



## KWAZULU-NATAL PROVINCE

EDUCATION  
REPUBLIC OF SOUTH AFRICA

Office of the Head of Department

Private Bag X9137, PIETERMARITZBURG, 3200  
Anton Lembede Building, 247 Burger Street, Pietermaritzburg, 3201

Tel: 033 341 4830 Fax: 033 341 0986

Enquiries: Mr T C Mbanjwa  
Tel. 033-392 1054  
Email: thami.mbanjwa@kzndoe.gov.za  
Ref. No. 2/1/1/2

**DEPUTY DIRECTORS-GENERAL  
CHIEF FINANCIAL OFFICER  
CHIEF DIRECTORS  
DIRECTORS AT HEAD OFFICE  
DISTRICT DIRECTORS  
HEADS OF CIRCUIT MANAGEMENT CENTRES  
CIRCUIT MANAGERS  
PRINCIPALS OF PUBLIC SCHOOLS  
CHAIRPERSONS OF SCHOOL GOVERNING BODIES**

### **KZN CIRCULAR NO. 85 OF 2022**

#### **MANAGEMENT AND PROCESSING OF SUBMISSIONS AND ALL OTHER CORRESPONDENCE FROM THE DISTRICTS**

1. The Department is embarking in a process to streamline and improve management of submissions and all other correspondence from the Districts to Head Office. This will improve efficiency and accountability within the Department.
2. This circular, therefore, directs that all submissions and any other correspondence from the Districts be submitted to Head Office only through the Offices of the District Directors to the Offices of the two Chief Directors responsible for District Operations Management. The Offices of the two Chief Directors will then record and channel submissions and any other correspondence to the relevant Directorates for processing.
3. The same route will be followed when returning documents after being processed at Head Office.
4. Only the Offices of the District Directors can make enquiries from the Offices of the two Chief Directors to track progress on any submitted documents.
5. Please note that the directives contained in this circular come into effect immediately and no deviations will be entertained.

Your co-operation is highly appreciated.

**Mr G N Ngcobo**

**Head of Department: Education**

Date: 3/8/22