



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

DIRECTORATE: FACILITIES MANAGEMENT & AUXILIARY SERVICES

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TO : ALL OFFICIALS AT HEAD OFFICE BUILDINGS

NOTICE : DEPARTMENTAL IDENTIFICATION CARDS

1. The department of Education will, as from the 01st of May 2024, commence with the enforcement of accessing all Head Office Building using identification cards. This is Phase one of the process to monitor access to departmental offices.
2. To ensure smooth implementation of this, the Sub-Directorate: Office Support Services will be facilitating the processing of identification cards for all officials at Head office buildings. Officials at the said offices are thus requested to avail themselves for this process which includes taking photos and capturing of laptop details (and barcode) on the dates stipulated as per the attached schedule - *annexure A*.
3. Employees who have been allocated departmental laptops are thus expected to bring their laptop to the stipulated venues.
4. This exercise will also assist the Directorate: Logistics, Assets and Disposal in conducting the verification of laptops.

NB: Phase two of the same process, focusing on district office buildings will be scheduled and communicated in due course.

MR. GN NGCOBO
HEAD OF DEPARTMENT
KZN EDUCATION
DATE: 11/03/2024



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Annexure A.

DATE	TIME	PHYSICAL ADDRESS	VENUE
12 March 2024 13 March 2024 14 March 2024	09h00 – 14h00	Anton Lembede Building 247 Burger Street, PIETERMARITZBURG	Boardroom G20
19 March 2024	09h00 – 14h00	Bowden House 11 Scott Street, PIETERMARITZBURG	Ground Floor Boardroom
22 March 2024	09h00 – 14h00	15 Scott Street PIETERMARITZBURG	Boardroom 04
27 March 2024	10h00 – 14h00	40 Howard Avenue DURBAN	Training Room (Room 18)
16 April 2024 17 April 2024 18 April 2024	10h00 – 14h00	Malgate Building 72 Stalwart Simelane Street DURBAN	5 th Floor Boardroom (515)
23 April 2024 24 April 2024	10h00 – 14h00	Dokkies 81 Bartle Road DURBAN	Boardroom 02
29 April 2024	09h00 – 14h00	Shuter & Shooter Building MKHONDENI	Reception Area