
GENERAL NOTICES • ALGEMENE KENNISGEWINGS

**DEPARTMENT OF CORRECTIONAL SERVICES
NOTICE 435 OF 2019****Department of Correctional Services: Delegations**

Following amendments are published in relation to the delegations for the Department of Correctional Services published on 21 September 2018 in the Government Gazette number 41913.

- 1. Annexure A: Delegations related to expenditure control (amendments made to delegations number 16 and 17)**

Annexure A

**DEPARTMENT OF CORRECTIONAL SERVICES
DELEGATIONS RELATED TO EXPENDITURE CONTROL**

Note: All general abbreviations and conditions applicable to the principle delegations is applicable to this Annexure A

NO	DESCRIPTION	DELEGATION PER POST, LEVEL/ TIER			Delegations Conditions and limitations
		HEAD OFFICE	REGION	MANAGEMENT AREAS/ CORRECTIONAL CENTRES	
1	Appoint in writing Programme Managers, Sub programme managers and Regional Commissioners (managing the vote at Regional level) to execute financial responsibility and management of the budget and control according to PFMA section 44 (1) (a)	<ul style="list-style-type: none"> No delegation National Commissioner appoint Programme managers, Sub programme managers and Regional Commissioners 			<ul style="list-style-type: none"> Limited to the allocated budget
2	Appoint in writing Responsibility and Activity Managers to execute financial responsibility and management of budgets within their units	<ul style="list-style-type: none"> Programme Managers (CDCs) in Head Office appoint Sub programme managers 	<ul style="list-style-type: none"> Regional Commissioners appoint Deputy Regional Commissioners 	<ul style="list-style-type: none"> Area Commissioners appoint Area Coordinators, Heads of Centres and Community Corrections Offices 	<ul style="list-style-type: none"> Limited to the allocated budget. On budgetary and finance matters all Area Commissioners report directly to the Deputy Regional Commissioners

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National Commissioner
Date: 2019/08/06

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		<ul style="list-style-type: none"> Sub programme managers in Head Office appoint Activity managers 	<ul style="list-style-type: none"> Deputy Regional Commissioners appoint Regional Heads, Area Commissioners 	<ul style="list-style-type: none"> Heads of Centres appoint Coordinators Heads of Community Corrections appoint Re-Integration Case officers, Social Workers and Court officials 	
		<ul style="list-style-type: none"> Activity managers in Head Office appoint responsibility managers 	<ul style="list-style-type: none"> Activity managers in Regions appoint responsibility managers 		



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3	Approval of Petty Cash <ul style="list-style-type: none"> • Request of petty cash • Issuing of petty cash • Approval of Expenditure incurred in line with request for petty cash approved 	Maximum R2000	Maximum R2000	Maximum R2000	All action in relation to petty cash, approval, request and issuing as well as receiving of proof of purchase must comply with the FAP on petty cash and any relevant directives
		<ul style="list-style-type: none"> • Director or higher 	<ul style="list-style-type: none"> • Cost Center manager 	<ul style="list-style-type: none"> • Cost Center manager 	
		<ul style="list-style-type: none"> • Cashier 	<ul style="list-style-type: none"> • Cashier 	<ul style="list-style-type: none"> • Cashier 	
		<ul style="list-style-type: none"> • Director or higher 	<ul style="list-style-type: none"> • Cost Center & Responsibility Manager 	<ul style="list-style-type: none"> • Cost Center & Responsibility Manager 	
4	Authorization to proceed with the price quotation process.	R2 000 to R30 000	R2 000 to R30 000	R2 000 to R30 000	<ul style="list-style-type: none"> • Compliance to FAP and LAP and all relevant prescripts
		Director upwards	Director upwards	Director upwards (Large MA's) Area Commissioner	
5	Authorization to proceed with the invitation of formal price quotation process	R30 000 to R199 999	R30 000 to R199 999	R30 000 to R199 999	<ul style="list-style-type: none"> • Compliance to FAP and LAP and all relevant prescripts
		<ul style="list-style-type: none"> • Director 	<ul style="list-style-type: none"> • Director 	<ul style="list-style-type: none"> • Director upwards 	
		R200 000 to R499 999	R200 000 to R499 999	R200 000 to R499 999	<ul style="list-style-type: none"> • Compliance to FAP and LAP and all relevant prescripts
		<ul style="list-style-type: none"> • DC upwards 	<ul style="list-style-type: none"> • DC upwards 	<ul style="list-style-type: none"> • DC upwards 	

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		HEAD OFFICE	REGION	MANAGEMENT AREAS/ CORRECTIONAL CENTRES	
8	Approval and signing of purchase order	<ul style="list-style-type: none"> Order Clerk 	<ul style="list-style-type: none"> Order Clerk 	<ul style="list-style-type: none"> Order Clerk 	<ul style="list-style-type: none"> Unlimited Compliance to relevant prescripts and with all relevant approval documentation to be correct and available.
9	<p>Approval of payments or sundry payments</p> <ul style="list-style-type: none"> Functional approval, contracts to be available Officials to be appointed in writing by delegated authority. 				
	(a) Authorizing payments on BAS	<ul style="list-style-type: none"> R7 million and above DD: FCO 	<ul style="list-style-type: none"> R7 million and above RHF & SCM 	<ul style="list-style-type: none"> No delegation 	
		<ul style="list-style-type: none"> R4 million up to R6,9 million ASD:FCO 	<ul style="list-style-type: none"> R3 million to R6,9 million Manager SCM & Finances 	<ul style="list-style-type: none"> R3 million to R6,9 million Area Coordinator Finance 	
		<ul style="list-style-type: none"> R2 million up to R3,9 million 	<ul style="list-style-type: none"> Up to R2,9 million SSA/SPOA 	<ul style="list-style-type: none"> Up to R2,9 million SSA/SPOA 	

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		<ul style="list-style-type: none"> Up to R1,9 million SSA 			
	(b) Authorizing Payments on Logis	Unlimited <ul style="list-style-type: none"> Provision Admin Officer 	Unlimited <ul style="list-style-type: none"> Provision Admin Officer 	Unlimited <ul style="list-style-type: none"> Provision Admin Officer 	<ul style="list-style-type: none"> After verification that the necessary approval documents are signed by the Responsibility Manager and ensuring that correct approval delegations were followed.
	(c) Approval of payments made on Peral (payment of allowances & promotions)	Unlimited & allocated to a persal function <ul style="list-style-type: none"> SCO and higher 	Unlimited & allocated to a persal function <ul style="list-style-type: none"> SCO and higher 	Unlimited & allocated to a persal function <ul style="list-style-type: none"> SCO and higher 	<ul style="list-style-type: none"> All material once-off payments such as performance bonus and projects should first be recommended by Compensation Committee under chairmanship of the CDC HR before final approval by the National Commissioner.
	(d) Payments for capital works and Infrastructure projects	DC: Facilities	<ul style="list-style-type: none"> Not delegated 	<ul style="list-style-type: none"> Not delegated 	<ul style="list-style-type: none"> DC Facilities can approve up to R10 million and any amount above R10 million to be routed via CDC Incarceration and Corrections and

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10	Approve shifting of funds within an item of a programme	<ul style="list-style-type: none"> Programme manager (CDCs) 	<ul style="list-style-type: none"> Regional Commissioner Deputy Regional Commissioner 	<ul style="list-style-type: none"> Area Commissioner, Area Co coordinator 	<p>CFO</p> <ul style="list-style-type: none"> Project should form part of the initial infrastructure approved project plan included in the ENE and APP Sub programme manager Facilities to endorse the invoice Director Management Accounting to confirm the availability of budget and issue budget confirmatory note to Director Financial Accounting in consultation with the CFO and DC FMA <p>(a) In line with the DCS FAP chapter 3. (b) If above R2 million must be served before Budget Committee (In consultation with the CFO)</p>



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		<ul style="list-style-type: none"> Sub programme manager (CDCs & DCs) Activity manager (Director) Responsibility manager (Directors) 	<ul style="list-style-type: none"> All Regional Coordinators Activity manager (Regional Co coordinator) Responsibility manager (RC, DRC, Regional Heads) 	<ul style="list-style-type: none"> All managers Activity manager (sectional Heads) Responsibility manager (Community Corrections offices) 	
11	Approve Virements between Programmes of the vote	<ul style="list-style-type: none"> Not delegated and authority remains with National Commissioner 	<ul style="list-style-type: none"> Not delegated 	<ul style="list-style-type: none"> Not delegated 	<ul style="list-style-type: none"> In line with PFMA sec 43, TR 6.3.1 and DCS FAP chapter National Commissioner to approve in consultation with the Executive Authority.
12	Approve shifting of funds from Compensation of Employees	<ul style="list-style-type: none"> Not delegated 	<ul style="list-style-type: none"> Not delegated 	<ul style="list-style-type: none"> Not delegated 	<ul style="list-style-type: none"> Specifically and exclusively appropriated

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13	Approve shifting of funds to/from Transfer Payments	<ul style="list-style-type: none"> Not delegated 	<ul style="list-style-type: none"> Not delegated 	<ul style="list-style-type: none"> Not delegated 	<ul style="list-style-type: none"> In line with FAP chapter 3 paragraph 3.4.2 Director Management Accounting in consultation with the CFO and DC FMA to seek prior Budget Committee endorsement and via the National Commissioner National Treasury's approval.
14	Shifting of funds from Capital budget	<ul style="list-style-type: none"> Not delegated 	<ul style="list-style-type: none"> Not delegated 	<ul style="list-style-type: none"> Not delegated 	<ul style="list-style-type: none"> In line with FAP chapter 3 paragraph 3.4.3 Director Management Accounting in consultation with the CFO and DC: FMA to seek prior Budget Committee endorsement and via the National Commissioner National Treasury's approval.
15	Virement, shifting of funds from one region to another	<ul style="list-style-type: none"> CFO 	<ul style="list-style-type: none"> Not delegated 	<ul style="list-style-type: none"> Not delegated 	<ul style="list-style-type: none"> In line with the FAP chapter 3, the Director Management in consultation with the CFO and DC FMA will have to obtain a formal mandate from the

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16	<p>1. Keeping of Consolidated record of arbitration awards implemented on PERSAL and BAS nationally.</p> <p>2. Furnishing of security in terms of section 145(7) of the LRA if the DC/LS</p>	<p>1. Dir ER – DD Auxiliary services must approve the administrative documents to effect implementation on PERSAL or BAS for HO employees to ensure correct calculation.</p> <p>2. DC LS</p>	<p>1. Regional Head Corporate Services. – Regional Coordinator Employee Relations approves the administrative documents to effect implementation on PERSAL or BAS for regional office employees to ensure correct calculation.</p> <p>2. No delegation</p>	<p>1. Area Coordinator Corporate Services for the MA. (DD or higher) – Approves the administrative documents to effect implementation on PERSAL or BAS employees in the MA to ensure correct calculation.</p> <p>2. No delegation.</p>	<p>Budget Committee for the finalisation of the budget shifts/transfer</p> <p>a. The delegation and limitations under section 96(2)(a) (delegation 103) of the CSA must be adhered to.</p> <p>b. Regional Coordinator Employee Relations in the regions must keep a consolidated register/record of all implemented arbitration awards and submit quarterly reports verified and signed by the Regional Head Corporate Services to Head Office; Director Employee Relations confirming the correct implementation, calculation and payment of the implemented awards.</p> <p>c. Director Employee Relations must register and verify all the implemented awards for correct implementation and</p>

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17	approved that an award can be taken on review. Keeping of consolidated record of court orders and out of court settlement agreements implemented on PERSAL and BAS nationally.	<ul style="list-style-type: none"> DC: Legal Services nationally 	<ul style="list-style-type: none"> Regional Coordinator Legal Services for the region who must also approve the administrative documents to effect payment on persal and BAS for all officials in the region (In case of out of court settlement, after receipt of the approval. See limitations.) 	<ul style="list-style-type: none"> Area Coordinator Corporate Services for the MA. 	<ul style="list-style-type: none"> provide a consolidated quarterly report to the DC FMA and DC HRM. Regional Coordinators Legal Services in the regions and Head Office must submit quarterly a consolidated report of all implemented court orders, confirming the correctness of calculations and implementation (including out of court settlement agreements as per delegation number 112: TR 12.2.4 of the treasury regulations) and submit to the DC Legal Services: Head Office. DC Legal Services must consolidate the regional quarterly reports of all implemented court orders and out of court settlement agreements, verify correct implementation, and provide the DC HRM and DC FMA with the



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