



KZN EDUCATION

**UMNYANGO WEZEMFUNDO
ISIFUNDAZWE SAKWAZULU-NATALI**

ENQUIRIES : Mr TL Hlela

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REF: S10/4/1**

DATE: 04/02/05

**To All: Managers
 General Managers
 Senior General Managers
 Members of SMS**

HRM CIRCULAR NO. 7 OF 2005

FINANCIAL DISCLOSURE FOR MEMBERS OF SENIOR MANAGEMENT SERVICES

1. Chapter 3 paragraph C of the Public Service Regulations provide that every member of the SMS shall, not later than 30 April of each year disclose to the relevant executing Authority on the form determined for this purpose by the commission, particulars of all her or his registrable interests in respect of the period 01 April of the previous year to 31 March of the year in question.
2. Therefore all members of SMS are regarded as designated employees as such are reminded that it is expected of them to disclose their registrable interests for the period 1/4/2004 to 31 March 2005.
3. Please note that a person who assumes duty, as a member of SMS after 1st April in a year shall make such disclosure within 30 days after assumption of duty in respect of the period of 12 months preceding her/his assumption of duty.
4. For control purposes and proper record keeping, all disclosures are to be submitted to the Ministry Division for attention Ms JT Bhengu.
5. I have to bring to your attention that Section H of the Public Service Regulations 2001 provides that if a member fails to disclose or willfully provides incorrect or misleading details is guilty of misconduct. The necessary forms are attached for your attention. The financial disclosure forms for the period 2004/2005 financial year should reach Head Offices on or before 30 April 2005 for transmission to the office of the Public Service Commission.

**Mr DT Ndhlovu
Acting Superintendent – General**