



GAUTENG PROVINCE

SOCIAL DEVELOPMENT
REPUBLIC OF SOUTH AFRICA

MEMO

Ref: Cont/GDSD
13/12/2023

**TO : ALL DEPARTMENTAL STAFF
GAUTENG DEPARTMENT OF SOCIAL DEVELOPMENT**

**FROM : MS. MATILDA GASELA
HEAD OF DEPARTMENT**

DATE : 18 DECEMBER 2023

**SUBJECT : SIGNING OF CONTRACTUAL AGREEMENTS ON BEHALF OF
THE DEPARTMENT**

1. Purpose

- 1.1. The purpose of this Memorandum is to advise all Departmental staff concerning the signing of Contractual Agreements on behalf of the Department.

2. Discussion

- 2.1. Kindly be advised that, as from 18th December 2023, no Official is delegated to sign any Contractual Agreements (i.e., Service Level Agreement {SLA}, Memorandum of Understanding {MOU}, Memorandum of Agreement {MOA}, or any other document of a similar nature) on behalf of the Department.
- 2.2. Officials are specifically requested to route all such documents to the Office of the Head of Department for signature.
- 2.3. Failure to abide by this instruction will constitute a breach of the Public Service Act and its Regulations.
- 2.4. The Department reserves the right to institute Disciplinary Action and or Criminal and Civil action against such non-compliant Officials.

3. Recommendations

- 3.1. All Officials are enjoined to take note of and adhere to this communication with immediate effect.



Handwritten signature of Matilda Gasela, consisting of a large, stylized loop and the initials 'MG'.

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MS. MATILDA GASELA
HEAD OF DEPARTMENT

DATE: 8 DECEMBER 2023

SIGNING OF CONTRACTUAL AGREEMENTS ON BEHALF OF THE DEPARTMENT