



**the dpsa**

Department:  
Public Service and Administration  
**REPUBLIC OF SOUTH AFRICA**

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## **CIRCULAR NO. EIM 1/2017**

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


Dear Colleague,

**RE: IMPLEMENTATION OF REGULATION 13(C) OF PUBLIC SERVICE REGULATIONS, 2016**

1. The Minister for Public Service and Administration issued Public Service Regulations (PSR), 2016 with effect from 1 August 2016.
2. In 2016, the DPSA issued two Circulars (EIM 1/2016 and EIM 2/2016) to raise awareness on the transitional arrangements of Public Service Regulations, 2016 and to request departments to report on progress in implementing regulation 13 (c).
3. The Minister for Public Service and Administration on 19 January 2017 wrote letters to a number of Departments whose employees were identified as potential suppliers registered on the Central Supplier Database and whose employees were conducting business with an organ of state. In these letters, Heads of Department were requested to raise awareness on the transitional arrangements with the identified personnel.
4. In a letter dated 24 February 2017 (*RE: Feedback Required on the Implementation of Public Service Regulations, 2016, Regulation 13 (C): Prohibition Regarding Public Service Employees Conducting Business with an Organ of State*) departments were requested to provide feedback to the DPSA by 31 March 2017, using the attached proforma, outlining the *status quo* pertaining to their implementation of regulation 13 (c). Only 39 departments responded.
5. As a number of Departments still need to submit this information, the due date for submission is herewith extended to **31 July 2017** (see attached template).
6. The following **additional** information is required from **all Departments** on or before **31 July 2017**:
  - a. Updated information on what disciplinary steps have been taken against those public officials who have not resigned from the Public Service as required at the end of January 2017, but continued to conduct business with an organ of state.

7. Departments are requested, in terms of the Directive on Other Remunerative Work Outside the Employee's Employment in the Relevant Department as Contemplated in Section 30 of the Public Service Act, 1994, to process applications for performing other remunerative work **within 30 days** and ensure the **capturing of applications on Persal**. Information extracted from Persal system show that as at 30 May 2017, 39 departments were compliant.
8. For any enquiries please contact Salomon Hoogenraad-Vermaak, telephone number 012 336 1281 or email [SalomonH@dpsa.gov.za](mailto:SalomonH@dpsa.gov.za).

Your co-operation is appreciated.

  
**MR MASHWAHLE DIPHOFA**  
**DIRECTOR-GENERAL**  
**DATE: 19/06/2017**

**REPORTING ON INFORMATION REGARDING EMPLOYEES CONDUCTING BUSINESS WITH AN ORGAN OF STATE**

DEPARTMENT OF ..... (Fill in name of National Department)  
 DEPARTMENT OF ..... PROVINCE OF ..... (Fill in name of Provincial Department)

**INFORMATION AND REPORTING FORMAT**

**A. LIST OF EMPLOYEES WHO RESIGNED TO PURSUE BUSINESS INTERESTS INVOLVING ORGAN/S OF STATE**

No	Name and Surname	Identification number	PERSAL number	Job title (e.g. Senior State Accountant)	Salary level (e.g. level 8)	Date of resignation	Interest to be pursued

**B. LIST OF EMPLOYEES WHO RESIGNED THEIR INTERESTS IN AN ENTITY/ENTITIES CONDUCTING BUSINESS WITH AN ORGAN OF STATE<sup>1</sup>**

No	Name and Surname	Identification number	PERSAL number	Name of company that conducted business with an organ of state	Company registration number	Date on which interest was terminated	Proof submitted (E.g. Letter from accountant, CIPC resignation letter)
1							
2							
3							
4							
5							
6							
7							

<sup>1</sup> Take note that the *Directive on Conducting Business with an Organ of State*, issued 31 January 2017, excluded certain activities from being regarded as conducting business with an organ of state.

**C. CERTIFY CORRECTNESS OF INFORMATION**

The above information is certified as correct.

Signature of Head of Department

Name: .....

Date: .....