



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

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EMPLOYMENT MANAGEMENT CIRCULAR NO 46 OF 2025

TO ALL HEADS OF NATIONAL DEPARTMENTS AND GOVERNMENT COMPONENTS

CLOSURE OF THE CABINET MEETING FOR THE YEAR 2025

1. The final meeting of Cabinet for 2025 is scheduled for 03 December 2025. Departments are therefore advised that all Cabinet Memoranda (Cab Memos) not ready for tabling by 26 November 2025 will be deferred to the first Cabinet meeting in 2026.
2. In view of the confidential and security-classified nature of Cabinet documentation, departments must retain all Cab Memos not submitted to the Department of Public Service and Administration (DPSA) by 07 November 2025. These Cab Memos must instead be submitted in January 2026, thereby safeguarding the integrity and confidentiality of classified information in accordance with applicable legislative and procedural frameworks.
3. Departments are reminded to apply the Cab Memo Compliance Checklist (attached) to ensure that all submissions meet the prescribed Cabinet standards and include the required documentation as outlined in the Executive Protocol: Principles and Procedures for the Employment of Heads of Department and Deputy Directors-General (nationally).
4. Cab Memos that do not meet the required standards of quality, accuracy, or compliance will be returned to departments for correction and resubmission to the Ministry for the Public Service and Administration. Incomplete or late submissions may result in processing delays and extended timelines for Cabinet consideration.

Yours sincerely,

Mr Willie Vukela
Acting Director-General
Date: 15/10/25

