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Chief Master

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P 3/4



DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT  
REPUBLIC OF SOUTH AFRICA

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**INTERNAL MEMORANDUM**

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**TO: All Heads of Offices****TEL NO: 3151812****FROM: H Ebrahim****DATE: 7 March 2006**

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**CHIEF MASTERS DIRECTIVE NO 1. MARCH 2006**

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**1. INTRODUCTION.**

Heads of offices are hereby reminded of the importance of complying the Departmental policies and prescripts. In particular the DFI and those placed on DJINI. In the light hereof I thought it in the best interest of proper control and management of the branch, as the Chief Master, to issue the following directives.

**2. LEAVE ARRANGEMENTS**

All Heads of Offices are requested to submit their applications for leave 3 days prior to taking the leave, for consideration and approval by the Chief Master. Only in exceptional circumstances will leave be approved after it has been taken.

**3. ACTING APPOINTMENTS**

Heads of offices shall make application to the Chief Master for some one to act in their stead whilst away from the office. Such applications shall be approved by only the Chief Master who has the final say in such matters.

**4. TRAVEL ARRANGEMENTS**

All VA 26's in respect of Office Heads shall in future be signed only by the Chief Master. The VA 26 form must contain a proper motivation as to why a trip is undertaken. VA 26 forms must be submitted timeously and no VA 26 form will be signed after the trip has been undertaken.

109:04

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P 4/4

I expect compliance from Office Heads in this regard. Any deviation from this could result in disciplinary action being considered.

#### LITIGATION.

Heads of offices must in future inform the Chief Master of all litigation matters involving the Master. This would include matters where the Master is taken on review or is the applicant in a matter.

A report shall be submitted to the Chief Master setting out the following :

- Name of file
- Case Number
- Cause of Action
- Prospects on success
- Any other relevant information.

These directives shall apply forthwith.

IBRAHIM  
CHIEF MASTER