



the **dpsa**

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

Private Bag X916, PRETORIA, 0001. Tel: (012) 336 1000, Fax: (012) 326 7802  
Private Bag X9148, CAPE TOWN, 8000. Tel: (021) 467 5120, Fax: (021) 467 5484

Enquiries: Ms. Pleasure (S.A) Matshego

Telephone: 0123361541 / 0784606188

E-mail: [Pleasure.Matshego@dpsa.gov.za](mailto:Pleasure.Matshego@dpsa.gov.za)

**TO: ALL HEADS OF DEPARTMENT AND PROVINCIAL ADMINISTRATIONS**

**SUBJECT: DEVIATION FROM THE DETERMINATION ON OTHER CATEGORIES OF EMPLOYEES TO DISCLOSE THEIR FINANCIAL INTERESTS AND DIRECTIVE ON THE FORM, DATE AND FINANCIAL INTERESTS TO BE DISCLOSED**

1. The purpose of this circular is to inform you of the decision by the Minister for the Public Service and Administration to grant a deviation from paragraph 7 of the Determination on other categories of employees to disclose their financial interests and Directive on the form, date and financial interests to be disclosed (Determination and Directive) issued in March 2017, and amended in September 2018. Paragraph 7 of the Determination and Directive prescribes, among other things, the date on which other categories of designated employees should disclose their financial interests and HODs should verify disclosed financial interests. Paragraph 9 stipulates that financial interests should be disclosed using the eDisclosure system.
2. On 23 March 2020, the President of South Africa declared a nation-wide lockdown with effect from 26 March to 16 April 2020. The lockdown period has since been extended. The lockdown has implications for the operations in the public service including the disclosure of financial interests by other categories of designated employees which commences on 01 June 2020.
3. Taking into consideration the fact that among the categories of employees designated to disclose their financial interests, there are health workers and other essential services employees who are at the forefront of the fight against Covid-19, the MPSA decided to grant a once-off deviation from paragraph 7 of the Determination and Directive to the effect that:

- (i) all categories of designated employees have between **01 June – 31 July 2020**, to disclose their financial interests; and
  - (ii) HODs have up to 30 September 2020 to verify disclosed financial interests for completeness and conflict of interests.
4. This deviation applies to the **2019/20 disclosure period** which commences on 01 June and ends on 31 July 2020. It also applies to employees responsible for the Cooperative Incentive Scheme and the Black Business Supplier Development Programme in the Department of Small Business Development and employees on salary levels nine and ten in the North West Department of Finance, who are designated under different Directives.
5. The deviation does not affect the implementation of paragraph 11.3 of the Determination and Directive requiring the HODs to, not later than **31 December 2020**, report to the MPSA on-
- (i) the number of employees who failed to disclose their financial interests as stipulated in paragraph 7 of the Determination and Directive, including the description of steps taken against those employees. If no steps were taken, reasons thereof; and
  - (ii) the number of employees who were found to have a conflict or potential conflict of interest, the description of the steps taken to remove the conflict, and if no steps were taken, the reasons thereof.
6. To support the disclosure process:
- 6.1 the eDisclosure system will be open from **01 June – 31 July 2020** for all categories of designated employees; and
  - 6.2 HODs should ensure that the eDisclosure Department Administrators and Ethics Officers are available to provide the necessary support to the employees during the disclosure period.

Kind regards.



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**MS. YOLISWA MAKHASI**  
**DIRECTOR-GENERAL**

DATE: 31/05/2020