



REPUBLIC OF ZAMBIA

OFFICE OF THE PRESIDENT
CABINET OFFICE
P.O. BOX 30208
LUSAKA

CABINET OFFICE CIRCULAR MINUTE OF 2021

6th September, 2021

To: Provincial Permanent Secretaries

RE: ANNUAL LEAVE FOR DISTRICT COMMISSIONERS

This serves to inform all addressees that all District Commissioners are directed to take annual leave of thirty (30) days with immediate effect. In this regard, the District Administrative Officer will act as District Commissioner, for administrative convenience, during the period that the District Commissioner will be on leave.

Addressees are further informed that in a District where the District Administrative Officer is acting as District Commissioner with or without a view to confirmation, he/she will continue to hold office for administrative convenience only, until further notice.

For further clarification, kindly contact the Permanent Secretary, Public Service Management Division.

Addressees are advised to bring the contents of this Circular to the attention of all District Commissioners under their supervision and to ensure that this directive is strictly adhered to.

Simon K Miti (Dr)

SECRETARY TO THE CABINET

- c.c. Deputy Secretary to the Cabinet (A)
Cabinet Office
LUSAKA
- c.c. Deputy Secretary to the Cabinet (FED)
Cabinet Office
LUSAKA
- c.c. National Coordinator
Smart Zambia Institute
LUSAKA
- c.c. Secretary to the Treasury
Ministry of Finance
LUSAKA
- c.c. Auditor-General
Office of the Auditor-General
LUSAKA