



**the dpsa**

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Public Service and Administration  
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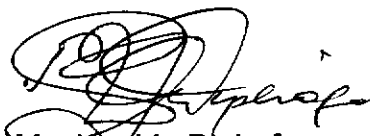
## **CIRCULAR NO DPSA 1 OF 2012**

**TO: HEADS OF NATIONAL AND PROVINCIAL ADMINISTRATIONS**

### **ABOLISHMENT OF UNFUNDED VACANCIES ON THE PERSONNEL & SALARY SYSTEM (PERSAL) AS PART OF THE IMPLEMENTATION OF THE PERSAL CLEAN-UP STRATEGY.**

1. This circular is issued in compliance to Public Service Regulations, Chapter 1, Part A & B (2 & A2), which states that an executing authority should provide services with the best value for money, by setting measurable objectives for her or his department and to optimally utilize the department's human and other resources and apply fair labour practices, **within available funds.**
2. The Regulations also emphasize that in developing the strategic plan, the department shall: a) determine, after consultation with the Minister for Public Service & Administration, its organizational structure in terms of its core and support functions; (b) define the posts necessary to perform the relevant functions while remaining **within the current budget and medium- term expenditure framework**, with posts so defined to constitute the department's approved establishment.

3. Within this context, the DPSA developed the PERSAL Cleanup Strategy in 2009, which identified the cleaning of establishment information, and the identification and removal of unfunded vacancies from the system as crucial aspects towards improving the accurate reflection of vacancy rates in the public service. This is also one of the critical initiatives which form part of the FOSAD plan for improving service delivery through changing the way government works.
4. Based on our data assessments over the past six months, it has become very urgent and important to ensure that only the approved **funded** organizational structures of all provincial and national departments are loaded on PERSAL. Unfunded vacancies loaded on PERSAL should thus be removed.
5. All national and provincial administrations are therefore required to abolish all unfunded vacancies on PERSAL by 31 May 2012. The DPSA will continue to monitor progress on a monthly basis and provide implementation support where required.
6. For more information your offices should please contact Ms Ledule Bosch or Mr Elvis Nkambule at 012 336 1226/1560/1188 or [leduleb@dpsa.gov.za](mailto:leduleb@dpsa.gov.za) or [elvis@dpsa.gov.za](mailto:elvis@dpsa.gov.za)



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