



the dpsa

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REPUBLIC OF SOUTH AFRICA

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TO ALL HEADS OF NATIONAL DEPARTMENTS AND GOVERNMENT COMPONENTS

EMPLOYMENT MANAGEMENT CIRCULAR 51 OF 2023

DUE DATE FOR CLOSURE OF THE SUBMISSION OF CABINET MEMORANDA FOR 2023

This circular informs Departments of the final date for submitting Cabinet Memoranda intended for discussion during the November 2023 Cabinet meeting.

Departments are advised that the final Cabinet session for the year 2023 is slated for 29 November 2023. To ensure timely consideration, Departments must dispatch their Cabinet Memoranda to the Department of Public Service and Administration (DPSA) by no later than 15 November 2023.

Due to the confidential and secure nature of Cabinet Memoranda, established protocols are in place to safeguard the integrity of these classified documents and to comply with legislative mandates. Memoranda received after the deadline will be queued for 2024 deliberations.

To mitigate compliance-related issues, Departments are urged to adhere strictly to the checklist provided. This will ensure that Cabinet Memoranda include all requisite documentation, as stipulated in the Executive Protocol: Principles and Procedures for the Employment of Heads of Department (HoDs) and Deputy Directors-General (DDGs) nationally.

In instances of non-compliance, responsible officials shall be required to retrieve and resubmit the Cabinet Memoranda to the Ministry for Public Service and Administration. Correspondence should be directed to Seeng.Lebenya@dpsa.gov.za for this purpose.

Yours sincerely,

Signed by: Yoliswa Makhasi
Signed at: 2023-11-02 10:24:06 +02:00
Reason: I approve this document



MS YOLISWA MAKHASI

DIRECTOR-GENERAL

DATE: 02/11/23