



PROVINCE OF KWAZULU-NATAL  
ISIFUNDAZWE SAKWAZULU-NATALI  
PROVINSIE KWAZULU-NATAL

DEPARTMENT OF EDUCATION  
UMNYANGO WEMFUNDO  
DEPARTEMENT VAN ONDERWYS

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**INHLOKOHHOVISI**

**HEAD OFFICE**

**PIETERMARITZBURG**

Enquiries: Dr BC Hlatshwayo  
Imibuzo:  
Navrae:

Reference:  
Inkomba:  
Verwysing:

Date: 29 April 2005  
Usuku:  
Datum

**To All: General Managers at Head Office  
Regional General offices  
Managers at All Levels  
District Managers**

## **HRM CIRCULAR NO. 31 OF 2005**

### **EXTENSION OF CLOSING DATE IN RESPECT OF HRM CIRCULAR NO. 15 OF 2005**

### **SUBMISSION OF ANNUAL WORK PLAN RATING FORMS AND CAPABILITY RATING FORMS FOR OFFICE BASED EDUCATORS FOR THE REPORTING PERIOD 01 APRIL 2004 TO 31 MARCH 2005**

1. It has come to the notice of the Department that the above mentioned circular could not reach all the affected Office Based officials timeously.
2. Consequently, this has caused a significant delay in the filling of all the necessary appraisal forms before the stipulated closing date of 29 April 2005.
3. A decision has therefore been taken to grant an extension of a closing date from 29 April 2005 to 27 May 2005.
4. The Regional offices and Head Office are therefore requested to accept the completed appraisal forms up to 27 May 2005.
5. Subsequent to the necessary processing of all the submitted appraisal forms, all Regional offices and Head office should without any further delay be dispatched to the **Directorate: HR Practices for the attention of: Dr BC Hlatshwayo**. By so doing, this Directorate will ensure that the said forms are further transmitted to the Moderating Committee timeously.
6. It would immensely be appreciated if the contents of this Circular is brought to the attention of all the affected Departmental officials / employees.

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**Mr DT Ndhlovu**  
**Acting Superintendent – General**

