

**DEPARTMENT OF JUSTICE AND CONSTITUTIONAL  
DEVELOPMENT**

**MANUAL**

*IN ACCORDANCE WITH*

**PROMOTION OF ACCESS TO INFORMATION ACT (2/2000)**

**SECTION 15 OF PAIA (ACT 2/2000) – (I.E. FORM D)**



## REPUBLIC OF SOUTH AFRICA

## FORM D

**AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:**  
 (Section 15 of the Promotion of Access to Information Act 2000 (Act no. 2 of 2000))  
 [Regulation 5A]

## ENGLISH

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS (website)(SECTION 15(1)(a))
<b>FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):</b>	
<ul style="list-style-type: none"> <li>• Organisational Structure</li> <li>• Departmental contact numbers</li> <li>• Application Forms for employment and services</li> <li>• Departmental Policies</li> <li>• Acts and Regulations governing the department's mandate</li> <li>• Procedure /Process Manuals</li> <li>• Citizen's report.</li> <li>• Service standards.</li> <li>• Service delivery charter.</li> <li>• Strategic plan.</li> <li>• Newsletters.</li> <li>• Batho-Pele principle pamphlets</li> <li>• Annual report</li> <li>• Budget speech</li> <li>• Citizen guide</li> </ul>	<p><b>Mr G. Pratt</b>            Head of Department            Tel: 015-298 7000            E-mail: <a href="mailto:io@treasury.limpopo.gov.za">io@treasury.limpopo.gov.za</a></p> <p><b>Ms N. Ramuntshi</b>            Deputy Information Officer            Tel: 015-298 7000            E-mail: <a href="mailto:dio@treasury.limpopo.gov.za">dio@treasury.limpopo.gov.za</a></p> <p><b>Fax Number : (015)- 295 7010</b></p> <p><a href="http://www.limtreasury.gov.za">www.limtreasury.gov.za</a></p>

<ul style="list-style-type: none"> <li>• Budget statements</li> <li>• Budget and expenditure review</li> <li>• Adjustments estimate of payment and receipts</li> <li>• Departmental Events Calendar</li> </ul>	
<b>FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):</b>	
None	None
<b>FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii)</b>	
<ul style="list-style-type: none"> <li>• Organisational Structure</li> <li>• Departmental contact numbers</li> <li>• Application Forms for employment and services</li> <li>• Departmental Policies</li> <li>• Acts and Regulations governing the department's mandate</li> <li>• Procedure /Process Manuals</li> <li>• Citizen's report.</li> <li>• Service standards.</li> <li>• Service delivery charter.</li> <li>• Strategic plan.</li> <li>• Newsletters.</li> <li>• Batho-Pele principle pamphlets</li> <li>• Annual report</li> <li>• Budget speech</li> <li>• Citizen guide</li> <li>• Budget statements</li> <li>• Budget and expenditure review</li> <li>• Adjustments estimate of payment and receipts</li> <li>• Departmental Events Calendar</li> </ul>	<p><b>Mr G. Pratt</b>  Head of Department  Tel: 015-298 7000  E-mail: <a href="mailto:io@treasury.limpopo.gov.za">io@treasury.limpopo.gov.za</a></p> <p><b>Ms N. Ramuntshi</b>  Deputy Information Officer  Tel: 015-298 7000  E-mail: <a href="mailto:dio@treasury.limpopo.gov.za">dio@treasury.limpopo.gov.za</a></p> <p><b>Fax Number : (015)- 295 7010</b></p> <p><b><a href="http://www.limtreasury.gov.za">www.limtreasury.gov.za</a></b></p>

## AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)

- Organisational Structure
- Departmental contact numbers
- Application Forms for employment and services
- Departmental Policies
- Acts and Regulations governing the department's mandate
- Procedure /Process Manuals
- Citizen's report.
- Service standards.
- Service delivery charter.
- Strategic plan.
- Newsletters.
- Batho-Pele principle pamphlets
- Annual report
- Budget speech
- Citizen guide
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- Adjustments estimate of payment and receipts
- Departmental Events Calendar

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