



OFFICE OF THE SUPERINTENDENT-GENERAL

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Enq: Mr Luthuli
Date: 03 April 2018

CIRCULAR NO 17 OF 2018

**TO : CLUSTER CHIEF DIRECTORS
ACTING CHIEF DIRECTOR INTERNAL CONTROL UNIT
DISTRICT DIRECTORS
DIRECTOR: SALARIES
DEPUTY DIRECTORS-FINANCE AND SCM
DEPUTY DIRECTORS-HRA&P
EDO'S
SCHOOL PRINCIPALS**

**SUBJECT : SUBMISSION OF ALL COMPENSATION OF EMPLOYEES (COE) RELATED
DOCUMENTS FOR FACILITATING THIRTY (30) DAYS
PAYMENT.**

- 1.The rate of nonpayment of personnel is alarming in the Department.
2. The Department has been communicating Persal reports to all Districts for them to clear the suspense file on time, however this has not yielded positive results.
3. Superintended General has established a committee to monitor, report and developed strategies on eradication of non-payment of personnel within the Department.
- 4.School Principals, EDO's and Deputy Directors: HRA&P are instructed to collate information of all unpaid compensation of employees related cases i.e. Salaries of contract and Substitutes educators, support staff at schools, acting allowances and leave gratuities before **20 April 2018** to Mrs M Charlie in the office of the Chief Director Human Resource Management and Development. These cases to be submitted utilizing the attached template.

**SUBMISSION OF ALL COE RELATED DOCUMENTS FOR THE PURPOSE OF FACILITATING
THIRTY DAYS PAYMENT.**

5.Failure to comply with the content of this circular will result in disciplinary action instituted against the responsible officials.

Yours in quality education.



MR T S KOJANA
SUPERINTENDENT GENERAL

11/04/2018

DATE

SUBMISSION OF ALL COE RELATED DOCUMENTS FOR THE PURPOSE OF FACILITATING THIRTY DAYS PAYMENT.

