

ANNEXURE A

LEGEND : CS = Corporate Services
 FM = Financial Management
 LS = Legal Services
 LR = Land Reform
 PFMA = Public Finance Management Act
 S44 = Section 44 of the PFMA

**STANDING DEPARTMENTAL INSTRUCTIONS
 DEPARTMENT OF LAND AFFAIRS
 CHAPTER 1(3)**

**DELEGATIONS : FINANCIAL DELEGATIONS : POWERS AND DUTIES OF THE DIRECTOR-GENERAL
 IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT
 (DELEGATED IN TERMS OF SECTION 44 OF THE PFMA)**

CHAPTER 4 : NATIONAL AND PROVINCIAL BUDGETS

ITEM	SECTION	PROVISION	POWER VESTS IN	AUTHORITY FOR DELEGATION	DELEGATED TO (LOWEST RANK OF OFFICIAL)	BRANCH/CHIEF DIRECTORATE/DIRECTORATE/OFFICE	NOTES
1.	27(4)	Submitting to Parliament measurable objectives for each main division within his/her department's vote.	D-G	S.44(1) and (2)	None	FM	CFO, Programme Manager, Budget Controller will assist DG with this task.

**POWERS AND DUTIES OF THE DIRECTOR-GENERAL IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT
(DELEGATED IN TERMS OF SECTION 44 OF THE PFMA)**

CHAPTER 5 : DEPARTMENTS AND CONSTITUTIONAL INSTITUTIONS

ITEM	SECTION	PROVISION	POWER VESTS IN	AUTHORITY FOR DELEGATION	DELEGATED TO (LOWEST RANK OF OFFICIAL)	BRANCH/CHIEF DIRECTORATE/ DIRECTORATE/ OFFICE	NOTES
2.	38(1)(a)(i)	Maintenance of efficient, effective and transparent systems of financial and risk management and internal control.	D-G	S.44(1) and (2)	Head: Internal Audit	CS	
3.	38(1)(a)(ii)	Maintenance of a system of internal audit.	D-G	S.44(1) and (2)	Head: Internal Audit	CS	
4.	38(1)(a)(iii)	Maintenance of an appropriate procurement and provisioning system which is fair, equitable, transparent, competitive and cost-effective.	DG	S.44(1) and (2)	Deputy Director: Procurement and Transport Deputy Director: Logistical Services	FM	For procurement. For provisioning.
5.	38(1)(a)(iv)	Maintenance of a system for properly evaluating all major capital projects prior to a final decision on the project.	DG	S.44(1) and (2)	Programme Managers		
6.	38(1)(b)	Responsibility for the effective, efficient, economical and transparent use of the department's resources.	DG	S.44(1) and (2)	All Officials		Managers must ensure compliance.

**POWERS AND DUTIES OF THE DIRECTOR-GENERAL IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT
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**CHAPTER 5: DEPARTMENTS AND CONSTITUTIONAL INSTITUTIONS
(CONTINUED)**

ITEM	SECTION	PROVISION	POWER VESTS IN	AUTHORITY FOR DELEGATION	DELEGATED TO (LOWEST RANK OF OFFICIAL)	BRANCH/CHIEF DIRECTORATE/DIRECTORATE/OFFICE	NOTES
7.	38(1)(c)(i)	Taking effective and appropriate steps to collect all monies due to the department or trading entity	DG	S.44(1) and (2)	Directors/Head of Offices	All Branches, Chief Directorates and Directorates	
8.	38(1)(c)(ii)	Taking effective and appropriate steps to prevent unauthorised, irregular, fruitless and wasteful expenditure and losses resulting from criminal conduct.	DG	S.44(1) and (2)	All Officials	All Branches, Chief Directorates and Directorates	
9.	38(1)(c)(iii)	Taking effective and appropriate steps to manage available capital efficiently and economically.	DG	S.44(1) and (2)	Chief Financial Officer Chief Registrar of Deeds	FM CRD	For Registration of Deeds Trading Account.
10.	38(1)(d)	Responsibility for the management, safeguarding and the maintenance of assets, including the management of the liabilities.	DG	S.44(1) and (2)	Chief Financial Officer Chief Registrar of Deeds	FM CRD	For Registration of Deeds Trading Account.
11.	38(1)(e)	Complying with any tax, levy, duty, pension and audit commitments.	DG	S.44(1) and (2)	Chief Financial Officer Chief Registrar of Deeds	FM CRD	For Registration of Deeds Trading Account.
12.	38(1)(f)	Settle all contractual obligations and pay all monies owing, within the prescribed or agreed period.	DG	S.44(1) and (2)	All Officials	All Branches, Chief Directorates and Directorates	Refer to delegation regarding Treasury Regulation 8.2.2.

**POWERS AND DUTIES OF THE DIRECTOR-GENERAL IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT
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**CHAPTER 5: DEPARTMENTS AND CONSTITUTIONAL INSTITUTIONS
(CONTINUED)**

ITEM	SECTION	PROVISION	POWER VESTS IN	AUTHORITY FOR DELEGATION	DELEGATED TO (LOWEST RANK OF OFFICIAL)	BRANCH/CHIEF DIRECTORATE/DIRECTORATE/OFFICE	NOTES
13.	38(1)(g)	Immediately reporting, in writing, on discovery of any unauthorised, irregular or fruitless and wasteful expenditure, to Treasury and in case of irregular expenditure involving the procurement of goods or services, also to the relevant tender board.	DG	S.44(1) and (2)	Chief Financial Officer	FM	
14.	38(1)(h)	<p>Taking effective and appropriate disciplinary steps against the department's employees who:</p> <p>(i) Contravenes or fails to comply with the provisions of the Public Finance Management Act.</p> <p>(ii) Commit an act which undermines the financial management and internal control system of the department.</p> <p>(iii) Make or permit an unauthorised, irregular, fruitless and wasteful expenditure.</p>	DG	S.44(1) and (2)	Responsibility Managers	CS	In consultation with Director: Human Resource Management and Director: Legal Services

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**CHAPTER 5: DEPARTMENTS AND CONSTITUTIONAL INSTITUTIONS
(CONTINUED)**

ITEM	SECTION	PROVISION	POWER VESTS IN	AUTHORITY FOR DELEGATION	DELEGATED TO (LOWEST RANK OF OFFICIAL)	BRANCH/CHIEF DIRECTORATE/DIRECTORATE/OFFICE	NOTES
15.	38(1)(i)	Ensuring that provisions of the Division of Revenue Act are complied with when transferring funds in terms of that Act.	DG	S.44(1) and (2)	Director: Land Development Facilitation	Chief Directorate: Spatial Planning	
16.	38(1)(j)	Ensuring that before funds are transferred to an entity within or outside government assurance in writing is obtained from the entity that it has implemented, or will implement, effective, efficient and transparent financial management and internal control systems, or if such written assurance is not or cannot be given, render the transfer of the funds subject to conditions and remedial measures requiring the entity to establish and implement effective, efficient and transparent financial management and internal control systems.	DG	S.44(1) and (2)	Heads of Offices Office of the Chief Land Claims Commissioner (CLCC)	CLCC	For Programme: Restitution
17.	38(1)(k)	Enforcing compliance with any prescribed conditions if the department gives financial assistance to any entity or person.	DG	S.44(1) and (2)	Heads of Offices Office of the Chief Land Claims Commissioner (CLCC)	CLCC	For Programme: Restitution

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**CHAPTER 5: DEPARTMENTS AND CONSTITUTIONAL INSTITUTIONS
(CONTINUED)**

ITEM	SECTION	PROVISION	POWER VESTS IN	AUTHORITY FOR DELEGATION	DELEGATED TO (LOWEST RANK OF OFFICIAL)	BRANCH/CHIEF DIRECTORATE/DIRECTORATE/OFFICE	NOTES
18.	38(1)(l)	Taking into account all relevant financial considerations, including issues of proprietary, regularity and value of money, when policy proposals affecting the Accounting Officer's responsibility are considered.	DG	S.44(1) and (2)	Chief Financial Officer	FM	
19.	38(1)(m)	Promptly consulting and seeking the prior written consent of Treasury on any new entity which the department intends to establish or in the establishment of which it took initiative.	DG	S.44(1) and (2)	Chief Financial Officer	FM	
20.	38(1)(n)	Complying and ensuring compliance by the department or trading entity with the provisions of the PFMA.	DG	S.44(1) and (2)	Chief Financial Officer Chief Registrar of Deeds (CRD)	FM CRD	For the Vote. For the Registration of Deeds Trading Account.
21.	39(1)(a)	Ensuring that expenditure of the department is in accordance with the vote of the department and the main division within the vote.		S.44(1) and (2)	Programme Managers		
22.	39(2)(a)	Taking effective and appropriate steps to prevent any overspending of the vote of the department or a main division within the vote.	DG	S.44(1) and (2)	Director: Management Accounting Programme Managers	FM	

**POWERS AND DUTIES OF THE DIRECTOR-GENERAL IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT
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**CHAPTER 5: DEPARTMENTS AND CONSTITUTIONAL INSTITUTIONS
(CONTINUED)**

ITEM	SECTION	PROVISION	POWER VESTS IN	AUTHORITY FOR DELEGATION	DELEGATED TO (LOWEST RANK OF OFFICIAL)	BRANCH/CHIEF DIRECTORATE/DIRECTORATE/OFFICE	NOTES
23.	39(2)(b)	Reporting under collection of revenue, shortfalls in the budget revenue and overspending of the department's vote or a main division within the vote.	DG	S.44(1) and (2)	Director: Management Accounting Programme Managers	FM	
24.	39(2)(c)	Complying with any remedial measures imposed by the relevant treasury in terms of the PFMA to prevent overspending of the vote or main division within the vote.	DG	S.44(1) and (2)	Director: Management Accounting Programme Managers	FM	
25.	40(1)(a)	Keep full and proper records of the financial affairs of the department in accordance with any prescribed norms and standards.	DG	S.44(1) and (2)	Director: Financial Administration Chief Registrar of Deeds (CRD)	FM CRD	For the Vote. For the Registration of Deeds Trading Account.
26.	40(1)(b)	Preparation of financial statements for each financial year in accordance with generally recognised accounting practice.	DG	S.44(1) and (2)	Director: Financial Administration Chief Registrar of Deeds (CRD)	FM CRD	For the Vote. For the Registration of Deeds Trading Account.
27.	40(1)(c)	Submission of financial statements to the Treasury and the Auditor-General within two months after the end of the financial year.	DG	S.44(1) and (2)	Director: Financial Administration Chief Registrar of Deeds (CRD)	FM CRD	For the Vote. For the Registration of Deeds Trading Account.

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**CHAPTER 5: DEPARTMENTS AND CONSTITUTIONAL INSTITUTIONS
(CONTINUED)**

ITEM	SECTION	PROVISION	POWER VESTS IN	AUTHORITY FOR DELEGATION	DELEGATED TO (LOWEST RANK OF OFFICIAL)	BRANCH/CHIEF DIRECTORATE/DIRECTORATE/OFFICE	NOTES
28.	40(1)(d)	Submitting within five months to the relevant Treasury an annual report, the financial statements for that financial year, and the Auditor-General's report on those statements.	DG	S.44(1) and (2)	Chief Financial Officer Chief Registrar of Deeds (CRD)	FM CRD	For the Vote. For the Registration of Deeds Trading Account.
29.	40(1)(f)	Responsibility for the submission by the department of all reports, returns, notices and other information to Parliament, an executive authority, the relevant Treasury or the Auditor-General as may be required by the Public Finance Management Act.	DG	S.44(1) and (2)	Chief Financial Officer Chief Registrar of Deeds	FM CRD	For the Vote. For the Registration of Deeds Trading Account.
30.	40(4)(a)	Submission to the Treasury of a break-down per month of anticipated revenue and expenditure for each year.	DG	S.44(1) and (2)	Director: Management Accounting	FM	
31.	40(4)(b)	Submission each month of information in the prescribed format on actual revenue and expenditure for the preceding month and the amounts anticipated for that month in terms of paragraph (a) of section 40(4).	DG	S.44(1) and (2)	Director: Management Accounting Chief Registrar of Deeds	FM CRD	For the Registration of Deeds Trading Account.

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**CHAPTER 5: DEPARTMENTS AND CONSTITUTIONAL INSTITUTIONS
(CONTINUED)**

ITEM	SECTION	PROVISION	POWER VESTS IN	AUTHORITY FOR DELEGATION	DELEGATED TO (LOWEST RANK OF OFFICIAL)	BRANCH/CHIEF DIRECTORATE/DIRECTORATE/OFFICE	NOTES
32.	40(4)(c)	Submitting to the Treasury and the executive authority within 15 days of the end of each month: (i) the information for that month; (ii) projections of expected expenditure and revenue collection for the remainder of the current financial year. (iii) any material variances and a summary of the steps taken to ensure that the projected expenditure and revenue remain within budget.	DG	S.44(1) and (2)	Director: Management Accounting	FM	
33.	40(5)	Promptly reporting to the relevant executive authority and the Treasury his/her inability to comply with any of the responsibilities determined in Part 5 of the Public Finance Management Act and his/her reasons thereof.	DG	S.44(1) and (2)	None		Assisted by CFO.

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**CHAPTER 5: DEPARTMENTS AND CONSTITUTIONAL INSTITUTIONS
(CONTINUED)**

ITEM	SECTION	PROVISION	POWER VESTS IN	AUTHORITY FOR DELEGATION	DELEGATED TO (LOWEST RANK OF OFFICIAL)	BRANCH/CHIEF DIRECTORATE/DIRECTORATE/OFFICE	NOTES
34.	41	Submitting to the Treasury or the Auditor-General, information, returns, documents, explanations and motivations as may be prescribed or as the Treasury or the Auditor-General may require.	DG	S.44(1) and (2)	Chief Financial Officer	FM	
35.	42(1)(a) & (b)	(a) Drawing up an inventory of assets and liabilities to be transferred to another department or institution.	DG	S.44(1) and (2)	Director: Financial Administration	FM	
		(b) Providing the Accounting Officer for the receiving department or other institution with substantiating records, including personnel records of staff to be transferred.	DG	S.44(1) and (2)	Director: Financial Administration Director: Human Resource Management	FM CS	
36.	42(2)	Signing the inventory when the transfer takes place.	DG	S.44(1) and (2)	Director: Financial Administration	FM	
37.	42(3)	Filing of a copy of the signed inventory with the relevant treasury and the Auditor-General within 14 days of the transfer.	DG	S.44(1) and (2)	Director: Financial Administration	FM	

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**CHAPTER 5: DEPARTMENTS AND CONSTITUTIONAL INSTITUTIONS
(CONTINUED)**

ITEM	SECTION	PROVISION	POWER VESTS IN	AUTHORITY FOR DELEGATION	DELEGATED TO (LOWEST RANK OF OFFICIAL)	BRANCH/CHIEF DIRECTORATE/DIRECTORATE/OFFICE	NOTES
38.	43(1)	Utilising a saving in the amount appropriated under a main division within a vote towards the defrayment of excess expenditure under another main division within the same vote, unless Treasury directs otherwise.	DG	S.44(1) and (2)	Chief Financial Officer	FM	
39.	43(3)	Submitting to the executive authority and Treasury within seven days a report containing the prescribed particulars concerning the utilisation of a saving in terms of subsection (1) of section 43 of the Public Finance Management Act.	DG	S.44(1) and (2)	Chief Financial Officer	FM	

**POWERS AND DUTIES OF THE DIRECTOR-GENERAL IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT
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CHAPTER 6: PUBLIC ENTITIES

ITEM	SECTION	PROVISION	POWER VESTS IN	AUTHORITY FOR DELEGATION	DELEGATED TO (LOWEST RANK OF OFFICIAL)	BRANCH/CHIEF DIRECTORATE/ DIRECTORATE/ OFFICE	NOTES
40.	53(2)	Submitting the annual budget of Schedule 3 public entities and making recommendations to the Minister regarding approval or amendment thereof.	DG	S44(1) and (2)	None		Including annual budget of the Ingonyama Trust. Assisted by the CFO.

**POWERS AND DUTIES OF THE DIRECTOR-GENERAL IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT
(DELEGATED IN TERMS OF SECTION 44 OF THE PFMA)**

CHAPTER 7: EXECUTIVE AUTHORITIES

ITEM	SECTION	PROVISION	POWER VESTS IN	AUTHORITY FOR DELEGATION	DELEGATED TO (LOWEST RANK OF OFFICIAL)	BRANCH/CHIEF DIRECTORATE/DIRECTORATE/OFFICE	NOTES
41.	64(3)	Promptly filing a copy of executive directives having financial implications with the National Treasury and the Auditor-General, and if a provincial department is involved, also with the relevant provincial treasury.	DG	S44(1) and (2)	None		Assisted by the CFO.

LEGEND : **CS** = Corporate Services
FM = Financial Management
LS = Legal Services
NTR = National Treasury Regulations
PFMA = Public Finance Management Act
S44 = Section 44 of the PFMA

**STANDING DEPARTMENTAL INSTRUCTIONS
DEPARTMENT OF LAND AFFAIRS
CHAPTER 1(3)**

**DELEGATIONS : FINANCIAL DELEGATIONS : POWERS AND DUTIES OF THE DIRECTOR-GENERAL
IN TERMS OF THE NATIONAL TREASURY REGULATIONS
(DELEGATED IN TERMS OF SECTION 44 OF THE PFMA)**

CHAPTER 2: CORPORATE MANAGEMENT

ITEM	T.R	PROVISION	POWER VESTS IN	AUTHORITY FOR DELEGATION	DELEGATED TO (LOWEST RANK OF OFFICIAL)	BRANCH/CHIEF DIRECTORATE/ DIRECTORATE/ OFFICE	NOTES
1.	2.1.1	Appointing an official as Chief Financial Officer	DG	S44(1) and (2)	None		

**POWERS AND DUTIES OF THE DIRECTOR-GENERAL IN TERMS OF THE NATIONAL TREASURY REGULATIONS
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CHAPTER 3: INTERNAL CONTROL

ITEM	T.R	PROVISION	POWER VEST IN	AUTHORITY FOR DELEGATION	DELEGATED TO (LOWEST RANK OF OFFICIAL)	BRANCH/CHIEF DIRECTORATE/ DIRECTORATE/ OFFICE	NOTES
2.	3.1.2	Appointing audit committee members in consultation with the relevant executive authority, in the case of a non-shared audit committee.	DG	S44(1) and (2)	None		Assisted by the CFO.
3.	3.1.9	Facilitating together with the audit committee a risk assessment to determine the material risks to which the institution may be exposed and to evaluate the strategy for managing those risks.	DG	S44(1) and (2)	None		The strategy must be used to direct audit effort and priority, and to determine the skills required to manage these risks.
4.	3.1.10	Implementing recommendations of the audit committee.	DG	S44(1) and (2)	Chief Financial Officer	FM	
5.	3.2.1	Ensuring that a fraud prevention plan is developed no later than 31 March 2001.	DG	S44(1) and (2)	Chief Financial Officer	FM	
6.	3.2.2	Establishing internal audit unit for the institution in accordance with the policy determined in terms of paragraph 3.2.3 of the Treasury Regulations.	DG	S44(1) and (2)	None		Assisted by the CFO.

**POWERS AND DUTIES OF THE DIRECTOR-GENERAL IN TERMS OF THE NATIONAL TREASURY REGULATIONS
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CHAPTER 4: FINANCIAL MISCONDUCT

ITEM	T.R.	PROVISION	POWER VESTS IN	AUTHORITY FOR DELEGATION	DELEGATED TO (LOWEST RANK OF OFFICIAL)	BRANCH/CHIEF DIRECTORATE/ DIRECTORATE/ OFFICE	NOTES
7.	4.1.1	Ensuring that disciplinary proceedings are carried out in accordance with the relevant prescripts if an official is alleged to have committed financial misconduct.	DG	S44(1) and (2)	Programme Managers	All Branches	After consultation with Directors: Human Resource Management and Legal Services.
8.	4.1.2	Ensuring that the investigation is conducted within a reasonable period.	DG	S44(1) and (2)	Programme Managers	All Branches	After consultation with Directors: Human Resource Management and Legal Services.
9.	4.2.1	Advising the executive authority, the Treasury and the Auditor-General of any criminal charges it(department) laid against any person in terms of section 86 of the PFMA.	DG	S44(1) and (2)	Chief Financial Officer	FM	
10.	4.3.1	Reporting to the executive authority, the Department of Public Service and Administration and the Public Service Commission on the outcome of disciplinary hearings as contemplated in TR 4.3.1(a) - (e).	DG	S44(1) and (2)	Chief Financial Officer	FM	

**POWERS AND DUTIES OF THE DIRECTOR-GENERAL IN TERMS OF THE NATIONAL TREASURY REGULATIONS
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CHAPTER 4 : FINANCIAL MISCONDUCT

ITEM	T.R.	PROVISION	POWER VESTS IN	AUTHORITY FOR DELEGATION	DELEGATED TO (LOWEST RANK OF OFFICIAL)	BRANCH/CHIEF DIRECTORATE/ DIRECTORATE/ OFFICE	NOTES
11.	4.3.3	Annually submitting to the national treasury and Auditor-General a schedule of- (a) the name and rank of officials facing disciplinary hearings or criminal charges; (b) the outcome of any disciplinary hearings and/or criminal charges; and (c) the sanctions and any further action taken against the relevant official;	DG	S44(1) and (2)	Chief Financial Officer	FM	Such a report must refer to any changes to the institution's systems of financial and risk management or any other matter dealt with in the PFMA, as a result of the investigation.

**POWERS AND DUTIES OF THE DIRECTOR-GENERAL IN TERMS OF THE NATIONAL TREASURY REGULATIONS
(DELEGATED IN TERMS OF SECTION 44 OF THE PFMA)**

CHAPTER 5: STRATEGIC PLANNING

ITEM	T.R.	PROVISION	POWER VESTS IN	AUTHORITY FOR DELEGATION	DELEGATED TO (LOWEST RANK OF OFFICIAL)	BRANCH/CHIEF DIRECTORATE/ DIRECTORATE/ OFFICE	NOTES
12.	5.2.1	Preparing a strategic plan for forthcoming Medium Term Expenditure Framework (MTEF), for approval by the Executive Authority.	DG	S44(1) and (2)	Chief Financial Officer	FM	
13.	5.3.1	Establishing procedures for quarterly reporting to facilitate effective performance monitoring, evaluation and corrective action.	DG	S44(1) and (2)	Chief Financial Officer	FM	
14.	5.3.2	Issuing quarterly reports to the executive authority no later than 15 days after the end of each quarter.	DG	S44(1) and (2)	Chief Financial Officer	FM	

**POWERS AND DUTIES OF THE DIRECTOR-GENERAL IN TERMS OF THE NATIONAL TREASURY REGULATIONS
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CHAPTER 6: BUDGETING AND RELATED MATTERS

ITEM	T.R.	PROVISION	POWER VESTS IN	AUTHORITY FOR DELEGATION	DELEGATED TO (LOWEST RANK OF OFFICIAL)	BRANCH/CHIEF DIRECTORATE/ DIRECTORATE/ OFFICE	NOTES
15.	6.1.1	Complying with annual budget circulars issued by the Treasury.	DG	S44(1) and (2)	Chief Financial Officer	FM	
16.	6.1.3	Ensuring that all budget submissions of constitutional institutions and any public entities receiving transfers via the department, are included in his/her department' s budget submission, unless exempted by Treasury.	DG	S44(1) and (2)	Chief Financial Officer	FM	
17.	6.5.3	Seeking the approval of Treasury on any funding arrangements before seeking approval for transferring a function to another sphere of government.	DG	S44(1) and (2)	Chief Financial Officer	FM	

**POWERS AND DUTIES OF THE DIRECTOR-GENERAL IN TERMS OF THE NATIONAL TREASURY REGULATIONS
(DELEGATED IN TERMS OF SECTION 44 OF THE PFMA)**

CHAPTER 7: REVENUE MANAGEMENT

ITEM	T.R.	PROVISION	POWER VESTS IN	AUTHORITY FOR DELEGATION	DELEGATED TO (LOWEST RANK OF OFFICIAL)	BRANCH/CHIEF DIRECTORATE/ DIRECTORATE/ OFFICE	NOTES
18.	7.2.1	Managing revenue efficiently and effectively by developing and implementing appropriate processes that provide for the identification, collection, safeguarding, recording and reconciliation of information about revenue.	DG	S44(1) and (2)	Chief Financial Officer	FM	Support by Programme and Responsibility Managers.
19(a)	7.3.1	Reviewing annually all fees, charges or rates, scales or tariff of fees and charges that are not fixed or that cannot be fixed by any law and relates to revenue accruing to a fund.	DG	S44(1) and (2)	Chief Financial Officer	FM	For Departmental Revenue. Support by Programme and Responsibility Managers.
19(b)	7.3.1	Obtaining approval from the relevant treasury for the proposed tariff structure.	DG	S44(1) and (2)	Chief Financial Officer	FM	For Departmental Revenue. Support by Programme and Responsibility Managers.

**POWERS AND DUTIES OF THE DIRECTOR-GENERAL IN TERMS OF THE NATIONAL TREASURY REGULATIONS
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CHAPTER 8: EXPENDITURE MANAGEMENT

ITEM	T.R.	PROVISION	POWER VESTS IN	AUTHORITY FOR DELEGATION	DELEGATED TO (LOWEST RANK OF OFFICIAL)	BRANCH/CHIEF DIRECTORATE/ DIRECTORATE/ OFFICE	NOTES
20.	8.1.1	Ensuring that internal procedures and internal control measures are in place for payment approval and processing.	DG	S44(1) and (2)	Chief Financial Officer	FM	Supported by Programme and Responsibility Managers.
21.	8.2.2	Delegated or authorised officials must ensure that any limitations or conditions are complied with, before approving expenditure or incurring a commitment to spend.	DG	S44(1) and (2)	Responsibility Managers	All Chief Directorates	Note must be taken of the PFMA, Treasury Regulations, Chapters 14, 22, 26, 27, 28 and 29 of the Standing Departmental Instructions and ST36 and 37 of the State Tender Board.
22.	8.3.2	Ensuring that the personnel cost of all appointees, as well as promotion and salary increases can be met within the budgetary allocation of the institution.	DG	S44(1) and (2)	Responsibility Managers		
23.	8.4.1	Complying with the reporting requirements of the Division of Revenue Act when making or receiving grants to or from other spheres of government in terms of that Act.	DG	S44(1) and (2)	Chief Financial Officer	FM	Supported by Programme and Responsibility Managers and Director: Land Development Facilitation for LDO-grants.

**POWERS AND DUTIES OF THE DIRECTOR-GENERAL IN TERMS OF THE NATIONAL TREASURY REGULATIONS
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CHAPTER 8: EXPENDITURE MANAGEMENT

ITEM	T.R.	PROVISION	POWER VESTS IN	AUTHORITY FOR DELEGATION	DELEGATED TO (LOWEST RANK OF OFFICIAL)	BRANCH/CHIEF DIRECTORATE/ DIRECTORATE/ OFFICE	NOTES
24(a)	8.5.2(a)	Ensuring that before any funds are transferred, the institution receiving the grant submits with its certificate of compliance in terms of section 38(1)(j) of the PFMA, the most recent audited statement and any annual report, where the funds to be transferred are not covered by the annual Division of Revenue Act, and where the transfer is not to an individual, constitutional institution, public entity or an institution audited by the Office of the Auditor-General.	DG	S44(1) and (2)	Responsibility Managers Office of the Chief Land Claims Commissioner	CLCC	For Programme: Restitution
24(b)	8.5.2(b)	Delaying the implementation of clause 8.5.2. of the TRs, if funds are transferred to a school, hospital or clinic if applicable.	DG	S44(a) and (b)	Responsibility Managers Office of the Chief Land Claims Commissioner	CLCC	Not later than 31 Jan 2001

**POWERS AND DUTIES OF THE DIRECTOR-GENERAL IN TERMS OF THE NATIONAL TREASURY REGULATIONS
(DELEGATED IN TERMS OF SECTION 44 OF THE PFMA)**

**CHAPTER 9 : UNAUTHORISED, IRREGULAR, FRUITLESS
AND WASTEFUL EXPENDITURE (UIFWE)**

ITEM	T.R.	PROVISION	POWER VESTS IN	AUTHORITY FOR DELEGATION	DELEGATED TO (LOWEST RANK OF OFFICIAL)	BRANCH/CHIEF DIRECTORATE/ DIRECTORATE/ OFFICE	NOTES
25.	9.1.1	Exercising all reasonable care to prevent and detect unauthorised, irregular, fruitless, and wasteful expenditure, and for this purpose implement effective, efficient and transparent processes of financial and risk management.	DG	S44(1) and (2)	Chief Financial Officer	FM	
26.	9.1.3	Taking into account- (a) the circumstances of the transgression; (b) the extent of the expenditure involved; and (c) the nature and seriousness of the transgression, when determining the appropriateness of disciplinary steps against an official in terms of section 38(1)(g) of the PFMA.	DG	S44(1) and (2)	Chief Financial Officer	FM	

**POWERS AND DUTIES OF THE DIRECTOR-GENERAL IN TERMS OF THE NATIONAL TREASURY REGULATIONS
(DELEGATED IN TERMS OF SECTION 44 OF THE PFMA)**

CHAPTER 10: ASSET MANAGEMENT

ITEM	T.R.	PROVISION	POWER VESTS IN	AUTHORITY FOR DELEGATION	DELEGATED TO (LOWEST RANK OF OFFICIAL)	BRANCH/CHIEF DIRECTORATE/ DIRECTORATE/ OFFICE	NOTES
27.	10.1.1	<p>Taking full responsibility and ensuring that proper control systems exist for assets and that-</p> <p>(a) preventative mechanisms are in place to eliminate theft, losses, wastage and misuse; and</p> <p>(b) stock levels are at an optimum and economical level.</p>	DG	S44(1) and (2)	Chief Director: Financial Management	FM	Supported by Responsibility Managers.
28.	10.1.2	Ensuring that processes(whether manual or electronic) and procedures are in place for the effective, efficient, economical and transparent use of the institution's assets.	DG	S44(1) and (2)	Chief Director: Financial Management	FM	Supported by Responsibility Managers.
29.	10.2.4	Reviewing annually all fees, charges, rates, tariffs or scales of fees or other charges relating to the letting of State property.	DG	S44(1) and (2)	Chief Director: Financial Management	FM	Supported by Responsibility Managers.

**POWERS AND DUTIES OF THE DIRECTOR-GENERAL IN TERMS OF THE NATIONAL TREASURY REGULATIONS
(DELEGATED IN TERMS OF SECTION 44 OF THE PFMA)**

CHAPTER 11: MANAGEMENT OF DEBTORS

ITEM	T.R.	PROVISION	POWER VESTS IN	AUTHORITY FOR DELEGATION	DELEGATED TO (LOWEST RANK OF OFFICIAL)	BRANCH/CHIEF DIRECTORATE/DIRECTORATE/OFFICE	NOTES
30.	11.2.1	Taking effective and appropriate steps to collect all money due to the institution including, as necessary- (a) maintenance of proper accounts and records for all debtors, including amounts received in part payment; and (b) referral of a matter to the State Attorney, where economical, to consider a legal demand and possible legal proceedings in a court of law.	DG	S44(1) and (2)	Directors Legal Administration Officer	LS	For TR 11.2.1 (a) For TR 11.2.1 (b)
31.	11.3.1	Exercising the discretion to recover debts owing to the state in installments.	DG	S44(1) and (2)	Director: Financial Administration Registrars of Deeds	FM CRD	For Registration of Deeds Trading Account.

**POWERS AND DUTIES OF THE DIRECTOR-GENERAL IN TERMS OF THE NATIONAL TREASURY REGULATIONS
(DELEGATED IN TERMS OF SECTION 44 OF THE PFMA)**

CHAPTER 11: MANAGEMENT OF DEBTORS

ITEM	T.R	PROVISION	POWER VESTS IN	AUTHORITY FOR DELEGATION	DELEGATED TO (LOWEST RANK OF OFFICIAL)	BRANCH/CHIEF DIRECTORATE/DIRECTORATE/OFFICE	NOTES
32(a)	11.4.1	Writing off of debts owing to the state in accordance with Treasury Regulation 11.4.1(a) - (b).	DG	S44(1) and (2)	1. CFO up to R10000 2. CD:FM up to R7000 3. Director: Fin Admin up to R5000	All Branches, Chief Directorates and Directorates.	Approval for debt to be written off is limited to the Chief Directorate, Directorate and Head of the Offices' expenditure/income, except in respect of subsistence and travel claims. Any debt written off must be disclosed in the annual financial statements and the policy in terms of which the debt was written off must be indicated. Directorate: Legal Services must be consulted.
32(b)	11.4.1	Determining a policy for the writing off of debts.	DG	S44(1) and (2)	Chief Financial Officer	FM	Assisted by Programme and Responsibility Managers.

**POWERS AND DUTIES OF THE DIRECTOR-GENERAL IN TERMS OF THE NATIONAL TREASURY REGULATIONS
(DELEGATED IN TERMS OF SECTION 44 OF THE PFMA)**

CHAPTER 12: MANAGEMENT OF LOSSES AND CLAIMS

ITEM	T.R.	PROVISION	POWER VESTS IN	AUTHORITY FOR DELEGATION	DELEGATED TO (LOWEST RANK OF OFFICIAL)	BRANCH/CHIEF DIRECTORATE/ DIRECTORATE/ OFFICE	NOTES
33.	12.1.2	Insuring motor vehicles or other movable assets determined by Treasury if deemed economical and based on a risk assessment .	DG	S44(1) and (2)	Chief Financial Officer		The insurance premium may not exceed R250 000 a year on that vote, unless otherwise approved by Treasury.
34.	12.2.2	Consulting the State Attorney on questions of law on the implementation of paragraph 12.2.1 of the Treasury Regulations	DG	S44(1) and (2)	Legal Administration Officer (First Leg)	Directorate Legal Services and all other branches, Chief Directorates, and Directorates employing a Legal Administration Officer	Any payments by the Department must be made in consultation with Chief Directorate Financial Management. All cases must be reported to the Loss Control Officer.
35.	12.2.4	Granting approval in writing to the State Attorney to obligate the funds of the institution.	DG	S44(1) and (2)	CFO up to R50000 CD:FM up to R25000	FM	CFO consult with DG. CD:FM consult with CFO.

**POWERS AND DUTIES OF THE DIRECTOR-GENERAL IN TERMS OF THE NATIONAL TREASURY REGULATIONS
(DELEGATED IN TERMS OF SECTION 44 OF THE PFMA)**

CHAPTER 12: MANAGEMENT OF LOSSES AND CLAIMS

ITEM	T.R.	PROVISION	POWER VESTS IN	AUTHORITY FOR DELEGATION	DELEGATED TO (LOWEST RANK OF OFFICIAL)	BRANCH/CHIEF DIRECTORATE/ DIRECTORATE/ OFFICE	NOTES
36.	12.3.1	Referring the matter to the State Attorney for legal action if deemed economical, if the State suffers a loss or damage and the other person denies liability.	DG	S44(1) and (2)	Legal Administration Officer (First Leg)	Directorate Legal Services and all other Branches, Chief Directorates, and Directorates employing a Legal Admin. Officer.	Any payments by the Department must be made in consultation with the Chief Directorate: Financial Management. All cases must be reported to the Loss Control Officer.
37.	12.4.1	Making good the loss or damage sustained by an employee in the execution of official duties for which he/she is not compensated: Provided that the official can prove such loss or damage.	DG	S44(1) and (2)	(1) CFO up to R50 000 (2) CD:FM up to R10 000 (3) Director: Fin Admin up to R5 000 (4) Deputy Director: Accounting up to R2 000	All Branches, Chief Directorates, and Directorates.	All cases must be handled in consultation with the Directorate's Legal Administration Officer or where no such officer has been appointed, the Directorate: Legal Services. Any payment must be made in consultation with the Chief Directorate: Financial Management. All cases must be reported to the Loss Control Officer.

**POWERS AND DUTIES OF THE DIRECTOR-GENERAL IN TERMS OF THE NATIONAL TREASURY REGULATIONS
(DELEGATED IN TERMS OF SECTION 44 OF THE PFMA)**

CHAPTER 12: MANAGEMENT OF LOSSES AND CLAIMS

ITEM	T.R.	PROVISION	POWER VESTS IN	AUTHORITY FOR DELEGATION	DELEGATED TO (LOWEST RANK OF OFFICIAL)	BRANCH/CHIEF DIRECTORATE/ DIRECTORATE/ OFFICE	NOTES
38.	12.5.1	Recovering the value of the loss or damage suffered by the state from the person responsible, whether or not the person is still in the employ of the state.	DG	S44(1) and (2)	Director: Financial Administration	FM	
39.	12.5.2	Writing off losses or damages arising from criminal acts or omissions if, after a thorough investigation, it is found that the loss or damage is irrecoverable	DG	S44(1) and (2)	(1) CFO up to R50 000 (2) CD:FM up to R10 000 (3) Director: Fin Admin up to R5 000 (4) Deputy Director: Accounting up to R2 000	All Branches, Chief Directorates and Directorates	All cases must be handled in consultation with the Directorate's Legal Administration Officer or where no such officer has been appointed, the Directorate: Legal Services. Any payment must be made in consultation with the Chief Directorate: Financial Management. All cases must be reported to the Loss Control Officer.

**POWERS AND DUTIES OF THE DIRECTOR-GENERAL IN TERMS OF THE NATIONAL TREASURY REGULATIONS
(DELEGATED IN TERMS OF SECTION 44 OF THE PFMA)**

CHAPTER 12: MANAGEMENT OF LOSSES AND CLAIMS

ITEM	T.R.	PROVISION	POWER VESTS IN	AUTHORITY FOR DELEGATION	DELEGATED TO (LOWEST RANK OF OFFICIAL)	BRANCH/CHIEF DIRECTORATE/ DIRECTORATE/ OFFICE	NOTES
40.	12.6.1	Writing off losses and damages that result from <i>vis major</i> and other unavoidable causes.	DG	S44(1) and (2)	(1) CFO up to R50 000 (2) CD:FM up to R10 000 (3) Director: Fin Admin up to R5 000 (4) Deputy Director: Accounting up to R2 000	All Branches, Chief Directorates and Directorates	All cases must be handled in consultation with the Directorate's Legal Administration Officer or where no such officer has been appointed, the Directorate: Legal Services. Any payment must be made in consultation with the Chief Directorate: Financial Management. All cases must be reported to the Loss Control Officer.
41.	12.7.2	Determining the amount of loss or damage caused to the state by an official, and in writing request the official to pay the amount within 30 days or in reasonable installments.	DG	S44(1) and (2)	Director: Financial Administration.	FM	

**POWERS AND DUTIES OF THE DIRECTOR-GENERAL IN TERMS OF THE NATIONAL TREASURY REGULATIONS
(DELEGATED IN TERMS OF SECTION 44 OF THE PFMA)**

CHAPTER 12: MANAGEMENT OF LOSSES AND CLAIMS

ITEM	T.R.	PROVISION	POWER VESTS IN	AUTHORITY FOR DELEGATION	DELEGATED TO (LOWEST RANK OF OFFICIAL)	BRANCH/CHIEF DIRECTORATE/ DIRECTORATE/ OFFICE	NOTES
42.	12.7.4	Consulting the State Attorney on questions of law in the implementation of paragraph 12.7.1 and 12.7.3 of the TRs, if in doubt.	DG	S44(1) and (2)	Legal Administration Officer (First Leg).	Directorate Legal Services and all other branches, Chief Directorates, and Directorates employing a Legal Admin. Officer.	

**POWERS AND DUTIES OF THE DIRECTOR-GENERAL IN TERMS OF THE NATIONAL TREASURY REGULATIONS
(DELEGATED IN TERMS OF SECTION 44 OF THE PFMA)**

CHAPTER 13: LOANS, GUARANTEES AND OTHER COMMITMENTS

ITEM	T.R.	PROVISION	POWER VESTS IN	AUTHORITY FOR DELEGATION	DELEGATED TO (LOWEST RANK OF OFFICIAL)	BRANCH/CHIEF DIRECTORATE/ DIRECTORATE/ OFFICE	NOTES
43(a)	13.1.2	Ensuring that no official or any other person borrows money on behalf of the department or issues an unauthorised guarantee, security or indemnity.	DG	S44(1) and (2)	Chief Financial Officer	FM	
43(b)	13.1.2	Ensuring that misconduct and criminal proceedings are instituted against any person responsible for transgressions with regard to borrowings, guarantees, securities or indemnities.	DG	S44(1) and (2)	Chief Financial Officer.	FM	
44.	13.1.4	Reporting on all contingent liabilities of his/her department in its annual report.	DG	S44(1) and (2)	Chief Financial Officer	FM	Supported by Directors in CD:FM

**POWERS AND DUTIES OF THE DIRECTOR-GENERAL IN TERMS OF THE NATIONAL TREASURY REGULATIONS
(DELEGATED IN TERMS OF SECTION 44 OF THE PFMA)**

CHAPTER 14: MONEY AND PROPERTY HELD IN TRUST

ITEM	T.R.	PROVISION	POWER VESTS IN	AUTHORITY FOR DELEGATION	DELEGATED TO (LOWEST RANK OF OFFICIAL)	BRANCH/CHIEF DIRECTORATE/ DIRECTORATE/ OFFICE	NOTES
45(a)	14.3.1(a)	Opening and maintaining a separate bank account, called a trust account, for each separate portion of trust money;	DG	S44(1) and (2)	Director: Financial Administration	FM	
45(b)	14.3.1(b)	Assigning the trust account a name or title that clearly identifies the account, for each separate portion of trust money;	DG	S44(1) and (2)	Director: Financial Administration	FM	
45(c)	14.3.1(c)	Maintaining separate accounting records for each trust account, of the transactions, including investment transactions, undertaken, for each separate portion of trust money; and	DG	S44(1) and (2)	Director: Financial Administration	FM	
45(d)	14.3.1(d)	Annually preparing separate financial statements in accordance with paragraph 18.4 of the Treasury Regulations, for each separate portion of trust money.	DG	S44(1) and (2)	Director: Financial Administration	FM	

**POWERS AND DUTIES OF THE DIRECTOR-GENERAL IN TERMS OF THE NATIONAL TREASURY REGULATIONS
(DELEGATED IN TERMS OF SECTION 44 OF THE PFMA)**

CHAPTER 14: MONEY AND PROPERTY HELD IN TRUST

ITEM	T.R.	PROVISION	POWER VESTS IN	AUTHORITY FOR DELEGATION	DELEGATED TO (LOWEST RANK OF OFFICIAL)	BRANCH/CHIEF DIRECTORATE/ DIRECTORATE/ OFFICE	NOTES
46.	14.4.1	Investing any trust money on such terms and conditions as may seem appropriate provided that it does not conflict with the terms of the trust arrangement, and as contemplated in T.R 14.4.1.(a) - (c).	DG	S44(1) and (2)	Director: Financial Administration	FM	

**POWERS AND DUTIES OF THE DIRECTOR-GENERAL IN TERMS OF THE NATIONAL TREASURY REGULATIONS
(DELEGATED IN TERMS OF SECTION 44 OF THE PFMA)**

CHAPTER 15 : BANKING, CASH MANAGEMENT AND INVESTMENT (BCMI)

ITEM	T.R.	PROVISION	POWER VESTS IN	AUTHORITY FOR DELEGATION	DELEGATED TO (LOWEST RANK OF OFFICIAL)	BRANCH/CHIEF DIRECTORATE/ DIRECTORATE/ OFFICE	NOTES
47.	15.7.1	Submitting requisitions (for transfer of appropriated funds) to the national Treasury, in accordance with approved cash flow estimates, at least four full working days before the end of the month preceding the month in which the funds are required.	DG	S44(1) and (2)	Deputy Director: Financial Management (Accounting)	FM	
48.	15.8.1	Surrendering to the Treasury any unexpended voted money, for redepositing into the Exchequer bank account of the relevant revenue fund, at the end of each financial year, and after the books of account of a department have been closed.	DG	S44(1) and (2)	Deputy Director: Financial Management (Accounting)	FM	
49.	15.11.2	Approving arrangements for safeguarding personal effects reasonably held on official premises in the course of official duty.	DG	S44(1) and (2)	Directors	FM	
50.	15.12.1	Assigning authority in writing to officials to approve warrant vouchers, cheques or electronic payments.	DG	S44(1) and (2)	Director: Financial Administration Chief Registrar of Deeds	FM CRD	For Registration of Deeds Trading Account.

**POWERS AND DUTIES OF THE DIRECTOR-GENERAL IN TERMS OF THE NATIONAL TREASURY REGULATIONS
(DELEGATED IN TERMS OF SECTION 44 OF THE PFMA)**

CHAPTER 16: PUBLIC PRIVATE PARTNERSHIPS (PPP)

ITEM	T.R.	PROVISION	POWER VESTS IN	AUTHORITY FOR DELEGATION	DELEGATED TO (LOWEST RANK OF OFFICIAL)	BRANCH/CHIEF DIRECTORATE/ DIRECTORATE/ OFFICE	NOTES
51.	16.3.1	Entering into public-private partnerships (PPP agreements) on behalf of the institution.	DG	S44(1) and (2)	None		
52.	16.5.1	Preparing a feasibility analysis to determine whether a PPP agreement is in the best interest of the Department and as contemplated in TR 16.5.1(a) –(e).	DG	S44(1) and (2)	Chief Financial Officer and Deputy Directors-General	FM All Branches	
53(a)	16.5.2(a)	Informing Treasury accordingly, if the Department lacks the expertise to assess value for money and affordability or to interpret any PPP agreement offered to it (Dept.) by a private party.	DG	S44(1) and (2)	Chief Financial Officer and Deputy Directors-General	FM All Branches	
53(b)	16.5.2(b)	Appointing a specialist consultant for the purpose of assessing value for money or affordability or to interpret any PPP agreement offered to it by a private party, if the Treasury so request.	DG	S44(1) and (2)	Deputy Directors-General		

**POWERS AND DUTIES OF THE DIRECTOR-GENERAL IN TERMS OF THE NATIONAL TREASURY REGULATIONS
(DELEGATED IN TERMS OF SECTION 44 OF THE PFMA)**

CHAPTER 16: PUBLIC PRIVATE PARTNERSHIPS (PPP)

ITEM	T.R.	PROVISION	POWER VESTS IN	AUTHORITY FOR DELEGATION	DELEGATED TO (LOWEST RANK OF OFFICIAL)	BRANCH/CHIEF DIRECTORATE/ DIRECTORATE/ OFFICE	NOTES
54.	16.6.1	Applying for approval from the Treasury in terms of clause 16.4 of TRs, if the feasibility analysis indicates that a PPP agreement will be in the best interest of the institution, and the institution intends to procure the agreement.	DG	S44(1) and (2)	Chief Financial Officer Deputy Directors-General	FM All Branches	
55(a)	16.8.1(a)	Obtaining Treasury approval for all budgetary commitments before entering into a PPP agreement on behalf of the institution.	DG	S44(1) and (2)	Chief Financial Officer Deputy Directors-General	FM All Branches	Director: Management Accounting need to be consulted about availability of funds and MTEF processes.
55(b)	16.8.1(b)	Ensuring, before entering into a PPP agreement on behalf of the institution, that the financial commitments in terms of the agreement: (i) are denominated in rand, and (ii) will not be affected by fluctuations in the value of the rand against other currencies,	DG	S44(a) and (b)	Chief Financial Officer Deputy Directors-General	FM All Branches	

**POWERS AND DUTIES OF THE DIRECTOR-GENERAL IN TERMS OF THE NATIONAL TREASURY REGULATIONS
(DELEGATED IN TERMS OF SECTION 44 OF THE PFMA)**

CHAPTER 16: PUBLIC PRIVATE PARTNERSHIPS (PPP)

ITEM	T.R.	PROVISION	POWER VESTS IN	AUTHORITY FOR DELEGATION	DELEGATED TO (LOWEST RANK OF OFFICIAL)	BRANCH/CHIEF DIRECTORATE/ DIRECTORATE/ OFFICE	NOTES
56.	16.9.1	Establishing mechanisms and procedures for- (a) monitoring and regulating the implementation of, and performance in terms of, the agreement; (b) liaising with the private party; (c) resolving disputes and differences with the private party; and (d) generally overseeing the day-to-day management of the agreement.	DG	S44(1) and (2)	Chief Financial Officer Deputy Directors-General	FM All Branches	
57.	16.10.1	Entering into an agreement to amend a PPP agreement.	DG	S44(1) and (2)	None		Prior written Treasury approval is required for material amendments.
58.	16.10.4	Substantially following the procedure prescribed in paragraphs 16.5 and 16.6 of the TRs for obtaining Treasury approval.	DG	S44(1) and (2)	Chief Financial Officer Deputy Directors-General	FM All Branches	

**POWERS AND DUTIES OF THE DIRECTOR-GENERAL IN TERMS OF THE NATIONAL TREASURY REGULATIONS
(DELEGATED IN TERMS OF SECTION 44 OF THE PFMA)**

CHAPTER 17: BASIC ACCOUNTING RECORDS AND RELATED ISSUES

ITEM	T.R.	PROVISION	POWER VESTS IN	AUTHORITY FOR DELEGATION	DELEGATED TO (LOWEST RANK OF OFFICIAL)	BRANCH/CHIEF DIRECTORATE/ DIRECTORATE/ OFFICE	NOTES
59.	17.1.2	Should it be necessary, in exceptional cases, to account for revenue and expenditure transactions in a control account because the classification has not been resolved, ensure that - (a) the sources of transactions are readily identifiable; (b) amounts included in the control accounts are, each month, cleared and correctly allocated to the relevant cost centres; (c) monthly reconciliations are performed to confirm the balance of each account; and (d) reports are provided to the Chief Financial Officer about uncleared items on a monthly basis.	DG	S44(1) and (2)	Deputy Director: Financial Management (Accounting)	FM	

**POWERS AND DUTIES OF THE DIRECTOR-GENERAL IN TERMS OF THE NATIONAL TREASURY REGULATIONS
(DELEGATED IN TERMS OF SECTION 44 OF THE PFMA)**

CHAPTER 17: BASIC ACCOUNTING RECORDS AND RELATED ISSUES

ITEM	T.R.	PROVISION	POWER VESTS IN	AUTHORITY FOR DELEGATION	DELEGATED TO (LOWEST RANK OF OFFICIAL)	BRANCH/CHIEF DIRECTORATE/ DIRECTORATE/ OFFICE	NOTES
60.	17.2.1	Retaining all financial information in its original form and as contemplated in TR 17.2.1(a) - (b).	DG	S44(1) and (2)	Director: Financial Administration Chief Registrar of Deeds (CRD)	FM CRD	For the Vote. For the Registration of Deeds Trading Account.

**POWERS AND DUTIES OF THE DIRECTOR-GENERAL IN TERMS OF THE NATIONAL TREASURY REGULATIONS
(DELEGATED IN TERMS OF SECTION 44 OF THE PFMA)**

CHAPTER 18: MONTHLY AND ANNUAL REPORTS

ITEM	T.R.	PROVISION	POWER VESTS IN	AUTHORITY FOR DELEGATION	DELEGATED TO (LOWEST RANK OF OFFICIAL)	BRANCH/CHIEF DIRECTORATE/ DIRECTORATE/ OFFICE	NOTES
61.	18.1.1	Annually submitting to Treasury a breakdown of anticipated revenue and expenditure in the format determined by the national Treasury, no later than the last working day of February preceding the financial year to which it relates.	DG	S44(1) and (2)	Director: Management Accounting	FM	
62.	18.1.4	Deeming it necessary to adjust the approved projections, and motivating the proposed adjustments to Treasury for evaluation against the availability of funds in the Exchequer.	DG	S44(1) and (2)	Director: Management Accounting	FM	
63.	18.2.1	Submit information to Treasury and the executive authority, within 15 days of the end of each month regarding: (a) The actual revenue and expenditure for that month, in the format determined by the national treasury;	DG	S44(1) and (2)	Director: Management Accounting	FM	

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CHAPTER 18: MONTHLY AND ANNUAL REPORTS

ITEM	T.R.	PROVISION	POWER VESTS IN	AUTHORITY FOR DELEGATION	DELEGATED TO (LOWEST RANK OF OFFICIAL)	BRANCH/CHIEF DIRECTORATE/ DIRECTORATE/ OFFICE	NOTES
63.	18.2.1 (continued)	(b) Projections of anticipated expenditure and revenue for the remainder of the current financial year in the format determined by the national Treasury; and (c) Any material variances and a summary of actions to ensure that the projected expenditure and revenue remain within the budget.					
64.	18.3.2	Submitting a report on transfer payments effected to the relevant Treasury within 15 days after every quarter, outlining per organisation all the funds transferred up to the end of that quarter.	DG	S44(1) and (2)	Director: Management Accounting		Supported by Programme Managers.

**POWERS AND DUTIES OF THE DIRECTOR-GENERAL IN TERMS OF THE NATIONAL TREASURY REGULATIONS
(DELEGATED IN TERMS OF SECTION 44 OF THE PFMA)**

CHAPTER 18: MONTHLY AND ANNUAL REPORTS

ITEM	T.R.	PROVISION	POWER VESTS IN	AUTHORITY FOR DELEGATION	DELEGATED TO (LOWEST RANK OF OFFICIAL)	BRANCH/CHIEF DIRECTORATE/ DIRECTORATE/ OFFICE	NOTES
65(a).	18.5.1(a)	Complying with the requirements prescribed in Chapter 1, Part III J of the <i>Public Service Regulations</i> , 1999, in preparing the annual report;	DG	S44(1) and (2)	Chief Financial Officer	FM	The provisions of 18.5.1(a) become applicable from 1 April 2002. Supported by Programme and Responsibility Managers.
65(b)	18.5.1(b)	Including, after 1 April 2002, information about the institution's efficiency, economy and effectiveness in delivering programmes and achieving its objectives and outcomes against the measures and indicators set out in any strategic plan for the year under consideration, in preparing the annual report;	DG	S44(1) and (2)	Chief Financial Officer	FM	Supported by Programme and Responsibility Managers.
65(c)	18.5.1(c)	Including information on the measurement of the institution's performance for the past financial year as required by section 40(1)(d)(i) of the PFMA, in preparing the annual report;	DG	S44(1) and (2)	Chief Financial Officer	FM	Supported by Programme and Responsibility Managers.

**POWERS AND DUTIES OF THE DIRECTOR-GENERAL IN TERMS OF THE NATIONAL TREASURY REGULATIONS
(DELEGATED IN TERMS OF SECTION 44 OF THE PFMA)**

CHAPTER 18: MONTHLY AND ANNUAL REPORTS

ITEM	T.R.	PROVISION	POWER VESTS IN	AUTHORITY FOR DELEGATION	DELEGATED TO (LOWEST RANK OF OFFICIAL)	BRANCH/CHIEF DIRECTORATE/ DIRECTORATE/ OFFICE	NOTES
65(d)	18.5.1(d)	Including information on transfer payments per organisation for the entire financial year as well as a report on compliance with section 38(1)(j) of the PFMA, in preparing the annual report;	DG	S44(1) and (2)	Chief Financial Officer	FM	Supported by Programme and Responsibility Managers.
65(e)	18.5.1(e)	Including any additional information required by Parliament, in preparing the annual report;	DG	S44(1) and (2)	Chief Financial Officer	FM	Supported by Programme and Responsibility Managers.
65(f)	18.5.1(f)	Reporting on the use of foreign aid assistance, detailing the source and intended use of the assistance (including the value of any aid-in-kind in rand), performance information on the institution's use of the assistance, and any pending applications for assistance, in preparing the annual report; and	DG	S44(1) and (2)	Chief Financial Officer	FM	Supported by Programme and Responsibility Managers.

**POWERS AND DUTIES OF THE DIRECTOR-GENERAL IN TERMS OF THE NATIONAL TREASURY REGULATIONS
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CHAPTER 18: MONTHLY AND ANNUAL REPORTS

ITEM	T.R.	PROVISION	POWER VESTS IN	AUTHORITY FOR DELEGATION	DELEGATED TO (LOWEST RANK OF OFFICIAL)	BRANCH/CHIEF DIRECTORATE/ DIRECTORATE/ OFFICE	NOTES
65(g)	18.5.1(g)	Including a report from the audit committee commenting on the effectiveness of internal control in the institution, as required by TR 3.1.11, when preparing the annual report.	DG	S44(1) and (2)	Chief Financial Officer	FM	

**POWERS AND DUTIES OF THE DIRECTOR-GENERAL IN TERMS OF THE NATIONAL TREASURY REGULATIONS
(DELEGATED IN TERMS OF SECTION 44 OF THE PFMA)**

CHAPTER 19: TRADING ENTITIES

ITEM	T.R.	PROVISION	POWER VESTS IN	AUTHORITY FOR DELEGATION	DELEGATED TO (LOWEST RANK OF OFFICIAL)	BRANCH/CHIEF DIRECTORATE/ DIRECTORATE/ OFFICE	NOTES
66.	19.2.2	Ensuring that the head of the trading entity complies with the PFMA and Treasury Regulations.	DG	S44(1) and	None		Assisted by Management Committee of RDTA.
67.	19.2.3	Granting approval in writing to trading entities allowed to open bank accounts to borrow for bridging purposes and to run overdrafts on their banking accounts	DG	S44(1) and (2)	None		Approval must also be obtained from Treasury. Assisted by Management Committee of RDTA.
68.	19.3.1	Formulating a policy and reporting framework for the head of the trading entity.	DG	S44(1) and (2)	Chief Financial Officer.	FM	Framework develop by Chief Registrar, agreed upon by CFO and approved by DG.
69.	19.5.1	Determining the initial capital requirements of the trading entity in consultation with the relevant treasury, and increases in such requirements are also subject to treasury approval	DG	S44(1) and (2)	None		Approval must also be obtained from Treasury. Assisted by Management Committee of RDTA.
70.	19.5.2	Aiming to recover the full cost of providing the goods or services unless the relevant treasury approves lower charges.	DG	S44(1) and (2)	Chief Registrar of Deeds (CRD)	CRD	Approval must also be obtained from Treasury.
71.	19.5.3	Reviewing rates for user charges at least annually before the budget.	DG	S44(1) and (2)	Chief Registrar of Deeds (CRD)	CRD	Any tariff increases are subject to approval by Treasury.

**POWERS AND DUTIES OF THE DIRECTOR-GENERAL IN TERMS OF THE NATIONAL TREASURY REGULATIONS
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CHAPTER 19: TRADING ENTITIES

ITEM	T.R.	PROVISION	POWER VESTS IN	AUTHORITY FOR DELEGATION	DELEGATED TO (LOWEST RANK OF OFFICIAL)	BRANCH/CHIEF DIRECTORATE/ DIRECTORATE/ OFFICE	NOTES
72.	19.7.1	Declaring any surplus or deficit to the Treasury, at the end of each financial year and after books of account have been closed.	DG	S44(1) and (2)	Chief Registrar of Deeds (CRD)	CRD	The CRD also need to consult the Chief Financial Officer.
73.	19.7.2	Where a trading entity suffers a deficit in trading, investigate whether- (a) the head of the trading entity mentioned any foreseeable potential overexpenditure in his or her monthly reports; (b) appropriate steps were taken to address the deficit; and (c) financial misconduct and criminal sanctions should be instituted if (a) and (b) above were not adhered to.	DG	S44(1) and (2)	Chief Financial Officer	FM	Assisted by CD: FM.

**POWERS AND DUTIES OF THE DIRECTOR-GENERAL IN TERMS OF THE NATIONAL TREASURY REGULATIONS
(DELEGATED IN TERMS OF SECTION 44 OF THE PFMA)**

CHAPTER 20: COMMISSIONS AND COMMITTEES OF INQUIRY

ITEM	T.R.	PROVISION	POWER VESTS IN	AUTHORITY FOR DELEGATION	DELEGATED TO (LOWEST RANK OF OFFICIAL)	BRANCH/CHIEF DIRECTORATE/ DIRECTORATE/ OFFICE	NOTES
74.	20.2.3	Determining in consultation with the executive authority remuneration packages after consulting Treasury, provided that- (a) the terms of reference are properly defined in terms of time and cost; (b) the tariffs are reasonable compared to current market tariffs; and (c) funds are available for this purpose	DG	S44(1) and (2)	None.		The determination should be undertaken after taking into account market-related rates. Assisted by CFO and DDGs.

**POWERS AND DUTIES OF THE DIRECTOR-GENERAL IN TERMS OF THE NATIONAL TREASURY REGULATIONS
(DELEGATED IN TERMS OF SECTION 44 OF THE PFMA)**

CHAPTER 20: COMMISSIONS AND COMMITTEES OF INQUIRY

ITEM	T.R.	PROVISION	POWER VESTS IN	AUTHORITY FOR DELEGATION	DELEGATED TO (LOWEST RANK OF OFFICIAL)	BRANCH/CHIEF DIRECTORATE/ DIRECTORATE/ OFFICE	NOTES
75.	20.3.1	Determining together with the executive authority, honorarium that may be paid (within the budget) to a non-official member of a commission or committee who was requested by the chairperson of such commission or committee to render services in his or her private time, other than the normal preparations for meetings.	DG	S44(1) and (2)	None		Assisted by CFO and DDGs.

**POWERS AND DUTIES OF THE DIRECTOR-GENERAL IN TERMS OF THE NATIONAL TREASURY REGULATIONS
(DELEGATED IN TERMS OF SECTION 44 OF THE PFMA)**

CHAPTER 21: GIFTS, DONATIONS AND SPONSORSHIPS

ITEM	T.R.	PROVISION	POWER VESTS IN	AUTHORITY FOR DELEGATION	DELEGATED TO (LOWEST RANK OF OFFICIAL)	BRANCH/CHIEF DIRECTORATE/ DIRECTORATE/ OFFICE	NOTES
76.	21.1.2	Approving gifts, donations and sponsorship by the State which does not exceed R10 000 per event, without reference to the Treasury.	DG	S44(1) and (2)	Chief Director: Corporate Services.	CS	Deputy Director: Financial Management (Accounting) must be informed.
77.	21.2.1	Approving the acceptance of any gifts, donations or sponsorships to the state whether such gifts, donations or sponsorships are in cash or in kind.	DG	S44(1) and (2)	Chief Financial Officer	FM	
78.	21.4.1	Submit to Treasury in case where the donor or sponsor request to remain anonymous a certificate from both the Public Protector and the Auditor-General, which states that the identity of the donor or sponsor has been revealed to them, that they have noted it and have no objection thereto, in case where the donor or sponsor requests to remain anonymous.	DG	S44(1) and (2)	Chief Financial Officer	FM	

**POWERS AND DUTIES OF THE DIRECTOR-GENERAL IN TERMS OF THE NATIONAL TREASURY REGULATIONS
(DELEGATED IN TERMS OF SECTION 44 OF THE PFMA)**

**CHAPTER 22: PAYMENTS, REFUNDS AND REMISSIONS AS AN
ACT OF GRACE OR FAVOUR**

ITEM	T.R.	PROVISION	POWER VESTS IN	AUTHORITY FOR DELEGATION	DELEGATED TO (LOWEST RANK OF OFFICIAL)	BRANCH/CHIEF DIRECTORATE/ DIRECTORATE/ OFFICE	NOTES
79.	22.1.1	<p>Where no legislative authority exists, seek approval from Treasury prior to-</p> <p>(a) the remission of money due to a revenue fund;</p> <p>(b) payments and refunds from a revenue fund as an act of grace; and</p> <p>(c) where-</p> <p>(i) more than R100 000 is involved, seek Parliament's approval by including the item separately in the estimates of expenditure and in the case of remissions, recouping the revenue by a payment from the relevant vote; and</p>	DG	S44(1) and (2)	Chief Financial Officer	FM	

**POWERS AND DUTIES OF THE DIRECTOR-GENERAL IN TERMS OF THE NATIONAL TREASURY REGULATIONS
(DELEGATED IN TERMS OF SECTION 44 OF THE PFMA)**

**CHAPTER 22: PAYMENTS, REFUNDS AND REMISSIONS AS AN
ACT OF GRACE OR FAVOUR**

ITEM	T.R.	PROVISION	POWER VESTS IN	AUTHORITY FOR DELEGATION	DELEGATED TO (LOWEST RANK OF OFFICIAL)	BRANCH/CHIEF DIRECTORATE/ DIRECTORATE/ OFFICE	NOTES
79.	22.1.1 (continued)	(ii) R100 000 or less is involved, recouping the revenue, in the case of remissions, by means of a payment from the relevant Vote.					
80.	22.1.2	Approving payments, refunds and remissions as an act of grace without reference to the Treasury, provided that such refunds or remissions do not exceed R10 000 per event.	DG	S44(1) and (2)	(1) CD: FM: Up to R10 000 (2) Director: Fin Admin: Up to R5 000 (3) Deputy Director: Accounting: Up to 2 000	All Branches, Chief Directorates and Directorates	All cases must be handled in consultation with the Directorate's Legal Administration Officer or where no such officer has been appointed, the Directorate: Legal services. Any payment must be made in consultation with the Chief Directorate: Financial Management. All cases must be reported to the Loss Control officer.