



---

**OFFICE OF THE DIRECTOR: SCHOOL ADMINISTRATION**

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:  
Enquiries: Mr M.C SANDI. Tel: 040 608 4034. Fax :040 608 7454. Email: Mbuyiseli.sandi@ecdoe.gov.za  
Website: [www.ecdoe.gov.za](http://www.ecdoe.gov.za)

---

**TO : CLUSTER CHIEF DIRECTORS  
DISTRICT DIRECTORS  
SCHOOL GOVERNING BODIES  
SCHOOL PRINCIPALS**

**FORM : HEAD OF DEPARTMENT**

**DATE : 12 JANUARY 2022**

**SUBJECT : INSTRUCTION TO ALL SCHOOLS RECEIVED MONIES FOR  
PAYMENT OF EA' AND GA'S TO PAY THE STIPENT NOT  
LATER THAN THE 17 JANUARY 2022.**

---

1. The purpose of this memo is to remind principals and SGB's of school about their duties of compliance in terms of section 21 (f) of the South African Schools Act No 84 of 1996 (SASA) IN TERMS OF WHICH schools ARE REQUIRED TO PAY FOR SERVICES RENDERED whenever services has been received by the school.
2. It has come to the attention of the Head of Department that despite the provisions of paragraph one above some schools have not complied with the payment of GA's and EA's who have already rendered services in their various schools.
3. The HOD views this conduct in a very serious light, and this could constitute a financial misconduct in terms of section 16A(2)(j) of SASA
4. Schools and SGB's are therefore reminded that all transfers made to schools should be used for their intended purposes and as failure to comply i could lead to a negative audit outcome.
5. Consequently, all schools which received monies for the payment of stipends for EA's and GA's in their schools should effect the required payments to the relevant beneficiaries not later than the 17 January 2022.

6. On the 18 January all school principals who have failed to comply with the above instruction would be subjected to disciplinary processes for financial misconduct in line with section 16 A(j) of SASA or section 189(b) of the Employment of Educators Act No 76 of 1998.
7. Your cooperation will be highly appreciated

Yours in Quality Education



MR T.J. MTSYIDA

A/DDG: EDC & IOM

13.01.2022