



**the dpsa**

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

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**TO ALL HEADS OF DEPARTMENT**

**LR CIRCULAR 2 OF 2017**

**MINISTERIAL DIRECTIVE ON THE CAPTURING OF LABOUR RELATIONS (LR) RELATED CASES ON THE PERSAL SYSTEM**

Please note that the capturing of data on the PERSAL system as a means of information management and reporting mechanism of disciplinary cases for the public service is not being effectively and fully utilised by most departments. The function has been amended to suit the needs of departments. The DPSA in conjunction with National Treasury has been providing training for identified users on an ongoing basis for consistent reporting.

As a result of the above challenge and to ensure compliance, the MPSA on 05 July 2017 issued the directive to Executive Authorities and heads of departments informing them about the lack of compliance to the capturing of the labour relations information on the PERSAL system, and that any future contraventions in this regard will be dealt with in accordance with section 16A of the Act.

Please find attached for your attention the Ministerial Directive on the capturing of the labour relations related cases on the PERSAL system. The Directive is also posted on the DPSA website for ease of reference.

We trust that the Ministerial Directive will assist in the utilisation of the labour relations (LR) PERSAL function (4.12) in your respective departments.

Yours sincerely

Mr M Diphofa  
Director General

Date: 2017/10/26



**DIRECTIVE ON THE CAPTURING OF LABOUR RELATIONS  
RELATED CASES ON THE PERSAL SYSTEM**

**ISSUED BY THE MINISTER FOR THE  
PUBLIC SERVICE AND ADMINISTRATION**

## **1. INTRODUCTION**

- 1.1** Government, at the Cabinet Lekgotla held in January 2010, adopted 12 Outcomes that reflect government mandate and are derived from the MTSF. The outcomes are linked to different cabinet portfolios wherein Ministers entered into service level agreements in the form of a delivery agreement with the President. The work of the Minister for the Public Service and Administration is directly focused on Outcome 12 being, "an efficient, effective and development orientated public service". The emphasis is on what should be done differently, and how, with respect to public administration/management, to get the public service to operate more efficiently and effectively.
- 1.2** As part of the Minister for Public Service and Administration's Delivery Agreement on Outcome 12, one of the key activities is to ensure compliance with timeframes regarding disciplinary processes. The capturing of disciplinary data on the PERSAL system as a means of information management and reporting mechanism of disciplinary cases for the public service is not being effectively and fully utilised by most departments to measure the time it takes to finalise cases. The PERSAL function is being amended to suit the needs of departments and the Department of Public Service and Administration (DPSA) together with National Treasury has been, and continues to, provide training for identified users on an ongoing basis for consistent capturing and reporting.
- 1.3** The emphasis is on the importance of the reporting mechanism as an integral part of monitoring and evaluation process in the management of discipline in the public service. The reporting is done through the FOSAD Action Plan which is monitored by the Department of Planning Monitoring and Evaluation.
- 1.4** Cabinet on 22 June 2016 approved that the Minister for Public Service and Administration review the disciplinary code and related legislation with a view to expedite the finalisation and rationalisation of the process for disciplinary cases.
- 1.5** The Director General: DPSA, on 16 January 2012 and 17 November 2014 respectively, issued circulars on the capturing of information related to disciplinary matters by utilising the labour relations function on PERSAL.

## **2. SCOPE OF APPLICATION**

This Directive is applicable to all national departments, national government components, Offices of Premiers, provincial departments, provincial government components established in terms of the Public Service Act, 1994 (Proclamation 101 of 1994) (hereinafter collectively referred to as "Departments").

### 3. AUTHORISATION

This Directive is issued by the Minister for the Public Service and Administration in terms of section 41(3) of the Public Service Act, read with regulation 9 of the Public Service Regulations, 2016.

### 4. COMMENCEMENT

This Directive takes effect on the date of approval hereof by the Minister for the Public Service and Administration.

### 5. CAPTURING OF LABOUR RELATIONS RELATED CASES ON PERSAL

5.1 Heads of department are hereby directed to ensure that labour relations related cases are captured on the PERSAL system.

5.2 In so capturing the cases, departments are required to utilise the labour relations PERSAL function (4.12).

### 6. REPORTING AND MONITORING MEASURES

Departments shall, on an ongoing basis, capture all their labour relations related cases on PERSAL to enable DPSA to access and extract reports.

### 7. NON-COMPLIANCE

Any non-compliance of this Directive must be dealt with in terms of section 16A of the Public Service Act.

**DIRECTIVE ISSUED BY THE MINISTER FOR THE PUBLIC SERVICE AND ADMINISTRATION**



**MS AF MUTHAMBI, MP**  
**MINISTER FOR THE PUBLIC SERVICE AND ADMINISTRATION**

Date: 2017. 07. 05