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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

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TO THE HEADS OF ALL DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS

(FOR ATTENTION: HR MANAGERS/ HEADS OF CORPORATE SERVICES/ CHIEF FINANCIAL OFFICERS)

REVISION OF SPECIAL DAILY ALLOWANCES FOR OFFICIAL VISITS ABROAD

1. Noting that the special daily allowance for official visits abroad were revised in respect of certain countries only, the Minister for the Public Service and Administration has, in terms of section 3(3) of the Public Service Act, 1994, as amended, read with Part V/E. 2(a) of the Public Service Regulations, 2001, determined that with effect from 01 March 2008;
 - 1.1. the special daily allowances for official visits abroad be revised in respect of the identified countries depicted on the attached Annexure.
 - 1.2. in light of the economic volatility in Zimbabwe, that the country be removed from the list of listed countries and that employees visiting this country be reimbursed for actual expenses as applicable to unlisted countries.
2. The Financial Manual for the calculation and the application of the special daily allowances for official visits abroad will be amended in due course.
3. Expenditure in respect of this adjustment must be accommodated within the existing departmental budget allocations.

[Signature]
FOR DIRECTOR-GENERAL
DATE: 31/3/2008

Staatsdiens en Administrasie • Ditirelo tsa Puso le Tsamaiso • Ditshebetso tsa Mmuso le Tsamaiso • uMnyango wemiSebenzi kaHulumeni nokuPhata

Muhasho wa Tshumelo ya Muvhuso na Vhulanguli • Kgoro ya Ditirelo tša Mmušo le Taolo • Ndzawulo ya Vutirhela-Mfumo na Valawuri

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