

CLAIM: PAYMENT FOR OVERTIME DUTY

Kantoor: Subdirektoraat: Finansies
Office: Sub Directorate: Finance

KANTOORSTEMPEL / DATUM

OFFICE STAMP/DATE

Naam/ Name
Otsile Earl Kole

Diensnommer/ Service No.
90704525

Rang/Rank
DD Business Solutions

Oortydgoedkeuring/ Overtime Approval:

**Salaris kerf/
Salary notch:**

OORTYDDIENS VERRIG/ OVERTIME DUTY PERFORMED

Weekdays/ Week-days:

Sundae/ Sundays/ Public holiday:

HOURS/URE		Ure Hours	Bedrag Amount	Datum/ Date	
Van/ From	Tot/ To			Van/ From	Tot/ To
08h00	16h00	8,5		19-Oct-2025	19-Oct-2025

BESKRYWING VAN OORTYDDIENS/ DESCRIPTION OF OVERTIME DUTY

Facilitating the Upgrade, configuration and testing of EDMS system from version 16.3 to newer 24.3 version

Eiser
Claimant

Datum / Date :

28 | 10 | 2025

I hereby certify that the above-mentioned officer/employee necessarily and unavoidably had to perform the overtime duty indicated opposite his name and that the payment therefor is in accordance with the Financial Manual.

Aanbeveel Recommen

R. de Be

Return / Date:

28/10/2025

Rang/Rank: Director : GITM

Goedgekeur
Approved
Hoof

Hoof van kantoor / Head of office

- Datum / Date :

28/10/202

Rang/ Rank: Director : GITM

Employee Name: OTSILE EARL KOLE

Perusal no.: 90704525

OVERTIME RENUMERATION FOR THE MONTH:

STATEMENT NO:

STATEMENT DATE:

STATEMENT DATE:
APPROVAL NO:

Oct-25

10

DO NOT COMPLETE THIS COLUMN - HAS A FORMULAR IN TO CALCULATE THE MAXIMUM BASIC SALARY



tourism

Department:
Tourism
REPUBLIC OF SOUTH AFRICA

INTERNAL MEMORANDUM

DATE:	28 October 2025	FILE :	8/3/R
TO:	Director: Finance	FROM:	D: GITM

SUBJECT:	APPROVAL OF OVERTIME WHEN OFFICIAL SOME OF THE HOURS WAS CONNECTING REMOTELY
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This serves to formally confirm the involvement of **Otsile Earl Kole, Deputy Director: Business Solutions, Persal No. 90704525**, during the upgrade of the Electronic Document Management System (EDMS) from version 16.3 to the latest release, version 24.3. The upgrade was performed during the weekend of 18 – 19 October 2025.

Given the technical complexity of this upgrade, certain activities had to be conducted remotely. Among the most critical tasks undertaken were ensuring that a system backup was performed and configuring the upgraded platform. These steps were essential to safeguard data integrity, maintain system security, and ensure a seamless transition to the newer version.

Once the configuration phase is complete, best practices dictate that both internal validation and external user acceptance testing need to be performed. Based on the attached weekend register, the official was delegated to perform on-site (internal) testing from 12:29 to 16:45. During this period, the official was required to connect to the departmental network from the office and perform application testing. These tests aim to verify that all core functionalities remain fully operational and that the system continues to meet departmental requirements without disruption.

The official's contribution was instrumental in ensuring the stability, reliability, and security of the upgraded EDMS environment. The above activity also forms part of his work plan.

I hope and trust that the above provides sufficient confirmation and assurance of his participation during the overtime period when the EDMS system was upgraded.

Radebe
DIRECTOR: GITM

28/10/2025
DATE: 28/10/2025



Departement van Toerisme • uMnyango Wezokuvakasha • iSebe Iezokhenketho • umNyango wezokuVakatjha Litiko Letekuvakasha • Kgoro ya tša Boeti • Lefapha la Bojanala • Lefapha la Bohahlaudi • Ndzwawulo ya VupfhumbaMuhasho wa Vhuendelamashango

Otsile Kole - Planned ICT down time

From: Communications Tourism
Date: 2025/10/17 13:00
Subject: Planned ICT down time
Bcc: Otsile Kole

Dear Colleague

Kindly be advised that ICT will be performing an upgrade on the EDMS system from Saturday, 18 October at 10:00 until Sunday, 19 October 2025 at 20:00. During this upgrade period, the EDMS platform will be unavailable.

ICT regrets the inconvenience caused and appreciate your understanding in order to enhance EDMS system performance.

Kind regards
GITM



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WEEKENDS AND STAFF AFTER HOURS REGISTER

VISITORS ENTRANCE

Date	Initial and Surname	Company from	Reason for visit	Signature	Security officer	Time In	Time out
19/10/2025	C. Letsoalo	Tourism	work			09:04	10:00
19/10/2025	T. Segalwana	Tourism	work			09:20	15:40
19/10/2025	O.E. Kole	Tourism	work			12:29	16:45
25 October 2025 Saturday							
25/10/25	Tinalco M	Tourism	work			06:10	15:40
25/10/25	Lm LEGODI	Tourism	work			06:12	15:00
25/10/25	Owners	SKC	work			06:40	17:21
25/10/25	K Motla	Tourism	work			06:58	15:00
25/10/25	N Maline	Tourism	work			06:58	15:00
25/10/25	N. Thope	"	"			06:58	15:00
25/10/25	T.S Mqambela	"	"			06:59	15:00
25/10/25	Moloko	"	"			06:59	15:00