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**TO ALL HEADS OF DEPARTMENT**

**THE PUBLIC SERVICE GUIDELINES FOR DISCIPLINARY SANCTIONS AND PRECAUTIONARY SUSPENSION**

In view of the emerging trend on inconsistent application of sanctions for similar misconduct and the delays in the finalisation of disciplinary cases due to precautionary suspensions, the Minister for Public Service and Administration has approved guidelines on sanctions and precautionary suspensions for the public service.

Please find attached for your attention the Public Service Guidelines for Disciplinary Sanctions and Precautionary Suspension. The contents of the guidelines are derived from trends and case law, the provisions of labour relations and disciplinary framework applicable in the public service.

We trust that the guidelines will be of assistance to you in dealing with disciplinary cases in your respective departments.

Yours sincerely

  
Mr M Diphofa

Director General

Date: 04/12/2015