



SAOU (Gauteng)

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Blitz 8/2016 : 26/1/2016



VAKATURELYS : BEVORDERINGSPOSTE (PL 2-4)

Lede is in Blitz 5 van 18 Januarie 2016 in kennis gestel van bogenoemde vakaturelys.

U moet asseblief seker maak dat u die korrekte aansoekvorm soos vervat in “Vacancy Circular Educator (PL 2-4) and Chief/Education Therapist posts at Public Ordinary and Public Special Schools January 2016” voltooi.

Die sluitingsdatum is **1 Februarie 2016**.

VACANCY LIST : PROMOTIONAL POSTS (PL 2-4)

Members were notified in Blitz 5 of 18 January 2016 of above-mentioned vacancy list.

Please ensure that you fill in the correct application form as contained in the Vacancy Circular Educator (PL 2-4) and Chief/Education Therapist posts at Public Ordinary and Public Special Schools January 2016.

The closing date is **1 February 2016**.

Behuisingsstoelaag
Housing allowance



BEHUISINGSTOELAAG

Hierby aangeheg vind asseblief die memo van Gauteng Departement van Onderwys in verband met die Behuisingsstoelaag. Lede moet die vorms voltooi en so spoedig moontlik by hul plaaslike HR-kantore inhandig.

HOUSING ALLOWANCE

Attached please find the memo from Gauteng Education Department regarding the Housing Allowance. Home owners must fill in the forms and hand them in at their local HR offices as soon as possible.



GAUTENG PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

INTERNAL MEMO

Enquiries: Ms. G Majola: 011 843 6823 Ref: Memo Home-Owner's allowance

TO: ALL GDE EMPLOYEES

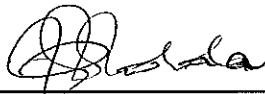
**FROM: DEPUTY DIRECTOR GENERAL: CORPORATE
MANAGEMENT**

**SUBJECT: ADJUSTMENT OF HOUSING ALLOWANCE FOR
EMPLOYEES IN THE PUBLIC SERVICE WHO ARE
HOME-OWNERS**

DATE: 18 JANUARY 2016

1. This Internal Memo seeks to inform all employees of the adjustment to the housing allowance for employees in the Public Service who are home-owners as contained in the Public Service Coordinating Bargaining Council (PSCBC) Resolution 7 of 2015.
2. The adjustment gives effect to the provisions of Clause 4.5.2 of the PSCBC Resolution 7 of 2015 as indicated hereunder:-
 - 2.1 All employees who are home-owners and are eligible for the housing allowance shall receive the increased amount of R1200-00 per month effective from 1 July 2015, subject to submitting the required documentation as indicated in paragraph 4 below.
3. A home-owner is:
 - 3.1 An employee with registered title over a residential property with a mortgage 'bond' or home-loan; or
 - 3.2 An employee with registered title over a property without a mortgage

- 'bond" or home loan over such a property; or
- 3.3 An employee residing on communal land with a valid permission to occupy (PTO) certificate shall be deemed to be a home-owner, and
- 3.4 An employee and/or his/her immediate family who/that is/ are occupying the house in question.
4. The employees who are eligible for the housing allowance must submit the following documents to their respective Human Resource (HR) section by **31 January 2016**:
- 4.1 A completed and signed GEHS Employee Enrolment application form, attached hereto as Annexure A;
- 4.2 The necessary proof that he/she is a home-owner as indicated in paragraph 3 above.
5. All offices (Districts and Head Office) are requested to ensure that the content of this Memo is brought to the attention of all employees to enable them to submit the relevant documents prior the cut-off date.



Ms S. Mashala
DEPUTY DIRECTOR GENERAL: CORPORATE MANAGEMENT
DATE: 19/01/2016

**ADJUSTMENT OF HOUSING ALLOWANCE FOR EMPLOYEES IN THE
PUBLIC SERVICE WHO ARE HOME-OWNERS**



the dpsa

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REPUBLIC OF SOUTH AFRICA

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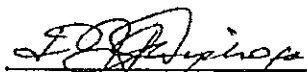
TO ALL HEADS OF NATIONAL AND PROVINCIAL DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS

ADJUSTMENT OF HOUSING ALLOWANCE FOR EMPLOYEES IN THE PUBLIC SERVICE WHO ARE HOME-OWNERS

1. The Minister for the Public Service and Administration will in terms of sections 3(5)(a) and 5(6)(b) respectively of the Public Service Act, 1994, as amended, issue an Amended Determination on Housing inclusive of the adjustment of the housing allowance, the establishment of the Government Employees Housing Scheme (GEHS) and other related matters. A copy of the Amended Determination will be furnished once approved.
2. The adjustment gives effect to the provisions of Clause 4.5.2 of the Public Service Coordinating Bargaining Council (PSCBC) Resolution 7 of 2015 as indicated hereunder:-
 - 2.1. All employees who are home-owners and are eligible for the housing allowance shall receive the increased amount of R1 200-00 per month effective from 1 July 2015, subject to submitting the required documentation as indicated in paragraph 4 supra of this circular.
3. A home-owner is:
 - 3.1. An employee with registered title over a residential property with a mortgage 'bond' or home loan; or
 - 3.2. An employee with registered title over a property without a mortgage 'bond' or home loan over such a property; or
 - 3.3. An employee residing on communal land with a valid permission to occupy (PTO) certificate shall be deemed to be a home-owner, and
 - 3.4. An employee and/or his/her immediate family who/ that is/ are occupying the house in question.
4. The necessary instruction has been communicated to PERSAL to adjust the housing allowance for home-owners. A new PERSAL code is to be created for this purpose. The

Human Resources (HR) section of each Department has to capture the amended housing allowance of R1 200-00 per month on the PERSAL system after the employee has submitted the following:

- 4.1. A completed and signed application form, attached hereto titled "GEHS Employee Enrolment: housing allowance for home owners"
 - 4.2. the necessary proof that he/she is a home-owner as indicated in paragraph 3 supra of this circular, and occupies the house concerned.
5. In terms of Clause 4.1.4 of the PSCBC Resolution 7 of 2015 it is mandatory for all employees who wish to use the services offered through the GEHS to enroll with the Scheme.
6. The HR section of each Department must file the completed application form, together with all the required supporting documents and safeguard them on the employees personal file.
7. To minimize interpretation and application disputes, all National and Provincial Departments and Provincial Administrations are required –
- 7.1 to ensure that the contents of this Circular have been brought to the attention of all employees to enable them to submit the required forms as indicated in paragraph 4 supra before or on **31 January 2016**; and
 - 7.2 to submit a completed name-list (format herewith attached) on *excel spreadsheet* to the DPSA, via email to gehs@dpsa.gov.za, before or on 31 March 2016.
 - 7.3. ensure that the capturing on PERSAL is completed expeditiously to enable the payment of the increased housing allowance, including back pay to 01 July 2015, is effected without delay.
8. Please note that **additional** expenditure incurred as a result of implementing the adjustment to the housing allowance, must be defrayed from the existing departmental budget allocations.



DIRECTOR-GENERAL

DATE: 01/12/2015



GEHS EMPLOYEE ENROLMENT: HOUSING ALLOWANCE APPLICATION FOR HOME-OWNERS

INSTRUCTIONS

- 1 Employees who are home owners should complete this application form.
- 2 Complete and tick the boxes that apply to you.
- 3 Ensure that you have completed and signed the form and attached all the documents required since lacking information may delay the payment of your application.
- 4 If you experience difficulty to complete this application form, please do not hesitate to contact your personnel office for assistance.

| SECTION A: PERSONAL DETAILS | | | |
|-----------------------------|------|-----------|--|
| EMPLOYEE'S DETAILS | | | |
| Surname | | Initials | |
| Department | | Component | |
| ID no | | | |
| PERSAL No | | | |
| Contact No | Work | | |
| | Home | | |
| | Cell | | |
| SPOUSE'S DETAILS | | | |
| Surname | | Initials | |
| ID No | | | |
| Employer | | | |
| Work address | | | |
| Contact No | Work | | |
| | Home | | |
| | Cell | | |

| SECTION B: HOME OWNERSHIP STATUS | | | | | | |
|----------------------------------|---|-------------------------|--|--|--|----|
| Reference code | I am a owner because- | Tick the applicable box | | Proof to be attached to this application form | Tick the applicable box if proof is attached | |
| | | | | | Yes | No |
| H1 | The title to the property is in my name | | | Title deed OR Ghost Deed Report* OR an original Tax Invoice from the financial Institution** | | |
| H2 | I have permission from the traditional leader to occupy state/tribal land | | | Permission To Occupy Certificate (PTO) | | |
| H3 | I have bought property on instalment sale (i.e. like a hire purchase) | | | Instalment Sale Agreement | | |

| For Official Use | |
|-------------------|----|
| Proof is attached | |
| Yes | No |
| | |
| | |
| | |

- * A Ghost Deed Report is a print out from the Deeds Office, which can be obtained from a lawyer/legal firm responsible for the property transaction or the Deeds Office.
- ** The Tax Invoice from the financial Institution should at least indicate the-
 - Name(s) of the bond holder
 - Property particulars
 - Registration date
 - Bond/home loan details

| SECTION C: BOND/HOME LOAN STATUS | | | | | | |
|----------------------------------|---|-------------------------|--|---|-------------------------------------|----|
| Reference code | I am a owner because- | Tick the applicable box | | Proof to be attached to this application form | Tick the applicable box if attached | |
| | | | | | Yes | No |
| L1 | I am repaying a bond/home loan to a financial institution | | | An original Tax Invoice* from the financial institution OR a letter from the NHFC funded lender/ intermediary | | |
| L2 | My bond/home loan is paid off | | | No proof required | | |
| L3 | I bought my home without a home loan | | | No proof required | | |

| For Official Use | |
|-------------------|----|
| Proof is attached | |
| Yes | No |
| | |
| | |
| | |

- * The Tax invoice from the financial Institution should at least indicate the-
- Name(s) of the bond holder
 - Property particulars
 - Registration date
 - Bond/home loan details

** A letter from the National Housing Finance Corporation (NHFC) funded lender/intermediary. See Employee Guide on Housing for an example of a *pro forma* letter

| SECTION D: OCCUPANCY DETAILS | | | | | | For Official Use | |
|--|--------------------------------|---------------------|---|-------------------------------------|----|-------------------|----|
| The home is occupied by- | Tick the applicable box | Indicate the number | Proof to be attached to this application form | Tick the applicable box if attached | | Proof is attached | |
| | | | | Yes | No | Yes | No |
| Myself | | | A sworn affidavit | | | | |
| My spouse | | | | | | | |
| My dependants | | | | | | | |
| My spouse & dependants | | | | | | | |
| Date of Occupancy | | | | | | | |
| The full residential address of the home is: | Province | | | | | | |
| | Municipality | | | | | | |
| | Town | | | | | | |
| | Suburb/Village | | | | | | |
| | Street Name & Number Unit Name | | | | | | |

| SECTION E: CONFIRMATION, ACKNOWLEDGEMENT, UNDERTAKING AND DECLARATION | |
|--|------|
| <p>I the undersigned-</p> <ul style="list-style-type: none"> (a) Confirm that the information in this application form is accurate; (b) Confirm that by completing this enrolment I give my consent and permission to the GEHS to verify, profile and cross check my information against other sources; (c) Acknowledge that I could be disqualified from the Housing Allowance should the information provided be false and/or inaccurate in which event the employer may recover any monies over paid and institute disciplinary action and/or lay criminal charges (depending on the seriousness of the situation); (d) Undertake to inform the employer should there be any changes in my situation as a home owner and occupancy of my home; and (e) Declare that the home is occupied as indicated in the form. | |
| Employee Signature | Date |

FOR OFFICIAL USE ONLY

| | | | | | | | | | |
|--------------------|--|--|--|--|--|--|--|--|--|
| Employee PERSAL No | | | | | | | | | |
|--------------------|--|--|--|--|--|--|--|--|--|

| | | | | |
|--|-----|----|----|---------------|
| Employee is a home owner in category | H1 | H2 | H3 | Do not comply |
| Employee's loan status falls in category | L1 | L2 | L3 | Do not comply |
| The home is occupied according to the requirements in the Determination on Housing | Yes | No | | Do not comply |

| | |
|---|--|
| Signature of official authorised to approve the Housing Allowance | |
| Name in print | |
| Disignation | |
| Date | |
| Capture on PERSAL | |