



Province of the  
**EASTERN CAPE**  
EDUCATION

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**OFFICE OF THE SUPERINTENDENT-GENERAL**

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Reference: 8/2/4/1/1

**HRM INSTRUCTION NO. 4 OF 2014**

**To:** DEPUTY DIRECTORS-GENERAL  
CHIEF DIRECTORS  
DIRECTORS (HEAD OFFICE)  
DISTRICT DIRECTORS  
LABOUR UNIONS

**FROM:** SUPERINTENDENT-GENERAL: EDUCATION

**SUBJECT:** PLACEMENT OF MORATORIUM ON TRANSFERS: OFFICE-BASED  
EDUCATORS AND OFFICE-BASED PUBLIC SERVICE ACT EMPLOYEES

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1. A moratorium is herewith placed on the transfer of office-based educators as well as office-based Public Service Act employees with effect from the date of this instruction.
2. Applications for transfers will therefore henceforth only be considered under exceptional circumstances and must be submitted to the office of the Superintendent-General via the normal channels of correspondence.
3. The power to approve applications for transfers is therefore withdrawn from all other officials within the Department and now only rests with the Superintendent-General.
4. The contents of this instruction must kindly be brought to the attention of all employees and relevant employees, even if they are presently not at their work stations.

The full co-operation of all relevant parties in this matter will be appreciated.

  
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**SUPERINTENDENT-GENERAL:  
EDUCATION**

DATE: 2014/03/12