



Sub-Directorate: Asset Management

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Date:	28 January 2025	File:	01
To:	District Manager and Senior Officials	Enquiries:	Mr M.B Sekao (0783025987)
Subject: Assets for disposal			

Greetings Colleagues

The disposal, theft and losses committee will be embarking on a viewing program between 17th February 2025 to 07th March 2025 for moveable assets that are deemed to be either in the following conditions:

1. Poor (broken)
2. Redundant (useable but no longer needed)

The Committee therefore, request that all offices which hasn't yet submitted list of assets to be disposed please do so before the 10th February 2025. The offices that have submitted assets for disposal are more than welcome to submit any amendments to their lists and resubmit.

It would be highly appreciated if the lists are compiled either per unit, directorate or cost centre and must be signed by the senior manager or official authorised to do so. The committee furthermore request all officials who lost their departmental assets either through theft or whatsoever please indicate in the form of a letter with the departmental letterhead and if there is a case number please include it.

Please for further details please contact Mr. Basil Sekao on 0783025987 or 0727054079 and all lists must be forwarded to basilmaropesekao@yahoo.com

NB: the list must include the asset description, asset number either the yellow tag or silver tag and serial number especially on IT equipment. In the event the asset doesn't have a visible number please include it on the list and indicate there is no number. We further request district managers to assist in ensuring the dissemination of this information reach all personnel.

I trust and hope to believe you will find everything in order.

Regards

Mr. M.B Sekao
Secretary
Disposal, Theft and Losses Committee

