

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

NO. 809

04 SEPTEMBER 2015

**PROMOTION OF ACCESS TO INFORMATION ACT, 2000****DESCRIPTION SUBMITTED IN TERMS OF SECTION 15(1)**

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under section 15(2) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000), the descriptions submitted to me in terms of section 15(1) of the said Act by the –

**EASTERN CAPE PROVINCIAL GOVERNMENT: DEPARTMENT OF  
HUMAN SETTLEMENTS**

As set out in the Schedule

**TSHILILO MICHAEL MASUTHA, MP (ADV)****MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**



**Province of the  
EASTERN CAPE  
HUMAN SETTLEMENTS**

**OFFICE OF THE HEAD OF DEPARTMENT**

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**DEPARTMENT OF HUMAN SETTLEMENTS  
FORM "D"**

**AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH  
RECORDS:**

(Section 15 of the Promotion of Access to Information Act, 2000 (Act 2 of 2000)  
(Regulation 5A)

<b>DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000</b>	<b>MANNER OF ACCESS TO RECORDS (SECTION 15(1)(b))</b>
<b>FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):</b>	
Departmental Strategic Plans Departmental Annual Performance Plan Employment Equity Reports Approved Organizational Structures Departmental File plans Audited financial statements Departmental policies and procedure manuals Promotion of Access to Information Manual Service Standards Service Delivery Charter Departmental Events Calendar MEC Policy Speech Departmental Circulars Public Service Forms Staff Contact details Directory Journals and magazines Tender Documents News letters Promotional materials	The records may be inspected at the Department on request in writing addressed to the  Deputy Information Officer, Department of Human Settlements Private Bag X13008, East London, Eastern Cape 5202  Tel No: 043 711 9625/ 9631 Fax No: 086 775 5051

We have come a long way –celebrating 20 years of freedom!

<b>FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):</b>	
Tender documents	Tender Documents are purchased at Supply Chain Management
<b>FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii):</b>	
Departmental Strategic Plans Departmental Annual Performance Plan Employment Equity Reports Approved Organizational Structures Departmental File plans Audited financial statements Departmental policies and procedure manuals Promotion of Access to Information Manual Service Standards Service Delivery Charter Departmental Events Calendar MEC Policy Speech Departmental Circulars Public Service Forms Staff Contact details Directory Journals and magazines Tender Documents News letters Promotional materials	The records may be inspected at the Department on request in writing addressed to the  Deputy Information Officer, Department of Human Settlements Private Bag X13008, East London, Eastern Cape 5202  Tel No: 043 711 9625/ 9631 Fax No: 086 775 5051
<b>AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)</b>	
Promotion of Access to Information Manual Service Delivery Charter Departmental Events Calendar MEC Policy Speech Public Service Forms Staff Contact details Directory Journals and magazines News letters Promotional materials	The records may be inspected at the Department on request in writing addressed to the  Deputy Information Officer, Department of Human Settlements Private Bag X13008, East London, Eastern Cape 5202  Tel No: 043 711 9625/ 9631 Fax No: 086 775 5051

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