



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

Private Bag X916, PRETORIA, 0001 Tel: (012) 336 1000, Fax: (012) 326 7802
Private Bag X9148, Cape Town, 8000. Tel: (021) 467 5120, Fax: (021) 465 5484

Enquiries	Ms J C Brink
Tel No.	012-336 1099
Fax	0866188713
File	1/6/2/P

TO HEADS OF ALL DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS

For Attention: Heads of Corporate Services /Human Resources

IMPLEMENTATION OF THE POLICY AND PROCEDURE ON INCAPACITY LEAVE AND ILL-HEALTH RETIREMENT (PILIR): INVOICING PROCESS

This Department's evenly-numbered circular in the above regard refers.

2. Following discussion with National Treasury, funds have been made available on the MTEF cycle for PILIR. The funds for the 2006/07 financial year have been allocated to the DPSA's budget. It therefore follows that the DPSA will be responsible for the payment and fees for services rendered in terms of the contracts with the respective Health Risk Managers, appointed in terms of PILIR.
3. In order to facilitate a smooth and prompt payment process, the dpsa developed the attached guide, clarifying the respective role-players responsibilities in this regard. To summarise, your department's role in the process, it is important to note that-
 - a. in respect of training, your department must sign off the attendance register, completed at a training session. The HRM will use this attendance register to invoice the dpsa for training conducted;
 - b. as for the baseline fee, that is the fixed monthly fee plus the capitation fee, all that is required is that the Provincial PILIR Champions, must on a quarterly basis certify the headcount in the Provincial Administrations. In the case of National Departments as a group, the DPSA will certify such headcount; and

c. as for the assessment of Incapacity leave and Ill-Health Retirements applications, your departments are required to sign off on completed cases on a check/sign off sheet provided by the HRM. The HRM shall then invoice the dpsa accordingly. You are urged to keep a proper application register to assist with this sign off process. The DPSA has provided departments with electronic application register to facilitate this process. See also the attached example.

4. Since prompt payments are essential in ensuring continuous service delivery, your kind and diligent co-operation is highly appreciated.



DIRECTOR-GENERAL

DATE: 31 July 2006