



# LIMPOPO

PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

## DEPARTMENT OF PUBLIC WORKS

### MEMORANDUM

**Reference : JC Jacobs - Naudé**

**Enquiry : 3/11/4**

**TO : ALL DEPARTMENTAL STAFF**

**FROM : REVENUE & SYSTEMS CONTROL**

**DATE : 2006/09/26**

**SUBJECT : RECOVERY OF DEBT**

It is imperative that the information contained in this memo be brought to the attention of all staff employed by Public Works.

It came to our attention that employees who are in debt with the Department of Public Works are avoiding the responsibility of signing the Debt Consent Forms and also to make the necessary arrangement with Debt Management to pay off the Debt.

All employees are hereby informed that as soon as the Debt is brought to your attention, by Debt Management, the necessary arrangements must be made to ensure the recovery of the outstanding debt.

Regulations instruct the Department that outstanding Debt must be recovered within one Financial Year, which is normally from 01 April to 31 March covering 12 calendar months.

However approval can be granted to exceed payments within the stipulated period. Note that this is only applicable to exceptional cases, which is based on scrupulous investigation on the financial status of the Debtor.

Please note that if no response is received within 30 (Thirty) days, after Debt Management communicated the Debt to the Debtor (employee) a submission will be submitted to the CFO and HOD in order to authorize a once - off deduction on the salary of the employee, thus will enable Debt Management to clear the debt in prescribed periods.

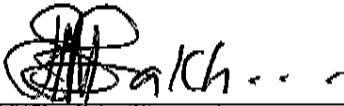
No exceptions will be made with regard to outstanding debt - all employees will be treated equally.

**User Directorates, District Offices and Debtors are urged to contact the relevant Debt Officials if they are having any enquiries or if they are in doubt with regard to Debt Processes and Procedures.**

**The contact details of Officials responsible for Debt Management are as follows:**

- ❖ Ethel Mamabolo: ext. 015 – 293 9334,
- ❖ Linda De Beer ext. 015 – 293 9190

You collaboration in this regard will be highly appreciated.



**SENIOR MANAGER: FINANCIAL MANAGEMENT**

**RECOMMENDED / NOT RECOMMENDED**



**CHIEF FINANCIAL OFFICER**

**APPROVED / NOT APPROVED**



**HEAD OF DEPARTMENT**