



**the dpsa**

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Public Service and Administration  
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## URGENT

TO HEADS OF NATIONAL AND PROVINCIAL DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS

*For Attention: PILIR Champions/Director: Human Resource*

### POLICY AND PROCEDURE ON INCAPACITY LEAVE AND ILL-HEALTH RETIREMENT (PILIR): DISPENSING OF THE STOCKPILED PILIR APPLICATIONS

1. My evenly numbered circular dated 22 February 2016 in the above regard refers.
2. As was previously communicated, the dispensing of the PILIR stockpiled applications must be finalised in keeping with the provisions of PILIR as directed by the Minister for the Public Service and Administration. In the above-mentioned circular I have advised Departments that the contract with Metropolitan Health Risk Management (MHRM) has been extended to 31 March 2017, to enable departments to finalise stockpiled applications.
3. Noting that the end date of the contract is approaching, I urge departments to submit all outstanding PILIR stockpiled applications and any grievances that might have arisen from the process, and which require an assessment by the Health Risk Manager, without delay to MHRM for assessment. Departments are also urged to finalise all outstanding invoices received from MHRM and facilitate payment. You are reminded that the statutory requirement for the payment of an invoice is 30 days.
4. I wish to remind you that the Head of Department/Director-General must certify in writing that PILIR stockpile applications have been finalised. Certification letters must be forwarded to Mr D. Van der Westhuizen at [desmondv@dpsa.gov.za](mailto:desmondv@dpsa.gov.za) and Ms F Tabane at [FredahT@dpsa.gov.za](mailto:FredahT@dpsa.gov.za).

5. In the light of the aforementioned you are urged to prioritize your efforts in disposing of the PILIR stockpiled applications to ensure that they are submitted to MHRM before the closure of the intervention by 31 March 2017.
6. Kindly be advised that the DPSA shall deem the dispensing of the PILIR stockpiled applications as closed by 31 March 2017.

*PP. M. (actf)*  
DIRECTOR-GENERAL  
DATE: 23/9/2016