

**DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT
NOTICE 473 OF 2018**

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 –

**LIMPOPO DEPARTMENT OF AGRICULTURE AND RURAL
DEVELOPMENT**

As set out in the Schedule



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

CONFIDENTIAL



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

**DEPARTMENT OF
AGRICULTURE AND RURAL DEVELOPMENT**

"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)

(Regulations 5A)

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 (SECTION 15(1)(b))
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):	
Departmental Strategic Plans Departmental Annual Performance Plan Service Delivery Improvement Plan Employment Equity Reports Approved Organizational structures Departmental file plans Audited financial statements Departmental policies and procedure Manuals Citizens 's report Promotion of Access to Information Manual Service Standards Service Delivery Charter Statement of commitment Departmental Events Calendar MEC Budget Speech Departmental Circulars Public Service Forms Staff Contact details Directory Journals and magazines Tender Documents News letters Promotional materials Engineering planning reports Mapping of Agricultural commodity Production in Limpopo Disease control protocols Departmental tariffs schedules Production Guidelines for Selected Crops for Limpopo Province	The records may be inspected at the Department on request in writing addressed to the Deputy Information Officer, Limpopo Department of Agriculture and Rural Development Private Bag X 9487, POLOKWANE 0700 Tel. No (015) 294 3306 Fax No (015) 294 4504 E – Mail address: Khosamd@agric.limpopo.gov.za or visit our website www.lda.gov.za

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HR & Employment Equity Plans Circulars of advertised posts Public Service Application forms (Z83) Quarterly reports HRS Annual report Departmental HRM Policies and Procedure Manual Departmental tariffs schedules	
FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):	
Tender Documents	Tender Documents can be purchased at the Cashier 's office First Floor Agrivillage No 1 and collected at Supply Chain Unit, Temo Towers Building 5 th floor Office no 26 Department of Agriculture and Rural Development POLOKWANE 0700
FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii):	
Departmental Strategic Plans Departmental Annual Performance Plan Service Delivery Improvement Plan Employment Equity Reports Approved Organizational structures Departmental file plans Audited financial statements Departmental policies and procedure Manuals Citizens 's report Promotion of Access to Information Manual Service Standards Service Delivery Charter Statement of commitment Departmental Events Calendar MEC Budget Speech Departmental Circulars Public Service Forms Staff Contact details Directory Journals and magazines Tender Documents News letters Promotional materials Engineering planning reports Mapping of Agricultural commodity Production in Limpopo Disease control protocols Departmental tariffs schedules	The records may be accessed on request from the Deputy Information Officer, Limpopo Department of Agriculture Private Bag X 9487, POLOKWANE 0700 Tel. No (015) 294 3306 Fax No (015) 294 4504 E – Mail address: Khosamd@agric.limpopo.gov.za or visit our website www.lda.gov.za