



Enquiries : Mrs B Cronje

Reference :

Date : 23 June 2010

TO ALL HEAD OFFICE OFFICIALS

HEAD OFFICE NOTICE

REMOVAL OF SALARY RELATED FUNCTIONS FROM HUMAN RESOURCE SERVICES TO ACCOUNTS, PAYMENTS AND SALARIES DIRECTORATE

1. In line with the approved Organisational structure of the Department for 2006 and the advise from the Auditor-General, it has been decided that all salary related functions, including Petrol Claims for Middle Management Services and for all Head Office Staff, are to be transferred from Human Resource Services to Accounts, Payments and Salaries Directorate with effect from 18 June 2010.
2. This will improve effectiveness and efficiency of Human Resource Services as well as the Accounting Directorate because salary files will now be opened and kept by the relevant Directorate within the Finance Branch.
3. Consequently all Head Office and Middle Management Services salary related payments are now being dealt with by Accounts, Payments and Salaries Directorate based at Metropolitan Building. The following officials can be contacted for assistance :-

Petrol Claims

Ms Thandi Bhengu 033 - 3418792/1
Ms Thanda Gumede 033 - 3418777
Mr Bheki Manqele 033 - 3418791

Change of banking details

TL Mhlongo 033 - 3418793

Overtime

Smangele Mzimele 033 - 3418793

**MR GN NGCOBO
GENERAL MANAGER: HR MANAGEMENT**

DATE : 23 June 2010

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beyond the call of duty.

KWAZULU-NATAL DEPARTMENT OF EDUCATION

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