



Province of the
EASTERN CAPE
EDUCATION

OFFICE OF THE CHIEF DIRECTOR: SUPPLY CHAIN MANAGEMENT

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CIRCULAR NO 1 OF 2025

**TO : ALL PROGRAMME MANAGERS
ALL CLUSTER CHIEF DIRECTORS
ALL CHIEF DIRECTORS
ALL DISTRICT DIRECTORS
ALL DIRECTORS
ALL ECDOE OFFICIALS**

FROM : THE HEAD OF DEPARTMENT

DATE : 01 NOVEMBER 2025

**SUBJECT : REGULATIONS GOVERNING THE PROVISION AND UTILISATION SUBSIDISED VEHICLES FOR
EDOs AND WORK INSPECTORS**

You are requested to bring the contents of this memorandum to the attention of your Transport Section, all officials and drivers of departmental vehicles.

- 1.1 This circular serves to inform all departmental officials that Circular No. 26 of 2016 dated 09 September 2016 regarding the above subject matter is hereby withdrawn with immediate effect.
- 1.2 It is worth noting that the fiscal climate of the Department has not changed for the better, for this reason provision of subsidized vehicles has been partially lifted and Clause 12 of Transport Circular No.1 of 2017 will be enforced in relation to the "provision of the smallest functional vehicle" as a working tool for Education Development Officers (Circuit Managers} , Subject Advisors and Work Inspectors.

2. APPLICABLE CONDITIONS

- 2.1 The conditions enumerated below shall apply during the evaluation of applications for subsidized vehicles:
 - A. **SEDANS [4-5 door and hatchbacks]**



Only vehicles with engine capacity ranging between 1.4— 1.6 will be approved under Scheme A of subsidized vehicles.

B. LIGHT DELIVERY VEHICLE [Single / Double Cabs]

Only vehicles with engine capacity ranging between 2.00 — 2.4 will be approved under Scheme A of subsidized vehicles.

C. APPLICATIONS FOR SUBSIDISED VEHICLES

Officials including Circuit Managers at salary level 11 and 12 can also take the option of restructuring (MMS package) with the Human Resource Directorate for those who qualify instead of applying for a subsidized vehicle.

The applications of Circuit Managers, Subject Advisors and Work Inspectors will be assessed by the Departmental Transport Advisory Committee (DTAC) to determine the need for, the appropriateness of a vehicle. Allocations will be *made* subject to the availability of funds and the effective, efficient and economical operations of the Department as required by the Public Service Act of 1994.

This circular repealed Circular No. 26 of 2016.

Please note the content of this Circular is mandatory.



THE HEAD OF DEPARTMENT
EASTERN CAPE DEPARTMENT OF EDUCATION

11/4/2025
DATE