NOTICE OF HEADCOUNT PROJECT PHASE V COMPLETION: VERIFICATION OF ALL EMPLOYEES

1. In terms of Practice Note FM – 23 of 2007 and Cabinet Resolution 193 of 2009, required all Government Departments of the KZN Province to embark on a headcount exercise of its employees with a few of identifying possible ghost employees.

2. In an effort to eliminate the risk of having ghost employees within the system, the Department resolved to comply with the circular and embarked on a headcount project which is aimed at verifying all departmental employees. The Project was conducted by Provincial Treasury’s Internal Audit Unit.

3. The scope of phase v of the project includes verification of school based educators as well as office based employees, e.g. school clerks, general workers, security officials, etc.

4. Verification of employees is scheduled to take place during November in different districts and head office. Employees will be required to present themselves for verification with the following documents:
   4.1 Certified copies of ID book;
   4.2 Qualifications
   4.3 A letter of employment confirmation from the supervisor.

   No official will be verified without producing the above mentioned documents.
5. Below is a table reflecting indicating dates and venue for Head Office staff and Durban officials where the process will unfold:

<table>
<thead>
<tr>
<th>Office</th>
<th>Number of Days</th>
<th>Venue</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Office (Umgungundlovu)</td>
<td>5 days</td>
<td>Pietermaritzburg Head Office : Camperdown Circuit Office</td>
<td>Monday, 19 November 2012 to Friday 23 November 2012</td>
</tr>
<tr>
<td>Durban</td>
<td>5 days</td>
<td>Truro House, 9th floor Boardroom</td>
<td>Monday, 19 November 2012 to Friday 23 November 2012</td>
</tr>
</tbody>
</table>

6. Branches are to ensure that the information reaches all employees within your respective branches.

**Duly Signed**
Mr P.B. Ngubane
Manager: HOD’s Office