

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



Private Bag X 11205
Nelspruit
1200
Tel: (013) 766 4224
Fax: (013) 766 4603
E-mail: ctwala@mpg.gov.za

Department of Finance

Litiko LeteTimali

UmNyango weZeemali

Departement van Finansies

Kgoro ya Matlotlo

Enquiries: CO Twala

PROVINCIAL TREASURY CIRCULAR 28 OF 2011

- TO :
- THE ACCOUNTING OFFICER: VOTE 1: OFFICE OF THE PREMIER (Mr J.M. RABODILA)
 - THE ACCOUNTING OFFICER: VOTE 2: PROVINCIAL LEGISLATURE (Mr R.M. MOROPA)
 - THE ACCOUNTING OFFICER: (ACTING): VOTE 3: FINANCE (Mr J.B. MBATHA)
 - THE ACCOUNTING OFFICER: VOTE 4: COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS (Mr D. MAHLOBO)
 - THE ACCOUNTING OFFICER: VOTE 5: AGRICULTURE, RURAL DEVELOPMENT & LAND ADMINISTRATION (Ms N.L. SITHOLE)
 - THE ACCOUNTING OFFICER: VOTE 6: ECONOMIC DEVELOPMENT, ENVIRONMENT & TOURISM (Dr D.V. DLAMINI)
 - THE ACCOUNTING OFFICER: VOTE 7: EDUCATION: (Mrs M.O.C. MHLABANE)
 - THE ACCOUNTING OFFICER: VOTE 8: PUBLIC WORKS, ROADS & TRANSPORT (Mr K.M. MOHLASEDI)
 - THE ACCOUNTING OFFICER: VOTE 9: SAFETY, SECURITY & LIAISON (Mr S.T. SIBUYI)
 - THE ACCOUNTING OFFICER: VOTE 10: HEALTH (Dr J.J. MAHLANGU)
 - THE ACCOUNTING OFFICER: VOTE 11: CULTURE, SPORTS & RECREATION (Ms S.P. MJWARA)
 - THE ACCOUNTING OFFICER: VOTE 12: SOCIAL DEVELOPMENT (Ms N.L. MLANGENI)
 - THE ACCOUNTING OFFICER: VOTE 13: HUMAN SETTLEMENT (Mr D. DUBE)
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- THE CHIEF FINANCIAL OFFICER: VOTE 1: OFFICE OF THE PREMIER (Mr T. NKOJOANA)
 - THE CHIEF FINANCIAL OFFICER: VOTE 2: PROVINCIAL LEGISLATURE (Mr S. SANYANE)
 - THE CHIEF FINANCIAL OFFICER: VOTE 3: FINANCE (Ms P. SEMENYA)
 - THE CHIEF FINANCIAL OFFICER: VOTE 4: COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS (Mr M.D. SHIPALANA)
 - THE CHIEF FINANCIAL OFFICER (ACTING): VOTE 5: AGRICULTURE, RURAL DEVELOPMENT & LAND ADMINISTRATION (Mr R. MNISI)
 - THE CHIEF FINANCIAL OFFICER: VOTE 6: ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM (Ms J.P. HLATSHWAYO)
 - THE CHIEF FINANCIAL OFFICER: VOTE 7: EDUCATION (Mr C.B. MNISI)
 - THE CHIEF FINANCIAL OFFICER (ACTING): VOTE 8: PUBLIC WORKS, ROADS & TRANSPORT (Mr S. SHONGWE)
 - THE CHIEF FINANCIAL OFFICER: VOTE 9: SAFETY, SECURITY & LIAISON (Mr B.H. NGOMA)
 - THE CHIEF FINANCIAL OFFICER: VOTE 10: HEALTH (Ms G. MILAZI)
 - THE CHIEF FINANCIAL OFFICER: VOTE 11: CULTURE, SPORTS & RECREATION (Mr M. KHOZA)
 - THE CHIEF FINANCIAL OFFICER: VOTE 12: SOCIAL DEVELOPMENT (Ms P. MORGAN)
 - THE CHIEF FINANCIAL OFFICER: VOTE 13: 13 HUMAN SETTLEMENT (Ms B. MOJAPELO)
-
- THE CHIEF EXECUTIVE OFFICER: MPUMALANGA ECONOMIC GROWTH AGENCY (Mr R.S. TSHUKUDU)
 - THE CHIEF EXECUTIVE OFFICER: MPUMALANGA GAMBLING BOARD (Mr B. Mlambo)
 - THE CHIEF EXECUTIVE OFFICER (ACTING): MPUMALANGA TOURISM & PARKS AGENCY (Dr N. MOTETE)
 - THE CHIEF EXECUTIVE OFFICER: MPUMALANGAREGIONAL TRAINING TRUST (Mr N.D. MOROPANE)

SUBJECT: EXPENDITURE INCURRED ON CONSULTANCY SERVICES PER INDIVIDUAL INSTITUTION DURING THE 2010-2011 FINANCIAL YEAR

1. PURPOSE

- 1.1. The purpose of this circular is to request information regarding the total expenditure incurred by individual institutions on consultancy services during the 2010/2011 financial year.

2. BACKGROUND

- 2.1. The Provincial Government is aware that most of the institutions in this province, to a certain extent, rely on the expertise of consultants to execute some of the required services on their behalf. However, it has come to the attention of the Provincial Treasury that in most instances, Government institutions fail to adhere to the normal processes and procedures whenever engaging the services of consultants, and this is of great concern to the Provincial Government.
- 2.2. In terms of the applicable procedures, consultants should only be engaged when the necessary skills and/or resources to perform a project/duty/study/are not available, and the Accounting Officer/Authority cannot be reasonably expected either to train or to recruit people in the time available.
- 2.3. For purposes of ascertaining whether individual Government institutions follow the correct procedures and processes whenever appointing consultants, and also to determine the total amount involved per financial year in this regard, we have attached a template marked "Annexure A" which must be filled in accordingly and be returned to the Provincial Treasury on or before Monday, 12 September 2011. The information required should only cover the 2010/2011 financial year.

1. RECOMMENDATIONS

- 1.1. All Heads of Department and CEO's of the Public Entities listed on schedule 3C of the PFMA are requested to speedily respond to this circular not later than Monday, 12 September 2011.

Regards,



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

DATE: 7/9/2011



finance

Department of Finance
MPUMALANGA PROVINCIAL GOVERNMENT

Annexure "A"

Expenditure incurred by individual institution on consultancy services for the 2010/2011 financial year

Name of institution:

Name of consulting firm	Description of the service rendered	Contract period	Contract amount	Status of project		Steps taken if project incomplete
				Completed successfully	Project incomplete (advance reasons for non completion)	

Information provided by : SCM Manager
Date :
Supported by : Chief Financial Officer
Date :
Approved by : Head of Department / CEO
Date :