



planning, monitoring
and evaluation

Department:
Planning, Monitoring and Evaluation
REPUBLIC OF SOUTH AFRICA

UMNYANGO WOKUHLELA, UKUTJHEJA NOKUHLUNGA

IMANYUWALI YOKUTHUTHUKISWA KOKUFIKELELEKA KWELWAZI (PAIA)

Ihlelwe ngokwesiGaba 14 somThetho wokuThuthukiswa kokuFikeleleka kweLwazi (PAIA)
(UmThetho wesi-2 wango-2000)

Ingcenywe Ebuyekeziweko - 2016

ISIGABA		AMAKHASI
A	Isendlalelo	3
B	Umhlahlandlela wokusebenzisa i-PAIA	6
C	IHlathululo efitjhani ngamaQhinga we-DPME.....	11
D	ImiNiningwana yokuThintana	12
E	I-Oganogramu ye-DPME	13
F	IPhofayili yeHlelo	14
G	AmaRekhodi agcinwe e-DPME	15
H	UmHlahlandlela weKomitjhana yeSewula	
	Afrika yamaLungelo wobuNtu	18

I-APHENDIKSI 1: IFOROMO A – *Ukufikeleleka kweRekhodi leHlangano yomPhakathi*

I-APHENDIKSI 2: *Imbadelo ebekelwe iHlangano yomPhakathi*

I-APHENDIKSI 3: IFOROMO B – *IsAziso sesiBilayezo sangaPhakathi*

A. ISENDLALELO

UmNyango wokuHlela, ukuTjheja nokuHlunga nge-Ofisini kaMongameli (DPME), ngokukhambisana **nomThetho wokuThuthukiswa kokuFikeleleka kweLwazi (PAIA) wango-2000 (UmThetho wesi-2 waka-2000)**, wenze imanyuwali ukukghonakalisa bona umphakathi ufikelela ilwazi eligcinwe yi-DPME. Imanyuwali le iveza iinkambiso ezizokulandelwa ukufikelela ilwazi eligcinwe yi-DPME njengombana ufuna ukuthuthukisa ukwenziwa kwezinto tjhatjhalazi, ukuziphendulela nombuso ophumelelako.

UmThetho lo uphumelelisa elinye lamalungelo wobuntu eliqakathekileko elitholakala esiGabeni 32 somThethosisekelo, ilungelo lokufikelelela ilwazi. Liveza bona woke umuntu unelungelo lokufikelela elinye nelinye ilwazi elibanjwe/eligcinwe mbuso kanye nelinye nelinye ilwazi eligcinwe ngomunye umuntu elifunekako ekuvikelweni kwamanye namanye amalungelo.



Nom. Tshediso Matona

UmJaphethe kamNqophisi Zombebele (IsiPhathiswa seLwazi se-PAIA)

UmNyango wokuHlela, ukuTjheja nokuHlunga

IDEYIDI: 19/05/2016

IINRHUNYEZO

APP	:	Ihlelo lokuSebenza lomNyaka
CBM	:	UkuTjheja okuDzimelele esaKhamuzini
CD	:	UmNqophisi omKhulu
CIO	:	IsiPhathiswa esiKhulu seLwazi
DDG	:	ISekela lomNqophisi Zombebele
DG	:	UmNqophisi Zombebele
DIO	:	Isekela lesiPhathiswa seLwazi
DPME	:	UmNyango wokuHlela, ukuTjheja nokuHlunga
FOSAD	:	Iforamu yabaNqophisi Zombebele yeSewula Afrika
FSD	:	IzEnzelwa zemiSebenzi eQakathekileko
LGMIM	:	IModlela yokuThuthukiswa ukuPhathwa komBuso wemaKhaya
MTEF	:	UmLeyo wokuSetjenziswa kweMali esiKhathini esiLingeneko
MPAT	:	UkuPhathwa kokuSebenza kweThulusi lokuHlola
NASA Act	:	UmThetho weSewula Afrika wama-Akhayivu namaRekhodi weNarha
OCIO	:	I-Ofisi yesiPhathiswa esiKhulu seLwazi
OTP	:	I-Ofisi kaNdunakulu
PAIA	:	UmThetho wokuThuthukiswa kokuFikeleleka kweLwazi (PAIA) wango-2000 (UmThetho wesi-2 waka-2000)
SAHRC	:	IKomitjhana yamaLungelo wobuNtu yeSewula Afrika
SARS	:	IZiko lokuButhelwa kweNtela leSewula Afrika

IINHLATHULULO

No.	Iindima namaThemu	Iinhlathululo/Iincazelo
1	IsiPhathiswa seLwazi	Emnyangweni i-DPME, kuba mNqophisi Zombele. IsiPhathiswa seLwazi se-DPME sidlulisela amandla nofana imisebenzi esithweswe yona mThetho lo kuSekela lesiPhathiswa seLwazi somnyango. Okhunye nokhunye ukudluliswa kwamandla: <ul style="list-style-type: none"> kufanele kube ngokomtlo; <ul style="list-style-type: none"> akukhandeli umuntu odlulise amandla bona asebenzise amandla ekukhulunywa ngawo nofana ekwenzeni umsebenzi ekukhulunywa ngawo; begodu umuntu odlulise amandla layo angawathathwa nofana enze amatjhugululo kesinye nesinye isikhathi kodwana enze lokhu ngokomtlo.
2	IseKela lesiPhathiswa seLwazi	IsiPhathiswa seLwazi sikhomba/sikhetha iSekela lesiPhathiswa seLwazi bona anikele amarekhodi we-DPME kilabo abawabawako/abawakhombelako.
3	Umbawilwazi/Umkhombeli	Omunye nomunye umuntu obawa ilwazi nofana obawa ukufikelela amarekhodi we-DPME.
4	Umbawilwazi ngaye	Umuntu ofuna ukufikelela irekhodi eliphethe ilwazi ngaye siqu sakhe.
5	Ilwazi ngomuNtu	Ilwazi ngomuntu ongakhombekako, okufakahlangana kodwana kungapheleli ku: <ul style="list-style-type: none"> Ilwazi ngomlando wepilo yomuntu ehlobene nobuhlanga, ubulili, zomseme, ukuzithwala, ubujamo bomtjhado, ubuzwe, indabuko/imvelaphi, umbala, umnyaka, uburhole, ikolo, ukuphelela ehloko, ikolelo, isiko, ilimi nokubelethwa komuntu; Ilwazi elihlobene nefundo; nokugula; nobulelesi; umlando wokuqatjiswa/wokusebenza nofana isebenziso leemali umuntu ake abandakanyeka kilo; Iminingwana yokuthintana, imigadangiso yemino nofana umhlobo weengazi womuntu; Imibono yomuntu, imaziso nofana ukukhetha komuntu ngaphandle kwalapho kumayela nomunye umuntu; Imitlolo ethunyelwa mumuntu eyifihlo ngokwemvelo yayo, nofana ukutlolelana okungaveza okumumethwe mtlolelo wokuthoma; Amaziso nofana imibono yomuntu ngomunye umuntu; Amaziso nofana imibono yomunye umuntu mayelana nesibawo segranti, unongorwana nofana umtlolelo ozokunikelwa umuntu, kodwana ongafaki ibizo lomunye umuntu lapho kubonakala namaziso nofana imibono yomunye umuntu; Umtlolelo othunyelwe mumuntu ongavezi bunqopho nofana ohlathulula banzi ngobufihlo bawo bemvelo; Ibizo lomuntu lapho kuvela nelwazi lomunye umuntu elihlobana nomuntu loyo; nofana lapho ukuvezwa kwebizo ngokwalo kuzokuveza ilwazi ngomunye umuntu, kodwana akufakihlangana ilwazi ngomuntu osele ahlongakele iminyaka engaba 20.
6	Ihlangano yomPhakathi	Umnyango wombuso/ nofana ukuphatha embusweni ophezulu nofana wephrovinsi nofana omunye nomunye umasipaladi embusweni wemakhaya.
7	Umuntu wesiThathu	Umuntu nofana esijamiso somthetho ngaphandle komuntu obawako nofana ihlangano yomphakathi ephethe irekhodi.
8	Irekhodi	<ul style="list-style-type: none"> Ilwazi elirekhodiweko kungakhethi indlela indlela elirekhodeke ngayo ku-DPME. Ubufakazi bokuvumelana, obulondelwe ilwazi elibufakazi obumumethweko.
9	Ilanga lokuSebenza	Woke amaLanga ngaphandle koMgqibelo, uSondarha nofana amaholideyi womphakathi njengoba kuhlathululwa esiGabeni 1 somThetho wamaHolideyi womPhakathi, 1994 (umThetho wama-36 wango-1994)
10	Igayidi	Umtlolelo nofana incwadi ekhiqizwe yiKomitjhani yamaLungelo wobuNtu yeSewula Afrika ngehloso yokusiza umuntu ofisa ukusebenzisa elinye nelinye ilungelo ngokwe-PAIA.

B. IGAYIDI YOKUTHI USEBENZISE NJANI UMTHETHO UKUZE UFIKELELE ILWAZI

1. ISINGENISO

Imanywali ibuthelelwe ngokomThetho wokuThuthukiswa kokuFikeleleka kweLwazi (PAIA) wango-2000 (UmThetho wesi-2 wango-2000).

2. IHLOSO YOMTHETHO

- Kuphumelelisa ilungelo langokomthethosisekelo lokufikeleleka kwelinye nelinye ilwazi eligcinwe mbuso kanye nelinye nelinye ilwazi eligcinwe ngomunye umuntu begodu elifunekako
- ekusebenziseni nofana ekuvikeleni amanye namanye amalungelo;
- Ukuthuthukisa ukwenziwa kwezinto tjhatjhalazi, ukuziphendulela nombuso ophumelelako ;
- Ukuveza iinkambiso nokulawula ukufikeleleka kwelwazi;

Marekhodi ekukhulunywa ngawo emThethweni kwaphela angakhonjelwa. Isibawo nokuphendula kufanele kukhambisane neenjamiso zomThetho.

3. IHLOSO YEMANYUWALI

Ihloso yemanyuwali le kuveza iinkambiso ekumele zilandelwe ukukghonakalisa iimbawo zokufikelela ilwazi eligcinwe mNyango wokuTjheja ukuSebenza nokuHlunga (DPME).

Imanyuwali iphethe iminingwana yokuthintana yesiPhathiswa seLwazi kanye neminingwana yokuthinana yeSekela lesiPhathiswa seLwazi elikhethiweko ekungibo abanesibopho sokulawula zoke iimbawo zamarekhodi agcinwe yi-DPME.

4. IKAMBISO YESIBAWO isiGaba 14(1) (d) somThetho

Umbawilwazi kufanele anikelwe ifikeleko lerekhodi lelangano yomphakathi nangabe umbawilwazi ukhambisana nazo zoke iimfuneko zekambiso ezisemThethweni ohlobene nesibawo sefikeleko serekhodi lelo.

4.1 UmHlobo wesiBawo

(i) Isibawo esenziwa ngomTato

I-DPME iyazivumela iimbawo ezinziwa ngomtato ngokungakahleleki. Iimbawo ezenziwa esiPhathisweni seLwazi nofana eSekeleni lesiPhathiswa seLwazi enomborweni enikelwe kilemanyuwali zizokuqalwa, ngaphandle kokuthi isiPhathiswa seLwazi nofana iSekela lesiPhathiswa seLwazi liveza bona iinjamo zomThetho kufanele zilandelwe/zisetjenziswe.

(ii) Amarekhodi avela akhona

ILwazi elivele likhona elifikeleka ngaphandle kokuzalisa iforomo elikhithjweko/elibekiweko (qala isigaba esingenzasi) begodu kubhadelwe imbadelo yombawo lizakwenziwa litholakale ema-ofisini we-DPME nofana ngendlela elibawo ngayo. Indlela yokufikeleka izakufakhangana:

- Ukupherusa ngokukhopa imetheriyali nakutlhogekako begodu kwenziwe ngembadelo ebekiweko yamakhophi;

- Ifikeleko lemetheriyali ebonakalako, elalelwa beyibonakale(emavidiyo/ematheyibhu) enemitlo ethathelwe kiyo, etheyibhiweko nofana ekhophiweko, nofana kokubili.

(iii) Iforomo lesibawo

Isibawo sefikeleko kufanele senziwe ngeforomo eliveziweko esiphathisweni selwazi lehlngano yomphakathi ngemva kokubhadelwa kwembadelo ebekiweko kwaphela.

Umbawilwazi kufanele azalise iforomo elifana nalelo eligadangiswe kuGazedi kaRhulumende (ISaziso sakaRhulumende R187 sangomhlaka 15 kumHlolanja, 2012) Iforomeli li-athatjhe kilemanyuwali njeForomo A (Aphendiksi 1).

Umbawilwazi kufanele aveze bona ufuna ikhophi yerekhodi nofana ufuna ukuza azokupherusa irekhodi lelo ema-ofisini we- DPME.

I-DPME izokuzama ukunikela ifikeleko leforomo ngendlela elibawiwe ngayo. Lokhu ngaphandle kokuthi kuzakuthikamezana nokusebenza kwe-DPME nofana kumotjhe irekhodi, nofana kuphulwe ilungelo lokukhuphela ekungasilo lombuso. Isibawo sizakusetjenzwa ngokuya ngokwemigomo wokuvimbela otholakala esaHlukweni 4 se-PAIA.

Nakube umbawilwazi ubawela omunye ilwazi, isikhundla ekwenziwa ngaso isibawo kufanele sivezwe. Ukukhandela ukungasetjenziswa kuhle komThetho, i-DPME inelungelo lokubawa ubufakazi begunya lokwenzela omunye isibawo.

Nakube umbawilwazi akakwazi ukufunda nofana ukutlola, nofana utlhoga isizo lokuzalisa iforomo, angenza isibawo serekhodi ngomlomo. Isekela lesiPhathiswa seLwazi lizakusiza ngokuzalisela umbawilwazi loyo iforomo. Umbawilwazi loyo uzakunikelwa ikhophi lesibawo.

4.2 UkuFakwa kweeBawo

Iimbawo zamarekhodi kufanele zifakwe esiPhathisweni seLwazi nofana eSekeleni lesiPhathiswa seLwazi. Imininingwana yokuthintana yeemPhathiswa ingatholakala esiGabeni D semanyuwali le. Ngeenzathu zevikeleko, ababawo abafuna ukuletha iimbawo ema-ofisini we-DPME e-Union Buildings bazokukhonjelwa bona baveze ubufakazi obuliqiniso bokuzazisa.

5. IIMBADELO EZIBEKIWEKO

IsiPhathiswa seLwazi kufanele ngokwenza isaziso abawe umbawilwazi, ngaphandle kombawilwazi ozibawela yena, bona abhadele imbadelo ebekiweko (nayikhona) ngaphambi kokusebenza isibawo.

UmThetho uveza imihlobo embili yeembadelo:

- *Imbadelo yesibawo*, ekuyimbadelo esezingeni elilingeneko; kanye
- *Nembadelo yokufikeleleka*, ehlanganisa, ukusetjha nokulungiselela, isikhathi, iindleko zokukhiqiza godu kanye neendleko zokuposa.

Irhelo leembadelo lezi zingatholakala **ku-Aphendiksi 2**

Nakube ukusetjha kwerekhodi lehlngano yomphakathi kwenziwe, kanye namalungiselelo wokuvezwa kwerekhodi, okufakahlngana namalungiselelo wokulenza litholakale ngendlela elibawiwe ngayo, kodwana kutholakale bona kusazokufuneka ama-iri angehla kilawo avezwe emithethweni ngehloso le,

isiphathiswa selwazi sizakwazisa umbawilwazi, ngaphandle komuntu ozibawela yena ilwazi bona abhadele idibhozithi yengcenyene yembadelo yokufikeleleka (engasi ngehla kobunye bokuthathu) ezokubhadelwa nakube isibawo siyavunyelwa.

Umbawilwazi ofuna ifikeleleko lerekhodi elimumethe ilwazi ngaye, esibaweni esinjalo angeze akhonjelwa bona abhadele imbadelo yesibawo. Omunye umbawilwazi obawa ilwazi, kodwana elingasi mayelana naye, uzokubhadela imbadelo yesibawo eyi-R35 (imbadelo ebekiweko) nofana ngendlela kuvezwe ngayo.

Esikhathini esingaba zimveke ezimbili zokuthola isibawo, isiPhathiswa seLwazi nofana iSekela lesiPhathiswa seLwazi sizokwenza isaziso sibawe umbawilwazi ngaphandle kwalo obawa ilwazi ngaye, bona abhadele imbadelo ebekiweko (nayikhona) ngaphambi kokusetjenziswa kwesibawo sakhe.

Ngemva kokuthi isiPhathiswa seLwazi nofana iSekela lesiPhathiswa seLwazi sithethe isiqunto ngesibawo, umbawilwazi kufanele aziswe ngesiqunto leso ngendlela ekhethwe mbawilwazi. Nakube isibawo sivunyiwe, imbadelo yokufikelela kufanele ibhadelwe ukusetjha, ukulungisa ilwazi, ukulikhiqiza godu kanye nesinye isikhathi esingenqa ama-iri abekiweko wokusetjha nokulungisa irekhodi elizokuvezwa, okufakahlangana ukwenza amalungiselelo wokulenza litholakale ngendlela elikhonjelwe ngayo. Umbawilwazi angafaka isibilayezo sangaphakathi lapho kufaneleko nofana isibawo sekhotho ngokuphikisana nembadelo yokufaka isibawo.

Imbadelo eveziweko kufanele ibhadelwe iyikhetjhi e-Union Buildings, *nge-postal order*, itjhege nofana ngokuyifaka bunqopha ebhanga ngokusebenzisa imininingwana enikelwe ngenzasi. Lapho isibawo senziwe ngeposo, akunamali eyikhetjhi ekufanele ithunyelwe nesibawo. Isibawo singakhambisana netjhege nofana *i-postal order* lapho zingasebenziseka khona. Isikhathi esingaba malanga alikhomba kufanele sivunyelwe ukwenzelela bona amatjhege atleriwe ngaphambi kokusebenza ngesibawo.

IMininingwana yeBhanga mayelana neembawo:

IBIZO LE-AKHAWUNDI: UmNyango wokuHlela, ukuTjheja nokuHlunga (DPME)

IBHANGA: First National Bank; Corporate Core Banking

IKHOWUDI YEGATJA: 253-145

IBIZO LEGATJA: Pretoria

INOMBORO YE-AKHAWUNDI. 6228 7783 429

IREFERENSI: I-PAIA nebizo lombawilwazi.

Feksa/imeyila DPME ubufakazi bembadelo ku: Inomboro yefeksi: 086 644 0319;

I-imeyili: paia@dpme.gov.za

Ifikeleleko lerekhodi lizokubanjwa bekube lapho zoke iimbadelo ezifunekako sele zibhadelwe.

6. UKUVUNYWA/UKWALIWA KWESIBAWO

Zoke iimbawo zefikeleleko zizokuqalelelwa, begodu ukuvunywa nokwaliwa kuzokuya ngokweenjamiso ezisesaHlukweni 4 somThetho.

6.1 Ukuzibilayezwa

Umbawilwazi angafaka isibilayezo sangaphakathi ngokuphikisana nesiqunto sesiPhathiswa seLwazi, asifake kusiphathimandla sembilayezo esifaneleko, ngokungavumi ukunikela ifikeleleko, nofana ngokuphikisana nesibawo neembadelo, nofana isikhathi esingezelelweko sokusebenza ngesibawo.

- Indlela yesibilayezo yeembadelo zesibilayezo
Isibilayezo sangaphakathi kufanele sifakwe ngeforomo elibekiweko – IForomo B likhutjwa ngokwe -PAIA. Ikhophi leforomo li-athatjwe kilomtlo mo ku-Aphendiksi 3. Amakhophi weforomo ayatholakala ku-DPME nofana kubunzizolwazi be-DPME: www.thepresidency-dpme.gov.za
- AmaForomo wokuZibilayeza
Iforomo kufanele lizaliswe bese lifakwe e-DPME ngaphasi kwesikhathi esibekiweko esivezwe ngenzasi:
 - Isibilayezo kufanele sifakwe ngaphasi kwamalanga ama-60 ;
 - Nakube kufuneka isaziso somuntu wesithathu ngokwesigaba 49(1)(b), isibilayezo kufanele sifakwe ngaphasi kwamalanga ama- 30 ngemva kokuthi umuntu ozibilayezileko azisiwe ngesiqunto esithethweko, enkungiso azibilayeza manqophana naso.

Isibilayezo sangaphakathi kufanele sinikelwe nofana sithunyelwe esiPhathisweni seLwazi e-adresini evezwe ekhasini 12 leManyuwali le.

Umuntu ozibilayezako kufanele anikele imininingwana elingeneko mayelana neenzathu zokuzibilayeza kwangaphakathi. Kufanele aveze bona ukhanya bona aziswe njani ngesiqunto sesibilayezo, begodu abhadele imbadelo ebekiweko (nayikhona). Ukusetjenzwa kweforomo kuthatha amalanga ama-30 [ngokukhambisana ne-PAIA].

6.2 Imbadelo yokuzibilayeza

Umuntu ozibilayezako kufanele abhadele imbadelo yokuzibilayeza (nayikhona). Isiqunto ngesibilayezo sangaphakathi singariyadiswa bekube kulapho imbadelo yokuzibilayeza ibhadelwa khona.

Ngemva kokuthola isibilayezo, iSekela lesiPhathiswa seLwazi kufanele ngaphasi kwamalanga ali-10 adlulisele isibilayezo sangaphakathi esiPhathisweni seLwazi, iinzathu zesiqunto sakhe, kanye nemininingwana yomuntu wesithathu abandakanyekako nakakhona.

6.3 Umuntu wesithathu

Nakube i-DPME iqalelela isibilyezo sangaphakathi esiphikisana nokwalelwa ifikeleko lerekhodi lomuntu wesithathu elihlobene nepilo yangeqadi yakhe; iinrhuluphelo zeemali; kanye namarekhodi weZiko lokuButhelwa kweNtela leSewula Afrika, isiphathimandla esifaneleko kufanele sazise umuntu wesithathu ngokuzibilayeza ngaphasi kwamalanga ama 30 ngemva kokufunyanwa kwesibilayezo.

I-DPME izakunikela umuntu wesithathu ihlathululo yalokho okumumethwe sibilayezo, imininingwana yomuntu ofake isibilayezo bese iyaveza bona i-DPME inombono wokuthi ilwazi kufanele livezwe ngekareko yomphakathi. Umuntu wesithathu unamalanga ama-21 bona aveze ngokomtlo bona kubayini isibawo sefikeleleko singavunyelwa, nofana anikele ngemvumo etloliweko evuma bona ilwazi lingavezelwa umbawilwazi.

I-DPME nayo ingaqalelela ukufaka isibilayezo sangaphakathi siphikisane nokunikelwa kwefikelelo lelwazi. Umnyango uzakufanela bona wazise umbawilwazi wesibilayezweso ngaphasi kwamalanga ama 30 ngemva kokukwamukelwa kwesibilayezo. Umuntu wesithathu unamalanga ama-21 wokwenza imvumo emtlole evezako bona kubayini ifikeleleko lerekhodi kufanele livunyelwe.

6.4 Isaziso sesiqunto

I-DPME ingaqinisekisa isiqunto esiphikiswe ngokuzibilayeza, nofana isijamiselele ngesiqunto esitjha. Lokhu kufanele kwenziwe ngaphasi kwamalanga ama-30 ngemva kokwamukelwa kwesibilayezo sangaphakathi, nofana ngaphasi kwamalanga ama 5 wokusebenza ngemva kokwamukelwa kwendulo etlolweko mayelana nesibilayezo.

6.5 Isibawo seKhotho

Umbawilwazi nofana umuntu wesithathu ofaka isibilayezo sangaphakathi ngokuphikisa isiqunto sesiphathiswa selwazi sokwala ukunikela ifekeleleko, angafaka isibawo sekhotho ukobana kukhutjhe ilwazi ngokwesigaba 82 (ukunikela umlayo olungileko nongathathi ihlangothi) kwaphela nangabe isibawo sidlule kizo zoke iinkambiso zangaphakathi. Umbilayeli, umuntu wesithathu nofana umbawilwazi uzakwaziswa bona ungafaka isibawo sekhotho aphikisane nesiqunto sokuzibilayeza kwangaphakathi ngaphasi kwamalanga ama-30 (nakube umuntu wesithathu kufanele anikelwe isaziso).

7. UKUTHUTHUKISWA KWEMANYUWALI

Imanyuwali izakuthuthukiswa esikhathini esingaba ngaphasi komnyaka sokukhutjha kwayo nofana nakube kunetjhuguluko ebujameni bomgomo elikatelela bona imanyuwali ithuthukiswe.

I-DPME ihlela ukukhupha imanyuwali le ngamaLimi asemThethweni ali- 11.

8. UKUTHOLAKALA KWEMANYUWALI

Imanyuwali izakutholakala eendweni ezivezwe mthetho i-*Legal Deposit Act*, kanye nema-Ofisini weKomitjhana yamaLungelo wobuNtu yeSewula Afrika kanye nemakhiweni we-DPME. Imanyuwali izokutholakala nakubunzinzolwazi bomnyango ku: www.thepresidency-dpme.gov.za

C. Ihlathululo efitjhani ngamaQhinga we-DPME

1. UMBONO

Umbono we-DPME kusiphalazela ituthuko eragela phambili ekwethulweni kwezenzelwa ngokutjhejwa kokusebenza nokuhlunga.

2. UMNQOPHO

Umnqopho wethu kusebenzisana nabalingani ukwenza ngcono ukusebenza kukaRhulumende ekuzuzeni imiphumela enqotjhweko nokwethula izenzelwa ngcono ngokutjhugulula indlela uRhulumende asebenza ngayo. Sizokwenza lokhu ngokubeka okutlhogwa khulu phambili; ukutjheja okuphezulu nokuhlunga okuphathelene nokuzuzisa imiphumela yalokho okutlhogwa khulu, ukutjheja ikhwalithi yendlela yokuphatha kanye nokutjheja ukwethulwa kwezenzelwa zemisebenzi eziqakathekileko.

3. IMIGOMO

Sizokuhlala sisibonelo ngeendlela zoke nangaso soke isikhathi. Lokhu kufakahlangana ukutjheja khulu amatlayenti wethu (uMongameli, iSekela lakaMongameli, uRhulumende nomphakathi) nokulalela

amatlayenti wethu nokuwaphatha ngesithunzi, ngesineke, ngokuthula nangehlonipho. Kufaka hlangana nokuba yihlangano efundako nengabuyeleli izinto kanengi kodwana kucacile bona azisebenzi.

Sizokusiphazela ukuthi sibe nendlela yokuphatha ethuthukako kanye nokuthobela yoke imithetho ebekiweko. Sizokutjheja khulu koke okusisekelo, njengokuthi singaladelwa emihlanganweni, ukuphatha imihlangano kuhle nokupendula ama-imeyili, imilayezo etjhywe emtatweni nokutjheja ezinye iimbawo ngesikhathi. Sizokwenza bona iindlela zokuphatha zibe nekhwalithi ukuze sizuze ubungako bemali, ukuba nekghono nepumelelo. Sizokuba nokuziphendulela besenze izinto tjhatjhalazi.

4. IGUNYA LOMTHETHO NAMANYE

Igunya lokusebenza kwe-DPME livela esiGabeni 85(2) (c) somThethosisekelo weRiphabhligi yeSewula Afrika. Umsebenzi omkhulu we-DPME kuthintanisa imisebenzi yemiNyango yomBuso noRhulumende. Igunye leli lihlathululwe kabanzi nguMongameli eKulumeni yakhe yobuJamo beNarha yango-2010, 2011, 2012 neyango 2013 kanye neenqunto ezihlukileko zeKhabinedi; begodu lihlathululwa nanguNgqongqotjhe wokuTjheja ukuSebenza nokuHlunga emtloleweni “ UmLeyo womGomo ngokuTjheja ukuSebenza nokuHlunga- UkuSebenza kweThu”.

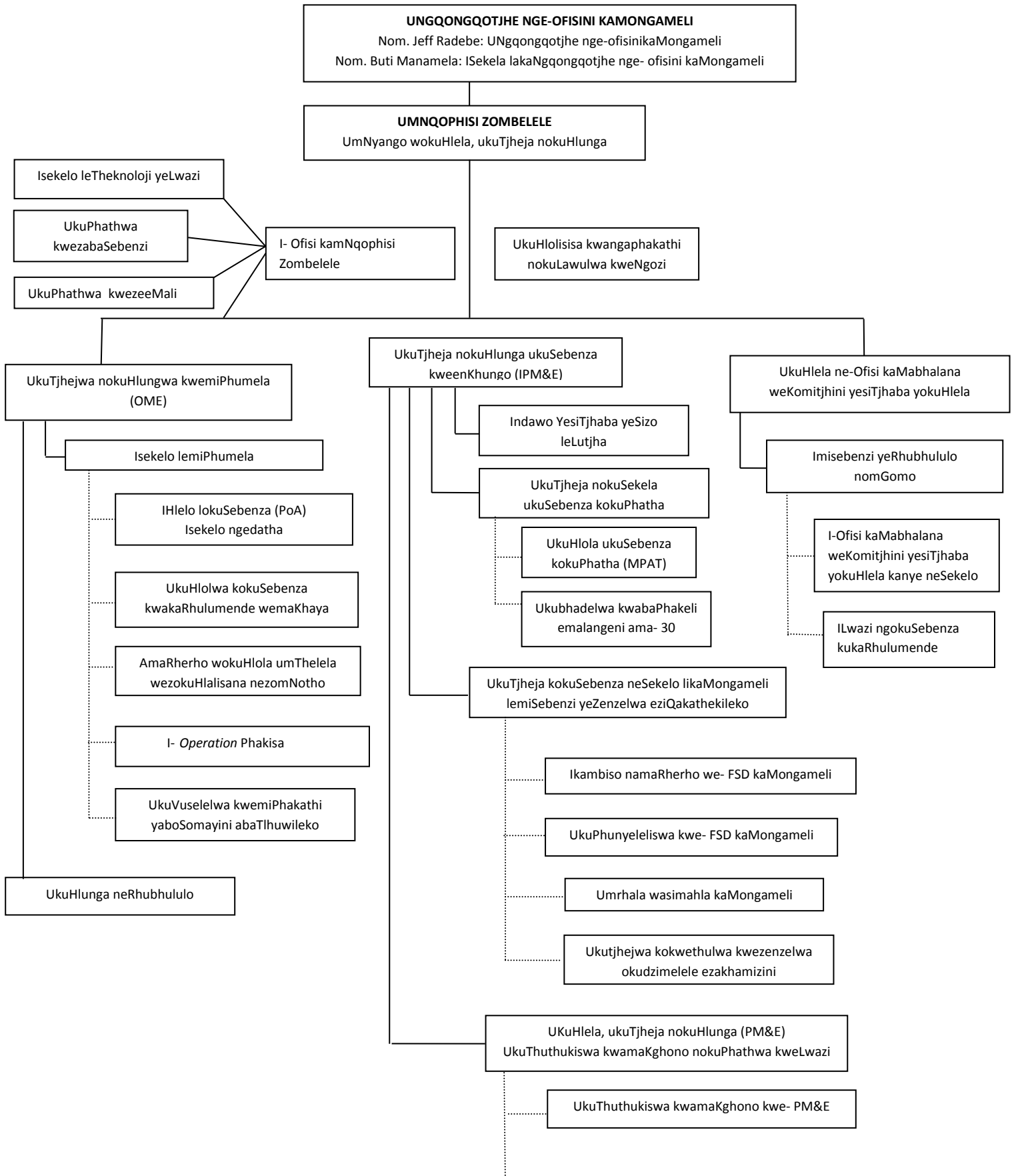
I-DPME yenza lokhu ngoku:

- Kghonakalisa amahlelo womNyango nofana limVumelwano zeZenzelwa lapho okuthogeka khulu kutlagalajile nofana imiphumela kaRhulumende kanye nokutjheja nokuhlunga ukusebenza kwamahlelo la;
- Ukutjheja ukusebenza komNyango ngamunye ophezulu, iminyango yamaPhrovinsi kanye naboMasipaladi;
- Ukutjheja ukwethulwa kwezenzelwa eziqakathekileko;
- Yenza ukuhlunga; kanye
- Ithuthukisa ukusetjenziswa kuhle kokutjheja nokuhlunga kuRhulumende.

D. IMINININGWANA YOKUTHINTANA

ITHAYITILELA	IMINININGWANA YOKUTHINTANA
ISIPHATHISWA SELWAZI	<p>Nom. Tshediso Motana UmJaphethe kamNqophisi Zombebele Private Bag X944 Pretoria 0001</p> <p>NOFANA</p> <p>Union Buildings Government Avenue Pretoria</p> <p>Tel #: +27 12 312 0010</p>
ISEKELA LESIPHATHISWA SELWAZI	<p>Nom. Stanley Ntakumba Chief Director: M&E Capacity Building and Knowledge Management Private Bag X944 Pretoria 0001</p> <p>Tel #: +27 12 312 0202 Fax #: 086 633 5877 e-mail: stanley@dpme.gov.za</p>
UMTHINTANISO WE-PAIA	<p>Futhi Umlaw Deputy Director: M&E Policy Co-ordination Private Bag X944 Pretoria 0001</p> <p>Tel #: +27 12 312 0207 Fax #: 086 644 0319 e-mail: futhi@dpme.gov.za or paia@dpme.gov.za</p>
IIMPHATHISWA ZE-PAIA ngaphakathi kwamaGatja we-DPME	Igatja ngalinye lizakukhomba isiPhathiswa se-PAIA esizokuba mumuntu othintwako kiwo woke amagatja akhethekileko we-PAIA mayelana neembawo zelwazi.

E. I-OGANOGRAMU YE-DPME



F. IPHROFAYILI YEHLELO

Kwagadesi umnyango uhleleke ngamagatja amathathu akhambisana nephrofayili yesabelo seemali somnyango:

IHLELO 1: UKUPHATHA

UMNQOPHO	Ihlelo leli linesibopho sokunikela amano woburholi nokuphatha kanye nesekelo ngokuphatha, ukuphathwa kwezabasebenzi, ukuphathwa kwemali kanye nemisebenzi yetheknoloji yelwazi kobana zisekele umnyango namano weminqopho.	
UMNQOPHO WEHLELO	Kuqinisekisa bona umnyango unamano woburholi obusebenzako, ukulawula nokuphatha kanye nokuqinisekisa bona ukhambisana nayo yoke imilayo efaneleko yomthetho. Kwagadesi ihlelo leli libunjwe ngamahledlwana alandelako: <ul style="list-style-type: none"> ▪ Ukuphathwa komNyango; ▪ Ukuhlolisisa kwangaphakathi (<i>internal audit</i>); ▪ Imisebenzi yomnyango nezeemali kanye nesekelo leLwazi leTheknoloji. 	
	I- Ofisi kamNqophisi Zombebele	<p><u>Umnqopho:</u> Kunikela abaphathi isekelo namano woburholi nokuphathwa komNyango</p> <ul style="list-style-type: none"> ▪ Kunikela uNgqongqotjhe neSekela lakaNgqongqotjhe isekelo lokuphatha ▪ Kukghonakalisa amano wokusebenza nokuhlela nemisebenzi yokubika ▪ Kunikela imisebenzi yokuthintana nokusebenzisana nabahlanganyeli ▪ Kutjheja ukusebenza kweenkhungo ▪ Kunikela umNyango imisebenzi yokuhlolisisa ngaphakathi nemisebenzi yokulawula iingozi ▪ Kunikela itjhejo le- PFMA ku- NYDA ▪ Ukunikela umsebenzi weNdawo yesiTjhaba yeSizo leluTjha
	IsiPhathiswa esiKhulu seeMali	<p><u>Umnqopho:</u> Kunikela imisebenzi yezeemali, yokuphathwa kokutholwa kwepahla neminye imisebenzi yokusekela</p> <ul style="list-style-type: none"> ▪ Kunikela imisebenzi yokulawula ngaphakathi ▪ Kunikela umnyango imisebenzi yokuphatha imali ▪ Kunikela umNyango imisebenzi yokuphathwa kokutholwa kwepahla ▪ Kunikela umnyango imisebenzi yokuphepha.
	I- Ofisi yezabaSebenzi	<p><u>Umnqopho:</u> Kunikela umNyango imisebenzi yezokuphathwa nokuthuthukiswa kwabasebenzi</p> <ul style="list-style-type: none"> ▪ Kuqinisekisa ukuhlelwa kokusebenza kwe- HR namahlelo wokuthuthukisa ▪ Kunikela umtamo wokuhleleka nemisebenzi yokubandakanya kanye nokuqinisekisa ukuphathwa kwezabasebenzi okusebenzako nokunepumelelo ▪ Kuphatha nokukghonakalisa imisebenzi yetjhebiswano lezemisebenzi, zamaPhilo neHlalakhule yabaSebenzi Kanye nemisebenzi ekhethekileko ye- HR
	I-Ofisi yesiPhathiswa esiKhulu selwazi	<p><u>Umnqopho:</u> kunikela amarherho womnyango, imisebenzi ephathelene ne- ICT nemisebenzi</p>

		<p>yokuphatha ilwazi eliphathelene nethungelelwano</p> <ul style="list-style-type: none"> ▪ Kuphumelelisa ukuphathwa kokubulungwa kwamarherho wedatha, welwazi, wamarekhodi kanye nemitlolo ▪ Kukwakha nokutjheja umthangalasisekelo we- ICT, amaRherho weBhizinisi ▪ Woke amaRherho wengaphakathimtjhiningqondo asetjenziswa ngurhulumende wemakhaya ▪ Ukuhlela imisebenzi ye- ICT nokuphatha amaprojekthi ▪ Ukuthuthukisa nokuphumelelisa imisebenzi yokuphathwa kwelwazi lokuthungelelana
--	--	---

IHLELO 2: UKUTJHEJWA NOKUHLUNGWA KWEMIPHUMELA (OME)

UMNQOPHO	<p>Umnqopho wegatja kuthuthukisa amano we- ajenda karhulumende ngokuthuthukiswa nokuphumelelisa kwekambiso yemiphumela, yokutjheja nokubika ngeragelo phambili nomfutho wokuhlunga. Imisebenzi ifaka hlanguana:</p> <ul style="list-style-type: none"> ➢ Ukuthuthukiswa kweemvumelwano zokusebenza hlanguana koMongameli naboNgqongqotjhe; ➢ Ukukghonakalisa kokuthuthukiswa kwamahlelo nofana kweemvumelwano zokwethula zemiphumela eqalelelwentanzi; kanye ➢ nokutjheja ukuphumelelisa kwawo ➢ Ukuhlela nokuphatha ikambiso yemiphumela kanye nokusekela iminyango, eminye imikhakha karhulumende, iinqhema namakomidi weKhabinethi kobana kukhonjwe bekulungiswe neenqabo ekuzuzweni kwemiphumela ➢ Ukulawula nokutjheja iHlelo lokuSebenza nokukhiqiza imibiko yokusebenza yamahlelo wokwethulwa kwezenzelwa ➢ Ukuhlunga nerhubhululo lomgomo lokusekela iRherho eliBanzi lokuTjheja lakaRhulumende. 	
UKUBUYEKEZWA KWEHLELO	<p>UkuPhathwa kweHlelo lokuHlungwa nokuTjhejwa kwemiPhumela</p>	<p>Kunikela ukuphathwa nokusekelwa kwehlelo.</p>
	<p>UkuSekelwa kwemiPhumela</p>	<p>Igatja leli likghonakalisa ukuhlela okuphathelene nemiphumela eli- 14 eqalelelwentanzi ngokusekela iminyango ehlela imiphumela yokukhiqiza amahlelo adzimelele emiphumeleni nofana eemvumelwaneni zokwethula zomphumela ngamunye.</p> <ul style="list-style-type: none"> ▪ Lisiza uMongameli ngokutjheja ukusebenza kwaboNgqongqotjhe ngamunye ngokweemvumelwano zabo zokusebenza. ▪ Lisekela uMongameli neSekela lakaMongameli naboNgqongqotjhe nge- Ofisini lakaMongameli ngeokweluleka ngokomgomo ukufaka hlanguana nerekhodi ngezethulo zekhabinethi bese basekelwa buthekniki eensungulweni zabo zokutjheja nokuhlunga ekuphatheni. ▪ Likghonakalisa ukuphumelelisa kwerherho lemiphumela kaRhulumende woke kanye nokunikela imisebenzi kamabhalana eKomidini ephethlene naboNgqongqotjhe (IMC) ekuQiniseni imiPhakathi yaboSomayini abaThuwileko.
	<p>IHlelo lokuSebenza (PoA)</p>	<p>Lilawula belitjheje iHlelo lokuSebenza nokukhiqiza imibiko yokusebenza emayelana namahlelo wokwethulwa kwezenzelwa</p>
	<p>UkuHlolwa kokuSebenza kwakaRhulumende weNdawo</p>	<p>Likghonakalisa ukuthuthukiswa, ukuphumelelisa nokutjhejwa kwesiSetjenziswa sokuHlola ukuSebenza sokulinganisa ukusebenza kuhle ezingeni leminyango yoke kamasipala.</p>

	UkuHlunga neRhuhululo	Kuhlunga nokurhubhulula ngomgomo ngokusekela iRherho eliBanzi lokuTjheja lakaRhulumende
	AmaRherho wokuHlola umThelela wezokuHlalisana nezomNotho	Kuqinisekisa bona uhlolwa komthelela wezokuHlalisana nezomnothoi womthetho nomthetholawulo okhona nomutjha kwenzelwa ukuqinisekisa bona ikhambisane ne- NDP beyiphungule nengozi yemiphumela engakanqotjiswa.
	I- Operation Phakisa	Ukutjhugululela amahlelo emiphumeleni yamambala ngokwethulwa ngepumelelo ngokubamba amalebhu ahlanganisa abahlanganyeli kobana kuhlelwe ngokudephileko.
	Ukuvuselelwa kwemiphakathi yabosomayini abatluhwileko	Kunikela iKomidi ephathelene naboNgqongqotjhe nesiQhema somSebenzi obuThekniki i- ofisi yokuphatha emayelana nokuvuselelwa kwemiphakathi yabosomayini abatluhwileko

IHLELO 3: UKUTJHEJWA NOKUHLUNGWA KOKUSEBENZA KWEENKHUNGO (IPM&E)

UMNQOPHO	Ihlelo lithuthukisa izenzo ezihle ze- M&E nekambiso karhulumende ngokuhlola kokusebenza nesekelo, ukutjhejwa nokusekelwa kwezenzelwa zemisebenzi eqakathekileko nokuthuthukiswa kwamakghono we- M&E kanye nokufunda.
UKUBUYEKEZWA KWEHLELO	Ihlelo leli libandakanya ukuthuthukiswa, ukuphuyelelwa nokutjhejwa kwesiSetjenziswa sokuHlola ukuPhathwa kokuSebenza (MPAT); amaHlelo wokuTjheja ukuThoma kokwEthula (FSDM), umGomo we- M&E neHlelo lokuThuthukiswa kwamakghono.
	<p>UkuTjhejwa nokuSekelwa kokuSebenza kokuPhatha</p> <ul style="list-style-type: none"> ▪ Umnqopho walo kuthuthukisa, kuphumelelisa nokutjheja isiSetjenziswa sokuHlola ukuPhathwa kokuSebenza (MPAT) sokulinganisa ukusebenza ezingeni lokuphatha nelokusebenza leminyango yesiTjhaba neyeemFunda. ▪ Kunikela ukuphatha nokuhlela okufaneleko kwehlelo lokusebenza le- FOSAD; ▪ Kutjheja iindaba zokubhadelwa ngemva kwesikhathi kwama- invoyisi kanye nokungabhadelwa kwama- invoyisi afaneleko, kunikela iKhabinethi imibiko yaqobe yikota kanye nombiko wanjalo njalo oya emKhandlwini wokuHlela kaMongameli.
	<p>UkuTjhejwa nokuSekelwa kwemiSebenzi yeZenzelwa eziQakathekileko nguMongameli</p> <ul style="list-style-type: none"> ▪ Umnqopho walo kuphatha, kuhlela nokutjheja izenzelwa zemisebenzi eqakathekileko ezinqotjhiswe ekusekeleni ikhwalithi eyenziwe ngcono yezenzelwa zemisebenzi eqakathekileko kilo loke irherho lomkhakha karhulumende ▪ Kuthuthukisa nokugcina ukutjheja okusebenzako namarherho wokubika kanye neensetjenziswa zokuphathwa kwamahlelo wokutjhejwa kwezenzelwa zemisebenzi eqakathekileko ▪ Kukwenza nokuhlela amavakatjho wesifunda wemisebenzi yezenzelwa eziqakathekileko nokusekela ituthuko ▪ Kulawula umrhala wasimahla kaMongameli ▪ Kulawula ihlelo kobana kuqinise ubudlelwano bezakhamizi norhulumende mayelana nokutjhejwa kokwethulwa kwezenzelwa.
	<p>Ukuhlela, ukuTjheja nokuHlunga (PM&E) ukuThuthukiswa kwamakghono nokuPhathwa kweLwazi</p> <ul style="list-style-type: none"> ▪ Kurhola ukuthuthukiswa kwamakghono kwe- PM&E nokuphathwa kweensungulo zelwazi, nokukghonakalisa ukusetjenziswa ngcono kwelwazi le- PM&E kurhulumende woke ▪ Kuthuthukisa nokuphumelelisa iinsungulo

		<p>zokuthuthukiswa kwamakghono weenkhangano zakarhulumente nokukghonakalisa amano wobudlelwano emiphakathini ye- PM&E</p> <ul style="list-style-type: none"> ▪ Kukghonakalisa ikulumo-pendulwano ekusebenzeni kwe- PM&E nokukghonakalisa ukusetjenziswa ngcono kwelwazi le- PM&E kurhulumente.
--	--	---

IHLELO 4: UKUHLELA NEKOMITJHINI YESITJHABA YOKUHLELA YE- OFISI LAKAMABHALANA

UMNQOPHO	Umnqopho wegatja kuthuthukisa inembo- mbono wesikhathi eside wenarha nehlelo lamano wesitjhaba nokufaka isandla emiphumeleni engcono kurhulumente ngokuhlela ngcono, ngamahlelo angcono wesikhathi eside, ukukakarelwa khudlwana emgomeni nokukhulunywa ngokucacileko kweminqopho yesikhathi eside kanye netjisakalo.
UKUBUYEKEZWA KWEHLELO	Iimbopho eziqakathekileko zegatja kungenisa eenkhangweni nokuqinisa ukuhlela kwarhulumente ngokukghonakalisa ukuthuthukiswa kwamahlelo wemikhakha; ukuqinisekisa ukukakarela hlangu namahlelo, imigomo nokwethulwa kwezenzelwa kurhulumente woke; ukuqinisekisa bona iinqalelelwantanzi zezinga eliphakemeko zifakiwe emahlelweni wamarherho woke karhulumente kanye nokubandakanya abahlanganyeli emiphumeleni wekambiso yokuhlela ukuqinisekisa ukuvumelana kanye nokusekela umsebenzi weKomitjhini yesiTjhaba yokuHlela. Igatja leli lizalisekisa iimbopho zomNyango njengomthlogomeli womsebenzi wokuhlela kurhulumente.
	<p>Imisebenzi yeRhubhululo nomGomo</p> <p>Umnqopho wehlelwana leli kuphatha nokukghonakalisa irhubhululo lekomitjhini nekambiso yomgomo ngeendaba zetuthuko zesikhathi eside kanye nokunikela iKomitjhini yesiTjhaba yokuHlela isekelo elibuthekniki.</p>
	<p>I- Ofisi kamabhalana neSekelo leKomitjhini yesiTjhaba yokuHlela</p> <p>Kunikela iKomitjhini yesiTjhaba yokuHlela ne- Ofisi kamabhalana imisebenzi yokuphathwa kwehlelo nesekelo lokulawula</p>
	<p>Ilwazi ngokuSebenza kwakaRhulumente</p> <p>Kufaka isandla ekuzuzweni kwamatjhuguluko ne- ajenda eragela phambili karhulumente ngokuphunyeliswa kwamaphahla wethemu ephakathi nokuhlela nokubika konyaka nonyaka. Imisebenzi leyo ifaka hlangu:</p> <ul style="list-style-type: none"> ▪ Ukuphatha nokutjheja ukuphunyeliswa kwamano wokuhlelwa kokusebenza kwaqobe mnyaka nokubikwa kokusebenza okungakaphathelani nemali nekambiso ephathelene nokutjheja ezingeni lesifunda nelesitjhaba ▪ Kuhlela ukubuyekeza kwamano wamahlelo namahlelo wokusebenza waqobe mnyaka ngominqopho wokwenza ngcono ikhwalithi yamahlelo nokwenziwa kwawo bona akhambisane ne- NDP, MTSF namanye amahlelo ▪ Kuhlela iinkulumo- pendulwano zokusebenza neminyango eqakathekileko yesitjhaba ephathelene nemiphumela.

IHLELO 5: IHLELO LESITJHABA LOKUTHUTHUKISWA KWELUTJHA

UMNQOPHO	Umnqopho wehlelo leli kuthuthukisa nokuphumelelisa umgomo welutjha nokunikela itjhejo leemali ezidluliselwe ku- Ejensi yesiTjhaba yokuThuthukiswa kweLutjha
-----------------	---

UKUBUYEKEZWA KWEHLELO	Isibopho esiqakathekileko sehlelo leli kukghonakalisa ukubuyekwezwa komgomo welutjha kanye nokukhambisana kwawo namahlelo karhulumende ngomnqopho wokuhlalisa kabutjha umnqopho nekghono lawo lokululubeza ukuhlonyiswa kwelutjha emahlelweni karhulumende	
	Ukuthuthukiswa kweLutjha	Umnqopho kuthuthukisa nokutjheja ukuphunyeleliswa komgomo welutjha
	I- Ejensi yesiTjhaba yokuThuthukiswa kweLutjha	Umnqopho kudlulisela iimali ku- Ejensi yesiTjhaba yokuThuthukiswa kweLutjha

G. AMAREKHODI AGCINWE YI- DPME

Ingcinye le yomgomo iphathelele namalungiselelo wesigaba 14(1) (d) somThetho we- PAIA, oveza bona i-DPME kufanele inikele imininingwana yamarekhodi enawo kobana iimbawo zokubawa ilungelo lokufumana ilwazi elikhiqizwe nelimumethwe yi- DPME. Amanye wamarekhodi lawa akhona ngokuzenzakalela begodu amanye afuna bona kwenziwe isibawo ngaphambi kobana angenziwa bona abe khona.

- (i) Amarekhodi akhona ngokuzenzakalela – isigaba 14(1)(e)
- Amano wamahlelo
 - Imibiko yomnyaka
 - UmThetho wobuJamo bemiGomo
 - ImiLeyo yomGomo
 - Imibiko
 - Imitlolo ekhutjhweko
 - Amarhubhululo
 - Amamanuwali
 - Imifanekiso
 - Imihlahandlela
 - Ilwazi elimayelana nokusebenza elimumethwe eRherhweni leHlelo lokuThatha amagadango
 - Ilwazi elimayelana neenkhundla ezikhangisiweko
 - Eminye neminye imitlolo enqotjhiswe bona ibonwe mphakathi.

Indlela yokufumana amarekhodi akhona ngokuzenzakalela

Isigaba 15 somThetho siveza bona i-DPME kufanele ikhuphe irhelo lamarekhodi akhona emnyangweni ngokuzenzakalela kuGazethi kaRhulumende. Ukuzalisa IFOROMO A eliveziweko akusiyo ifuneko lokha nawufumana amarekhodi anjalo. Umbawo akakalindelwa bona abhadele iimbawo ngaphandle kobana kukhiqizwe inani elikhulu lamakhophi. Woke ama-ofisi we-DPME kufanele anikele iindlela zokufumana amarekhodi akhona ngokuzenzakalela. Amarekhodi abekwe eZikweni leSewula Afrika lokuGcina amaFayili wesiTjhaba kobana agcinwe aokwenziwa bona abe khona ngokukhambisana nemithetho efaneleko yokufundwa kwawo:

- UmThetho we- 2000 (UmThetho wesi- 2 wango- 2000) wokuThuthukiswa kokuFumaneka kweLwazi
- UmThetho we- 1982 (UmThetho wama- 84 wango- 1982) wokuVikelwa kweLwazi kanye
- nomThetho (UmThetho wama- 42 wango- 1996 - umThetho we- NASA) weZiko leSewula Afrika lokuGcina amaFayili namaRekhodi wesiTjhaba

(ii) Amarekhodi wokuPhatha

IZIKO	IINHLOKO NEENGABA	AVELE AKHONA	AKHONA NGOKUBAWIWA	AZIVIKELWEKO
I- ofisi yesiPhathiswa esiKhulu seLwazi (OCIC)	Ukulawulwa kwezemali		✓	
	Imithetjhwana yokugcinwa kweemali	✓		
	Imanuwali yekambiso yezemali	✓		
	Imihlahlandlela ye- MTEF	✓		
	Imitlolo yamathenda		✓	
IPhiko lezabaSebenzi	Imigomo ehlukehlukeneko	✓		
	Amano	✓		
	Imihlahlandlela yendlela yekambiso yokufunyanwa nokukhethwa kwabasebenzi ku- DPME	✓		
	Umhlahlo wokuhlaziywa komsebenzi	✓		
	Ukuhleleka kwehlangano		✓	
	Ukufunwa kwabasebenzi		✓	
	Amafayili womfundalize		✓	
	Ukukhethwa			✓
	Iphesali			✓
	Amafayili wabasebenzi			✓
	Imvumelwano zokusebenza			✓
	Imibiko yokuhlungwa kokusebenza			✓
	Amafayili welifu			✓
	Amafayili womrholo			✓
	Amafayili wemilandu: Ukulalelwa kokujeziswa			✓
	Ukuqatjha			✓
	Imilayezo			✓
IZIKO	IINHLOKO NEENGABA	AVELE AKHONA	AKHONA NGOKUBAWIWA	AZIVIKELWEKO
	Iincwadi			
Ukuhloliswa kwehlangano	Imanuwali yemigomo nekambiso	✓		
	Imitlolo yamaphahla nokuhlela	✓		
	Imibiko yomnyaka	✓		
	Ukukhulumisana ngokutlololana namatlayenti wangaphakathi nangaphandle		✓	

	Imibiko yonyaka nonyaka yokuhlolwa kweencwadi zeemali		✓	
ZokuThintana	Umbiko womnyaka we- DPME	✓		
	Ukukhutjwa kweendaba eembikindabeni	✓		
UkuPhathwa kweNgozi	Umleyo wokuphathwa kwengozi	✓		
	Amano wokuphathwa kwengozi	✓		
	Umgomo wokuphathwa kwengozi	✓		
	Amano wokukhandelwa kobukhwabanisi	✓		
	Umbiko wokuphenywa kombiko omayelana nokulwisana nobukhwabanisi kanye nobukhohlakali		✓	

(iii) Imisebenzi yokuQhatjwa komPhakathi

IINHLOKO NEENGABA	AVELE AKHONA	AKHONA NGOKUBAWIWA	AZIVIKELWEKO
Ukukhulumisana ngokutlolelana namatlayenti wangaphandle		✓	
Iimvumelwano ezimayelana nezinga lomSebenzi		✓	
Ilwazi labaSebenzi nendaba yezobuDlelwano kezemiSebenzi		✓	
Amarekhodi wezeemali kanye neentatimende		✓	
Irejista yokuphathwa kwepahla		✓	
Imitlolo yamaphahla nokuhlela		✓	
Imitlolo yekoro yokuthengela kanye nemitlolo yokufumanela		✓	
Imibiko yokuthuthukiswa kwabasebenzi		✓	
Iimbawo zomfundalizi nemibiko ephathelene nefundo		✓	
Amarekhodi wokuphathwa kokuba khona nokusebenza		✓	
Imibuzo emayelana nokuhlolwa kweencwadi zeemali nokuphendula		✓	
Imibuzo neependulo zepalamende		✓	
Ukwelulekwa ngokwamabizelo womsebenzi kanye nependulo		✓	

(iii) Ukukhutjwa kwemitlolo ye- DPME

IINHLOKO NEENGABA	EZIKHONA NGOKUZENZAKALELA	EZIKHONA NGOKUBAWIWA	EZIVIKELWEKO
Umleyo lomThetho	✓		
Imileyo yomGomo	✓		

Imihlahlo nemiHlahlandela	✓		
Iinsetjenziswa namaManuwali	✓		
Imibiko	✓		
Izethulo ezijayelekileko	✓		
Iinkomaba zeTuthuko 2007; 2009; 2010; 2011; ne-2012		✓	
Ihlelo lamano 2010/11 – 2013/14		✓	
UkuPhathwa kokuSebenza nokuHlunga		✓	
Imilayezo yeKhabinethi			✓
Iimvumelwano zokwethula			✓
Iimvumelwano zokuSebenza zakaNgqongqotjhe			✓
UmBiko wokuBuyekeza wesikhathi esiPhakathi			✓

H. UMHLANDLELA WEKOMITJHINI YAMALUNGELO WOBUNTU

Isigaba 10 somThetho wango- 2000 (UmThetho 2 we- 2000) wokuThuthukiswa kokuFikeleleka kweLwazi (PAIA) utjheja bona iKomitjhini yamaLungelo wobuNtu yeSewula Afrika (SAHRC) kufanele ibuthelele imihlahlandlela elula nezwisisekako emayelana nokusetjenziswa kwe- PAIA. Umhlahlandela umumethe ilwazi elizokufunwa mumuntu ofisa ukusebenzisa nanyana ngiliphi ilungelo elitjhejwe emThethweni.

Imibuzo emayelana nomhlahlandlela lo kufanele ithunyelwe ku:

The South African Human Rights Commission

PAIA Unit (The Research and Document Department)

Private Bag X2700

HOUGHTON

2041

Umrhala: +27 11 484 8300

Ifeksi: +27 11 484 1360

Ubunzinzolwazi: www.sahrc.org.za

I-imeyili: paia@sahrc.org.za



**planning, monitoring
and evaluation**

Department:
Planning, Monitoring and Evaluation
REPUBLIC OF SOUTH AFRICA

IFOROMO A

ISIBAWO SELUNGELO LOKUFIKELELA IREKHODI LEHLANGANO KARHULUMENDE

Isigaba 18(1) wango- 2000 somThetho (UmThetho 2 we- 2000) [Umthetholawulo 2] wokuThuthukiswa
kokuFikeleleka kweLwazi

NGESETJENZISWA MNYANGO

Ireferensinamba: _____

Isibawo samukelwe ngu: _____

Yitjho ibizo nesibongo sesiPhathiswa seLwazi/seSekela lesiPhathiswa seLwazi

ngomhlaka (ilanga) _____ e (indawo) _____

Imbadalo yesibawo (nangabe ikhona): R _____

Idiphozidi (nangabe ikhona): R _____

Imbadalo yelungelo lokufumana: R _____

Umtlikitlo wesiPhathiswa seLwazi/weSekela lesiPhathiswa seLwazi: _____

Iminingwana yehlangano karhulumende

IsiPhathiswa seLwazi: Nom. Tshediso Matona (UmJaphethe kamNqophisi Zombebele)

nofana

ISekela lesiPhathiswa seLwazi: Nom. Stanley Ntakumba (UmNqophisi omKhulu)

Department of Planning, Monitoring and Evaluation

Private Bag X944

Pretoria

0001

South Africa

Inomboro yomrhala: +27 12 312 0202

Inomboro yefeksi: +27 086 683 5677

www.thepresidency-dpme.gov.za

paia@dpme.gov.za

B. IMINININGWANA YOMUNTU OBAWA UKUFIKELELA IREKHODI

- a) *Imininingwana yomuntu obawa ukufikelela irekhodi kufanele inikelwe ngenzasi.*
- b) *Kufanele kunikelwe isiphande kanye/ nofana inomboro yefeksi yeSewula Afrika lapho ekufanele ilwazi lithunyelwe khona*
- c) *Ubufakazi bekghono isibawo esenziwe ngalo, nakutlhogekako kufanele bunanyathiselwe.*

Amabizo ngokuzeleko kanye nesibongo: _____

Inomboro kamazisi: _____

I-adresi seposi: _____

Inomboro yefeksi: _____

Inomboro yomrhala: _____

I-adresi ye-imeyili: _____

Ikggono ekwenziwe ngalo isibawo, lokha nasenzelwe omunye umuntu _____

C. IMINININGWANA YOMUNTU OWENZELWA ISIBAWO

Isigaba lesi kufanele sizaliswe KWAPHELA nje nangabe isibawo selwazi senzelve omunye umuntu.

Amabizo ngokuzeleko kanye nesibongo: _____

Inomboro kamazisi: _____

D. IMINININGWANA YEREKHODI

- a) *Nikela imininingwana ezeleko yerekhodi elenzelwe isibawo sokufikelela, ukufaka hlangana ireferensinamba nangabe uyayazi, kobana irekhodi lifunyanwe lapho likhona.*
- b) *Nangabe isikhala esinikelweko asikaneli, sibawa uragele phambili kuphotfoliyo ehlukeleko bese uyinamathisela eforomini leli.*
- c) *Umbawilwazi kufanele atlikitle woke amafoliyo angezelelweko.*

1. Ihlathululo yerekhodi nofana ingcenywe eqakathekileko yerekhodi: _____

2. Ireferensinamba, nangabe ikhona: _____

3. Nanyana ngimiphi imininingwana yokungezelela yerekhodi: _____

E. IIMBADALO

- a) *Isibawo sokufikelela irekhodi kunerekhodi elimumethe iminingwana emayelana nawe uqobo lwakho sizokufakwa ekambisweni kwaphela ngemva kobana imbadalo yesibawo sele ibhadelwe.*
- b) *Uzokwaziswa ngenani lemali elifunakako kobana libhadelwe njengembadalo yokubawa.*
- c) *Imbadalo ebhadelwako nakufikelelwa irekhodi iyame endleleni irekhodi elifikelelwako lingayo kanye nesikhathi esizwakalako esifunekako kobana kufunwe bekulungiswe irekhodi lelo.*
- d) *Nangabe ukulungele ukutjhatjhululwa ekubhadeleni nanyana ngiyiphi imbadalo, sibawa uveze isizathu sokutjhatjhululwa.*

Isizathu sokutjhatjhululwa ekubhadeleni iimbadalo: _____

F. INDLELA YOKUFIKELELA IREKHODI

Nangabe ukhandelwa kurholophala kobana ufunde, ubukele nofana ulalele irekhodi elingendlela elinikelwe ngayo ku- 1 ukufika ku- 4 ngenzasi, veza ukurholophala kwakho bese utjengisa indlela irekhodi elifuneka ngayo.

Tshwaya ibhoksi elifaneleko ngo- X.

Ukurholophala Indlela irekhodi elifuneka ngayo

AMANOTHI:

- a) *Ukukhambisana nesibawo sakho sokufikelela ilwazi ngendlela eveziweko, kungaya ngendlela irekhodi elitholakala ngayo.*
- b) *Kobunye ubujamo ukufumana ngendlela ebawiweko kungalelwa. Ebujameni obunjalo uzokwaziswa nangabe ukufumana kuzokunikelwa ngenye indlela.*
- c) *Imbadalo ebhadelwako, nangabe ikhona, nakufunyanwa irekhodi, kancani izokubekwa yindlela ebawiweko yokulifumana.*

1. Nangabe irekhodi lingendlela etloliweko nofana ephrintiweko:			
Ukhophi yerekhodi	<input type="checkbox"/>	Ukuhlolwa kwerekhodi	<input type="checkbox"/>
2. Nangabe irekhodi limumethe imifanekiso ebukelwako (lokhu kufaka hlangana iinthombe, amaslayidi, imigadangiso yevidiyo, imifanekiso eyenziwe ngomtjhiningqondo, iinketjhe, njll.)			
Bukela imifanekiso	<input type="checkbox"/>	Ikhophi yemifanekiso	<input type="checkbox"/>
3. Nangabe irekhodi limumethe amagama arekhodiweko nofana ilwazi elingakhutjiswa godu ngomdumo			
lalela umvumo/ ikhasede elilalelwako	<input type="checkbox"/>	Ukutlolwa komvumo* (ikhasi elitloliweko nofana eliprintiweko)	<input type="checkbox"/>
4. Nangabe irekhodi liphethwe kumtjhiningqondo nofana ngendlela ebu- elektroniki nofana ngendlela efundwa mtjhini:			
Ikhophi ephrintiweko yerekhodi	<input type="checkbox"/>	Ikhophi ephrintiweko yelwazi elitholwe erekhodini	<input type="checkbox"/>
		Ikhophi elingendlela efundwa mtjhiningqondo	<input type="checkbox"/>
<i>Yelega bona nangabe irekhodi alikho ngelimi olenyulako, ilungelo lokulifumana linganikelwa ngelimi irekhodi elikhona ngalo.</i>			
Nangabe ubawe ikhophi nofana umtlole werekhodi (elingaphezulu), ingabe ufisa bona ikhophi nofana umtlole uposelwe kuwe?			<input type="checkbox"/> IYE <input type="checkbox"/> AWA

5. Irekhodi ungathanda ukulifumana ngaliphi ilimi?

G. ISAZISO SESIQUNTO ESIMAYELANA NESIBAWO SOKUFIKELELA

Uzokwaziswa ngokobana ingabe isibawo sakho sivunyiwe/ saliwe. Nangabe ufisa ukwaziswa ngenye indlela, sibawa uyihlathulule indlela begodu unikele neminingwana etlhogekako kobana kukhanjisanwe nesibawo sakho.

Wenyula ukwaziswa njani ngesiqunto esimayelana nesibawo sakho sokufumana irekhodi?

Litlikitlwe e _____ ngo _____ mhlaka _____ 20 _____

Umtlikitlo wombawilwazi/ nofana womuntu owenzelwa isibawo.



planning, monitoring
and evaluation

Department:
Planning, Monitoring and Evaluation
REPUBLIC OF SOUTH AFRICA

IIMBADALO EZIVEZIWEKO MAYELANA NEENHLANGANO ZAKARHULUMENDE

1. Imbadalo yekhophi yemanuwali ngendlela ekuhlelwe ngayo emthetjwaneni 5(c) zi- R0.60 ekhophini ngayinye yekhasi lobukhulu be- A4 nofana ingcenywe yalo ngokunjalo.

 2. Iimbadalo zokukhupha kabutjha ekukhulunye ngazo emThetjwaneni we- 7(1) zingendlela elandelako:

	R	
(a) Yekhophi enye nenye yekhasi lobukhulu be- A4 nofana ingcenywe yalo ngokunjalo	0.60	
(b) Yekhophi enye nenye yekhasi lobukhulu be- A4 nofana ingcenywe yalo ngokunjalo ephethwe ngomtjhiningqondo nofana ngendlela ebu- elekthoniki nofana ngendlela efundwa mtjhini	0.40	
(c) Yekhophi engendlela efundwa mtjhiningqondo ku		
(i) CD/DVD	40.00	
(d) (i) (i)Yokutlolwa kwemifanekiso ebukelwako, yekhasi lobukhulu be- A4 nofana ingcenywe yalo ngokunjalo	22.00	
(ii) Yekhophi yemifanekiso ebukelwako	60.00	
(e) (i) Yokutlolwa kwerekhodi elilalelwako, lephepha lobukhulu be- A4 nofana ingcenywe yalo ngokunjalo	12.00	
(ii) Yekhophi lerekhodi elalelwako	17.00	

 3. Imbadalo yesibawo ebhadelwa ngomunye nomunye umbawu, kunaloyo ozibawela yena uqobo lwakhe ekukhulunye ngaye emthethwenilawulo 7(2) ma-:
- | | | |
|--|--|-------|
| | | 35.00 |
|--|--|-------|
-
- 4.1 Iimbadalo zokufumana ezibhadelwa mbawu ekukhulunye ngayo emThethwenilawulo we- 7(3) ingendlela elandelako:

	R	
(a) Yekhophi enye nenye yekhasi lobukhulu be- A4 nofana ingcenywe yalo ngokunjalo	0.60	
(b) Yekhophi enye nenye yekhasi lobukhulu be- A4 nofana ingcenywe yalo ngokunjalo ephethwe ngomtjhiningqondo nofana ngendlela ebu- elekthoniki nofana ngendlela efundwa mtjhini	0.40	
(c) Yekhophi engendlela efundwa mtjhiningqondo ku		
(i) CD/DVD	40.00	
(d) (i)Yokutlolwa kwemifanekiso ebukelwako, yekhasi lobukhulu be- A4 nofana ingcenywe yalo ngokunjalo	22.00	
(ii) Yekhophi yemifanekiso ebukelwako	60.00	
(e) Yokutlolwa kwerekhodi elilalelwako		
(i) Yekhasi lobukhulu be- A4 nofana ingcenywe yalo ngokunjalo	12.00	
(ii) Yekhophi lerekhodi elalelwako	17.00	
(f) Ukufuna nokulungisa irekhodi kobana livezwe	15.00	
qobe li- iri nofana ingcenywe ye- iri, nakungabalwa i- iri lokuthoma, elifunekako nalifunwako begodu lilungiswa		

 - 4.2 Ngomnqopho wesigaba sama- 22(2) somThetho okulandelako kuyabandakanyeka:
 - (a) ama- iri asithandathu njengama- iri ekufanele eqiwe ngaphambi kobana kubhadelwe idiphozithi
 - (b) nesithathu sembadalo yokulifumana sibhadelwa mbawu njengediphozithi.

 - 4.3 Imali yokuposa iyabhadelwa lokha nakufanele ikhophi yerekhodi ithunyelwe kumbawu.

 - 4.4 Imbadalo yesibawo esirhabekileko ebhadelwa mbawu mayelana naso ngokuphikisana nokwaliwa kwesibawo sakhe selungelo lokufumana ngendlela ekukhulunye ngalo esigabeni 75(3)(a) somthetho
- | | | |
|--|--|-------|
| | | 50.00 |
|--|--|-------|



**planning, monitoring
and evaluation**

Department:
Planning, Monitoring and Evaluation
REPUBLIC OF SOUTH AFRICA

IFOROMO B

ISAZISO SESIBAWO ESIRHABEKILEKO

(IsiGaba 75 somThetho, wango- 2000 (umThetho wesi- 2 wango- 2000) wokuThuthukiswa kokuFikeleleka kweLwazi)

[Umthetholawulo 8]

A. Imininingwana yehlangano karhulumende:

IsiPhathiswa seLwazi: Nom. Tshediso Matona (UmJaphethe kamNqophisi Zombebele)

nofana

Isekela lesiPhathiswa seLwazi: Nom. Stanley Ntakumba (UmNqophisi omKhulu)

Department of Planning, Monitoring and Evaluation
Private Bag X944
Pretoria
0001

South Africa

Inomboro yomrhala: +27 12 312 0202

Inomboro yefeksi: +27 086 683 5677

www.thepresidency.gov.za

paia@dpme.gov.za

B. Imininingwana yombawilwazi/ ihlangano ebandakanyekako efaka isibawo esirhabekileko

- a) *Imininingwana yomuntu owenze isibawo esirhabekileko sangaphakathi kufanele inikelwe ngenzasi.*
 b) *Ubufakazi bekghono isibawo esirhabekileko esenziwe ngalo. Nakukghonekako kufanele bunamathiselwe.*
 c) *Nangabe owenza isibawo esirhabekileko uyihlangano ebandakanyekako begodu ingasi umuntu obawe ilwazi kwekuthomeni, imininingwana yombawilwazi kufanele inikelwe ku- C ngenzasi.*

Amabizo ngokuzeleko kanye nesibongo: _____

Inomboro kamazisi: _____

Isiphande seposi: _____

Inomboro yefeksi: _____

Inomboro yomrhala: _____

Isiphande semeyila: _____

Ikgghono ekwenziwe ngalo isibawo, lokha nasenzelwe omunye umuntu: _____

C. Imininingwana yombawilwazi:

Isigaba lesi kufanele sizaliswe KWAPHELA nje nangabe ihlangano ebandakanyekako (kunombawi) yenza isibawo esirhabekileko.

Amabizo ngokuzeleko kanye nesibongo: _____

Inomboro kamazisi: _____

D. Isiqunto esiphikisa ukwenziwa kwesibawo esirhabekileko:

Tshwaya ngo- X ngebhoksini elifaneleko isiqunto esiphikisa ukwenziwa kwesibawo esirhabekileko	
	Ukwaliwa kwesibawo sokufikelela.
	Isiqunto esimayelana neembadelo evezweko ngokwesigaba sama- 22 somThetho.
	Isiqunto esimayelana nokungezelelwa kwesikhathi sokuqalana nesibawo ngokwesigaba sama- 26 (1) somThetho.
	Isiqunto ngokwesigaba sama- 29 (3) somThetho sokwala ukufumaneka ngendlela ebawe mbawi.
	Isiqunto sokunikela isibawo sokufumana.

E. Iinzathu zesibawo esirhabekileko:

Nangabe isikhala esinikelweko asikaneli, sibawa uragele phambili kufoliyo ehlukeleko bese uyinamathisela eforomini leli. Kufanele utlikitle woke amafoliyo wokungezelela.

Nikela iinzathu isibawo esirhabekileko esinzinze kizo _____

Nikela nanyana ngiliphi ilwazi ekungenzeka liqakatheke nakutjhejwa isibawo esirhabekileko _____

F. Isaziso sesiqunto esimayelana nesibawo esirhabekileko:

Uzokwaziswa ngokutlolelwa ngesiqunto esimayelana nesibawo esirhabekileko. Nangabe ufisa ukwaziswa ngenye indlela, sibawa uyihlathulule indlela begodu unikele neminingwana etlhogekako kobana kukhanjisanwe nesibawo sakho.

Yitjho indlela: _____

Imininingwana yendlela: _____

Litlikitlwe e _____ ngo _____ mhlaka _____ 20 _____

Umtlikitlo waloyo oziBilayezako: _____

NGESETJENZISWA MNYANGO:

IREKHODI ELISEMTHETHWENI LESIBAWO ESIRHABEKILEKO

Isibawo esirhabekileko samukelwe ngomhlaka _____ (ilanga)

ngu (yitjho isikhundla, ibizo nesibongo sesiPhathiswa seLwazi/seSekela lesiPhathiswa seLwazi).

Isibawo esirhabekileko esiphekelelwa ziinzathu zesiqunto sesiphathiswa selwazi/ zesekele lesiphathiswa selwazi begodu la kutlhogeka khona, imininingwana yananyana ngiyiphi ihlangano ebandakanyekako irekhodi eliphathelene nayo, esithunyelwe siphathiswa selwazi/ lisekela lesiphathiswa selwazi ngomhlaka _____ (ilanga) ukuya esiphathimandla esifaneleko.

UMPHUMELA WESIBAWO ESIRHABEKILEKO: _____

ISIQUNTO SESIPHATHISWA SELWAZI/ SESEKELA LESIPHATHISWA SELWAZI:

Esiqinisekisiweko: _____

Isiqunto esitjha esijanyiselelweko: _____

Isiqunto esitjha: _____

ISIPHATHIMANDLA ESIFANELEKO

ILANGA

LAMUKELWE SIPHATHISWA SELWAZI/ LISEKELA LESIPHATHISWA SELWAZI UKUSUKA ESIPHATHIMANDLENI ESIFANELEKO (ILANGA): _____