Enquiries: Percy Tshabane
Tel: 012 336 1491
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TO: ALL HEADS OF DEPARTMENT

REQUEST FOR INFORMATION IN TERMS OF SECTION 16A(2) OF THE PUBLIC SERVICE ACT, 1994, AS AMENDED

Section 16A(2) of the PSA provides as follows:

(2)   A head of department shall:

(a) immediately take appropriate disciplinary steps against an employee of the department who does not comply with a provision of this Act or a regulation, determination or directive made thereunder;

(b) immediately report to the Director-General: Public Service and Administration the particulars of such non-compliance; and

(c) as soon as possible report to that Director-General the particulars of the disciplinary steps taken.

Departments are accordingly requested to provide information as per the abovementioned legal provision.

Kindly provide the requested information in attached Annexure A, and submit this to the DPSA no later than 08 September 2017.

You cooperation is appreciated.

Yours sincerely

Mr. Mashwahle Diphofa
Director-General
Date: 16/08/2017

the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

Annexure A

REQUEST FOR INFORMATION IN TERMS OF SECTION 16A(2) OF THE PUBLIC SERVICE ACT, 1994, AS AMENDED

Provision of Public Service Act or Regulation employee did not comply with	Indicate disciplinary action taken	If disciplinary action was not taken, provide reasons	Outcome of disciplinary action	Total number of employees against whom disciplinary action was taken

Kindly return the completed template which has been signed-off by the Head of Department or designated official no later than **08 September 2017.**

Submissions of the template and further enquiries in this regard should be directed to Mr. Percy Tshabane via email at Percy.Tshabane@dpsa.gov.za or telephonically on 012 336 1491.

Duly authorised by Head of Department/ Designated Official

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Name:

Designation:

Date: