



Private Bag X9137, PIETERMARITZBURG, 3200

EX NED building 228, 228 Pietermaritz Street, Pietermaritzburg, 3201

Tel: 033 846 5453 Enquiries: Siyanda Ntombela

LOGISTICS ASSETS AND DISPOSALS

**TO : DEPUTY DIRECTORS - GENERAL
CHIEF DIRECTORS
DIRECTORS
DEPUTY DIRECTORS FINANCE
DISTRICT ASSET CONTROLLERS
ASSET CHAMPIONS
ALL OFFICIALS**

SUPPLY CHAIN MANAGEMENT CIRCULAR NO. 06 OF 2025


SAFEGUARDING OF DEPARTMENT ASSETS

1. The KZN Department of Education Asset Management Policy aims to enable the Department to meet its service delivery mandate effectively and efficiently by achieving the best possible match of the assets with programmes delivery strategies.
2. The policy applies to all permanent and fixed term contract employees of KwaZulu-Natal Department of Education employed in terms of the Public Service Act, (Act 103 of 1994 and Employment of Educators Act, (Act 76 of 1998).
3. Section 45 (e) of the Public Finance Management Act further provides that an official in a department, trading entity or constitutional institution; is responsible for the management, including the safeguarding of the assets and the management of the liabilities within that official's area of responsibility.
4. Tools of trade (assets), assigned to officials are owned by the Department of Education and recorded in the Departmental Asset Register and are not used for private gain. Officials are custodians who are assigned the responsibility in terms of PFMA and the Department's policy.
5. The KZN Department of Education Asset Management Policy entails the following.
 - a) The responsibility for the safeguarding of assets vests with each official to whom assets have been allocated.
 - b) All assets must be physically verified and confirmed bi-annually
 - c) The asset custodian shall remain responsible for asset/s allocated to him or her until formerly removed from him/her possession and the asset movement form completed and signed.
 - d) In the case of any change of an asset in his/her possession, the custodian shall be responsible to advise the Asset Management Unit for adjustment of his or her asset inventory list.

SAFEGUARDING OF DEPARTMENT ASSETS


- e) Damaged and the Loss assets shall be dealt with in terms of the Loss Control policy of the department.
 - f) Asset Management must be informed within 7 working days on terminations, resignation, suspensions, and retirement in writing before the officials leave the department in order to facilitate the recovery of assets.
6. Officials are therefore required to ensure compliance with the Asset Management Policy and consequence management will apply for non-compliance and where necessary, legal processes will be instituted for transgressors.
7. Kindly bring the contents of this circular to the attention of all officials.

Kind regards



MR. G.N. NGCOBO

HEAD OF DEPARTMENT: KZN EDUCATION


DATE