

No. 7 Government Boulevard  
Building No. 4  
Riverside Park Extension 2  
Nelspruit  
1201



Private Bag X 11205  
Nelspruit  
1200  
Tel: (013) 766 4572  
Fax: (013) 766 4604  
E-mail: HODFinance@mpg.gov.za

## Department of Finance *Office of the Head of Department*

Litiko LeteTimali

UmNyango weZeemali

Departement van Finansies

Kgoro ya Matlotlo

### TREASURY CIRCULAR NO 6 OF 2011

THE ACCOUNTING OFFICER: VOTE 1: OFFICE OF THE PREMIER (MR JM RABODILA)  
THE ACCOUNTING OFFICER: VOTE 2: PROVINCIAL LEGISLATURE (MR LB SHABALALA) ACTING  
THE ACCOUNTING OFFICER: VOTE 4: COOPERATIVE GOVERNANCE AND TRADITIONAL  
AFFAIRS (MR D MAHLOBO)  
THE ACCOUNTING OFFICER: VOTE 5: AGRICULTURE, RURAL DEVELOPMENT AND LAND  
ADMINISTRATION (MS NL SITHOLE)  
THE ACCOUNTING OFFICER: VOTE 6: ECONOMIC DEVELOPMENT, ENVIRONMENT AND  
TOURISM (MR RS TSHUKUDU)  
THE ACCOUNTING OFFICER: VOTE 7: EDUCATION (MS MOC MHLABANE)  
THE ACCOUNTING OFFICER: VOTE 8: PUBLIC WORKS, ROADS & TRANSPORT (MR KM  
MOHLASEDI)  
THE ACCOUNTING OFFICER: VOTE 9: SAFETY, SECURITY & LIAISON (MS N NDONGA) ACTING  
THE ACCOUNTING OFFICER: VOTE 10: HEALTH (DR JJ MAHLANGU)  
THE ACCOUNTING OFFICER: VOTE 11: CULTURE SPORTS AND RECREATION (MS SP MJWARA)  
THE ACCOUNTING OFFICER: VOTE 12: SOCIAL DEVELOPMENT (MS NL MLANGENI) ACTING  
THE ACCOUNTING OFFICER: VOTE 13: HUMAN SETTLEMENT (MR D DUBE)

THE CHIEF FINANCIAL OFFICER: VOTE 1: OFFICE OF THE PREMIER (MS P NGWENYA) ACTING  
THE CHIEF FINANCIAL OFFICER: VOTE 2: PROVINCIAL LEGISLATURE (MR S SANYANE)  
THE CHIEF FINANCIAL OFFICER: VOTE 3: FINANCE (MS PA SEMENYA)  
THE CHIEF FINANCIAL OFFICER: VOTE 4: COOPERATIVE GOVERNANCE AND TRADITIONAL  
AFFAIRS (MR MD SHIPALANA)  
THE CHIEF FINANCIAL OFFICER: VOTE 5: AGRICULTURE, RURAL DEVELOPMENT AND LAND  
ADMINISTRATION (MS B LAURENCE)  
THE CHIEF FINANCIAL OFFICER: VOTE 6: ECONOMIC DEVELOPMENT, ENVIRONMENT AND  
TOURISM  
(MS JP HLATSHWAYO)  
THE CHIEF FINANCIAL OFFICER: VOTE 7: EDUCATION (MR CB MNISI)  
THE CHIEF FINANCIAL OFFICER: VOTE 8: PUBLIC WORKS, ROADS & TRANSPORT (MS PN  
MOJAPELO)  
THE CHIEF FINANCIAL OFFICER: VOTE 9: SAFETY, SECURITY & LIAISON (MR BH NGOMA)  
THE CHIEF FINANCIAL OFFICER: VOTE 10: HEALTH (MS G MILAZI)  
THE CHIEF FINANCIAL OFFICER: VOTE 11: CULTURE SPORTS AND RECREATION (MR M KHOZA)  
THE CHIEF FINANCIAL OFFICER: VOTE 12: SOCIAL DEVELOPMENT (MS P MORGAN)  
THE CHIEF FINANCIAL OFFICER: VOTE 13: HUMAN SETTLEMENT (MS B MOJAPELO) ACTING

**SUBJECT: THE USE OF PERSAL SYSTEM TO RECORD AND TRACE GOVERNMENT ASSETS ISSUED TO OFFICIALS**

The PERSAL system makes provision to capture, manage and control equipment allocated to employees. This is not utilised by any department. Function 4.5.10 on the PERSAL system makes provision for creating and maintaining a complete record of equipment issued to employees. PERSAL Controllers in departments should create a separate departmental code on table 825 (Equipment) for every possible type of equipment issued in the department.

HR Practitioners should use the PERSAL system (# 4.5.10) to capture e.g. the following on the system so that a record exists of all equipment that has been issued to an official:

- Cell phones, 3G
- Laptops
- Proximas
- Cameras, etc.

Current employees' information should be completed by the end of the 2011/12 financial year and updated within a month of an official's appointment. Any change should be effected within a week.



**Mr J.B. MBATHA**  
**ACTING HEAD OF DEPARTMENT**

**DATE: 30 / 3 / 2011**