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**OFFICE OF THE HEAD OF DEPARTMENT**

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:

Enquiries: L. Sidiya. Tel: 040 608 4753 . Fax :040 608 4690. Email: [lukhanyo.sidiya@ecdoe.gov.za](mailto:lukhanyo.sidiya@ecdoe.gov.za)

Website: [www.ecdoe.gov.za](http://www.ecdoe.gov.za)

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**TO:** ALL DDG'S  
CHIEF FINANCIAL OFFICER  
ALL CHIEF DIRECTORS  
ALL CLUSTER CHIEF DIRECTOR  
ALL DIRECTORS  
ALL DISTRICT DIRECTORS  
ALL CIRCUIT MANAGERS  
ALL SCHOOL PRINCIPALS  
ALL SCHOOL GOVERNING BODIES  
ALL LABOUR UNIONS

**FROM:** HEAD OF DEPARTMENT

**SUBJECT:** RECONCILIATION OF TRANSFERS IMPLEMENTED  
TO SCHOOLS FOR THE PAYMENT OF STIPENDS FOR  
EDUCATION ASSISTANTS AND GENERAL SCHOOL ASSISTANTS  
IN THE PRESIDENTIAL YOUTH EMPLOYMENT  
INITIATIVE PHASE 2

**DATE:** 07 JANUARY 2022

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1. The Department successfully implemented transfers to schools for the payment of stipends for November and December 2021 for Education Assistants (EAs) and General School Assistants (GSAs) who are participating in the Presidential Youth Employment Initiative (PYEI) Phase 2.
  2. However after the implementation of payment to schools the department did a reconciliation of payments and various discrepancies were discovered.
  3. Discrepancies that were discovered include non-payment of participating schools, special schools and section 20 schools, underpayment of schools, overpayment of schools, schools that opted out of the initiative receiving payments.



4. SGB's, school principals and circuit managers must ensure that the payment received should be used for the intended purpose which is solely for the payment of stipends for EAs and GSAs as per the grant framework.
5. SGB's and principals of schools that received overpayments should not use the surplus and the non-participating schools that received payment erroneously should not use the money until further notice from department, which will be issued out on or before the 14 of January 2022.
6. Schools that did not receive any payments, and those that were underpaid schools will be included in the subsequent payment run as follows:
  - a. 13 January 2022
  - b. 20 January 2022
  - c. 25 January 2022
7. Circuit Managers are to consolidate reports, which must include school banking details form their respective schools in the circuit office and submit to the District Director who will then submit a consolidated District report to the head office.
8. Schools which have been overpaid are still required to submit salary advice and salary receipt registers of EAs and GSAs and will be advised on the processes to follow once the reconciliation is finalised.
9. All District Directors are required to submit this information to the office of the CFO, through Cluster Chief Directorates on Monday 10 January 2022.
10. The department would like to sincerely apologise to all special schools, section 20 schools and any other schools that were erroneously omitted from the payment run, however they will all be included in the next scheduled run.

**Yours in quality education**

**N. NGCINGWANA**  
**CHIEF FINANCIAL OFFICER**