



**agriculture, environmental affairs,
rural development and land reform**

Department:
agriculture, environmental affairs,
rural development and land reform .
NORTHERN CAPE PROVINCE
REPUBLIC OF SOUTH AFRICA

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Date:	04 April 2024	File:	CIRCULAR NO:1/2024
To	SENIOR MANAGERS ALL STAFF	From:	MR S THIBELA: SECURITY MANAGEMENT
SUBJECT: REPORTING LOSS OF DEPARTMENTAL ASSETS			

1. It has been observed during verification of assets that officials do not report loss/stolen departmental assets in their responsibility.
2. The following procedure must to be followed when reporting loss/stolen of departmental assets.

Any loss due to criminal activity shall immediately be reported to the nearest South African Police Service station (SAPS) and the information accordingly be provided to the Security Management Unit.

a) The information referred to in the paragraph above shall include:

- i) the relevant SAPS Station of Office,
- ii) the case number of the loss;
- iii) details of the investigating officer; and
- iv) a copy of statement provided to the police.

After a loss has been reported, the person responsible for the assets lost must compile a loss/ stolen or damage report which will be issued by Security Management Unit. Security Management Unit will further conduct a preliminary investigation by completing a questioner form with the person affected by the loss.

An investigation will be conducted and a formal report that determine if a loss of an asset is irrecoverable or irrecoverable:

Recoverable losses (avoidable losses) will be recovered by the person responsible for the assets lost due to his/her act or omission, or negligence to safeguard the assets including :

- Misusing and abusing of assets
- Unlawful acts
- Leaving assets in a motor vehicle, like laptops, cellphones, hard-drives, cameras.
- Leaving laptops, camera's, cellphone in unlocked, unattended offices
- Irrecoverable assets will be written off by the department

Your positive adherence to loss control directive is appreciated.

MS M MARAIS
HEAD OF DEPARTMENT

05-04-2024

Date