



**the dpsa**

Department:  
Public Service and Administration  
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Ref : 17/3/P

## **TO ALL HEADS OF NATIONAL AND PROVINCIAL DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS**

### **ADJUSTMENT OF HOUSING ALLOWANCE FOR EMPLOYEES IN THE PUBLIC SERVICE WHO ARE HOME-OWNERS**

1. The Minister for the Public Service and Administration will in terms of sections 3(5)(a) and 5(6)(b) respectively of the Public Service Act, 1994, as amended, issue an Amended Determination on Housing inclusive of the adjustment of the housing allowance, the establishment of the Government Employees Housing Scheme (GEHS) and other related matters. A copy of the Amended Determination will be furnished once approved.
2. The adjustment gives effect to the provisions of Clause 4.5.2 of the Public Service Coordinating Bargaining Council (PSCBC) Resolution 7 of 2015 as indicated hereunder:-
  - 2.1. All employees who are home-owners and are eligible for the housing allowance shall receive the increased amount of R1 200-00 per month effective from 1 July 2015, subject to submitting the required documentation as indicated in paragraph 4 supra of this circular.
3. A home-owner is:
  - 3.1. An employee with registered title over a residential property with a mortgage 'bond' or home loan; or
  - 3.2. An employee with registered title over a property without a mortgage 'bond' or home loan over such a property; or
  - 3.3. An employee residing on communal land with a valid permission to occupy (PTO) certificate shall be deemed to be a home-owner, and
  - 3.4. An employee and/or his/her immediate family who/ that is/ are occupying the house in question.
4. The necessary instruction has been communicated to PERSAL to adjust the housing allowance for home-owners. A new PERSAL code is to be created for this purpose. The

Human Resources (HR) section of each Department has to capture the amended housing allowance of R1 200-00 per month on the PERSAL system after the employee has submitted the following:

- 4.1. A completed and signed application form, attached hereto titled "GEHS Employee Enrolment: housing allowance for home owners"
  - 4.2. the necessary proof that he/she is a home-owner as indicated in paragraph 3 supra of this circular, and occupies the house concerned.
5. In terms of Clause 4.1.4 of the PSCBC Resolution 7 of 2015 it is mandatory for all employees who wish to use the services offered through the GEHS to enroll with the Scheme.
  6. The HR section of each Department must file the completed application form, together with all the required supporting documents and safeguard them on the employees personal file.
  7. To minimize interpretation and application disputes, all National and Provincial Departments and Provincial Administrations are required –
    - 7.1 to ensure that the contents of this Circular have been brought to the attention of all employees to enable them to submit the required forms as indicated in paragraph 4 supra before or on **31 January 2016**; and
    - 7.2 to submit a completed name-list (format herewith attached) on *excel spreadsheet* to the DPSA, via email to [gehs@dpsa.gov.za](mailto:gehs@dpsa.gov.za), before or on 31 March 2016.
    - 7.3. ensure that the capturing on PERSAL is completed expeditiously to enable the payment of the increased housing allowance, including back pay to 01 July 2015, is effected without delay.
  8. Please note that **additional** expenditure incurred as a result of implementing the adjustment to the housing allowance, must be defrayed from the existing departmental budget allocations.



**DIRECTOR-GENERAL**

DATE: 01/12/2015

6	5	4	3	2	1	Nr
						Initials
						Surname
						Persal Number
						ID Number
						Completed Application Form
						Printout of Enrollment Confirmation Form
						Proof of Home- Ownership
						Capture date on Persal



## GEHS EMPLOYEE ENROLMENT: HOUSING ALLOWANCE APPLICATION FOR HOME-OWNERS

### INSTRUCTIONS

- 1 Employees who are home owners should complete this application form.
- 2 Complete and tick the boxes that apply to you.
- 3 Ensure that you have completed and signed the form and attached all the documents required since lacking information may delay the payment of your application.
- 4 If you experience difficulty to complete this application form, please do not hesitate to contact your personnel office for assistance.

### SECTION A: PERSONAL DETAILS

#### EMPLOYEE'S DETAILS

Surname		Initials	
Department		Component	
ID no			
PERSAL No			
Contact No	Work		
	Home		
	Cell		

#### SPOUSE'S DETAILS

Surname		Initials	
ID No			
Employer			
Work address			
Contact No	Work		
	Home		
	Cell		

SECTION B: HOME OWNERSHIP STATUS						
Reference code	I am a owner because-	Tick the applicable box		Proof to be attached to this application form	Tick the applicable box if proof is attached	
					Yes	No
H1	The title to the property is in my name			Title deed OR Ghost Deed Report* OR an original Tax Invoice from the financial Institution**		
H2	I have permission from the traditional leader to occupy state/tribal land			Permission To Occupy Certificate (PTO)		
H3	I have bought property on instalment sale (i.e. like a hire purchase)			Instalment Sale Agreement		

For Official Use	
Proof is attached	
Yes	No

\* A Ghost Deed Report is a print out from the Deeds Office, which can be obtained from a lawyer/legal firm responsible for the property transaction or the Deeds Office.

\*\* The Tax Invoice from the financial Institution should at least indicate the-

- Name(s) of the bond holder
- Property particulars
- Registration date
- Bond/home loan details

SECTION C: BOND/HOME LOAN STATUS						
Reference code	I am a owner because-	Tick the applicable box		Proof to be attached to this application form	Tick the applicable box if attached	
					Yes	No
L1	I am repaying a bond/home loan to a financial institution			An original Tax Invoice* from the financial Institution OR a letter from the NHFC funded lender/ intermediary		
L2	My bond/home loan is paid off			No proof required		
L3	I bought my home without a home loan			No proof required		

For Official Use	
Proof is attached	
Yes	No

\* The Tax Invoice from the financial Institution should at least indicate the-

- Name(s) of the bond holder
- Property particulars
- Registration date
- Bond/home loan details

\*\* A letter from the National Housing Finance Corporation (NHFC) funded lender/intermediary. See Employee Guide on Housing for an example of a *pro forma* letter

SECTION D: OCCUPANCY DETAILS					For Official Use		
The home is occupied by-	Tick the applicable box	Indicate the number	Proof to be attached to this application form	Tick the applicable box if attached		Proof is attached	
				Yes	No	Yes	No
Myself			A sworn affidavit				
My spouse							
My dependants							
My spouse & dependants							
Date of Occupancy							
The full residential address of the home is:	Province						
	Municipality						
	Town						
	Suburb/Village						
	Street Name & Number Unit Name						

SECTION E: CONFIRMATION, ACKNOWLEDGEMENT, UNDERTAKING AND DECLARATION	
<p>I the undersigned-</p> <p>(a) Confirm that the information in this application form is accurate;</p> <p>(b) Confirm that by completing this enrolment I give my consent and permission to the GEHS to verify, profile and cross check my information against other sources;</p> <p>(c) Acknowledge that I could be disqualified from the Housing Allowance should the information provided be false and/or inaccurate in which event the employer may recover any monies over paid and institute disciplinary action and/or lay criminal charges (depending on the seriousness of the situation);</p> <p>(d) Undertake to inform the employer should there be any changes in my situation as a home owner and occupancy of my home; and</p> <p>(e) Declare that the home is occupied as indicated in the form.</p>	
Employee Signature _____	Date _____

**FOR OFFICIAL USE ONLY**

Employee PERSAL No									
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Employee is a home owner in category	H1	H2	H3	Do not comply
Employee's loan status falls in category	L1	L2	L3	Do not comply
The home is occupied according to the requirements in the Determination on Housing	Yes	No		Do not comply

Signature of official authorised to approve the Housing Allowance	
Name in print	
Disignation	
Date	
Capture on PERSAL	