



CIRCULAR No: H105 / 2020

TO: ALL HEADS OF DIVISIONS / DIRECTORATES / CHIEF DIRECTORATES / HEADS OF INSTITUTIONS / REGIONS / DISTRICTS / SUB-STRUCTURES

E-DISCLOSURE: DEVIATION FROM THE DETERMINATION ON OTHER CATEGORIES OF DESIGNATED EMPLOYEES TO DISCLOSE THEIR FINANCIAL INTERESTS AND DIRECTIVE ON THE FORM, DATE AND FINANCIAL INTERESTS TO BE DISCLOSED: 2019/2020 DISCLOSING PERIOD

1. INTRODUCTION AND PURPOSE

1.1 The Public Service Regulations (PSR), 2016, empowers the Minister for Public Service and Administration (MPSA) to designate other categories of employees to disclose their financial interests. Furthermore, the MPSA has the power to determine the form, date and financial interests to be disclosed. It is against this background that the *Determination on other categories of designated employees to disclose their financial interests and the Directive on the form, date and financial interests to be disclosed* has been issued.

1.2 The purpose of this circular is to inform all designated employees required to disclose of the decision by the MPSA to grant a deviation from the Determination and Directive for the 2019/2020 disclosing period (DPSA letter attached). Taking into consideration the fact that among the categories of designated employees required to disclose their financial interests, there are health workers and other essential service employees who are at the forefront of the fight against Covid-19, therefore **the MPSA decided to grant a once off deviation to the effect that:**

1.2.1 **All categories** of designated employees will **have between 1 June 2020 to 31 July 2020 to disclose** their financial interests;

1.2.2 Designated employees will be able to **access the E-Disclosure website from home** via www.edisclosure.gov.za (DPSA letter attached);

1.2.3 The Head of Department has up to 30 September 2020 to report on verified disclosed financial interests for completeness and possible conflict of interest;

2. DETERMINATION ON OTHER CATEGORIES OF DESIGNATED EMPLOYEES TO DISCLOSE THEIR FINANCIAL INTERESTS

2.1 The following categories of employees are designated to disclose their financial interests for the 2019/2020 financial year between 1 June 2020 – 31 July 2020:

2.1.1 Employees appointed at **salary levels 12** including employees earning the equivalent of **salary levels 12 through the OSD;**

- 2.1.2 Employees appointed at **salary levels 11** including employees earning the equivalent of **salary levels 11 through the OSD**;
- 2.1.3 Employees employed in **supply chain management units irrespective of their salary level**;
- 2.1.4 Employees employed in **finance units irrespective of their salary level**; and
- 2.1.5 Any employee who is authorised by the Department for purposes of record keeping and the effective implementation of Part 2 of Chapter 2 of the PSR, 2016, irrespective of their salary level. This category includes **ethics officers**, officials with delegated authority on the E-Disclosure system and officials who perform verification functions.

- 2.2 The above-mentioned employees have been identified by means of a PERSAL report. This report will be made available to all HR offices at the regions/districts/ sub-structures/institutions. **All designated employees will be informed by their HR office should they be required to disclose.**
- 2.3 Interns and Community Service employees on salary level 11 through the OSD are **not** required to disclose.
- 2.4 **The attached Standard Operating Procedure (SOP) provides step-by-step guidelines in order to assist designated employees with the disclosure process.**

3. DIRECTIVE ON THE FORM, DATE AND FINANCIAL INTERESTS TO BE DISCLOSED

- 3.1 All designated employees obligated to disclose their financial interests will be required to disclose their financial interests electronically via the E-Disclosure system. **The website can be accessed from home** at www.edisclosure.gov.za. No paper-based forms will be accepted.
- 3.2 The attached SOP also provides details of the various disclosing categories which will **have to be disclosed electronically via the E-Disclosure system.**
- 4. The Department has issued letters during the three previous reporting years to all employees and it was indicated that non-compliance is regarded in a serious light. **All designated employees must therefore take note that disciplinary action will be taken if they failed to comply.**
- 5. Kindly bring the contents of this circular to the attention of **all designated employees.**



HEAD OF DEPARTMENT

DATE: 5 June 2020