



Building No.4, No. 7 Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200
Private Bag X 11205, Mbombela, 1200
Tel: 013 766 4572, Fax: 013 766 4604, Int: +27 (13) 766 4572, Int: +27 13 766 4604

SigcinaMafa SesiFundza

UmNyango weeMali ZesiFunda

Provinsiale Tesourie

Enquiries : C Ruthven x 8689
Ref : MPT 14/6/1

PROVINCIAL TREASURY CIRCULAR NO. 31 OF 2018

TO:

DIRECTOR GENERAL: VOTE 1: OFFICE OF THE PREMIER OF MPUMALANGA (MR KM MOHLASEDI)
HEAD: VOTE 3: PROVINCIAL TREASURY (MS NZ NKAMBA)
HEAD: VOTE 4: CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS (MR PT NYONI)
HEAD: VOTE 5: AGRICULTURE, RURAL DEVELOPMENT, LAND AND ENVIRONMENTAL AFFAIRS
(ACTING) (MR LS MONARENG)
HEAD: VOTE 6: ECONOMIC DEVELOPMENT AND TOURISM (ACTING) (MR MN SEBITSO)
HEAD: VOTE 7: EDUCATION (MS MOC MHLABANE)
HEAD: VOTE 8: PUBLIC WORKS, ROADS AND TRANSPORT (ACTING) (MS SP XULU)
HEAD: VOTE 9: COMMUNITY SAFETY, SECURITY AND LIAISON (MR W MTHOMBOHI)
HEAD: VOTE 10: HEALTH (DR S MOHANGI)
HEAD: VOTE 11: CULTURE, SPORT AND RECREATION (MR GS NTOMBELA)
HEAD: VOTE 12: SOCIAL DEVELOPMENT (MR MV MAHLALELA)
HEAD: VOTE 13: HUMAN SETTLEMENTS (MR K MASANGE)

THE CHIEF FINANCIAL OFFICER: VOTE 1: OFFICE OF THE PREMIER (MR SS SHONGWE)
THE CHIEF FINANCIAL OFFICER: VOTE 3: PROVINCIAL TREASURY (MR MA KHOZA)
THE CHIEF FINANCIAL OFFICER: VOTE 4: CO-OPERATIVE GOVERNANCE AND TRADITIONAL
AFFAIRS (MR SEB MATSEBULA)
THE CHIEF FINANCIAL OFFICER: VOTE 5: AGRICULTURE, RURAL DEVELOPMENT, LAND AND
ENVIRONMENTAL AFFAIRS (MR MA LETSWALO)
THE CHIEF FINANCIAL OFFICER: VOTE 6: ECONOMIC DEVELOPMENT AND TOURISM (ACTING)
(MS H THRUSH)
THE CHIEF FINANCIAL OFFICER: VOTE 7: EDUCATION (MS G MASHITENG)
THE CHIEF FINANCIAL OFFICER: VOTE 8: PUBLIC WORKS, ROADS AND TRANSPORT
(MS HN MDAKA)
THE CHIEF FINANCIAL OFFICER: VOTE 9: COMMUNITY SAFETY, SECURITY AND LIAISON
(MS SA SEFALA)
THE CHIEF FINANCIAL OFFICER: VOTE 10: HEALTH (ACTING) (MR PP MAMOGALE)
THE CHIEF FINANCIAL OFFICER: VOTE 11: CULTURE, SPORT AND RECREATION (MR B NGOMA)
THE CHIEF FINANCIAL OFFICER: VOTE 12: SOCIAL DEVELOPMENT (MR JB MBATHA)
THE CHIEF FINANCIAL OFFICER: VOTE 13: HUMAN SETTLEMENTS (MR SB NYOKA)

THE CHIEF DIRECTORATE: SUSTAINABLE RESOURCE MANAGEMENT
THE CHIEF DIRECTORATE: ASSETS AND LIABILITIES MANAGEMENT
THE CHIEF DIRECTORATE: FINANCIAL GOVERNANCE

QUARTELY REPORTING REQUIREMENTS ON THE EXPENDITURE FOR THE TRAVEL AND ACCOMMODATION TRANSVERSAL CONTRACT

1. OBJECTIVE

The objective of this Circular is to request all participating Government Departments in the Travel and Accommodation transversal contract to provide the Provincial Treasury with all expenditure and outstanding payments for services rendered by the appointed service providers on a quarterly basis.

2. BACKGROUND

The Provincial Treasury has established the Transversal Contracts Unit to coordinate; implement, monitor and evaluate all Provincial specific Transversal contracts within the Mpumalanga Provincial Administration.

3. UTILISATION OF THE SERVICE PROVIDERS

A Travel and Accommodation transversal contract has been awarded to three service providers; namely:

- a) Vakasha Travel,
- b) City of Choice and
- c) ZAPG Travel and Tours

It would be expected that each participating Department should contract all the three (3) service providers and endeavour to utilise them equally such that there is no service provider preferred over the other. The possible equal distribution of services should be ensured to avoid Irregular Expenditure.

4. MONITORING OF THE CONTRACTS

Each participating Department should provide the Provincial Treasury with the expenditure reports per service provider and any outstanding amount for all services rendered on quarterly basis. The reporting template will be forwarded to each Department to populate the information for easy monitoring.

The reporting template will require information on the following:

- a) Total value paid to each service provider
- b) Total value outstanding to be paid
- c) Challenges and proposed solutions

The reports should be submitted to the Provincial Treasury fifteen (15) days after the end of the quarter.


5. DISSEMINATION OF INFORMATION CONTAINED IN THIS CIRCULAR

Heads of Departments and Chief Financial Officers are hereby requested to disseminate the contents of this Circular to the relevant officials in their Departments.

Please contact Mr SJ Mpila on (013) 766 8711, email: sj.mpila@mpg.gov.za or Mr D Manzini on (013) 766 8689, email: dmanzini@mpg.gov.za for any clarity needed.

Your co-operation is appreciated.

Regards,


MS NZ NKAMBA
HEAD: PROVINCIAL TREASURY
DATE 11/5/2018