



agriculture, environmental affairs,
rural development and land reform

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

Office of the Head of Department

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Our Reference:

Enquiries: Mapule Dhlamini

Your Reference:

Date: 10 March 2022

Mr D. Engelbrecht

Mr C Smit

Ms N Mokgalagadi

Mr JC Kalakgosi

Ms T Mokgothu

Mr. O. Gaoraclwe

Mr. B. Fisher

Mr. A. Abrahams

Project Leaders

Project Management Office

All Financial Management Staff

All other staff

Acting District Manager: Namakwa

District Manager: ZF Mgcawu

District Manager: Pixley Ka Seme

Acting District Manager: John Taolo Gaetsewe

Acting District Manager: Frances Baard

Senior Manager: Compliance and Enforcement

Senior Manager: Environmental Quality Management

Senior Manager: Biodiversity Management

TIMEOUS SUBMISSION OF OUTSTANDING ADVANCES TO FINANCE (SALARY ADMINISTRATION)

PURPOSE:

The purpose of this memo is to inform all staff about the timeous submission of outstanding advances to Finance (Salary Administration) for the clearing of the advance account for the financial year 2021/22.

BACKGROUND

The Department is preparing for the Annual Financial Statements for the 2021/22 financial year. This process is dependent on the cooperation and support of all staff.

Advance policy states that all advances are to be paid back within 30 days upon return from official travel. It is therefore requested that all staff members who still have outstanding advances to submit or refund such amounts on or before 11 March **2022**. *Failure to comply will result in these amounts being deducted from your March salary.*

Kindly deposit the amount into the Department's bank account, which is as follows:



Bank: Standard Bank
Account number: 240012070
Branch code: 050 002

Please be sure to provide finance with proof of payment.

Your positive response to this request will be highly appreciated.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'L.M.M. Wa Modise', written over a horizontal line.

MR L.M.M. WA MODISE
Acting Head of Department