



agriculture, environmental affairs,
rural development and land reform

Department:
agriculture, environmental affairs,
rural development and land reform .
NORTHERN CAPE PROVINCE
REPUBLIC OF SOUTH AFRICA

SUB-DIRECTORATE SECURITY MANAGEMENT

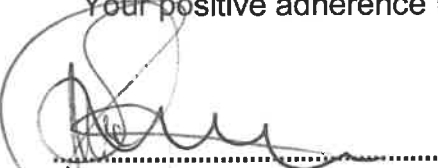
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Date:	04 August 2023	File:	CIRCULAR NO:1/2023
To	SENIOR MANAGERS DEPUTY DIRECTORS ASSISTANT DIRECTORS ALL STAFF	From:	MR S THIBELA : ASSISTANT DIRECTOR: SECURITY MANAGEMENT
SUBJECT: OFFICE AND INFORMATION SECURITY AWARENESS.			

1. It has been observed during daily routines and after hours inspections by the Security Management Team that it is a norm for some of the officials to leave their offices doors not locked, windows opened, lights on, laptops and desktops unattended and not switched off, air conditioner running and classified information left unattended lying on the desks and on the copy/printing machines.
2. In the case where an official leaves an office for a meeting, bathroom, office next door, lunch, and copy machine etc, the office should be locked at all times and valuables be placed away where it is not projecting attention. Officials should also refrain from leaving classified information on the copy/ printing machine unattended.
3. When working late in the office, please take extra precautions i.e.Lock doors, inform security onsite.
4. Kindly note that protection of assets and information of the departmental is the responsibility of every official and transgressors should thus be held accountable.
5. Breach of this security measures are viewed in a serious light and will lead to disciplinary actions.

Your positive adherence to proper security management practice is appreciated.


MR. S THIBELA
SECURITY MANAGEMENT

04/08/2023
DATE

