



the **dpsa**

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

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Reference no: ODJGMO/1/6/2021
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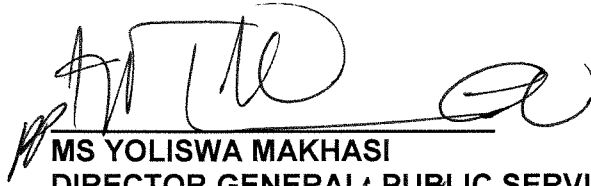
TO: ALL HEADS OF NATIONAL DEPARTMENTS, PROVINCIAL DEPARTMENTS AND GOVERNMENT COMPONENTS

INFORMATION TO BE PROVIDED TO THE DPSA FOR THE 2021/2022 ASSESSMENT OF COMPLIANCE IN TERMS OF THE DIRECTIVE ON PUBLIC ADMINISTRATION AND MANAGEMENT DELEGATIONS, 2014

1. The DPSA conducted an assessment of the quality of delegations and compliance of Departments with the Directive on Public Administration and Management Delegations (Directive) as at 28 February 2021. Certain departments were found to be non-compliant as set out in the Report approved by the Director-General: Public Service and Administration on 30 March 2021. The Report is available on the website of the DPSA.
2. Letters with findings were sent to departments and the Offices of the Premier to enhanced compliance. Non-compliant departments were requested to indicate when they will be in a position to comply. In view thereof, all non-compliant departments are required to submit their revised and approved delegation registers, as prescribed (Template Registers D1 to D4 posted on the DPSA website dated 1 April 2019) as soon as changes are effected.
3. Departments that are compliant as set out in the Report of 30 March 2021, should submit the delegation registers if changes were effected after 1 March 2021.
4. The DPSA will render support to departments through assistance and capacity building workshops during the period July to August 2021. Departments are kindly requested to formally submit their requests for workshops no later than 30 June 2021.
5. It will be appreciated if the Offices of Premier could coordinate the workshops with provincial departments and advise, by no later than 30 June 2021, on suitable dates for the virtual workshop during the period July to August 2021.

6. Please provide the name and contact particulars of a person in your Department or the Office of the Premier with whom the DPSA can liaise for the workshops. The contact particulars should be emailed to Ms Vanessa Narainsamy at the following or alternative address; vanessan@dpsa.gov.za or etienne@dpsa.gov.za.
7. For the 2021/2022 assessment, the compliance criteria and ratings are set out below:
 - 7.1 Non-Compliance:
 - (a) Rating 1 - No evidence of delegations or delegations withdrawn.
 - (b) Rating 2 - Delegations are in place in any format but do not comply with the Directive.
 - 7.2 Compliance:
 - (a) Rating 3 - Fully compliant -
 - i. All four delegation registers (D1 to D4) are in the prescribed format, duly authorised, signed and initialled on every page.
 - ii. Registers are updated with the latest legislative amendments.
 - iii. Evidence of discretionary delegation of sections 9 and 13 of the PSA (appointments) by the Executive authority the Head of Department / Component (HoD) and delegation by the HoD to lower performer levels.
 - iv. Minimum levels of delegation approved by Cabinet in 2013 have not been implemented.
 - (b) Rating 4 - Best Practice - Delegations comply with the performance standards of a 3 rating including delegation in accordance with the Cabinet approved minimum levels of delegation.
8. It will be appreciated if non-compliant departments and those that have reviewed their delegations provide the DPSA with the approved delegation registers (D1 to D4) in a pdf format no later than 29 October 2021.
9. Due to the size of the documents it is not practical for the DPSA to receive a large number of documents from departments by email. It will be appreciated if departments can request their Information Technology Units to upload the documents in a folder and email the link to vanessan@dpsa.gov.za.

10. It is also suggested that the Offices of the Premier in the provincial administrations coordinate the uploading of documents of their provincial departments.



MS YOLISWA MAKHASI
DIRECTOR-GENERAL, PUBLIC SERVICE AND ADMINISTRATION

DATE: 2001/6/4