TO THE HEADS OF ALL NATIONAL/PROVINCIAL DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS

FOR URGENT ATTENTION: ALL HEADS OF CORPORATE SERVICES AND HUMAN RESOURCE MANAGERS

IMPLEMENTATION OF THE HOUSING ALLOWANCE

1. This Department’s evenly-numbered circular dated 22 March 2005 and the subsequent workshops in the above regard refer. (An extract of the circular is attached for ease of reference.)

2. It came to our attention that the implementation of the housing allowance is being compromised, in that some departments are either not providing employees with any information on the housing allowance or provide them with very selected information (i.e. only selected pages from the above-mentioned circular are issued as a communication to employees). In some instances departments also neglect to give the contact details of contact persons at head office/regional offices that are designated with the implementation of the allowance and enquiries of employees in this regard.
Departments are once again reminded and urged to implement the housing allowance without delay. Departments must please use the *Guide for Employees To Access The Housing Allowance Scheme*, as was provided with the above-mentioned circular for this purpose. The said *Guide* as well as the *Determination on Housing* could also be accessed on the [dpsa website](http://www.dpsa.gov.za). Furthermore, departments will only be able to make retrospective payments for the housing allowance until the end of this year. Failure to implement the housing allowance timeously is to the detriment of employees and could be construed as a violation of the collective agreement concluded in the Public Service Co-ordinating Bargaining Council.

Your co-operation in the above regard is highly appreciated.