



**DEPARTMENT: PUBLIC SERVICE AND ADMINISTRATION  
REPUBLIC OF SOUTH AFRICA**

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**TO ALL HEADS OF DEPARTMENT**

**AMENDMENTS TO MINISTERIAL DIRECTIVE ON DISCIPLINARY CODE  
AND PROCEDURE FOR MEMBERS OF THE SENIOR MANAGEMENT  
SERVICE (SMS)**

1. In my letter dated 3 September 2003, departments were informed of the new disciplinary code and procedure for members of the SMS as directed by the Minister for the Public Service and Administration.
2. Part of the new procedure was the removal of the appeal procedures of the SMS. It was however omitted to remove the fourth bullet under paragraph 2.2(1)(d) of the Code. In terms of this principle, the member has the right to appeal against any decision. This is obviously incorrect in view of the removal of the appeal procedure. Annexures B and C to the disciplinary code for the SMS reflect examples of a warning and a final written warning letter respectively. Both examples, however, contain a paragraph stating that a member has the right to appeal.
3. In view of this situation the Minister has now directed in terms of Regulation 4/VIII/D of the Public Service Regulations, 2001 that this oversight be corrected by deleting the following parts of the disciplinary code and procedure for members of the SMS:
  - (a) The fourth bullet under paragraph 2.2(1)(d).
  - (b) The paragraph in Annexures B (written warning) and C (final written warning) to the code that refers to the right of a member to lodge an appeal.

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4. The SMS handbook will be amended accordingly.

  
/ DIRECTOR GENERAL  
DATE: 8/12/2003