



*Department of personnel Management*

**GENERAL ORDER NO.2**

**ORGANISATIONAL ADVISER AND DELEGATE OF THE SECRETARY  
DEPARTMENT OF PERSONNEL MANAGEMENT FOR PURPOSES OF THIS  
GENERAL ORDER**

Delegates of the Secretary are appointed for the purpose of advising the Head of Department or Provincial Administrator on all matters prescribed by or related to the provisions of General Order No 2 including the preparation of the staffing and personnel emoluments data for inclusion in annual 2012 Budget preparations.

**Nomination of the Secretary's Delegate by Departmental Head or Provincial Administrator**

I < Name > , < Title > < Organisation > hereby nominate < Name > < Position Held > being a fit and proper person to advise my Office on organisational, staffing, personnel emoluments and payroll matters, to be appointed by the Secretary, Department of Personnel Management as his delegate pursuant to General Order No 2.

Signed: \_\_\_\_\_  
<Name and Position>

Date: \_\_\_\_\_

**Appointment by the Secretary Department of Personnel Management**

I John M Kali OBE, Secretary, Department of Personnel Management, hereby appoint <Name and Position> of the < Organisation Name > as my delegate for the purpose of General Order No 2, and in particular to countersign all reports made to my Office and to the Department of Treasury by the said Departmental Head, on organisation, staffing and personnel emoluments in preparation for the annual Budget, and for purposes of implementation and monitoring thereafter.

Signed: \_\_\_\_\_  
**JOHN M KALI OBE**

Date: \_\_\_\_\_