

Erratum - Please note the dates in paragraph 5 of the circular should read:

Reporting measures pertaining to the other requirement that employees should by the end of **January 2017** cease conducting business with an organ of the state; resign as a director of a company that conducts business with an organ of state; or resign as an employee and by the end of **February 2017** submit proof that the employee has ceased conducting business or has resigned as a director of a company that conducts business with an organ of the state.



the dpsa

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CIRCULAR NO. EIM 2/2016

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

REPORT TO DPSA ON EMPLOYEES CONDUCTING BUSINESS WITH AN ORGAN OF STATE

1. The Minister for Public Service and Administration issued Public Service Regulations (PSR), 2016 with effect from 1 August 2016.
2. The DPSA issued Circular EIM 1/2016 to remind Heads of Department (HODs) of the transitional arrangements contained in Annexure 1 (2) of the PSR, 2016 and further indicated that more communication will follow pertaining to expected reporting measures.
3. Transitional arrangements listed under the Public Service Regulations, 2016 required of employees to disclose to their HODs (and HODs to their Executive Authorities) by the end of August 2016, all business conducted with an organ of state or directorships of a company that conducts business with an organ of state.
4. The purpose of this circular is to request HODs to report to the DPSA on or before 30 September 2016, the relevant disclosures. Attached is an example of a disclosure report.
5. Reporting measures pertaining to the other requirements listed under Annexure 1 (2) of the PSR, 2016 will follow suit. This includes measures on the requirement that employees should by the end of March 2017 cease conducting business with an organ of state; resign as a director of a company that conducts business with an organ of state; or resign as an employee and by the end of the April 2017 submit proof that the employee has ceased conducting

business or has resigned as a director of a company that conducts business with an organ of the state.

6. For any enquiries or to obtain an electronic copy of the attached example of a disclosure report, please contact Salomon Hoogenraad-Vermaak, telephone number 012 336 1281 or email SalomonH@dpsa.gov.za.
7. Your co-operation is appreciated.


DIRECTOR-GENERAL

DATE: 13/09/2016