



PROVINCE OF KWAZULU-NATAL - ISIFUNDAZWE SAKWAZULU - NATALI

**DEPARTMENT OF TRANSPORT**  
**UMNYANGO WEZOKUTHUTHA**

Enquiries : Miss A Singh  
Extension : 2237  
Reference : T6/17/P

TO: ALL HEADS OF DEPARTMENT  
MEMBERS OF THE MOTOR TRANSPORT ADVISORY COMMITTEE  
ALL DEPARTMENTAL TRANSPORT OFFICERS

28 JUL 2006

**PROVINCIAL TRANSPORT MANAGEMENT (PTM) CIRCULAR NO 13 OF 2006: GENERATION OF REPORTS ON PERSAL REGARDING SUBSIDISED VEHICLES**

1. A concern was raised at a previous DTO Forum that the Human Resource components within Departments do not always inform Departmental Transport Officers (DTO's) when Officials with subsidised vehicles join the Department, exit the Service or are transferred to another Department. It was therefore suggested that a request be submitted to Persal for the introduction of a report for DTO's, which would reflect subsidised vehicle owners who join a Department or have exited from Service, or have transferred to a new Department.
2. Following this request to PERSAL, officials from the MTS Directorate within the DOT held a meeting on 5 May 2006 with PERSAL, to discuss the reports that could be made available to DTO's to assist them in managing subsidised vehicle owners joining or leaving their Departments. The outcome of the meeting was mentioned to the members of the DTO Forum at the 13 June 2006 meeting, whereby the members requested that the various reports and codes on PERSAL be forwarded to the Departments via a circular, hence this communiqué.
3. At the meeting with PERSAL on 5 May 2006, officials from PERSAL advised that transfers of officials from one Provincial Department to another are reflected on an exception report that is generated by SITA and made available to the HR office of each Department on a daily basis. DTO's should therefore liaise with their respective HR offices to obtain such a report.
4. It was also mentioned that the transfers of officials from a National Department to Provincial Departments are dealt with whereby the allowances/deductions are terminated by the National Department and treated as a new appointment by the Provincial Department and the allowances and deductions are re-instated on PERSAL. This was contrary with the advices received from NDoT and clarity is being sought in this regard.
5. A report indicating the transfers from National to Provincial Departments must be run at National Treasury and it was agreed that such will be requested by MTS on a quarterly basis, given the small number of such transfers.
6. DTO's also have the option of obtaining the 5711 report which gives a list of officials with subsidized vehicles. In order to obtain such a report, the specific allowance and deduction codes must be on hand. This report can be generated on a monthly basis.
7. A termination report which lists all officials who have left a Department for any reason may also be obtained using the 764 function on PERSAL. This report can be requested at any time.

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**MOTOR TRANSPORT SERVICES DIRECTORATE**

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Sub Vehicles

IAQ

8. The Payment Confirmation Report generated on PERSAL when WesBank instate the allowances/deductions are forwarded to WesBank. However, this report does not reflect the rejections. A Rejection Report is generated and such report may be obtained from WesBank.

The allowance codes are as follows:

Capital Remuneration: 0395

Fuel: 0521

Maintenance: 0396 - (Scheme A Fixed Maintenance Code) & 0266 (Scheme C)

Insurance: 0267

9. Submitted for your information



**For Head: Transport**

h: policies/circ/circ 2006/PTM Circular 13 of 2006.Generation of reports on PERSAL regarding subsidised vehicles

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