TO: ALL HEAD OFFICE STAFF

INTERNAL CIRCULAR NO: 2 OF 2011

In terms of KZN Circular No. 54 of 2011 Access Control Standard Operating Procedures, Access control cards/identification cards must be prominently displayed at all times while on departmental premises.

In order to adhere to the circular, Auxiliary Services has made arrangements to create identification cards for all officials without the required cards. Each official must complete the enclosed Application for Entry form and submit to Room 102, Ex-NED building, Pietermaritzburg on or before 9 September 2011. Dates for the creation of identification cards, will be communicated with the Managers on receipt of these forms.

Access to Departmental buildings will be denied to officials without the required Identification Cards as from 1 November 2011.

M.J. DLAMINI
GENERAL MANAGER: ADMIN SERVICES
FOR: HEAD OF DEPARTMENT: EDUCATION

DATE

9/9/2011

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dedicated to service and performance beyond the call of duty.
KWAZULU-NATAL
DEPARTMENT OF EDUCATION
HEAD OFFICE

APPLICATION FOR ENTRY PERMIT

1. Surname
2. First Names in full
3. Date of Birth
4. ID No.
5. Employer
6. Personal No.
7. Division and Section
8. Telephone No.
9. Fax No.
10. Home Address and Telephone No.

11. DECLARATION BY HEAD OF SECTION/DEPARTMENT/EMPLOYER

I DECLARE THAT:

(a) The applicant is employed by
And requires the permit for entry purposes of his/her duties.
(b) The applicant is permanently stationed/seconded at PMB Head Office.
(c) If seconded details of applicant's previous place of duty.

INSTITUTION/COMPONENT: SUPERVISOR: TEL:

_________________________ ___________________ ___________________
SIGNATURE DATE TELEPHONE NO.

B. N.B. This Section is to be completed when permit is issued:

Security Division – Third Floor – Head Office

1. In respect of permit no. _____________ issued in my favour I undertake to:

(a) Keep it safely.
(b) Report the loss to Security immediately.
(c) On entry and during my stay in the building to carry it visibly on my person at all times.
(d) If transferred from or at the termination of my services with the abovementioned Department/ Employer to hand the permit to the Security Division.

2. Furthermore it is understood:

(a) That permission to enter the building may be refused should I not be able to produce the permit, or in any other circumstances as may be determined by the Security Division and
(b) That sworn affidavit and an amount of R50 will be recovered from me for the re-issue of an entry permit in the event of my being lost or not returned for cancellation if required or damaged in circumstances indicating negligence or misuse on my part.

3. PERMIT RECEIVED ___________________ DATE ___________________

C.  

1. Approved/Rejected
   Issue ☐ Permanent ☐ Temporary ☐ Special ☐
   CHIEF OF SECURITY OFFICER ___________________ DATE: _____________

2. In the event of R50 surcharge 0903/secapp/fm
   Receipt No. ___________________ Date ___________________