

REPUBLIC OF SOUTH AFRICA  
REPUBLIEK VAN SUID-AFRIKA



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# **M A N U A L**

*IN ACCORDANCE WITH*

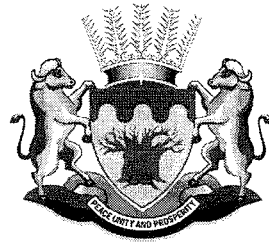
**THE PROMOTION OF ACCESS TO  
INFORMATION ACT (NO. 2 OF 2000)**

**INDEX**

<b>Company Name</b>	<b>Gazette No.</b>	<b>Date</b>	<b>Page No.</b>
Provincial Treasury: Limpopo Provincial Government	38948	3 July 2015	3

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**PROVINCIAL TREASURY**



**LIMPOPO**

**PROVINCIAL GOVERNMENT**  
REPUBLIC OF SOUTH AFRICA

**SECTION 14 MANUAL**

**ON**  
**PROMOTION OF ACCESS TO**  
**INFORMATION ACT, 2000**  
**(ACT NO. 2 OF 2000)**

**THIRD VERSION**

## TABLE OF CONTENT

ITEM NO	PAGE
1. Introduction	3
2. Legislative mandate	3
3. Scope of application	3
4. Availability of the manual	3
5. Organisational structure	4
6. Vision, mission, functions and services of department	4
6.1. Vision	4
6.2. Mission	4
6.3. Functions	4 – 6
6.4. Services	6
7. Contact details of the information officer	7
8. Description of and accessibility to the guide	8
9. Updating of the manual	8
10. Records	9
10.1. Description of subject and categories of Records in possession of the department	9 – 10
10.2. Records automatically available	10 – 11
11. Request procedure	11
12. Grounds for refusal of access to records	11
13. Fees payable for a request and notification of Decision on access	11 – 12
14. Remedies available in respect of acts or failures to act	12
15. Fees as prescribed under part II of notice 187 in the Government gazette 15 February 2002	13 – 14
16. Forms prescribed for access to records	15 - 19

## **1. INTRODUCTION.**

Limpopo Provincial Treasury was established during December 2004 after the two former departments (i.e. Department of Finance and Economic Development) was reconfigured.

The promotion of Access to Information Act, 2000 (Act No. 2 of 2000) (Act) was promulgated in March 2001 to promote a South African society in which all citizens have meaningful access to information, to enable them to fully exercise their rights and foster a culture of transparency and accountability in public and private bodies.

## **2. LEGISLATIVE MANDATE**

This manual is compiled in compliance with Section 14 of the Act.

## **3. SCOPE OF APPLICATION.**

This manual is applicable to all employees of the Department.

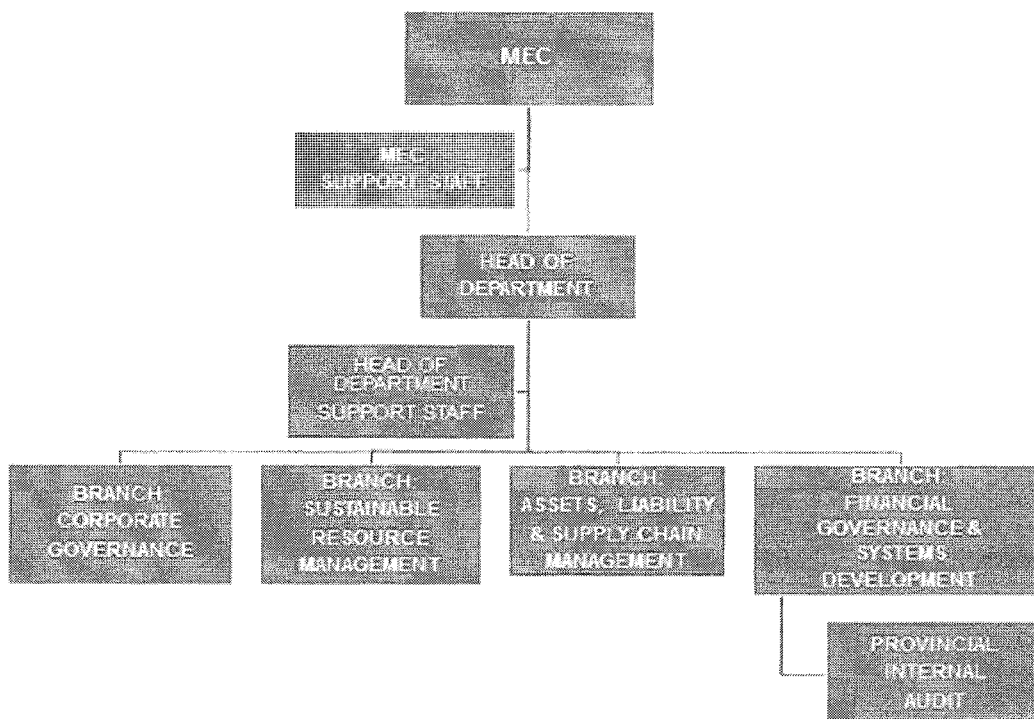
A copy of this manual is available for inspection at no cost. Viewing may also be made on Limpopo Government Website ([www.limtreasury.gov.za](http://www.limtreasury.gov.za)).

## **4. AVAILABILITY OF THE MANUAL**

The manual will be made available in the following languages:

- English
- Afrikaans
- Sepedi
- Tshivenda
- Tsonga

## 5. ORGANISATIONAL STRUCTURE



## 6. VISION, MISSION, FUNCTIONS AND SERVICES OF DEPARTMENT

### 6.1. VISION

Excellence in Public Resource Management for Socio-Economic development.

### 6.2. MISSION

Empowering Provincial and Local Government for sustainable service delivery through good governance and sound public resource management.

### 6.3. FUNCTIONS

The following functions of the Department are prescribed by section 18(1) and (2) of the Public Finance Management Act, 1999 (Act No. 1 of 1999):

- “(1) A provincial treasury must –
- (a) prepare the provincial budget;
  - (b) exercise control over the implementation of the provincial budget;
  - (c) promote and enforce transparency and effective management in respect of revenue, expenditure, assets and liabilities of provincial departments and provincial public entities; and
  - (d) ensure that its fiscal policies do not materially and unreasonably prejudice national economic policies.
- (2) A provincial treasury –
- (a) must issue provincial treasury instructions not inconsistent with the Public Finance management Act (PFMA);
  - (b) must enforce the PFMA and any prescribed national and provincial norms and standards, including any practice and uniform classification system, in provincial departments;
  - (c) must comply with the annual Division of Revenue Act, and monitor and assess the implementation of that Act in provincial public entities;
  - (d) must monitor and assess the implementation in provincial public entities of national and provincial norms and standards;
  - (e) may assist provincial departments and provincial public entities in building their capacity for efficient, effective and transparent financial management;
  - (f) may investigate any system of financial management and internal control applied by a provincial department or a provincial public entity;
  - (g) must intervene by taking appropriate steps, which may include the withholding of funds, to address a serious or persistent material breach of the PFMA by a provincial department or a provincial public entity;
  - (h) must promptly provide any information required by the National Treasury in terms of the PFMA; and

- (i) may do anything further that is necessary to fulfil its responsibilities effectively.”

#### **6.4. SERVICES**

The Department offers the following services to the general public:-

##### **6.4.1. Human Resource Development**

- Provision of bursaries according to skills development needs for the Department
- Provision of learnerships /internships on courses relevant to the Department
- Reintegration programme

##### **6.4.2. Sustainable Resource Management**

- Conduct Provincial and Municipal Socio-Economic Research and Analysis; and
- Formulate the Provincial Budget
- Monitor Provincial and Municipal Budget and Expenditure

##### **6.4.3. Financial Governance and Systems Development**

- Ensure the provision of Accounting Services to the Provincial Departments and Municipalities
- Ensure the development and implementation of Financial Systems in Provincial Departments and Municipalities

##### **6.4.4. Assets, Liabilities and Supply Chain Management**

- Facilitate the effective and efficient management of Physical and Financial Assets in Provincial Departments and Municipalities
- Facilitate the effective and efficient management of Liabilities in Provincial Departments and Municipalities
- Ensure management of Supply Chain in Municipalities and Provincial Departments



## 7. CONTACT DETAILS OF THE INFORMATION OFFICER

The Head of Department is the Information Officer in terms of the Act.

**Information Officer** : **Mr C.G. Pratt**  
**Head of Department**  
**Telephone No.** : **(015) 298 7000**  
**Email** : [io@treasury.limpopo.gov.za](mailto:io@treasury.limpopo.gov.za)

**Deputy Information Officer** : **Ms N. Ramuntshi**  
**Records Manager**  
**Telephone No.** : **015 298 7000**  
**Email** : [dio@treasury.limpopo.gov.za](mailto:dio@treasury.limpopo.gov.za)

**Fax No.** : **015 295 7010**

### GENERAL INFORMATION

Postal Address  
Private Bag X9486  
**POLOKWANE**  
0700

Street Addresses  
46 Hans van Ransburg Street  
**POLOKWANE**  
0700

Telephone Numbers ( Switch Board)  
(015) 298 7000

Fax Number  
(015) 295-7010

## 8. DESCRIPTION OF AND ACCESSIBILITY TO THE GUIDE

Section 10 of the Act provides a guide on how to use the Act. Copies are also available at the following addresses:

**South African Human Rights Commission:**

**PAIA Unit**

**The Research and Documentation Department**

**Postal address: Private Bag X 2700**

**Houghton**

**2041**

**Telephone: 011-484 8300**

**Fax: 011 484 1360**

**Website: [www.sahrc.org.za](http://www.sahrc.org.za)**

**E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)**

## 9. UPDATING OF THE MANUAL

The Department may, if necessary, update and publish its manual referred to in subsection (1) of Section 14, at intervals of not more than a year.

## 10. RECORDS

### 10.1 DESCRIPTION OF SUBJECTS AND CATEGORIES OF RECORDS IN POSSESSION OF THE DEPARTMENT

For purposes of facilitating a request in terms of the Act, the subjects and categories of records in possession of the department are as follows: (Section 14 (1) d)

SUBJECT	FUNCTION	CATEGORY OF RECORDS
Financial Administration.	Rendering of Financial, Security and Risk management services.	<ul style="list-style-type: none"> <li>• Budget reports and Medium Term Expenditure Framework (MTEF) submissions.</li> <li>• Revenue, Bank, Cash and payment of accounts statements.</li> <li>• Supply chain management/procurement orders and requisitions for goods /services.</li> <li>• Asset register.</li> </ul>
Corporate Services.	Provision of sound corporate services.	<ul style="list-style-type: none"> <li>• Applications for employment.</li> <li>• Human Resource strategic plan and personnel files.</li> <li>• Leave plans and records.</li> <li>• Skills development plan.</li> <li>• Labour saving devices and telecommunication records.</li> <li>• Annual reports to South African Human Rights Commission (SAHRC) and quarterly reports to Office of the Premier (i.r.o.PAIA manual )</li> <li>• Records for Information technology equipment and users.</li> <li>• Law Journals and Labour Relations Act.</li> <li>• Security and MISS inspection reports</li> </ul>

Strategic planning and co-ordination.	Management of Strategic planning, programmes and communications	<ul style="list-style-type: none"> <li>• Service delivery improvement reports.</li> <li>• Employee Assistance Programme (EAP) records.</li> <li>• HIV- AIDS reports.</li> <li>• Citizen's report</li> <li>• Departmental performance reports.</li> <li>• Organisational Structure</li> <li>• Departmental Policies</li> <li>• Newsletters.</li> <li>• Departmental Strategic Plan</li> <li>• Procedure /Process Manuals</li> </ul>
Sustainable Resource Management	Administration of Provincial Parastatal and Municipal Budget and Expenditure	<ul style="list-style-type: none"> <li>• Revenue report</li> <li>• Revenue policies</li> <li>• Provincial and Parastatal Budget and Expenditure report</li> </ul>
Financial Governance and System Development	Administration of Accounting Services and Systems Development in Provincial Departments	<ul style="list-style-type: none"> <li>• Policies</li> <li>• Practice notes</li> </ul>

## 10.2 RECORDS AUTOMATICALLY AVAILABLE (section 14 (1) (e))

The following are records available without a person having to request access in terms of the Act:-

- Organisational Structure
- Departmental contact numbers
- Application Forms for employment
- Departmental Policies
- Acts and Regulations governing the department's mandate
- Procedure /Process Manuals
- Citizen's report.

- Service standards.
- Service delivery charter.
- Strategic plan.
- Newsletters.
- Batho-Pele principle pamphlets
- Annual report
- Budget speech
- Citizen guide
- Budget statements
- Budget and expenditure review
- Adjustments estimate of payment and receipts
- Departmental Events Calendar

The above records are available on the website of the Limpopo Provincial Government, [www.limtreasury.gov.za](http://www.limtreasury.gov.za)

## **11. REQUEST PROCEDURE**

- Section 18 of the Act provides procedural requirements for access to a record of a public body
- A requester must use the form (Form A) that was printed in the Government Gazette (Government Notice R187 of 15 February 2002).

## **12. GROUNDS FOR REFUSAL OF ACCESS TO RECORDS**

- Chapter 4 of the Act provides grounds for refusal of access to records

## **13. FEES PAYABLE FOR A REQUEST AND NOTIFICATION OF DECISION ON ACCESS**

- A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. All other requesters must pay the request fee of R35.
- The information officer must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed request fee

(if any) and deposit (if any) before further processing the request.

- The requester may lodge an internal appeal, where appropriate, or an application to the court against the tender or payment of a fee.
  
- After the information officer has made a decision on the request, the requester must be notified of such a decision in the way in which the requester wanted to be notified.
  
- If the request is granted then a further access fee must be paid for the Reproduction, search and preparation time required in excess of stipulated hours to search and prepare the record for disclosure.
  
- Access to a record will be withheld until all the applicable fees have been paid.

**14. REMEDIES AVAILABLE IN RESPECT OF ACTS OR FAILURES TO ACT [Section 14(1)(h)]**

- The internal appeal against a decision of the information officer or deputy information officer may be lodged with the MEC of the department, or the person designated in writing by the MEC, on any of the following grounds:
  - A refusal to grant access; or
  - A decision taken in terms of section 22, 26(1) or 29(3)
  
- Part 4, Chapter 1 of the Act provides procedures to be followed on internal appeals against decisions of information officer of certain public bodies

**15. FEES AS PRESCRIBED UNDER PART II OF NOTICE 187 IN THE GOVERNMENT GAZETTE 15 FEBRUARY 2002**

**N.B. The forms and fee structure prescribed by the Act are also available at the website of the Department of Justice and Constitutional Development ([www.doj.gov.za](http://www.doj.gov.za)) under the regulations section.**

1. The fee for a copy of the manual as contemplated in regulation 5(c) is R0,60 for every photocopy of an A4-size page or part thereof.
2. The fees for reproduction referred to in regulation 7(1) are as follows:

(a). For every photocopy of an A4-size page or part thereof	R0,60
(b). For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R0,40
(c). For a copy in a computer-readable form on -	
(i) stiffy disc	R5,00
(ii) compact disc	R40,00
(d). (i) For a transcription of visual images, for an A4-size page or part thereof	R22,00
(ii) For a copy of visual images	R60,00
(e). (i) For a transcription of an audio record, for an A4-size page or part thereof	R12,00
(ii) For a copy of an audio record	R17,00

3. The request fee payable by every requester, other than a personal requester, referred to in regulation 7(2) is R35,00.
4. The access fees payable by a requester referred to in regulation 7(3) is as follows:

## 4.1

(a) For every photocopy of an A4-size page or part thereof	R0,60
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R0,40
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	R5,00
(ii) compact disc	R40,00
(d)	
(i) For a transcription of visual images, for an A4-size page or part thereof	R22,00
(ii) For a copy of visual images	R60,00
(e)	
(i) For a transcription of an audio record, for an A4-size page or part thereof	R12,00
(ii) For a copy of an audio record	R17,00
(f) To search for and prepare the record for disclosure, R15,00 for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation.	

4.2 For purposes of section 22(2) of the Act, the following applies:

- (a) Six hours as the hours to be exceeded before a deposit is payable; and
- (b) one third of the access fee is payable as a deposit by the requester.

4.3 The actual postage is payable when a copy of a record must be posted to a requester.



**16. FORMS PRESCRIBED FOR ACCESS TO RECORDS**

**ANNEXURE B OF NOTICE 187 IN THE GOVERNMENT GAZETTE ON THE 15 FEBRUARY**

**2002**

**FORM A**

**REQUEST FOR ACCESS TO RECORD**

(Section 18(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

**[Regulation 2]**

<b>REQUEST FOR ACCESS TO RECORDS</b>	
<b>FOR DEPARTMENTAL USE</b>	Reference number:.....
Request received by: -	
Name:.....	
Rank:.....	
Date:.....	
Place:.....	
Request fee (if any):	R .....
Deposit (if any):	R .....
Access fee:	R .....
.....	
<b>SIGNATURE: INFORMATION OFFICER/DEPUTY INFORMATION OFFICER</b>	

**A. Particulars of public body**

INFORMATION OFFICER	ADDRESS
INFORMATION OFFICER	Mr C.G. Pratt Private Bag X9486 POLOKWANE 0700 TEL. NO.: +27 15-298 7000 FAX. NO.: +27 15- 293-8319 Email: <a href="mailto:io@treasury.limpopo.gov.za">io@treasury.limpopo.gov.za</a>

DEPUTY INFORMATION OFFICER	ADDRESS
DEPUTY INFORMATION OFFICER	<p><b>Ms N. Ramuntshi</b>  <b>Private Bag X9486</b>  <b>POLOKWANE</b>  <b>0700</b>  <b>TEL.: NO.: +27 15-298 7000</b>  <b>FAX. : NO.: +27 15 298 7010</b>  <b>E-Mail: <a href="mailto:dio@treasury.limpopo.gov.za">dio@treasury.limpopo.gov.za</a></b></p>
General information:	<p>Street Addresses: -                      46 Hans van Ransburg Street                      POLOKWANE                      0700                      Website: <a href="http://www.limpopo.gov.za">www.limpopo.gov.za</a></p> <p>Postal Address: -                      Private Bag X9486                      POLOKWANE                      0700</p> <p>Telephone: +27 15 298 7000                      Fax: +27 15 295 7010</p>

**B. Particulars of person requesting access to the record**

REQUEST FOR ACCESS TO RECORDS FORM	
SURNAME:	<input style="width: 100%;" type="text"/>
FULL NAMES:	<input style="width: 100%;" type="text"/>
IDENTITY NUMBER:	<input style="width: 100%;" type="text"/>
POSTAL ADDRESS:	..... ..... ..... .....



**F. Form of access to record**

*If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.*

Disability:	Form in which record is required:		
<p><i>Mark the appropriate box with an "X".</i></p> <p><b>NOTES:</b></p> <p><i>(a) Your indication as to the required form of access depends on the form in which the record is available.</i></p> <p><i>(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.</i></p> <p><i>(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</i></p>			
<b>1. If the record is in written or printed form -</b>			
	copy of record*		inspection of record
<b>2. If record consists of visual images -</b> (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)			
	view the images		copy of the images*
			transcription of the images*
<b>3. If record consists of recorded words or information which can be reproduced in sound</b>			
	listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)

<b>4. If record is held on computer or in an electronic or machine-readable form -</b>					
	printed copy of record*		printed copy of information derived from the record*		
			copy in computer readable form* (stiffy or compact disc)		
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?  <b>A postal/postage fee is payable.</b>			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">YES</td> <td style="width: 50%; text-align: center;">NO</td> </tr> </table>	YES	NO
YES	NO				
<p><i>Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.</i></p>					
In which language would you prefer the record? :.....					

**G. Notice of decision regarding request for access.**

*You will be notified in writing whether your request has been approved/denied. If you wish to be informed thereof in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.*

How would you prefer to be informed of the decision regarding your request for access to the record?

.....

Signed at this ..... (Day) of ..... (Month) 20.....

-----  
**SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE**

# **PROVINSIALE TESOURIE**



# LIMPOPO

PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

## **DEEL 14 HANDLEIDING**

### **OOOR BEVORDERING VAN TOEGANG TOT INLIGTING WET, 2000 (WET NOM. 2 VAN 2000)**

**DERDE WEERGAWE**

**INHOUDS TABEL**

<b>ITEM NOM</b>	<b>BLADSY</b>
1. Inleiding	3
2. Wetgewende mandaat	3
3. Omvang van toepassing	3
4. Besikbaarheid van die handleiding	3
5. Organisasoriese struktuur	4
6. Visie, missie, funksies en dienste van die departement	5
6.1. Visie	5
6.2. Missie	5
6.3. Funksies	5 – 6
6.4. Dienste	6 – 7
7. Kontak besonderhede van die inligtings beampte	8
8. Beskrywing van en toeganklikheid tot die gids	9
9. Hersiening van die handleiding	9
10. Rekords	10
10.1. Beskrywing van onderwerpe en kategorie van Rekords in besit van die departement	10 – 11
10.2. Outomaties beskikbare Rekords	11 – 12
11. Versoek prosedure	12
12. Gronde vir die afkeur van toegang tot rekords	12
13. Foeie betaalbaar vir 'n versoek en kennisgewing van die Besluit oor toegang	12 – 13
14. Remedies available in respect of acts or failures to act	13
15. Voorgeskrewe foeie soos onder deel II van kennisgewing 187 in die Staatskoerant van 15 Februarie 2002	14 – 15
16. Voorgeskrewe Vorms vir toegang tot rekords	16 - 20

## 1. INLEIDING.

**Limpopo Provinsiale Tesourie was gedurende Desember 2004 gevestig nadat die voormalige twee departemente(d.w.s. Departement van Finansies en Ekonomiese Ontwikkeling hervorm was.**

Die bevordering van Toegang tot Inligtings Wet, 2000 (Wet Nom. 2 van 2000) (Wet) was in Maart 2001 gepromulgeer om 'n Suid Afrikaanse gemeenskap te bevorder waarin alle burgers betekenisvolle toegang tot Inligtings het sodat hulle hul regte ten volle kan uitoefen sowel as 'n kultuur van deursigtigheid en verantwoordelikheid kan koester in openbare en private instansies.

## WETGEWENDE MANDAAT

Hierdie handleiding is opgestel in ooreenstemming met Deel 14 van die Wet.

## 3. OMVANG VAN TOEPASSING.

Hierdie handleiding is van toepassing op alle werknemers van die Departement.

'n Afskrif van hierdie handleiding is gratis beskikbaar vir inspeksie. Dit kan ook besigtig word op die Limpopo Regerings Webwerf ([www.limtreasury.gov.za](http://www.limtreasury.gov.za)).

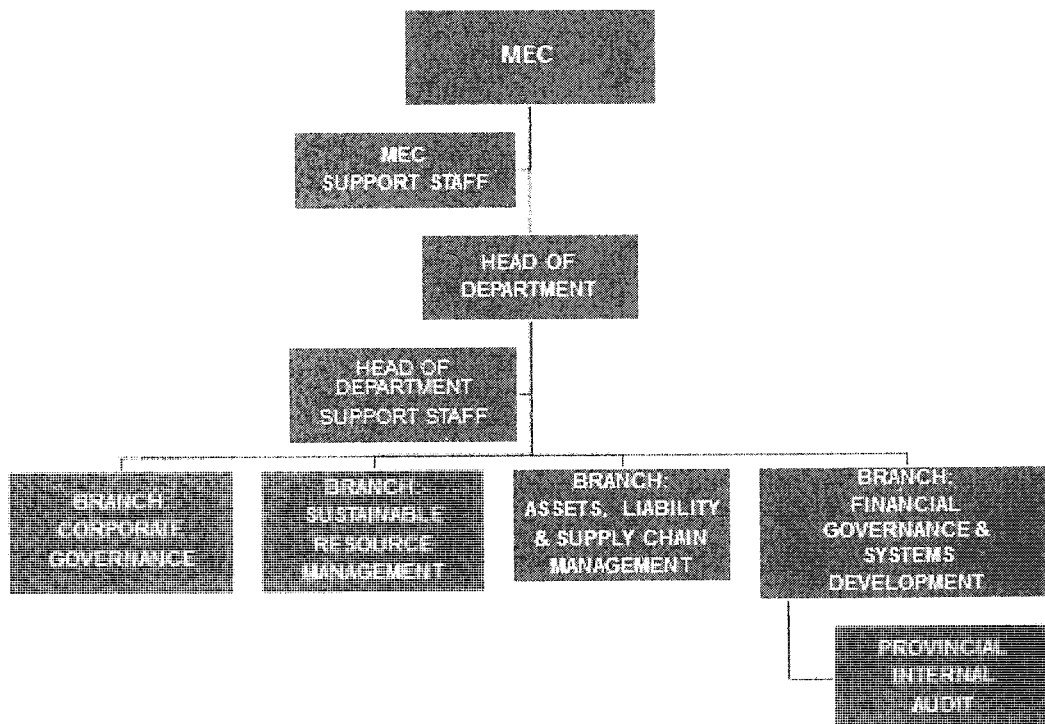
## 4. BESKIKBAARHEID VAN DIE HANDLEIDING

Hierdie handleiding sal in die volgende tale beskikbaar gemaak word:

- Engels
- Afrikaans
- Sepedi
- Tshivenda
- Tsonga



## 5. ORGANISATORIESE STRUKTUUR



MEC - LUR

MEC SUPPORT STAFF - LUR ONDERSTEUNINGS PERSONEEL

HEAD OF DEPARTMENT - HOOF VAN DEPARTEMENT

HEAD OF DEPARTMENT SUPPORT STAFF - HOOF VAN DEPARTEMENT ONDERSTEUNINGS PERSONEEL

BRANCH: CORPORATE GOVERNANCE - TAK: KORPORATIEWE REGERING

BRANCH: SUSTAINABLE RESOURCE MANAGEMENT - TAK: VOLHOUBARE HULPBRON BESTUUR

BRANCH: ASSETS, LIABILITIES & SUPPLY CHAIN - TAK: BATES, LASTE & AANVOER KETTING BESTUUR

BRANCH: FINANCIAL GOVERNANCE & SYSTEM DEVELOPMENT - TAK: FINANSIELE REGERING & STELSEL ONTWIKKELING

PROVINCIAL INTERNAL AUDIT - ROVINSIALE INTERNE OUDIT

## **6. VISIE, MISSIE, FUNKSIES EN DIENSTE VAN DIE DEPARTEMENT**

### **6.1. VISIE**

**Voortreflikheid in Openbare Hulpbron Bestuur vir Sosio-ekonomiese ontwikkeling.**

### **6.2. MISSIE**

**Bemagtiging van Provinsiale en Plaaslike Regering vir volhoubare dienslewering deur goeie regering en sterk openbare hulpbron bestuur.**

### **6.3. FUNKSIES**

Die volgende funksies van die Departement word voorgeskryf deur deel 18(1) en (2) van die Openbare Finansies Bestuur Wet, 1999 (Wet Nom. 1 van 1999):

“(1) 'n Provinsiale tesourie moet –

- (a) die provinsiale begroting voorberei;
- (b) beheer oor die implementasie van die provinsiale begroting uitoefen ;
- (c) deursigtigheid en effektiewe bestuur bevorder en bekragtig ten opsigte van inkomste, uitgawe, bates en laste van provinsiale departemente en provinsiale openbare instansies; en
- (d) verseker dat sy fiskale beleide nie nasionale ekonomiese beleide hoofsaaklik en onredelik benadeel

(2) 'n Provinsiale tesourie moet –

- (a) provinsiale tesourie instruksies uitreik wat nie teenstrydig is met hierdie Wet;
- (b) hierdie Wet bekragtig en enige voorgeskrewe nasionale en provinsiale norme en standarde, insluitend enige praktyk en eenvormige klasifikasie stelsel in provinsiale departemente;
- (c) in ooreenstemming wees met die jaarlikse Afdeling van Inkomste Wet sowel as die implementasie van daardie Wet in provinsiale openbare instansies moniteer en aseseer;

- (d) die implementasie in provinsiale openbare instansies van nasionale en provinsiale norme en standarde moniteer en aseseer;
- (e) provinsiale departemente en provinsiale openbare instansies bystaan in hul kapasiteit bou pogings vir doeltreffende, effektiewe en deursigtige finansiële bestuur;
- (f) enige stelsel van finansiële bestuur en interne beheer wat toegepas word deur 'n provinsiale departement of provinsiale openbare entiteit ondersoek;
- (g) ingryp deur die neem van geskikte stappe, wat die weerhouding van vondse mag insluit, om 'n ernstige of hardnekige hoofsaaklike verbreking van hierdie Wet deur 'n provinsiale departement of provinsiale openbare entiteit aan te spreek;
- (h) spoedig enige inligting voorsien wat deur die Nasionale Tesourie versoek word in terme van hierdie Wet; en
- (i) enige iets verder doen wat nodig is om sy verantwoordelikhede "effektief na te kom."

#### **6.4. DIENSTE**

Die Departement bied die volgende dienste aan die algemene publiek:-

##### **6.4.1. Menslike Hulpbron Ontwikkeling**

- Voorsiening van beurse volgens vaardigheids ontwikkeling benodighede van die Departement
- Voorsiening van internskappe met betrekking tot kursesse wat relevant is tot die Departement
- Herintegrasie/herinlywing programme

##### **6.4.2. Volhoubare Hulpbron Bestuur**

- Bedryf Provinsiale en Munisipale Sosio-Ekonomiese Navorsing en Analise; en
- Die vormulasie en bestuur van Provinsiale Begroting en Uitgawes
- Monitering en kontrole van Provinsiale en Munisipale Begroting en Uitgawes

**6.4.3. Finansiële Regering en Stelsel Ontwikkeling**

- Verseker die voorsiening van Rekeningkundige dienste aan Provinsiale Departemente en Munisipaliteite
- Verseker die ontwikkeling en implementasie van Finansiële Stelsels in Provinsiale Departement en Munisipaliteite

**6.4.4. Bates, Laste en Aanvoer Ketting Bestuur**

Fasiliteer die effektiewe en doeltrefende bestuur van Fisieke en Finansiële Bates in Provinsiale Departemente en Munisipaliteite

- Fasiliteer die effektiewe en doeltrefende bestuur van laste in Provinsiale Departement en Munisipaliteite
- Verseker die bestuur van Aanvoer Ketting in Munisipaliteite en Provinsiale Departemente

## 7. KONTAK BESONDERHEDE VAN DIE INLIGTINGS BEAMPTTE

Die Hoof van Departement is die Inligtings Beampte in terme van die Wet.

**Inligtings Beampte** : **Mnr C.G. Pratt**  
**Hoof van Departement**  
**Telefoon Nom.** : **(015) 298-7000**  
**Epos** : [io@treasury.limpopo.gov.za](mailto:io@treasury.limpopo.gov.za)

**Adjunk Inligtings Beampte** : **Mev R. Ramuntshi**  
**Rekords Bestuurder**  
**Telefoon Nom.** : **015 298 7000**  
**Epos** : [dio@treasury.limpopo.gov.za](mailto:dio@treasury.limpopo.gov.za)

**Faks Nom.** : **015 295 7010**

### ALGEMENE INLIGTING

Pos Adres  
Privaat Sak X9486  
**POLOKWANE**  
0700

Straat Adres  
Hans van Ransburg Straat 46 &  
Paul Kruger Straat 56-58 & 67  
**POLOKWANE**  
0700

Telefoon Nommers ( Skakkel Bord)  
(015) 298-7000 / 291 8400 / 291 1884

Faks Nommer  
(015) 295-7010

## **8. BESKRYWING VAN BESKIKBAARHEID EN TOEGANKLIKHEID TOT DIE HANDLEIDING**

Deel 10 van die Wet gee aanduiding oor hoe die gids behoort gebruik te word. Afskrifte is ook beskikbaar by die volgende adresse:

**Suid Afrikaanse Menseregte Kommissie:**  
**PAIA eenheid**  
**Die Navorsing en Dokumentasie Departement**  
**Pos adres: Privaat Sak X 2700**  
**Houghton**  
**2041**

**Telefoon: 011-484 8300**  
**Faks: 011 484 1360**  
**Webwerf: [www.sahrc.org.za](http://www.sahrc.org.za)**  
**E-pos: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)**

## **9. HERSIENING VAN DIE HANDLEIDING**

Die Departement mag, as nodig geag word, sy handleiding hersien en publiseer soos aangedui in sub deel (1) van Deel 14 in pouses van nie meer as 'n jaar.

## 10. REKORDS

### 10.1 BESKRYWING VAN ONDERWERPE EN KATEGORIE VAN REKORDS IN BESIT VAN DIE DEPARTEMENT

Vir doeleindes van die fasilitering van 'n versoek in terme van die Wet, is die onderwerpe en kategorie van rekords in besit van die departement as volg: (Deel 14 (1) d)

ONDERWERP	FUNKSIE	KATEGORIE VAN REKORDS
Finansiele Administrasie.	Lewering van Finansiële, Sekuriteit en Risiko bestuur dienste.	<ul style="list-style-type: none"> <li>• Begroting verslae en Medium Termyn Uitgawe Raamwerk (MTUR) voorleggings.</li> <li>• Inkomste, Bank, Kontant en betaling van rekening state.</li> <li>• Aanvoer Ketting bestuur/verkrygings bestellings en rekweisisies vir goedere /dienstes.</li> <li>• Bates register.</li> </ul>
Korporatiewe Dienste.	Voorsiening van gesonde korporatiewe dienste.	<ul style="list-style-type: none"> <li>• Aansoeke vir werk.</li> <li>• Menslike Hulpbron strategiese plan en personeel leers.</li> <li>• Verlof planne en rekords.</li> <li>• Vaardigheids ontwikkeling plan.</li> <li>• Aarbeid besparings toestelle en telekommunikasie rekords.</li> <li>• Jaarlikse verslae aan die Suid Afrikaanse Menseregte Kommissie (SAMRK) en kwartaarlikse verslae aan die Kantoor van die Premier (t.o.v. PAIA handleiding )</li> <li>• Rekords vir Inligting tegnologie toerusting en verbruikers.</li> <li>• Wet joernale en Arbeids Verhoudinge Wet.</li> <li>• Sekuriteit en MISS inspeksie verslae</li> </ul>

Strategiese beplanning en ko-ordinasie.	Bestuur van Strategiese beplanning, programme en kommunikasies	<ul style="list-style-type: none"> <li>• Diens Lewerings verbeterings verslae.</li> <li>• Werknemers Bystand Programme (WBP) rekords.</li> <li>• MIV- VIGS verslae.</li> <li>• Burgers verslag</li> <li>• Departementele werksverrigting verslae.</li> <li>• Organisasoriese Struktuur</li> <li>• Departementele Beleide</li> <li>• Nuusbriewe.</li> <li>• Departementele Strategiese Plan</li> <li>• Prosedure /Proses handleidings</li> </ul>
Volhoubare Hulpbron Bestuur	Administrasie van Provinsiale Parastatale en Munisipale Begroting en Uitgawes	<ul style="list-style-type: none"> <li>• Inkomste verslag</li> <li>• Inkomste beleide</li> <li>• Provinsiale en Parastatale Begroting en Uitgawe verslag</li> </ul>
Finansiele Regering en Stelsel Ontwikkeling	Administrasie van Rekeningkundige Dienste en Stelsels Ontwikkeling in Provinsiale Departemente	<ul style="list-style-type: none"> <li>• Beleide</li> <li>• Praktyk notas</li> </ul>



## 10.2 OUTOMATIESE BESKIKBARE REKORDS (deel 14 (1) (e))

Die volgende rekords is beskikbaar sonder dat 'n persoon versoek hoef te maak in terme van die Wet:-

- Organiseriese Struktuur
- Departementele kontak nommers
- Aansoek Vorms vir werk en dienste
- Departementele Beleide
- Wette en Regulasies wat regering se mandaat beheer
- Prosedure /Proses Handleidings
- Burgers verslae.
- Diens standarde.
- Diens lewerings handves.
- Strategiese plan.
- Nuusbriewe.
- Batho-Pele beginsels pamflette
- Jaarlikse verslae
- Begrotings toespraak
- Burgers gids
- Begroting state
- Begroting en uitgawe oorsig
- Aanpassings beraming van betaling en kwitansies
- Departementele Gebeure Almanak

Bogenoemde rekords is beskikbaar op die webwerf van die Limpopo Provinsiale Regering by [www.limtreasury.gov.za](http://www.limtreasury.gov.za)

**11. VERSOEK PROSEDURE**

- Deel 18 van die Wet voorsien prosedurlike vereistes vir toegang tot 'n rekord van 'n openbare liggaam.

'n Versoeker moet die vorm gebruik (Vorm A) wat deur die Regering gedruk was Staats Koerant (Regerings Kennisgewing R187 van 15 Februarie 2002).

**12. GRONDE VIR DIE AFKEUR VAN TOEGANG TOT REKORDS**

- Hoofstuk 4 van die Wet verskaf gronde vir die afkeur van toegang tot rekords.

**13. FOEIE BETAALBAAR VIR 'N VERSOEK EN KENNISGEWING VAN BESLUIT OOR TOEGANG**

- 'n Versoeker wat toegang tot 'n rekord met persoonlike inligting verlang oor hom/haarself is dit nie nodig om die versoek foei te betaal. Alle ander versoekers moet die foei van R35 betaal.

Die inligtings amptenaar moet die versoeker in kennis stel (anders as 'n persoonlike versoeker) deur kennisgewing, om die voorgeskrewe versoek foei te betaal (as dit verlang word) en deposito (waar van toepassing) alvorens die versoek geproseseer kan word.

Die versoeker mag 'n interne appel loods as dit nodig is of aansoek doen by die hof teen die tender of betaling van 'n foei.

Nadat die inligtings beambte 'n besluit geneem het oor die versoek moet die versoeker in kennis gestel word van so 'n besluit in die wyse waarin die versoeker aangevra het.

- As die versoek vergun word moet 'n verdere toegangs foei betaal word vir die weergawe, naspeur en voorbereiding van onthulling van die rekord aangesien daar meer as die gestipuleerde tyd daaraan verbonde was.
- As die versoek vergun word moet 'n verdere toegangs foei betaal word vir die weergawe, naspeur en voorbereiding van onthulling van die rekord aangesien daar meer as die gestipuleerde tyd daaraan verbonde was.
- Toegang tot 'n rekord sal deur weerhou word tot alle toepaslike foeie betaal word.

**14. HERSTELLINGS BESKIKBAAR TEN OPSIGTE VAN OPTREDE OF  
VERSUIMING OM OP TE TREE [Deel 14(1)(h)]**

- Die intern appel teen 'n besluit van die inligtings beampte of adjunk inligtings beampte mag met die LUR van die departement geloods word of enige ander persoon wat skriftelik deur die LUR aangewys is op enigeen van die volgende gronde:
  - Afkeur van toegang; of
  - 'n Besluit geneem in terme van deel 22, 26(1) of 29(3)
  
- Deel 4, Hoofstuk 1 van die Wet verskaf prosedures om gevolg te word oor interne appele teen besluite van inligtings beamptes van sekere openbare instansies

**15. FOEIE SOOS VOORGESKRYF ONDER DEEL II VAN KENNISGEWING 187 IN DIE STAATSKOERANT 15 FEBRUARIE 2002**

**L.W. Die voorgeskrewe vorms en foeie struktuur deur die Wet  
Is ook beskikbaar by die webwerf van die Department  
van Justisie en Grondwetlike Ontwikkeling  
([www.doj.gov.za](http://www.doj.gov.za)) onder die regulasies afdeling.**

1. Die foei vir 'n afskrif van die handleiding soos voorgeneem in regulasie 5(c) is R0,60 vir elke afdruk van A4-groote bladsy of deel daarvan.
2. Die foeie vir weergawe waarna verwys word in regulasie 7(1) is as volg:

(a). Vir elke afdruk van A4-groote bladsy of deel daarvan	R0,60
(b). Vir elke gedrukte afskrif van 'n A4-groote bladsy of deel daarvan gehou op 'n rekenaar o in elektroniese of masjien-leesbare vorm	R0,40
(c). Vir 'n afskrif in 'n rekenaar-leesbare vorm op -	
(i) stifie disk	R5,00
(ii) kompakte disk	R40,00
(d). (i) Vir 'n transkripsie van visuele beelde, van 'n A4- groote bladsy of deel daarvan	R22,00
(ii) Vir 'n afskrif van visuele beelde	R60,00
(e). (i) Vir 'n transkripsie van 'n oudio rekord, vir 'n A4- groote bladsy of deel daarvan	R12,00
(ii) Vir 'n afskrif van 'n oudio rekord	R17,00

3. Die versoek foei betaalbaar deur alle versoekers, anders as 'n persoonlike versoeker waarna verwys word in regulasie 7(2) is R35,00.

4. Die toegangsfoeie betaalbaar deur 'n versoeker waarna verwys word in regulasie 7(3) is as volg:

## 4.1

(a) Vir elke afdruk van 'n A4-groote bladsy of deel daarvan	R0,60
(b) Vir elke gedrukte afskrif van 'n A4-groote bladsy of deel daarvan gehou op 'n rekenaar o in elektroniese of masjien-leesbare vorm	R0,40
(c) Vir 'n afskrif in 'n rekenaar-leesbare vorm op --	
(i) stifie disk	R5,00
(ii) kompak disk	R40,00
(d)	
(i) Vir 'n transkripsie van visuele beelde, van 'n A4-groote bladsy of deel daarvan	R22,00
(ii) Vir 'n afskrif van visuele beelde	R60,00
(e)	
(i) Vir 'n afskrif van 'n oudio rekord, van 'n A4-groote bladsy of deel daarvan	R12,00
(ii) Vir 'n afskrif van 'n oudio rekord	R17,00
(f) Vir naspeur en voorbereiding van die rekord vir onthuling, R15,00 vir elke uur of deel daarvan, uitsluitend die eerste uur wat redelik verlang word vir sulke naspeur en voorbereiding.	

- 4.2 Vir doeleindes van deel 22(2) van die Wet is die volgende van toepassing:

- (a) Ses ure as die ure wat oorskry mag word voordat 'n deposito betaalbaar; en
- (b) een derde van die toegangsfoei is betaalbaar as deposito deur die versoeker.

- 4.3 Die eintlike posgeld is betaalbaar wanneer 'n afskrif van 'n rekord aan 'n versoeker gepos moet word.

## 16. VOORGESKREWE VORMS VIR TOEGANG TOT REKORDS

ANEKSUUR B VAN KENNISGEWING 187 IN DIE STAATSKOERANT OP 15 FEBRUARIE 2002  
VORM A

### VERSOEK VIR TOEGANG TOT REKORD

(Deel 18(1) van die Bevordering van Toegang tot Inligting Wet, 2000 (Wet Nom. 2 van 2000))

[Regulasien 2]

VERSOEK VIR TOEGANG TOT REKORD	
<b>VIR DEPARTEMENTELE GEBRUIK</b>	Verwysings
nommer:.....	
Versoek ontvang deur: -	
Naam:.....	
Rang:.....	
Datum:.....	
Plek:.....	
Versoek foei (waar van toepassing):	R .....
Deposito (waar van toepassing):	R .....
Toegangs foei:	R .....
.....	
<b>HANDTEKENING: INLIGTINGS BEAMPTE/ADJUNK INLIGTINGS BEAMPTE</b>	

## A. Besonderhede van openbare liggaam

INLIGTINGS BEAMPTE	ADRES
INLIGTINGS BEAMPTE	<p>Mnr C.G. Pratt            Privaat Sak X9486            POLOKWANE            0700            TEL. NO.: +27 15-298 7000            FAKS. NOM.: +27 15- 293-8319            Epos: <a href="mailto:io@treasury.limpopo.gov.za">io@treasury.limpopo.gov.za</a></p>
ADJUNK INLIGTINGS BEAMPTE	ADRES
ADJUNK INLIGTINGS BEAMPTE	<p>Mev R. Ramuntshi            Privaat Sak Privaat Sak X9486            POLOKWANE            0700            TEL.: NO.: +27 15-298 7000            FAKS. NOM.: +27 15 298 7010            E-pos: <a href="mailto:dio@treasury.limpopo.gov.za">dio@treasury.limpopo.gov.za</a></p>
Algemene inligting:	<p>Straat adresse: -            Hans van Ransburg Straat 46            POLOKWANE            0700            Webwerf: <a href="http://www.limpopo.gov.za">www.limpopo.gov.za</a></p> <p>Pos Adres: -            Privaat Sak X9486            POLOKWANE            0700</p> <p>Telefoon: +27 15 298 7000            Faks: +27 15 295 7010</p>





.....

VERWYSINGS NOMMER:.....(as  
 beskikbaar)

ENIGE VERDERE BESONDERHEDE VAN  
 REKORD.....

.....

**E. Foeie**

*(a) 'n Versoek van toegang tot 'n rekord , anders as een wat persoonlike inligting oor u self bevat, sal alleenlik geproseseer word nadat die versoek foei betaal is.*

*(b) U sal in kennis gestel word van die bedrag wat benodig word as betaling van die versoek foei.*

*(c) Die foeie betaalbaar vir toegang tot 'n rekord is afhangend van die vorm waarin toegang verlang word en die redelike tydperk wat benodig word om die rekord op te spoor en voor te berei*

*(d) As jy vir kwytskelding van betaling van enige foeie kwalifiseer, moet jy aseblief die rede daarvoor aangee.*

Rede vir kwytskelding van betaling van foeie: .....

.....

.....

.....

**F. Vorm van toegang tot rekord**

*As u deur 'n gebrek om te lees, kyk of luister na die rekord in die wyse van toegang soos verskaf word in 1-4 hieronder, dui aan die gebrek en ook die wyse waarin die rekord verlang word*

Ongeskiktheid:	Vorm waarin rekord versoek word :
----------------	-----------------------------------

*Merk die toepaslike deel met 'n "X".*

**NOTAS:**

*(a) U aanduiding i.v.m die benodig de wyse van toegang is afhangend van die wyse waarin die rekord beskikbaar is*

*(b) Toegang in die verlangde wyse mag onder seker omstandighede geweier word. In so 'n geval sal u in kennis gestel word of toegang in 'n ander wyse toegestaan sal word .*

*(c) Die fees betaalbaar vir toegang tot die rekord (as nodig is) sal gedeeltelik bepaal word deur die wyse waarin toegang verlang word.*

Afskrif van rekord*		Inspeksie van rekord
---------------------	--	----------------------

## 2. As rekord uit visuele beelde bestaan -

(dit sluit in fotos skuive, video-opnames;, rekenaar-ontwikkelde beelde, sketse ens)

Besigtiging van beelde		Afdrukke van beelde*		Transkripsies van beelde*
------------------------	--	----------------------	--	---------------------------

Luister na die klankbaan (oudio kasete)		Transkripsie van klankbaan* (geskrewe of gedrukte dokument)
--	--	--

## 4. As 'n rekord op 'n rekenaar of in 'n elektroniese of masjien-leesbare vorm gehou word -

gedrukte afskrif van die rekord*		gedrukte afskrif van inligting verkry vanaf die rekord*		Afskrif in rekenaar leesbare vorm* (stiffie of kompakte disk)
----------------------------------	--	---	--	--

<p>*As jy 'n afskrif of transkripsie van 'n rekord (above) versoek het, moet dit aan U gepos word?</p> <p>'n Posgeld foei is dus betaalbaar.</p>	<p>JA</p>	<p>NEE</p>
<p><i>Let wel, as die rekord nie beskikbaar is in jou taal keuse, kan toegang vergun word in die taal wat wel beskikbaar is.</i></p>		
<p>In watter taal verkies jy die rekord? :.....</p>		

**G. Kennisgewing van besluit met betrekking tot versoek vir toegang**

*U sal skriftelik in kennis gestel word oor die goedkeuring of afkeuring van jou versoek. As U op 'n ander manier ingelig wil word, spesifiseer asseblief en verskaf die nodige besonderhede omdie toegewing in staat te stel.*

Hoe verkies U om ingelig te word van die besluit in verband met jou versoek vir toegang tot die rekord?

.....  
 .....  
 .....

Geteken op hierdie .....(dag) van .....(maand) 200 .....

**HANDTEKENING VAN VERSOEKER / PERSOON NAMENS WIE VERSOEK GEDOEN WORD**

# **KGORO YA MATLOTLO A PROFENSE**



# LIMPOPO

PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

## **MANYUWALE WA KAROLO 14**

### **KA GA MOLAO WA TLHOHLELETŠO YA PHIHLELELO YA TŠHEDIMOŠO WA 2000 (MOLAO WA BO. 2 WA 2000)**

KGATIŠO YA BORARO

**LENANEO LA MATENG**

NOMORO YA HLOGO	LETLAKALA
1. Matseno	3
2. Taolelo ya theramolao	3
3. Bogolo bja tšhomišo	3
4. Go hwetšagala ga manyuwale	3
5. Sebopego sa sehlongwa	4
6. Mmono, maikemišetšo, mešomo le ditirelo tša kgoro	5
6.1. Mmono	5
6.2. Maikemišetšo	5
6.3. Mešomo	5 – 6
6.4. Ditirelo	6 – 7
7. Dintlha tša Dikgokaganyo tša mohlankedi wa tshedimošo	8
8. Tlhaloso ya le phihlelelo ya tlhahli	9
9. Go kaonafatša manyuwale	9
10. Dikgatišo	10
10.1. Tlhalošo ya ditaba le dikgoro tša Dikgatišo tšeo kgoro e nago le tšona	10 – 11
10.2. Dikgatišo tšeo di dulago di le gona	11 – 12
11. Kgopelo ya tshepedišo	12
12. Mabaka a go gana ka phihlelelo ya dikgatišo	12
13. Ditefelo tšeo di nyakegago go kgopelo le tsebišo ya sephetho ka ga phihlelelo	12 – 13
14. Dithušo tšeo di lego gona mabapi le ditiro goba ditšhitišo go dira	13
15. Ditefelo bjalo ka ge di beilwe ka fase ga karolo II ya tsebišo 187 ka gare kuranta ya Mmušo ya 15 Febereware 2002	14 – 15
16. Diforomo tšeo di kgethilwego go fihlelela dikgatišo	16 - 20

## **1. MATSENO.**

Kgoro ya Matlotlo ya Profense ya Limpopo e thomilwe kgabagareng ya Desemere 2004 morago ga ge dikgoro tše pedi tša peleng (e lego Kgoro ya Ditšhelete le Kgoro ya Kgolo ya Ekonomi) di kopantšhitšwe.

Ka Desemere 2004 yeo e bego e le Kgoro ya Ditšhelete le Tlhabollo ya Ikonomi e ile ya hlangwaleswa go ba Kgoro ya Matlotlo ya Profense ya Limpopo le Kgoro ya Tlhabollo ya Ikonomi, Tikologo le Boeti.

Molao wa Tlhohleletšo ya Pihlelelo ya Tshedimošo wa 2000 (Molao wa bo 2 wa 2000) (Molao) o tsebagaditšwe ka Matšhe 2001 go hlohleletša setšhaba sa Afrika Borwa fao badudi ka moka ba nago le pihlelelo ya mohola go tshedimošo, go ba kgontšha go phethagatša ditokelo tša bona ka botlalo le go godiša setšo sa ponagalo le maikarabelo setšhabeng le dihlongwa tša praebete.

## **2. TAOLELO YA THERAMOLAO**

Manyuwale wo o hlamilwe ka go obamela Karolo 14 ya Molao.

## **3. BOGOLO BJA TŠHOMIŠO.**

Manyuwale wo o ama bašomi ka moka ba Kgoro.

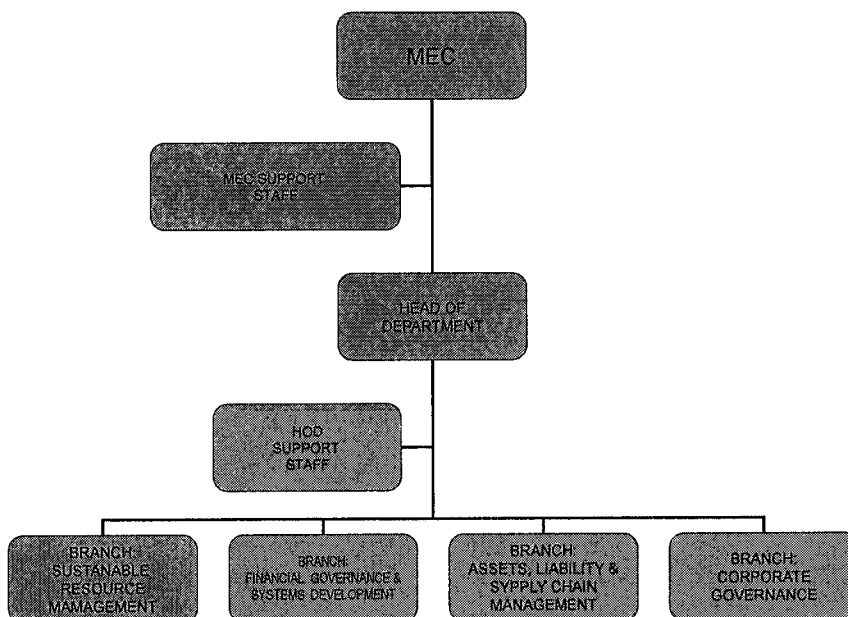
Khophi ya manyuwale wo e hwetšagala gore e lekolwe ntle le tefo. E ka lebeletwa gape mo Weposaeteng ya Mmušo wa Limpopo ([www.limtreasury.gov.za](http://www.limtreasury.gov.za)).

#### 4. GO HWETŠAGALA GA MANYUWALE

Manyuwale o tla hwetšagala ka dipolelo tše di latelago:

- Seisemane
- Sepedi
- Tshivenda
- Tsonga

#### 5. SEBOPEGO SA SEHLONGWA



**MEC – MEC**

**MEC SUPPORT STAFF – BAHLANKEDI BA OFISI YA MEC**

**HEAD OF DEPARTMENT – HLOGO YA KGORO**

**HOD SUPPORT STAFF – BAHLANKEDI BA OFISI YA HOD**

**BRANCH: SUSTAINABLE RESOURCE MANAGEMENT – LEKALA: TAOLO YA METHOPO YA GO IKEMA**

**BRANCH: FINANCIAL GOVERNANCE & SYSTEMS DEVELOPMENT – LEKALA: TAOLO YA DITŠHELETE & TLHABOLLO YA DITSHEDIŠO**

**BRANCH: ASSETS, LIABILITY & SUPPLY CHAIN MANAGEMENT – LEKALA: TAOLO YA DITHOTO, DIKOLOTO & TSHEPEDIŠO YA DITHEKO LE DITHEKIŠO TŠA DITHOTO**

**BRANCH: CORPORATE GOVERNANCE - LEKALA: BOLAODI BJA MOHLAKANELWA**

## **6. MMONO, MAIKEMIŠETŠO, MEŠOMO LE DITIRELO TŠA KGORO**

### **6.1. MMONO**

Botswere ka gare ga Taolo ya Methopo ya Setšhaba gore go hlabollwe Ekonomi ya Leago.

### **6.2. MAIKEMIŠETŠO**

Go maatlafatša Mmušo wa Profense le wa Selegae gore e kgone go aba ditirelo tša go goyagoile go šomišwa bolaodi bjo bobotse le taolo ya nnete ya methopo ya setšhaba.

### **6.3. MEŠOMO**

Mešomo ye e latelago ya Kgoro e beilwe ka go karolo 18(1) le (2) ya Molao wa Taolo ya Matlotlo a Setšhaba wa 1999 (Molao wa 1 wa 1999):

“(1) Kgoro ya matlotlo e swanetše go –

- (a) lokiša tekanyetšo ya profense;
- (b) phethagatša taolo go tšweletšo ya tekanyetšo ya profense;
- (c) hlohleletša le go phethagatša go tšwelela kgakala le taolo ya maleba mabapi le letseno, tšhomišo ya mašeleng, dithoto le dikoloto tša dikgoro tša profense le dihlongwa tša setšhaba tša profense; le
- (d) netefatša gore melao ya maikemišetšo a tšhomišo ya mašeleng ga di hufagele e se ka tshwanelo le ka dithoto melao ya maikemišetšo a ikonami ya bosetšhaba.

(2) Kgoro ya matlotlo a profense e –

- (a) swanetše go ntšha taelo tšeo di sa sepelelanago le Molao wo;
- (b) swanetše go phethagatša Molao wo le kelo le maemo, go akaretšwa tiro ye nngwe le ye nngwe le tshepedišo ya go swana ya tlhopha ka go dikgoro tša profense;



- (c) swanetše go obamela Molao wa Kabaganyo ya Letseno wa ngwaga ka ngwaga, le go hlokomela le go ela tšhomišo ya Molao woo ka go dihlongwa tša setšhaba tša profense;
- (d) swanetše go hlokomela le go ela tšhomišo ya dihlongwa tša setšhaba tša profense tša kelo le maemo a bosetšhaba le a profense;
- (e) ka thuša dikgoro tša profense le dihlongwa tša setšhaba tša profense ka go aga bokgoni bja taolo ya mašelang ya maleba, go kgontšha le go tšwela kgakala;
- (f) ka nyakišiša tshepedišo efe goba efe ya taolo ya mašelang le taolo ya ka gare yeo e šomišwago ke kgoro ya profense goba sehlongwa sa setšhaba sa profense;
- (g) swanetše a tsene bogare ka go tšea magato a maleba, ao a ka akaretšago go swara mašelang, go rarolla go tshela kudukudu goba ka go sa feleng Molao wo ke kgoro ya profense goba sehlongwa sa setšhaba sa profense;
- (h) swanetše a fane ka tshedimošo efe goba efe ka pela yeo e nyakwago ke Kgoro ya Matlotlo ya Bosetšhaba go ya ka Molao wo; le
- (i) ka dira se sengwe le se sengwe go iša pele seo se nyakegago go kgotsofatša maikarabelo a yona ka tshwanelo.”

#### 6.4. DITIRELO

Kgoro e fana ka ditirelo tše di latelago go setšhaba ka kakaretšo:-

##### 6.4.1. Tlhabollo ya Ditirelo tša Bašomi

- Kgorošo ya dipasari go ya ka dinyakwa tša Kgoro tša tlhabollo ya bokgoni
- Kgorošo ya boithutelamošomong/boitlwaetšamošomo ka go dithuto tše di sepelelanago le Kgoro
- Lenaneo la kopanyoleswa

**6.4.2. Taolo ya ditirelo yeo e kgotlelelago**

- Go dira dinyakišišo le tsitsinkelo ya Profense le Mebasepala ya Ikonomi le Leago; le
- Go hlama le go laola Tekanyetšo le Tirišo ya Matlotlo a Profense
- Go hlokomela Tekanyetšo le Tirišo ya Matlotlo a Profense

**6.4.3. Taolo ya Mašeleng le Tlhabollo ya ditshepedišo**

- Netefatša kgorošo ya Ditirelo tša Maikarabelo go Dikgoro tša Profense le Dimasepala
- Netefatša tlhabollo le phethagatšo ya Ditshepedišo tša Mašeleng ka go Dikgoro tša Mmušo wa Profense le Mebasepala

**6.4.4. Dithoto, Dikoloto le Taolo ya Ditheko**

- Go kgontšha taolo ya maleba yeo e kgotsfatšago ya Dithoto tšeo di ka bonwago le tša Mašeleng ka go Dikgoro tša Mmušo wa Profense le Mebasepala
- Go kgontšha taolo ya maleba yeo e kgotsfatšago ya Dikoloto ka go Dikgoro tša Mmušo wa Profense le Mebasepala
- Go kgonthišiša taolo ya Ditirelo tša Ditheko ka Mebasepaleng le Dikgorong tša Mmušo wa Profense

**7. DINTLHA KA BOTLALO TŠA GO IKGOKAGANYA TŠA MOHLANKEDI WA TSHEDIMOŠO**

Hlogo ya Kgoro ke Mohlankedi go ya ka Molao.

<b>Mohlankedi wa Tshedimošo</b>	:	<b>Mr C.G. Pratt</b> <b>Hlogo ya Kgoro</b>
<b>Nomoro ya Mogala.</b>	:	<b>(015) 298-7000</b>
<b>E-meile</b>	:	<a href="mailto:io@treasury.limpopo.gov.za">io@treasury.limpopo.gov.za</a>
<b>Mothušamohlankedi wa Tshedimošo:</b>		<b>Ms. N. Ramuntshi</b> <b>Molaodi wa Direkhoto</b>
<b>Nomoro ya Mogala.</b>	:	<b>(015) 298 7000</b>
<b>E-meile</b>	:	<a href="mailto:dio@treasury.limpopo.gov.za">dio@treasury.limpopo.gov.za</a>
<b>Nomoro ya Fekese.</b>	:	<b>(015) 295 7010</b>

**TSHEDIMOŠO YA KAKARETŠO**

Aterse ya Poso

Mokotlana wa Poso X9486

**POLOKWANE**

0700

Tšhupabodulo

46 Mebila wa Hans van Ransburg le

56-58 & 67 Paul Kruger

**POLOKWANE**

0700

Dinomoro tša Mogala (Boamogelamegala)

(015) 298-7000 / 291 8400 / 291 1884

Nomoro ya Fekese

(015) 295-7010

## 8. TLHALOŠO LE PHIHLELELEGO YA TLHAHLI

Karolo 10 ya molao e fana ka tlhahli ka ga ka fao Molao wo o tla šomišwago.  
Dikhophi gape di hwetšagala mo ditšhupabodulong tše di latelago:

**Khomišene ya Ditokelo tša Botho ya Afrika Borwa:**

**Sekgao sa PAIA**

**Kgoro ya Dinyakišišo le Dingwalwa**

**Aterese ya Poso: Mokotlana wa Poso X 2700**

**Houghton**

**2041**

**Mogala: 011-484 8300**

**Fekese: 011 484 1360**

**Weposaete: [www.sahrc.org.za](http://www.sahrc.org.za)**

**E-meile: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)**

## 9. GO BEAKANYA MANYUWALE

Kgoro e ka re, ge go hlokega, ya beakanya le go gatiša manyuwale wa yona bjalo ka ge go boletšwe ka go karolwana (1) ya Karolo 14, ka dikgao tša go se fete se tee ka ngwaga.

## 10. DIKGATIŠO

### 10.1 TLHALOŠO YA DITABA LE DIKAROLO TŠA DIKGATIŠO TŠEO KGORO E NAGO LE TŠONA

Mabakeng a go sepediša kgopelo go ya ka Molao, ditaba le dikarolo tša kgatišo yeo kgoro e nago le yona ke tše di a latela: (Karolo 14 (1) d)

TABA	MOŠOMO	LEFAPHA LA DIKGATIŠO
Taolo ya Mašeleng.	Go fana ka ditirelo tša Mašeleng, Tšhireletšo le Taolakotsi.	<ul style="list-style-type: none"> <li>• Dipego tša ditekanyetšo le dikgorošo tša Tlhako ya Nako ya Magareng ya Tšhomišo (MTEF).</li> <li>• Letseno, Panka, Tšhelete le tefelo ya mananeo a mekitlana.</li> <li>• Taolo ya Ditirelo tša Ditheko/diota tša ditheko le kgopelo ya dithoto le ditirelo.</li> <li>• Rejistara ya Dithoto.</li> </ul>
Tirelo ya tšhomišano.	Kgorošo ya ditirelo tša maleba tša ditšhomišano.	<ul style="list-style-type: none"> <li>• Dikgopelo tša mošomo.</li> <li>• Leanotšhomo la Ditirelo tša Bašomi le difaele tša bašomi.</li> <li>• Peakanyo ya Makhutšo le dikgatišo</li> <li>• Leano la tlhabollo ya bokgoni.</li> <li>• Didirišwa tša go seketša bašomi le dikgatišo tša dikgokaganyo.</li> <li>• Dipego tša ngwaga go Khomišene ya Ditokelo tša Botho ya Afrika Borwa (SAHRC) le dipego tša kotara go ya go Ofisi ya Tonakgolo (mabapi le manyuwale wa PAIA )</li> <li>• Dikgatišo tša Tshedimošo ya didiri šwa le badiriši ba Theknolotši.</li> <li>• Dijenale tša molao le Molao wa Dikamano tša Bašomi.</li> <li>• Dipego tša Tšhireletšo le ditekolo</li> </ul>

		tša MISS
Peakanyo ya leanotšhomo le dikamano.	Taolo ya peakanyo ya Leanošhomo, mananeo le dikgokaganyo	<ul style="list-style-type: none"> <li>• Dipego tša hlabollo ya kgorošo ya ditirelo.</li> <li>• Dipego tša Lenaneo la Thušo ya Bašomi (EAP).</li> <li>• Dipego tša HIV- AIDS.</li> <li>• Pego ya Badudi</li> <li>• Dipego tša tšhomelo ya kgoro.</li> <li>• Sebopego sa Sehlongwa</li> <li>• Dipholisi tša Dikgoro</li> <li>• Dikgatišobaka.</li> <li>• Maanotšhomo a Kgoro</li> <li>• Dimanyuwale tša tshepedišo/magato</li> </ul>
Taolo ya Ditšweletšwa tša go Kgotlelela	Taolo ya Dihlongwa tša Mmušo wa Profense le Ditekanyetšo le Tirišo ya Mašeleng a Masepala	<ul style="list-style-type: none"> <li>• Pego ya letseno</li> <li>• Melao ya maikemišetšo ya letseno</li> <li>• Pego ya Profense le ya Dihlongwa tša mmušo ya Ditekanyetšo le Tirišo ya mašeleng</li> </ul>
Taolo ya Mašeleng le Tlhabollo ya Tshepedišo	Taolo ya Ditirelo tša Tšhupatloto le tlhabollo ya ditshepedišo ka go dikgoro tša Profense	<ul style="list-style-type: none"> <li>• Melao ya maikemišetšo</li> <li>• Mangwalwana a Boitlwaetšo</li> </ul>

## 10.2 DIKGATIŠO TŠEO DI BAGO GONA KA TLHAGO (karolo 14 (1) (e))

Dikgatišo tše di latelago di ba gona ntle le gore motho a swanele ke go kgopela phihlelelo go ya ka Molao:-

- Sebopego sa Sehlongwa
- Dinomoro tša go ikgokaganya tša kgoro
- Diforomo tša Kgopelo ya Mošomo le ditirelo
- Melao ya Maikemišetšo ya Kgoro
- Melao le melawana yeo e laolago taolelo ya kgoro

- Dimanyuwale tša Tshepedišo/Magato
- Pego ya Badudi.
- Kelo ya Ditirelo.
- Tšhatha ya kgorošo ya Ditirelo.
- Leanotšhomo.
- Dikgatišobaka.
- Dipukwana tša metheo ya Batho-Pele
- Pego ya Ngwaga
- Polelo ya Tekanyetšo
- Tlhahli ya badudi
- Taodišo ya Ditekanyetšo
- Tekoleswa ya Ditekanyetšo le tšhomišo ya mašelang
- Ditekanyetšo tša dithulaganyo tša ditefelo le dikamogelo
- Tšhupamabaka ya Kgoro ya Ditiragalo

Dikgatišo tše tša ka mo godimo di a hwetšagala go weposaete ya Mmušo wa Profense ya Limpopo, [www.limtreasury.gov.za](http://www.limtreasury.gov.za)

#### **11. TSHEPEDIŠO YA KGOPELO**

- Karolo 18 ya Molao e fana ka dinyakwa tša tshepedišo tša phihlelelo ya kgatišo ya sehlongwa sa setšhaba
  - Mokgopedi o swanetše go šomiša foromo (Foromo A) yeo e bego e gatišitšwe ka gare ga Kuranta ya Mmušo (Tsebišo ya Mmušo R187 ya 15 Feberewari 2002).

#### **12. MABAKA A KGANETŠO YA PHIHLELELO YA DIKGATIŠO**

- Kgaolo 4 ya Molao e tšweletša mabaka a kganetšo ya phihlelelo ya dikgatišo

### 13. DITEFELO TŠEO DI DIRWAGO GO KGOPELO LE TSEBIŠO YA SEPHETHO KA GA PHIHLELELO

- Mokgepedi yo a nyakago phihlelelo ya kgatišo yeo e nago le tshedimošo ka ga mokgopedi ga a swanela go lefa. Bakgopedi ba bangwe ka moka ba swanetše go lefa tefelo ya kgopelo ya go lekana R35.
- Mohlankedi wa tshedimošo o swanetše go tsebiša mokgopedi (yo e sego mokgopedi ka noši) ka tsebišo, a rata gore mokgopedi a lefe tšhelete yeo e beilwego ya kgopelo (ge e le gona) le poeletšo (ge e le gona) pele ga go tšwela pele go phethagatša kgopelo.
- Mokgopedi a ka dira kgopelo ya ka gare, fao go swanetšego, goba kgopelo go kgorotsheko kgahlanong le thentara goba tefelo ya tšhelete.
- Morago ga ge Mošomedi wa tshedimošo o dirile sephetho ka ga kgopelo yeo mokgopedi o swanetše go tsebišwa ka ga sephetho ka mokgwa woo mokgopedi a nyalwego go tsebišwa ka yona.
- Ge kgopelo e filwe gona tefelo ya tlaleletšo ya phihlelelo e swanetše go lefelwa go gatišaleswa le go nyaka le go lokišetša nako ye nngwe le ye nngwe ge e nyakega ka bontši bja diiri tša go nyaka le go lokiša kgatišo go e phatlalatša.
- Phihlelelo go kgatišo e tla swarwa go fihlela ditefelo ka moka tša maswanedi di lefilwe.

### 14. DITHUŠO TŠEO DI LEGO GONA MABAPI LE MELAO GOBA MAFOKODI A MOLAO [karolo 14(1)(h)]

- Kgopelo ya ka gare kgahlanong le sephetho sa mohlankedi wa tshedimošo goba mothušamohlankedi wa tshedimošo e ka dirwa go MEC wa kgoro, goba motho yo a beilwego ka lengwalo ke MEC, ka mabaka a mangwe le a mangwe ao a latelago:
  - Go gana go fana ka phihlelelo; goba
  - Sephetho seo se tšeerwego go ya ka karolo 22, 26(1) goba 29(3)



- Karolo 4, Kgaolo 1 ya Molao e fana ka ditshepedišo tšeo di swanetšego go latelwa go dikgopelo tša ka gare kgahlanong le diphetho tša mohlankedi wa tshedimošo.

**15. DITEFELO BJALO KA GE DI BEILWE KA FASE GA KAROLO II YA TSEBIŠO 187 KA GARE GA KURANTA YA MMUŠO 15 FEBEREWARE 2002**

**N.B. Diforomo le sebopego sa ditefelo tšeo di beilwego ke Molao di gona gape ka go wepsaete ya Kgoro ya Toka le Tlhabollo ya Molaotheo**

**([www.doj.gov.za](http://www.doj.gov.za)) ka fase ga karolo ya melawana.**

1. Tefelo ya khophi ya manyuwale bjalo ka ge e akantšwe ka gare ga molawana 5(c) ke R0,60 go khophi ye nngwe le ye nngwe yeo e gatišitšwego ya bogolo bja letlakala la A4 goba karolo ya lona.

2. Ditefelo tša kgatišo tšeo di boletšwego ka go molawana 7(1) ke tše di a latela:

(a). (a) Go kgatišo ye nngwe ya letlakala la go lekana A4 goba karolo ya lona	
	R0,60
(b). Go khophi ye nngwe le ye nngwe ya letlakala la bogolo bja A4 goba karolo ya lona yona yeo e lego khomphutheng goba ka mokgwa wa elektroniki goba ka mokgwa wa go balega wa motšhene	R0,40
(c). (c) Kgatišong yeo e ka balwago ka khomphutha –	
(i) tisiki ya setifi	R5,00
(ii) tisiki ya nkgokolwana	R40,00
(d) (i) Kgatišong ya diswantšho letlakaleng la go lekana A4 goba karolo ya lona	R22,00
(ii) (ii) Khophi ya diswantšho	R60,00
(e) (i) Kgatišong ya rekhoto ya go theeletšwa, mo letlakaleng la go lekana A4- goba karolo ya lona	R12,00
(ii) Go kgatišo ya rekhoto ya go theeletšwa	R17,00

Tefelo ya kgopelo yeo e lefelwago ke mokgopedi yo mongwe le yo mongwe ntle le moikgopeledi yo a bolelwago go molawana 7(2) ke R35, 00.

4. Ditefelo tša phihlelelo tšeo di lefelwago ke Mokgopedi yo a boletšwego go molawana 7(3) di ka mokgwa wo o latelago:

## 4.1

(a) Kgatišong ye nngwe le ye nngwe ya go lekana letlakala la A4 goba karolo ya lona	R0,60
(b) Go khophi ye nngwe le ye nngwe yeo e gatišitšwego ya letlakala la go lekana le A4 goba karolo ya lona yeo e hwetšwago khomphutheng goba ka elektroniki goba yeo e ka balwago ka motšhene	R0,40

- (c) Khophing yeo e balegago ka khomphutha ka mokgwa wa -

(i) tisiki ya stifi	R5,00
(ii) tisiki ya nkgokolwana	R40,00
(d) (i) Kgatišong ya diswantšho, go letlakala la go lekana A4 goba karolo ya yona	R22,00

(ii) Khophi ya diswantšho	R60,00
(e) (i) Go kgatišo ya go theeletšwa ya bogolo bja A4 goba karolo ya yona	R12,00

(ii) Go khopi ya kgatišo yeo e ka kwewago	R17,00
---	--------

- (f) Go nyaka le go lokiša kgatišo gore e phatlalatšwe, e ba R15, 00 iri ye nngwe le ye nngwe goba karolo ya iri, go sa balwe iri ya mathomo, yeo e nyakegago go nyakišišo le tokišo ye bjalo.

--	--

- 4.2 Mabakeng a karolo 22(2) ya Molao, tše di latelago di swanetše go dirwa:

- (a) Diiri tše tshela bjalo ka diiri tšeo di swanetšego go tšewa pele peeletšo e ka lefelwa;
- (b) Mokgopedi o swanetše go lefela teetharo ya tefelo ya phihlelelo bjalo ka peeletšo.

- 4.3 Tefelo ya nnete ya go posa e lefelwa ge khophi ya kgatišo e swanetše go poswa mokgopedi.

**16. DIFOROMO TŠEO DI KGETHATŠWEGO PHIHLELELO YA DIKGATIŠO**

LETLAKALATLALELETŠI LA B LA TSEBIŠO YA 187 KA GARE GA KURANTA YA  
MMUŠO KA DI 15 FEBRUARY 2002

FOROMO A

KGPELO YA GO FIHLELELA DIKGATIŠO

(Karolo 18(1) ya Molao wa Pihlelelo ya Tshedimošo, 2000 (Molao wa bo. 2 of 2000))

[Molawana 2]

<b>KGPELO YA GO FIHLELELA DIKGATIŠO</b>	
<b>GO ŠOMIŠWA KE KGORO</b>	Nomoro ya Tšhupetšo:.....
Kgopelo e amogetšwe ke: -	
Leina:.....	
Maemo:.....	
Letšatšikgwedi:.....	
Lefelo:.....	
Tefelo ya Kgopelo (ge e le gona):	R .....
Peeletšo (ge e le gona):	R .....
Tefelo ya pihlelelo:	R .....
.....	
<b>MOSAENO: MOŠOMEDI WA TSHEDIMOŠO/MOTHUŠAMOŠOMEDI WA TSHEDIMOŠO</b>	

## A. Ditaba ka botlalo tša sehlongwa sa setšhaba

<b>MOŠOMEDI WA TSHEDIMOŠO</b>	<b>ATERESE</b>
<b>MOŠOMEDI WA TSHEDIMOŠO</b>	<b>Mr C.G. Pratt</b> <b>Mokotlana wa Poso X9486</b> <b>POLOKWANE</b> <b>0700</b> <b>Mogala.: +27 15-298 7000</b> <b>Fekese.: +27 15- 293-8319</b> <b>E-meile: <a href="mailto:io@treasury.limpopo.gov.za">io@treasury.limpopo.gov.za</a></b>
<b>MOTHUŠAMOŠOMEDI WA TSHEDIMOŠO</b>	<b>ATERESE</b>
<b>MOTHUŠAMOŠOMEDI WA TSHEDIMOŠO</b>	<b>Ms N. Ramuntshi</b> <b>Mokotlana wa Poso X9486</b> <b>POLOKWANE</b> <b>0700</b> <b>Mogala.: +27 15-298 7000</b> <b>Fekese.: +27 15 298 7010</b> <b>E-Meile: <a href="mailto:dio@treasury.limpopo.gov.za">dio@treasury.limpopo.gov.za</a></b>
Tshedimošo ka botlalo:	Diaterese tša Mmila: - 46 Mmila wa Hans van Ransburg POLOKWANE 0700 Weposaete: <a href="http://www.limpopo.gov.za">www.limpopo.gov.za</a>  Aterese ya Poso: - Mokotlana wa Poso X9486 POLOKWANE 0700  Mogala: +27 15 298 7000 Fekese: +27 15 295 7010



**D. Ditaba ka botlalo ka kgatišo**

(a) Tšweletša ditaba ka botlalo ka kgatišo yeo phihlelelo ye e kgopelwago, go akaretša nomoro ya tšhupetšo ge o e tseba, go kgontšha phihlelelo ya dikgatišo.

(b) Ge sekgoba seo se filwego se sa lekane tšwela pele letlakaleng la ka thoko hle gomme o le kgomaretše gona mo foromong. **Mokgopedi o swanetše a saene ka moka matlakaleng a tialeletšo.**

TLHATHOLLO YA DIKGATIŠO.....

.....

.....

NOMORO YA TŠHUPETŠO:.....(ge e le gona)

DITABA TŠE DINGWE TŠA KGATIŠO.....

.....

**E. Ditefelo**

(a) Kgopelo ya phihlelelo ya kgatišo, ntle le kgatišo yeo e nago le ditaba ka ga boyena, e tla šongwa ka morago ga ge tefelo ya kgopelo e lefilwe.

(b) O tla tsebišwa ka tšhelete yeo e nyakegago gore e lefelwe bjalo ka tefelo ya kgopelo.

(c) **Tefelo yeo e lefelelwago phihlelelo** ya dikgatišo e laolwa ke ka mokgwa wo phihlelelo e nyakegago ka yona le nako ya maswanedi ya go nyaka le go lokiša kgatišo.

(d) Ge o lokela go hwetša kimollo ya tefelo ya tšhelete ye nngwe hle ngwala lebaka la gona.

Lebaka la kimollo ya go lefela tšhelete: .....

.....

.....

.....

**F. Mokgwa wa go fihlelela dikgatišo**

*Ge o šitišwa ke bogole go bala, lebelela goba go theeletša kgatišo ka mokgwa wa phihlelelo yeo e filwego mo go 1 go fihla 4 ka mo fase, bolela bogole bja gago mme o laetše ka mokgwa wo o nyakago kgatišo le ka mokgwa wo o nyakago kgatišo e le ka wona.*

Bogolofadi:	F Mokgwa woo kgatišo e nyakegago ka wona:
-------------	---

*Swaya lepokisana leo le swanetšego ka "X".*

**MELAETŠA:**

*(a) Taetšo ya gago ya foromo ya phihlelelo e laolwa ke mokgwa woo wa kgatišo e lego ka wona.*

*(b) Phihlelelo ka mokgwa wo e kgopetšwego e ka ganwa go ya ka mabaka a mangwe. Mo mabakeng a bjalo o tla tsebišwa ge e ba phihlelelo e ka fiwa ka mokgwa wo mongwe.*

*(c) Tefelo yeo e nyakegago go fihlelela kgatišo ge e le gona e tla beakanywa gannyane ka mokgwa woo phihlelelo e nyakegago.*

**1. Ge kgatišo e le ka mokgwa wa sengwalwa goba wa kgatišo -**

	khophi ya kgatišo*		tekolo ya kgatišo
--	--------------------	--	-------------------

**2. Ge kgatišo e na le diswantšho -**

*(Se se ka akaretša dinepe, dislaete, dikgatišo tša dibitio, diswantšho tša go dirwa ka khomphutha, dithalwa, bj.bj.)*

	Go bona diswantšho		Kgatišo ya diswantšho*		Tlhagišo ya diswantšho*
--	--------------------	--	------------------------	--	-------------------------

**3. Ge kgatišo e na le mantšu ao a gatišitšwego goba tshedimošo yeo e ka gatišwago ka modumo -**

	Theeletša koša (khasete ya go theeletšwa)		Kgatišo ya koša*  (sengwalwa goba kgatišo)	
<b>4. Ge kgatišo hwetšagala mo khomphutheng goba ka elektroniki goba ka motšhene mooli ka balwago -</b>				
	* Khophi yeo e gatišitšwego ya kgatišo*		Khophi yeo e gatišitšwego ya kgatišo ya tshedimošo go tšwa go kgatišo*	
				Khophi yeo e balegago mo khomphutheng*  (setifi goba khomphakte disiki)
*Ge o kgopetše khophi goba kgatišo ya rekhoto (ka godimo), naa o nyaka khophi goba kgatišo e romelwe ka poso go wena?  <b>Tefelo ya poso e tla dirwa.</b>			ENG	AOWA
<i>Lemoga gore ge kgatišo e se gona ka leleme leo o le ratago, phihlelelo e ka fiwa ka polelo yeo kgatišo e lego ka yona.</i>				
Naa o tla rata kgatišo ka polelo efe? :.....				

**G. Tsebišo ya sephetho mabapi le kgopelo ya phihlelelo**

<i>O tla tsebišwa ka lengwalo ge e ba kgopelo ya gago e dumeletšwe/ganeditšwe. Ge o duma go tsebišwa ka seo ka mokgwa wo mongwe, hle laetša le go fana ka ditaba ka botlalo tša maleba go kgontšha go kgotsofatša kgopelo ya gago.</i>
--

O ka rata go tsebišwa bjang ka sephetho mabapi le kgopelo ya gago ya phihlelelo ya dikgatišo?

.....

.....

.....

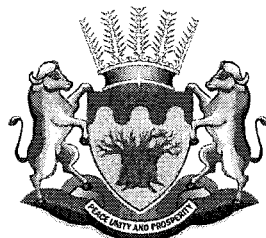
E saennwe ka (letšatši) le.....la  
(kgwedi).....200...

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**MOSAENO WA MOKGOPEDI/ MOTHO YOO A DIRELWAGO KGOPELO.**



# VHUFARAGWAMA HA VUNDU



# LIMPOPO

PROVINCIAL GOVERNMENT

REPUBLIC OF SOUTH AFRICA

KHETHEKANYO YA 14 YA TSHIBUGWANA

TSHA

MULAYO WA THUTHUWEDZO YA TSWIKELELO YA MAFHUNGO (PAIA),

2000

(MULAYO WA 2 WA 2000)

KHANDISO YA VHURARU

MBEKANYO YA ZWI RE NGOMU

NOMBORO YA TSHITENWA	SIAṬARI
1. Marangaphanḡa	3
2. Maanḡa a u sima milayo	3
3. Tshikoupu tsha khumbelo	3
4. U wanala ha tshibugwana	3
5. Mbumbo ya muhasho	4
6. Bono, ndivho, mishumo na tshumelo dza muhasho	5
6.1. Bono	5
6.2. Ndivho	5
6.3. Mishumo	5 – 6
6.4. Tshumelo	6 – 7
7. Zwidombedzwa zwa vhukwamani zwa muofisiri wa mafhungo	8
8. Mbuletshedzo ya na tswikelelo kha nyendedzi	9
9. U khwinisa tshibugwana	9
10. Rekhodo	10
10.1. Mbuletshedzo ya mafhungo na khethekanyo ya rekhodo dzine muhasho wa vha nadzo	10 – 11
10.2. Rekhodo dzi no wanala hu songo itwa khumbelo	11 – 12
11. Maitele a khumbelo	12
12. Zwiitisi zwa u hanelwa u swikelela rekhodo	12

- 
13. Mbadelo dzo teaho u badelwa hu tshi itwa khumbelo na nqivhadzo ya  
Tsheo kha tswikelelo 12 – 13
14. Dzilafho li re hone la u dzhia vhukando kana u kundelwa u dzhia  
vhukando ho fanelaho 13
15. Mbadelo sa zwe dza randeliswa zwone nga fhasi ha tshipiḁa tsha II  
kha Gazethe ya Muvhuso nqivhadzo 187 la 15 Luhuhi 2002.  
14 – 15
16. Fomo dzo randelwaho tswikelelo dza rekhodo 16 - 20

## 1. MARANGAPHANḁA.

Vhufaragwama ha Vundu ho thomiwa nga Nyendavhusiku 2004 nga murahu ha u dzudzanyululwa ha mihasho mivhili ye ya vha i hone (hune ha vha Muhasho wa zwa Masheleni na wa Mveledziso ya Ikonomi)

- 1.1. Mulayo wa T̄huT̄huwedzo ya Tswikelelo ya Mafhungo wa 2000 (Mulayo wa 2 wa 2000) wo phasiswa nga T̄hafamuhwe 2001 u bveledza lushaka lwa Afrika Tshipembe hune vhadzulapo vhoṯhe vha vha na tswikelelo ya mafhungo, uri vha kone u shumisa pfanelo dzavho nga vhuḡalo na u t̄t̄uwedza mvelele i re khagala na vhuḡifhinduleli kha zwiimiswa zwa nnyi na nnyi na zwa phuraivethe.

## 2. MAANḂA U SIMA MULAYO

Tshibugwana itshi tsho dzudzanywa zwi tshi elana na Khethekanyo 14 ya Mulayo.

## 3. TSHIKOUPU TSHA KHUMBELO.

Tshibugwana itshi tshi shuma kha vhashumeli vha Mhasho vhothe.

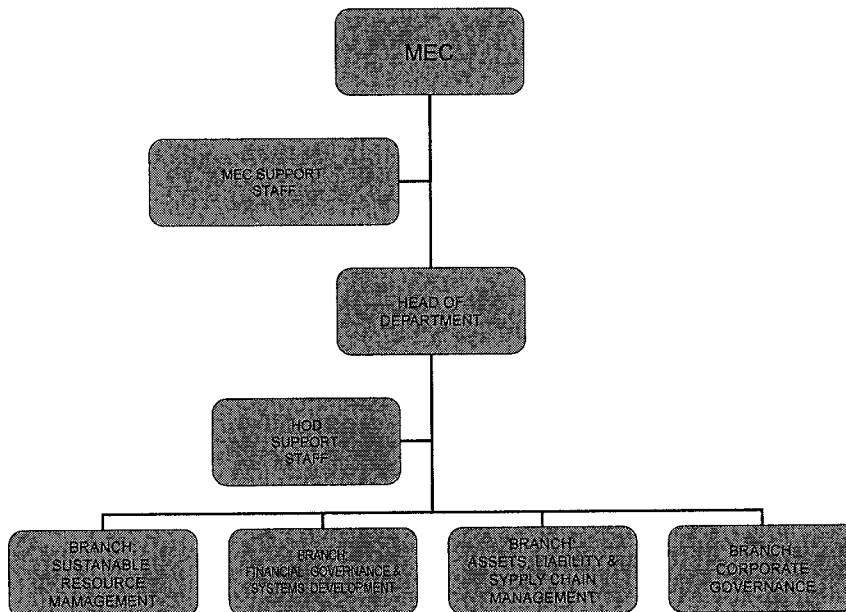
Khophi ya tshibugwana itshi i a wanala arali muthu a tshi toqou ita tholo hu si na mbadelo. U tolwa hu nga itwa na kha Buvhisia la Muvhuso wa Limpopo ([www.lim.gov.za](http://www.lim.gov.za)).

#### 4. U WANALA HA TSHIBUGWANA

Tshibugwana tshi do itwa uri tshi wanale nga nyambo dzi tevhelaho:

- English
- Sepedi
- Tshivenda
- Tsonga

## 5. MBUMBO YA MUHASHO



MEC- MURADO WA KHOROTSHITUMBE

MEC SUPPORT STAFF- VHASHUMI VHA TIKEDZAHO MURADO WA KHOROTSHITUMBE

HEAD OF DEPARTMENT- IHOHO YA MUHASHO

HEAD OF DEPARTMENT SUPPORT-VHASHUMI VHA TIKEDZAHO IHOHO YA MUHASHO

BRANCH: KHETHEKANYO YA

CORPORATE GOVERNANCE- VHUVHUSI HO TANGANELANAHO

SUSTANABLE RESOURCE MANAGEMENT- VHULANGI HA ZWIKO HA

TSHIFHINGA TSHOṬHE

ASSETS, LIABILITY & SUPPLY CHAIN MANAGEMENT- VHULANGULI HA

THUNDU, VHUDIFHINDULELI & VHUSHAKA VHUKATI HA MURENGI NA

MURENGISI

FINANCIAL GOVERNANCE & SYSTEMS DEVELOPMENT-VHUVHUSI HA

ZWA MASHELENI & SISIṬEME YA MVELEDZISO

PROVINCIAL INTERNAL AUDIT- U ṬOLA MASHELENI A KHA VUNDU

6. BONO, NDIVHO, MISHUMO NA TSHUMELO DZA MUHASHO

### 6.1. BONO

Makone kha Ndangulo ya Zwiko zwa Lushaka hu u itela mveledziso ya zwa matshilele na ekonomi.

### 6.2. NDIVHO

U netshedza khumbelo ya khumbudzo i re na vhuthu na tshumelo yo livhiswaho kha vhathu nga u shumisa ndangulo kwao ya masheleni hu tshi katelwa tswikelelo na ndondolo kwao ya u kunga zwiko zwa masheleni.

### 6.3. MISHUMO

Mishumo ya Muhasho i tevhelaho yo randelwa nga khethekanyo 18(1) na (2) ya Mulayo wa 1999 wa Ndangulo wa zwa Masheleni wa Nnyi na Nnyi (Mulayo 1 wa 1999):

(1) Vhufaragwama ha vundu vhu fanela u –

- (a) lugisa mbekanyagwama la vundu;
- (b) dzhia ndango ntha ha u thomiwa ha mbekanyagwama la vundu;
- (c) bveledza na u kombetshedza u vha khagala na ndangulo kwao ya mbuelo, zwibviswa, thundu na zwikolodo zwa mihasho ya vundu na mirado ya vundu ya nnyi na nnyi; na u



- (d) vhona uri mbekanyamaitete dza zwa masheleni a dzi dzhii sia ngamaanda na nga u sa londa kha mbekanyamaitete ya ikonomi ya lushaka.

(2) Vhufaragwama ha vundu-

- (a) vhu fanela u bvisa ndaela dza vhufaragwama ha vundu dzi sa tshimbilelani na Mulayo uyu;
- (b) vhu fanela u kombetshedza uyu Mulayo na zwilinganywa na mikhwa zwo randelwaho lushaka na vundu, hu tshi katelwa na sisiṭeme yo khethekanywaho ine ya fana kha mihasho ya vundu;
- (c) vhu fanela u tshimbilelana na Mulayo wa ṛwaha wa Khethekanyo ya Mbuelo, na u lavhelesa na u sedzulusa mashumele a Mulayo kha zwiimiswa zwa nnyi na nnyi;
- (d) fanela u sedza na u sedzulusa mashumele a mikhwa na zwilinganyo zwa lushaka kha zwiimiswa zwa nnyi na nnyi mavunduni;
- (e) vhu nga thusa mihasho ya vundu na zwiimiswa zwa nnyi na nnyi zwi re mavunduni nga u fhaṭa vhukoni havho u itela tshumelo yo

- dzudzanyeaho, i bvelelaho na ndangulo i re khagala ya zwa masheleni;
- (f) vhu nga ita ṭhoḁisiso ya sisiṭeme iñwe na iñwe ya ndangulo ya zwa masheleni na ndaulo ya ngomu i shumiswaho nga muhasho wa vundu kana tshiimiswa tsha nnyi na nnyi vunduni;
- (g) zwine zwi nga katela u dzhenelela nga u dzhia maga o faneleho, na u sa ñea tshelede hu u itela u shuma u sa tevhelelwa hune ha vha ha vha ho kalulaho kana hu endelaho ha uyu mulayo nga muhasho kana tshiimiswa tsha nnyi na nnyi tsha kha vundu;
- (h) fanela nga u ṭavhanyedza u ñetshedza mafhungo mañwe na mañwe a ṭoḁiwaho nga Vhufaragwama ha Lushaka u ya nga uyu Mulayo; na u
- (i) ita tshiñwe na tshiñwe tsho fanelaho u itela u phetha vhuḁifhinduleli hatsho zwavhuḁi.”

#### 6.4. TSHUMELO

Muhasho u ñetshedza tshumelo dzi tevhelaho kha nnyi na nnyi:-

##### 6.4.1. Mveledziso ya Human Resource Development

- U ñetshedza bazari u ya nga ṭhoḁea ya mveledziso ya vhukoni ya Muhasho.
- U ñetshedza khoso dza ngudamushumo na vhugudisi dzi elanaho na Muhasho
- Mbekanyamushumo dza Ṭhanganelano

#### 6.4.2. Ndangulo ya Zwishumiswa zwa Tshifhinga Tshilapfu

- U laula Tshodiso ya Ikonomi ya Matshiliso ya Vundu na Masipala na Musaukanyo; na
- U tandulula na u langula Mbekanyagwama la vundu na Zwibviswa
- U lavhelesa Mbekanyagwama na Zwibviswa zwa Vundu na zwa Masipala

#### 6.4.3. Kuvhusele kwa zwa Masheleni na Mveledziso ya Sisiteme

- U vbona uri Tshumelo dza Muvhalelano dzi a wanala kha Mihasho ya Vundu na Mimasipala
- U vbona uri mveledziso na kushumisele kwa zwa Sisiteme ya Mashaeleni zwi a vha hone kha Mihasho ya Vundu na Mimasipala

#### 6.4.4. Thundu, Zwikolodo na Ndangulo ya Nqisedzo

- U tshimbidza ndangulo i shumaho zwavhuqi nahone i vhuedzaho yaya u bvedza na vhukoni ha Thundu dzine dza Vhonala na masheleni kha Mihasho ya Vundu na Mimasipala
- U tshimbidza ndangulo i shumaho zwavhuqi nahone i vhuedzaho ha Zwikolodo kha Mihasho ya Vundu na Mimasipala
- U vbona ndangulo ya Nqisedzo kha Mihasho ya Vundu na Mimasipala

## 7. ZWIDODOMBEDZWA ZWA VHUKWAMANI ZWA MUOFISIRI WA MAFHUNGO

U ya nga Mulayo, T̄hoho ya Muhasho ndi ene Muofisiri wa Mafhungo.

Muofisiri wa Mafhungo : T̄hoho ya Muhasho  
Nomboro dza luṭingo : (015) 298-7000  
Imeili : [io@treasury.limpopo.gov.za](mailto:io@treasury.limpopo.gov.za)

Mufarisa Muofisiri wa Mafhungo : Mulanguli wa Rekhodo  
Nomboro ya luṭingo. : 015 298 7000  
Imeili : [dio@treasury.limpopo.gov.za](mailto:dio@treasury.limpopo.gov.za)

Nomboro ya fekisi : 015 295 7010

### ZWIDODOMBEDZWA ZWIṆWE NA ZWIṆWE

#### Diresi ya Poswo

Tshisagana tsha Poswo X9486

POLOKWANE

0700

#### Diresi ya Tshitarata

Tshitarata tsha 46 Hans van Ransburg &

Tshitarata tsha 56-58 & 67 Paul Kruger

POLOKWANE

0700

Nomboro dza luṭingo (Vhuswikelaṭingo)

(015) 298-7000 / 291 8400 / 291 1884

Nomboro ya Fekisi

(015) 295-7010

## 8. MBULETSHEDZO YA NA TSWIKELELO YA NYENDEDZI

Khethekanyo 10 ya Mulayo i ṅetshedza nyendedzi ya kushumisele kwa Mulayo.

Khophi dzi a dovha dza wanala kha ḡiresi dzi tevhelaho:

Khomishini ya Ndugelo dza Vhathu dza Afrika Tshipembe:

Yuniti ya PAIA

Muhasho wa Ṱhoḡisiso na zwa Maṅwalo

Ḋiresi ya Poswo: Tshisagana tsha Poswo X 2700

Houghton

2041

Luṭingo: 011-484 8300

Fekisi: 011 484 1360

Lubuvhisia: [www.sahrc.org.za](http://www.sahrc.org.za)

I-meili: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

## 9. U KHWINISA TSHIBUGWANA

Muhasho u do khwinisa khathihi na u anadza tshibugwana tshawo tsho bulwaho kha khethekanyo thukhu (1) ya khethekanyo 14, nga tshikhala tshi sa firiho nwaha arali zwi zwa ndeme.

## 10. REKHODO

### 10.1 MBULETSHEDZO YA MAFHUNGO NA KHETHEKANYO DZA REKHODO DZI RE KHA MUHASHO

U itela ndivho ya u tshimbidza khumbelo u ya nga Mulayo, mafhungo na khethekanyo dza rekhodo dzi re kha muhasho dzi nga ndila i tevhelaho:  
(Khethekanyo 14 (1) d)

MAFHUNGO	MUSHUMO	KHETHEKANYO DZA REKHODO
Ndangulo ya zwa Masheleni.	U netshedza zwa Masheleni, Vhutsireledzi na tshumelo dza ndangulo ya khombo.	<ul style="list-style-type: none"> <li>Mivhigo ya Mbekanyagwama na netshedzo dza Theme dza Vhukati dza Muhanga wa Zwibviswa (MTEF).</li> <li>Mbuelo, Bannga, Kheshe na mbadelo dza tsumbambalelano.</li> </ul>

		<ul style="list-style-type: none"> <li>• Ndangulo ya Nqisedzo/ndaela dza u rengaza na khumbelo ya thundu /tshumelo.</li> <li>• U nwalisa thundu.</li> </ul>
Tshumelo dza Bindu nyandano.	U netshedza tshumelo dzi pfa dzaho dza nyandano.	<ul style="list-style-type: none"> <li>• Khumbelo dza mushumo.</li> <li>• Pulane ya tshithirathedzheki ya Ofisi dza Vhashumi na faila dza vhashumi.</li> <li>• Pulane dza maquvha a vhuawelo na rekhodo.</li> <li>• Pulane dza mveledziso dza vhukoni.</li> <li>• Zwishumiswa zwa u vhulunga kushumele na rekhodo dza vhudavhidzani ha luŋingo.</li> <li>• Mivhigo ya n'waha u ya kha Khomishini ya Pfanelo dza Vhathu ya Afrika Tshipembe (SAHRC) na mivhigo ya kotare u ya kha Ofisi ya Muphirimia (tshine tsha vha tshibugwana tsha.PAIA )</li> <li>• Rekhodo dza zwishumiswa na vhashumisi vha thekholodzhi ya Mafhungo.</li> </ul>

		<ul style="list-style-type: none"> <li>• Dzhenala dza Mulayo na Mulayo wa Vhushaka ha Mutholi na Mutholiwa.</li> <li>• Vhutsireledzi na mivhigo ya tholo ya MISS.</li> </ul>
U pulana lwa tshithirathedzhi na Vhupfananyi.	Ndangulo ya pulane ya Tshithirathedzhi, mbekanyamaitele na vhudavhidzani	<ul style="list-style-type: none"> <li>• Muvhigo wa u khwinifhadza ndisedzo ya tshumelo.</li> <li>• Rekhodo dza Mbekanyamaitele ya Thusedzo ya Vhashumi (EAP)</li> <li>• Mivhigo ya HIV- AIDS.</li> <li>• Muvhigo wa Mudzulapo</li> <li>• Mivhigo ya kushumele kwa muhasho.</li> <li>• Mbumbo ya Tshiimiswa</li> <li>• Mbekanyamaitele dza Muhasho</li> <li>• Zwibambiri zwa mafungo.</li> <li>• Pulane ya Tshithirathedzheki ya Muhasho</li> <li>• Matshimbidzele/Kuitele kwa Zwibugwana</li> </ul>
Ndangulo ya zwishumiswa zwa Tshifhinga Tshilapfu	Ndaulo ya Zwiimiswa zwine zwa wana thikhedzo kha muvhuso Vundu na Mbekanyagwama na Zwibviswa zwa Masipala	<ul style="list-style-type: none"> <li>• Muvhigo wa mbuelo</li> <li>• Mbekanyamaitele dza Mbuelo</li> <li>• Mbekanyagwama ja Vhafaramikovhe na muvhigo wa Zwibviswa</li> </ul>
Kuvhusele kwa zwa	Ndaulo ya Tshumelo dza	<ul style="list-style-type: none"> <li>• Mbekanyamaitele</li> </ul>



masheleni na Sisiteme ya Mveledziso -	Muvhalelano na Mveledziso dza Sisiteme kha Mihaso ya Vundu	<ul style="list-style-type: none"> <li>• Notsi dza ngowengowe</li> </ul>
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## 10.2 REKHODO DZINE DZA SOKOU WANALA DZI NGA WANIWA HANI (khethekanyo 14 (1) (e))

U ya nga mulayo, rekhodo dzi tevhelaho dzi a wanala hu songo itwa khumbelo:-

- Mbumbo ya Tshiimiswa
- Nomboro dza u diṭanganyisa na Muhaso
- Fomo dza Khumbelo ya mushumo na tshumelo
- Mbekanyamaitete dza Muhaso
- Milayo na Ndaulo dzi langaho maandā a muhaso
- Maitele/ Maitele a Tshibugwana
- Muvhigo wa Vhadzulapo.
- Zwilinganyo zwa tshumelo
- Nḡisedzo ya tshumelo ya thendelanomviswa.
- Pulane ya Tshiṭhirathedzhi.
- Zwimbambiri zwa mafhungo.
- Ngavhela dza Mulayo wa Batho-Pele
- Muvhigo wa Nwaha
- Tshipitshi tsha mbekanyagwama

- Nyendedzi ya Mudzulapo
- Tshitaṭamende tsha mbekanyagwama
- U ṭola mbekanyagwama na zwibviswa
- U anganya ndivhanyiso ya mbadelo na risithi
- Khalendara ya Mishumo ya Muhasho

Rekhodo dzi re afho nṭha dzi a wanala kha lubuvhisia Iwa Muvhuso wa Vundu ḷa Limpopo, [www.limpopo.gov.za](http://www.limpopo.gov.za)

#### 11. MAITELE A KHUMBELO

- Khethekanyo 18 ya Mulayo i ṅetshedza ṭhoḍea dza kutshimbidzele kwa tswikelelo ya rekhodo nga muthu munwe na muṅwe.
- Muhumbeli u fanela u shumisa fomo yo gandiswaho kha Gazethe ya Muvhuso (Nḍivhadzo ya Muvhuso ya R187- 15 Luhuh 2002) (Fomo A).

#### 12. ZWIITISI ZWA U HANELWA U SWIKELELA REKHODO

- Ndim 4 ya Mulayo i ṅetshedza zwiitisi zwa u hanelwa u swikelela rekhodo

#### 13. MBADELO DZO TEAHO U BADELWA HU TSHI ITWA KHUMBELO NA

#### NḍIVHADZO YA TSHEO KHA TSWIKELELO

- Muhumbeli ane a khou tōḡa tswikelelo kha rekhodo dzo faraho mafhungo a ene muḡe ha ngo fanela u badela mbadelo dza khumbelo. Dziḡwe khumbelo dzi fanela u badelwa mbadelo i linganaho R35.
- Muofisiri wa mafhungo u fanela u ḡivhadza muhumbeli (nga nḡa ha muhumbeli ene muḡe) nga nḡivhadzo, a tshi tōḡa uri muhumbeli a badele mbadelo dzo randelwaho (arali dzi hone) na dephosithi (arali i hone) phanḡa ha musu a tshi bvela phanḡa na u shuma khumbelo.
- Muhumbeli a nga dzhenisa khaḡhululo ya nga ngomu arali zwo fanela, kana u ita khumbelo kotho mayelana na thendara kana mbadelo.
- Nga murahu ha musu muofisiri wa mafhungo o no dzhia tsheo kha khumbelo muhumbeli u fanela u ḡivhadzwa nga ha tsheo yeneyo nga nḡila ye muhumbeli a tōḡa u ḡivhadzwa ngayo.
- Arali khumbelo yo ḡanganedzwa, zwenezwo iḡwe mbadelo ya tswikelelo i fanela u badelwa u itela u tōḡa, u lugisela, na u bveledzulula khathihi na tshiḡwe tshifhinga tshe tsha pfuka awara dzo randelwaho dza u tōḡa na u lugisela rekhodo u itela uri dzi wanale.
- Tswikelelo ya rekhodo i ḡo vha yo fahewa u swikela mbadelo dzoḡhe dzo badelwa.

#### 14. DZILAFHO ḡI RE HONE ḡA U DZHIA VHUKANDO KANA U

KUNDELWA U DZHIA VHUKANDO HO FANELAHO [Khethekanyo

14(1)(h)]

- Khaṭhululo ya nga ngomu ya u hanedzana na tsheo ye ya dzhiwa nga muofisiri wa mafhungo kana muthusa muofisiri wa mafhungo i nga iswa kha Muraḡo wa Khorotshitumbe wa Muhasho (MEC), kana muthu o tetshelwaho u shuma mushumo wonoyo nga u tou ṅwala nga Muraḡo wa Khorotshitumb (MEC), nga tshinwe tsha zwiitisi zwi tevhelaho:
  - U hanelwa u swikelela thendelo; kana
  - Tsheo yo dzhiwaho u ya nga khethekanyo 2, 26(1) kana 29(3)
  
- Tshipiḡa tsha 4, Ndimu ya 1 ya Mulayo i ṅetshedza kuitele kune kwa fanela u tevhelwa musi hu tshi itwa khaṭhululo ya nga ngomu ya u hanedzana na tsheo ya muofisiri wa mafhungo wa miṅwe miraḡo ya lushaka kha zwiṅwe zwishumiswa zwa nnyi na nnyi.

## 15. MBADELO DZO RANDELWAHO DZA MUHASHO

Thogomelani: Mbumbo ya fomo na mbadelo zwo randwaho nga Mulayo zwi a wanala kha webusaithi ya Muhasho wa Mveledziso ya Ndayotewa ([www.doj.gov.za](http://www.doj.gov.za)) fhasi ha khethekanyo ya ndaulo.

1. Mbadelo dza khophi ya tshibugwana sa zwe dza sumbedziswa zwone kha ndaulo 5(c) ndi R0,60 ya khophi inwe na inwe ya bammbiri la A4-kana tshipida tshalo.
2. Mbadelo dza u bveledzulula sa zwe dza sumbedziswa zwone kha ndaulo 7(1) ndi dzi tevhelaho:

(a). Fothokhophi inwe na inwe yo gandiswaho ya bammbiri la A4-kana	
tshipida tshalo	R0,60
(b). Khophi inwe na inwe yo gandiswaho ya bammbiri la A4- kana tshipida tshalo	
tsho farwaho nga khomphyutha kana i re kha tshivhumbeo tsha ejekithroniki	
kana kha tshivhumbeo tshi konaho u vhalwa nga mutshini	R0,40
(c) Khophi ya tshivhumbeo tshi vhaleaho nga khomphyutha i re kha tshivhumbeo tsha-	
(i) disiki ya sitifi	R5,00
(ii) disiki ya tsitsikana	R40,00
(d). (i) ) U nwalululwa ha zwifanyiso zwi vhonealaho, kha bammbiri la A4- kana tshipida tshalo	
	R22,00

(ii) Khophi dza zwifanyiso zwi vhonealaho	R60,00
(e). (i) U nwalululwa ha rekhodo dzi thetsheswaho, dza bammbiri ja A4- kana tshipiḡa tshaḡo	R12,00
(ii) Khophi ya rekhodo dza u thetshesesa	R17,00

3. Mbadelo dza khumbelo dzine dza badelwa nga muhumbeli muḡwe na muḡwe,  
nga nḡa ha muhumbeli ene muḡe, dzo sumbedzwaho kha ndaulo 7(2)  
ndi R35, 00.

4. Mbadelo dza u swikelela dzi itwaho nga muhumbeli dzo sumbedzwaho  
kha ndaulo  
7(3) ndi dzi tevhelaho:

## 4.1

(a) ) Fothokhophi inwe na inwe ya bammbiri ja A4 kana tshipiḡa tshaḡo	R0,60
(b) ) Khophi inwe na inwe yo ganḡiswaho ya bammbiri ja A4 kana tshipiḡa tshaḡo tsho farwaho nga khomphyutha kana i re kha tshivhumbeo tsha eḡekithroniki kana – tshivhumbeo tshi vhaleaho nga mutshini-	R0,40
(c) Khophi ya tshivhumbeo tshi vhaleaho nga khomphyutha i re kha tshivhumbeo tsha-	
(i) disiki ya siḡifi	R5,00
(ii) disiki ya tsitsikana	R40,00

(d) (i) U nwalululwa ha zwifanyiso zwi vhonehalo, kha bammbiri la A4- kana tshipiqa tshajo	R22,00
(ii) Khophi dza zwifanyiso zwi vhonehalo	R60,00
(e) (i) U nwalululwa ha rekhodo dzi thetsheswaho, dza bammbiri la A4- kana tshipiqa tshajo	R12,00
(ii) Khophi ya rekhodo dza u thetshesasa	R17,00
(f) U toqa khathihi na ndugiselo ya u bvisela khagala rekhodo, mbadelo i do vha R15,00 nga awara inwe na inwe kana tshipiqa tsha awara, hu sa katelwi awara ya u thoma, ine ya vha ya u toqa uhu khathihi na ndugiselo,	R15,00

4.2 Hu tshi itelwa ndivho dza khethekanyo 22(2) ya Mulayo, zwi tevhelaho zwi a shumiswa:

- (a) Awara dza rathi dzi fanela u pfuka sa awara dza phanda ha musi mbadelo ya diposithi i tshi nga badelwa; na
- (b) thihitshararu tsha mbadelo ya tswikelelo i badelwa sa diposithi nga muhumbeli.

4.3 Mbadelo dza u posa dzi badelwa musi khophi ya rekhodo i tshi fanela u posiwa kha muhumbeli.



**16. FOMO DZO RANDELWAHO TSWIKELELO YA REKHODO**

TSHITENWA B TSHA NDI VHADZO 187 KHA GAZETHE YA MUVHUSO YA LA 15 LUHUHI  
2002

FOMO A

**KHUMBELO YA TSWIKELELO YA REKHODO YA MUHASHO**

(Khethekanyo 18(1) ya Mulayo wa Thuṭhewedzo ya Tswikelelo ya Mafhungo , 2000 (Mulayo  
2 wa 2000))

[Ndaulo ya 2]

<b>KHUMBELO YA TSWIKELELO YA REKHODO</b>	
<b>HU SHUMISWA NGA MUHASHO</b>	Nomboro ndaula:.....
Khumbelo yo t̄anganedzwa nga: -	
Dzina:.....	
Vhuimo:.....	
Duvha:.....	
Fhethu:.....	
Mbadelo ya khumbelo (arali i hone):	R .....
Diphosithi (arali i hone):	R .....
Mbadelo ya tswikelelo:	R .....
.....	
<b>TSAINO: MUOFISIRI WA MAFHUNGO/MUFARISA MUOFISIRI WA MAFHUNGO</b>	

## A. Zwidombedzwa zwa nnyi na nnyi

MUOFISIRI WA MAFHUNGO	DIRESI
MUOFISIRI WA MAFHUNGO	Tshisagana tsha Poswo X9486 POLOKWANE 0700 NOMBORO YA LUṬINGO: +27 15-298 7000 NOMBORO YA FEKISI: +27 15- 293-8319 Imeili: <a href="mailto:io@treasury.limpopo.gov.za">io@treasury.limpopo.gov.za</a>
MUFARISA MUOFISIRI WA MAFHUNGO	DIRESI
MUFARISA MUOFISIRI WA MAFHUNGO	Tshisagana tsha Poswo X9486 POLOKWANE 0700 NOMBORO YA LUṬINGO +27 15-298 7000 NOMBORO YA FEKISI.: +27 15 298 7010 Imeili: <a href="mailto:dio@treasury.limpopo.gov.za">dio@treasury.limpopo.gov.za</a>

Mafhungo aļa na aļa:	Ɓiresi ya Tshiřarařa: - 46 Tshiřarařa tsha Hans van Ransburg POLOKWANE 0700 Lbuvhisia: www.limpopo.gov.za  Ɓiresi ya Poswo: - Tshisagana tsha Poswo X9486 POLOKWANE 0700  Nomboro ya Luřingo: +27 15 298 7000 Nomboro ya Fekisi: +27 15 295 7010
----------------------	--

B. Zwidombedzwa zwa muthu ane a khou hambela u swikelela rekhodo.

**KHUMBELO YA U SWIKELELA FOMO YA REKHODO.**

**TSHIFANI:**

**MADZINA NGA VHUĐALO:**

**NOMBORO YA VHUĐE:**

**ƁIRESI YA POSWO:**.....

.....

.....

.....



ZWIÑWE VHO ZWIDODOMBEDZWA ZWA  
REKHODO \_\_\_\_\_

#### E. Mbadelo

- (a) *Khumbelo ya u swikelela rekhodo, nga nnda ha rekhodo yo faraho mafhungo a iwe mune, i do shumiwa fhedzi nga murahu ha musu mbadelo ya khumbelo yo no badelwa.*
- (b) *Ni do divhadzwa nga ha mutengo une wa fanela u badelwa sa mbadelo ya khumbelo.*
- (c) *Mbadelo ine ya badelelwa u swikelela rekhodo i bva kha tshivhumbeo tshine tswikelelo ya khou todea ngatsho khathihi na tshifhinga tshine tsha todea tsha u toda na u lugisa rekhodo.*

(d) *Arali zwo tea uri ni si badeliswe, ni humbelwa uri ni ambe tshiitisi tsha u sa badeliswa.*

Tshiitisi tsha u sa badeliswa mbadelo: .....

.....

.....

.....

F. Fomo ya tswikelelo kha rekhodo

*Arali ni tshi kundiswa nga vuholefali ha u vhala, u vhona kana u thetshesela rekhodo nga tshivhumbeo tsha u swikelela tsho netshedzwaho kha 1 u swika kha 4 afho fhasi, amhani vuholefali haṅu nahone ni sumbedze uri ni ḑo ṭoḑa rekhodo i kha tshivhumbeo tshifhio.*

Vuholefali:	Tshivhumbeo tshine rekhodo ya khou ṭoḑea ngatsho:
-------------	---

*Swayani bogisi ḑo teaho nga u shumisa X.*

**NOTSI:**

- (a) U sumbedza haṅu uri ni ṭoḑa u swikelela rekhodo i kha tshivhumbeo tshifhio zwi tshi bva kha tshivhumbeo tshine rekhodo ya khou wanala ngatsho.*
- (b) U swikelela nga tshivhumbeo tsho humbelwaho hu nga kha ḑi haniwa kha dziṅwe nyimele. Kha nyimele yo raliho ni ḑo ḑivhadzwa arali u swikelela hu tshi ḑo netshedzwa nga tshiṅwe tshivhumbeo.*
- (c) Mbadelo i badelelwaho u swikelela rekhodo, arali i hone, i ḑo laulwa nyana nga tshivhumbeo tshine u swikelela ha khou ṭoḑiwa ngatsho.*

**1. Arali rekhodo dzi kha tshivhumbeo tsha u tou ṅwalwa kana u gandiswa :**

	khopi ya rekhodo*		u ṭolwa ha rekhodo
--	-------------------	--	--------------------

**2. . Arali rekhodo i na zwifanyiso zwi vhoneleho -**

*(izwi zwi katela zwinepe, zwilaidi, vidiyo dzo rekhodiwaho, zwifanyiso zwa khomphyutha, zwiketshe,nz.)*

	U vhona zwifanyiso		U kopa zwifanyiso*		U nwalululwa ha zwifanyiso*
<p>3. Arali rekhodo dzi tshi yo itwa nga maipfi o tou rekhodiwaho kana mafhungo ane a nga kona u bveledzululwa nga mubvumo/ muungo -</p>					
	Thetshelesani luimbo (khasethe ya u thetshelesa)		U nwalululwa ha luimbo* (linwalwa lo nwalwaho kana lo gandiswaho)		
<p>4. Arali rekhodo i kha khomphyutha kana kha elekitironiki kana kha tshivhumbeo tshi vhaleaho nga mutshini -</p>					
	khophi yo rekhodo yo tou gandiswaho*		khophi yo gandiswaho ya mafhungo a bvaho kha rekhodo*		khophi i re kha tshivhumbeo tshi vhaleaho nga khomphyutha* (sitifi kana disiki ya tsitsikana)
<p>*Arali no humbela khophi ya rekhodo yo nwalululwaho (afho ntha), ni do tama khophi kana linwalo lo tou nwalululwaho li tshi tou posiwa naa?</p> <p>A. Mbadelo dza u posa dzi do badelwa.</p>				EE	HAI
<p>Thogomelani uri arali rekhodo i si ho nga luambo lune na khou lu takalela, ni nga swikelela rekhodo nga luambo lune ya vha ngalwo.</p>					



Ni ɔo takalela rekhodo yaŋu nga luambo lufhio? :.....

**G. Nɔivhadzo ya tsho i elanaho na khumbelo ya tswikelelo**

*Ni ɔo ɔivhadzwa nga luŋwalo arali khumbelo yaŋu yo tendelwa kana yo haniwa. Arali ni tshi toɔa u ɔivhadzwa nga iŋwe nɔila, ni humbelwa uri ni ambe nɔila ine na toɔa u ɔivhadzwa ngayo ni dovhe ni ŋetshedze zwidombedzwa zwo fanelaho u itela uri khumbelo yaŋu i kone u tevhedzwa.*

Ni ɔo tama u ɔivhadzwa hani nga tsho malugana na khumbelo yaŋu ya u swikelela rekhodo?

.....  
 .....  
 .....

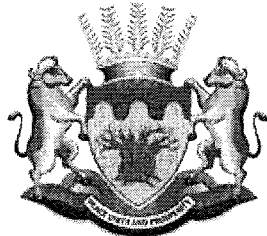
Yo sainwa (fhethu) .....nga la ( ɔuvha) ..... dza.....(ŋwedzi) 200.....

-----

**TSAINO YA MUHUMBELI / MUTHU ANE**

**KHUMBELO YA KHOU ITELWA ENE**

# **NKWAMA WA XIFUNDZANKULU**



# LIMPOPO

PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

## **XIYENGE XA 14 XA BUKU**

**HI MAYELANA NA NAWU WA MAANTSWISELE  
YA MAKUMIWELO YA MAHUNGU, 2000  
(NAWU WA NOMBORO YA 2 WA 2000)**

## **XIYENGE XA VUNHARHU**

**LESWI SWI NGA ENDZENI****NOMBORO YA AYITHEME**

<b>PHEJI</b>	<b>PHEJI</b>
1. Manghenelo	3
2. Matimba ya nawu	3
3. Vukulu bya Matirhiselo	3
4. Makumelo ya buku	3
5. Xivumbeko xa ndzawulo	4
6. Xivono, mixini, mintirho na vukorhokeri bya ndzawulo	5
6.1. Xivono	5
6.2. Mixini	5
6.3. Mintirho	5 – 6
6.4. Vukorhokeri	6 – 7
7. Vuxokoxoko bya vutihlanganisi bya mutirhelatiko wa mahungu	8
8. Nhlamuselo ya xiletelo na ku kumeka ka xona	9
9. Ku antswisiwa ka buku	9
10. Tirhekhodo	10
10.1. Nhlamuselo ya nhlokomhaka na khetekanyo wa tirhekhodo leti ti nga eka ndzawulo	10 – 11
10.2. Tirhekhodo leti ti kumekaka mahala	11 – 12
11. Tindlela ta makombeleo	12
12. Tinhlamuselo ta ku alela ku kuma tirhekhodo	12
13. Tihakelo leti ti hakeriwaka loko u kombela na xitiviso xa xiboho xo kuma	12 – 13
14. Ku lulamisa loku ku nga kona hi mayelana na swiendlo kumbe ku tsandzeka ku endla	13
15. Tihakelo tanihilaha ti vekiweke eka xiyenge xa II xa xitiviso xa 187 eka Gazate ya Mfumo ya 15 Nyenyenyana 2002	14 – 15
16. Tifomo leti ti vekiweke to kuma tirhekhodo	16 - 20

## 1. MANGHENELO.

Ndzawulo ya Nkwama wa Xifundzankulu wa Limpopo yi tumbuluxiwile hi N'wendzamhala 2004 endzhaku ka loko tindzawulo timbirhi ta khale (Ndzawulo ya Timali na Nhluvukiso wa Ikhonomi) ti vumbiwile hi vuntshwa.

Nawu wa ku antswisa ku Kumiwa ka Mahungu, 2000 (Nawu wa 2 wa 2000) wu tivisiwile hi Nyenyankulu 2001 ku endlela ku antswisa vaaki va Afrika-Dzonga laha vaaki hinkwavo va faneleke ku kuma mahungu hi ku hetiseka, ku endlela leswaku va tirhisa ku va na timfanelo ta vona na ku tiyisisa ndhavuko wa ku va timhaka ti va erivaleni na vutihlamuleri eka vaaki na mavandla ya phurayivhete.

## 2. MATIMBA YA XINAWU

Buku leyi yi lulamisiwile hi ku landza Xiyenge xa 14 xa Nawu.

## 3. MATIRHISELO.

Buku leyi yi tirha eka vatirhelatiko hinkwavo va Ndzawulo.

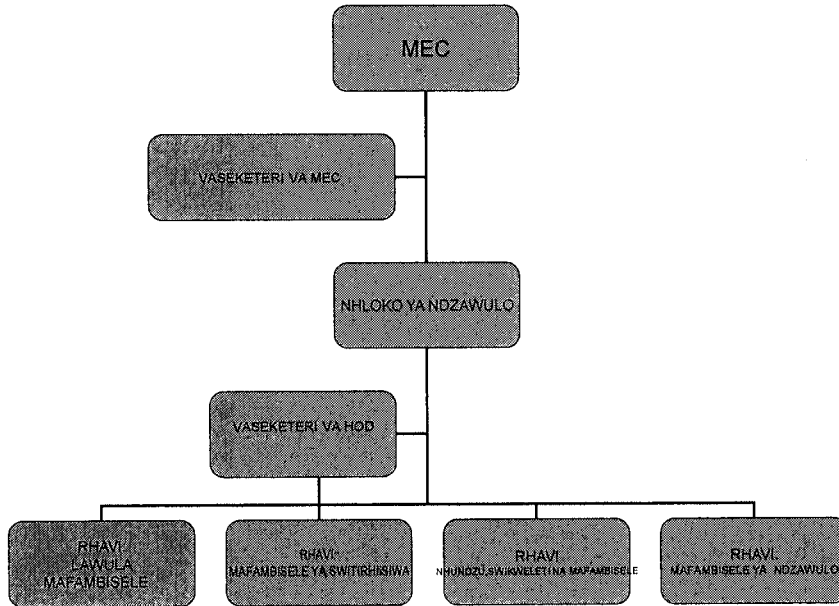
Kopi ya buku leyi ya kumeka mahala leswaku yi kamberiwa. Nakambe yi nga ha voniwa eka webusayiti ya Mfumo wa Limpopo ([www.limtreasury.gov.za](http://www.limtreasury.gov.za)).

## 4. KU KUMEKA KA BUKU

Buku yi kumeka hi tindzimi leti ti landzelaka:

- Xinghezi
- Xibunu
- Xipedi
- Xivhenda
- Xitsonga

5. XIVUMBeko XA NDZAWULO



MEC-----MEC  
 MEC SUPPORT STAFF-----VASEKETERI VA MEC  
 HEAD OF DEPARTMENT-----NHLOKO YA NDZAWULO  
 HEAD OF DEPARTMENT SUPPORT STAFF-----VASEKETERI VA NHLOKO YA NDZAWULO  
 BRANCH; CORPORATE GOVERNMENT-----RHAVI: MAFAMBISELE YA NDZAWULO  
 BRANCH: SUSTAINABLE RESOURCE MANAGEMENT----- RHAVI: MAFAMBISELE YA SWITIRHISIWA SWA NKARHI HINKWAWO  
 BRANCH: ASSETS, LIABILITY & SUPPLY CHAIN MANAGEMENT-----RHAVI; NHUNDZU, SWIKWELETI NA MAFAMBISELE YA MAPHAKELELE YA NHUNDZU  
 BRANCH: FINANCIAL GOVERNANCE & SYSTEMS DEVELOPMENT----- MAFAMBISELE YA TIMALI NA NHLUVUKISO WA TISISITEME  
 PROVINCIAL INTERNAL AUDIT----- ODITI YA KWALA KA XIFUNDZANKULU

## **6. XIVONO, MIXINI, MINTIRHO NA VUKORHOKERI BYA NDZAWULO**

### **6.1. XIVONO**

**Ku humelela eka Mafambisele ya Switirhisiwa swa mani na mani swa Nhluvukiso wa soxiyo-ikhonomi**

### **6.2. MIXINI**

**Ku nyika Matimba eka Mfumo wa Xifundzankulu na wa Muganga ku endlela leswaku mphakelo wa vukorhokeri wu ya emahlweni hi mafumele lamanene na mafambisele ya kahle ya switirhisiwa swa mani na mani.**

### **6.3. MINTIRHO**

Mintirho leyi yi landzelaka ya Ndzawulo yi vekiwile hi xiyenge xa 18(1) na xa (2) swa Nawu wa Mafambisele ya Timali ta Tiko, 1999 (Nawu wa Nomboro ya 1 wa 1999):

“(1) Va nkwama wa xifundzankulu va fanele ku –

- (a) lulamisa mpimanyeto wa xifundzankulu;
- (b) lawula matirhiselo ya mpimanyeto wa xifundzankulu;
- (c) antswisa na ku tiyisisa leswaku timhaka ti va erivaleni na mafambisele yo nyawula mayelana na mali leyi yi nghenaka, tihakelo, nhundzu na swikweleti swa tindzawulo ta xifundzankulu na mavandla ya mfumo ya xifundzankulu; na
- (d) vona leswaku tipholisi ta yona ta swa timali a ti onhi tipholisi ta ikhonomi ya tiko.

- (2) Va nkwama wa xifundzankulu va –
- (a) fanele va humesa swiletelo swa va nkwama wa xifundzankulu leswi swi nga hambaniki na Nawu lowu;
  - (b) fanele va tiyisisa ku tirhisiwa ka Nawu lowu na mintolovelolo na swipimelo swihii na swihi leswi swi vekiweke swa tiko na swa xifundzankulu, ku katsa na maendlelo na sisiteme yo ntlawahata leyi yi fanaka eka tindzawulo ta xifundzankulu;
  - (c) fanele ku landzelela Xiyenge xa lembe xa Nawu wa swa Timali, na ku xiyaxiya no pimapima ku tirhisiwa ka Nawu wolowo eka mavandla ya mfumo wa xifundzankulu;
  - (d) fanele ku xiyaxiya no pimapima matirhisiwelo eka mavandla ya mfumo eka xifundzankulu ka mintolovelolo na mimpimo ya tiko na ya xifundzankulu;
  - (e) nga ha pfuna tindzawulo ta xifundzankulu na mavandla ya mfumo ya xifundzankulu eka ku antswisa vuswikoti bya vona bya mafambiselo ya timali lamanene, yo nyawula no va erivaleni;
  - (f) nga ha kambisisa sisiteme yihi na yihi ya mafambiselo ya timali na vulawuri bya kwala ka ndzawulo lebyi byi tirhisiwaka hi ndzawulo ya xifundzankulu kumbe vandla ra mfumo ra xifundzankulu;
  - (g) fanele ku nghenelela hi ku teka magoza lama ma faneleke, lama ma nga ha katsaka ku khoma timali, ku lulamisa ku tlula Nawu lowu hi ndlela yo biha swinene hi ndzawulo ya xifundzankulu kumbe hi vandla ra mfumo ra xifundzankulu;
  - (h) fanele ku nyika timhaka tihi na tihi hi xihatla leti ti laviwaka hi va nkwama va tiko hi ku landza Nawu lowu; naswona
  - (i) nga ha endla xilo xin'wana na xin'wana lexi xi lavekaka leswaku va hetisisa vutihlamuleri bya vona hi ndlela yo nyawula."

**6.4. VUKORHOKERI**

Ndzawulo yi nyika vukorhokeri lebyi byi landzelaka etikweni:-

**6.4.1. Ku antswisa vatirhi**

- Ku nyika tibasari ku ya hi swilaveko swo hluvukisa vuswikoti eka Ndzawulo
- Ku nyika tikhoso ta ku dyondza ntirho/tiva ntirho leti ti yelana na Ndzawulo
- Tiphurogireme to hlenganisa hi vuntshwa

**6.4.2. Mafambiselo ya Switirhisiwa swo yisa Emahlweni**

- Ku endla Ndzavisiso na ku Xopaxopa swa Soxiyo-ikhonomi swa Xifundzankulu na Timasipala; na
- Ku endla na ku fambisa Mpimanyeto wa Xifundzankulu na Tihakelo
- Ku xiyaxiya Mpimanyeto na Tihakelo ta Xifundzankulu na Timasipala

**6.4.3. Mafambiselo ya swa Timali na Nhluvukiso wa Tisisiteme**

- Ku vona leswaku ku nyikiwa ka Vukorhokeri bya Tinkota eka Tindzawulo ta Xifundzankulu na Timasipala
- Ku vona leswaku ku na nhluvukiso na ku tirhisiwa ka Tisisiteme ta swa Timali eka Tindzawulo ta Xifundzankulu na Timasipala

**6.4.4. Nhundzu, Swikweleti na Mafambiselo ya Xiyenge xo Xava**

- Ku lulamisa mafambiselo lamanene no nyawula ya Nhundzu hi Xiviri na ya swa Timali eka Tindzawulo ta Xifundzankulu na Timasipala
- Ku lulamisa mafambiselo lamanene no nyawula ya Swikweleti eka Tindzawulo ta Xifundzankulu na Timasipala
- Ku vona Mafambiselo ya Xiyenge xo xava Nhundzu eka Masipala na Tindzawulo ta Xifundzankulu



## 7. VUXOKOXOKO BYA VUTIHLANGANISI BYA MUTIRHELATIKO WA MAHUNGU

Nhloko ya Ndzawulo hi yena Mutirhelatiko wa Mahungu hi ku landza Nawu.

Mutirhelatiko	:	Mr C.G. Pratt Nhloko ya Ndzawulo
Thelefoni	:	(015) 298-7000
Imeyili	:	<a href="mailto:io@treasury.limpopo.gov.za">io@treasury.limpopo.gov.za</a>
Xandla xa Mutirhelatiko wa Mahungu	:	M N. Ramuntshi Mufambisi wa Tirhekhodo
Thelefoni	:	015 298 7000
Imeyili	:	<a href="mailto:dio@treasury.limpopo.gov.za">dio@treasury.limpopo.gov.za</a>
Nomboro ya fekisi	:	015 295 7010

### TIMHAKA TIN'WANA NA TIN'WANA

Adirese ya poso  
Private Bag X9486  
POLOKWANE  
0700

Adirese ya Xitarata  
46 Xitarata xa Hans van Ransburg na  
POLOKWANE  
0700

Tinomboro ta thelefoni (Vucinca- tifoni)  
(015) 298-7000 / 291 8400 / 291 1884  
Nomboro ya fekisi  
(015) 295-7010

## 8. NHLAMUSELO YA XILETELO NA KU KUMA

Xiyenge xa 10 xa Nawu xi letela hi ta matirhiselo ya Nawu. Nakambe tikopi ta kumeka eka tiadirese leti ti landzelaka:

**Khomixini ya Timfanelo ta Vanhu ya Afrika-Dzonga:**

Xiyenge xa PAIA

Ndzawulo ya Ndzavisiso na Matsalwa

Adirese ya poso: Private Bag X 2700

Houghton

2041

Thelefoni: 011-484 8300

Fekisi: 011 484 1360

Webusayiti: [www.sahrc.org.za](http://www.sahrc.org.za)

Imeyili: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za).

## 9. KU ANTSWISA BUKU

Ndzawulo, loko yi vona swi fanela yi nga ha antswisa na ku kandziyisa buku ya yona leyi yi vuriwaka eka xiyengenyana xa (1) xa Xiyenge xa 14, hi minkarhi leyi yi nga tluliki lembe.

## 10. TIRHEKHODO

### 10.1 NHLAMUSELO YA TINHLOKOMHAKA NA MIKHETEKANYO YA TIRHEKHODO LETI TI NGA EKA NDZAWULO

Hi xikongomelo xo hatlisisa xikombelo hi ku landza Nawu, tinhlokomhaka na mikhetekanyo ya tirhekhodo leswi swi nga eka Ndzawulo swi hi ndlela leyi: (Xiyenge xa 14 (1) d)

NHLOKOMHAKA	NTIRHO	NKHETEKANYO WA TIRHEKHODO
Mafambiselo ya Timali	Ku tirha mitirho ya mafambiselo ya Timali, Vusirheleli na swa Makhombo.	<ul style="list-style-type: none"> <li>• Swiviko swa mipimanyeto na mapapila ya Rimba ra Tihakelo wo Komanyana (MTEF).</li> <li>• Mali leyi yi ngenaka, Bangi, Khexe na ku hakela switatimende swa tikonta.</li> <li>• Tioda to Xava na swikombelo swa nhundzu/vukorhokeri.</li> <li>• Rhijisitara ra nhundzu.</li> </ul>
Mintirho ya Hofisi.	Ku nyika vukorhokeri lebyinene.	<ul style="list-style-type: none"> <li>• Swikombelo swa ntirho.</li> <li>• Xitirateji xa Vatirhi na tifayili ta vatirhi.</li> <li>• Tipulani ta tilivhi na tirhekhodo.</li> <li>• Pulani ya nhluvukiso wa swikili</li> <li>• Swo olovisa mintirho na tirhekhodo ta swa vuhlanganisi.</li> <li>• Swiviko swa lembe swo ya eka Khomixini ya Timfanelo ta Vanhu eAfrika-Dzonga (SAHRC) na</li> </ul>

		<ul style="list-style-type: none"> <li>• swiviko swa kotara swo ya eka Hofisi ya Phirimiya (hi mayelana na buku ya PAIAI )</li> <li>• Tirhekhodo ta swingolongondzwana swa mahungu ya thekinoloji na vatirhisi.</li> <li>• Tijenala ta nawu na Nawu wa Vuxaka bya Vathori na Vatirhi.</li> <li>• Swiviko swa nkambelo wa MISS</li> </ul>
Pulani ya xitirateji na vuhlanganisi.	Mafambiselo ya pulani ya Xitirateji, minongonoko na swa vuhlanganisi	<ul style="list-style-type: none"> <li>• Swiviko swo antswisa vukorhokeri.</li> <li>• Tirhekhodo ta Minongonoko yo Pfuna Vatirhi (EAP).</li> <li>• Swiviko swa HIV-AIDS.</li> <li>• Xiviko xa vaaki</li> <li>• Swiviko swa matirhelo ya Ndzawulo.</li> <li>• Xivumbeko xa Ndzawulo</li> <li>• Tipholisi ta Ndzawulo.</li> <li>• Swibukwana swa mahungu.</li> <li>• Pulani ya Xitirateji xa Ndzawulo</li> <li>• Tibuku ta Maendlelo/Mafambiselo</li> </ul>
Mafambiselo ya Switirhisiwa swo yisa Emahlweni	Mafambiselo ya Mpimanyeto na Tihakelo swa Tipharasitatala ta Xifundzankulu na Masipala	<ul style="list-style-type: none"> <li>• Xiviko xa mali leyi yi ngenaka</li> <li>• Tipholisi ta mali leyi yi ngenaka</li> <li>• Xiviko xa Mpimanyeto na Tihakelo swa Xifundzankulu na xa Pharasitatala</li> </ul>
Mafambiselo ya swa timali na Nhluvukiso wa Sisiteme	Mafambiselo ya Mintirho ya Tinkota na Nhluvukiso wa Tisisiteme eka Tindzawulo ta Xifundzankulu	<ul style="list-style-type: none"> <li>• Tipholisi</li> <li>• Tinotsi ta mintolovelolo</li> </ul>

**10.2 TIRHEKHODO LETI TI KUMEKAKA MAHALA (xiyenge xa 14 (1) (e))**

Leswi swi landzelaka i tirhekhodo leti ti kumekaka handle ko va munhu a endla xikombelo hi ku landza Nawu:-

- Xivumbeko xa Ndzawulo
- Tinomboro to tihlanganisa na Ndzawulo
- Tifomo ta swikombelo swa Ntirho na vukorhokeri
- Tipholisi ta Ndzawulo
- Milawu na Swinawana leswi swi lawulaka matimba ya tindzawulo
- Tibuku ta mafambiselo/maendlelo
- Xiviko xa vaaki.
- Mimpimo ya Vukorhokeri.
- Tsalwa ra vukorhokeri.
- Pulani ya xitirateji.
- Xibukwana xa mahungu.
- Tiphamfulete ta milawu ya Batho-Pele
- Xiviko xa lembe
- Xipichi xa mpimanyeto
- Xiletelo xa vaaki
- Switatimende swa mpimanyeto
- Mpfuxeto wa mpimanyeto na tihakelo
- Mpimanyeto wo lulamisa tihakelo na swiamukelwa
- Khalendara ya Mintlangu ya Ndzawulo

Tirhekhodo leti ti nga laha henhla ta kumeka eka webusayiti ya Mfumo wa Xifundzankulu xa Limpopo, [www.limtreasury.gov.za](http://www.limtreasury.gov.za)

**11. MAENDLELO YA SWIKOMBELO**

- Xiyenge xa 18 xa Nawu xi nyika swilaveko swa maendlelo yo kuma rhekhodo ya vandla ra mfumo

- Mukomberi u fanele ku tirhisa fomo (Fomo ya A) leyi yi nga pirintiwa eka Gazete ya Mfumo (Xitiviso xa Mfumo xa R187 xa 15 Nyenyenyana 2002).

## 12. SWIVANGELO SWO ALELA KU KUMA TIRHEKHODO

- Kavanyisa ka 4 ka Nawu ku nyika swivangelo swo alela ku kuma tirhekhodo

## 13. TIHAKELO LETI TI HAKERIWA KU LOKO KU KOMBERIWA NA XITIVISO XA XIBOHO XO KUMA

- Mukomberi loyi a kombelaka ku kuma rhekhodo leyi yi nga na mahungu ya munhu hi ta mayelana na mukomberi yaloye a nga laveki ku va a hakela hakelo yo kombela. Vakomberi hinkwavo lavan'wana hinkwavo va fanele ku hakela mali yo kombela ya R35.
- Mutirhelatiko wa mahungu u fanele ku tivisa mukomberi (ehandle ka mukomberi wa timhaka ta munhu) a lava leswaku mukomberi a hakela mali yo kombela leyi yi vekiweke (loko yi ri kona) na ku dipozita mali yaleyo (loko yi ri kona) ku nga si tirhiwa xikombelo xi yisiwa emahlweni a tivisiwa hi xitiviso.
- Mukomberi a nga ha endla apili kwala ka ndzawulo laha swi faneleke, kumbe a yisa xikombelo ekhoto ehenhla ka thendara kumbe ku hakela mali.
- Endzhaku ka loko mutirhelatiko a tekile xiboho hi mayelana na xikombelo mukomberi u fanele ku tivisiwa hi ta xiboho xexo hi ndlela leyi mukomberi a laveke ku tivisiwa ha yona.
- Loko xikombelo xi pfumeleriwa mali yin'wana yo kuma yi fanele yi hakeriwa yo humesa no lava no lulamisa yi ri ya nkarhi wihi na wihi lowu wu lavekaka lowu wu tlulaka tiawara leti ti vekiweke to lava na ku lulamisa rhekhodo ku va yi tivisiwa.
- Ku kuma rhekhodo swi ta yimisiwa ku kondza loko timali hinkwato leti ti lavekaka ti hakeriwa.

**14. SWILULAMISO LESWI SWI NGA KONA HI MAYELANA NA SWIENDLO KUMBE KU TSANDZEKA KU ENDLA [Xiyenge xa 14(1)(h)]**

- Apili ya kwala ka ndzawulo ehenhleri ka xiboho xa mutirhelatiko wa mahungu kumbe xandla xa mutirhelamfumo wa ta mahungu yi nga ha kongomisiwa eka MEC wa ndzawulo, kumbe munhu loyi a hlawuriweke hi ku tsala hi MEC, hi mayelana na tinhlamuselo tihi na tihi ta swivangelo leswi swi lavekaka:
  - Ku aleriwa ku kuma; kumbe
  - Xiboho lexi xi tekiweke hi ku landza xiyenge xa 22, 26(1) kumbe 29(3)
- Xiphemu xa 4, xa Kavanyisa ka 1 ka Nawu xi nyika mafambiselo lama ma faneleke ku landzeleriwa eka tiapili ta kwala ka ndzawulo ehenhleri ka swiboho swa mutirhelatiko wa mahungu wa mavandla man'wana ya mfumo.

**15. TIHAKELO LETI TI VEKIWEKE TANIHILAHA SWI VEKIWEKE EKA XIPHEMU XA II XA XITIVISO XA 187 EKA GAZETE YA MFUMO HI 15 NYENYENYANA 2002**

**XIYAXIYA.** Xivumbeko xa tifomo na tihakelo tanihilaha swi vekiweke hi Nawu nakambe swa kumeka eka webusayiti ya Ndzawulo ya Vululami na Nhluvukiso wa Vumbiwa ([www.doj.gov.za](http://www.doj.gov.za)) ehansi ka xiyenge xa swinawana.

1. Hakelo ya kopi ya buku tanihilaha swi vekiweke eka xinawana xa 5(c) i R0,60 hi fotokopi yin'wana na yin'wana ya sayizi ya A4 kumbe xiphemu xa yona.
2. Tihakelo ta ku endla kopi leti ti vuriwaka eka xinawana xa 7(1) hi leti ti landzelaka:
  - (a). Fotokopi yin'wana na yin'wana ya pheji ya sayizi ya A4 kumbe xiphemu xa kona  
R0,60
  - (b). Kopi yin'wana na yin'wana leyi yi kandziyisiwaka ya sayizi ya A4 kumbe xiphemu xa yona leyi yi nga eka khomphyuta kumbe muchini wa elekitroniki.  
R0,40

(c). Kopi leyi yi nga eka khomphyuta-xivumbeko xo hlayeka eka -	
(i) xitifi disiki	R5,00
(ii) CD	R40,00
(d). (i) Ku tsariwa ka swifaniso swo vona swi va eka pheji ya sayizi ya A4 kumbe xiphemu xa kona	
	R22,00
(ii) Kopi ya swifaniso swo voniwa	R60,00
(e). (i) Ku tsala rhekhodo yo kandziyisiwa yi ya eka pheji ya sayizi ya A4 kumbe xiphemu xa kona	
	R12,00
(ii) Kopi ya rhekhodo yo kandziyisiwa	R17,00
<hr/>	
3.	Hakelo ya xikombelo leyi yi hakeriwaka hi mukomberi un'wana na un'wana, handle ka mukomberi wa xikombelo xa yena n'wini, leyi yi vuriweke eka xinawana xa 7(2) i R35,00.
4.	Tihakelo ta ku kuma leti ti hakeriwaka hi mukomberi leti ti vuriweke eka xinawana xa 7(3) ti hi ndlela leyi yi landzelaka:
4.1	
	(a) Fotokhopi yin'wana na yin'wana ya pheji ya sayizi ya A4 kumbe xiphemu xa kona R0,60
	<hr/>
	(b) Kopi yin'wana na yin'wana leyi yi kandziyisiweke ya sayizi ya A4 kumbe xiphemu xa kona leyi yi nga eka khomphyuta kumbe muchini wa elektironiki kumbe eka xivumbeko xa muchini lexi xi kotaka ku hlayeka R0,40
	(c) ) Kopi leyi yi nga eka khomphyuta hi xivumbeko xo hlayeka eka -
	(i) xitifi R5,00
	(ii) CD R40,00
	(i) Ku kandziyisiwa ka swifaniso swo voniwa swi va eka pheji ya sayizi ya A4 kumbe xiphemu xa kona R22,00
	(ii) Kopi ya swifaniso swo voniwa R60,00
<hr/>	

- |   |        |
|---|--------|
| (i) Ku humesa rhekhodo yo yingiseriwa eka pheji ya sayizi ya A4 kumbe xiphemu xa kona   | R12,00 |
| (ii) Kopi ya rhekhodo yo yingiseriwa  | R17,00 |
| (f) Ku lava na ku lulamisa rhekhodo ku va yi humesiwa, R15,00 eka awara yin'wana na yin'wana kumbe xiphemu xa awara, handle ka awara yo sungula leyi yi lavekaka eka ku lava na ku lulamisa loku. |        |
- 

4.2 Hi swikongomelo swa xiyenge xa 22(2) swa Nawu, leswi swi landzelaka:

- (a) Tiawara ta tsevu tanihi tiawara leti ti hundzisiwaka ku nga si hakeriwa dipoziti; na
- (b) N'we-xa-nharhu xa hakelo yo kuma xihakeriwa tanihi dipoziti hi mukomberi.

4.3 Hakelo ya poso yi hakeriwa loko kopi ya rhekhodo yi fanele yi fanele ku poseriwa mukomberi.



**16. TIFOMO LETI TI VEKIWEKE TA MPFUMELELO WO KUMA TIRHEKHODO**

XITANDZHAKU XA B XA XITIVISO XA 187 EKA GAZETE YA MFUMO HI 15 NYEYENYANA 2002

FOMO YA A

XIKOMBELO XA MPFUMELELO WO KUMA TIRHEKHODO

(Xiyenge xa 18(1) xa Nawu wa ku Antswisiwa ka ku kuma Mahungu, 2000 (Nawu wa 2 wa 2000)

[Xinawana xa 2]

<b>XIKOMBELO XA MPFUMELELO WO KUMA TIRHEKHODO</b>	
KU TIRHISIWA HI NDZAWULO	Nomboro yo kombisa:.....
Xikombelo xi amukeriwile hi: -	
Vito:.....	
Xiyimo:.....	
Siku:.....	
Ndhawu:.....	
Hakelo ya xikombelo (loko yi ri kona):	R.....
Dipoziti (loko yi ri kona):	R.....
Hakelo ya mpfumelo wo kuma:	R.....

..... |  
 NSAYINO: MUTIRHELATIKO WA MAHUNGU / XANDLA XA MUTIRHELATIKO  
 WA MAHUNGU

A. Vuxokoxoko bya vandla ra mani na mani

MUTIRHELATIKO WA MAHUNGU	ADIRESE
MUTIRHELA-TIKO WA MAHUNGU	Mr C.G. Pratt Private Bag X9486 POLOKWANE 0700 THELEFONI.: +27 15-298 7000 FEKISI: +27 15- 293-8319 IMEYILI: <a href="mailto:jo@treasury.limpopo.gov.za">jo@treasury.limpopo.gov.za</a>
XANDLA XA MUTIRHELATIKO WA MAHUNGU	ADIRESE
XANDLA MUTIRHELATIKO MAHUNGU	XA WA Ms N. Ramuntshi Private Bag X9486 POLOKWANE 0700 THELEFONI.: +27 15-298 7000 FEKISI: +27 15 298 7010 IMEYILII: <a href="mailto:dio@treasury.limpopo.gov.za">dio@treasury.limpopo.gov.za</a>
Mahungu man'wana na man'wana	Street Addresses: - 46 Hans van Ransburg Street POLOKWANE 0700 Webusayiti: <a href="http://www.limpopo.gov.za">www.limpopo.gov.za</a>  Adirese ya Poso: - Private Bag X9486 POLOKWANE 0700  Thelefoni: +27 15 298 7000 Fekisi: +27 15 295 7010

**B. Vuxokoxoko bya munhu loyi a kombelaka ku kuma tirhekhodo**

<b>FOMO YA XIKOMBELO XA MPFUMELELO WO KUMA TIRHEKHODO</b>																																							
<b>XIVONGO:</b>																																							
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<b>NOMBORO YA VUTITIVISI:</b>																																							
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<b>ADIRESE YA POSO:</b> .....																																							
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**C. . VUXOKOXOKO BYA MUNHU LOYI A ENDLERIWAKA XIKOMBELO**

<i>Xiphemu lexi xi tatiwaka ntsena loko xikombelo xa mahungu xi enlderiswa munhu un'wana.</i>																																							
<b>MAVITO HI XITALO:</b>																																							
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## D. VUXOKOXKO BYA RHEKHODO

(a) Nyika vuxokoxoko lebyi byi heleleke bya rhekhodo leyi yi komberiwaka, ku katsa na nomboro yo kombisa loko u yi tiva, ku endlela leswaku rhekhodo yi kumeka.

(b) Loko ndhawu leyi yi nyikiweke yi nga ringani, u komberiwa ku tsala u ya emahlweni eka foliyo yin'wana kutani u yi khomanisa na fomo leyi. Mukomberi u fanele a sayina tifoliyo to engetela hinkwato.

NHLAMUSELO YA TIRHEKHODO.....

.....

NOMBORO YO KOMBISA:..... ( Loko  
yi ri kona)

VUXOKOXOKO BYIN'WANA BYA TIRHEKHODO .....

.....

## E. TIHAKELO

(a) (a) Xikombelo xa mpfumelelo wo kuma rhekhodo, handle ka rhekhodo leyi yi nga na mahungu ya wena n'wini, xi ta tirhisiwa ntsena endzhaku ka loko hakelo ya xikombelo yi hakeriwile.

(b) U ta tivisiwa hi ta mali leyi yi faneleke ku hakeriwa tani hi hakelo ya xikombelo.

(c) Hakelo leyi yi faneleke ku hakeriwa yo kuma rhekhodo yi ya hi xivumbeko lexi mpfumelelo wo kuma wu lavekaka ha xona na nkarhi lowu wu lavekaka wo lava

*na ku lulamisa rkehodo.*

*(d) Loko u ri na timfanelo to ka u nga hakeri hakelo yihi ni yihi, u komberiwa ku nyika swivangelo swa kona..*

Swivangelo swo ka u nga hakeli tihakelo: .....

.....

.....

.....

**F. Fomo ya mpfumelelo wo kuma rkehodo**

*Loko u siveriwa hi vulema ku hlaya, ku vona kumbe ku yingisela rkehodo hi xivumbeko xo kuma lexi xi nyikiweke eka 1 ku fika eka 4 laha hansa, vula vulema naswona kombisa leswaku rkehodo yi laveka hi xivumbeko xihhi.*

Vulema:	Xivumbeko lexi rkehodo yi lavekaka ha xona
---------	--

*Fungha bokisi leri ri faneleke hi "X".*

*Tinhlamuselo:*

*(a) Ku kombisa ka wena ka xivumbeko lexi xi lavekaka xa mpfumelelo wo kuma ku ya hi xivumbeko lexi rhekhodo yi kumekaka hi xona.*

*(b) Ku kuma hi xivumbeko lexi xi komberiweke ku nga ha ariwa eka swiyimo swo karhi. Eka swiyimo sweswo, u ta tivisiwa loko mpfumelelo wo kuma wu nga kota ku nyikiwa hi xivumbeko xin'wana.*

*(c) Hakelo leyi yi hakeriwaka ku kuma rhekhodo, loko yi ri kona, yi ta ya hi xivumbeko lexi mpfumelelo wo kuma wu komberiweke ha kona.*

1. Loko rhekhodo yi ri ka xivumbeko xo tsariwa kumbe ku kandziyisiwa -

	Kopi ya rhekhodo *		Ku kamberiwa ka rhekhodo
--	--------------------	--	--------------------------

2. Loko rhekhodo yi ri na swifaniso swo voniwa -

(Leswi swi katsa swinepe, tislaiyidi, minkandziyiso ya vhidiyo, swifaniso swo huma eka khomphyuta, swikeche, na swin'wana na swin'wana.)

	Ku vona swifaniso		Kopi ya swifaniso *		Ku kandziyisiwa ka swifaniso *
--	-------------------	--	---------------------	--	--------------------------------

3. Loko rhekhodo yi ri na marito lama ma kandziyisiweke kumbe mahungu lama ma humesiwaka hi mpfumawulo

	Yingiselani		Ku kandziyisiwa ka mpfumawulo*
--	-------------	--	--------------------------------

	mpfumawulo  (khasete yo yingisela)		(tsalwa ro tsariwa kumbe ro yingiseriwa)			
4. Loko rhekhodo yi ri eka khomphyuta kumbe xielekitironiki kumbe xivumbeko xo hlayeka xa muchini -						
	Kopi leyi yi kandziyisiweke ya rhekhodo *		Kopi leyi yi kandziyisiweke ya mahungu ku suka eka rhekhodo *		Kopi hi xivumbeko xo hlayeka xa khomphyuta*  (xitifi kumbe CD)	
*Loko u komberile kopi kumbe nkandziyiso wa rhekhodo (laha henhla), xana u tsakela leswaku kopi kumbe nkandziyiso wu rhumeriwa eka wena?  Hakelo ya le posweni ya hakeriwa.					YES	NO
<i>Tiva leswaku loko rhekhodo yi nga ri kona hi ririmi leri u ri tsakelaka rona, ku kuma rhekhodo ku nga ha nyikiwa hi ririmi leri rhekhodo yi nga hi rona.</i>						
Xana u tsakela rhekhodo hi ririmi rih? :.....						

G. Xitiviso xa xiboho mayelana na xivumbeko xo kuma.

*U ta tivisiwa hi ku tsala loko xikombelo xa wena xi nkhesiwile/ariwile. Loko u tsakela ku tivisiwa hi ndlela yin'wana, u komberiwa ku kombisa ndlela ya kona ku nyika vuxokoxoko lebyi byi fambelanaka na xikombelo xa wena.*

Xana u lava ku tivisiwa njhani hi ta xiboho mayelana na xikombelo xa ku kuma rhexhodo?

.....  
.....  
.....

Sayiniwile hi siku ra .....hi .....200.....

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NSAYINO WA MUKOMBERI/MUNHU LOYI XIKOMBELO XI ENDLERIWAKA YENA

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