



the dpsa

**Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA**

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Enquiries : Please see paragraph 9 below
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**TO ALL HEADS AND HR MANAGERS OF NATIONAL/PROVINCIAL DEPARTMENTS
AND PROVINCIAL ADMINISTRATIONS**

**(FOR ATTENTION: CHAIRPERSONS/VICE-CHAIRPERSONS OF PROVINCIAL AND
DEPARTMENTAL TASK TEAMS)**

**COLLECTION OF APPLICATION FORMS: REDRESS FOR PUBLIC SERVICE
EMPLOYEES DISCRIMINATED AGAINST BY GOVERNMENT PENSION FUNDS
UNDER APARTHEID**

1. The project to provide redress to public service employees who suffered discrimination by government pension funds under apartheid was formally launched at the Public Service Co-ordinating Bargaining Council (PSCBC) by the Minister for Public Service and Administration on 24 May 2010.
2. In the period of Feb 2010 to May 2010, the Government Employees Pension Fund (GEPF administration) distributed the first batch of application forms to all Provincial Task Teams (PTT) through the respective Offices of the Premier. The total number of application forms distributed was 42 345. It is confirmed that each PTT received not less than 3 024 application forms with some receiving a slightly higher number. Please note that due to the limited number of application forms printed, national departments (or Departmental Task Teams) did not receive application forms.
3. The GEPF has now made available, an additional 14 500 forms for distribution to national departments with immediate effect. The DPSA, as the central department, is responsible for the distribution of application forms to all national departments. For purposes of distributing to national departments, a total number of not more than 400 forms (first batch allocation) have been allocated to each department. However, in the event that the database of identified applicants reflects a lesser number to the allocation, there will be a corresponding reduction in the number of forms that will be provided. In order to make an assessment of the readiness of departments to manage this project, departments are requested to provide the dpsa with the following information when making requests for forms or on collecting and signing for the application forms :
 - 3.1. Proof of having conducted workshops within the department, beyond the department, specifically in rural areas, townships and municipal areas.

Staatsdiens en Administrasie . Ditirelo tsa Puso le Tsamaiso . Ditshebeltso tsa Mmuso le Tsamaiso . uMnyango wemiSebenzi kaHulumeni nokuPhata

Muhasho wa Tshumelo ya Muvuso na Vhulanguli . Kgoro ya Ditirelo tsa Mmušo . Ndzawulo ya Vutirela-Mfumo na Valawuri

LiTiko le Tebasebenti baHulumende nekuPhatsa . ISebe leNkonzo kaRhulumente noLawulo . UmNyango wemiSebenzi kaRhulumente nokuPhata

- 3.2. The marketing plan and strategy developed by the task team and an indication of the extent to which the project has been marketed.
 - 3.3. Measures taken by the task team to link up with other tasks teams, be it at provincial or at national level.
 - 3.4. The database of identified potential applicants, i.e. former and current employees; as well as deceased qualifying employees.
4. It is understood that departments have approached Persal for data for purposes of requesting application forms; please note that whilst such data may be useful, it also indicates other "pension gaps" not related to *waiting periods*. Therefore, Persal data cannot be the only basis/sole indicator to identify waiting periods as at most, such *data could overstate the number of valid beneficiaries*. The process underway was initiated after due consideration of this challenge. Departments are cautioned against the use of Persal data as substitute to holding of workshops, marketing of the project, and inviting application forms from potential beneficiaries. Persal data will however add value in terms of matching and reconciliation of applications.
 5. Only national departments/head offices will be provided with application forms at this stage. In the event that a department has regional offices, the onus is on the head office to manage the distribution of applications accordingly.
 6. In respect of requests for additional forms by the PTTs, a full account and reconciliation is required on how the first batch was managed additional to requirements under par. 3.1 to 3.4 above. Please note that only after a full distribution of forms to national departments, can this department consider requests for additional forms by provincial task teams.
 7. In the interim, PTTs who have run out of applications forms, are encouraged to properly record all the necessary information of applicants on the electronic register provided by the GEPF or similar spreadsheet. This will make it easy to maintain contact when requesting the second batch of application forms is distributed.
 8. Where national or provincial task team undertakes a radio campaign, it is proposed that such undertaking be shared prior with the Chairperson of the National Pensions Task Team, Mr Weizmann Hamilton for concurrence.
 9. Lastly, requests for application forms should be directed to:

Ms Rene de Wit: (012) 336 1009; Email: rene.dewit@dpsa.gov.za

Or

Gladys Mkhwanazi: (012) 336 1199; Email: gladysn@dpsa.gov.za


pp DIRECTOR-GENERAL

DATE: 13/07/10