



Province of the
EASTERN CAPE
EDUCATION

SCM MANAGEMENT

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Ref. No. 2/7/1/2

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TO : DIRECTOR- COMMUNICATIONS AND LIASON

FROM : SCM PERFORMANCE

SUBJECT : CONFLICT OF INTEREST BY STATE EMPLOYEES

DATE : 06TH JUNE 2019

1. The above matter bears reference.
2. The communication was sent to all ECDoE employees to alert them of the content of the DPSA Circular No 1 of 2016 which clearly state that "an employee, who at the time of the coming into effect of these Regulations, conducts business with an organ of state or is a director of a company which conducts business with an organ of state, other than an employee who is in his or her official capacity a director of company listed in schedule 2 or 3 of the Public Finance Management Act, shall –
 - a. *Within one month, disclose that the employee is conducting business with an organ of state or resign as an employee;*
 - b. *Within six months –*
 - i. *cease conducting business with the organ of the state or resign as an employee;*
 - ii. *resign as a director of a company that conducts business with an organ of state or resign as an employee;*
 - c. *If the employee does not resign within the six month period, the employee must submit proof that the employee has ceased conducting business or has resigned as a director of a company that conducts business with an organ of the state within a month of doing so."*
3. During verification process it transpired that ECDoE and other state employees are still registered on the Centralised Data Base (SCD) and some are still transacting with the state. SCM Directorate is hereby requesting your office to publish on the



Departmental website the following steps to de-register their companies from CSD as they are prohibited to transact with the state.

Here are the steps a conflicted official needs to follow to de-register themselves from the CSD

1. Log in with the same email and password used to register in the first place.
2. Click on Supplier Details.
3. Select the company or companies listed.
4. Click on the edit icon, open the company and click on Delete this supplier from the CSD.
5. Confirm your selection with a yes.
6. State reason when prompted.
7. State yes when again prompted are you sure you want to delete this supplier from the CSD.
8. Proceed.

The company will then be removed from the CSD.

4. Your cooperation is highly appreciated



MH HARMSE


DATE

ACTING CHIEF DIRECTOR: SCM



the dpsa

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Public Service and Administration
REPUBLIC OF SOUTH AFRICA**

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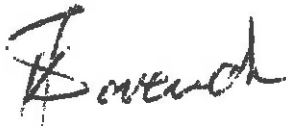
CIRCULAR NO. EIM 1/2016

TO: ALL HEADS OF NATIONAL DEPARTMENTS, OFFICES OF PREMIER, PROVINCIAL DEPARTMENTS AND GOVERNMENT COMPONENTS

**TRANSITIONAL ARRANGEMENTS IN THE PUBLIC SERVICE REGULATIONS, 2016:
CONDUCTING BUSINESS WITH AN ORGAN OF STATE**

1. The Minister for Public Service and Administration issued Public Service Regulations, 2016 (PSR, 2016) with effect from 1 August 2016.
2. In terms of transitional arrangements prescribed in Annexure 1 (2) of the PSR, 2016: "(2) An employee, who at the time of the coming into effect of these Regulations, conducts business with an organ of state or is a director of a company which conducts business with an organ of state, other than an employee who is in his or her official capacity a director of company listed in schedule 2 or 3 of the Public Finance Management Act, shall—
 - (a) within one month, disclose that the employee is conducting business with an organ of state or is a director of a company that conducts business with the organ of state;
 - (b) within six months—
 - (i) cease conducting business with the organ of the state or resign as an employee;
 - (ii) resign as a director of a company that conducts business with an organ of state or resign as an employee;
 - (b) if the employee does not resign within the six month period, the employee must submit proof that the employee has ceased conducting business or has resigned as a director of a company that conducts business with an organ of the state within a month of doing so."

3. The purpose of this circular is to draw the attention of Heads of Department (HOD) to these transitional arrangements and request the HOD to ensure that:
 - 3.1. By 31 August 2016 all employees who are conducting business with an organ of the state disclose such to the HOD. If the employee is an HOD, the disclosure should be made to the Executive Authority (EA). Attached is an example of a disclosure form;
 - 3.2. By 31 January 2017, all employees who are conducting business with an organ of state either resign as employees; or submit to the HOD (or in the case of an HOD, to the EA) proof that the employee has ceased conducting business; or has resigned as a director of a company that conducts business with an organ of the state; and
 - 3.3. This circular is brought to the attention of all employees.
4. Employees are encouraged to disclose in full, as the DPSA will perform an analysis thereof, which will guide the process further. Reporting measures in this regard will follow.
5. Your co-operation is appreciated.



DIRECTOR-GENERAL

DATE:

23/08/2016