Isalathiso: 20200617-6523
Inombolo yefayili: 5/1/7/4
Imibuzo: JT Solomons

ISetyhula: 0042/2020
Umhla wokuphelelwa: Awukho

Iya: KumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli (kwaNdlunkulu nakwii-ofisi zezithili), kumaSekela Balawuli, kuBaphathi beeSekethe nakuMagosa akwaNdlunkulu nakwii-ofisi zezithili

Isishwankathelo esifutshane: *Inkqubo yolwabiwo lwezithuthi zikarhulumente (GG) kwaNdlunkulu nakwii-ofisi zezithili nokuqalisa imimiselo yokulawula ulwabiwo nolawulo lwezithuthi ezilolu hlobo.*

Isihloko: Ulwabiwo nolawulo lwezithuthi zikarhulumente (zeGG)

1. Le setyhula ihlaziywe yaye itshitshisa yaye iyithathe ngokupheleleyo indawo yeSetyhula 0026/2015, yowe-31 Matshi 2015.

2. Ukuqinisekisa ukusetyenziswa ngokupheleleyo kwezithuthi zeGG, kugqitywe ekubeni zonke izithuthi zeGG ziya kulawulwa kwindawo enye apho zithathwa khona zize zibuyiselwe kuyo *(in a pool*) phantsi kolawulo ngqo **lweGosa lezothutho**. Izithuthi ziya kuthi ngoko ke zikhutshelwe amagosa **yonke imihla** ngokweemfuno zawo. **Ukukhutshwa kwezithuthi makuvunywe ligosa kwinqanaba loSekela Mlawuli okanye eliphezulu yaye kuphela yifom yeSicelo soHambo lwaseburhulumenteni (*official Application to Travel form*) (GMT 2019-01) enokusetyenziselwa le njongo**.

3. Igosa lolawulo lwezothutho namagosa ezothutho kwaNdlunkulu nakwii-ofisi zezithili kufuneka atyunjwe ngencwadi ebhaliweyo yiNtloko yeSebe leMfundo okanye ngulowo kugqithiselwe amagunya kuye. Imisebenzi eluxanduva yegosa lezothutho iqulethwe kumhlathi 8 weNcwadana yeMigaqo i-*Transport Officer Handbook- GMT Circular U2 06A 2014-15(GMT)*. Nayiphi na imisebenzi eyongezelelweyo enxulumene nezothutho inokwabelwa elo gosa.

4. Imigaqo eyongezelelweyo isebenza kwii-ofisi zezithili kwiindawo ezisemaphandleni.
5. Kwiimeko apho amagosa asebenzisa amakhaya awo njengeendawo ezisuka kuzo izithuthi (ii-ofisi), ukuya kwiindawo ekwenzelwa kuzo iinkonzo ngenxa yokuba kungelooqosho ukuya kwi-ofisi yesithili yonke imihla, izithuthi zeGG zinokwabelwa amagosa qho ngenyanga ngemvume yoMlawuli. Izithuthi zikarhulumente

ezisetyenziswe ngale ndlela zisaya kuba yinxalenye yezithuthi zeGG kwindawo enye apho zithathwa khona zize zibuyiselwe kuyo kwi-ofisi yesithili echaphazelekayo, phantsi komqathango wokuba zipakwe egaraji okanye ngasemva kwegeyithi etshixekayo ebusuku nangeempelaveki nokuba ivunyiwe ifom i-*Request for Garaging of a Government Vehicle form* (*WC GMT 2019-03*). Ifom yesicelo entsha i-*Application to Travel form* (*GMT 2019-01*), kunye nesicwangciso sohambo, esibonisa, phakathi kwezinye izinto, iihambo ezicwangcisiweyo, amaxesha okuhamba kunye nemigama, mayingeniswe kwigosa lezothutho ekupheleni kwenyanga nganye, ukulungiselela ukubhukishwa kwezithuthi kwinyanga elandelayo.

6. Ngumsebenzi oluxanduva woMlawuli we-ofisi yesithili, kunye neCandelo eliyiNtloko leZithili kwaNdlunkulu, ukugqiba ukuba ngaba isithuthi seGG masabelwe amaziko emfundo kulo ngingqi, kuthathelwa ingqalelo iinkonzo ekubonelelwa ngazo ngaloo maziko (umzekelo amaziko oBugcisa nezikolo zabafundi abaneemfuno ezizodwa). Isithuthi esilolu hlobo masabelwe iziko singabelwa umntu omnye. UMlawuli kwi-ofisi yesithili kufuneka kwakhona enze isigqibo ngokuba isithuthi masipakwe kwiziko okanye sipakwe ngokukhuselekileyo kwenye indawo.

7. Iintshukumo/iihambo zezithuthi zeGG mazibekwe esweni ngokungqongqo. Igosa lezothutho malirekhode kwisistim i-*iFleetman* system/kwirejista yezohambo yezothutho, umhla nexesha isithuthi seGG esikhutshwe saza sabuyiswa ngalo. Igama nenombolo yefoni yegosa elisebenzisa isithuthi kwakunye necandelo lakhe kufuneka zirekhodwe ukulungiselela iinjongo zophicotho-zincwadi. La malungiselelo asebenza kumagosa akwaNdlunkulu nakwii-ofisi zezithili.

8. Ukufumana ingcaciso engaphezulu, kungaqhagamshelwana nalo naliphi na igosa kula magosa alandelayo kwaNdlunkulu:

Nksk F Abdou:	Inombolo yefoni 021 467 2811
Nksk C Albertus:	Inombolo yefoni 021 467 2794
Nks V Ntshinga:	Inombolo yefoni 021 467 2808
Nks A Gana:	Inombolo yefoni 021 467 2715

9. Okuqulethwe yile setyhula makwazise bonke abachaphazelekayo ukuze bakuthathele ingqalelo.

ISAYINWE: NGU-BK SCHREUDER
INTLOKO: YESEBE LEMFUNDO
UMHLA: 2020-10-26