



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

OFFICE OF THE HEAD OF DEPARTMENT

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DIRECTORATE: INTERNAL CONTROL & RISK MANAGEMENT

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Enquiries: Ms N Lugongolo

**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 109 OF 2024

SUBJECT: DECLARATION OF GIFTS AND DONATIONS RECEIVED OR MADE

1. The 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.
-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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4. All employees are requested to disclose the gifts/donations received or made between the periods of 1 July to 30 September 2024 (Quarter 2), 1 October to 31 December 2024 (Quarter 3) and 1 January to 31 March 2025 (Quarter 4) on the attached gift register on or before the below due dates:

Quarter 2 – 04 October 2024

Quarter 3 – 06 January 2025

Quarter 4 - 04 April 2025

5. Gift registers must be submitted 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

Name : Ms. Ntando Mncube
Email : Ntando.Mabaso@kzndoe.gov.za

6. 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: 19/9/24