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**OFFICE OF THE DIRECTOR: COMMUNICATIONS AND EVENTS MANAGEMENT**

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**INTERNAL MEMO**

**TO : ALL STAFF**

**FROM : A/D – COMMUNICATIONS AND EVENTS MANAGEMENT**

**DATE : 27 JULY 2021**

**SUBJECT : COMPLIANCE WITH THE PUBLIC SERVICE ACT –  
DESIGNATION OF THE HEAD OF DEPARTMENT (HoD)**

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1. The Office of the Director-General issued correspondence dated 22 June 2021 with regard to the term used when referring to the Head of Department (See attached).
2. According to the attached correspondence, the term “Superintendent General (SG)” is not legally compliant.
3. All staff members are therefore requested to desist from using the term SG with immediate effect and should rather use the term Head of Department (HoD) onwards.

Your co-operation in this regard will be appreciated.

**Acting Director: Communications and Events Management-**