



**the dpsa**

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

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## **TO ALL HEADS OF NATIONAL DEPARTMENTS AND GOVERNMENT COMPONENTS**

### **CIRCULARS: REQUEST TO REPORT ON COMPLIANCE WITH THE SIGNING OF PERFORMANCE AGREEMENTS BY MEMBERS OF THE SENIOR MANAGEMENT SERVICE FOR THE 2012/2013 PERFORMANCE CYCLE BY 31/07/2012**

#### **Introduction**

1. This Circular serves to request all Heads of National Departments to ensure compliance with the signing of Performance Agreements (PAs) by members of the Senior Management Service (SMS) in their respective departments for the 2012/2013 performance cycle and to report thereon to the Department of Public Service and Administration (DPSA) by **31 July 2012**.

#### **Concluding Performance Agreements**

2. In June 2009 the Minister for the Public Service and Administration (MPSA), in terms of regulation 4/III/B.3 of the Public Service Regulations, 2001, read with section 41(3) of the Public Service Act, 1994, amended the Directive on the Performance Management and Development System for members of the SMS set out in Chapter 4 of the SMS Handbook. In terms of this amendment, with effect from 1 April 2009, all members of the SMS must conclude their performance agreements within the first two months of the financial year, i.e. by 31 May of each year. In the event of a national and provincial election occurring within the first three months of any financial year all members of the SMS must conclude their performance agreements for that financial year within three months following the month in which the elections took place. A newly appointed member of the SMS must conclude her/his PA within the first three months of appointment. The 2009 directive determined that members of the SMS who do not comply with the above-mentioned directive shall not qualify for any performance incentive, including pay progression for the relevant performance cycle.

#### **Reporting on the signing of Performance Agreements**

3. For purposes of reporting to the Minister for the Public Service and Administration, please furnish the DPSA by **31 July 2012** with the following information for the 2012/2013 performance cycle:

Staatsdiens en Administrasie . Ditirelo tsa Puso le Tsamaiso . Ditshebeliso tsa Mmuso le Tsamaiso . uMnyango wemiSebenzi kaHulumeni nokuPhata

Muhasho wa Tshumelo ya Muvuso na Vhulanguli . Kgoro ya Ditirelo tša Mmušo . Ndzawulo ya Vutirela-Mfumo na Valawuri

LiTiko le Tebasebenti baHulumende nekuPhata . ISebe leNkonzo kaRhulumente noLawulo . UmNyango wemiSebenzi kaRhulumente nokuPhata

- 3.1 The number of signed Performance Agreements of SMS members as on 31 May 2012, provided in the template attached to this Circular (**Annexure A**).
- 3.2 Please note that changing the date of 31 May 2012 on the template to a later date and submitting it will not be considered a valid response.
4. The report for your Department must by **31 July 2012** be forwarded to Ms Ontlametse Baloyi of the DPSA at the following address:
  - Email: [pmds@dpsa.gov.za](mailto:pmds@dpsa.gov.za)
  - Tel. no. 012 336 1474
  - Fax: 012 336 1812
5. Your cooperation is appreciated.



**Mr. M Diphofa**  
**Director-General**

**Date:** 05/07/2012

### REPORT ON THE SIGNING OF PERFORMANCE AGREEMENTS BY HODS AND OTHER SMS MEMBERS

Please provide the following data for your department on the signing of PAs by SMS members as at 31 May 2012 (the same information that must be included in the departmental Annual Report). The completed template must be signed off by the Executive Authority or HoD.

NAME OF DEPARTMENT: \_\_\_\_\_ PROVINCE (IF APPLICABLE): \_\_\_\_\_

CONTACT DETAILS OF PERSON RESPONSIBLE IN YOUR DEPARTMENT: NAME: \_\_\_\_\_ DESIGNATION: \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_ CELL NO. \_\_\_\_\_ E-MAIL \_\_\_\_\_

DATE OF SUBMISSION OF INFORMATION TO THE DPSA: (On or before 31 July 2012)

Information for performance cycle 2012/2013 Performance Cycle (Please provide detailed data in the fields)

| SMS Level                 | Total Number of SMS Members per Level as on 1 March 2012 | Number of new SMS appointees who must still sign PAs within a 3-month period | Number of Signed PAs by 31 May 2012 | Number of PAs not yet signed as at 31 May 2012 | Reasons for non-compliance, e.g. long absences due to maternity, suspensions, etc. (a separate report may be uploaded if space is insufficient) |
|---------------------------|--|--|-------------------------------------|--|---|
| Director- General / HOD   |  |  |                                     |  |   |
| SMS level 16, but not HOD |  |  |                                     |  |   |
| SMS level 15              |  |  |                                     |  |   |
| SMS level 14              |  |  |                                     |  |   |
| SMS level 13              |  |  |                                     |  |   |
| <b>Total</b>              |  |  |                                     |  |   |

**Note:**

Amending the date of 31 May 2012 to a later date and submitting it will not be considered a valid response

Executive Authority Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Completed template should be forwarded to: [pmds@dpsa.gov.za](mailto:pmds@dpsa.gov.za)

Fax: 012 3361812.

Tel: 012 3361474