DEPARTMENT OF CORRECTIONAL SERVICES

NO. 4483 8 March 2024



AMENDMENTS TO DCS DELEGATIONS OF AUTHORITY: ANNEXURE A TO THE TREASURY REGULATIONS, PUBLIC SERVICE REGULATIONS AND CORRECTIONAL SERVICES ACT

- I, Makgothi Samuel Thobakgale, National Commissioner (and accounting officer) of the Department of Correctional Services in accordance with the powers vested in me by:-
 - Section 97(2) of the Correctional Services Act, 1998 (act 111 of 1998) as amended;
 - The Public Finance Management Act, Act 1 of 1999, as amended by Act 29 of 1999 and (b) the Treasury Regulations, 2005, promulgated in terms of Section 76 of the said Act;
- The Public Service Act, 1994, as amended by Act 30 of 2007, and (b) the Public Service Regulations, 2016, promulgated in terms of Section 41 of the said Act, as set; hereby amend the following delegations that formed part of the delegations published in the Government gazette no 49108 on 11 August 2023. The amendments becomes effective on the date of this publication:
- Delegation number 19: Delegations by the Accounting officer, Treasury Regulations:
 Annexure A: Delegations related to expenditure control
- 2. **Delegation numbers 10; 15; 17, 19 and 103**: Delegations by the National Commissioner: Correctional Services Act 111 of 1998 as amended.
- Delegation number 41: PART B, APPENDIX B: Delegations Register: National Commissioner delegations to performer levels in terms of the Public Service Regulations 2016.

The amendments is set out in the attached amended pages.

MS Thobakgale National Commissioner Date: 12 62 2021 Amendment to Annexure A: Financial delegation of powers, activities and duties in respect of the Treasury regulations: Department of Correctional Services: 2023

ANNEXURE A

DEPARTMENT OF CORRECTIONAL SERVICES

AMENDMENT TO DELEGATIONS RELATED TO EXPENDITURE CONTROL

Note: All general abbreviations and conditions applicable to the principal delegations is applicable to this Annexure A

8	DESCRIPTION		DELEGATION		
		HEAD OFFICE	REGIONS	MANAGEMENT AREAS / CORRECTIONAL CENTRES	REMARKS/FINANCIAL LIMITS (PER TRANSACTION)
6	Processing and payments of arbitration awards on PERSAL and BAS in Head Office. Available of the payments of arbitration awards on PERSAL and BAS in Head Office.	1. DC: ER DC: HRM DC: FMA	1. Not delegated	1. Not delegated	The delegation and limitation under section 96(2)(a) of the CSA delegation number 103 must be adhered to. Regional Co-coordinators Employee Relations in the regions and Head Office must facilitate and consolidate all arbitration awards and submit under the signature of RC and relevant CDC to Head Office: DC Employee Relations for validation and confirmation. DC Employee Relations must register and validate all the awards and certify in writing to DC HRM and DC FMA for calculations and processing of the payments.
	2. Furnishing of security in terms section 145 (7) of the LRA if approved that an arbitration award can be taken on review by the delegated authority (refer to delegation no 103: Decision to review arbitration award-Correctional Services Act delegations)	2. DCLS	2. Not delegated	2. Not delegated	

MS Thobakgale National Commissioner

AMENDMENTS TO DELEGATIONS: CORRECTIONAL SERVICES ACT AND REGULATIONS: DEPARTMENT OF CORRECTIONAL SERVICES

. CORRECTIONAL SERVICES ACT 111 OF 1998 AS AMENDED

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	POWER OR DUTY BEING DELEGATED	IG DELEGATED	Principal	DESIGNATION/POST LEVEL DELEGATED TO PER TIER	EVEL DELEGATED TO	PER TIER	DELEGATION CONDITIONS AND
S.	Section	Topic Description	Functionary	Head Office	Region .	Management Area	LIMITATIONS
10	Section 3(5)(c) and (g)	Approval of transport for school children, transport between residence and place of work	NC	1. CDC Human Resources	1. Regional Commissioner	Not delegated	Compliance to DPSA financial manual
		Approval of transport to funeral of an official	NC (HOD)	Relevant CDC where official was	2. Regional Commissioner	Not delegated	Compliance to prescripts issued by the DPSA and the Department of transport, as well as all relevant prescripts on cost containment
1 .	Section 3(5)(g) read with Section 96(3)(d)	Approve all placements and transfers/temporary transfers on state cost.	NC .	Levels 2-7 Director HR Administration & Utilization & Utilization officials who are Heads of Correctional or Remand Detention Centres or Community Correction offices) DC HR Management Levels 11-12. [Excluding officials who are Heads of Correctional or Remand Detention Centres or Community Correction offices) DC HR Management) CCDC Human Resources	No delegation	No delegation	Subject to the Policy on transfers and prescripts on finances and logistics. Note 1: Transfers and placement of all SMS members: Levels 13-15 not delegated. Decision maker. National Commissioner Note 2: Officials who are Heads of Correctional or Remand Defention Centres or Community Correction offices not delegated. Decision maker remains the National Commissioner
4	Section 3(5)(g) read with Section 99(3)(d)	Approve transfers/temporary transfers and placements of officials on own time and cost from level 2 (SCO or equivalent), including interdepartmental transfers from DCS to other departments/ institutions.	S N	Level 2-7 Relevant Director after consultation with the Director HR A&U Level 8-12 Relevant DC after consultation with Director HR A&U	Within RC Office Levels 2-27: Relevant RH Corporate Services after consultation with the DRC Across Management Areas: Deputy Regional Commissioner after consultation with the RH Corporate Services	Levels 2-7: Within Management Area only, Area Commissioner (including interdepartmental transfers from DCS)	Compliance to transfer policy and procedures. To be processed/managed by HR In regional offices and Head Office the application for transfer must be submitted to Personnel Office that will process the application to the relevant Directorate. Note: Officials who are Heads of Correctional or Remand Detention Centres or Community

MS Thobakgale
National Commissioner
Date: 12,02,202

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AMENDMENTS TO DELEGATIONS: CORRECTIONAL SERVICES ACT AND REGULATIONS: DEPARTMENT OF CORRECTIONAL SERVICES

	POWER OR DUTY BEING DELEGATED	DELEGATED	Principal	DESIGNATION/POST I	DESIGNATION/POST LEVEL DELEGATED TO PER TIER) PER TIER	DELEGATION CONDITIONS AND
ટ	Section	Topic Description	Functionary	Head Office	Region	Management Area	LIMITATIONS
					Levels 8-10. [Excluding officials who are Heads of Correctional or Remand Detention Centres or Community Correction offices) Deputy Regional Commissioner (Excluding Heads of Centres and Community Correction offices) Levels (Excluding officials who are Heads of Correctional or Remand Detention Centres of Correctional or Remand Detention Centres of Correctional or Remand Observition Centres of Community Correction offices)		Correction offices not delegated. Decision maker remains the National Commissioner
19	Section 3(5)(g) read with Section 96(3)(d) and Public Service Regulations 2016, Regulation 63	Appoint employees in acting capacity (read with delegations in terms of the Public Service Regulations)	NO NO	Level 2-12 Relevant Director Level 13 Relevant DC in consultation with the CDC of the Branch. Level 14 Relevant CDC in consultation with the NC.	Level 2-12 Relevant Director Level 13 DRC in consultation with the RC Level 14 RC in consultation with the NC.	Level 2-12 Area Commissioner Level 13 DRC in consultation with the RC Level 14 RC in consultation with the NC.	1. Level 15 in consultation with the Minister. 2. Compliance to relevant policy and Public Service Regulation 63 at all times. 3. The appointment in acting capacity of SMS members for longer than 6 months must be submitted to the Minister for approval in terms of DPSA policy wid the National Commissioner. 4. The delegation to approve any level in acting capacity must comply with the prescribts on acting and the National Commissioner may at any time revoke such acting appointment. 5. HR Head Office will provide template letters to be used for appointment of officials who must act. 6. HR must certify that a post is vacant on PERSAL before any acting appointment where acting allowance is involved. 7. CDC HR to issue a directive on the administrative conditions for acting appointments.
103	Section 96(2)(a) read with Chapter VII of the Labour Relations Act 66 of 1995 as	Decision to review <u>all</u> arbitration awards (Section 145 of the LRA) or to withdraw such review.	NC	Director Employee Relations for Head Office to decide if matter must be	Regional Head Human Resources for region to decide if matter must be	No delegation	NB: If the award is not referred for a decision to review there is no requirement for a mandate to implement and must be implemented, since

MS Thobakgale
National Commissioner
Date: (2, (12, 172)

AMENDMENTS TO DELEGATIONS: CORRECTIONAL SERVICES ACT AND REGULATIONS: DEPARTMENT OF CORRECTIONAL SERVICES

	POWER OR DUTY BEING DELEGATED	G DELEGATED	Principal	DESIGNATION/POST LEVEL DELEGATED TO PER TIER	EVEL DELEGATED T	O PER TIER	DELEGATION CONDITIONS AND
S.	Section	Topic Description	Functionary	Head Office	Region	Management Area	LIMITATIONS
	amended read together with			implemented or not. If not	implemented or not. If		there is already an award that is enforceable in
	PSCBC Resolution 5/2005			to be implemented it	not to be implemented it miles he referred to		terms of Section 143 of the LRA. Failure to
				DC Legal Services for a			the Labour Court.
				decision to review.	for a decision to		The Director Employee Relations, Director CEU
				Director CEU for Section	review.		(latter in Section 95B cases only) and the Regional
				95B cases to decide if			Head Human Resources are responsible to ensure
				award must be	Regions have no		implementation and to issue instruction/s to ensure
				implemented or not. If not	delegation to review		such implementation.
				to be implemented, it must	arbitration awards.		
				be referred to the DC Legal			
				Services for a decision to review	No delegation for		
				Decision to review in all	Section 95B matters		
				cases is with the DC			
				Legal Services.			



AMENDMENT: PART B, APPENDIX B: DELEGATIONS REGISTER - NATIONAL COMMISSIONER HEAD OF DEPARTMENT DELEGATIONS TO PERFORMER LEVELS IN TERMS OF THE PUBLIC SERVICE REGULATIONS, 2016

ROW NO

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Regulation Topic Description Regulation Regulation Regulation Regulation Regulation Regulation Regulation Reference of department shall— Abaroval of Abar			Principal Functionary	DESIGNALION/POST LE	DESIGNATION/POST LEVEL DELEGATED TO PER TIER	ER TIER	DELEGATION CONDITIONS AND LIMITATIONS
A head of department shall— (a) encourage an employee to fully utilize his or her annual leave entitlement in the leave order. (b) ensure that all leave taken by an employee is recorded accurately and in full; and (c) ensure that an employee does not abuse sick leave. (d) ensure that an employee does not abuse sick leave. (e) ensure that an employee does not abuse sick leave. (e) ensure that an employee does not abuse sick leave. (f) ensure that an employee does not abuse sick leave. (g) ensure that an employee does not abuse sick leave. (g) ensure that an employee does not abuse sick leave. (g) ensure that an employee does not abuse sick leave. (g) ensure that an employee does not abuse sick leave. (g) ensure that an employee does not abuse sick leave. (g) ensure that an employee does not abuse sick leave. (g) ensure that an employee does not abuse sick leave. (g) ensure that an employee to tuly utilization for the factor and	ulation	Topic Description		Head Office	Region	Management Area	Indicators for Execution/Reporting/ Consultation/ Informing
addication for all application and application for all application and application for all application and	APTER 1	GENERAL PROVISIONS					
and/cation for all application for all application for all another 1-30 three of leave taken by an employee is recorded accurately and in full; Supervisor (minimum level 7) and next level manager. 1-80 Days Minimum level DD of 1-89 Days 1-70 Days		Leave	NC	Approval of	Approval of	Approval of	DPSA determination on leave must be
Annual to the terminal leave entitlement in roundings an employee to fully utilize his or her annual leave entitlement in roundings and in full; Reserve that all leave taken by an employee to fully utilize his or her annual leave entitlement in rounding the save interest and in full; Supervisor (minimum level 7) and next leave in the save and abuse sick leave. Supervisor (minimum level 7) and next level 8) and next level 7) and next level 8) and next leve		A head of department shall		application for all	application for all	application for all	adhered to.
rounde an employee to fully utilize his or her annual leave entitlement in dask (except leave and in full; and read there by an employee is recorded accurately and in full; and read there by an employee does not abuse sick leave. Supervisor (minimum revel Do size of bays) Supervisor (minimum revel Do size of bays) Supervisor (minimum revel Do size of bays) Altiformatical leave without pay and next level in read and next level in read of the size of bays and next level in read of the size of bays and next level in read of the size of bays and next level in read of the size of bays and next level in read of the size of bays and next level in read of the size of bays and next level in read of the size of bays and next level in read of the size of bays and next level in read of the size of size of size of the s				types of leave 1-30	types of leave 1-30	types of leave 1-30	In Management Areas where the AC is
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risure that all leave taken by an employee is recorded accurately and in full; Supervisor (minimum Supervisor (minimum Bevel D) and next level T) and next level manager. 31-60 Days Minimum level D) Minimum level DD 61-89 Days Relevant Director 1-7 Days 1-8 Days 1-8 Days 1-7 Days 1-8 Days 1-8 Days 1-7 Days 1-8 Da		lie icave cycle,		without pay and	without pay and	without pay and	of DD's must be recommended by the
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Minimum level DD 61 – 89 Days Minimum level DD 61 – 89 Days Relevant Director 1.7 Days Relevant Director Director HR Administration & 1.7 Days BO HR Corporate Commissioner BO C HR Management DO		(c) ensure that an employee does not abuse sick leave.		level /) and next level	level /) and next level	(minimum level /)	leave.
31-60 Days Minimum level DD 61-89 Days for RH Corporate Services 1-7 Days Ary Ary RH Corporate 8-29 Days RH Corporate 8-29 Days RH Corporate Services 30-89 Days RH				manager.	manager	and next level	Leave forms for Area Commissioner
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Commissioner More than 164 calendar days of unpaid leave in a period of 18 months				in Head Office	Parional	DC level	
More than 184 calendar days of unpaid leave in a period of 18 months				Mars these 404	Commissioner	90 days+ (all types	
More man 184 calendar days of ungaid leave in a period of 18 months				More man 184		of leave except	
unpaid leave in a period of 18 months				calendar days of	More than 184	incapacity leave)	
period of 18 months				neriod of 18 months	unnaid leave in a	Regional	
	(DC HR Management	period of 18 months	Commissioner	
DC HR Management	\			The state of the s	DC HR Management	More than 184	

MS Thobakgale
National Commissioner

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AMENDMENT TO PART B, APPENDIX B: Delegations Register - NC delegations to performer levels in terms of the PSR HEAD OF DEPARTMENT DELEGATIONS TO PERFORMER LEVELS IN TERMS OF THE PUBLIC SERVICE REGULATIONS, 2016

MS Thobakgale National Commissioner Date: 12 (02) この) こ