



**the dpsa**

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

**Department of Public Service and Administration**

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**CIRCULAR NO. TAU 02/2021**

**TO: ALL HEADS OF NATIONAL DEPARTMENTS AND PROVINCIAL DEPARTMENTS**

Dear Colleagues,

**RE: GUIDE ON MANAGING DISCIPLINE IN THE PUBLIC SERVICE AND GUIDE TO IMPLEMENT LIFESTYLE AUDITS IN THE PUBLIC SERVICE**

1. The Department of Public Service and Administration (DPSA), in particular the Public Administration Ethics, Integrity and Disciplinary Technical Assistance Unit (PA-EID-TAU), is mandated in terms of the Public Administration Management Act, 2016 (PAMA) and the Public Service Act, 1994 (PSR) to set norms and standards on ethics, integrity, conduct and discipline management and to monitor the implementation of prescripts pertaining to ethics, integrity, conduct and discipline management.
2. In terms of Section 15(4) of the PAMA, the PA-EID-TAU has the following functions –
  - “(a) to provide technical assistance and support to institutions in all spheres of government regarding the management of ethics, integrity and disciplinary matters relating to misconduct in the public administration;”
  - “(b) to develop the norms and standards on integrity, ethics, conduct and discipline in the public administration.”
  - “(c) to build capacity within institutions to initiate and institute disciplinary proceedings into misconduct.”
  - “(d) to strengthen government oversight of ethics, integrity and discipline, and where necessary, in cases where systemic weaknesses are identified, to intervene;”
  - “(e) to promote and enhance good ethics and integrity within the public administration.”
3. In monitoring and assessing compliance of departments and employees it is evident that in order to renew the Public Service and to encourage employees to aspire towards higher levels of ethics and integrity, discipline management and conduct have to be improved. This will not only institutionalise

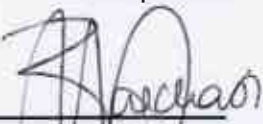
the values of professional conduct as advocated by our Constitution, but it will also align to the prescripts of a developmental State and improve service delivery to the people of South Africa.

4. To address discipline management and conduct, the Minister for the Public Service and Administration approved the following two guides:
  - a. Guide on managing discipline in the Public Service
  - b. Guide to implement lifestyle audits in the Public Service
5. Departments are to take note of the approved Guides, and Heads of Departments are to bring the content of these guides to the attention of the relevant employees, and to ensure the implementation of the required processes for managing such.
6. The PA-EID-TAU will provide continuous technical assistance to assist departments with the implementation of these two Guides. Training interventions will be communicated with departments.
7. For more information, departments may contact [TAUCompliance@dpsa.gov.za](mailto:TAUCompliance@dpsa.gov.za).

Requests specific to the Guide to implement lifestyle audits in the Public Service should be directed to Mr Isaac Kabini ([IsaacK@dpsa.gov.za](mailto:IsaacK@dpsa.gov.za) or (012) 336 1237) .

Requests specific to the Guide on managing discipline in the Public Service should be directed to Mr Nathi Dlamini ([NkosinathiD@dpsa.gov.za](mailto:NkosinathiD@dpsa.gov.za) or (012) 336 1888).

8. Your co-operation is appreciated.

  
**MS YOLISWA MAKHASI**  
**DIRECTOR-GENERAL**  
DATE: 01/04/2021