

Findaid 1/1/171

ACS

**Administration for Caprivians
S-files
(Personnel Department)**

1972-1992

1998 / 2013

National Archives of Namibia
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ACS Administration for Caprivians, S-files

Introduction

The Administration for Caprivians was apparently established in 1972, in follow-up of the recommendations of the Odendaal Commission to create Bantustans in South West Africa. Details of its establishment have not yet been researched. It was disbanded by the Namibian constitution of 1990. However, as administrative re-arrangements took time to be effected, files extend into the year 1992.

The records in this fonds **ACS** originate from the Personnel Department of the Administration for Caprivians.

They record details of the human resource administration activities in the Caprivi Bantustan, but do not contain individual staff files.

The arrangement follows the given file numbering, volume numbering and file naming, which is at times inconsistent, and oscillates between English and Afrikaans. This reflects the prevalent staffing of the Bantustan administrations with Afrikaner civil servants, despite the fact that Afrikaans was otherwise rarely used in the Caprivi region. In this findaid, no effort is made to reconcile inconsistencies or to translate file titles.

Werner Hillebrecht, June 2013

Overview

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LAWS AND REGULATIONS

1	S1/P	Policy decisions instructions and circulars	1	1985-1992
1	S1/1	Wette en regulasies	1	1982-1984
1	S1/1/1	Policy decisions instruction and circulars	1	1980-1984
1	S1/1/1/3	Wetgewing en prosedures: Roetine navrae	1	1982-1984
1	S1/1/2/3	Legislation and procedure: Government Service Regulations (SWA). Interpretation and legal	1	1984-1992
1	S1/1/3/1	Legislation and procedures: Routine Enquiries	1	1989-1992

GOVERNMENT SERVICE CODE

1	S1/2/1	Policy, decisions, instructions and circulars	1	1973-1984
1	S1/2/1/1	Wetgewing en prosedures: Personeelkode wysigings	1	1982-1984
1	S1/2/1/1	Civil Services Code (R.S.A.): Routine Enquiries	2	1986-1992
1	S1/2/1/2	Wetgewing en prosedures: Personeelkodes interpretasies	1	1984-1984
1	S1/2/2	Legislation and procedure: Amendments	1	1984-1992
1	S1/2/2/1	Government Service Code S.W.A.: Routine Enquiries	1	1984-1992
1	S1/2/2/2	Government Service code: Legislation and procedures; Government Service Code Amendments	1	1984-1992
1	S1/2/2/3	Legislation and procedure: Government Service Code(S.W.A.) interpretation	1	1990-1992
1	S1/3	Government Service Code (S.W.A.): Office instructions	1	1984-1992

STAFF ESTABLISHMENT

2	S2/1/B	Diensstaat: Beleid	1	1983-1984
2	S2/1/B	Establishment: Policy	2	1983-1984
2	S2/1/1	Establishment. Overall re-organization and abolition of posts	1	1984-1985
2	S2/1/1	Policy, decisions, instructions and circulars	1	1975-1984
2	S2/1/1	Postebeheer diensstaat: Roetine navrae	2	1982-1984
3	S2/1/1	Establishment: Overall re-organisation creation and abolition of posts	3	1985-1988

ESTABLISHMENT CONTROL

3	S2/1/2	Creation and transformation of Post	1	1972-1984
3	S2/1/2	Establishment control; overall re-organization creation and abolition of posts	1	1988-1990
4	S2/1/2/1	Establishment control: Individual directorates: General services	1	1985-1992
4	S2/1/2/2	Establishment control: Individual directorates Finance	1	1986-1992
4	S2/1/2/3	Establishment control: Individual directorates Works	1	1984-1992
4	S2/1/2/5	Establishment control: Health and Welfare	1	1984-1992

Box	File	File title	Vol	Period
SCHOOLS AND HOSTELS ESTABLISHMENT				
4	S2/1/2/6/2 B1	Schools and hostels: Batubaja Primary School	1	1985-1992
4	S2/1/2/6/2 B2	Schools and hostels: Bukalo Primary School	1	1985-1992
4	S2/1/2/6/2 C1	Schools and hostels: Caprivi Teacher Training College	1	1985-1992
4	S2/1/2/6/2 C2	Schools and hostels: Caprivi Correspondence School	1	1985-1992
4	S2/1/2/6/2 C3	Schools and hostels: Caprivi Industrial School	1	1985-1992
4	S2/1/2/6/2 C4	Schools and hostels: Caprivi Secondary School	1	1985-1992
4	S2/1/2/6/2 C5	Schools and hostels: Chinchimani Primary School	1	1985-1992
4	S2/1/2/6/2 G1	Schools and hostels: Gunkwe Primary School	1	1985-1992
4	S2/1/2/6/2 I1	Schools and hostels: IBBU Primary School	1	1985-1992
4	S2/1/2/6/2 I2	Schools and hostels: Ikaba Primary School	1	1985-1992
4	S2/1/2/6/2 I3	Schools and hostels: Ikumwe Primary School	1	1985-1992
4	S2/1/2/6/2 I4	Schools and hostels: Impalila Junior Secondary School	1	1985-1992
4	S2/1/2/6/2 I5	Schools and hostels: Imukusi Primary School	1	1985-1992
4	S2/1/2/6/2 I6	Schools and hostels: Ioma Primary Secondary School	1	1985-1992
4	S2/1/2/6/2 I7	Schools and hostels: Iseke Primary School	1	1985-1992
4	S2/1/2/6/2 I8	Schools and hostels: Isize Primary School	1	1985-1992
4	S2/1/2/6/2 I9	Schools and hostels: Isuswa Primary School	1	1988-1992
4	S2/1/2/6/2 I10	Schools and hostels: Izimwe Primary School	1	1985-1992
4	S2/1/2/6/2 K1	Schools and hostels: Kabbe Junior Secondary School	1	1985-1992
4	S2/1/2/6/2 K2	Schools and hostels: Kaenda Primary School	1	1985-1992
4	S2/1/2/6/2 K3	Schools and hostels: Kanono Primary School	1	1985-1992
4	S2/1/2/6/2 K4	Schools and hostels: Kasheshe Primary School	1	1985-1992
4	S2/1/2/6/2 K5	Schools and Hostels: Kasika Primary School	1	1985-1992

Box	File	File title	Vol	Period
4	S2/1/2/6/2 K6	Schools and Hostels: Kapani Primary School	1	1985-1992
4	S2/1/2/6/2 K7	Schools and Hostels: Kizito College	1	1985-1992
4	S2/1/2/6/2 K8	Schools and Hostels: Kwena Primary School	1	1985-1992
4	S2/1/2/6/2 K9	Schools and Hostels: Kaliyangile Primary School	1	1985-1992
5	S2/1/2/6/2 K10	Schools and Hostels: Kongola Primary School	1	1988-1992
5	S2/1/2/6/2 K11	Schools and hostels: Katima Mulilo Primary School	1	1992-1992
5	S2/1/2/6/2 L1	Schools and Hostels: Linyanti Primary School	1	1985-1992
5	S2/1/2/6/2 L2	Schools and Hostels: Lisikili Primary School	1	1985-1992
5	S2/1/2/6/2 L3	Schools and Hostels: Lizauli Primary School	1	1985-1992
5	S2/1/2/6/2 L4	Hostels and Schools: Lusese Primary School	1	1985-1992
5	S2/1/2/6/2 L4	Hostels and Schools: Lusese Secondary School	2	1992-1992
5	S2/1/2/6/2 L5	Hostels and Schools: Lusu Primary School	1	1985-1992
5	S2/1/2/6/2 L6	Schools and hostels: Lubuta Primary School	1	1992-1992
5	S2/1/2/6/2 L7	Schools and hostels: Liselo Primary School	1	1992-1992
5	S2/1/2/6/2 M1	Schools and Hostels: Machita Primary School	1	1985-1992
5	S2/1/2/6/2 M2	Schools and Hostels: Mafuta Primary School	1	1985-1992
5	S2/1/2/6/2 M3	Schools and Hostels: Mafwila Junior Secondary School	1	1985-1992
5	S2/1/2/6/2 M4	Schools and Hostels: Makanga Secondary School	2	1992-1992
5	S2/1/2/6/2 M4	Schools and Hostels: Makanga Primary School	1	1985-1992
5	S2/1/2/6/2 M5	Schools and Hostels: Malengalenga Primary School	1	1985-1992
5	S2/1/2/6/2 M6	Schools and Hostels: Malindi Primary School	1	1985-1992
5	S2/1/2/6/2 M7	Schools and Hostels: Masida Primary School	1	1985-1992
5	S2/1/2/6/2 M8	Schools and Hostels: Masokotwani Secondary Primary School	1	1985-1992
5	S2/1/2/6/2 M9	Schools and Hostels: Mayuluma Primary School	1	1986-1992

Box	File	File title	Vol	Period
5	S2/1/2/6/2 M10	Schools and Hostels: Mayuni Junior Secondary School	1	1985-1992
5	S2/1/2/6/2 M11	Schools and Hostels: Mazoba Primary School	1	1985-1992
5	S2/1/2/6/2 M12	Schools and Hostels: Mbalasinle Primary School	1	1985-1992
5	S2/1/2/6/2 M12	Schools and hostels: Mbalasinle Secondary School	2	1992-1992
5	S2/1/2/6/2 M13	Schools and Hostels: Mubiza Primary School	1	1985-1992
5	S2/1/2/6/2 M14	Schools and Hostels: Muketela Primary School	1	1985-1992
5	S2/1/2/6/2 M15	Schools and Hostels: Mulumba Primary School	1	1985-1992
6	S2/1/2/6/2 M16	School and hostels: Mutikitila Primary School	1	1985-1992
6	S2/1/2/6/2 M17	Schools and Hostels: Muyaka Primary School	1	1985-1992
6	S2/1/2/6/2 N1	Schools and Hostels: Nakablewa Primary School	1	1989-1992
6	S2/1/2/6/2 N2	Schools and Hostels: Namalubi Primary School	1	1985-1992
6	S2/1/2/6/2 N3	Schools and Hostels: Ngoma Primary School	1	1985-1992
6	S2/1/2/6/2 N4	Schools and Hostels: Ngweze Primary School	1	1985-1992
6	S2/1/2/6/2 N5	Schools and Hostels: Ngwez Junior Secondary School	1	1985-1992
6	S2/1/2/6/2 N6	Schools and Hostels: Nsundwa Primary School	1	1985-1992
6	S2/1/2/6/2 N6	Schools and Hostels: Nsundwa Secondary School	2	1992-1992
6	S2/1/2/6/2 N7	Schools and Hostels: Nambweza Youth Centre	1	1985-1992
6	S2/1/2/6/2 N8	Schools and Hostels: Ngonga Primary School	1	1985-1992
6	S2/1/2/6/2 N9	Schools and Hostels: Nankutwe Primary School	1	1985-1992
6	S2/1/2/6/2 N10	Schools and Hostels: Namiyundu Secondary Primary School	1	1985-1992
6	S2/1/2/6/2 N11	Schools and Hostels: Nsundano Secondary School	1	1992-1992
6	S2/1/2/6/2 S1	Schools and Hostels: Sachinga Primary School	1	1985-1992
6	S2/1/2/6/2 S2	Schools and Hostels: Sachona Primary School	1	1985-1992
6	S2/1/2/6/2 S3	Schools and Hostels: Sangwali Primary School	1	1985-1992

Box	File	File title	Vol	Period
6	S2/1/2/6/2 S3	Schools and Hostels: Sangwali Secondary School	2	1992-1992
6	S2/1/2/6/2 S4	Schools and Hostels: Sanjo Secondary School	1	1985-1992
6	S2/1/2/6/2 S5	Schools and Hostels: Schuckmansburg Primary School	1	1985-1992
6	S2/1/2/6/2 S7	Schools and Hostels: Sesheke Primary School	1	1985-1992
6	S2/1/2/6/2 S8	Schools and Hostels: Sibbinda Primary School	1	1985-1992
6	S2/1/2/6/2 S9	Schools and Hostels: Sifuha Primary School	1	1988-1992
6	S2/1/2/6/2 S10	Schools and Hostels: Sikosinyana Junior Secondary School	1	1985-1992
6	S2/1/2/6/2 S11	Schools and Hostels: Sikubi Primary School	1	1988-1992
6	S2/1/2/6/2 S12	Schools and Hostels: Silumbi Primary School	1	1985-1992
6	S2/1/2/6/2 S13	Schools and Hostels: Simataa Junior Secondary School	1	1985-1992
6	S2/1/2/6/2 S14	Schools and Hostels: Singalamwe Primary School	1	1985-1992

**ESTABLISHMENT CONTROL:
ALTERATIONS**

7	S2/1/3	Postebeheer verandering van beraming en klassifikasies van poste	1	1982-1984
7	S2/1/3	Establishment Control: Change in designation and classification of the post	2	1984-1992
7	S2/1/3	Duty Sheet alteration of name or classification of posts	1	1973-1984
7	S2/1/4	Duty Sheet and Inspector Report: Routine enquiries	2	1972-1981
7	S2/1/4	Postebeheer: Skepping en omskepping van poste	1	1984-1984
7	S2/2/5	Inspection reports: Health and Welfare	1	1984-1992
7	S2/2/1/1	Postebeheer afdelings	1	1984-1984
7	S2/2/1	Policy decisions, instructions and circulars	1	1972-1982
7	S2/2/1	Postebeheer: Inspeksie verslae, Hoofkantoor	2	1982-1984
7	S2/2/1	Establishment Control, Inspections, Reports, General Services	1	1984-1992
7	S2/2/2	Inspections by Government Service Commission	1	1973-1984
7	S2/2/3	Inspection Reports works	1	1987-1992
8	S2/3	Postebeheer, Inspeksieverslae, Pligstate	1	1982-1984
8	S2/3	Inspection report: Duty sheets	2	1984-1992
8	S2/4	Delegation	1	1987-1992
8	S2/4/1	Delegation by the executive committee	1	1985-1992
8	S2/4/2	Establishment control. Delegations by the Government Service Commission	1	1985-1992
8	S2/4/3	Establishment Control delegations by the Secretary	1	1987-1992

Box	File	File title	Vol	Period
SALARY SCALE AND BENEFITS				
8	S3/B	Diensvoorwaardes: Beleid	1	1983-1984
8	S3/P	Conditions of service: policy, decisions, instructions and circulars	1	1984-1992
8	S3/P	Service benefits policy	2	1992-1992
8	S3/1	Conditions of service	1	1984-1992
9	S3/2	Policy, Decisions, Instructions and circulars	1	1972-1984
9	S3/2	Erkenning van opvoeding en kwalifikasie	1	1983-1984
9	S3/3	Beleid Behuisingskema vir amptelike huisvesting gebruik 4/4/2 van hoofliasseerstelsels	1	1982-1984
9	S3/4	Salary scale and revision of salary scales	1	1973-1984
9	S3/4	Diensvoorwaardes verlof	2	1982-1984
9	S3/4	Conditions of service leave	3	1991-1992
9	S3/5	Conditions of service: Leave matters and credit	1	1978-1984
9	S3/5	Conditions of service: Allowances	2	1984-1990
9	S3/5	Conditions of service: Allowances	3	1990-1992
10	S3/5/1	Diensvoorwaardes toelaes besoldigende toelaes	1	1982-1984
10	S3/6	Diensvoorwaardes: Pensioenfonds	1	1982-1983
10	S3/6	Conditions of Service Pension Funds	2	1984-1990
10	S3/6	Conditions of Service Pension Funds	3	1990-1992
10	S3/7	Diensvoorwaardes: Mediese fondse	1	1978-1984
10	S3/7	Conditions of service: Medical Fund	2	1984-1992
11	S3/8	Conditions of service: uniforms and protective clothing	1	1986-1992
11	S3/9	Diensvoorwaardes: Uniforms en beskermingsklere	1	1984-1984
11	S3/9	Conditions of service: Official hours of duty	2	1984-1992
11	S3/10	Diensvoorwaardes amptelike-diensure	1	1982-1984
11	S3/11	Diensvoorwaardes Oorplasingvoorregte	1	1982-1984

STAFF ACQUISITION AND LOSS

11	S4/P	Staff acquisition and loss, Policy, decisions, instructions and circulars	1	1981-1992
11	S4/1	Personeelverkryging en verliese werwing	1	1982-1984
11	S4/1	Staff acquisition and loss: Recruitment	2	1984-1992
12	S4/1/1	Staff appointment and losses: Advertisements	1	1992-1992
13	S4/1/1	Staff appointments and losses: Recruitment advertisements	2	1992-1993
14	S4/1/1/1	Staff acquisitions and loss within the government service	1	1984-1984
14	S4/1/1/1	Advertisements within the government service	2	1985-1987
15	S4/1/1/1	Staff acquisition and loss advertisements within the government service	4	1988-1989
15	S4/1/1/1	Advertisements within government service	3	1987-1988
16	S4/1/1/1	Staff acquisition and loss advertisement within the government service	5	1989-1990
16	S4/1/1/1	Staff acquisitions and loss advertisement within the government service	6	1990-1991

Box	File	File title	Vol	Period
17	S4/1/1/2	Staff acquisitions and loss in the public press	1	1984-1992
17	S4/1/2	Administrative and clerical staff	1	1973-1984
17	S4/1/3	Administrative and clerical staff duty sheet	1	1972-1984
17	S4/1/4/1	Staff materials: Policy, decisions and instructions	1	1972-1987
17	S4/1/4/2	Staff matters: Routine enquiries	1	1973-1984
17	S4/1/5/6	Staff matters Caprivi staff applications of appointment	1	1977-1984
17	S4/2	Staff acquisitions and loss application and appointments	4	1986-1989
17	S4/2	Personeelverkryging en verliese: Aansoeke	1	1982-1983
17	S4/2	Application for employment	2	1982-1984
18	S4/2	Personeelverkryging en verliese aansoeke	3	1982-1984
18	S4/2/1	Applications and appointments employee	1	1985-1986
18	S4/2/1	Applications and appointments employees	2	1984-1985
19	S4/2/1	Staff acquisitions and loss: Employees	3	1986-1986
19	S4/2/1	Staff acquisitions and loss: Employees	4	1986-1986
20	S4/2/1	Staff acquisitions and loss employees	6	1986-1987
20	S4/2/1	Applications and appointments: Employees	5	1987-1987
21	S4/2/1	Application and appointments: Employees	7	1987-1988
21	S4/2/1	Application and appointments: Employees	8	1987-1987
22	S4/2/1	Application and appointments: Employees	10	1988-1988
22	S4/2/1	Application and appointments employees	9	1988-1988
23	S4/2/1	Application and appointments: Employees	12	1989-1989
23	S4/2/1	Application and employments: Employees	11	1988-1989
24	S4/2/1	Staff acquisition and loss: Application and employments: Employees	14	1990-1990
24	S4/2/1	Staff acquisition and loss: Applications and appointments: Employees	13	1989-1990
25	S4/2/1	Staff acquisition and loss: Applications and appointments: Employees	15	1990-1991
25	S4/2/1	Staff acquisition and loss: Applications and appointments: Employees	16	1990-1990
26	S4/2/1	Staff acquisitions appointments, applications employees	17	1991-1991
26	S4/2/1	Staff acquisitions and loss: Applications and appointments: Employees	19	1991-1992
26	S4/2/1	Staff acquisitions and loss: Applications and appointments: Employees	18	1992-1992
27	S4/2/1/1	Staff matters: Policy, decisions and instructions	1	1972-1984
27	S4/2/1/2	Staff matters: Routine enquiries	1	1972-1984
27	S4/2/1/3	Staff matters: Requests for staff	1	1975-1984
27	S4/2/1/4	Staff matters: Teachers application for employment	1	1972-1984
27	S4/2/1/5	Staff matters: Teachers conditions of services	1	1972-1984
27	S4/2/1/6	Staff matters: Teachers bursaries/scholarships	1	1977-1984
27	S4/2/2	Application and appointments: Officials	1	1986-1987
28	S4/2/2	Employees	1	1984-1984
29	S4/2/2	Applications for advertised post as secretary officials	1	1987-1987
30	S4/2/2	Applications for advertised posts: Officials	3	1987-1988

Box	File	File title	Vol	Period
30	S4/2/2	Application and appointments: Officials	4	1988-1989
31	S4/2/2	Staff acquisitions and loss: Applications and appointments: Officers	5	1989-1992
31	S4/2/2	Staff acquisitions and loss: Applications and appointments: Officers	6	1992-1992
32	S4/2/2/1	Staff matters: Personal files for individual teachers	1	1973-1984
32	S4/2/2/2	Staff matters: Routine enquiries	1	1972-1984
32	S4/2/2/3	Staff matters: Reation of new posts	1	1976-1984
32	S4/2/2/4	Staff matters: Application for appointment	1	1972-1984
32	S4/2/2/5	Staff matters: Conditions of service	1	1974-1984
33	S4/2/2/6	Salary allowances	1	1981-1984
33	S4/2/2/7	Leave privileges	1	1981-1984
33	S4/2/2/11	Staff matters: Gross transfer	1	1978-1984
33	S4/3	Application for employment	2	1982-1984
33	S4/3	Application for Employment	1	1972-1982
34	S4/3	Temination of services	1	1984-1992
34	S4/3	Applications for employment	3	1978-1984
34	S4/3/1	Certificate of employment	1	1985-1992

TRAINING AND BURSARIES

35	S5/B	Opleiding en beleid beurse	1	1983-1984
35	S5/1/B	Opleiding, beleid, beurse	1	1982-1984
35	S5/P	Training: Policy, decisions, instructions and circular	1	1984-1992
35	S5/1	Beurse	1	1982-1984
35	S5/1	Bursaries	2	1985-1988
36	S5/1	Bursaries	1	1988-1989
36	S5/1	Training: Bursaries	2	1989-1989
37	S5/1	Training: Bursaries	5	1989-1989
37	S5/1	Training: Bursaries	6	1990-1992
38	S5/1/1	Beleid, Beslissings, Opdragte en Omsendbriewe	1	1981-1982
38	S5/1/1	Opleiding, beurse voorwaardes	1	1982-1984
38	S5/1/2	Proposals and enquiries in connection with qualifications	1	1972-1983
38	S5/1/2	Opleiding aansoeke	1	1984-1984
38	S5/1/4	Routine Enquiries	1	1974-1983
38	S5/2	Formele Opleiding	1	1982-1983
38	S5/2	Formal training	1	1984-1985
39	S5/2	Formal Training	2	1983-1984
39	S5/2	Formal Training	2	1985-1985
39	S5/2	Formal Training	3	1985-1987
39	S5/2	Formal Training	4	1989-1992
40	S5/2	Formal Training	4	1987-1989
40	S5/2/1	Beleid, Beslissing en Opdragte	2	1978-1979
40	S5/2/1	Opleiding, beleid, beslissing en opdragte	1	1973-1978
40	S5/2/1	Beleid, Beslissings en Opdragte	3	1981-1984
40	S5/2/1	Policy, decisions, instructions and circulars	1	1972-1982
41	S5/2/2	Opleiding, Diploma kursusse	1	1982-1984
41	S5/2/3	Opleiding, aansoeke	1	1974-1984

Box	File	File title	Vol	Period
41	S5/2/3	Opleiding: Tekenaars	1	1982-1984
41	S5/3	Formele opleiding	1	1975-1984
41	S5/3	Formele opleiding	1	1983-1984
41	S5/3/1	Informele opleiding: Inlywingskursus	1	1982-1984
41	S5/3/1	Informal training: Determination of needs	1	1987-1992
42	S5/3/1	Opleiding: Diploma kursusse	1	1973-1975
42	S5/3/2	Opleidingskursusse: Landbou	1	1973-1976
42	S5/3/2	Opleidingskursusse: Diploma kursusse: Landbou	1	1977-1984
42	S5/3/2	Opleidings: Diploma kursusse: Publieke administrasie	1	1975-1984
42	S5/3/2	Training: Formal training diploma: Land surveying	1	1977-1984
42	S5/3/2	Training informal training: Induction course	1	1984-1992
43	S5/3/2	Opleiding: Diplomakursusse: Rekenaars	1	1976-1984
43	S5/3/2	Diplomakursusse: Natuurbewaring	1	1975-1984
43	S5/3/2	Diplomakursusse: Staatsfinansies en ouditkunde	1	1975-1984
43	S5/3/2	Toesighouerkursus: Opleiding	1	1982-1984
44	S5/3/3	Ambagkursusse - meganiese	1	1975-1984
44	S5/3/3	Kursusse in gevorderde bestuurstegnieke	1	1983-1984
44	S5/3/3	Training informal: Supervisor course	1	1986-1992
44	S5/3/5	Informal training: Administrative courses	1	1987-1992
45	S5/4	Training Security	1	1984-1992
45	S5/4/1	Security Training: Military training	1	1984-1992
45	S5/4/1	Informele opleiding: Inlywing kursusse	1	1980-1984
45	S5/4/2	Security Training: Civil Defence	1	1985-1992
45	S5/4/10	Indiensopleiding	1	1977-1978
45	S5/4/10	Indiensopleiding	1	1984
45	S5/5	Results of Psychometric tests	1	1987-1992

STAFF EVALUATION

46	S6/P	Staff evaluation: Policy, decisions, instructions and circulars	2	1984-1992
46	S6/B	Beleid	1	1983-1984
46	S6/1	Staff evaluation: Quarterly reports	1	1984-1992
46	S6/2	Adviserende personeelkomitee	1	1983-1984
46	S6/2/3	Personnel Advisory Committee	1	1992-1992
46	S6/3/2/1	Advisory staff committee nomination of members	1	1987-1992
46	S6/3/1/1	Staff evaluation committee: Merit committee: Nomination of members	1	1991-1992
46	S6/3/1	Merit committees: Agendas and minutes	1	1989-1992
46	S6/3/2/2	Staff evaluation: Agendas and minutes	1	1988-1992
46	S6/3/3/2	Moderating merit committee: Agendas and minutes	1	1990-1992
46	S6/3/4/1	Efficiency rating committee: Nomination of members	1	1989-1992

PROMOTIONS

47	S7/P	Promotions: Policy, decisions, instructions and circulars	1	1984-1986
47	S7/P	Promotions: Policy, decisions, instructions and	2	1986-1992

Box	File	File title	Vol	Period
		circulars		
47	S7/P	Promotion: Policy	3	1992-1992
47	S7/1	Promotions: Rank promotions	1	1985-1992
47	S7/1/1	Promotions: Employees	1	1986-1992
47	S7/1/1	Bevorderings: Normale bevorderings, administratief en klerklik	1	1982-1984
48	S7/1/2	Promotions: Rank promotions: Officials	1	1984-1992
48	S7/1/2	Promotion: Normal promotion: Rank promotions	2	1992-1992
48	S7/1/3	Promotion: Normal promotion, post promotions	1	1992-1992
48	S7/2	Advancements	1	1972-1982
48	S7/2/1	Bevorderings: Administratief en klerklik	1	1982-1984
48	S7/2/1	Promotions: Post Promotions: Employees	1	1986-1992
48	S7/2/2	Promotions: Post promotions: Officers	1	1988-1992
48	S7/3	Promotions: Rank promotions: Special treatment	1	1989-1992
48	S7/3	Transfers: Advancements	1	1972-1984

STAFF MOVEMENT

49	S8/B	Personeelbeweging, beleid	1	1984-1984
49	S8/P	Policy decisions, instructions and circulars	2	1985-1992
49	S8/1	Staff movement: Transfers	1	1984-1986
49	S8/1	Staff movement: Transfers	2	1991-1992
49	S8/1	Staff movement: Transfers	2	1986-1991
49	S8/2	Resignations, Discharges, Retirements and death	1	1975-1983
50	S8/2	Staff movement: Secondments	1	1984-1992
50	S8/3	Staff movement: Relief arrangements	1	1985-1992
50	S8/3	Personeelbeweging: Aflosreelings	1	1982-1984
50	S8/4	Certificate of Service	1	1972-1984

STAFF CONTROL

50	S9/P	Policy, decisions, instructions and circulars	1	1984-1992
50	S9/1	In charge over personnel: Policy, decisions, instructions and circulars	1	1972-1984
50	S9/1	Staff control: Progress reports	2	1986-1992
50	S9/2	Personneelbeheer werk buite die regeringsdiens	1	1982-1984
50	S9/2	Staff control remuneration outside the Government Service	1	1985-1992
51	S9/2/1	Finansies, beleid, beslissings en opdragte	1	1972-1982
51	S9/3	In charge over personnel confidential files	1	1972-1984
51	S9/3	Staff control: Financial position of officials	2	1984-1992
51	S9/4	Staff control: Disciplinary measures	2	1985-1992
51	S9/4	Personeelbeheer: Tugmaatreëls en dissiplinêre stappe	1	1984-1984
51	S9/5	Beleid, Beslissings, Opdragte en Omsendbriewe	1	1972-1984
51	S9/5	Staff control: Ex-officials	2	1985-1992
51	S9/6	Staff control: Dress	1	1987-1992
51	S9/8	Personnel matters	1	1973-1984
52	S9/8	Staff control: Leave credit and planning	2	1984-1992
52	S9/9	Staff control: Address of officials	1	1984-1992
52	S9/10	Staff management: Officials addresses	1	1992-1992

Box	File	File title	Vol	Period
52	S9/10	Personeelhulp met regeringsprojekte	1	1984-1984
52	S9/11	Staff statistics: Subsistence and related allowances	1	1982-1984
52	S9/11	Staff control: Staff statistics	1	1984-1990
52	S9/11	Staff control: Staff statistics	2	1990-1992
53	S9/12	Staff control: Attendance register	1	1984-1992
53	S9/13	Grievances and representations	1	1987-1992

FINANCE MANAGEMENT

53	S10/P	Finance: Policy, decisions, instructions and circular	1	1984-1987
53	S10/B	Finansies beleid	1	1982-1984
53	S10/P	Policy, decisions, instructions and circulars	2	1987-1992
54	S10/1	Financial: Policy, decisions, instructions and circulars	1	1978-1984
54	S10/1/1	Finansies, salarisse, aanpassings	1	1982-1984
54	S10/1/1	Finance, salaries, routine enquiries	2	1984-1992
54	S10/1/2	Finance: Salaries, Payment	1	1990-1992
55	S10/1/2	Salarisse uitbetalings	1	1982-1984
55	S10/1/2	Payment	1	1984-1985
55	S10/1/2	Increments and payments	2	1985-1986
55	S10/1/2	Increments Payment	3	1986-1987
56	S10/1/2	Finance: Salaries payment	4	1987-1987
56	S10/1/2	Finance: Salaries payment	1	1987-1988
57	S10/1/2	Finance: Salary payment	5	1988-1989
57	S10/1/2	Finance: Salary payments	6	1988-1989
58	S10/1/3	Finance: Salary adjustments	1	1984-1990
58	S10/1/3	Finance: Salary adjustments	2	1990-1992
58	S10/1/4	Finance: Salaries deductions	1	1984-1992
59	S10/1/5	Finance: Salaries estimates	1	1987-1992
59	S10/2	Financial Pensions	1	1972-1984
59	S10/2/1	Allowances and bonusses: Payment, travel subsistence	1	1984-1992
59	S10/2/1	Finansiële toelaes en bonusse: Betaling van reis en verblyfkoste	1	1982-1984
59	S10/2/2	Diensbonus	1	1984-1985
60	S10/2/2	Finance: Allowance bonusses: Payment service bonus	1	1987-1990
60	S10/2/2	Finance: Allowance bonusses: Payment service bonus	2	1985-1987
61	S10/2/2	Finance: Allowance and bonusses payments	1	1990-1992
61	S10/2/3	Territorial and secondments allowances	1	1984-1992
61	S10/2/3	Allowance and bonusses: Car allowances	2	1992-1992
61	S10/2/4	Allowance and bonusses: Payment, travel privileges during annual vacation leave	1	1985-1992
61	S10/2/5	Allowance and bonusses: Payments, motor financing scheme for senior officials	1	1985-1992
61	S10/3	Finansies: Oortydbesoldiging	1	1982-1984
61	S10/3/1	Salaries: Statements and matters	1	1979-1982
61	S10/3/1	Salaries: Statements and matters	1	1972-1979

Box	File	File title	Vol	Period
62	S10/4	Salaries	1	1973-1984
62	S10/5	Pensions	1	1978-1984
62	S10/5	Allowance and bonus payment: Injury on duty awards	2	1982-1992
62	S10/6	Financial: Overtime	1	1974-1984
62	S10/8	Gratuities, bonuses, grants, gifts	2	1972-1981
62	S10/8	Gratuities, bonuses, grants, gifts	2	1981-1982
62	S10/9	Injury on duty	1	1972-1984

RECORDS MANAGEMENT

62	S11/P	Records control, policy, decisions, instructions and circulars	1	1986-1992
62	S11/1	Disposal of archives authorities and destruction certificate	1	1984-1992
62	S11/1/3	Disposal of archives transfer and from other offices	1	1985-1992
62	S11/2	Record control, disposal of archives, filing system, alterations and additions	1	1984-1992
62	S11/2/2	Onplaasbare korrespondensie	1	1983-1984
62	S11/3	Reise en vervoer, spoorweg konsessies	1	1974-1984
62	S11/4	Railway concessions accommodation	1	1974-1980

COMMISSIONS COMMITTEES AND MEETINGS

62	S12/1	Constitution and meeting of staff committees and other bodies nomination of members and representatives	2	1985-1992
62	S12/1	Employees, policy, decision, instructions and circulars	1	1974-1984
62	S12/1	Samestelling en vergadering van personeelkommissies, komitees en ander byeenkomste. Benoeming van lede en verteenwoordigers	1	1982-1984
62	S12/1/2	Workments Compensation Act 1941	1	1979-1984
62	S12/2	Samestelling en vergaderings van personeelkommissies, komitees en ander byeenkomste. Reëlings van vergaderings	2	1982-1984
62	S12/2	Construction and meeting of staff commissions, committees and other bodies: Arrangements of meetings	1	1987-1992
62	S12/3/1	Construction and meetings of staff commissions, committees and other bodies minutes and reports staff meetings	1	1987-1992
62	S12/3/2	Construction and meetings of staff commissions, committees and other bodies. Minutes and reports commissions	1	1987-1992
62	S12/3/3	Construction and meetings of commission committees and bodies minutes and reports committees	1	1984-1992

Box	File	File title	Vol	Period
HOUSEHOLD MATTERS				
63	S13/P	Household matters, policy, decisions, instructions and circulars	1	1989-1992
63	S13/1	Household matters, congratulation and expression of sympathy	1	1991-1992
63	S13/3	Household matters, Social clubs	1	1987-1992
63	S13/4	Household matters: Staff associations	1	1984-1992
RECORDS MANAGEMENT				
63	S14/2/2	Rekordbeheer: Roetine navrae	1	1978-1984