



Province of the
EASTERN CAPE
EDUCATION

OFFICE OF THE HEAD: EDUCATION

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MEMORANDUM

TO : ALL STAFF

FROM : OFFICE OF THE HEAD: EDUCATION

SUBJECT : CIRCULAR NO 8 OF 2012: IMPLEMENTATION OF AUSTERITY MEASURES

DATE : 2 JULY 2012

On behalf of the HOD, please find attached Circular No 8 of 2012 relating to the implementation of various austerity measures in the Department, which is effective from 1 July 2012 onwards, until further notice.

All staff are to study and discuss the circular, and ensure that there is strict compliance thereto by adjusting existing practices which are no longer relevant/ appropriate/ correct in terms of the Circular. All staff are also encouraged to raise issues requiring any clarification with their managers timeously and note that any non-compliance thereto constitutes financial misconduct.

Kind regards,

MR I ASSAM
DDG: STRATEGIC CO-ORDINATION IN THE HOD'S OFFICE



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CIRCULAR NO 8 OF 2012

**TO : OFFICE OF THE MEC
OFFICE OF THE HEAD: EDUCATION
ALL DDG'S
ALL CHIEF DIRECTORS
ALL DIRECTORS AT HEAD OFFICE AND DISTRICTS
ALL STAFF**

FROM : ACTING CHIEF FINANCIAL OFFICER

**SUBJECT : IMPLEMENTATION OF AUSTERITY MEASURES FOR 2012/13 FINANCIAL
YEAR**

DATE : 29 June 2012

1. The purpose of this Circular is to inform all officials of the implementation of austerity measures and encourage optimal fiscal discipline on public expenditure whilst minimising any negative impact on the mission, vision and policy mandates and strategic goals of the department. All staff in the department are expected to strictly comply with the provisions of this circular which are applicable with immediate effect.
2. The Department intends to implement austerity measures for the 2012/13 financial year in order to appropriately manage the budget, to prevent over expenditure and at the same time to deal effectively with accruals.
3. **The procurement of the following goods and services will be centralised at Head Office until further notice:-**
 - a) Office furniture, equipment and all assets related matters.
 - b) All office stationery.
 - c) Leased equipment, e.g. photocopier and faxes.
 - d) IT related equipment.
 - e) Telecommunication
 - f) Catering

4. No further expenditure will be allowed on the following items:
 - a. Overtime
 - b. Entertainment, excluding the MEC.
 - c. Departmental Catering
 - d. Corporate clothing and paraphernalia
 - e. International Travel

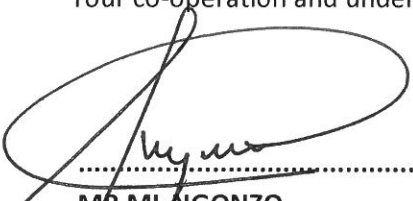
5. Expenditure on the following items must be drastically reduced by all:
 - a. Travel and subsistence – all requests must be approved by at least aDDG.
 - b. Transport expenditure – officials who must travel must co-ordinate arrangements and combine trips.
 - c. Telephony – There shall be no outgoing call allowed after 11h00 in all offices of the department unless specific approval is granted by a DDG.
 - d. Equipment – All procurement of equipment must be done via Chief Director SCM at Head Office.
 - e. Stationery - All procurement of stationery must be done via Chief Director SCM at Head Office.
 - f. Accommodation expenditure – All training, meetings, conference, etc. must be planned for in government venues. Any deviation to be approved by a DDG.

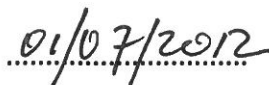
6. Expenditure Approval
All expenditure approvals must be authorised by at least a Chief Director until further notice.

7. The cost cutting measures contained herein are to be observed strictly and must be communicated to all staff. All Programme Managers and officials responsible for the utilisation of the budget are expected to note the issues raised and implement and strictly comply with the provisions of this circular. Non-compliance with this circular constitutes financial misconduct and will be viewed in a very serious light.

8. **DEVIATIONS TO THIS CIRCULA**
 - All deviations must be in writing and be approved by the Accounting Officer in advance.
 - Motivation for deviation shall only be based on factors beyond the control of the department.

Your co-operation and understanding is always appreciated.


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MR ML NGONZO
ACTING HEAD: EDUCATION


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DATE