



the dpsa

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## CIRCULAR 34 OF 2020

### TO ALL HEADS OF NATIONAL DEPARTMENTS AND GOVERNMENT COMPONENTS

#### TIME-FRAMES FOR SUBMISSION OF CABINET MEMORANDA REGARDING THE APPOINTMENT OF NATIONAL DIRECTORS-GENERAL (DGs) AND DEPUTY DIRECTORS-GENERAL (DDGs)

The circular on the revised Executive Protocol Document dated **03 March 2020** has reference.

The Department of Public Service and Administration (DPSA) is responsible for ensuring compliance regarding Cabinet Memoranda for the **appointments** of DGs, and currently for DDGs as well. However, recently, a number of Cabinet Memoranda have been submitted to the office of the Minister for the Public Service and Administration (MPSA), outside the stipulated timelines, which poses numerous challenges concerning following the established quality assurance protocols, prior to serving before the next available Cabinet meeting. Coupled with this, is the request for the extension of contracts for serving DGs, which must culminate in a Presidential Minute to endorse the Cabinet decision, which requires timely submission, before the actual effluxion of an existing contract.

These challenges have thus prompted this reminder to national departments to strictly adhere to and follow the specified protocols as reflected in the ***Executive Protocol: Principles and Procedures for the Employment of Heads of Department (HoDs) and Deputy Directors-General (DDGs)***. This process further encourages consistent lawful and Constitutional employment practices in the **recruitment** of HoDs and DDGs nationally, based on ability, objectivity and fairness.

The protocol document under Section 7.12, requires departments to submit their Cabinet Memoranda at least **four (4) weeks** before the next scheduled Cabinet meeting. This allows for and necessary corrections to be effected to ensure that a fully compliant Cabinet Memorandum serves before Cabinet. The Cabinet secretariat also applies strict turnaround times, and if such is not complied with, matters will not serve at that specific meeting, thus delaying appointments.

Kindly bring the content of this circular to the attention of the relevant officials responsible for these processes. Your co-operation in this regard will be appreciated.

Kind regards

MS Y MAKHASI  
DIRECTOR-GENERAL

DATE: 04/09/2020