



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

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LTSM Provisioning

To All: Deputy Directors-General
Chief Directors
Directors
District Directors
CES: Circuit Management
Circuit Managers
Principals of Public Ordinary Schools
School LTSM Committee Members
Chairpersons of School Governing Bodies

KZN CIRCULAR NO 45 OF 2024

CENTRAL PROCUREMENT OF TEXTBOOKS FOR THE 2025 ACADEMIC YEAR:

1. This circular serves to communicate guidelines to the following schools on the central procurement of textbooks for the 2025 academic year.

- 1.1. Section 20 schools and Section 21 schools without function C;
- 1.2. Section 21 schools with function C that wish to participate in central procurement;

2. Budget Guidelines

Schools have been informed of their indicative LTSM allocations per KZN Circular No.106 of 2023. An appeal is made for Principals to use allocations in a way that brings optimum benefit to learners. In this regard, Principals must note the following:-

- 2.1. Schools which are experiencing an acute shortage of textbooks, may, in addition to the "30% Textbook" allocation, utilize the "30% LTSM Other" allocation for the purchase of textbooks. In such cases, where requisitions exceed the textbook allocation, the excess shall be absorbed by the extent of the allocation for "30% Other LTSM".
- 2.2. Conversely, audits and school inspections have revealed that there are schools which have surplus textbooks but continue to requisition each year for the sake of doing so. Such practice is considered to produce fruitless and wasteful expenditure and shall not be condoned.



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2.3. Principals with sufficient textbooks are advised to indicate so on the enclosed LTSM Affidavit so that funds can be diverted towards classroom furniture. In cases where classroom furniture is also sufficient, such must be indicated on the LTSM Affidavit so that supplementary LTSM resources can be accessed.

2.4. In these cases, separate communiques will be sent out regarding the process in accessing classroom furniture and supplementary LTSM.

3. Procurement of Textbooks

3.1. Selection of textbooks for the 2025 school year must be made from the enclosed approved catalogues:

- 2025 Academic Year – Primary School Textbook Catalogue: Grades 1 to 7
- 2025 Academic Year – Secondary School Textbook Catalogue: Grades 8 to 12
- 2025 Academic Year – State-Owned Publications

3.2. If Principals are not in possession of the textbook catalogues, the district office LTSM official may be contacted for assistance. **Contact details of District LTSM Officials are attached hereto.**

4. Completion of Textbook Top-Up Requisition Forms

4.1. This requisition exercise serves to augment existing book-stocks (top-ups) and increase textbook learner coverage of titles purchased over the years since CAPS implementation.

4.2. Schools must consult existing inventories and stock registers when prioritising items and indicate quantities of required textbooks in the "Qty" Column provided on the PINK top-up requisition forms. For schools which complied with previous requests for data (retrieval and retention data per KZN 135 of 2023 and invoices from S21c schools per KZN 118 of 2023), updated inventory data is included on the PINK top-up requisition forms. Schools which did not comply must take heed of the footnotes on the inventory and top-up requisition forms when requisitioning.

5. Completion of Requisitions for New Title Choices

5.1. Where schools are introducing new grades or new subjects, the top-up requisition form shall not suffice. In such cases, schools must contact the District LTSM Official for the necessary requisition forms to be made available.

6. Completion of Requisitions for State-Owned Publications

6.1. Schools may **expand textbook selections of state-owned publications**, including material used in the Jika iMfundo reading programme, by completing the requisition form titled "**Requisition for State-Owned Publications – 2024/2025**". The requisition form can be found at the front of the catalogue and must be completed and sent in together with the top-up requisition forms.

6.2. **For topping-up** of previously purchased state-owned textbooks, the **top-up requisition form** must be used.



7. Submission of Requisitions

7.1. Before the **PINK top-up requisition forms** are submitted, Principals and School LTSM Committee members must ensure that:-

- a) All information required on the School Data Form is provided and that information is correct and complete.
- b) All requisition pages are returned, duly stamped and signed.
- c) Curriculum requirements and guidelines have been adhered to.
- d) The requisition does not exceed the budget of the school and a copy of the budget letter is attached.
- e) The Form confirming functionality of school LTSM committees and details of LTSM committee members is duly completed.
- f) The affidavit confirming the accuracy of submissions and that use of funds is for optimal benefit of learners is signed and attached. Non-submission of the affidavit shall constitute an incomplete requisition and will result in a default.

g) Schools with Universal Coverage of Textbooks

If a school has attained universal coverage (sufficient textbooks), requisition forms must be submitted indicating: "NIL RETURN – UNIVERSAL COVERAGE ATTAINED". In these cases, the LTSM Affidavit must indicate the necessary so that funds can be diverted to classroom furniture and supplementary LTSM resources where classroom furniture is sufficient.

7.2. Schools must retain a signed copy of the requisition for record purposes. Inspections conducted by the Office of the Auditor-General found that schools were not in possession of LTSM records. Principals are reminded that Section 16A(2)(a)(v) of the South African Schools' Act No. 84 of 1996 requires that: "The principal must.....carry out duties which include, but are not limited to the safekeeping of all school records".

7.3. All requisitions must be submitted to the Circuit Office. The deadline for the submission of textbook requisitions to the circuit office is 28 May 2024.

8. LTSM Intervention Policy

8.1. The Department is committed to ensuring that textbooks are delivered on time to all schools. Thus, the Department will not allow non-submissions or requisitions which exceed the budget to delay the procurement process for the entire Province.

8.2. In cases of non-submissions, the District Office shall compile a requisition on the school's behalf.



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8.3. In cases where requisitions exceed their budget allocations, the District Office shall reduce these to be within the textbook allocation and the "Other LTSM" allocation. Schools will be informed of changes through the issuing of order confirmation schedules once orders have been placed.

9. Principals and LTSM Committee members in need of assistance to ensure compliance with the due date must contact their Circuit Manager and LTSM Support Staff at District Offices. Contact Details of District LTSM Officials are given on the attached schedule.

10. Your co-operation is highly appreciated.

Mr G N Ngcobo
Head of Department: Education

Date: 16/4/24