



**KWAZULU-NATAL PROVINCE**

**EDUCATION**  
REPUBLIC OF SOUTH AFRICA

**DIRECTORATE:**

Private Bag X9137, PIETERMARITZBURG, 3200  
Ned Building, 2228 Pietermaritz Street, Pietermaritzburg, 3201

Tel: 033 846 5440 / 5050

Facilities Management and Auxiliary Services

Email: [facilities\\_management@kznp.gov.za](mailto:facilities_management@kznp.gov.za)

Enquiries Ms. JCP. Mcineka

ref: 6/1/1/12/1

**ATTENTION: OFFICE OF THE MEC  
OFFICE OF THE HOD  
DEPUTY DIRECTOR GENERAL  
CHIEF DIRECTORS  
HEAD OFFICE DIRECTORS AND STAFF  
DISTRICT DIRECTORS AND STAFF**

**TRANSPORT CIRCULAR NO. 5 OF 2025**

**RECALLING OF STATE-OWNED VEHICLES DURING THE CLOSURE OF OFFICE FESTIVE PERIOD - DECEMBER 2025**

1. The Directorate Facilities Management and Auxiliary Services hereby recall all state-owned vehicles during the office closure period.
2. The vehicles will be handed over to Auxiliary Services: Local Transport Officers (LTOs) at Head Office and District Offices on or before the 15<sup>th</sup> December 2025 for safeguarding and minimizing the misuse.
3. EKS vehicle tracking services will be fully utilized to monitor point to point of the vehicle during this period.
4. Any deviation to this circular will be approved by the HoD.
5. The content of this circular must be brought to the attention of all Branches.

  
**MR. G.N. NGCOBO**  
**HEAD OF DEPARTMENT**

  
**DATE**