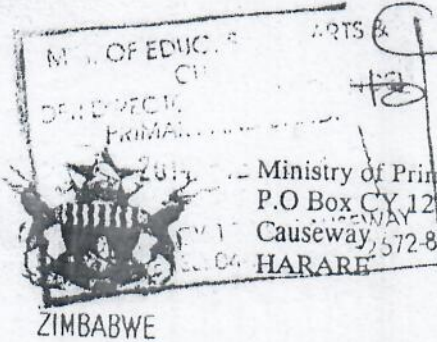


All communications should be addressed to
"The Secretary for Primary and Secondary Education"
Telephone: 734051/59 and 734071
Telegraphic address: "EDUCATION"
Fax: 794505
<http://www.moesc.gov.zw>



24 July 2014

ALL PROVINCIAL EDUCATION DIRECTORS

Attention: Administration Officer

**COLLECTION OF RENTALS FOR HOUSES IN GOVERNMENT INSTITUTIONS
(INSTITUTIONAL HOUSING)**

Reference is made to the letter written by the Director Finance and Administration on 18 December 2012 and Circular RH/AD/73 dated 18 September 2012 from Ministry of National Housing and Social Amenities on the matter above.

Government Institutional housing is under the administration of the respective Ministry and Institution. As such, the respective housing authorities are charged with the collection of rentals on behalf of the Exchequer A/C.

Meanwhile, all Provincial Directors through respective School Heads are directed to collect 5% of the tenant's gross salary pending the determination of the actual rentals. Considering that the bulk of beneficiaries are civil servants, this should be deducted from the tenant's salary using the stop order facility through SSB deduction to minimise rent arrears. Therefore all tenants should fill in TY 30 forms and submit them to the Provincial Accountant.

All Provinces should submit schedules of tenants in Government Institutions by 15 August 2014.

The collection of rentals for the Institutional Housing should be effective from 1st of February 2009 when the Government adopted the multi currency system. The arrears from 1st February 2009 to 31 December 2013 should be collected through a payment plan over two years ending 30 June 2016. Arrears from 01 January 2014 to date should be paid up by year-end. If the arrears remain uncleared until retirement of the tenant they should be deducted from the member's existing benefits.

B Wenjere

FOR: SECRETARY FOR PRIMARY AND SECONDARY EDUCATION