



**premier**

Department:  
Office of the Premier  
**PROVINCE OF KWAZULU-NATAL**

**DIRECTORATE:**

Private Bag X9037, Pietermaritzburg, 3200  
1<sup>st</sup> floor, Invesco Centre, Chatterton Road, Pietermaritzburg, 3201  
Tel: 033 328 1760 Fax: 033 328 1784  
e-mail: madoda.jamile@kznpremier.gov.za

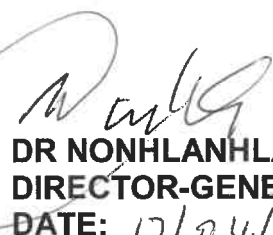
Human Resource Policy & Practices  
Enquiries: Mr. QM Jamile

## **Circular No. 01 of 2020**

### **TO ALL HEADS OF DEPARTMENT KWAZULU-NATAL PROVINCIAL GOVERNMENT**

#### **DISTRIBUTION OF DPSA CIRCULAR 17 OF 2020: EXTENSION OF DUE DATE FOR THE SIGNING OF PERFORMANCE AGREEMENTS FOR HEADS OF DEPARTMENT, MEMBERS OF SENIOR MANAGEMENT AND EMPLOYEES OTHER THAN MEMBERS OF THE SMS FOR THE 2020/2021 PERFORMANCE CYCLE**

1. The above subject bears reference.
2. Kindly receive the attached self-explanatory Circular issued by the Department of Public Service and Administration (DPSA) regarding the Extension of the due date for the signing of performance agreements for Heads of Department, Members of Senior Management and employees other than Members of SMS for the 2020/2021 performance cycle are forwarded to you for your further attention and implementation.
3. Your support in the effective communication and implementation of the Circular to all employees in your Department is appreciated.

  
**DR NONHLANHLA O. MKHIZE**  
**DIRECTOR-GENERAL**  
DATE: 17/04/2020



**MINISTRY  
PUBLIC SERVICE AND ADMINISTRATION  
REPUBLIC OF SOUTH AFRICA**

Private Bag X916, PRETORIA, 0001 • Tel: (012) 336 1000, Fax: (012) 336 1809  
Private Bag X9148, Cape Town, 8000 • Tel: (021) 467 5120, Fax: (021) 465 5484

**TO: ALL EXECUTIVE AUTHORITIES OF NATIONAL DEPARTMENTS, PROVINCIAL DEPARTMENTS AND GOVERNMENT COMPONENTS**

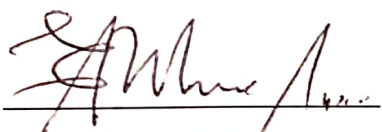
**CIRCULAR 17 OF 2020**

**EXTENSION OF THE DUE DATE FOR THE SIGNING OF PERFORMANCE AGREEMENTS FOR HEADS OF DEPARTMENT, MEMBERS OF SENIOR MANAGEMENT AND EMPLOYEES OTHER THAN MEMBERS OF THE SMS FOR THE 2020/2021 PERFORMANCE CYCLE**

1. The PMDS for HODs and members of the Senior Management Service (SMS) are guided by the Public Service Act, 1994, read with Regulation 88 of the Public Service Regulations, 2016 and for employees other than members of the SMS by Regulation 72 (1) of the PSR 2016. All HODs are required to enter into, sign and conclude their performance agreements (PAs) with the relevant Executive Authority (EA). HODs of National Departments have to submit it to the Department of Planning Monitoring and Evaluation (DPME) and Provincial HODs must submit their PAs with their respective Offices of the Premiers on or before 30 April of each financial year. Members of the SMS and employees other than members of the SMS are required to sign and finalise their PAs on or before 31 May of each performance cycle.
2. Paragraph 7.1 of PMDS for HODs and paragraph 12.4.4 of the PMDS directive for members of the SMS provide that the MPSA may under justifiable circumstances grant a deviation from complying with the timeframes/due dates on the signing of PAs. Moreover, under certain circumstances the MPSA may also consider granting a deviation from part(s) of the PMDS processes and procedures with or without restrictions.
3. Regulation 4 of the PSR 2016 (tag B) allows the MPSA to under justifiable circumstances, (a) authorise a deviation from any regulation and if necessary, (b) authorise a deviation contemplated in (a) with retrospective effect for purposes of ensuring equality.
4. On 23 March 2020, the President declared a nation-wide lockdown with effective from 26 March 2020 to 16 April 2020. This has implications on the due dates for the signing of PAs for the 2020/2021 for all SMS members (including HODs) and employees other than members of the SMS, as well as for the finalisation of the HOD's evaluations for the 2018/2019 performance cycle.

5. Therefore, I grant approval to extend the due dates for the signing of PAs for HODs, members of the SMS and employees other than members of the SMS for the 2020/2021 performance cycle be extended by three (3) calendar months after the last day of the lockdown (16 April 2020) or the last day of the extension of the lockdown should it be so extended.
6. I also extend the due date for the finalisation of the HOD's evaluations for the 2018/19 performance cycle by the DPME and the respective Offices of the Premier by three (3) calendar months after the last day of the lockdown (16 April 2020) or the last day of the extension of the lockdown should it be so extended.

Kind regards



**MR. SENZO MCHUNU, (MP)**  
**MINISTER FOR THE PUBLIC SERVICE AND ADMINISTRATION**

DATE: 08/04/2020