



the dpsa

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## TO ALL HEADS OF NATIONAL/PROVINCIAL DEPARTMENTS AND GOVERNMENT COMPONENTS

### REMINDER: COMPULSORY CAPTURING OF PMDS INFORMATION AND THE IMPLEMENTATION OF COMPLIANCE MEASURES FOR SMS PMDS

#### Introduction

1. This Circular serves to remind all Heads of National/Provincial Departments and Government Components to capture the compulsory information on signing of performance agreements on the PERSAL system for the 2013/2014 performance cycle.

#### Recording of Performance Management Information

2. In the Circular dated 22 January 2013 the Director-General: Department of Public Service and Administration (DPSA), requested that Heads of Department and Government Components must ensure that their employee's performance information for 2013/2014 and subsequent performance cycles are captured on the PERSAL System.
3. Departments are hereby reminded to capture information on the signing of performance agreements for the 2013/14 performance cycle on the PERSAL system. All performance agreement information for Senior Management Services (SMS) members and PA's or workplans for non-SMS employees for the 2013/2014 performance cycle must be captured on the system on or before the **30 June 2013**.
4. The DPSA will draw a PERSAL report on **01 July 2013** and this PERSAL information will be the primary data used by the DPSA to report and advise on the compliance in the signing of performance agreements and other performance related matters.

#### **Performance Agreements for SMS members**

5. In terms of paragraph 8.1 of Chapter 4 of the SMS Handbook, *"All members of the SMS shall enter into a performance agreement within the first month of the financial cycle."* This was amended by DPSA circular dated 5 June 2009 which prescribes that *"with effect from 1 April 2009, SMS members and their supervisors must conclude their performance agreements within the first two months of the financial year i.e. by 31 May of each financial year."* SMS

members who do not comply shall not qualify for any performance incentives including pay progression for that performance cycle.

6. Furthermore, should the SMS member and/or his/her supervisor not conclude, sign and file their PAs without showing good cause (i.e. signed by 31 May of each financial year) the relevant executive authority or head of department is obliged to immediately take appropriate disciplinary steps in terms of section 16A (1) or (2) of the Public Service Act, 1994, as amended. In terms of section 16A (2)(b) and (c) the head of department must *"immediately report to the Director-General: DPSA the particulars of such non-compliance; and as soon as possible report the particular of the disciplinary steps taken.*
7. Since the due date of 31 May 2013 for the signing of performance agreements has passed, heads of department must ensure that non-compliant SMS members must be dealt with in terms of the provisions of the applicable Ministerial Directives and sections of the Public Service Act, 1994. This implies that:
  - Non-compliant SMS members must be informed that they will not qualify for any performance incentives including pay progression for the 2013/2014 performance cycle;
  - Departments must report to the Director-General: DPSA the particulars of the non-compliance and disciplinary steps taken against non-compliant SMS members, and
  - These members must sign a performance agreement.
8. It must be noted that all SMS members must have a signed performance agreement and must be assessed for the 2013/2014 cycle, even if they have missed the due date of 31 May 2013. Newly appointed SMS members must sign a performance agreement within 3 months of his/ her appointment. Heads of Department must submit their performance agreements to the Public Service Commission.
9. For any PMDS related queries please direct these to the DPSA, Mr. T Shabane at 012-336 1246 or
  - Email: [pmds@dpsa.gov.za](mailto:pmds@dpsa.gov.za)
  - Fax: 012-336 1812
8. Your cooperation is appreciated.



Mr. N Nkontwana  
Acting Director-General

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