Isalathiso: 20201023-9003
Inombolo yefayili 5/1/7/4
Imibuzo: JT Solomons

ISetyhula: 0056/2020
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: *Le setyhula yazisa amagosa ngemigaqo-nkqubo elawula usetyenziso lwezithuthi zeGaraji kaRhulumente (Government Garage (GG)) nezithuthi eziqeshiweyo.*

Isihloko: Usetyenziso lwezithuthi zikarhulumente (ze-GG) nezithuthi eziqeshiweyo ukulungiselela iinjongo zaseburhulumenteni

1. Le setyhula ihlaziyiwe yaye itshitshisa yaye ithatha ngokupheleleyo indawo yeSetyhula 0032/2015, yomhla we-26 Meyi 2015.

2. Umgaqo-nkqubo kaZwelonke nowePhondo omalunga nokusetyenziswa kwezithuthi zikarhulumente uqulethwe kwiSetyhula yezoThutho kaZwelonke *No*. 3 ka-2019, yomhla we-26 Septemba 2019, eyakhutshwa liSebe lezoThutho, neMimiselo yeNkonzo kaRhulumente (*Department of Transport) , nakwi- Public Service Regulations*.

2.1 Le Setyhula yezoThutho ikhankanywe apha ngasentla icacisa ukuba ngokwemigqaliselo yoMthetho woLawullo lweMali kaRhulumente (*Public Finance Management Act* (*PFMA*), 1999 (uMthetho 1 ka-1999), neMimiselo kaNondyebo (*Treasury Regulations*) ekhutshwe ngokwalo Mthetho, amagosa amele ukuphendula ngosetyenziso lwemali anale misebenzi:

a) ukusetyenziswa kwezimali zesebe ngendlela enempumelelo, enoqoqosho nesekuhleni;
b) ukulawulwa, kuqukwa nokugadwa okukhuselekileyo nokugcinwa kwee-asethi zesebe; kunye
c) nokuthatha amanyathelo okuthintela inkcitho engagunyaziswanga, eyilahleko nekukudyakraza nokululekwa kwalo naliphi na igosa elophula umthetho okanye elisileleyo ukuthobela nayo nayiphi na imigqaliselo.

2.2 Ngokwesiqendu 9(1) se-*PMFA*, igosa elimele ukuphendula ngosetyenziso lwemali yeziko malenze konke okusemandleni alo ngenkathalo ngandlela zonke ukuthintela nokuqaphela kwangoko inkcitho-mali engagunyaziswanga, eyilahleko, engenanzuzo nekukudyakraza, kwaye kufuneka, ukulungiselela le njongo, liphumeze iinkqubo zokusetyenziswa ngendlela eyiyo, ezinoqoqosho, nezisekuhleni zolawulo lwezemali neelahleko ezichaphazelekayo.

3. **Iihambo zaseburhulumenteni**

ISebe leMfundo leNtshona Koloni (*WCED*) lizimisele ekuboneleleni ngezithuthi ezifanelekileyo ukwenzela ukuba amagosa abe nako ukwenza umsebenzi wawo. Oku kulandelayo kuthathwa njengeehambo zaseburhulumenteni:

a) Iihambo zokubonelela ngeenkonzo kumaziko emfundo, ezinjengokuya kuhlola izikolo nokunika ingcebiso.
b) Iihambo zokuya ezintlanganisweni, koomasifundisane nakwiisemina.
c) Iihambo eziya kwiindawo ezakhiwayo, umz. kwizikolo ezitsha okanye kwiifasilithi ezintsha.
d) Nokusa izithuthi zikarhulumente kwindawo ezilungiswa kuyo ukuba zilungiswe okanye zenzelwe iikowuteshini.

4. **Iihambo ezingagunyaziswanga**

4.1 Ngokubhekiselele kumhlathi 2.2, oku kulandelayo kuthathwa njengeehambo ezingagunyaziswanga:

a) Ukusebenzisa isithuthi sikarhulumente ngaphandle kwesigunyaziso esimiselweyo (ukuzaliswa nokungeniswa kwefom *GMT/2019-01*).
b) Ukusebenzisa isithuthi sikarhulumente ukuya kwiziko lokumakishela ukuya kumakisha okanye ukuya kumodareyitha iincwadi zeempendulo zoviwo.
c) Ukuhamba ngesithuthi sikarhulumente ukusuka ekhaya usiya emsebenzini.
d) Ukusebenzisa isithuthi sikarhulumente ukuya kuthenga ezivenkileni.
e) Ukusebenzisa isithuthi sikarhulumente ukuthatha iihambo zokubethwa ngumoya umz. ukuya elunxwemeni
f) Ukuhambisa usapho lwakho okanye abantu abalusapho lwakho ngesithuthi sikarhulumente ngaphandle kwesigunyaziso esiyimfuneko nokuzalisa iifom zokuxolelwa kubutyala ngaso nasiphi isiganeko esingenzeka (*indemnity forms*).
g) Ukuhambisa oogxa bakho okanye abanye abantu abangagunyaziswanga ukuba basebenzise isithuthi eso.
h) Iihambo ezingagunyaziswanga zokuya naphi na.
i) Ukusetyenziswa kwesithuthi ligosa, okanye ukuhanjiswa kwalo ngesithuthi eso, igosa elixhamlayo kwisikim sesibonelelo sokuthenga imoto samalungu angabaphathi abaphakathi nabaphathi abakhulu (*middle and senior management members*).
j) Ukusetyenziswa kwesithuthi kuwo nawuphi umsebenzi ongabhalwanga kwifom esisigunyaziso sokuthatha uhambo

4.2 Ukuba igosa lithi lisekondwe kwenye i-ofisi okanye kwesinye isitishi, isithuthi sikarhulumente masibuyiselwe kwisitishi saso sokuqala esasikhutshelwe sona (*original station of issue*). Ukuba kukho imfuneko yokuba nesithuthi kwi-ofisi okanye kwisitishi esitsha, makwenziwe isicelo esitsha sokucela isithuthi sikarhulumente kuloo ofisi okanye kweso sitishi sichaphazelekayo.

4.3 Kwiimeko apho igosa lingenako ukuveza ifom i-*Application to Travel form* yokwenza isicelo sohambo ngokusemthethweni okanye apho isithuthi sikarhulumente sisetyenziswa gwenxa, imigqaliselo yezothutho yenza isibonelelo sokuba igosa elijongene nokuthotyelwa kwemithetho yendlela (*traffic law enforcement officer*) lithathe inyathelo ngomqhubi lowo, elinokubandakanya ukubanjwa komqhubi nokuthinjwa kwesithuthi sikarhulumente .

4.4 ISebe i-*WCED* linako kwakhona ukuthathela igosa inyathelo loluleko ngesenzo sokuziphatha kakubi (*misconduct*) ngokomgaqo wezoluleko (*in terms of the disciplinary code*), kwaye angawiselwa izohlwayo ezinokubandakanya, phakathi kwezinye izinto, isilumkiso esibhaliweyo, ukunqunyanyiswa okanye ukugxothwa emsebenzini. Kwiimeko ezinjengezi, ubungqina buya kubandakanya ingxelo yokulandelela umkhondo weendlela ezihanjwe sisithuthi (*tracking report*), iilogishithi zesithuthi kunye nefom yesigunyaziso sokuthatha uhambo ngesithuthi sikarhulumente esisetyenzisiweyo.

4.5 Abaqhubi baya kuthwaliswa uxanduva buqu lokuphendula ngenxa yazo naziphi izenzo zokwaphula umthetho wezendlela ezenziweyo yaye ayacelwa amagosa asebenzisa izithuthi zikarhulumente ukuba ayithobele imithetho yendlela echaphazelekayo kwakunye noMthetho i-*Administrative Adjudication of Road Traffic Offences*, 2019(Act 4 of 2019).

4.6 Kucelwa niqaphele ukuba ukuphinda-phinda ukophula umthetho kungakhokelela ekunqunyanyisweni kwelungelo elikhethekileyo/kwelungelo legosa likarhulumente lokusebenzisa izithuthi zikarhulumente.

5. **Ukusetyenziswa kwezithuthi zikarhulumente ze-*GG* nezithuthi eziqeshiweyo**

5.1 Ukwenzela ukuba kusetyenziswe isithuthi sikarhulumente okanye isithuthi esiqeshiweyo (*leased vehicle*), igosa lilindeleke ukuba lenze isicelo soko ngohlobo olumiselweyo kwaye malibe naso isigunyaziso sokuthatha uhambo esisemthethweni. Ngenxa yeendleko zepetroli ezixhomileyo, ayacelwa amagosa ukuba ayicwangcise imisebenzi efuna kusetyenziswe izithuthi zikarhulumente ngendlela apha eya kuthintela inkcitho engeyomfuneko.

5.2 Ngethuba leeholide zezikolo, zonke izithuthi zikarhulumente mazipakwe ngokukhuselekileyo e-ofisini okanye kwiziko elo. Iintloko zee-ofisi okanye zamaziko zinako ukutenxa kulo mgaqo-nkqubo kuphela kwiimeko ezizodwa kakhulu

(*exceptional cases*), kwakuba kuthathelwe ingqalelo iziphumo zoko ngokwasezimalini ngakurhulumente.

5.3 Ukuba amagosa asebenza ezi-ofisini ikakhulu, akanako ukunikwa isithuthi sikarhulumente ukuze asisebenzise ngokusisigxina, kuba izithuthi ezo zabelwe amaziko. Ukuba kuza kuthathwa uhambo lwaseburhulumenteni, kufuneka igosa lenze isicelo ngendlela emiselweyo. (Funda kumhlathi 4.1 ngokumalunga namalungu angabaphathi abaphakathi nabaphathi abakhulu.)

5.4 Amagosa ezothutho makaqinisekise ukuba le miqathango ikhankanywe apha ngasentla ithotyelwa ngokungqongqo kwanokuba izitshixo zezithuthi, ii-*logbooks*, ne-fuel/*toll cards* zesithuthi zibuyiswa kunye nesithuthi. Amagosa achaphazeleka kwiiprojekthi ezizodwa (*special projects*) ngethuba leeholide zezikolo makenze isicelo sokusebenzisa isithuthi sikarhulumente ukulungiselela kanye loo njongo.

6. **Ukwenziwa kwesicelo sokucela isigunyaziso sohambo ngesithuthi**

6.1 Akukho gosa livumelekileyo ukuqhuba isithuthi sikarhulumente ngaphandle kokuba linelayisensi yokuqhuba esemthethweni nesigunyaziso esisemthethweni sokuba lithathe olo hambo luthile. Umqhubi makazalise ifom egunyazisa ukuthathwa kohambo i-*Application to Travel form* (*GMT* 2019-01). Oku makuvunywe kula manqanaba mathathu alandelayo:

a) KwaNdlunkulu ngumntu okwisikhundla esingekho ngaphantsi kweso seSekela Mlawuli;
b) Kwii-ofisi zezithili ngumntu okwisikhundla esingekho ngaphantsi kweso seGosa lezoLawulo eLikhulu (*Senior Administration Official*).
c) Kwiziko lemfundo yintloko yeziko elo.

6.2 Igosa elivuma isicelo maliqinisekise ukuba umntu owenza isicelo wazisiwe ngemigqaliselo njengoko icacisiwe kwiSetyhula ye-*Department of the Premier Corporate Services Centre* Circular 3/3/4/P, yomhla we-23 Disemba 2013, yaye maliqinisekise ukuba ikhona imali kwibhajethi eyabelwe uhambo lwesithuthi/uhambo.

6.3 Umqhubi makangenise ifom yohambo olugunyazisiweyo evunyiweyo i-*Trip Authority form (GMT 2019-01*) kwigosa lezothutho ubuncinane kwiiyure eziyi-24 phambi kohambo. Phambi kokuba isithuthi sithathwe, umqhubi makangenise ilayisensi yakhe yokuqhuba esemthethweni engabhalwanga sohlwayo (*valid unendorsed driver's licence*) kwigosa lezothutho ukuze ingqinisiswe. Ikopi yayo iya kufakwa kwifayili yelayisensi yokuqhuba yomqhubi ngenjongo yokugcina iirekhodi. Amagosa angenako ukuveza ilayisensi yokuqhuba esemthethweni akayi kusinikwa isithuthi sikarhulumente. Izigunyaziso zokuthatha uhambo azinakukhutshelwa ithuba elingaphezu kwenyanga enye.

6.4 Abasebenzi abaqeshwe ngemvumelwano nabasebenzi abangesosigxina (*contract and temporary employees*) beSebe i-*WCED* bamele ukwenza isicelo semvume

yokusebenzisa izithuthi zikarhulumente, njengoko urhulumente inguye ojongana nentlawulo ngomonakalo kwizithuthi. Makufunwe imvume kuqala kwiCandelo le-*Government Motor Transport* phambi kokuba abasebenzi abaqeshwe ngemvumelwano babe nokuziqhuba izithuthi zikarhulumente.

6.5 Makuthotyelwe yonke imigqaliselo esebenzayo kusetyenziso lwezithuthi ze-*GG*. Nawuphi umonakalo owenzeke kwisithuthi sikarhulumente, ngenxa yezi zinto, phakathi kwezinye, ingozi okanye ubusela, makunikwe ingxelo ngawo ngoko nangoko ngumqhubi kwigosa lezothutho nakwisikhululo samapolisa esikufuphi zingadlulanga iiyure eziyi-24 zokwenzeka kwengozi.

6.6 Isithuthi se-*GG* masigcinwe sicocekile ngaphakathi nangaphandle yaye sibuyiswe sikwimeko ebesikhutshwe sikuyo ngaphambili. Ukuphinda-phinda ukwaphula nokungathobeli lo mqathango kungakhokelela ekubeni igosa elo limangalelwe ngokungqinelana noMgaqo woKuziphatha waBasebenzi beNkonzo kaRhulumente (*Code of Conduct for Public Servants*).

7. **Ukupakwa kwezithuthi zikarhulumente kwipropathi yabucala**

7.1 ISetyhula yezoThutho kaZwelonke u-*No*.3 ka-2019 imisela amanyathelo aqhelekileyo okukhusela isithuthi ekufuneka athathwe xa isithuthi se-*GG* sipakwe kwipropathi yabucala. Makuthathwe onke amanyathelo abubulumko nafanelekileyo okukhusela isithuthi ebuseleni, emlilweni, ekonakalisweni nasekusetyenzisweni ngokunga-gunyaziswanga. Makubekho igaraji etshixwayo okanye iigeyithi ezitshixwayo ukukhusela isithuthi. Ukufakwa kwesithuthi kwigaraji yasekhaya ebusuku ngumqhubi okanye ngomnye umqhubi phambi kokuba kuthathwe uhambo, makufumaneke imvume phambi kokuba isithuthi sipakishwe ligosa.

7.2 Makukhutshwe ifom yesigunyaziso esayiniweyo yokupaka isithuthi sikarhulumente kwikhaya legosa, o.k.t. i-*Application for Private Garaging of State-owned Vehicles*. Lo gama isithuthi sikarhulumente sipakwe kwikhaya legosa, akuvumelekanga ukuba sisetyenziselwe naziphi iinjongo zabucala. Akuvumelekanga ngokungqongqo ukusetyenziselwa iinjongo zabucala kwesithuthi se-*GG*, okanye isithuthi esirentwe okanye esiqeshwe liSebe i-WCED.

7.3 ISebe i-*WCED* lilindele igosa ngalinye elithweswe uxanduva lokusebenzisa isithuthi se-*GG* okanye isithuthi esirentiweyo nesiqeshiweyo ukuba liqinisekise ukuba ezo zithuthi azisetyenziswa ngokungafanelekanga nokuba izicelo zokusetyenziswa ngokusemthethweni ziyatshekishisiswa ngamagosa ekugqithiselwe kuwo amagunya. Abakhweli abangagunyaziswanga ngokusemthethweni, o.k.t. abo bakhweliswe kwisithuthi ngenjongo ezingezizo ezaseburhulumenteni, amagosa angekho msebenzini kunye nepropathi yabucala, umz. ifanitshala, mayingaze ithuthwe ngezithuthi zikarhulumente, ngaphandle kokuba kufunyenwe isigunyaziso esibhaliweyo esenziwe yiNtloko yeSebe leMfundo, okanye ngulowo kudluliselwe kuye amagunya.

8. Ukufumana ingcaciso engaphezulu, ungaqhagamshelana nalo naliphi na igosa elikwaNdlunkulu kula alandelayo:
   Nksk F Abdou, tel. no. 021 467 2811
   Nksk C Albertus, tel. no. 021 467 2794
   Nks V Ntshinga, tel. no. 021 467 2808
   Nks A Gana, tel. no. 021 467 2715

9. Okuqulethwe kule setyhula makwaziswe onke amagosa asebenzisa izithuthi zikarhulumente ekwenzeni imisebenzi yawo ukuze akuthathele ingqalelo.

ISAYINWE: NGU-BK SCHREUDER
INTLOKO YESEBE LEMFUNDO
UMHLA: 2020-12-21