



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

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TO ALL HEADS OF DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS

Circular No 1/NLR of 2020

NATIONAL CALL TO ALL PUBLIC SERVANTS TO CONTRIBUTE TO THE SOLIDARITY FUND TO FIGHT COVID-19

Introduction

- 1 On 23 March 2020, the President announced that in supporting the vulnerable, following consultation with social partners, a Solidarity Fund (the Fund) has been established, to which South African businesses, organisations and individuals, and members of the international community, can contribute to support measures to slow the spread of Covid-19, and to assist in the economic recovery. Government provided seed capital of R150 million and the private sector has already pledged to support this fund with financial contributions in the coming period.

The Fund focuses efforts to combat the spread of Covid-19, help government to track the spread, care for those who are ill and to support those whose lives are disrupted. The Fund has a website – www.solidarityfund.co.za – and the President urged the nation to deposit monies into the account.

On 9 April 2020, the President announced that in support of this effort, the President, Deputy President, Ministers and Deputy Ministers will each take a one-third cut in their salaries for the next three months. This portion of their salaries will be donated to the Solidarity Fund.

He further called on other public office bearers and executives of large companies to make a similar gesture and to further increase the reach of this national effort.

The Public Service Call

- 2 In heeding the call by the President, on 12 April 2020, the Forum of South African Directors General (FOSAD) met to give effect to the above in as far as it relates to the public service. FOSAD takes cognisance that some employees may have already contributed or were thinking of contributing to the Fund.
- 3 Numerous queries have been received since the FOSAD meeting and it became clear that it is necessary to clarify the decision of FOSAD and provide guidance on its implementation.

- 4 It will be appreciated if all employees in your department could be informed about the contents of this circular as soon as possible.
- 5 FOSAD is making a call for all public servants in national and provincial departments including those in public entities to donate voluntarily to the Fund in an effort to support the containment of COVID-19 and South Africans whose lives have been disrupted by the pandemic including caring for those in need.
- 6 In support of this call, FOSAD has decided that all FOSAD members will contribute a sum of R30 000 per member to the Fund, which amount shall be deducted from their salaries over a period of up to five months.

GUIDANCE FOR DEPARTMENTS

- 7 Public service employees, in heeding the call, may elect to have their contributions deducted from their salaries, alternatively they may make such contributions directly to the Fund. For those who elect to make such deductions from their salaries, Annexure A is provided for that purpose.
- 8 Every employee that elects to make such a donation through a deduction from their salary to the Solidarity Fund should complete and sign Annexure A and submit it to their Human Resource Management (HRM) component so that the necessary processes for the deduction and transfer of the funds via PERSAL can be effected. Arrangements have been made with PERSAL to deduct the relevant elected amounts from employees' salaries and to transfer the deductions to the Fund.
- 9 In order not to miss the May 2020 salary run, FOSAD members are urged to complete the form and submit it as soon as possible their HR Departments.
- 10 The South African Revenue Services (SARS) prescripts in relation tax implications to such donations will be applicable.

CONTACT DETAILS

11. Enquiries regarding the above must be directed to your relevant Head of Department.



Ms Yoliswa Makhasi

Director-General: DPSA

Date: 14/4/2020

ANNEXURE A: SOLIDARITY FUND DONATION DEDUCTION INSTRUCTION FORM

SECTION A. PERSONAL INFORMATION																	
PERSAL Number											TITLE						
SURNAME											INITIALS						
ID NUMBER																	
JOB TITLE																	
SALARY NOTCH	RANDS																
SECTION B. CONTACT DETAILS OF EMPLOYEE																	
MOBILE																	
TELEPHONE(W)	CODE		NUMBER								TELEPHONE (H)	CODE		NUMBER			
EMAIL											FAX						

As per the personal information provided in Section A and B above, I hereby grant my employer: _____ (name of Department)

the authority to deduct the amount of:

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_____ (amount in words) per month for the period of _____ months from my salary, commencing from the month of _____ (insert month).

The total deduction over the elected period is:

R									
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I further authorise that the amount/s so deducted be donated to the Solidarity Fund as per the details below:

Bank: Standard Bank	Branch Name: Sandton City
Account Name: Solidarity Fund	Account No: 023070021
Account Type: Current account	Branch Code: 051001
SWIFT Code: SBZAJJ	

Furthermore, I accept and agree that:

- a) This authorization will remain in force for the elected period or until it is cancelled by me by written notice of not less than one month, which notice shall be sent to the head of HR.
- b) I confirm that monies that have already been deducted from my salary in terms of this authority cannot be reclaimed by me.
- c) The employer will process the initial transaction and all subsequent transactions in terms of this authorization, subject that only one monthly amount as indicated above shall be deducted in a particular month.
- d) Any incorrect or incomplete information supplied could lead to my deduction and subsequent donation not being effected.

I declare that all the information provided (including any attachments) is complete and correct to the best of my knowledge and that I hereby voluntarily authorise and consent to the aforementioned deduction from my salary which is to be donated to the Solidarity Fund.

SIGNATURE OF EMPLOYEE	DATE
	<div style="display: flex; justify-content: space-around;"> DMMYAS </div>

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SIGNATURE OF EMPLOYEE		DATE	D	D	M	M	Y	Y	Y	Y
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