



Province of the
EASTERN CAPE
EDUCATION

OFFICE OF THE DIRECTOR: SALARY PAYMENTS SERVICES

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TO : OFFICE OF THE MEC
OFFICE OF THE SUPERINTENDENT-GENERAL
DEPUTY DIRECTORS GENERAL
CHIEF DIRECTORS
DIRECTORS
DEPUTY DIRECTORS
CES – IDS&G
CIRCUIT MANAGERS
PRINCIPALS OF SCHOOLS
ALL STAFF

CIRCULAR NO.: 13 OF 2019

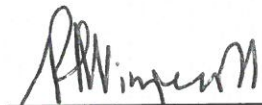
SUBJECT : PAYMENT OF INTEREST ON LATE PAYMENT OF SALARIES AND BENEFITS

1. It has been noted with concern that employees and ex-employees of the Department are not paid their salaries and / or benefits on time.
2. There has also been an alarming increase in the number of orders against the Department for paying salaries and / or benefits on time.
3. The orders against the Department are often accompanied by instructions ordering the Department to pay interest to the complainants as a result of late payment of salaries and / or benefits.
4. The interest paid to employees and ex-employees as a result of late payments of salaries and benefits is classified as fruitless and wasteful expenditure and must therefore be disclosed as such in the Annual Financial Statements.
5. The interest paid must, therefore, be recovered from the official responsible for the late payment of salary and / or benefits.
6. The Eastern Cape provincial treasury has refused to approve payments of interest emanating from the late payment of salaries and / or benefits without proof of consequence management.



7. **Any submission requesting or an order by an organ of state to pay interest as a consequence of late payment of salary and benefits must therefore also indicate from who the interest must be recovered and all payments must be done within the timeframe as per remedial action or order of the organ of state.**
8. The District Director is the accountable official at the district and is responsible for ensuring that consequence management is applied and is therefore responsible for identifying the official responsible for the late payment of salary and / or benefits.
9. If the District Director fails to identify the responsible official, then the Cluster Chief Director must discipline the District Director and the interest must be recovered from the District Director.
10. A debt will be created and the interest will be deducted and recovered from the official or District Director responsible for the late payment of salary and / or benefits in instalments within the financial year or as per arrangement with the Department's debt management policy.
11. **All employee and ex-employee salaries and / or benefits must be paid within 30 days of assumption of duty or exit from service failing which all requests for approval to pay a late salary and / or benefits to an employee or ex-employee must be accompanied by proof that consequence management has been applied.**
12. All responsibility managers must bring the contents of this circular to all the employees under their supervision.
13. This circular is effective from date of signature.

Comments by SG:



Mr TS Kojana
Superintendent-General
EC Education

18/07/2019

Date





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Enq: Dr A S Nuku

Date: 03 June 2019

Ms P Vinjevold
DDG - EPEM
Department of Education
ZWELITSHA
5608

Dear Ms Vinjevold

APPOINTMENT AS ACTING SUPERINTENDENT-GENERAL

Please be advised that I will be out office from the 04 – 05 June 2019, it is on this basis that I appoint you as acting Superintendent-General.

Your appointment is effective from 04 – 05 June 2019 and therefore you are required to perform the responsibilities of the Department in accordance with the relevant Departmental policies and Legislature frameworks.

Kindly note that you are expected to manage all functions and to give a comprehensive report on developments on my return.

Yours in education development.


T. S. KOJANA
SUPERINTENDENT GENERAL: EDUCATION

