

TO HEADS OF ALL DEPARTMENTS/ PROVINCIAL ADMINISTRATIONS

CIRCULAR 4 OF 2001

NATIONAL MINIMUM INFORMATION REQUIREMENTS (NMIR)

Introduction

1. This circular deals with the National Minimum Information Requirements issued by the Minister of the Public Service and Administration in terms of regulation H of Chapter 1 of the Public Service Regulations, 2001.

Scope of Applicability

2. This circular applies to all persons:-
 - (a) Appointed in terms of the Public Service Act, 1994 (Proclamation No. 103 of 1994); and
 - (b) Persons employed by:-
 - (1) The Permanent Force of the South African National Defence Force;
 - (2) The South African Police Service;
 - (3) The Department of Correctional Services;
 - (4) State educational institutions, as defined in the Public Service Act, 1994;
 - (5) The National Intelligence Agency; and
 - (6) The South African Secret Servicein so far as it is not contrary to the laws governing their employment
3. This circular applies to all posts on the approved establishment of departments as defined in the Public Service Act, 1994.

Implementation

4. To enable effective planning, management, and policy development, heads of department are required to collect information in the following major areas (details within each area are set out in further detail in the table below).
 - A. Essential biographical information for all employees,
 - B. Current rank and salary information for all employees,
 - C. Education, training and development information for all employees,
 - D. Career incidents within the public service
 - E. Disciplinary matters
 - F. Leave,
 - G. Organisational and geographical information
 - H. All posts on the fixed establishment

5. The above are currently managed by departments through several means. This includes personnel files, the PERSAL system, financial systems and other supplementary systems. This circular will also specify, where applicable, the requirement to use personnel files and/ or the PERSAL system in order to comply with the National Minimum Information Requirements.

A. BIOGRAPHICAL INFORMATION – ALL EMPLOYEES IN SERVICE ON OR AFTER 1 JANUARY 2001		
Variable	Notes	Source Systems
Unique salary reference number	PERSAL number	PERSAL
ID Number or Passport number (non-South African citizens)	<ul style="list-style-type: none"> • Latest ID number for all South African citizens as contained in the population register • Certified copy of page/s of the ID/ passport that specify the ID or passport number, the surname, initials, first names, and date of birth should be on the personnel file of the employee 	Both
Surname	<ul style="list-style-type: none"> • Surname must match with ID or passport 	Both
Initials	<ul style="list-style-type: none"> • Initials must match with ID or passport. Maximum of three initial. 	Both
First Names	<ul style="list-style-type: none"> • Must match with ID or passport 	Both
Date of Birth	<ul style="list-style-type: none"> • Must match with ID or passport 	Both
Race	<ul style="list-style-type: none"> • Self-defined by employee in terms of prescribed categories 	PERSAL
Gender	<ul style="list-style-type: none"> • Self-defined by employee in terms of prescribed categories 	PERSAL
Disability	<ul style="list-style-type: none"> • Self-defined by employee in terms of prescribed categories 	PERSAL
Citizenship		PERSAL
Date of Citizenship	<ul style="list-style-type: none"> • Only required if employee was not born as a South African 	PERSAL
Nationality	<ul style="list-style-type: none"> • Only required for people with non-South African citizenship 	
Residential Address		Both
ADDITIONAL INFORMATION REQUIRED FOR ALL NON-SOUTH AFRICAN EMPLOYEES IN SERVICE AFTER 1 JANUARY 2001		
Work permit number	<ul style="list-style-type: none"> • Certified copy of ALL work permits (on file) which were valid during or after 1 January 2001. 	Both
Expiry date – current work permit		Both

B. OCCUPATION AND SALARY INFORMATION (CURRENT) – FOR ALL EMPLOYEES IN SERVICE ON OR AFTER 1 JANUARY 2001

Variable	Notes	Source Systems
Date of appointment to current post		Both
Nature of Appointment	<ul style="list-style-type: none"> The options provided for in the <i>Nature of Appointment</i> field on the PERSAL system is always current. 	Both
Salary Code		PERSAL
Salary level		PERSAL
CORE		Both
Post on the approved establishment	<ul style="list-style-type: none"> Refers to the post on the approved establishment occupied by the employee 	Both
Occupational group		PERSAL
Appointment Act		Both

C. EDUCATION, TRAINING, AND DEVELOPMENT

Variable	Notes	Source Systems
Qualification Level at appointment	<ul style="list-style-type: none"> RVQ level for all serving personnel who were appointed after 1 April 2000. Certified copies of all qualifications must be included on file 	Both
Current Qualification Level	<ul style="list-style-type: none"> RVQ level which will be replaced by NQF level when these are approved by the South African Qualifications Authority (SAQA) 	Both
Date when qualification level was last updated		Both

FOR ALL TRAINING PROVIDED ON OR AFTER 1 JANUARY 2001 TO SERVING EMPLOYEES BY AN OUTSIDE SERVICE PROVIDER (INCLUDING SAMDI OR OTHER GOVERNMENT DEPARTMENT)

Name of course	<ul style="list-style-type: none"> Copy of certificate (if applicable) should be kept on file 	File
Duration		File
Name of Training Provider		File
Course Fee		File
Other costs	<ul style="list-style-type: none"> Travel and subsistence cost (if applicable) 	File
Accredited	<ul style="list-style-type: none"> Two options:- yes or no 	File

FOR ALL BURSARIES GRANTED ON OR AFTER 1 APRIL 2000 TO SERVING EMPLOYEES

Date granted		Both
Value		Both
Field of study		Both
Bursary Status		PERSAL

D. CAREER AND OTHER INCIDENTS (WITHIN THE PUBLIC SERVICE)		
Variable	Notes	Source Systems
Date of Appointment to the public service	<ul style="list-style-type: none"> In the case of interrupted service, the start date of the last continuous period of service (i.e. last appointment date) 	Both
FOR EACH MOVEMENT (POST HELD) WITHIN THE PUBLIC SERVICE SINCE 1 APRIL 2000 FOR EMPLOYEES IN SERVICE ON 1 JANUARY 2001		
- includes all promotions, secondments, transfers		
Event Type		Both
CORE/ Rank	<ul style="list-style-type: none"> In the case where the CORE is not applicable, the equivalent remunerative system code. 	Both
Occupational classification		Both
Salary code		Both
Salary level		Both
Department		Both
Date of entry		Both
Date of departure		Both
TERMINATION OF SERVICE FROM 1 JANUARY 2001		
Service termination Type	<ul style="list-style-type: none"> The options provided for in the <i>Service Termination Type</i> field on the PERSAL system is always current. 	Both
Termination date		Both
Reason for resignation	<ul style="list-style-type: none"> Only applicable if the service termination type is a Resignation The options provided for in the <i>Resignation Reason</i> field on the PERSAL system is always current. 	Both
PERFORMANCE REWARDS GRANTED AFTER 1 APRIL 2000		
Nature of Award		
Value of the Award		
Date granted		
INJURY ON DUTY (ALL EVENTS THAT OCCURRED AFTER 1 APRIL 2000)		
Date incurred		
Nature of injury		
Compensation provided	<ul style="list-style-type: none"> Two options:- yes or no 	

E. DISCIPLINARY MATTERS (FOR ALL CASES AFTER 1 JANUARY 2001 AS WELL AS ALL PENDING CASES WHICH BEGAN AFTER 1 JULY 1999 IN TERMS OF PSCBC RESOLUTION 2 OF 1999)

Variable	Notes	Source Systems
MISCONDUCT (functionality to be available on PERSAL in January 2001)		
Type of Offence		Both
Start date – proceedings		Both
End date – proceedings		Both
Status of case	<ul style="list-style-type: none"> Options include: In process, Finalised, Withdrawn 	Both
<i>In a case is finalised:-</i>		
Outcome	<ul style="list-style-type: none"> Two options:- guilty, not guilty 	Both
Sanction	<ul style="list-style-type: none"> If the outcome is guilty 	Both
<i>If the case is withdrawn:-</i>		
Reason for withdrawal of case		Both
APPEALS (functionality to be available on PERSAL in January 2001)		
Date of Appeal		Both
Date of finalisation of appeal		Both
Nature of Appeal		Both
Outcome of Appeal		Both
DISPUTES ARISING AFTER AN APPEAL (functionality to be available on PERSAL in January 2001)		
Date of dispute		Both
Date of finalising dispute		Both
Nature of dispute		Both
Method of resolution	Two options:- conciliation, arbitration	Both
<i>If the method of resolution was arbitration</i>		
Outcome	Two options:- sanction upheld, sanction modified	Both
New sanction	If the original sanction was modified	Both
SUSPENSIONS		
Type of Suspension		Both
Start date		Both
End Date		Both
Nature of Offence	<ul style="list-style-type: none"> Functionality to be available on PERSAL in January 2001. Information to be available in Personnel File. 	Both

F. LEAVE

Variable	Notes	Source Systems
Accrued Leave (as at 30 June 2000)	<ul style="list-style-type: none"> Total number of audited accrued leave days up to and including 30 June 2000 	Both
ALL LEAVE EVENTS THAT OCCUR AFTER 1 JULY 2000		
Type of Leave	<ul style="list-style-type: none"> Copies of all approved leave forms must be available on file 	Both
Start date		Both
End date		Both
Nature of Illness	<ul style="list-style-type: none"> Only applicable in the case of sick leave 	Both

G. ORGANISATIONAL AND GEOGRAPHICAL		
Variable	Notes	Source Systems
Employing government	<ul style="list-style-type: none"> Name of one of the nine provinces or national government 	PERSAL
Department	<ul style="list-style-type: none"> In terms of Schedule 1 and 2 of the Public Service Act. 	PERSAL
UNION MEMBERSHIP (INFORMATION REQUIRED FOR EACH UNION)		
Name of union		Both
Start date of membership		Both
End date of membership		Both

H. POSTS ON THE APPROVED ESTABLISHMENT		
Variable	Notes	Source Systems
Date created		Both
Nature of Post	<ul style="list-style-type: none"> Whether the post is a full-time, sessional or other post 	Both
Post status		Both
Incumbent	<ul style="list-style-type: none"> Compulsory for all filled post 	Both
EQUATE job weight	<ul style="list-style-type: none"> For all posts that needed to be evaluated in terms of applicable prescripts. 	Both
Last date occupied	<ul style="list-style-type: none"> Compulsory for all vacant posts 	Both
Post type		Both
CORE		Both
Occupational Classification		Both
Reason for creation	<ul style="list-style-type: none"> Departments must select one of the following reasons:- <ul style="list-style-type: none"> - Upgrade as a result of job evaluation - Downgrade as a result of job evaluation - Upgrade as a result of a rank promotion - Creation of a new function - Re-allocation of post - None of the above 	File
ABOLISHED POSTS		
Date Abolished	<ul style="list-style-type: none"> In addition to the above information 	Both
Reason for abolishing	<ul style="list-style-type: none"> Departments must select one of the following reasons:- <ul style="list-style-type: none"> - Upgrade as a result of job evaluation - Downgrade as a result of job evaluation - Upgrade as a result of a rank promotion - Abolishing a function - Re-allocation of post - none of the above 	File

- Compliance to the above must be achieved by 30 June 2001 for all departments.
- However, in addition to the above, heads of departments are required to ensure compliance from 1 January 2001 for all of the above (except posts on the approved establishment) for all new appointments to a department that were made on or after 1 July 2000.

General

8. Departments, provinces, or sectors can supplement these National Minimum Information Requirements with additional department, province, or sector-specific Minimum Information Requirements.
9. Any queries arising from the above circular can be directed to the Public Service Information Unit of the Department of Public Service and Administration (Tel: (012) 314-7188, Fax: (012) 314-7020, imraan@dpsa.pwv.gov.za)
10. Heads of departments are responsible for ensuring that measures are in place to meet the National Minimum Information Requirements. This responsibility is normally delegated to the Head of Corporate Services or Heads of Human Resources. It is suggested that Heads of Departments utilise the Performance Agreement system to establish measures to ensure that progress is made towards the achievement of the NMIR.

DIRECTOR-GENERAL

Date: _____