



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

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Ref: 14/2/1

TO HEADS OF DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS

REQUEST FOR DEPARTMENTS TO ALIGN THEIR HUMAN RESOURCE PLANS WITH THE PRESCRIBED TEMPLATE FOR HUMAN RESOURCE PLANS IN THE PUBLIC SERVICE.

1. In terms of *par.5.1* of the amended HR Planning Directive issued by the Minister for Public Service and Administration (MPSA), departments shall use the Human Resource (HR) Planning Template to compile their HR Plans.
2. In view of the above, and to ensure consistency across departments and provinces, departments were with effect from **01 December 2008**, required to use the prescribed HR Planning Template.
3. Departments are, therefore, requested to align their new or existing MTEF and Annual Adjusted HR Plans with the prescribed HR Planning Template.
4. The template is available on the Department of Public Service and Administration (DPSA) website (www.dpsa.gov.za), and can be emailed to departments on request.
5. It should be noted that all **approved** HR Plans that are not aligned to the prescribed HR Planning Template will not be analysed, and formal feedback will not be provided. Furthermore, the trends identified by the department in the HR Plan, will also not be incorporated in the Aggregated Report for HR Plans in the Public Service.

6. In the case whereby your department has already aligned its HR Plan to the prescribed HR Planning Template, and has submitted an approved HR Plan to the DPISA, please check that you have received an acknowledgement letter from the DPISA.
7. For any enquiries or assistance on the use of the prescribed HR Planning Template, please contact **Ms. Thakane Kolobe, Tel:(012) 336 1197/1296 or email: ThakaneK@dpsa.gov.za**.
8. Your support and co-operation in this regard is greatly appreciated.

Regards



DIRECTOR-GENERAL

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