



Reference No.: RCS/C.1

Private Bag X9165  
Cape Town  
8000

## **SUPPLEMENTARY DEPARTMENTAL INSTRUCTION 1 OF 2024**

THE HEAD OFFICIAL: PROVINCIAL TREASURY (MS J GANTANA)  
THE DEPUTY DIRECTOR-GENERAL: FISCAL AND ECONOMIC SERVICES (MS J GANTANA) (PRO TEM)  
THE DEPUTY DIRECTOR-GENERAL: GOVERNANCE AND ASSET MANAGEMENT (MR I SMITH) (ACTING)  
THE CHIEF DIRECTOR: PUBLIC POLICY SERVICES (MR M BOOYSEN) (ACTING)  
THE CHIEF DIRECTOR: PROVINCIAL GOVERNMENT PUBLIC FINANCE (MS A PICK)  
THE CHIEF DIRECTOR: LOCAL GOVERNMENT PUBLIC FINANCE (MR S KENYON)  
THE CHIEF DIRECTOR: ASSET MANAGEMENT (MS N EBRAHIM) (ACTING)  
THE CHIEF DIRECTOR: FINANCIAL GOVERNANCE (MR A HARDIEN)  
THE CHIEF FINANCIAL OFFICER (MS A SMIT)  
THE HEAD OF MINISTRY  
THE DIRECTOR: BUSINESS INFORMATION AND DATA MANAGEMENT (MR P PIENAAR)  
THE DIRECTOR: CORPORATE GOVERNANCE (MS M VAN NIEKERK)  
THE DIRECTOR: FISCAL POLICY (MR M BOOYSEN)  
THE DIRECTOR: INFRASTRUCTURE (MS S VAN BREDA) (ACTING)  
THE DIRECTOR: LOCAL GOVERNMENT ACCOUNTING (MR F SALIE)  
THE DIRECTOR: LOCAL GOVERNMENT BUDGET OFFICE (MS N RINQUEST)  
THE DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP ONE) (MR T NTSHINGILA)  
THE DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP TWO) (MR I TSIE)  
THE DIRECTOR: LOCAL GOVERNMENT MFMA COORDINATION (MR D CRONJE)  
THE DIRECTOR: LOCAL GOVERNMENT SUPPLY CHAIN MANAGEMENT (MS S ROY)  
THE DIRECTOR: PROVINCIAL GOVERNMENT ACCOUNTING (MS A ABOO)  
THE DIRECTOR: PROVINCIAL GOVERNMENT BUDGET OFFICE (MS T VAN DE RHEEDE)  
THE DIRECTOR: PROVINCIAL GOVERNMENT PUBLIC FINANCE (MS M NICHOLAS)  
THE DIRECTOR: PROVINCIAL GOVERNMENT SUPPLY CHAIN MANAGEMENT (MS N EBRAHIM)  
THE DIRECTOR: STRATEGIC AND OPERATIONAL MANAGEMENT SUPPORT (MS N ISMAIL)  
THE DIRECTOR: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS (MR B GORDON) (ACTING)

## **ROUTE FORMS FOR THE PROVINCIAL TREASURY (PT)**

### **PURPOSE AND BACKGROUND**

The purpose of this Departmental Instruction is to inform PT officials of the streamlining and process going forward for the use of Route Forms for Provincial Treasury. Route forms were initiated to identify and confirm that the relevant managers reviewed and provided input to documentation, prior to submitting to the Head of Department for approval and signature.



## PROCESS GOING FORWARD

Provincial Treasury is currently using three (3) different route forms for PT Circulars/Instructions, Cabinet Submissions and other documentation. Going forward, and to allow for a more streamlined administrative process, only ONE PT Route Form will be used as follows:

- The REVISED PT route form (attached as Annexure A) to be used with immediate effect for ALL PT documentation, including cabinet submissions.
- Please note the following when using the route form for cabinet submissions:
  - Type the words "Cabinet Submission" BEFORE the subject heading in (bold/red).
  - Indicate the name of the (other Department / Ministry) if signatures are required.
- If the document is marked urgent, please indicate the reason for the urgency.
- The DUE DATE (dd/mm/yyyy) to be completed on the route form, as indicated in the document, or advised, for all mandatory/legislative dates or date indicated for final submission of response to the relevant document.
- Please attach the route form as "PT ROUTE FORM" in pdf when submitting together with documents.

## DISSEMINATION OF THIS INSTRUCTION

Each manager is requested to ensure that all Provincial Treasury officials under his/her supervision are aware of the content of this instruction.

Further enquiries regarding the contents of this instruction may be directed to the Office of the HOD:

- Janine Hendricks: Office Manager to the HOD (extension 6204)
- Lesley-Anne Smith: Personal Assistant to the HOD (extension 3749)



**JULINDA GANTANA**

**HEAD OFFICIAL: PROVINCIAL TREASURY**

**DATE:** 12/9/2024

