



the dpsa

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Ref: 17/3/P

TO ALL HEADS OF NATIONAL DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS

IMPLEMENTATION OF CLAUSE 6 OF THE PSCBC RESOLUTION 1 OF 2018: HOUSING ALLOWANCE FOR PUBLIC SERVICE EMPLOYEES

Please note that the previous circular dated 10 July 2018 in terms of the implementation of clause 6 of the PSCBC Resolution 1 of 2018: Housing Allowance for Public Service Employees is herewith recalled and replaced by the attached circular.

DIRECTOR-GENERAL

DATE: 1/11/18



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1. Following the conclusion of PSCBC Resolution 1 of 2018 on 08 June 2018, parties agreed to amend certain aspects of the housing allowance.
2. The following changes have since been introduced:
 - 2.1 **THE DELINKING OF THE PAYMENT OF THE HOUSING ALLOWANCE TO SPOUSES OF PUBLIC SERVANTS**
 - 2.1.1 In order for the previously excluded spouse to be eligible for the payment of a housing allowance, he /she must complete and submit the housing allowance application form together with the relevant documentation, as listed in the application form.
 - 2.1.2 Employees on salary levels 1 to 5, will start receiving the housing allowance from the 1st September 2018. This will apply to employees who have completed the required housing allowance application form, as listed in the application form. Applications received and approved **up to a month after the date on which this circular was signed**, will receive the housing allowance as at the 1st September 2018. This period is ring fenced to ensure no employee on salary levels 1 to 5 is disadvantaged and that they could access the benefit from the inception date (1 Sept 2018). Any application received after this period will start receiving the housing allowance once the required application form with the relevant documentation, as listed in the application form has been submitted and approved.
 - 2.1.3 For those on salary levels 6 to 12, they will receive the housing allowance with effect from 1 September 2019, once the required application form with the relevant documentation, as listed in the application form has been submitted and approved.
 - 2.1.4 Please note that only those Occupational Specific Dispensation and salary levels 11 and 12 employees who are not on a total cost to employer package, qualify for the payment of the housing allowance.

- 2.1.5 The current rules as they appear in the Determination on Housing issued on 10 October 2012 regarding the qualifying criteria, are still applicable, save for the de-linking payment. Please refer to the definition of spouse as mentioned in the Determination, Part 1, paragraph 5.12.
- 2.1.6 The application form with the proof of marriage and other relevant documentation, as listed in the application form must be handed to the Human Resources (HR) section of the relevant department, to capture the information on the PERSAL system.

2.2 PERMISSION TO OCCUPY (PTO)

- 2.2.1 The Permission to Occupy State or Traditional Land (PTO) is de facto ownership in areas under the jurisdiction of traditional authorities, mainly in rural areas. A person obtains the permission from the traditional authority to utilise an allocated stand on which he or she will construct a home. This permission is granted by means of the issuing of a PTO certificate. Different arrangements apply in the different provinces.
- 2.2.2 The minimum requirements on the PTO certificate:
 - 2.2.2.1 It must be on a letter head or a stamp identifying the tribal authority i.e signature and full name and surname of the tribal authority.
 - 2.2.2.2 A Certified copy of an Identity Document (ID), of the employee to whom permission is granted to construct a home on the allocated stand.
 - 2.2.2.3 The PTO certificate must clearly indicate the portion of land/allotment, the extension, the ward and the district where it is allocated.

2.3 AMENDMENT TO CLAUSE 4.2, OF THE PSCBC RESOLUTION 5 OF 2017

- 2.3.1 PSCBC Resolution 5 of 2017, clause 4.2.8 will be amended by adding the following – to prioritise a funding model specifically addressing the needs of those employees employed on salary levels 1-5.
- 3 The amended Determination on Housing will be available as soon as the Minister for the Public Service and Administration has approved and signed it.
 - 4 Information sessions will be conducted in due course.



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