



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

DIRECTORATE:

Communication and Publications

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TO : DEPUTY DIRECTOR GENERALS
CHIEF DIRECTORS: DISTRICT OPERATIONS MANAGEMENT
DISTRICT DIRECTORS
CESs: CIRCUIT MANAGEMENT
CIRCUIT MANAGERS
PRINCIPAL OF SCHOOLS

KZN CIRCULAR NO 78 OF 2024

PROCUREMENT OF OFFICIAL PORTRAITS

1. Official portraits are photographs of serving Members of the Executive and should be displayed in the public service offices.
2. Only approved photographs as supplied by the GCIS should be used and must be of the same size.
3. The framing and matting of the photographs should be identical and are to be arranged in order of precedence.
4. The person with the highest order of precedence occupies the centre position when there is an uneven number of photographs and when two photographs are displayed, the person with the highest order of precedence should be located to the viewers left.
5. It is therefore requested that District Offices, Circuit Offices and Schools remove photographs of Members of the Executive that were serving during the last term as this will mislead the public.
6. These offices are encouraged to procure the new official photographs of serving Members of the Executive i.e President, Deputy President, Minister of Basic Education, KwaZulu-Natal Premier and MEC for Education in KwaZulu-Natal.
7. Your cooperation in this regard will be highly appreciated.


MR. G.N NGCOBO
HEAD OF DEPARTMENT
KZN EDUCATION


DATE