

# MPUMALANGA PROVINCIAL GOVERNMENT

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## Department of Finance *Office of the HOD*

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Departement van Finansies

Kgoro ya Matlotlo

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Ref No : DoF 14/6/1

## PROVINCIAL TREASURY CIRCULAR 32 OF 2014

### TO:

THE ACCOUNTING OFFICER: VOTE 1: OFFICE OF THE PREMIER (DR NONHLANHLA MKHIZE)  
THE ACCOUNTING OFFICER: VOTE 3: FINANCE (MS NZ NKAMBA)  
THE ACCOUNTING OFFICER: VOTE 4: COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS (MR CM CHUNDA)  
THE ACCOUNTING OFFICER: VOTE 5: AGRICULTURE, RURAL DEVELOPMENT AND LAND ADMINISTRATION (MR SP XULU)  
THE ACCOUNTING OFFICER: VOTE 6: ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM (MR T MDAKANE)  
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: COMMUNITY SAFETY, SECURITY & LIAISON (MR W MTHOMBOTHI)  
THE ACCOUNTING OFFICER: VOTE 10: HEALTH (DR AM MORAKE)  
THE ACCOUNTING OFFICER: VOTE 11: CULTURE, SPORT AND RECREATION (MR W MNISI) (ACTING)  
THE ACCOUNTING OFFICER: VOTE 12: SOCIAL DEVELOPMENT (MS NL MLANGENI)  
THE ACCOUNTING OFFICER: VOTE 13: HUMAN SETTLEMENTS (MR SEB MATSEBULA) (ACTING)

THE CHIEF FINANCIAL OFFICER: VOTE 1: OFFICE OF THE PREMIER (MR KJ DLAMINI)  
THE CHIEF FINANCIAL OFFICER: VOTE 3: FINANCE (MS L MLAMBO (ACTING))  
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 (MR CT DLAMINI)  
THE CHIEF FINANCIAL OFFICER: VOTE 6: ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM (MS JP HLATSWAYO)  
THE CHIEF FINANCIAL OFFICER: VOTE 7: EDUCATION (MR CB MNISI)  
THE CHIEF FINANCIAL OFFICER: VOTE 8: PUBLIC WORKS, ROADS & TRANSPORT (MS HN MDAKA (ACTING))  
THE CHIEF FINANCIAL OFFICER: VOTE 9: COMMUNITY SAFETY, SECURITY & LIAISON (MS SA SEFALA)  
THE CHIEF FINANCIAL OFFICER: VOTE 10: HEALTH (MR BP DLALISA)  
THE CHIEF FINANCIAL OFFICER: VOTE 11: CULTURE, SPORT AND RECREATION (MR T NKOJOANA)  
THE CHIEF FINANCIAL OFFICER: VOTE 12: SOCIAL DEVELOPMENT (MR CM MALELE) (ACTING)  
THE CHIEF FINANCIAL OFFICER: VOTE 13: HUMAN SETTLEMENTS (MR TC MASHILE) (ACTING)

## SUBJECT: DEPARTMENTAL ITEM RECORD (DIR)

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### 1 PURPOSE

The purpose of this circular is to inform all Provincial Departments in Mpumalanga about the standardization of items per Department in Logistical Information System (Logis).

### 2 BACKGROUND

Institutions under different Departments currently create their own items in Logis called Item Control Numbers (ICN). This led to one institution to have more than one ICN that describe the very same item. Institutions which are under the same Department will often use different ICN's in describing the same item. This led to duplication of ICN's in many institutions.

### 3 DISCUSSION

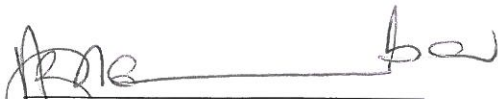
National Treasury had embarked into a project of enhancing Logis to standardise the ICN per Department. The project is called Departmental Item Record (DIR) which is intended to ensure that irrespective of how many institutions the Department has under its name like different hospitals that Department of Health has but the Department has only one ICN to describe the same item.

It is necessary for Departments to follow the below mentioned action plan to enable the Departments to comply with the Departmental Item Record which will be implemented on the **01 April 2015**.

PHASES	DESCRIPTIONS	DUE DATE
Phase one	De-activation of unused ICN's and duplicate ICN's	30 November 2014
Phase two	Identify and create Departmental Item Record	31 December 2014
Phase three	Standardisation of accountability and stocking instruction.	30 January 2015
Phase four	Recalculate Stock Item Records (SIR) balances where the unit of issue has changed.	16 February 2015
Phase five	Move balances from old/duplicate Stock Item Records to new Stock Item Records linked to Departmental Item Records.	27 February 2015

The Departments are urged to follow the above mentioned phases without fail for the successful implementation of Standardisation of Departmental Item Records which will be implemented on the 01 April 2015.

Regards,



**MS NZ NKAMBA**  
**HEAD OF DEPARTMENT**  
**DATE: 4 / 11 / 2014**