



# Umvoti Municipality

## Notice : Closure of Offices

Please be advised that Umvoti Municipality will be closing its Offices during the Festive Period (24<sup>th</sup> December 2009 until the 01<sup>st</sup> January 2010) as follows;

Cashiers Office : 12h00

Corporate Services Department /  
Traffic Department / Planning Department  
Engineering Department  
Municipal Managers Office / Library / Museum  
Finance Department : 13h00

Pine Street and Ukuthukla Clinics : 15h00

Please note normal operating times will be from Monday the 02<sup>nd</sup> January 2010.

There will be **normal refuse collection** on the Thursday, 24<sup>th</sup> 28<sup>th</sup> December in Greytown, Enhlalakahle, CBD, Industrial and Kranskop.

There will be **no refuse collection** on 25<sup>th</sup>, 26<sup>th</sup> December 2009 and 01<sup>st</sup> January 2010. We will resume to normal refuse collection as of 04<sup>th</sup> January 2010.

- Refuse will only be removed in orange municipal refuse bags, **no black bags accepted.**
- Residents are reminded once again to **STOP illegally dumping your garden refuse** on the pavement and road reserve.

In the case of any emergencies please contact out 911 centre on the number 03341 72911 / 033 4139177.

*Umvoti Municipality takes this opportunity to wish all the people of Umvoti a Safe and Joyous Christmas and a Prosperous 2010.*

  
S N Malirga  
Acting Municipal Manager

P O Box 71  
Greytown  
3250

Notice No 1410

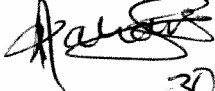

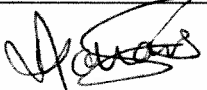
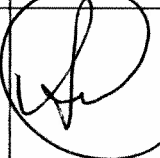


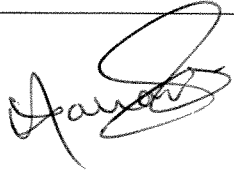

# UMVOTI MUNICIPALITY

41 Bell Street, P O Box 71 GREYTOWN 3250, Tel: 033-4139148 Fax: 033-413 2183

## ROUTE FORM

SUBJECT : Closure of Municipal Offices  
PROJECT NAME : N/A  
NOTICE No. : 1410  
TENDER No. : N/A

RANK / DESIGNATION	INITIALS & SURNAME	FROM ENGINEERING/ FINANCE etc DEPARTMENT INITIAL / DATE
		↓
RESPONSIBLE OFFICER DESIGNATION	K. Maharaj	 30/11/09
DEPARTMENT SECRETARY TO CHECK THE ADVERT, OBTAIN A NOTICE NO AND E MAIL TO KAJAL ( DESIGNATION OF PERSON CHECKING ADVERT)	K. Maharaj	 30/11/09
KAJAL TO SEND TO THE AMM, FOR APPROVAL	Ms K MAHARAJ	 30/11/09
Acting MM TO MAKE CHANGES (IF ANY) AND APPROVE	Mr. S N MALINGA	 30/11/09

<b>PERSONAL ASSISTANT: MUNICIPAL MANAGER TO SEND ADVERT TO STORES ONCE APPROVED AND TO RECORDS</b>	<b>Ms K. MAHARAJ</b>	
<b>SCM TO CHECK AND SEND OUT TO THE MEDIA</b>	<b>MS Z MAGUBANE</b>	
<b>TO THE IT TECH TO ADVERTISE ON WEBSITE</b>	<b>Mr R KIRPAL</b>	

## PROCESS

- Officer responsible compile an advert as per the specification
- Attach this route form on your document ( advert)
- Send advert via e mail to Kajal.
- Kajal check and write notice number on this route form
- Kajal to get AMM approval once this is approved a requisition must be done.
- Kajal send this to registry for record keeping after the Acting Municipal Manager's approval
- Requisition and advert must be sent to stores.
- Zakithi check and send this to Media / Newspapers
- Rajeev for web site advertising
- Please note that no advert will be approved outside this process