



CHIEF DIRECTOR: CORPORATE SERVICES

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Date:	12 June 2025	File:	H2.2.4.2
To:	Executive Managers Senior Managers Personal Assistant/Secretaries	From:	Ms T Wessels
CIRCULAR: DELEGATION OF POWERS			

1. INTRODUCTION

This circular is to remind all regarding the cost containment measures signed on the 30 April 2025 and Departmental PFMA Delegations Framework effective from 03 December 2024 that involves the assignment of powers, functions or responsibilities by the Accounting Officer.

2. PURPOSE:

Key elements to the PFMA and Financial Delegations framework and Cost containment measures

2.1 The delegation of powers for approval for goods and services for

- Chief Financial Officer: R500 000.00
- Executive Managers: R200 000.00
- Senior Managers: R100 000.00
- Deputy Directors: R50 000.00
 - Office of the HOD
 - Office of the MEC
 - Supply Chain
- AD in SCM: R30 000.00

2.2 Approval for trips

2.2.1 Private Vehicles

Cost containment 2025/26 – paragraph 6.1 bullet point 9. "All trips for the use of a vehicle for a period, must be approved in advance by the Accounting Officer". The Annexure makes provision for approval by the Chief Director in relation to use of private vehicle.



2.2 2 Approval of official trips outside province:

- Approved by HOD

2.2.3 Approval of official trips within the province

- Executive Manager

2.3 Approval for catering

- Approved by HOD

Regards

A handwritten signature in black ink, appearing to read 'ADV TI BINASE', is written over a horizontal line.

ADV TI BINASE
ACTING HEAD OF DEPARTMENT