



**SIGNING OF OFFICIAL LETTERS
AND
DEPARTMENTAL LETTERS/MEMORANDUMS**

COUNCIL POLICY

SUBJECT: Signing of Official letters and Departmental letters/memorandums

POLICY OBJECT: To see that there is control regarding outgoing letters and proper recording takes place

GUIDELINES AND PROCEDURES

1. All official letters sent from Kai! Garib Municipality are under the name of the Municipal Manager and signed only by the Municipal Manager or his delegate.
2. Inter Departmental Letters/Memorandums are sent under the name of the relevant Departmental Head and signed only by the relevant Departmental Head or his delegate.
3. All Council Agendas are signed by the Municipal Manager, Executive Mayor or Speaker.
4. Notices i.r.o. projects from the Office of the Executive Mayor are in the name of aforementioned.
5. All correspondence, memoranda, agendas and minutes must be accompanied by a file reference number.
6. Copies of abovementioned under Item 5 must be filed in the Archive of the Council.

**Approved by a Special Institutional Committee
And confirmed by the Council on**