



## **KWAZULU-NATAL PROVINCE**

**EDUCATION**  
REPUBLIC OF SOUTH AFRICA

### **DIRECTORATE:**

Private Bag X9137, PIETERMARITZBURG, 3200  
ABSA Building, 194 Langalibalele Street, Pietermaritzburg, 3201  
Tel: 033- 348-6195

**Internal Control and Risk Management**  
Enquires: Nokulunga Hlengwa  
Email: Nokulunga.Hlengwa@kzndoe.gov.za

**To: DEPUTY DIRECTORS-GENERAL  
CHIEF DIRECTORS  
DIRECTORS AT HEAD OFFICE  
DISTRICT DIRECTORS  
HEADS OF SECTION/COMPONENTS OF DISTRICT OFFICES  
CES: CIRCUIT MANAGEMENT AND CIRCUIT MANAGERS  
PRINCIPALS OF SCHOOLS**

### **KZN CIRCULAR: NO 110 OF 2022**

#### **DECLARATION OF GIFTS AND DONATIONS RECEIVED OR MADE**

1. Attached hereto is the gift policy and gift register to assist in managing gifts in the Department.
2. The purpose of this circular is to ensure that officials follow the set procedure in accepting and receiving the gifts and to promote transparency, uncompromised integrity, honesty and objectivity of judgment and avoid business-related conflicts.
3. In accordance with Section 8 of the Departmental gift policy, the Head of Department is obliged to promote high ethical standards and ensure that these matters are handled in such a manner that the objectiveness of employees is never questioned and that all actions can be accounted for in public.
4. An individual employee should under no circumstances accept a gift, donation or sponsorship where he/she could be compromised or bound in his/her work or his/her judgement could be influenced. The acceptance / giving of gifts, donations or sponsorships must be recorded in a gifts, donations or sponsorships register to be kept by each Directorate.



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5. All employees are requested to disclose the gifts/donations received or made on the attached gift register.
6. Gift registers must be submitted on or before **30 September 2022** through line function to the respective DDGs and CFO who in turn will then submit to the officials listed below. If there are no gifts or donations received or made, a nil report must be submitted.

Name : Ms. Nokulunga Hlengwa  
Email : [Nokulunga.Hlengwa@kzndoe.gov.za](mailto:Nokulunga.Hlengwa@kzndoe.gov.za)

Name : Ms Ntombikayise Magagula  
Email : [Ntombikayise.Magagula@kzndoe.gov.za](mailto:Ntombikayise.Magagula@kzndoe.gov.za)

7. Kindly ensure that the content of this circular is brought to the attention of all employees under your supervision.

Mr G.N Ngcobo

Head of Department: Education

Date: 26/09/22