

MPUMALANGA PROVINCIAL GOVERNMENT

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Department of Finance *Head of the Department*

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Departement van Finansies

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PROVINCIAL TREASURY CIRCULAR 1 OF 2007

TO:

**HEADS OF DEPARTMENTS
CHIEF FINANCIAL OFFICERS**

COST CURTAILMENT MEASURES ON TRANSVERSAL SYSTEMS

During 2000 Mpumalanga Province took a decision to decentralize the finance functions and financial systems, from the Department of Finance to departments.

The decentralization process resulted in the creation of ten (10) departmental databases for personnel records and salary information (PERSAL) as well as twelve (12) departmental databases for budgets, payments and supplier information on BAS.

The State Information Technology Agency (SITA) maintains both systems. All operational costs for transversal systems for all provincial departments are paid centrally by the Department of Finance.

The funding for the operational cost for transversal systems has been a major challenge for the Department as the cost escalation is exceeding the budget growth, which leaves the Department with a major challenge.

"Always Stretching Our Arm, to Accelerate Service Delivery"

All Departments are consequently requested to put the following cost curtailment measures in place to save on cost for the utilization of transversal systems:


1. Centralising the requesting and printing of reports in departments. System Controllers/Personal Managers must ensure that measures are put in place that will promote responsible printing of reports.
2. The release of reports during office /peak hours must be limited to extremely urgent cases. Reports should be requested to run overnight.
3. Where possible departments should use Vulindlela for printing of reports, which are readily available in a warehouse environment in the form of ready-made reports and data downloading. Vulindlela obtains information from BAS, Personal and Logis and this is also in a user-friendly format for utilization.
4. Departments should spread transactions on a daily basis avoiding processing a large volume of transactions at one time.
5. Access to systems after official working hours and weekends should be approved by Provincial Treasury.
6. Departments should limit the payment of salaries/claims through supplementary salary runs.
7. The MPG e-mail system shall not to be used for the creation or distribution of any disruptive unsolicited e-mail messages, including the sending of "junk mail" or other advertising material such as "car sales", "houses for sale", "accommodation to share" to individuals who did not specifically request such material or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Any employee found to have violated the above may be subjected to disciplinary action.

Please note that Provincial Treasury will continuously monitor the utilization of the report functionality on the various systems.

Departments are requested to adhere to the above principles, failing which, they may be held liable for costs involved.

Your co-operation in this matter is appreciated.

Regards


MR. RS TSHUKUDU
HEAD OF DEPARTMENT
DATE: 30/11/2007.