



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

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TO: ALL HEADS OF NATIONAL DEPARTMENTS, PROVINCIAL DEPARTMENTS AND GOVERNMENT COMPONENTS

Circular No 18 of 2021

MINIMUM REQUIREMENTS FOR SUBMITTING REQUESTS PERTAINING TO REGULATION 57(4) OF THE PUBLIC SERVICE REGULATIONS, 2016

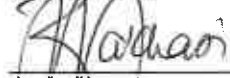
1. The DPSA has recently been inundated with requests from Executive Authorities for support pertaining to extended periods in terms of Regulation 57(4) of the Public Service Regulations, 2016.
2. Requests from departments generally reach the DPSA close to the expiry date of the contract(s). To address this, departments are advised to ensure that any request for support pertaining to the extended periods in relation to Regulation 57(4) reaches the DPSA at least **3 months prior** to the expiry date of the contract.
3. In order to facilitate the evaluation of requests, departments are requested to ensure that the following minimum information is included as per the following table-

Compliance in terms of Regulation 57(4)	
	Requirements
Compliance in terms of Regulation 57(2) a & b	The request for an extended period is in relation to: <ol style="list-style-type: none">1. An incumbent of a post being absent such the duties of the incumbent cannot be performed by other employees hence the request to extend for a longer period (provide justification).2. Temporary increase in work or any other reason to temporarily increase the staff for a period beyond 12 months (provide justification).
Special Project	In relation to a temporary increase in work is the request being made in light of a special project? The Department needs to justify if the intention of the appointment additional to the establishment for the extended period is as a

	result of a special project. Time frames for the implementation and conclusion of the project (project plan).
Available internal capacity for business continuity	<p>The Department must provide a clear indication as to the available capacity on the organizational structure.</p> <p>Reasons why the temporary need cannot be addressed through other available mechanisms such as directing other employees to perform the functions in terms of section 32 of the Public Service Act, 1994, or alternatively secondments.</p>
Impact on the State	What will be the impact on the State if this additional capacity is not supported for the extended period?
Organisational Structure	Is there an approved and consulted organizational structure? If so why are posts not being filled accordingly? If not, what has been the delays in the finalization of the structure? If there has been a perpetual need for the additional capacity, why has such a function not been considered as part of the permanent structure?
Requested additional capacity to the establishment	The number of positions and levels of such positions being requested for in terms of the extended period. The expected roles of the person/s, confirmation that a job evaluation/benchmark was concluded for each position. The dates when such persons entered into the employment contracts with the department. The dates when the employment contracts will come to an end. The requested duration of the extended period.
Available funding	Funding through donor or Compensation of Employees (CoE). If funded through a donor, departments must provide full details pertaining to duration of such funding. If funded through CoE, provide an indication of the financial implications considered and whether the department is able to absorb such financial costs. If funded through CoE, departments are expected to stipulate the current vacancy rate within the department. Departments must provide an indication with respect to the utilisation of the CoE on the filling of vacancies and the impact on the department due to the redirection of funds. Departments must also indicate the total number of persons on contract appointed additional to the establishment.

4. Details of an official who will be the main point of contact if additional information is required must be included in the request. Should the request not conform to the above, it will be referred back to the relevant department immediately. Departments to also note the attached circular dated 24 January 2019 in relation to the appointment of temporary workers and the Labour Relations Act, 1995. The Departments' cooperation will be appreciated.

Kind regards,



Ms Y Makhasi
Director-General

Date: 26/8/2021