



Province of the
EASTERN CAPE
EDUCATION

OFFICE OF THE HEAD OF DEPARTMENT: EDUCATION

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CIRCULAR NO : 17 OF 2019

TO: CHIEF FINANCIAL OFFICER
DEPUTY DIRECTOR GENERAL: IOM
DEPUTY DIRECTOR GENERAL: EPEM
CHIEF DIRECTORS
DISTRICT DIRECTORS
DIRECTORS
DEPUTY DIRECTORS
CHIEF EDUCATION SPECIALISTS
DEPUTY CHIEF EDUCATION SPECIALISTS
CIRCUIT MANAGERS
SCHOOL PRINCIPALS
EDUCATORS AND NON-EDUCATORS

FROM: HEAD OF DEPARTMENT

SUBJECT: PAYMENT OF PENSION BENEFITS WITHIN 30 DAYS FROM THE EMPLOYEES DATE OF EXIT

- 1 Department (Head Office) has been inundated with many enquiries from Stakeholders, Public Protector, Attorneys of the exited employees, Office of the Premier and Exited Employees regarding the late payment of pension benefits. In terms of PSCBC Resolution 1 of 2012, Section 13 Sub Sections 13.1 and 13.2, the Department is required to review the exit management system with a view to ensuring that the submission of pension withdrawal documents is forwarded to the Government Pension Administration Agency (GPAA) within 30 days from the employee's date of exit. Please see the attached Resolution 1 of 2012 for your ease of reference.

Initials HOD



**PAYMENT OF PENSION BENEFITS WITHIN 30 DAYS FROM THE
EMPLOYEES DATE OF EXIT**

- 2 Department has to comply with this resolution issued by the PSCBC in 2012. Head office and District offices are urged to adhere the time frame stipulated in the above-mentioned resolution. To implement the 30-day rule, Department need the full co-operation of the employees exiting the service. Exiting employees are required to adhere to the prescribed notice period for various types of terminations. Prescribed notice period information is obtainable from HR offices at the Head Office and the District Offices.
- 3 Employees are required to submit the HR Termination (Termination form) at least THREE (3) months before the last day of service with the department or earlier than THREE (3) months. Please see the attached HR Termination form. Early submission of HR Termination would allow adequate time to obtain the required documents and personal files to complete pension withdrawal documents for submission to GPAA within 30 days from the date of exit or earlier.
- 4 But in exceptional situations and for convincing reasons, shorter period of notice may be accepted. The exiting employee must understand that shorter period of notice will delay in the pension payout. Department of Education will not be held responsible for such delays. HR officials should assist the exiting employee to complete the relevant pension withdrawal documents immediately after receiving the HR Termination form. Delays in the submission of the pension withdrawal forms would affect the payment of pension benefits from GPAA.
- 5 With regard to the deceased employees, the immediate supervisor should make necessary arrangements for the spouse or beneficiaries to obtain the pension withdrawal forms from HRA&P. HR officials must provide necessary assistance in completing the required forms and other relevant documents without any delay. The family of the deceased employee should be told that delays in the submission of the pension withdrawal forms and other relevant documents would affect the payment of pension benefits from GPAA. In that case Department of Education will not be held responsible for any late payment from GPAA.

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- 6 Circuit Managers are advised to bring this circular to the attention of all School Principals and Educators with immediate effect. Deputy Directors: HRA&P in each Districts are required to contact GPAA to arrange workshops regarding all pension related information. Your contact person at GPAA Bhisho Branch is Ms Nomonde Mamba. She can be contacted through email at nomonde.mamba@gpaa.gov.za and her contact number is 071 683 6169. These meetings should start in the first week of September 2019 and finish by the end of October 2019. Deputy Directors (HRA&P) are required to report by submitting the Attendance Register of such workshops to the Director: Human Resource Administration, Head Office by Friday, 8 November 2019.

- 7 Kindly bring the contents of this circular to the attention of all employees under your supervision. Should further information be required regarding the content of this memorandum, the following officials can be contacted through email at

jose.daniel@ecdoe.gov.za or ntando.ngalo@gmail.com or
nontsikelelo.ndawule@ecdoe.gov.za

The full co-operation of all relevant parties will be appreciated.



TS KOJANA
HEAD OF DEPARTMENT: EDUCATION

30/08/2019
DATE