



Isalathiso: 20190926 - 9654
Inombolo yefayili: 3/3/2/3/3
Imibuzo: Kwiziko leeFoni

INGcaciso eMfutshane yeCandelo lokuGaya nokuKhetha aBasebenzi: 0006/2019

Iya: KumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli, kuBaphathi
beeSekethe, kwiiNqununu nakumabhunga olawulo ezikolweni

**Isihloko: Ukutshintshelwa kwenye indawo, ukufakwa kwizithuba nokusekondwa
kwabasebenzi**

1. ISebe leMfundo leNtshona Koloni (ISebe iWCED) lixhalabile kukuba abasebenzi bebetshintshelwa kwezinye iindawo, befakwa kwizithuba okanye besekondelwa kwamanye amaziko okanye kwii-ofisi zezithili, nkqu nakwamanye amaphondo, ngaphandle kwemvume esemthethweni.
2. Nakuphi na ukuhamba kwabasebenzi makwenziwe ngenkqubo esemthethweni yalo mgaqo-nkqubo nangemithetho esebenzayo.
3. Inkqubo yokutshintshelwa kwenye indawo nokusekondwa kwabasebenzi ichaziwe kwiSetyhula 0074/2002, engoKuTshintshelwa kweZinye iNdawo kooTitshala bee-CS, ye-01 Julayi 2002, nakumgaqo-nkqubo oyi-*Implementation of the Transversal Transfer Policy Framework for the Western Cape Provincial Government (WCPG)*, we-30 Oktobha 2006.
4. Kucelwa uqaphele ukuba amagunya agqithiselwayo okunika imvume yokutshintshelwa kwenye indawo nokusekondwa kwabasebenzi aphantsiwe uNdlunkulu yaye asusela kuMlawuli ojongene nokuGaya nokuKhetha aBasebenzi ukuya kwiNtsumpa-Jikelele, ngokuxhomekeke kwinqanaba umsebenzi akulo lowo utshintshelwa kwenye indawo/okanye usekondwayo.
5. **linkxalabo zangoku ngoku kunye neningeni**
 - 5.1 ISebe iWCED lixhalabile kukuhanjiswa kwabasebenzi ngaphandle kwemvume eyiyo ukusuka kwiziko ukuya kwelinye ngenxa yeemfuno zekharithulam, nangezizathu zomntu zabucala, kuba oko kuyindlela yokusombulula isikhalazo, ngenxa yamanyathelo ezoluleko, xa kuceliwe, njl. njl.

- 5.2 Eyona nto ixhalabisa kakhulu kukuba i-PERSAL ayihlaziywa qho ngokufanelekileyo xa kusenziwa ezi nkqubo zokutshintshelwa kwabasebenzi kwenye indawo. Ukuba ingcaciso ekwi-PERSAL ayibhalwanga ngokuchanekileyo, oko kunezi ziphumo zilandelayo:
- 5.2.1 Iimpazamo ziyenzeka kwisistim i-*staff payroll control*, njengakwi-*pay sheet* nakwi-*IRP5 distribution list*.
- 5.2.2 Ukubalwa kwebhajethi okuneemposiso nebhajethi engengqinelani nenkcitho.
- 5.2.3 Abasebenzi abafakwe kwizithuba zabanye abangenako ukuqeshwa, njengoko kungekho nto ichazayo ukuba izithuba ezo azinabantu.
- 5.2.4 Iinkcukacha-manani zephondo nezikazwelonke neengxelo ezingachanekanga.
- 5.2.5 ISebe iWCED lingafumana ingxelo yophicotho-zincwadi engancomekiyo.
6. Makulandelwe mbo ezi nkqubo zilandelayo phambi kokuba kwenziwe nakuphi ukutshintshelwa kwenye indawo okanye ukusekondwa kwabo nabaphi na abasebenzi:
- 6.1 Ngootitshala abakwinqanaba lesithuba u-PL1 kuphela abavumelekileyo ukwenza isicelo sokutshintshela kwenye indawo. Makupapashwe izithuba eziphezulu phambi kokuba kuzaliswe izithuba.
- 6.2 Nasiphi isicelo sokutshintshelwa kwenye indawo sinokuqwalaselwa kuphela nje ukuba umenzi-sicelo abhale ileta ecelayo nechaza izizathu zokutshintshela kwenye indawo. Inqununu, ibhunga lolawulo nomphathi wesekeke – wamaziko omabini – mabanike ingcebiso yokutshintshela kwenye indawo.
- 6.3 Ngumlawuli wesithili ekufuneka kwakhona anike ingcebiso yokutshintshela kwenye indawo, ngakumbi ukuba ukutshintshela kwenye indawo kwenzeka phakathi kwezithili okanye phakathi kwamaphondo ngamaphondo.
- 6.4 Kwiimeko zokusekondwa, umlawuli wesithili makathumele uxwebhu oluchaza iimeko zokunikwa kwemvume nguNdlunkulu.
- 6.5 Onke la maxwebhu emva koko angeniswa kwiCandelo lokuGaya nokuKhetha aBasebenzi ukwenzela ukuvunywan kwawo okokugqibela.
- 6.6 Umsebenzi unokutshintshela kwenye indawo, unokuhamba okanye afuduke emva kokufumana imvume esuka kwabagqithiselwe amagunya. Ileta yemvume iya kukhutshwa kwaye yaziswe bonke abachaphazelekayo ngokufanelekileyo.

- 6.7 lipeyimasta kwakhona kufuneka ziqinisekise ukuba i-payroll yazo ikwi-*People Management Practices System Control Paysheet (PMPS CPS)* yaqho ngenyanga. Kubaluleke gqitha ukuba kunikwe ingxelo ngotshintsho olukhoyo kule sistim ngokuchaza ukuba umsebenzi utshintshele kwenye indawo, uthathe umhlalaphantsi, uyekile emsebenzini, njl. njl. Kwimeko yokutshintshela kwenye indawo, makubekho inkcazo yendawo entsha asebenza kuyo umsebenzi lowo.
- 6.7.1 Ukuba umsebenzi utshintshele kwenye indawo, okanye ebesecondiwe, makuthunyelwe amaxwebhu afanelekileyo kwaNdlunkulu ukwenzela ukuba kuvunywe ngokusemthethweni ukutshintshelwa kwenye indawo/ukusekondwa kwakhe.
- 6.7.2 lipeyimasta kufuneka kwakhona zichaze xa zinabasebenzi kwiisistim zazo abangaveliyo kwipeyishithi. Mabachaze igama lomntu, ifani, inombolo ye-PERSAL nalapho umntu ebesuka khona.
- 6.7.3 Ulawulo lwepeyishithi nakweyiphi na imeko yinkqubo *eyi-financial control method*, yaye naluphi na utshintsho olunxulumene nezabasebenzi maluchazwe kwiCandelo loLawulo lweMicimbi yaBasebenzi ngokuthumela igama lomntu otyunjweyo nee-control forms.
- 6.8 Ukuba ufuna ingcebiso ngalo mba, kucelwa uqhagamshelane nomphathi wesekethe okanye ii-ofisi zezithili.
7. Kucelwa wazise okukule ngcaciso imfutshane bonke abasebenzi abachaphazelekayo ukuze bakuthathele ingqalelo.

ISAYINWE: NGU-LJ ELY

USEKELA MLAWULI-JIKELELE WEENKONZO ZEZIKO

UMHLA: 2019-11-22