

All communications should be addressed to  
"The Secretary for Education Sport and Culture"  
Telephone: 734051/59 and 734071  
Telegraphic address : "EDUCATION"  
Fax: 794505



Ref: C/269/1

Ministry of Education Sport  
and Culture  
P.O Box CY 121  
Causeway  
Zimbabwe

3 August 2000

**FINANCE CIRCULAR MINUTE NO.13 OF 2000**  
**DISTRIBUTION**

REGIONAL DIRECTORS  
HEADS, GOVERNMENT SECONDARY SCHOOLS  
HEADS, GOVERNMENT PRIMARY SCHOOLS  
DIRECTOR, AUDIO VISUAL SERVICES  
EDUCATION SERVICES CENTRE

**DUPLICATE KEYS FOR SAFES AND STRONGROOMS: ANNUAL RETURNS**

In terms of Treasury Instruction No.2212, the Head of each office/school must check with the custodian of his duplicate safe and/or strongrooms keys at least once each year, to ensure that these keys are available for collection should they be needed.

In order to ensure that the duplicate keys held by the custodian relate to the safes and/or strongrooms in question, the receipt for the duplicate keys and the original keys for safes/strongrooms must be produced to the custodian for verification that the keys are identical.

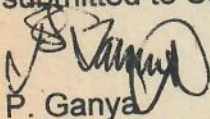
The Head of each office/school, is reminded to complete this formality(if not already done) and to submit to Supplies Branch, before 30 October 2000 a certificate in the following form:-

"I certify that I have during 2000 financial year, verified that the duplicate key(s) for safe(s) and/or strongroom(s) numbered ..... (state Government number) is held by .....(State name of city or town)etc.

DATE STAMP

.....  
HEAD OF OFFICE

Should it not be possible to provide a certificate in terms of this circular, a full report must be submitted to Supplies Branch giving the reasons for non-submission.



P. Ganya  
UNDER SECRETARY (Revenue and Supplies)  
**For: SECRETARY FOR EDUCATION, SPORT AND CULTURE**