.test/apply\_transfer

Logout

 Request for Transfer - Primary

TSC No: 355664 Name: Nganai Jonathan Leberes ID: 5453484 Mobile: 254712345678

You have no current transfer requests in process.

Length of stay at present school

Length of stay in same subcounty

County

SubCounty

Reason for transfer

Details (optional)

When is transfer required ?

email address

☐ I hereby declare that the information in this application is true to the best of my knowledge. I am also aware that any false information will lead to direct Disqualification/ Disciplinary action, without further reference to me by the Teachers Service Commission.

Cancel OK

**viii.** After entering all the details and checking the declaration box, click 'OK'

hrmis.tsc.go.ke/tm-app.test/apply\_transfer

Logout

**Request for Transfer - Primary**

TSC No: 355664 Name: Nganai Jonathan Leberes  
You have no current transfer requests in progress.

Length of stay at present school 10

Length of stay in same subcounty 10

County BOMET

SubCounty BOMET CENTRAL

Reason for transfer Overstay

Details Need the transfer

When is transfer required ? 01/04/2021

email address maimeliro@gmail.com

☒ I hereby declare that the information in this application is true to the best of my knowledge. I am also aware that any false information will lead to direct Disqualification/ Disciplinary action, without further reference to me by the Teachers Service Commission.

Cancel OK

- The system will display your current station and the requested County.
- Click **"File Attachment(s)'** button to attach supporting document(s) in case the request for transfer is due to insecurity and/or medical grounds.
- You can also **Edit, Withdraw** or **Print** the transfer request.

hrmis.tsc.go.ke/tm-app.test/apply\_transfer

Logout

**Request for Transfer - Primary**

TSC No: 355664 Name: Nganai Jonathan Leberes ID: 5453484 Mobile: 254712345678  
You have a transfer request currently in progress.

Req.No: 1299 Date: 2020-11-12 Status: Pending  
email maimeliro@gmail.com

Current station  
County: KERICHO Subcounty: KIPKELION WEST  
School: KALYET 'A' PRI. SCHOOL ( 147017054288 ) Role: Deputy H/T  
Years in Subcounty: 10 Years in School: 10

Requesting Transfer to  
County: BOMET Subcounty: BOMET CENTRAL  
Reason: Overstay Details: Need the transfer  
Req. Transfer Date: 2021-01-04

Edit this Request Withdraw this Request Print this Request

**File Attachment(s) optional** + 0

No	Type	Remarks	Size	Remove? ... View?
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ix. Click **Browse** to select the document to attach.

Request for Transfer - Primary

TSC No: 355664 Name: Nganai Jonathan

You have a transfer request currently in progress

Req.No: 1299 Date: 2020-11-12 Status: Pending

email: maimeliro@gmail.com

Current station

County: KERICHO Subcounty: KIPKELION

School: KALYET 'A' PRI. SCHOOL (1470170542)

Years in Subcounty: 10 Years in School: 10

Requesting Transfer to

County: BOMET Subcounty: BOMET CENTRAL

Reason: Overstay Details: Need the transfer

Req. Transfer Date: 2021-01-04

File Attachment(s) optional +

Attachment type

Select an attachment type, then upload the file.

File Choose a file or drop it here ... Browse

Remarks

(optional)

☐ I hereby declare that the information in this application is true to the best of my knowledge. I am also aware that any false information will lead to direct Disqualification/ Disciplinary action, without further reference to me by the Teachers Service Commission.

Cancel OK

x. Enter your Remarks

xi. Check the dialogue box and Click **Ok** after attaching the document.

Request for Transfer - Primary

TSC No: 355664 Name: Nganai Jonathan

You have a transfer request currently in progress

Req.No: 1299 Date: 2020-11-12 Status: Pending

email: maimeliro@gmail.com

Current station

County: KERICHO Subcounty: KIPKELION

School: KALYET 'A' PRI. SCHOOL (1470170542)

Years in Subcounty: 10 Years in School: 10

Requesting Transfer to

County: BOMET Subcounty: BOMET CENTRAL

Reason: Overstay Details: Need the transfer

Req. Transfer Date: 2021-01-04

File Attachment(s) optional +

Attachment type Medical

Select an attachment type, then upload the file.

File debug.log Browse

Remarks

need the transfer

☒ I hereby declare that the information in this application is true to the best of my knowledge. I am also aware that any false information will lead to direct Disqualification/ Disciplinary action, without further reference to me by the Teachers Service Commission.

Cancel OK

No	Type	Remarks	Size	Remove? ... View?
----	------	---------	------	-------------------

- a. Your attachment(s) will be displayed. You can either Remove or View your attachment.
  - b. Click Submit Button.
  - c. Once your application is successfully delivered, application status changes to "Pending". **(Please note the application status will keep on changing )**
- xii. Click **Logout** to exit from the system

Logout

Request for Transfer - Primary

TSC No: 355664 Name: Nganai Jonathan Leberes ID: 5453484 Mobile: 254712345678  
You have a transfer request currently in progress.

Edit this Request Withdraw this Request Print this Request

Req.No: 1299 Date: 2020-11-12 Status: Pending  
email maimeliro@gmail.com

Current station  
County: KERICHO Subcounty: KIPKELION WEST  
School: KALYET 'A' PRI. SCHOOL (147017054288) Role: Deputy H/T  
Years in Subcounty: 10 Years in School: 10

Requesting Transfer to  
County: BOMET Subcounty: BOMET CENTRAL  
Reason: Overstay Details: Need the transfer  
Req. Transfer Date: 2021-01-04

File Attachment(s) optional + 0

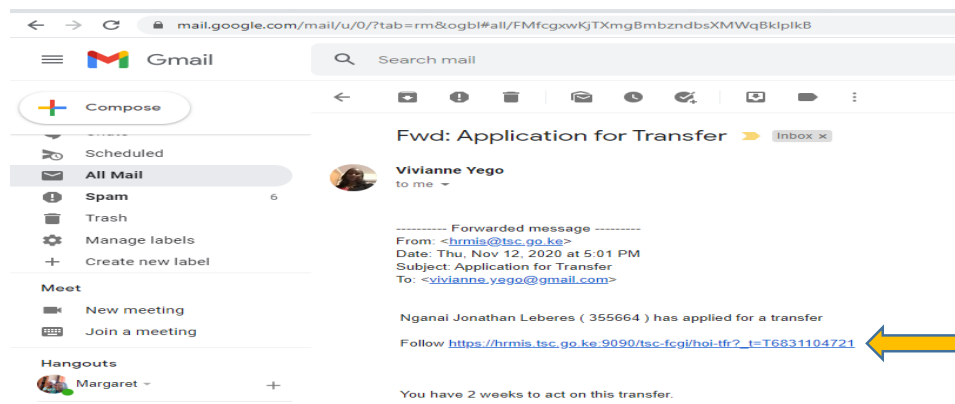
No	Type	Remarks	Size	Remove? ... View?
1	Medical	need the transfer	67	x +

## 1.2 Head of Institution (HOI) recommendation

Head will get the requests through the institution Emails and the HOI portal

### Option 1: Email notification

- i. Open your Email.
- ii. Click the email notification Link to proceed.



- iii. Enter your comments as the Head of Institution and Click the 'Submit' button

hmis.tsc.go.ke:9090/tsc-fcgi/hoi-tfr?\_t=T6831104721

 **Primary Teacher Transfer request No. P.1299**

The following application for transfer has been submitted

No	1299	Date	11/12/2020	TSC#	355664	Name	Nganai Jonathan Leberes
Reason	Overstay	Remarks	Need the transfer	Mobile	254712345678		
To County	BOMET	Subcounty	BOMET CENTRAL	Eff.Date	01/04/2021		

Your Comments

Recommended with suitable replacement

Recommendation

Transfer? ☒ Yes ☐ No



## Option 2 : HOI portal

- i. Go to TSC website ([www.tsc.go.ke](http://www.tsc.go.ke)) and click Online Services, select HRMIS and click on 'Teacher Transfer' button.



- ii. Enter your TSC No, ID Number and Mobile number and click **Login**

The screenshot shows the login page of the TSC Online Teachers Portal. The URL in the browser is 'hrmis.tsc.go.ke/tm-app.test/login'. The form has three input fields: 'TSC No' with the value '264831', 'ID Number' with the value '7652639', and 'Mobile No' with the value '0712345678'. Below these fields is a note: 'You will be sent a security (validation) code on this number'. A blue 'Login' button is at the bottom.


- iii. A six digit authorization code will be sent through your mobile number
- iv. Enter the authorization code and click **Login**

The screenshot shows the same login page as before, but now with an additional input field for 'Auth.code' containing the value '123456'. The 'Login' button remains at the bottom. Below the form, there is a 'Cancel' link and a message: 'Enter the authorization code that was sent to your mobile number, before logging in.'

- v. HoI (Head of Institution) portal will display the incoming transfer requests.
- vi. Click 'Action' button to recommend the transfer and enter your comments.
- vii. Click 'Submit' button.

[←](#) [→](#) [🔄](#) [hrmis.tsc.go.ke/tm-app.test/HOI](#)


[Logout](#)


HOI (Head of Institution)

Dev.mode contacts - mobile: 254712345678 email:

TSC No: 264831    Name: Yegon John Kiptoo    ID: 7652639    Mobile: 254712345678    email:  
County: KERICHO    School: KALYET 'A' PRI. SCHOOL    Role:

### Applications for Transfer

#	Date	TSC.#	Name	Role	toCounty	toSubcounty	Reason	Remarks	Status	View/Edit
1301	2020-11-20	264831	Yegon John Kiptoo		ELGEYO MARAKWET	MARAKWET WEST	Aging parents		Withdrawn	
1299	2020-11-12	355664	Nganai Jonathan	Deputy H/T	BOMET	BOMET CENTRAL	Overstay	Suitable with recommendation	Pending	