



**UMNYANGO WEZEMISEBENZI
YOMPHAKATHI KWAZULU-NATALI**

**IBHUKWANA MAQONDANA
NOMTHETHO WOKUKHUTHAZA
UKUFINYELELA OLWAZINI**

**ELIHLANGANISWE NGOKUHAMBISANA NESIGABA 14 SOMTHETHO
WOKUKHUTHAZA UKUFINYELELA OLWAZINI, UMTHETHO UNO. 2 WEZI-2000
("I- PAIA")**

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IS AHLUKO 1: INHLOSO YEBHUKWANA KANYE NEMININGWANE YOKUXHUMANA YOMNYANGO

1. Inhloso yeBhukwana

Inhloso yaleli Bhukwana, ngokuhambelana neSigaba 14 soMthetho Wokukhuthaza ukufinyelela Olwazini, wezi-2000 (i-“PAIA”), ukuhlinzeka umphakathi ngolwazi olumayelana:

- nemisebenzi nezinsiza ezihlinzekwa nguMnyango Wezemisebenzi Yomphakathi (“uMnyango”); kanye
- namarekhodi agcinwe nguMnyango nokuthi ungakuthola kanjani ukufinyelela kulawa marekhodi.

2. Imininingwane yokuxhumana yoMnyango

ISikhulu Esibhekele Ulwazi soMnyango ngokuhambisana ne-PAIA yiNhloko yoMnyango.

Nokho-ke, kuyalelwa ukuthi zonke izicelo noma imibuzo okuphathele ne-PAIA maqondana naleli Bhukwana kumele ziqondiswe kwiSekela leSikhulu Esibhekele Ulwazi.

3. Imininingwane yokuxhumana yoMnyango imi kanje:

ISikhulu Esibhekele Ulwazi:	INhloko yoMnyango
Ikheli lendawo:	Ground Floor, 191 Prince Alfred Street, Pietermaritzburg, 3200
Inombolo yocingo:	033 –355 5562
Inombolo yefeksi:	033- 355 5683
I-imeyili:	Head.works@kznworks.gov.za
ISekela leSikhulu Esibhekele Ulwazi:	IMenenja Eyinhloko: UPhiko Lwezemisebenzi Yezomthetho– UNks. Andaleeb Khan
Ikheli lendawo:	Office G64, Ground Floor, 191 Prince Alfred Street, Pietermaritzburg, 3200
Inombolo yocingo:	033 – 355 5435

Inombolo yefeksi:	033 – 355 5501
I-imeyili:	Andaleeb.khan@kznworks.gov.za

Imininingwane yoMnyango Jikelele	Yokuxhumana
Ikheli lendawo:	191 Prince Alfred Street, Pietermaritzburg, 3200
Ikheli leposi:	Private Bag X9041, Pietermaritzburg, 3200
Inombolo yocingo:	033 –355 5500
Inombolo yefeksi:	033- 355 5683
Website:	www.kznworks.gov.za

ISAHLUKO 2: IMISEBENZI, IZINSIZA KANYE NESAKHIWO SOMNYANGO

4. Imisebenzi kanye nezinsiza

UMnyango waziwa ngokuba ngumgcini wawo wonke umhlaba ongokahulumeni osesifundazweni saKwaZulu-Natali; ukwengeza kulokhu, uMnyango uyalelwe ukuba usebenze ube ngumphatheli wokuqalisa ukusebenza wamanye amakhasimende ayiminyango, isb.uMnyango Wezempilo KwaZulu-Natali, uMnyango Wezemfundo KwaZulu-Natali ukuze uyelekelele ngengqalasizinda yayo kanye nokudingekayo okuphathelene nezakhiwo, ukuze ikwazi ukufezekisa izinhlosongqangi yayo futhi iqinisekise ukuthunyelwa kwezinsiza.

Imisebenzi kanye nezinsiza ezisemqoka ezihlinzekwa nguMnyango yile elandelayo:

- Ukuthengwa kanye nokuchithwa kwezakhiwo kanye nomhlaba ngokuba kuthengwe, kuqashwe, kuqashiswe, kundayiswe, kuiswe, kubhidlizwe futhi kunikelwe ngakho;
- Ukulawulwa kwerejista yempahla okuyizimpahla ezingagudluzeki okungezesifundazwe (umhlaba kanye nezakhiwo);
- Ukwakhiwa kanye nokunakekelwa kwezakhiwo kanye nomhlaba womphakathi, kumbandakanya kokubili izakhiwo ezintsha ezisakhiwa kanye nezivuselelwayo;
- Ukuhlinzeka amakhasimende ayiminyango yesifundazwe ngezindawo ezingamahhovisi.

5. Isakhiwo soMnyango

UMhlonishwa uNgqongqoshe Wezokuhlaliswa Kwabantu kanye nezeMisebenzi Yomphakathi KwaZulu-Natali nguMnu.Ravigasen Ranganathan Pillay bese kuthi iNhloko yoMnyango yezeMisebenzi Yomphakathi kube nguMnu. Armugam Govender.

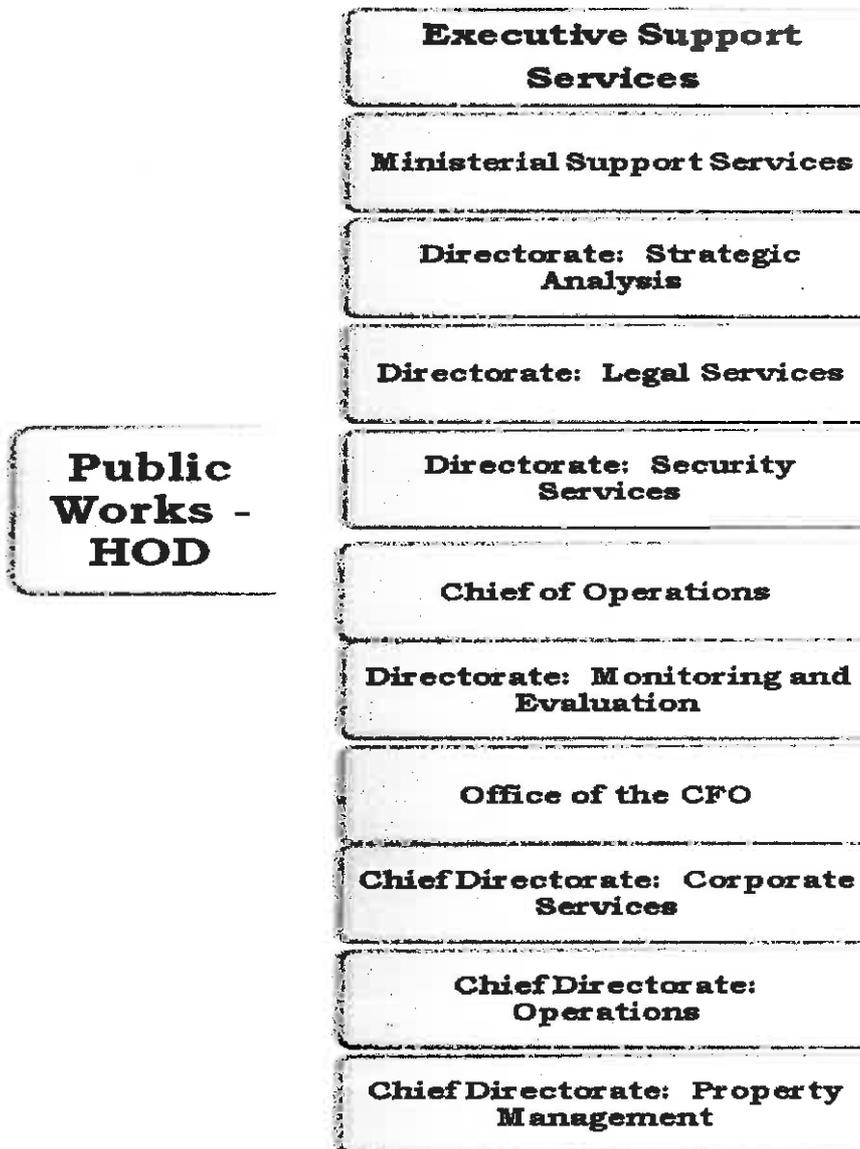
Amahhovisi Obuqondisi Ayinhloko yilwa alandelayo:

- UPhiko Lwezokwenziwa kwemisebenzi;

- UPhiko Lwemisebenzi Edidiyele;
- Ezokulawulwa Kwezakhiwo; kanje
- IHhovisi LeSikhulu Esiyinhloko Esibhekele Izimali (CFO)

Inhloko-hhovisi yoMnyango iku- 191 Prince Alfred Street, Pietermaritzburg futhi kunamahhovisi ezifunda amane, eliseThekwini, elise-Midlands (Ladysmith), elise-North Coast (Ulundi) kanye nelise-Southern Region (Pietermaritzburg), ukwengeza emahhovisi ahlukehukene ezifunda.

6. Isakhiwo soMnyango:



IS AHLUKO 3: UMHLAHLANDLELA WESI-SIGABA 10 WOKUTHI USETSHENZISWA KANJANI UMTHETHO WOKUKHUTHAZA UKUFINYELELA OLWAZINI (I-PAIA)

IKhomishini yamaLungelo Abantu ('SAHRC'), ngokweSigaba10 se-PAIA, iyalelwe ukuba iqokelele umhlahlandlela ngazo zonke izilimi ezisemthethweni, omaqondana nokuthi isetshenziswa kanjani i- PAIA.

Uyacelwa kuba uxhumane nehhovisi lendawo le- SAHRC ukuze uthole ulwazi oluthe xaxa:

IKhomishini yamaLungelo Abantu eNingizimu Afrika: IHhovisi Lesifundazwe saKwazulu-Natali

1st Floor, 136 Margaret Mncadi Avenue

Durban

4001

Inombolo yocingo : 031 304 7323/4/5

Inombolo yefeksi : 031 304 7323

I-imeyili : msibisi@sahrc.org.za

ISAHLUKO 4: UKWENZA IBHUKWANA LIHAMBELANE NESIKHATHI SAMANJE KANYE NOKUTHOLAKALA KWALO

Leli Bhukwana lizokwenziwa lihambelane nesikhathi samanje, uma kunesidingo, njalo ngonyaka futhi lizotholakala kulezi zindawo ezilandelayo:

1. eNhloko hhovisi kanye nakuwo wonke amahhovisi ezifunda omnyango;
2. Kwiwebhusayithi yoMnyango ethi, www.kznworks.gov.za
3. Ehhovisi likaNdunankulu waKwazulu-Natali;
4. KwiKhomishini yamaLungelo Abantu eNingizimu Afrika.

ISAPHLUKO 5: UKUFAKA ISICELO SOKUFINYELELA OLWAZINI KANYE NENQUBO YANGAPHAKATHI YOKUFAKWA KWESIKHALO

Ukufaka isicelo sokuthola ulwazi ngokwe- PAIA

Ukufinyelela olwazini olugcinwe nguMnyango kumele kwenziwe ngokufaka isicelo ngokuba:

- kugcwaliswe ifomu lokufaka esicelo elinqunyiwe, elinguFomu A, eliyingxenye yaleli bhukwana eliyiSithasiselo A; kanye
- nokukhokha imali enqunyiwe njengoba ibalulwe lapha kuleli bhukwana kwiSithasiselo B. Umfakisiselo ofuna ukufinyelela kwirekhodi eliqukethe ulwazi oluqondene naye ngqo akudingeki ukuba akhokhe imali yokufaka isicelo.

Uma umfakisiselo efaka isicelo egameni lomunye umuntu, kumele abalule isikhundla sakhe esimgunyaza ukuba acele lelo rekhodi egameni lomunye umuntu, isicelo siphelzelwe incwadi emgunyazayo/ incwadi esayindwe ngummeli/ igunya elibhalwe phansi lokuthi enze njalo.

Uma umfakisiselo engakwazi ukufunda noma ukubhala, kumbe enokukhubazeka, lapho-ke ofake isicelo angafaka isicelo sokulithola ngomlomo, kuleso simo iSikhulu Esibhekele Ulwazi sizogcwalisa ifomu elinqunyiwe egameni lomfakisiselo futhi sinikeze umfakisiselo lelo fomu eligcwalisiwe.

Emva kokuba iSikhulu Esibhekele Ulwazi sesithathe isinqumo mayelana nesicelo, umfakisiselo uyobe esaziswa ngalesi sinqumo ngendlela ebalulwe ngumfakisiselo, isb.Ngokubhalelwa noma nganoma yiyiphi enye indlela.

Lapho ukufinyelela olwazini kucelwe ngendlela ekhethekile, ukufinyelela kuyohlizekwa ngaleyo ndlela ngaphandle uma lokhu kuzokhinyabeza ngandlela thize inqubo kanye nokusebenza koMnyango, kuzolimaza amarekhodi awo kumbe ukwaphula ilungelo lokushicilela lawo.

Uma ukufinyelela kungeke kwanikezwa ngendlela eceliwe kodwa kuzokuba ngenye indlela, kuyobe sokuba ngokuthi imali enqunyiwe yokufinyelela ibe seyibalwa ngokuhambelana nendlela yokufinyelela leyo umfakisiselo akade eyicelile ekuqaleni.

Inqubo yokufaka isikhalo ngaphakathi

Uyanxuswa ukuba uqaphele ukuthi umfakisicelo angafaka isikhalo ngaphakathi kwiLungu Lesigungu Esiphezulu: KwezeMisebenzi Yomphakathi kanye Nokuhlaliswa Kwabantu KwaZulu-Natali (“uNgqongqoshe”) ngokuphikisana nesinqumo seSikhulu Esibhekele Ulwazi soMnyango:

- sokunqatshwela ukufinyelela kwirekhodi;
- maqondana nemali ekhokhwayo;
- ngokuphathelele nokunwetshwa kwesikhathi sokuphendula esicelweni; noma
- maqondana nefomu lokufinyelela alinikeziwe.

Ngaphezu kwalokho, umuntu wesithathu angafaka isikhalo sangaphakathi kuNgqongqoshe ephikisana nesinqumo seSikhulu Esibhekele Ulwazi sokugunyaza isicelo sokufinyelela olwazini.

Indlela yokufaka isikhalo sangaphakathi

Isikhalo sangaphakathi-

(a) kumele sifakwe kwifomu elinqunyiwe, (bheka Isithasiselo C, esiyingxenye yalapha) -

(i) kungakapheli izinsuku ezingama-60;

(ii) uma isaziso esiya kumuntu wesithathu siyalelwe ngokwesigaba 49 (1) (b), kungakapheli izinsuku ezingama-30 emva kokuba isaziso sinikwe ofaka isikhalo ephikisana nesinqumo noma, uma ngabe isaziso esiya kofake isikhalo singadingeki, emva kokuba kuthathwe isinqumo;

(b) kumele sihanjise kumbe sithunyelwe **eSikhulwini Esibhekele Ulwazi** (hhayi kuNgqongqoshe) ekhelini laso, kwinqombolo yefeksi noma ekhelini le imeyili;

(c) kumele siveze isihloko sokufakwa kwesikhalo ngaphakathi futhi sibalule izizathu zokufaka isikhalo futhi singabandakanya nanoma yiluphi olunye ulwazi oluthintekayo alwaziyo lowo ofaka isikhalo;

(d) ngokwengeza kwimpendulo ebhaliwe, uma ofaka isikhalo efisa ukuba aziswe ngesinqumo esimayelana nokufaka isikhalo nganoma yiyiphi enye indlela, kumele ayibalule leyo ndlela futhi ahlinzeke imininingwane efanele azokwaziswa ngayo;

(e) uma kunokwenzeka, kumele lokhu sihambisane nemali enqunyiwe yokufaka isikhalo okubhekiswe kuko esigatshaneni(3)se-PAIA; futhi

(f) kumele sinikeze ikheli lokuposa noma inombolo yefeksi.

ISAHLUKO 6: AMAREKHODI AVELE EKHONA ATHOLAKALAYO NGOKWESIGABA 15(1) SOMTHETHO WOKUKHUTHAZA UKUFINYELELA OLWAZINI I-PAIA)

Ukufinyelela kumarekhodi abalwe ngezansi akudingi ukuba kufakwe isicelo ngokwe-PAIA.

Abafakizicelo kudingeka ukuba balethe isicelo ngokuba babhale (basipose, bathumele ifeksi kumbe i-imeyili) kwiSikhulu Esibhekele Ulwazi kule mininingwane yokuxhumana eshiwo kwiSAHLUKO 1 saleli Bhukwana, sona esiyobe sesisidlulisela kumsebenzi oqondene woMnyango okunguyena oyobe eselekelela umfakizicelo ekutholeni irekhodi.

Isicelo kumele siqukathe lokhu:

1. igama lomfakizicelo;
2. ikheli leposi kanye nenombolo yocingo yomfakizicelo;
3. incazelo yerekhodi elicelwayo;
4. indlela irekhodi okumele lihlinzekwe ngayo, isb. ewuhlobo lwephepha, ikhophi ekhishwe emshinini;
5. uma umfakizicelo efaka isicelo egameni lomunye umuntu, kumele kuvezwe ubufakazi besikhundla salowo ofaka isicelo maqondana nokufakwa kwesicelo egameni lomunye umuntu futhi kuhambisane nencwadi yegunya kumbe ilungelo lommeli ebalwe ukunikezwa igunya lokwenza lokhu.

Uma umfakizicelo engakwazi ukufunda noma ukubhala, kumbe enokukhubazeka lapho-ke ofake isicelo angafaka isicelo sokulithola ngomlomo, kuleso simo iSekela leSikhulu Esibhekele Ulwazi lizobhala phansi isicelo futhi lilekelele umfakizicelo ngendlela efanelekile.

Izigaba zamarekhodi	Indlela yokulithola
<p><u>Atholakala mahhala</u></p> <ul style="list-style-type: none">• Imibhalo yamasu okusebenza oMnyango kanye neMibiko yonyaka• Imibhalo Eshicilelwe kanye namapheshana okwazisa	

- Amaphephandaba angaphakathi
- Izincwajana ezichazayo
- Izingqwembe zokwazisa
- USomqulu Wokuzibophezela Ekusebenzeni Womnyango wonyaka wezi- 2009-2013
- Uhlelo Lokuthuthukiswa Kokunikezelwa Kwezidingo lonyaka wezi-2012-2015
- Amaqophelo Okwenza umsebenzi abhalwe ngesiZulu nangesiNgisi

Azohlolwa kumbe noma azokwenziwa amakhophi (ngemali enqunyiwe)

- Amasekhula ezikhala zomsebenzi ezikhangisiwe
- Imithetho edingidwayo
- Izincwadimbiko zezindaba zomtapo Wolwazi
- Izinkulumo zikaNgqongqoshe
- Izitatimende zikaNgqongqoshe Ezikhishelwa Abezindaba
- UMthetho Wokuphathwa Kwezimali Zomphakathi
- Inqubomgomo Yendlela engcono Yokuthengwa Kwempahla Esaluhlaka
- Imithethonqubo Yendlela engcono Yokuthengwa Kwempahla
- UMthetho weZemisebenzi kaHulumeni, Isixazululo 14 sowezi-2002
- UMthetho Wezemisebenzi kaHulumeni, Isixazululo1 sowezi-2003
- UMthetho Wobudlelwane Emsebenzini, we-1995
- INqubo Yokuziphatha yeZemisebenzi kaHulumeni
- UMthetho Wezemisebenzi kaHulumeni
- IMithethonqubo Yezemisebenzi kaHulumeni
- UMthetho ophathelene nokulawulwa Kwezakhiwo
- UMthetho kanye neMithethonqubo yeBhodi Lezokuthuthukiswa Kwemboni Yezokwakha
- Imithethonqubo yomnyango ogcina amabhuku ezimali zikahulumeni
- Amanothi okusesebenza komnyango ogcina amabhuku ezimali zikahulumeni

Amakhophi angamaphepha
(angatholakala futhi ngokomshini
kuncike kubukhulu bawo)

Amakhophi angamaphepha
(angatholakala futhi ngokomshini
kuncike kubukhulu bawo)

- Izilinganiso zomnyango ogcina amabhuku ezimali zikahulumeni zentela yesiFundazwe kanye Nezindleko (i-Green Book)
- Izincwajana zemikhakha yemisebenzi
- Umhlahlandlela woMnyango Wezemisebenzi kaHulumeni omayelana nokuphathwa kwemikhakha yemisebenzi
- Izinkombandlela zokuxhumana ne-GCIS
- Iziqeshana Ezisikwe Kumaphephandaba kanye nezinkulumo eziqoshiwe zezithangani zabezindaba;
- Inqubomgomo yezimoto zikahulumeni (isekhula 4 yowezi-2000)
- Inqubomgomo yezimoto zabasebenzi abaxhaswe ngazo nguhulumeni (isekhula 5 wezi-2003)

ISAHLUKO 7: AMAREKHODI ATHOLAKALA NGOKUBA KUFAKWE ISICELO ESISEMTHETHWENI NGOKWESIGABA 14(1)(D)

ISIHLOKO	IZIGABA ZAMAREKHODI
IHhovisi leNhloko yoMnyango ("HOD")	Imibiko ye-EXCO
	Imibiko ye-MANCO
	Imibiko yeKomidi elingenakuguquka emayelana nezimali zomphakathi ("i-SCOPA")
	Imibiko yomsebenzi othile
	Amafayela aqondene ngqo neNhloko yoMnyango kanye noPhiko Olubhekele Izindaba zabasebenzi.
IHhovisi likaNgqongqoshe	AMaminithi emihlangano
	Isimo kanye nemibiko yesimo semiklamo eqhutshwa nguMnyango
	Amarekhodi okusetshenziswa kwezimoto
	Uhlu lwezimpahla zehhovisi likaNgqongqoshe
	Okubhaliwe okulethwa nguMnyango wezeMisebenzi Yomphakathi kanye Nokuhlaliswa Kwabantu
	Imininingwane eqondene nomphakathi
	Imibuzo yephalamende kanye neyabezindaba
	Amamemorandamu aya kwiKhabhinethi
	Imibiko Yokwenziwa Komsebenzi kanye nomklamo woMnyango

	ngokunjalo nohlu lwezinsiza ezithunyelwe
	Uhlelo Lokwelekelela lweHhovisi likaNgqongqoshe
	Imibuzo yomphakathi kanye nezinyathelo ezithathiwe
	Amarekhodi ako konke okubhaliwe koMnyango okulethwe kuNgqongqoshe
	Amarekhodi ezimali aqondene noMnyango
	Zonke izincwadi ezamukelwe yiHhovisi likaNgqongqoshe
	Amarekhodi abasebenzi baseHhovisi likaNgqongqoshe
	Amarekhodi ocwaningo lwezobugebengu olujutshwe yiHhovisi likaNgqongqoshe
	Izindaba zesishayamthetho kanye nezimpendulo zemibuzo yephalamende eqondene nomnyango.
IHhovisi LeSikhulu Esiyinhloko Esibhekele Izimali ("i-CFO")	Ithimba leziphathimandla zoMnyango Wezemisebenzi yoMphakathi delegation
	Uhlelo lonyaka lokwenziwa komsebenzi loMnyango
	Inqubomgomo kanye neziNqubo : ukuphathwa kwezicelo zokukhokhelwa kanye nezindleko
	Inqubomgomo yokulawulwa kwezikweletu
	Inqubomgomo yezimpahla/ izikweletu ezisulwayo
	IBhukwana lenqubo Yokulawula Yonyaka ("IYM")
	Inqubomgomo yokulawulwa kwempahla
	Inqubomgomo yomakhalekhukhwini
	Inqubomgomo yokulawulwa Kokusatshalaliswa Kwempahla
	Inqubomgomo yempahla yokwakha
	Inqubomgomo yokusebenzisa kanye nokunakekela izimpahla ezisusekayo
	Inqubomgomo yokuchithwa kwezimpahla ezisusekayo
	Inqubomgomo yohlu lwempahla
	Uhlelo Lokuvikela ukukhwabanisa
	Inqubo yokulawula ukusetshenziswa kuka-BAS kanye nenqubo yokulawula ukusetshenziswa kwe-Hardcat
	Amaminithi e-EXCO
	Izinqumo zeKomidi Lezezimali
Ukulawulwa Kokusatshalaliswa Kwempahla("i-SCM")	Amazinga namaqophelo Okulawulwa Kokusatshalaliswa Kwempahla(ukwamukelwa kwempahla, ukwenziwa komsebenzi kanye nokuhambelana nemithetho ngokunjalo nokudingeka kwempahla) – amakhophi angamaphepha nasemshinini
	Amazinga namaqophelo efenisha yamahhovisi – amakhophi angamaphepha nasemshinini
	Izinqubo, izinqubomgomo, amasekhula, ama- SOP, nokunye kokulawulwa Kokusatshalaliswa Kwempahla) amakhophi angamaphepha nasemshinini

	Amafayela omklamo woPhiko Lokulawulwa Kokusatshalaliswa Kwempahla– amakhophi angamaphepha
	Amafayela okudliselwa kwezikhalo – amakhophi angamaphepha
	Amafayela ehhovisi lokulondoloza imibhalo yezokuLawulwa Kokusatshalaliswa Kwempahla – amakhophi angamaphepha
	Amaminithi emihlangano yekomidi lokubhida elibhekele izincazelo ezineminingilizo ("BSC") / yekomidi elihlola amabhidi ("BEC") / yekomidi lokwahlulela amabhidi ("BAC")– amakhophi angamaphepha
	Irejista yokudlulisela izikhalo – amakhophi asemshinini
	Irejista yokuhoxiswa komklamo – amakhophi asemshinini
	Irejista yohlu lwezinto ezizokwenziwa nezizokhokhelwa – amakhophi angamaphepha
	Irejista lohlu lwabantu ababeyizethameli – amakhophi angamaphepha
	Irejista yamanani abekwa ngabathengisi/ irejista yomakhalekhukhwini/ irejista yokuqashisa- amakhophi angamaphepha nasemshinini
	Imiqulu yamanani abekwa ngabathengisi kanye neyokubhida.
Ukuhambelana kanye nokulawulwa kobungozi	Izinhlelo zonyaka zokuhlolwa kokuhambelana
	Izinqubo ezivamile ezisebenzayo zokuhlolwa kokuhambelana – uHlelo lonyaka lokuhlola kanye nokulungiselela
	Izinhlelo ezisebenzayo kanye nemibiko yokuhambelana nokuhlola
	Imibiko yabaphathi
	Imibiko yocwaningo lukaMcwaningimabhuku Jikekelele olusemthethweni
	Izinhlelo zocwaningo lwangaphakathi
	Imibiko yocwaningo lwangaphakathi
	Ukuhlolwa kwabezokuphepha
	Irejista yezigigaba zokuhlathsha kwekhwelo
	Irejista yokubikwa kwenkohlakalo ngokushayela kwinombolo yamahhala ehhovisi likaMengameli
	Irejista yokushaya ucingo kwinombolo yamahhala ngenhloso yokulwisana nenkohlakalo
	Irejista yokukhokhela ukwesekwa kwenombolo yocingo yamahhala ye-SMME
	Irejista yamacala okuqondisa izigwegwe
	Irejista yophenyo lobugebengu lomnyango ogcina amabhuku ezimali kahulumeni
	Irejista yobungozi obungase behlakale
	Imibikoyophenyo lwabaphenyi
	Imibikoyomnyango ogcina amabhuku ezimali kahulumeni yophenyo lobugebengu
	Imibikoyokuhlola ubungozi yomnyango ogcina amabhuku ezimali

	kahulumeni
	Izinhlelo ezibhekele ukukhwabanisa
	Imibikoeya ekomidini elengamele.
Ukuqapha nokuhlola ("M & E")	Imibiko ehlanganisiwe yamakota
	Amarekhodi emibiko ehlanganisiwe yesikhathi esimaphakathi sonyaka
	Amarekhodi emibiko ye-QPR
	Amarekhodi ocwaningo Lokusebenza kwamaKomidi Engamele
	Amarekhodi ezinsiza ezisetshenziswayo ohlelweni lokuQapha nokuHlola isb.Izinkomba zezincazelo zemininingwane
	Amarekhodi enqubomgomo yokuQapha nokuHlola
	Amarekhodi obufakazi obuqhamuka eziNhlelweni
	Imibiko yoHlelo Lokuqinisekisa
	Izincwadi ezimaqondana nokwesekwa kohlelo lokuqapha nokuhlola ngababambiqhaza bangaphakathi nabangaphandle
	Izinhlelo zokuqapha nokuhlola ukuthuthukiswa kwamakhono
	Imibiko yokuqapha nokuhlola i-MANCO ne-EXCO
	Amarekhodi amamininithi emihlangano yokuqapha nokuhlola
	Amarekhodi oHlelo Lokuqapha Nokuhlola
	Amarekhodi eminingwane yokuqashwa kanye nokuhlolwa kwabasebenzi boPhiko Lwezabasebenzi
Ezabasebenzi	Amafayela ezikhalo
	Amafayela okungaboni ngaso linye
	Amafayela okungaziphathi ngendlela efanelekile emsebenzini
	Irejista yamabhukwana
	Imininingwane esemshinini ephathelene nokufakwa kwezikhalo, ukungaboni ngaso linye kanye namacala okungaziphathi ngendlela efanelekile emsebenzini
	Izinqubo ezivamile ezisebenzayo Zobudlelwano Emsebenzini
	UHlelo Lokwenziwa Komsebenzi Lonyaka Lwezobudlelwano Emsebenzini
	Imibiko ye-Manco yezobudlelwano Emsebenzini (amakhophi angamaphepha kumbe ikhophi esemshinini)
	Imibiko YeKhomishini Yezemisebenzi kaHulumeni (amanani amacala okufakwa kwezikhalo elemukeliwe futhi laphothulwa ukucutshungulwa – njalo ezinyangeni eziyisithupha)
	Imibiko yamakota eya eHhovisi likaNdunankulu (inani lamacala elemukeliwe okufakwa kwezikhalo, okungaboni ngaso linye kanye nokungaziphathi ngendlela efanelekile emsebenzini)
	Amamininithi omhlangano wezinhlangothi zombili kumbe wezinhlangothi eziningi obanjwa njalo ngonyaka wezimali
	Amarekhodi emihlangano yokucobelelana ngolwazi eyethulwa ngonyaka wezimali ngamunye (amarejista)

	Amasekhula kawonke wonke, izithasiselo, imibiko ephathelene nokuteleka kwabasebenzi
	Izinqubomgomo zakwa-HR
	Isu kanye nemibiko yokuqaliswa kokusebenza kwe-Batho Pele
	Izinhlelo zomklamo wemiklomo yomsebenzi oncomekayo womnyango
	Imibiko kanye nezinhlelo zokuqasha ngokulingana
	UHlelo Lwamalungelo Abantu
	Isigungu sokuxoxisana
	Amasu kanye noHlaka Lokuthola umsebenzi
	Amarekhodi amalivu abasebenzi baseNhlolo hhovisi
	Amarekhodi amalivu yokungakwazi ukusebenza okwesikhashana abasebenzi baseNhlolo hhovisi
	Amasekhula aphathelene nokusetshenziswa kwelivu kanye nelivi yokungakwazi ukusebenza okwesikhashana
	Inkontilaki yomnyango ephakathi kweMenenja ebhekele ubungozi bempilo
	Izinqubo ezivamile ezisebenzayo
	Izincwadi ezivela eMnyangweni Wezemisebenzi kaHulumeni Nokuphathwa kwayo ("i-DPSA") kanye naseHhovisi likaNdunankulu ("OTP") eziphathelene neNqubomgomo kanye neNqubo emaqondana nelivu yokungakwazi ukusebenza okwesikhashanangokunjalo nokuthatha impesheni yokugula ("PILIR")
	Ama-Invoyisi avela kwabakwaThandile Health Risk Management
	Imibiko Yocwaningo lwamalivu
	Amaminithi omhlangano eKomidi lomhlahlandlela kweze-PILIR.
	Izivumelwano kumbe izinkontilaki zokusebenza (zabo bonke abasebenzi kumbandakanya amalungu e-SMS)
	Imibiko yokulolwa komsebenzi ngamunye
	Amafayela okuhlolwa komsebenzi ngamunye
	Amafayela akawonke wonke e-EPMS
	Amaminithi amakomidi ahlola ukwenziwa komsebenzi
	Amafayela abasebenzi
	Amafayela ezibizo zezinkambo zokusebenza ngaphandle kwehhovisi
	Amafayela ohlelo lokukhokhelwa kwezimoto
	Amafayela amalivu
	Amafayela ohlu jikelele lwakwa- HR
	Amafayela ezezndlu
	Izincwadi zokubamba imali ethile emiholweni wabasebenzi
	Izincwadi zokubamba imali yesondlo somntwana emiholweni wabasebenzi
	Izincwadi zokubamba imali yakwa-SARS emiholweni yabasebenzi
	Amafomu okudalula imihlomo eyimali oyithola ngale komhlo.
	Imininingwane kanye nezincwadi ezimaqondana nokuhlelwa

	kwabasebenzi
	Imininingwane kanye nezincwadi ezimaqondana nokuqashwa kanye nokuhlunga
	Imininingwane kanye nezincwadi ezimaqondana noHlelo lwe-Persal kanye nabasebenzisa u-Persal
	Imininingwane kanye nezincwadi ezimaqondana nezindaba zokuqashwa kwabasebenzi
	Imininingwane kanye nezincwadi ezimaqondana nezindaba zohlu lokuholela eziphathelene nezemisebenzi edidiyelwe
	Imininingwane kanye nezincwadi ezimaqondana nezindaba zesabelomali nezimali ezisebenzile eziphathelene nokusebenza koPhiko Lwezabasebenzi.
	Uhlelo Lwamakhono emsebenzini
	Izinqubomgomo
	Izinkontilaki (zokwelulekwa kwabasafunda umsebenzi, zohlelo lokuqeqeshwa emsebenzini, zomfundaze)
	Amasekhula
	Imibiko
	Amaminithi
	Ibhukwana lemikhakha yemisebenzi
	Izimiselo zekomidi lomnyango lezokuthuthukiswa kwabasebenzi
	Amarekhodi aphaathelene nokuxoxisana maqondana nodaba lomsebenzi Wezempilo kanye Nenhlalakahle Yabasebenzi
	Imibono yokwakha inqubomgomo (amakhophi asayiniwe angamaphepha kumbe asemshinini angasayiniwe)
	Amarekhodi aphaathelene nemikhankaso yokuqwashisa (amakhophi angamaphepha)
	Amarekhodi aphaathelene nokuhlolwa kwempilo yabasebenzi (amakhophi asemshinini nangamaphepha)
	Imibiko yokuhlolwa ubungozi bempilo (amakhophi asemshinini nangamaphepha)
	Imibiko yezempilo nenhlalakahle yabasebenzi, eye-CS, ye-MANCO yabaphathi boPhiko Lwezabasebenzi, Lwezezimali, Elibhekele ubungozi (amakhophi angamaphepha nasemshinini)
	Imininingwane yabasebenzi yezeMpilo neNhlalakahle (amakhophi angamaphepha)
	Amarekhodi aphaathelene nokwelulekwa kanye nokudluliselwa ezikhungweni zezempilo (amakhophi angamaphepha)
	Amazinga namaqophelo ngokunjalo nezinqubo ezivamile ezisebenzayo Zezempilo kanye Nenhlalakahle yabasebenzi
	Izinkombandlela Zezempilo kanye Nenhlalakahle yabasebenzi
	Uhlelo olusebenzayo Lwezempilo kanye nezenhlalakahle yabasebenzi
	Imibiko kanye nezibalo Zezempilo kanye nezenhlalakahle yabasebenzi
	Amarekhodi aphaathelene nokukhokhelwa kwabalimala emsebenzini (amakhophi asemshinini nangamaphepha)

Ezokuxhumana	Isu lwezokuxhumana
	Uhlu oluqokelelwe lwemininingwane yokuxhumana nabezokwazisa
	Imibiko yemicimbi eyisipesheli
	Ukuhlaziywa kwabezokwazisa
Imisebenzi yezezomthetho	Amaminithi emihlangano ye- EXCO (amakhophi angamaphepha)
	Amaminithi emihlangano ye-MANCO (amakhophi angamaphepha)
	Ama-invoyisi abameli bakahulumeni (amakhophi angamaphepha)
	Amaminithi ekomidi elibhekele ubungozi (amakhophi angamaphepha)
	Izilinganiso zanyanga zonke zezimali, izinhlelo zokusebenza kwebhizinisi, imibhalo ye-MTEF (amakhophi angamaphepha)
	Imibhalo ephathelene noMthethosivivinywa Wezokuphathwa Komhlaba KwaZulu-Natali
	Amaminithi emihlangano yokulalelwa kwamacala kwezemisebenzi yezezomthetho (amakhophi angamaphepha)
	Imihlangano yekomidi le-HRD
	Izicelo ze-PAIA (amakhophi angamaphepha)
	Izivumelwano zokuhlolwa ukulawulwa kwezakhiwo (amakhophi angamaphepha)
	Ukucwaningwa kokuhambelana nemithetho yomklamo (amakhophi angamaphepha)
	Ukuqokelelwa kwefayela lomklamo weBhukwana le- PAIA (amakhophi angamaphepha)
	Irejista yezimpahla(amakhophi angamaphepha)
	Izincwadi ezilethwayo zezokulawulwa kokusatshalaliswa kwempahla(amakhophi angamaphepha)
	Ifayela yesiGungu somkhakha wabameli bakahulumeni ("i-PSLF")(amakhophi angamaphepha)
	Imihlangano yokucobelelana ngolwazi kanye nezingqungquthela
	Izikweletu zokushaywa kwezingcingo ezingahlobene nomsebenzi (amakhophi angamaphepha)
	Imibono yezezomthetho (amakhophi angamaphepha)
	Amafayela okulalelwa ukuqulwa kwamacala (amakhophi angamaphepha)
	Amafayela okulawula ukulahleka kwempahla (amakhophi angamaphepha)
	Amafayela abasebenzi (amakhophi angamaphepha)
	Izivumelwano ezisaluhlaka kumbe ezihloliwe (amakhophi angamaphepha)
Ukulawulwa kwezakhiwo	Ukulawulwa kwezakhiwo

	Izinqubo ezivamile ezisebenzayo zokulawulwa kwezakhiwo (amakhophi angamaphepha)
	Amatayitela okungowoqobo kumbe angamakhophi
	Izitifiketi okungezoqobo kumbe ezingamakhophi zika-Item 28(1)
	Irejista yempahla engasuseki yesiFundazwe (ngokohlelo lwe-PREMIS – kumbe ngomshini)
	Amafomu amalivuabasebenzi (amakhophi angamaphepha)
	Ukuqashisa izakhiwo
	Izinqubo ezivamile ezisebenzayo zokuqasha(amakhophi angamaphepha)
	Amafayela omklamo wokuqasha (amakhophi angamaphepha)
	Imibuzo yemisebenzi ngokulandelana kwayo emaqondana nokuqasha
	Imibiko yokuqhubekayo maqondana namacala okuqasha ngokoPhiko Lwamakhasimende (amakhophi angamaphepha nasemshinini)
	Irekhodi lezimvume ezamukeliwe zokuqasha izakhiwo (lokhu kugcinwa kumafayela omklamo)
	Irekhodi lezimvume zezimali ezamukeliwe ezivela oPhikweni Lwamakhasimende [elikufayela yeKomidi elenza umsebenzi wokulawulwa kokuhlelwa kwezakhiwo ("i-PMPAC")]
	Irekhodi lazo zonke izicelo zendawo yamahhovisi (ezidinga ukuhlolwa) uhlelo lonyaka wezimali (ifayela ye-PMPAC)
	Amafomu amalivu abasebenzi (amakhophi angamaphepha)
	Umbiko wonyaka wezimali wezimali ezichithiwe (amakhophi angamaphepha nasemshinini)
	Irekhodi lazo zonke izivumelwano zokuqashisa ezisayinwe ngonyaka wezimali ngamunye (ikhophi eliphepha nesemshinini)
	Isampula yesiginesha yokwamukela impahla kwekhasimende (eliqashile) (ikhophi eyiphepha).
	Ukuqashisa
	Izinqubo ezivamile ezisebenzayo zokuqashisa (amakhophi angamaphepha)
	Imibuzo yemisebenzi ngokulandelana kwayo emaqondana nokuqashisa
	Amafayela omklamo wokuqashisa(amakhophi angamaphepha)
	Irekhodi lezimvume ezamukeliwe zokuqashisa (lokhu kugcinwa kumafayela omklamo)
	Imibiko yokuqhubekayo maqondana nokuqashisa (amakhophi angamaphepha nasemshinini)

	Ukuqashiswa kwezakhiwo zesifundazwe ukuze zibe yizitodlwana konyaka wezimali (ikhophi eyiphepha)
	Umbiko wentela (amakhophi angamaphepha nasemshinini).
	Irekhodi lazo zonke izivumelwano zokuqasha kumbe zokusebenzisana ezisayinwa njalo ngonyaka wezimali (ikhophi eyiphepha nesemshinini)
	Irekhodi lezindlu ezingaphansi koMnyango Wezemisebenzi Yomphakathi (elisemshinini)
	Irekhodi lezinye izindlu zikahulumeni zamakhasimende (amakhophi angamaphepha nasemshinini).
	Irekhodi lezivumelwano zobuqashi (ezinye zoMnyango Wezempilo) (amakhophi angamaphepha)
	Ukwamukelwa komhlaba nezakhiwo
	Izinqubo ezivamile ezisebenzayo zokwamukelwa kwempahla (amakhophi angamaphepha)
	Amafayela amacala okwamukela impahla (amakhophi angamaphepha)
	Imibiko yokuqhubekayo maqondana namacala okwamukela impahla ngokoPhiko Lwamakhasimende (amakhophi angamaphepha nasemshinini)
	Irekhodi lezimvume ezamukeliwe zokuthengwa kwezakhiwo (amakhophi angamaphepha)
	Irekhodi lezimvume zezimali ezamukeliwe ezivela oPhikweni lwamakhasimende (amakhophi angamaphepha)
	Uhlelo lokwamukelwa kwempahla lonyaka wezimali (ikhophi eyiphepha nesemshinini)
	Imininingwane yabasebenzi (amakhophi angamaphepha)
	Ukuchithwa kwempahla
	Izinqubo ezivamile ezisebenzayo zokuchithwa kwempahla (amakhophi angamaphepha)
	Imibuzo yemisebenzi ngokulandelana kwayo (amakhophi angamaphepha)
	Amafayela amacala okuchithwa kwempahla (amakhophi angamaphepha)
	Irekhodi lezimvume ezamukeliwe zokuchithwa kwempahla (amakhophi angamaphepha)
	Imibiko yokuqhubekayo maqondana nezimpahla ezichithiwe (amakhophi angamaphepha kanye nesemshinini)
	Uhlelo lokuchitha impahla lonyaka wezimali (ikhophi eyiphepha kanye nesemshinini)
	Imininingwane yabasebenzi (amakhophi angamaphepha)

	Intela yezakhiwo
	Izinqubo ezivamile ezisebenzayo zentela yezakhiwo (amakhophi angamaphepha)
	Ifayela yokulawulwa kwezakhiwo, kanye nezibonelelo zezindleko zokuhamba
	Umhlangano nomasipala
	Amasekhula
	Umhlangano wekomidi lomhlahlandlela maqondana nentela yezakhiwo
	Ukwabiwa kwezibonelelo ezinemibandela zentela yezakhiwo
	Ukuhlolwa kanye nokunconywa
	Ukulawula kokulahleka kwempahla
	I-Windeed
	Ifayela yokuthatha imali ebikade yabelwe omunye umsebenzi isetshenziswe komunye
	Ukungena ezakhiweni ngokungemthetho
	Umbiko wesonto wentela yezakhiwo
	Imibiko yamasonto onke yokulawulwa kwempahla
	Umbiko ka-BAS wezi- 2011/2012
	Umbiko ka-BAS wezi- 2012/2013
	Isifunda saseThekwini/ saseSogwini oluseNyakatho / sase-Midlands nesaseNingizimu
	Ubuchwepheshe bezokwazisa
	Ifayela yenqubomgomo esaluhlaka
	uVolumu 1, 2 no 3 bemvume yeNhloko yoMnyango yokukhokhwa kwentela yezakhiwo
	Imemorandamu eya kuKhabhinethi
	Ifayela likamasipala ngamunye (51)
	Inggqalasizinda yezeMisebenzi kaHulumeni ("i-PSI")
	Isheduli ye-PSI
	Izinzuzo kanye nezinhlawulo
	Izincwadi eziya emnyangweni ogcina amabhuku ezimali zikahulumeni
	Ukukhishwa kwabantu emafulethini esishayamthetho
	Izikweletu zocingo
	Imemo eya kwikhabhinethi yekomidi elincane longqongqshe
	Ukuxazulula
	Ukulawulwa kwesikhungo
	Ukulawulwa kokusatshalaliswa kwempahla
	Ukubuyezwa kwesikhathi esimaphakathi sonyaka
	i-PREMIS
	Imihlangano yezezimali
	Ikomidi elibhekele ukusetshenziswa kwezimali
	Ifayela i-PIP yesakhiwo
	Ukulawulwa kwempahla

	i-PSLD /vesting
	I-GIAMA implementation Tech-Committee
	Ukwamukelwa kanye nokuchithwa kwempahla
	Umbiko wengxenywe yoMthetho Wentela ("i-DORA")
	Imibhalo ye-CSIR
	Izikole ezingaphansi kuka-Section 14
	Ifayile yezimali ezikhokhelwe omasipala abangaphandle kwesiFundazwe
	Ukulawulwa nokuhlelwa kwezikhungo
	Imibiko yokuhlola okunemibandela
	Izinqubo ezivamile ezisebenzayo zokulawulwa nokuhlelwa kwezikhungo (amakhophi angamaphepha)
	Amathimba ezithunywa (amakhophi angamaphepha)
	Amaminithi esigungu i-KZN GIAMA
	Amaminithi eKomidi Lokulawulwa Kwemisebenzi Yezobuchwepheshe (TMC)
	Imibiko yanyanga zonke yokulawulwa nokuhlelwa kwezakhiwo
Imisebenzi yezokulekelela (logistics)	Imisebenzi yezezokuthutha
	Irejista yezimoto zikahulumeni
	Imibiko yokukhokhelwa kwabakwa-First Auto
	Isilungiso D sakwa- First Auto
	Imibiko yezingozi kumbe izehlakalo
	Imibiko yezehlakalo zobudedengu
	Irejista yezinkambo ezithathiwe
	Izincwadi okulutshwe kuzo konke ukusetshenziswa kwezimoto zikahulumeni kanye nezinzuzo
	I-invoyisi yezimoto ezithengiwe
	Imibiko yokuhlola kwezimoto
	Ukuphathwa kwehhovisi jikelele. Izinqubo zezokwenziwa komsebenzi ezivamile
	Ithimba leziphathimandla zezokuthutha
	Amaminithi omhlangano we-DMTAC
	Amaminithi e- MANCO ezemisebenzi yokuhlelwa kwendawo
	Amafomu ezicelo agcwalisiwe oxhaso lukahulumeni
	Irejista yezimoto ezilethiwe kumbe ezimiswe ukusebenza
	Irejista yamakhilomitha ahanjwe ngumuntu ngamunye
	Amakhophi eziNhlelo Zonyaka Zokwenziwa Komsebenzi wokuhlelwa kwendawo
	Amakhophi emibiko yekota yokubuyekwezwa kwe-AOP
	Amakhophi emibhalo yemibono yesabelomali

	Amakhophi ezicelo zokuthatha izimali ezabelwe ukwenza omunye umsebenzi ukuze kwenziwe omunye
	Imisebenzi yokuphathwa kwamaRekhodi
	Uhlelo lwamafayela
	Isheduli yokulawulwa kwamarekhodi
	Amasekhula omnyango
	Amasekhula omnyango ezikhalo zomsebenzi
	Irejista yamafayela avuliwe
	Irejister yezincwadi ezithunyelwayo kumbe ezamukeliwe
	Irejista yezimali ezithunyelwayo
	Imisebenzi yezokusiza (auxillary)
	Amakhophi ama-invoyisi avela kubahlinzekimsebenzi abehlukahlukene
	Imiyalelo yezokwakha
	Amanothi ezimpahla ezilethiwe
	Imibiko yokulungisa okuphukile kanye nokusevisa
	Izimali ezibanjwa emiholweni zezindawo zokupaka
	Uhlu lokwabiwa kwamahhovisi
	Uhlu lokwabika kwendawo yokupaka
	Amakhophi ezitifiketi zokukholwa kwe-WIMS.
Ukwenziwa komsebenzi	Uhlelo lokwenziwa komsebenzi
	Imibiko yonyaka
	Imibiko yamakota
	Imibiko yesikhathi eimaphakathi nonyaka
	Imibiko yamakota yokwenziwa komsebenzi
	Ubufakazi bokwenziwa komsebenzi bemibiko yamakota
	Imibiko ye-EXCO
	Imibiko ye-MANCO Reports (yasezifundeni)
	Imibiko yezimali zomnyango kanye nobungozi
	Amaminithi emihlangano yokusebenza kwenyanga
	Ukusetshenziswa kwezimpahlakumbe uhlu lwezimpahla
Izifunda	Amafayela emiklamo (eqhutshwa ezifundeni)
	Amafayela okulawulwa kwezakhiwo
	Amafayela abasebenzi
	Amafayela ezimali
	Amafayela OKuhlolwa kanye nokuhlelwa komnyango

ISITHASISELO A

IFOMU A

ISICELO SOKUKWAZI UKUFINYELELA KUMAREKHODI OHLAKA LUKAHULUMENI

(ISigaba 18 (1) soMthetho Wokukhuthaza Ukufinyelela Ulwazini, 2000 (uMthetho No.2 wezi-
2000)

[uMthethonqubo 2]

OKOMNYANGO KUPHELA
Inombolo Yenkomba:
Isicelo samukelwe ngu (balula isikhundla, igama nesibongo seSikhulu Esibhekele Ulwazi noma iSekela laso) mhla(usuku) e.....(indawo)
Imali yesicelo (uma ikhona) R.....
Idiphozithi (uma ikhona) R.....
Imali yokufinyelela kwirekhodi R.....
.....
ISIGNESHA YESIKHULU ESIBHEKELE ULWAZI/ ISEKELA LESIKHULU ESIBHEKELE ULWAZI

A. Iminingwane yoHlaka lukaHulumeni:

ISikhulu Esibhekele Ulwazi/ iSekela leSikhulu Esibhekele Ulwazi

ISekela leSikhulu Esibhekele Ulwazi:	IMenenja Eyinhloko: uPhiko Lwezemisebenzi Yezomthetho- UNk. Andaleeb Khan
Ikheli lendawo:	Office G64, Ground Floor, 191 Prince Alfred Street, Pietermaritzburg, 3200
Inombolo yocingo:	033 – 355 5435
Inombolo yeFeksi:	033 – 355 5501

Ikheli le-imeyili:	<u>Andaleeb.khan@kznworks.gov.za</u>
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B. Imininingwane yomuntu ocela ukufinyelela kuleli rekhodi:

- (a) Imininingwane yomuntu ocela ukufinyelela kumarekhodi kumele irekhodwe ngezansi.*
- (b) Nikeza ikheli kanye/ noma inombolo yefeksi lapho imininingwane kumele ithunyelwe khona.*
- (c) Ubufakazi besikhundla somuntu owenza isicelo, uma bukhona, kumele bunanyatheliswe.*

Amagama aphelele kanye nesibongo:.....
 Inombolo kamazisi.....
 Ikheli
 Lokuposa.....
ikhodi yeposi.....
 Inombolo yefeksi Inombolo yocingo:.....
 Ikheli le-imeyili.....
 Isikhundla somuntu ofaka isicelo uma kungukuthi isicelo usifakela omunye umuntu.....

C. Imininingwane yomuntu isicelo esifakwa egameni lakhe

Le ngxenye kumele igcwaliswe kuphela uma isicelo solwazi senziwa egameni lomunye umuntu.

Amagama aphelele kanye nesibongo.....
 Inombolo kamazisi.....

D. Imininingwane yerekhodi:

- (a) *Hlinzeka ngemininingwane egcwele yerekhodi elidingekayo, kuhlanganisa nenombolo yenkomba uma uyazi, ukuze kube lula ukutholakala kwerekhodi.*
- (b) *Uma indawo ehlinzekiwe ingenele, qhubeka kwelinye ikhasi eliseceleni bese ulinamathisela efomini. **Umfakisicelo kumele asayine wonke amakhasi engeziwe***

1. Incazelo ngerekhodi kumbe ingxenye efanele yerekhodi:
-
-
2. Inombolo yenkomba (uma khona):.....
3. Eminye imininingwane yerekhodi:.....
-

E. Izimali Ezikhokhwayo

- (a) *Isicelo sokufinyelela kwirekhodi, elingesilo irekhodi elinolwazi oluqondene nawe uqobo, siyokwenziwa kuphela uma sekukhokhwe **imali** yokufaka isicelo.*
- (b) *Uzokwaziswa ngesamba semali okudingeka ukuba ikhokhwe okuyimali yokufaka isicelo.*
- (c) ***Imali ekhokhelwa ukufinyelela** kwirekhodi incike ekutheni yiyiphi indlela yokufinyelela edingekayo kanye nesikhathi esifanele esidingekayo ukuze kucingwe futhi kulungiswe irekhodi.*
- (d) *Uma kungukuthi ufanelekile ukuthi ukhululwe ekukhokheni imali ethile, sicela uveze isizathu salokho.*

Isizathu sokukhululwa ekukhokheni imali ethile:.....

.....

F. Indlela yokufinyelela kwirekhodi:

Uma uvimbelekile ukufunda, ukubona noma ukulalela irekhodi ngenxa yokukhubazeka, ngokwendlela yokufinyelela ehlinzekelwe lapha ngezansi ku-1 no-4, yisho indlela okhubazeke ngayo bese uveza ukuthi iyiphi indlela olidinga ngayo irekhodi

Ukukhubazeka:		Indlela olidinga ngayo irekhodi:	
<p><i>Faka uphawu "X" esikhaleni esifanele</i></p> <p>Qaphela:</p> <p><i>(a) Ukuveza kwakho indlela olidinga ngayo irekhodi kuncike ekutheni irekhodi litholakala ngayiphi indlela.</i></p> <p><i>(b) Ezimweni ezithile kungenqatshelwa ukuthola irekhodi ngendlela osuke ucele ngayo. Ezimweni ezinjalo uzokwaziswa uma ungakwazi ukulitholakala ngenye indlela.</i></p> <p><i>(c) Imali ekhokhwayo yokuthola irekhodi, uma ikhona, izonqunywa ngokubheka indlela okucelwe ngayo ukuthola irekhodi.</i></p>			
1. Uma irekhodi libhaliwe noma liprintiwe -			
	Ikhophi yerekhodi*		Ukuhlolwa kwerekhodi
2. Uma irekhodi linezithombe ezibukwayo-			
(lokhu kuhlenganisa izithombe, ama-slide, izithombe zama-video, izithombe ezenziwe ngekhompuyutha, izithombe ezidwetshiwe, njll			
	Ukubuka izithombe		Ukwenza ikhophi yezithombe *
			Ukuqoshwa kwezithombe*

3. Uma irekhodi linamagama aqoshiwe kumbe ulwazi olungaphinde lwenziwe umsindo -

	Ukulalela umsindo womculo (ikhasethi elilalelwayo)		Ukuqoshwa komsindo womculo* (umbhalo obhaliwe noma oprintiwe)
--	--	--	--

4. Uma irekhodi ligcinwe kwikhompyutha noma ligcineke ngendlela yokuthi lingafundeka emshinini -

	Ikhophi yerekhodi eprintiwe*		Ikhophi yolwazi eprintiwe isuselwa kwirekhodi*		Ikhophi yihlobo olufundeka kwikhompyutha* (i-stiffy noma i-compact disc)
--	------------------------------	--	--	--	---

* Uma ucele ikhophi noma ukuqoshelwa irekhodi (ngenhla), ngabe ufisa ikhophi kumbe okuqoshiwe kuthunyelwe kuwe ngeposi?

(Kuyokhokhwa imali yokuposa).

YEBO

CHA

Qaphela: Ukuthi uma irekhodi lingatholakali ngolimi olucelile, uyolithola ngolimi elitholakala ngalo.

Ungathanda ukulithola ngaluphi ulimi irekhodi?

G. Isaziso ngesinqumo maqondana nesicelo sokufinyelela

Uzokwaziswa ngokubhalwe phansi ukuthi isicelo sakho sivunyiwe noma sichithiwe. Uma ufuna ukuthi waziswe ngenye indlela, uyacelwa ukuba usho leyo ndlela bese uhlinzeka ngemininingwane efanele ukuphumelelisa isicelo sakho.

Ungathanda ukwaziswa kanjani ngesinqumo mayelana nesicelo sakho sokuthola irekhodi?

.....

Sisayinwe e..... (indawo), mhla.....(usuku)

.....
ISIGINESHA YOMFAKISICELO/ YOMUNTU OMELE
UMFAKISICELO

**ISITHASISELO B: IMALI ENQUNYIWE YOKUFINYELELA OLWAZINI
OLUMAQONDANA NEZINHLAKA ZIKAHULUMENI**

*INgxenye II yeSaziso 187 seGazethi kaHulumeni samhla ziyi-15 kuNhlolanja
wezi- 2002*

INCAZELO	AMARANDI
1 Imali yekhophi yebhukwana njengoba kuchazwe kumthethonqubo 5 (c) – ikhophi ngayinye eyenziwe ekhasini elingu- A4- noma ingxenye yalo.	0,60
2 Imali yokukhiqiza okubhekiswe kuko kumthethonqubo 7 (1) imi kanje:	
(a) ikhophi ngayinye eyenziwe ekhasini elingu- A4- noma ingxenye yalo.	0, 60
(b) ikhophi ngayinye eyenziwe ekhasini elingu- A4- noma ingxenye yalo. Ekukhompuyutha noma efundeka emshinini	0, 40
(c) Ikhophi ngayinye efundeka kwikhompuyutha ekwi—	
(i) Stiffy disc	5, 00
(ii) Compact disc	40, 00
(d)(i) Ikhophi yezithombe eziqoshwe ekhasini elingu- A4- noma ingxenye yalo	22, 00
(d)(ii) Ikhophi yezithombe ezibukwayo	60,00
(e)(i) Ukuqoshwa kwezithombe ezibukwayo zerekhodi elilalelwayo lekhasi elingu-A4- noma ingxenye yalo	12,00
(e)(ii) Ikhophi yerekhodi lomsindo	17,00
3 Imali yesicelo ekhokhwa yiwona wonke umfakisicelo, ngaphandle komuntu ozicelela yena ulwazi oluqondene naye uqobo lwakhe, okubhekiswe kuye kumthethonqubo 7(2).	35,00
4 Imali yokufinyelela ekhokhwa ngumfakisicelo okubhekiswe kuye kumthethonqubo 7 (3) imi kanje:	
4.1(a) Ikhophi ngayinye eyenziwe ekhasini elingu- A4- noma ingxenye yalo	0,60
(b) Ikhophi ngayinye eprintiwe emshinini kumbe eyikhasi elingu-A4 noma ingxenye yalo egcinwe kukhompuyutha noma ngendlela efundeka emshinini	0,40
(c) Ikhophi engendlela yokuthi ifundeka kwikhompuyutha nge-	
(i) i-Stiffy disc	5,00
(ii) i-Compact disc	40,00
(d)(i) Ukuqoshwa kwezithombe ezibukwayo eziqoshwe ekhasini elingu- A4 noma ingxenye yalo	22,00
(ii) Ikhophi yezithombe ezibukwayo zekhophi yesithombe esibukwayo	60,00

(e)(i)	Ukuqoshwa kwesithombe esibukwayo serekhodi lomsindo, libe sekhasini elingu- A4 noma ingxenywe yalo	12,00
(e)(ii)	Ikhophi yerekhodi lomsindo	17,00
(f)	Ukucinga kanye nokulungisa irekhodi ukuze lidalulwe ngehora noma isigamu salo, lingabalwa ihora lokuqala, elimiselwa ukucinga nokulilungisa, kuba ngama- R15,00 .	
4.2	Ngezinhloso zesigaba 22 (2) soMthetho kulandelwa lokhu okulandelayo:	
(a)	Kumele kweqe emahoreni ayisithupha okuyisikhathi esibekiwe ngaphambi kokuba kukhokhwe idiphozithi, futhi	
(b)	Ingxenywe yokukodwa kokuthathu yemali yokufinyelela kumarekhodi ikhokhwa ibe yidiphozithi ngumfakisicelo.	
4.3	Imali yokuposa ikhokhwa uma ikhophi yerekhodi kumele iposelwe lowo ofake isicelo	

ISITHASISELO C

ISAZISO SOKUFAKWA KWESIKHALO SANGAPHAKATHI

(Isigaba sama 75 soMthetho Wokukhuthaza Ukufinyelela Olwazini,wezi -2000

(uMthetho No.2 wezi -2000)

[uMthethonqubo 8]

INOMBOLO YAKHO YENKOMBA:.....

A. Imininingwane yohlaka lukahulumeni:

ISikhulu Esibhekele Ulwazi/ ISekela Lesikhulu Esibhekele Ulwazi:

ISekela Esibhekele Ulwazi:	leSikhulu	IMenenja Eyinhloko: uPhiko Lwezemisebenzi Yezomthetho– UNk. Andaleeb Khan
Ikheli lendawo:		Office G64, Ground Floor, 191 Prince Alfred Street, Pietermaritzburg, 3200
Inombolo yocingo:		033 – 355 5435
Inombolo yeFeksi:		033 – 355 5501
Ikheli le-Imeyili:		Andaleeb.khan@kznworks.gov.za

B. Imininingwane yomfakisicelo / umuntu wesithathu ofaka isicelo sokwedluliswa kwesikhalo sangaphakathi

(a) Imininingwane yomuntu ofaka isikhalo sangaphakathi kumele inikezwe ngezansi.

(b) Ubufakazi besikhundla okufakwe ngaphansi kwaso isikhalo, uma bukhona, kumele bunanyathiselwe

(c) Uma kungukuthi odlulisa isikhalo wumuntu wesithathu futhi kungesiyena lo muntu obefake isicelo solwazi ekuqaleni, imininingwane yofaka isicelo kumele inikezelwe ku- C ngezansi.

Amagama aphelele kanye nesibongo:

Inombolo kamazisi:.....

Ikheli Lokuposa:.....

Inombolo yefeksi:

Inombolo yocingo:.....

Ikheli le-imeyili:.....

Isikhundla somuntu ofake isikhalo sangaphakathi uma kungukuthi isicelo senziwa egameni lomunye umuntu.....

C. Iminingwane yomfakisicelo

Le ngxenye igcwaliswa KUPHELA uma umuntu wesithathu (ngale kofaka isicelo) kunguye ofaka isikhalo sangaphakathi.

Amagama aphelele kanye nesibongo:

Inombolo kamazisi:

Isinqumo okuyisona esifakelwa isikhalo sangaphakathi

Khombisa lesi sinqumo okuyisona esifakelwa isikhalo sangaphakathi ngokufaka uphawu X esikhaleni esifanele:

	Ukwenqatshwa kwesicelo sokufinyelela.
	<i>Isinqumo</i> maqondana nemali enqunywe ngokwesigaba 22 soMthetho.
	Isinqumo ngokwesigaba 26(1) soMthetho maqondana nokwelulwa kwesikhathi okumele kusetshenzwe ngaso isicelo
	Isinqumo ngokwesigaba 29(3) soMthetho sokwenqatshelwa ukufinyelela olwazini ngendlela okucelwe ngayo
	Isinqumo sokuvuma isicelo sokufinyelela

E. Izizathu zokwedlulisa isikhalo

Uma isikhala esihlinzekiwe singanele, uyacelwa ukuba uqhubeke ekhasini eliseceleni bese ulinamathelisa kuleli fomu. Kumele usayine wonke amakhasi engeziwe.

Veza izizathu ezidale ukuba ukuba kufakwe isikhalo sangaphakathi:

.....

.....

.....

.....

.....

Veza nanoma yiluphi olunye ulwazi olungaba wusizo ekucutshungulweni kwesikhalo sakho:

.....

.....

.....

F. Isaziso ngesinqumo sesikhalo

Uzokwaziswa ngokubhalwe phansi ngesinqumo maqondana nesikhalo sakho sangaphakathi. Uma ufisa ukwaziswa ngenye indlela, sicela ubalule leyo ndlela bese usihlinzeka ngemininingwane efanele ukuze sihambisane nesicelo sakho.

Yisho indlela:.....

Imininingwane yendlela ofuna ukwaziswa ngayo:.....

Sisayinwe e.....mhla ziku.....wezi- 20.....

.....
ISIGINISHA YOFAKA ISIKHALO

**OKOMNYANGO KUPHELA:
IREKHODI ELISEMTHETHWENI LOKUFAKWA KWESIKHALO
SANGAPHAKATHI:**

Isikhalo samukelwe mhla.....(usuku)
ngu.....(balula
isikhundla, igama nesibongo seSikhulu Esibhekele Ulwazi noma iSekela
laso).....

Isikhalo esihambisana nezizathu zesinqumo seSikhulu Esibhekele Ulwazi/ iSekela
leSikhulu Esibhekele Ulwazi kanye, lapho kufanele khona, imininingwane
yohlangothi lwesithathu eliqondene naye irekhodi, sithunyelwe yiSikhulu Esibhekele
Ulwazi/ iSekela leSikhulu Esibhekele Ulwazi mhla..... (usuku)
kwisiphathimandla esifanele

**UMPHUMELA WOKWEDLULISWA KWESIKHALO:
ISINQUMO SESIKHULU ESIBHEKELE ULWAZI/ ISEKELA LESIKHULU
ESIBHEKELE ULWAZI SIQINISEKISIWE/ SIGUQULIWE**

ISINQUMO ESISHA:.....
.....
.....

USUKU.....ISIPHATHIMANDLA ESIFANELE.....

SAMUKELWE YISIKHULU ESIBHEKELE ULWAZI/ ISEKELA LESIKHULU
ESIBHEKELE ULWAZI SISAMUKELA KWISIPHATHIMANDLA ESIFANELE MHLA
.....(usuku)



arts and culture

Department:
Arts and Culture
PROVINCE OF KWAZULU-NATAL

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Reference		Fax		Date	06-12-2013
Inkomba		iFeksi		Usuku	
Verwysing		Faks		Datum	

RE: CERTIFICATION OF TRANSLATION

I, Miss Priscilla Jabulile Ndlovu: Assistant Manager-Translation and Editing Unit for English/ IsiZulu) in the Language Services Directorate under KwaZulu-Natal Department of Arts and Culture, hereby certify that IsiZulu version of the KZN Department of Public Works PAIA Manual is a true and correct translation of the original English version.

Miss Priscilla Jabulile Ndlovu