



**the dpsa**

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Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

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Ref: 2021/12

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

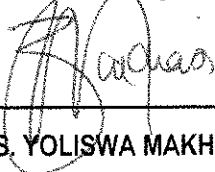
**CIRCULAR 12 OF 2021**

**GEHS: INDIVIDUAL LINKED SAVINGS FACILITY - PAYMENT OF SAVINGS OF EMPLOYEES WHO EXITED EMPLOYMENT WITHOUT BEING ENROLLED WITH THE GEHS AND WITHDRAWALS NOT PROCESSED BEFORE EMPLOYEES EXITED THE EMPLOY OF THE PUBLIC SERVICE BY HUMAN RESOURCE UNITS IN DEPARTMENTS**

1. The Government Employees Housing Scheme (GEHS) was established in terms of Public Service Coordinating Bargaining Council (PSCBC) Resolution 7 of 2015.
2. The GEHS administers the housing allowance which includes the management of the ILSF into which employee's savings are deposited. These savings belong to employees who receive the housing allowance as tenants and who only access these funds when they are ready to own or build their homes.
3. Clause 4.1.4 of PSCBC Resolution 7 of 2015 provides that "all employees who wish to use the services offered through the GEHS shall be required to enroll with the GEHS". No withdrawal is possible without confirmation of the enrolment.
4. It has come to the attention of the Department that some employees did not enrol with the GEHS because they were not correctly and timeously informed by HR Practitioners within their respective Departments, before they exited Government employment. The following categories were identified;

- 4.1 The first category relates to a number of employees who did not enrol with the GEHS because they were not correctly and timeously informed by HR Practitioners within the respective departments. These employees are not able to withdraw their savings as a result of non-enrolment with the GEHS.
- 4.2 The second category relates to employees who were enrolled with the GEHS, have exited the public service and are already off the PERSAL system. These employees cannot be paid due to HR Practitioners not having captured employees on time or providing employees with the relevant documents before they exit their employment.
5. HR Units are therefore requested to urgently identify those employees who were/are affected as mentioned in 4.1 and 4.2, the lists must be submitted to GEHS: ILSF. Failure by the departments to submit the lists will result in employees forfeiting their housing allowance savings.
6. All Heads of departments will have to implement consequences management as per clause 6.2.4.1 of Chapter 3 of the 2018 Determination and Directive on housing allowance for employees in the Public Service.
7. The lists must be forwarded to [Keneilwe.Mantloa@dpsa.gov.za](mailto:Keneilwe.Mantloa@dpsa.gov.za) by 20 September 2021. Attached are the templates to be utilised in compiling the information.

Yours sincerely



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**MS. YOLISWA MAKHASI**  
**DIRECTOR-GENERAL: DPSA**

DATE: 13/07/2021

**TEMPLATE 1:**

**CATEGORY 1 - EMPLOYEES WHO EXITED THE PUBLIC SERVICE WITHOUT GIVEN AN OPPORTUNITY OR ADVISE TO ENROL INTO GEHS**

RESPONSIBLE OFFICIAL: .....

	NAME OF DEPARTMENT	PROVINCE	NAME OF EMPLOYEE	PERSAL/PERSOL NUMBER	AMOUNT TO BE PAID	SAVINGS WITH DEPARTMENT/NATIONAL TREASURY
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

**TEMPLATE 2:**

**CATEGORY 2 - EMPLOYEES WHO EXITED THE PUBLIC SERVICE AND THEIR WITHDRAWALS WAS NOT PROCESSED WITHIN THE 12 MONTHS AFTER EXITING**

RESPONSIBLE OFFICIAL: .....

	NAME OF DEPARTMENT	PROVINCE	NAME OF EMPLOYEE	PERSAL/PERSOL NUMBER	AMOUNT TO BE PAID	SAVINGS WITH DEPARTMENT/NATIONAL TREASURY
1						
2						
3						
4						
5						
6						
7						
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