



GOVERNMENT GAZETTE

OF THE

REPUBLIC OF NAMIBIA

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WINDHOEK — 14 December 1992

No. 550

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Government Notice

OFFICE OF THE PRIME MINISTER

No. 182

1992

ADMINISTRATIVE DIRECTIVE: CERTAIN GUIDELINES FOR GOVERNMENT MINISTERS AND PUBLIC SERVANTS

The following Administrative Directive (No. 2 of 1992) was issued by the Right Honourable Prime Minister on 24 November 1992 to Government Ministers and Public Servants:

Administrative Directive
No. 2/1992

24 November 1992

1. Preparation of Cabinet Agenda

Of late, the Prime Minister has noticed that some of the Cabinet Memoranda referred to the Cabinet Office for placement on Cabinet Agenda do not conform to the requirements set out in the Cabinet Handbook. As a result, there is marked increase in the incidence of issues referred back from the Cabinet.

In order to avoid such instances, all Permanent Secretaries should ensure that Cabinet Memoranda submitted to the Cabinet Office are prepared in conformity with the provisions set out in the Cabinet Handbook.

Specifically, the Permanent Secretaries should ensure that:

1. Cabinet Memoranda are prepared after the necessary consultation with the various ministries or offices affected by or having an interest in the issues being referred to the Cabinet for decision;
2. the Memoranda are unambiguous. They must be very specific as to the Cabinet decisions being sought. This requires that the Memoranda must contain specific recommendations -- it is not sufficient merely to present a problem to the Cabinet for a decision without proposing course of action or actions; and
3. comments sought from the various ministries by the Minister(s) sponsoring a Cabinet Memorandum are provided speedily to avoid unnecessary delay in the submission of the memorandum to the Cabinet.

The Secretary to Cabinet has been instructed strictly to enforce the procedural guidelines and not place on Cabinet Agenda any Cabinet Memoranda that do not conform to the established guidelines.

2. Official Names of Regions of Namibia

It has been brought to the notice of the Office of the Prime Minister that there is some confusion amongst the government employees about

Uutapi Constituency
Anamulenge Constituency
Ogongo Constituency
Okalongo Constituency
Oshikuku Constituency
Elim Constituency
Okahao Constituency

Region No. 3: Oshana Region

Oshakati Constituency
Ongwediva Constituency
Okaku Constituency
Okatana Constituency
Ondangwa Constituency
Ompundja Constituency
Uukwiyu Constituency
Okatjali Constituency
Uuvudhiya Constituency

Region No. 4: Ohangwena Region

Ongenga Constituency
Engela Constituency
Oshikango Constituency
Ondobe Constituency
Eenhana Constituency
Omundaungilo Constituency
Okongo Constituency
Ohangwena Constituency
Endola Constituency
Epembe Constituency

Region No. 5: Oshikoto Region

Oniipa Constituency
Onayena Constituency
Olukonda Constituency
Omuntele Constituency
Okatope Constituency
Okankolo Constituency
Omuthiyagwiipundi Constituency
Engodi Constituency
Guinas Constituency
Oshikoto Constituency

Region No. 6: Okavango Region

Mpungu Constituency
Kahenge Constituency
Kapako Constituency
Rundu Constituency
Mashari Constituency
Ndiyona Constituency

Region No. 7: Caprivi Region

Mukwe Constituency
Kongola Constituency
Linyandi Constituency
Sibinda Constituency
Katima Mulilo Constituency
Kabe Constituency

Region No. 8: Erongo Region

Omaruru Constituency
Karibib Constituency
Brandberg Constituency
Arandis Constituency
Swakopmund Constituency
Walvis Bay Constituency

Region No. 9: Otjozondjupa Region

Grootfontein Constituency
Otavi Constituency
Okakarara Constituency
Otjiwarongo Constituency
Okahandja Constituency
Omatoko Constituency

Region No. 10: Omaheke Region

Otjinene Constituency
Otjozondjou Constituency
Steinhausen Constituency
Gobabis Constituency
Buitepos Constituency
Aminuis Constituency

Region No. 11: Khomas Region

Wanaheda Constituency
Hakahana Constituency
Katutura East Constituency
Katutura Central Constituency
Soweto Constituency
Khomasdal North Constituency
Windhoek West Constituency
Windhoek East Constituency
Windhoek Rural Constituency

Region No. 12: Hardap Region

Rehoboth West Urban Constituency
Rehoboth East Urban Constituency
Rehoboth Rural Constituency
Mariental Rural Constituency
Mariental Urban Constituency
Gibeon Constituency

Region No. 13: Karas Region
Keetmanshoop Urban Constituency
Berseba Constituency
Lüderitz Constituency
Oranjemund Constituency
Karasburg Constituency
Keetmanshoop Rural Constituency

Boundaries of these constituencies are specified in Proclamation No. 25 of 1992.

All government employees should ensure that these new names of constituencies are used when referring to constituencies in the various regions of the country.