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TO : All Regional Directors

Secretary's Circular No. 1 of 2001

**COLLECTION OF RENT, WATER AND ELECTRICITY CHARGES :
INSTITUTIONAL ACCOMMODATION**

Ministry of Finance and Economic Development in its minute reference D/22/1/8 dated 19 October 2000 granted authority for the following measures to be implemented with effect from 1 January 2001.

- retention of rent collected from institutional accommodation at the station for purposes of maintaining houses.
- charging rates, (electricity and water) that are in line with those billed by Zesa and Local Authorities. The schools should also retain the proceeds in order to pay Zesa and Local Authorities. This will require that each station makes urgent arrangements for the speedy installation of separate metres so that payment is directly to Zesa and/or Local Authorities.
- increasing the lodging and boarding fees for matrons from \$30.50 per month to \$500 per month.

In implementing the above policy, Regional Directors are expected to observe the following guidelines:

i) Rent

Rent is paid at 5% of occupant's gross salary or at rent value. Where occupants are sharing a house without rent value all occupants pay 5% of their gross salary irrespective of the size/number of rooms occupied.

Where the house is rent valued, the occupants share equally the rent payable.

ii) Lease Agreements

Regional directors or Heads of Schools are required to enter into new lease agreements with sitting and new tenants.

For SDA employees the agreement shall be between the Head and the SDA, whilst for civil servants at a school, the agreement shall be between the Head and the member concerned.

iii) Allocation of Houses

Heads of schools are encouraged to form housing committees at schools to ensure transparency in allocation of houses.

iv) Termly Returns

Regional Directors are to ensure that Heads of Schools/Districts submit returns of occupants by the second week of each term, for monitoring purposes.

v) Resident Teachers


Appointment to the post of resident teacher will be made by the head in the first instance from among the teachers employed at the school. Each hostel will operate as an entity under the control of a resident teacher. Each hostel in a school will have the following establishment of resident teachers.

Type of Hostel	No. Of Boarders	No. Of Resident Teachers
Boys	Fewer than 40	2
	40 or more	3
Girls/Co-educational	Fewer than 40	3
	40 or more	4

An allowance is due to the holder of a residential post. This allowance wholly offsets the rent payable by the resident teacher.

vi) Accounting for funds

All money collected shall remain public funds and should be accounted for in the school books of accounting. The said funds shall also be subject to Audit in terms of the relevant Acts and regulations.



Dr W.T. Mbizvo

SECRETARY FOR EDUCATION, SPORT AND CULTURE

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