



agriculture

Department of
Agriculture
FREE STATE PROVINCE

MEMORANDUM

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Directorate: Supply Chain Management

To: All Chief Directors
All Directors
All officials

Colleagues

AM CIRCULAR NO. 1 OF 2010/2011

RE: UNAUTHORISED MOVEMENT OF ASSETS

1. It has come to the attention of Asset Management that there has been unauthorized and uncontrolled mass movement of assets by end users in the Department.
2. In light of the stringent targets set by the Executive Authority of the Free State Government to ensure clean audit, the Department is also bound to implement measures that will ensure the realization of this set targets.
3. To prevent this unauthorized movement of assets and in ensuring elimination of possible losses, theft, wastage and misuse of assets in the process, below listed measures **MUST** to be observed and implemented with immediate effect from 01 October 2010, and supporting documents should always be included:
 - 3.1 All (Chief) Directors or officials appointed as Inventory Controllers **MUST** take accountability of management and performance of assets in their respective areas of operation.
 - 3.2 (Chief) Directors/Inventory Controllers **MUST** ensure Sub-Inventory Controllers are appointed in writing and take responsibility of assets in their respective areas of operation.
 - 3.3 (Chief) Directors/Inventory Controllers **MUST** ensure Asset Holders are appointed in writing and take responsibility of assets allocated to them.
 - 3.4 (Chief) Directors/Inventory Controllers **MUST** ensure Asset Management is included and weighted at least 15% of the KPA's of the performer in the PDMS.
 - 3.5 **NO** movement of assets without prior approval by the Head of Asset Management.
 - 3.6 (Chief) Directors/Inventory Controllers **MUST** ensure corrective measures are invoked where non-compliance is detected.