



**OFFICE OF THE DIRECTOR: HUMAN RESOURCE ADMINISTRATION**

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<b>TO</b>	ALL DIRECTORS – HEAD AND DISTRICT OFFICES ALL DIRECTORS – CLUSTER OFFICES ALL DEPUTY DIRECTORS: HRA&P
<b>FROM</b>	ACTING DDG: CORPORATE SERVICE
<b>SUBJECT</b>	MANAGEMENT OF S – CASES (UNPAID AND UNCLAIMED) PENSION BENEFITS
<b>DATE</b>	29 NOVEMBER 2021

1. It has come to the attention of Head Office that management of s – cases (unpaid and unclaimed pension benefits) in the department are not taken seriously, such that the progress is painstakingly slow.
2. To respond to the slow pace on the matter of s - cases, a decision has been taken that all Districts should have a project to ensure that the s - cases are taken care of.
3. A detailed project plan with dates should be put together by all Districts.
4. A District Director should appoint a project leader and all members of the project from all units within the districts.
5. District Directors should report on the development of the project on the next Monday meeting (06 December 2021).

  
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**MR S MNGUNI**  
**ACTING DDG CORPORATE SERVICES**

29/11/2021  
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**DATE**