



planning, monitoring
and evaluation

Department:
Planning, Monitoring and Evaluation
REPUBLIC OF SOUTH AFRICA

UMNYANGO WOKUHLELA, UKUQAPHA NOKUHLOLA

IBHUKWANA LOKUQHUTSHEKISELWA PHAMBILI UKUFINYELELEKA KOLWAZI (I-PAIA)

Ilungiswe ngokweSahluko se-14 soMthetho Wokuqhubekisela Phambili Ukufinyeleleka Kolwazi (i-PAIA)
(uMthetho wesi-2 we-2000)

Ukushicilelwa Okubukezwe ngonyaka we-2016

ITHEBULA LOKUQUKETHWE

ISIGABA		IKHASI
A	ISENDLALELO	3
B	Umhlahlandlela ngokuthi isetshenziswa kanjani i-PAIA	6
C	Umbonojikelele Wesu le-DPME	11
D	Imininingwane yokuxhumana	12
E	I-oganogramu ye-DPME	13
F	Iphrofayili Yohlelo	14
G	Amarekhodi agcinwe yi-DPME	15
H	UMhlahlandlela Wekhomishane Yamalungelo EsiNtu	18

ISONGEZO SOKU-1: UFOMU A - UKUFINYELELEKA KUREKHODI LOHLAKA LUKAHULUMENI

ISONGEZO SESI-2: *IZINCWADI EZIBEKIWE EZIKHOKHELWA IZINHLAKA ZIKAHULUEMENI*

ISONGEZO SESI-3: UFOMU B -Isaziso ngesikhalazo sangaphakathi

A. ISENDLALELO

Umnyango Wokuhlela, Ukuqapha Nokuhlola eHhovisi LikaMongameli (i-DPME), ngokulandela **uMthetho Wokufinyeleleka Kolwazi (i-PAIA) wonyaka we-2000 (uMthetho wesi-2 wonyaka we-2000)**, ulungise ibhukwana ukuze ukhuthaze ukufinyeleleka komphakathi olwazini olugcinwe yi-DPME. Le manuwali ichaza izinkambiso okufanele zilandelwe ekufinyeleleni olwazini olugcinwe yi-DPME njengoba ifuna ukuqhubekisela phambili ubusobala, ukuziphendulela nokusebenza ngempumelelo kukahulumeni.

Lo Mthetho wenza ukuba kusebenze elinye lamalungelo esintu elitholakala kuSigaba sama-32 soMthethosisekelo, ilungelo lokufinyeleleka kolwazi. Uhlinzeka ngokuthi wonke umuntu unelungelo lokufinyelela kunoma yiluphi ulwazi olugcinwe umbuso kanye nanoma yiluphi ulwazi olugcinwe ngomunye umuntu oludingekayo ukuze kuvikelwe nanoma yiliphi ilungelo.



Mnu. Tshediso Matona
Ibamba likaMqondisi Jikelele (uMgcinilwazi we-PAIA)
Umnyango Wokuhlela, Ukuqapha Nokuhlola

USUKU: 19/05/2016

AMA-AKHRONIMU

I-APP	:	UHlelo Lokusebenza Lonyaka
I-CBM	:	Ukuqapha Okusekelwe Kuzakhamuzi
I-CD	:	UMqondisi Omkhulu
U-CIO	:	UMgcinilwazi Omkhulu
U-DDG	:	USekela Mqondisi-Jikelele
U-DG	:	UMqondisi-Jikelele
U-DIO	:	USekela-Mgcinilwazi
I-DPME	:	Umnyango Wokuhlela, Ukuqapha Nokuhlola
I-FOSAD	:	IsiGungu saseNingizimu Afrika saBaqondisi-Jikelele
I-FSD	:	Usizo Olwethulelwa Izakhumuzi Ngqo
I-LGMIM	:	IModeli Yokuthuthukisa Ukuphathwa Kohulumeni Wasekhaya
I-MTEF	:	Uhlaka Lwezindleko Zesikhathi Esimaphakathi
I-MPAT	:	Ukuhlolwa Kokusebenza Kwabaphathi
UMthetho we-NASA	:	UMthetho Kazwelonke Wezingodla Magugu Namarekhodi aseNingizimu Afrika
I-OCIO	:	IHhovisi loMgcinilwazi Omkhulu
I-OTP	:	IHhovisi likaNdunankulu
I-PAIA	:	Umthetho Wokufinyeleleka Kolwazi ka-2000 (uMthetho wesi-2 we-2000)
I-SAHRC	:	IKhomishane yaseNingizimu Afrika Yamalungelo EsiNtu
I-SARS	:	IHhovisi Lezentela laseNingizimu Afrika

IZINCAZELO

Nombolo	Izindima Nemibandela	Izincazelo/Ukuchazwa
1	UMgcinilwazi	Esimweni se-DPME, nguMqondisi Jikelele. UMgcinilwazi we-DPME angadlulisela amandla noma imisebenzi anikwe yona yilo Mthetho kuSekela-Mgcinilwazi walo mnyango. Nanoma yikuphi ukuthuma: - kufanele kube okubhalwe phansi; - akuvimbela umuntu othume omunye ukuba asebenzise amandla athintekayo noma enze umsebenzi othintekayo yena qobo lwakhe; futhi - nganoma yingasiphi isikhathi kungahoxiswa noma kuchitshiyelwe ngokubhala phansi yilowo muntu.
2	USekela-Mgcinilwazi	UMgcinilwazi ukhetha uSekela Mgcinilwazi ukuba anze ukuba amarekhodi e-DPME afinyeleleke kubafakizicelo.
3	Umfakisiselo	Yinoma yimuphi umuntu ocela ulwazi noma ukufinyelela kwirekhodi le-DPME.
4	Umfakisiselo ozicelelela yena uqobo	Yinoma yimuphi umuntu ofuna ukufinyelela kwirekhodi eliqukethe ulwazi ngaye qobo.
5	Ulwazi Lomuntu Ngqo	Ulwazi olumayelana nomuntu ophawulekayo, kubandakanya kodwa kungapheleli: - Ulwazi ngomlando womuntu olumayelana nebala, ubulili ngokomphakathi, ubulili, isimo ngokomshado, ubuzwe, ubuhlanga, noma ngokwenhlalo, ubudala ngokwebala, ukuba nokukhubazeka, inkolo, isazelo, inkolelo, isiko, ulimi kanye nokuzalwa komuntu ngamunye; - Ulwazi olumayelana nezemfundo, ezempilo, ubugebengu, umlando wokusebenza noma amathransekhshini ezimali umuntu abandanyeka kuwo. - Imininingwane yokuxhumana, izithupha noma uhlobo lwegazi lomuntu; - Imibono yomuntu, okuthandwa ngumuntu ngaphandle kwalapho uma kumayelana nomunye umuntu; - Ukuxhumana okuthunyelwe ngumuntu okungokwangasese noma okunguhlobo lwemfihlo, noma okunye ukuxhumana okungaveza okuqukethwe ukuxhumana okuyikhona khona; - Imibono ngomunye yomunye umuntu ngomuntu komunye; - Imibono yomunye umuntu mayelana nokuhlongozwa kwesibonelelo, umklomelo noma isipho esenikwa umuntu, kodwa kushiywa ngaphandle igama lomunye umuntu lapho livela nemibono yomunye umuntu; - Ukuxhumana okuthunyelwe umuntu okucacile noma okungacacile kohlobo lobungasese noma lobumfihlo; - Igama lomuntu lapho livela nolunye ulwazi lomuntu olumayelana nalowo muntu; noma lapho ukudalula igama ngokwalo kuzoveza ulwazi olumayelana nomuntu, kodwa kushiywa ngaphandle ulwazi lomuntu oseneminyaka engaphezulu kwengama-20 ashona.
6	Uhlaka lukahulumeni	Umnyango wombuso/ noma ukuphathwa enkundleni kahulumeni kazwelonke noma wesifundazwe noma nanoma iyiphi kamasipala enkundleni yasekhaya kahulumeni.
7	Ingxenye Yesithathu	Umuntu noma uhlaka lomthetho ngaphandle komuntu ozicelela yena ngqo noma uhlaka lukahulumeni olugcine lelo rekhodi.
8	Irekhodi	- Ulwazi oluqoshiwe kungayi ngohlobo noma isimo olugcinwe ngaso yi-DPME. - Ubufakazi bethransekhshini, obugcinelwe ulwazi olungubufakazi elibuqukethe.
9	Usuku lokusebenza	Izinsuku ngaphandle koMgqibelo, iSonto noma iholide lomphakathi njengoba kuchaziwe kusigaba saka-1 soMthetho Wamaholide Omphakathi awonyaka ka-1994 (uMthetho 36 ka-1994)
10	Umhlahlandlela	Umbhalo noma incwadi ekhiqizwe yiKhomishane Yamalungelo EsiNtu ngezinhloso zokulekelela umuntu onesifiso sokusebenzisa nanoma yiliphi ilungelo ngokwe-PAIA.

1. ISINGENISO

Leli bhukwana lakhiwe ngokuhambelana noMthetho Wokuqhutshekelwa Phambili Ukufinyeleleka Kolwazi (i-PAIA) we-2000 (uMthetho wesi-2 we-2000).

2. INHLOSO YALO MTHETHO

- Ngukwenza ukuba kusebenze ilungelo loMthethosisekelo lokufinyeleleka kolwazi olugcinwe uMbuso kanye nolwazi olugcinwe ngomunye umuntu futhi oludingekayo ukuze kusetshenziswe noma kuvikelwe nanoma yimaphi amalungelo;
- Ukuqhubekisela phambili ubusobala, ukuziphendulela nokusebenza ngempuleleo kukahulumeni;
- Ngukubeka izinkambiso okufanele zilandelwe kanye nokulawula ukufinyeleleka kolwazi;

Wukuphela kwamarekhodi okukhulunywe ngawo emThethweni angacelwa. Isicelo nempendulo lapho kufanele ihambisane nemibandela yoMthetho.

3. INHLOSO YEBHUKWANA

Inhloso yaleli bhukwana ngukuchaza izinkambiso okufanele zilandelwe ukuze kukhuthazwe izicelo zokufinyeleleka kolwazi olugcinwe nguMnyango Wokuqapha Nokuhlola Ukusebenza (i-DPME).

Ibhukwana liphinde liphathe imininingwame yokuxhumana noMgcinilwazi kanye noSekela-Mgcinilwazi okhethiwe ababheke ukuphathwa kwazo zonke izicelo zamarekhodi agcinwe yi-DPME.

4. INKAMBISO YOKWENZA ISICELO se-14(1)(D) soMthetho

Umfakisicelo kufanele anikezwe ukufinyelela kurekhodi lohloka lukahulumeni uma umfakisicelo elandela zonke izidingo zenkambiso eziseMthethweni ezimayelana nesicelo sokufinyelela kulelo rekhodi.

4.1 Uhlobo Lwesicelo

(i) Izicelo Zocingo

Izicelo zocingo ezingahlelekile zivunyelwe yi-DPME. Izicelo ezenziwe kuMgcinilwazi noma kuSekela-Mgcinilwazi enombolweni yoocingo enikezwe lapho kuleli bhukwana zizothola ukunakwa, ngaphandle uma uMgcinilwazi noma uSekela-Mgcinilwazi ekhomba imibandela yoMthetho okufanele ilandelwe.

(ii) Amarekhodi atholakala ngokuzenzakalelayo

Ulwazi olutholakala ngokuzenzakalelayo olubhekwa ngaphandle kokuba kugcwaliswe ifomu elimisiwe (bheka isigaba esingezansi) futhi nasekukhokhweni kwemali yesicelo eyotholakala emahhovisi e-DPME noma ngendlela eceliwe. Indlela yokufinyelela izobandakanya:

- Ukubuka ngokukopishwa kwezinto uma kudingeka futhi ngokukhokhwa kwemali emisiwe yamakhopi.
- Ukufinyelela kuzinto ezibukwayo, ezibukwa zilalelwe ezibhaliwe, ezidajliwe noma ezikotshiwe, noma kokubili.

(iii) Uhlobo lwesicelo

Isicelo sokufinyelela kufanele senziwe efomini elimisiwe kumgcinilwazi wohlaka lukahumeni ngemuva kuphela kokuba kukhokhiwe izimali ezimisiwe ezikhokhwayo.

Umfakisiselo kufanele agcwalise ifomu elifana nalelo eliphrintwe kuGazethi Kahulumeni (iSaziso Sikahulumeni esingu-R187 somhlaka -15 Febhuwari 2002). Leli fomu lifakiwe kuleli bhukwana njengoFomu A (iSongezo soku-1).

Umfakisiselo kufanele asho uma isicelo sekhopi yerekhodi noma uma umfakisiselo efuna ukuzifikela mathupha futhi azihlolele yena irekhodi emahhovisi e-DPME.

I-DPME izozama ukunikeza ukufinyeleleka kwifomu ngendlela eceliwe. Lokhu kungaphandle uma ukwenze njalo kuzothikameza ukusebenza kwe-DPME, noma kone irekhodi, noma kuhlukumeze ilungelo lokushicilelwe okungekhona okoMbuso. Isicelo sizosetshenzwa kuye ngezizathu zokushiya ngaphandle ezikuSahluko sesi-4 se-PAIA.

Uma umfakisiselo ecela ulwazi elucelela omunye umuntu, isikhundla sokuthi isicelo usenza engubani kufanele asisho. Ukunqanda ukuhlukunyezwa koMthetho, i-DPME igodla ilungelo lokucela ubufakazi besiphathimandla esenza isicelo sisenzela omunye umuntu.

Uma umfakisiselo engakwazi ukufunda noma ukubhala, noma edinga ukusizwa ekugcwaliseni ifomu lesicelo, ngakho angasenza isicelo serekhodi ngomlomo. USekela-Mgcinilwazi uzosiza ekugcwalisweni kwefomu elimisiwe ligcwaliselwa omunye umuntu. Bazobe sebenikwa ikhopi yesicelo.

4.2 Ukufakwa Kwezicelo

Izicelo zamarekhodi zifanele zisiwe kuMgcinilwazi noma kuSekela-Mgcinilwazi. Imininingwane yokuxhumana nalezi zikhulu ingatholakala kuSigaba D saleli bhukwana . Ukwenzela izizathu zokuphepha, abafakizicelo abafuna ukuletha izicelo emahhovisi e-DPME e-Union Buildings bazodingeka ukuba baveze ubufakazi obuhle bokuzazisa.

5. IZIMALI EZIKHOKHWAYO EZIMISIWE

UMgcinilwazi ufanele ngesaziso acele umfakisiselo, ngaphandle komfakisiselo ozicelela ulwazi ngaye, ukuba akhokhe imali emisiwe (uma ikhona) ngaphambi kokuba kusetshenzwe isicelo.

UMthetho uhlinzekela izinhlobo ezimbili zezimali ezikhokhwayo:

- *Imali yesicelo*, okuyimali engaguquki ekhokhwayo; kanye
- *Imali yokufinyeleleka*, efaka phakathi izindleko zokucingwa kanye nokulungisa, isikhathi kanye nezindleko zokuposa.

Uhlu lwalezi zimali ezikhokhwayo lutholakala kuSengezo2.

Uma ukucingwa kwerekhodi lohlaka lukahulumeni kwenziwe, kanye nokulungiswa kwerekhodi ukuba lidalulwe, kubandakanya amalungiselelo okwenza ukuba litholakale ngohlobo oluceliwe, uMgcinilwazi uzokwazisa umfakisiselo, ngaphandle komfakisiselo ocela ulwazi olungaye ukuba akhokhe ingxenye yemali yokufinyeleleka emisiwe (engadluli okukodwa kobuthathu), okufanele ikhokhwe uma isicelo sivunyiwe.

Umfakisisicelo odinga ukufinyelela kwirekhodi eliphethe ulwazi ngaye akudingekile ukuba lowo mfakisisicelo akhokhe imali yesicelo. Omunye nomunye umfakisisicelo kufanele akhokhe imali edingekayo engama-R35 (imali ejwayelekile) noma njengoba ishiwo.

Kungakapheli amasonto amabili isicelo sitholiwe, uMgcinilwazi noma uSekela-Mgcinilwazi, ngesaziso, uzodinga ukuba umfakisisicelo, ngaphandle komfakisisicelo ocela ulwazi ngaye, ukuba akhokhe imali emisiwe yesicelo (uma ikhona), ngaphambi kokuqhubeka kusetshenzwe isicelo.

Ngemuva kokuba uMgcinilwazi noma uSekela-Mgcinilwazi esethathe isinqumo ngesicelo, umfakisisicelo kufanele aziswe ngesinqumo esinjengalesi ngendlela umfakisisicelo ayikhethile. Uma isicelo sivunyiwe, ngakho imali yokufinyeleleka ifanele ikhokhelwe ukucingwa, ukulungiswa, ukukhiqizwa kanye nanoma yisiphi isikhathi esifanele esidingekayo ukuba esengeziwe kumahora amisiwe okucinga kanye nokulungiselelwa ukudalula, kubandakanya nokwenza amalungiselelo okwenza ukuba litholakale ngesimo esiceliwe. Umfakisisicelo angafaka isikhalazo sangaphakathi, lapho kufanele, noma afake isicelo enkantolo aphikise ukunikeza noma ukukhokha imali yesicelo.

Izimali ezimisiwe kufanele zikhokhwe ngokheshi e-Union Buildings, ngephositali-oda, isheke noma ngokufakwa ngqo njengoba kukumininingwane yasebhangeni enikezwe ngezansi. Lapho isicelo senziwa ngeposi, akukho mali okufanele iphelekezele isicelo. Lapho kukhona, isicelo kufanele siphelkezelwe yisheke noma iphostali-oda. Isikhathi esiyizinsuku eziyisikhombisa okufanele sinikezwe ukuvunywa kwesheke ngaphambi kokuba isicelo sisetshenzwe.

Imininingwane Yasebhangeni yesicelo:

IGAMA ELIKU-AKHAWUNTI: Department of Performance Monitoring and Evaluation (DPME)

IBHANGE: First National Bank; Corporate Core Banking

IKHODI YEGATSHA: 253-145

IGAMA LEGATSHA: Pretoria

Inombolo Ye-akhawunti: 6228 7783 429

IREFERENSI: PAIA kanye nengama lomfakisisicelo.

Sicela ufeksele/u-imeyilele e-DPME ubufakazi bokuthi usukhokhile lapha: Inombolo yefeksi: 086 644 0319;

i-imeyili: paia@dpme.gov.za

Ukufinyelela kurekhodi kuzobanjwa kuze kube zonke izimali ezikhokhwayo ezikhona zikhokhiwe.

6. UKUVUNYWA/UKWENQATSHWA KWESICELO

Zonke izicelo zokufinyeleleka zizocutshungulwa, kanye nokuvunywa nokweqatshwa lapho kuzoba ngokuhambelana nemibandela equkethwe kuSigaba saka-4 soMthetho.

6.1 Ukukhalaza

Umfakisisicelo angafaka isikhalazo sangaphakathi aphikise isinqumo soMgcinilwazi kusiphathimandla esifanele, sokwenqaba isicelo sokuthola ulwazi, noma esiphikisa isicelo kanye nokukhokhwa kwemali yokufinyeleleka, noma ukwelulwa kwesikhathi sokusebenza isicelo.

- Indlela yokufaka isikhalazo kanye nezimali ezikhokhwayo zesikhalazo

Isikhalazo sangaphakathi kufanele sifakwe ngefomu elimiselwe lokhu lesikhalazo – uFomu B okhishwa ngokwe-PAIA. Ikhopi yaleli fomu ifakiwe kulo mbhalo kuSongezo sesi-3. Amakhopi aleli fomu ayatholakala futhi emahhovisi e-DPME kanye nakuwebhusayithi ye-DPME ethi: www.thepresidency-dpme-gov.za

➤ AmaFomu Okukhalaza

La mafomu kufanele agcwaliswe bese elethwa e-DPME kungakapheli isikhathi esimisiwe esishiwo ngezansi:

- Isikhalazo kufanele sifakwe kungakapheli *izinsuku ezingu-60*;
- Uma isaziso esiya kwingxenywe yesithathu sidingwa yiSigaba sesi-49(1)(b), isikhalazo kufanele sifakwe kungakapheli izinsuku ezingu-30 ngemuva kokuba isaziso sinikwe loyo okhalaza ngesinqumo esikhalazelwayo.

Isikhalazo sangaphakathi kufanele ukuba sifike noma sithunyelwe kuMgcinilwazi ekhelini elinikiwe ekhasini le-12 laleli bhukwana.

Okhalazayo kufanele anike imininingwane eyanele efomini lokukhalaza emayelana nezizathu zokukhalaza kwangaphakathi. Okhalazayo kufanele asho indlela afisa ukwaziswa ngayo ngesinqumo ezimayelana nokukhalaza kwangaphakathi, futhi akhokhe izimali ezikhokhwayo zesikhalazo (uma zikhona). Ukusetshenzwa kwefomu kuthatha *izinsuku ezingama-30* [ngokuhambelana ne-PAIA].

6.2 Izimali ezikhokhwayo zokukhalaza

Okhalazayo kufanele akhokhe imali emisiwe yokukhalaza (uma ikhona). Isinqumo sesikhalazo sangaphakathi singabanjezelwa kuze kube imali ekhokhelwa ukukhalaza ikhokhiwe.

Ngemuva kokuthola isikhalazo, uSekela-Mgcinilwazi ufanele kungakapheli *izinsuku eziyi-10 zokusebenza* aithe isikhalazo sangaphakathi kuMgcinilwazi, izizathu zakhe zesinqumo, kanye nemininingwane yengxenywe yesithathu ethintekayo, uma ikhona.

6.3 Ingxenywe yesithathu

Uma i-DPME icubungula isikhalazo sangaphakathi ekuphikisweni kwesinqumo sokufinyelela kwirekhodi kwengxenywe yesithathu emayelana nobumfihlo; ukunaka kwezomnotho kanye nobunye ubumfihlo bolwazi; kanye narekhodi loPhiko Lwezentela lwaseNingizimu Afrika (i-SARS), isiphathimandla esifanele kufanele sazise ingxenywe yesithathu ngesikhalazo kungakapheli *izinsuku ezingama-30* zokuthola isikhalazo. I-DPME izonika ingxenywe yesithathu incazelo yokuqukethwe kusikhalazo, imininingwane yokhalazayo futhi isho uma i-DPME inombono wokuthi ulwazi ludalulwe ludalulelwe umphakathi. Ingxenywe yesithathu *inezinsuku ezingama-21* okwenza isethulo esibhaliwe isho ukuthi kungani isicelo sokufinyelela kufanele singavunywa, noma inike imvume ebhalwe phansi yokuba kudalulwe irekhodi lidalulelwe isicelo.

I-DPME ingacabanga ukufaka isikhalazo sangaphakathi iphikise ukuvunywa kokufinyeleleka kolwazi. Ngakho-ke, uMmnyango kuzofanele wazise umfakisicelo ngesikhalazo esifana nalesi kungakapheli *izinsuku ezingu-30* zokukhalaza kwangaphakathi. Ingxenywe yesithathu *inezinsuku ezingu-21* zokwenza isethulo esibhalwe phansi isho ukuthi kungani ukufinyeleleka kurekhodi kufanele kuvunywe.

6.4 Isaziso ngesinqumo

I-DPME ingaqinisekisa isinqumo okuyisona sona esikhalazelwayo esiphikisiwe, noma inike esinye esikhundleni saso. Lokhu kufanele kwenziwe kungakapheli *izinsuku ezingama-30* zokutholwa kwesikhalazo sangaphakathi, noma kungakapheli *izinsuku ezi-5* ngemuva kokutholwa kwesethulo esibhalwe phansi mayelana nesikhalazo.

6.5 Isicelo Enkantolo

Umfakisiselo noma ingxenye yesithathu efaka isikhalazo iphikisa isinqumo soMgcini lwazi sokunqaba isicelo sokufinyeleleka, ingafaka kuphela isicelo enkantolo ukuze ithole ukuxazululelwa okufanele ngokwesigaba sama-82 (ukunikezwa kwanoma yimuphi umyalo kungokungenzeleli futhi nokufanele) ngemuva kokuba umfakisiselo esebenzise inqubo yokukhalaza kwangaphakathi. Okhalazayo, ingxenye yesithathu noma umfakisiselo uzokwaziswa futhi ukuthi angafaka isicelo enkantolo aphikise isinqumo sokukhalaza kwangaphakathi kungakapheli *izinsuku ezingama-30* (uma isicelo sinikwe ingxenye yesithathu).

7. UKUFAKWA KOLWAZI OLUSHA EBHUKWANENI

Leli bhukwana lizokufakwa ulwazi olusha kungakapheli unyaka ngemuva kokushicilelwa kokuqala noma uma lapho kunoguquko olubanakalayo kwindawo yenqubomgomo oludinga ukuba leli bhukwana lifakwe ulwazi olusha.

I-DPME ihlela ukuba ishicilelele lemanuwali ngazo zonke iZilimi Ezisemthethweni eziyi-11.

8. UKUTHOLAKALA KWEBHUKWANA

Leli bhukwana lizotholakala ezindaweni ezimiswe nguMthetho Wokugcinwa Ngokusemthethweni, kanye nasemahhovisi eKhomishani Yamalungelo yaseNingizimu Afrika, kanye nasezindaweni ze-DPME. Leli bhukwana futhi lizotholalkala kuwebhusayithi yoMnyango ethi: www.thepresidency-dpme.gov.za

C. UMBONAJIKELELE WESU LE-DPME

1. UMBONO

Inhlosombono ye-DPME ngukulwela ukuthuthuka okuqhubekayo ekwethulweni kwezinsizo ngokusebenzisa ukuqapha nokuhlola kokusebenza.

2. INHLOSONGQANGI

Inhlosongqangi yethu ngokusebenza nabalingani ukuze kuthuthukiswe ukusebenza kukaHulumeni ekuphumeleliseni imiphumela edingekayo kanye nokwenza ngcono ukwethulwa kwezinsizo yize kuguqulwa indlela uHulumeni asebenza ngayo. Sizokwenza lokhu ngokubeka izinhlosongqangi; ukuqapha nokuhlola okungamandla okumayelana nokufezwa kwemiphumela yezinhlosongqangi, ukuqashwa kwekhwalithi yezinqubo zokuphatha; kanye nokuqashwa kosizo olwethulelwa izakhumuzi ngqo.

3. AMAGUGU

Sizoba yisibonelo kukho konke ngazo zonke izikhathi. Lokhu kubandakanya ukuba sigxilise ukunaka kumaklayenti (uMongameli, uSekela-Mongameli, uHulumeni kanye nomphakathi) futhi silalele amaklayenti ethu futhi siwaphathe ngokuzithoba, ngobumnene, ngokuphendula ngesikhathi kanye

nenhlonipho. Futhi kubandakanya ukuba yinhlangano efundayo futhi engenzi izinto ezifanayo kaningi uma kucaca ukuthi azisebenzi.

Sizolwela ukuba sibe nokwenza izinto eziqhubekayo zokuphatha kanye nezihambisana nayo yonke imithetho. Sizonaka futhi kokuyisisekelo, okufana nokungaphuzi ukufika emihlanganweni, ukubamba imihlangano ngempumelelo kanye nokuphendula ama-imeyili, imiyalezo yezincingo kanye nezinye izicelo njalo ngesikhathi. Sizokhuba izinqubo zokuphathwa kwekhwalithi ukuze siphumelelise ukubaluleka kwemali, impumelelo nokusebenza kangcono. Sizoziphendulela futhi sibe nobusobala.

4. UKUGUNYAZWA NGOKOMTHETHO KANYE NANGOKUNYE

I-DPME ithole ukugunyazwa kwayo kuvela kuSigaba sama-85(2)(c) soMthethosisekelo weRiphabhlikhi yaseNingizimu Afrika. Umsebenzi omkhulu ophela we-DPME ngukuhlela imisebenzi yeMinyango yombuso Nokuphatha. Lokhu kugunyazwa kuphinde kuchazwe kabanzi nguMongameli kwiNkulumo Yesimo Sezwe saka-2010, saka-2011, saka-2012 nesaka-2013 kanye nakuzinqumo ezahlukeni zeKhabhinethi; futhi nguNgqongqoshe woMinyango Wokuqapha Nokuhlola ngokusebenzisa umbhalo wo"*Hlaka Lwenqubomgomo Yokuqapha Nokuhlola – Indlela Yethu*".

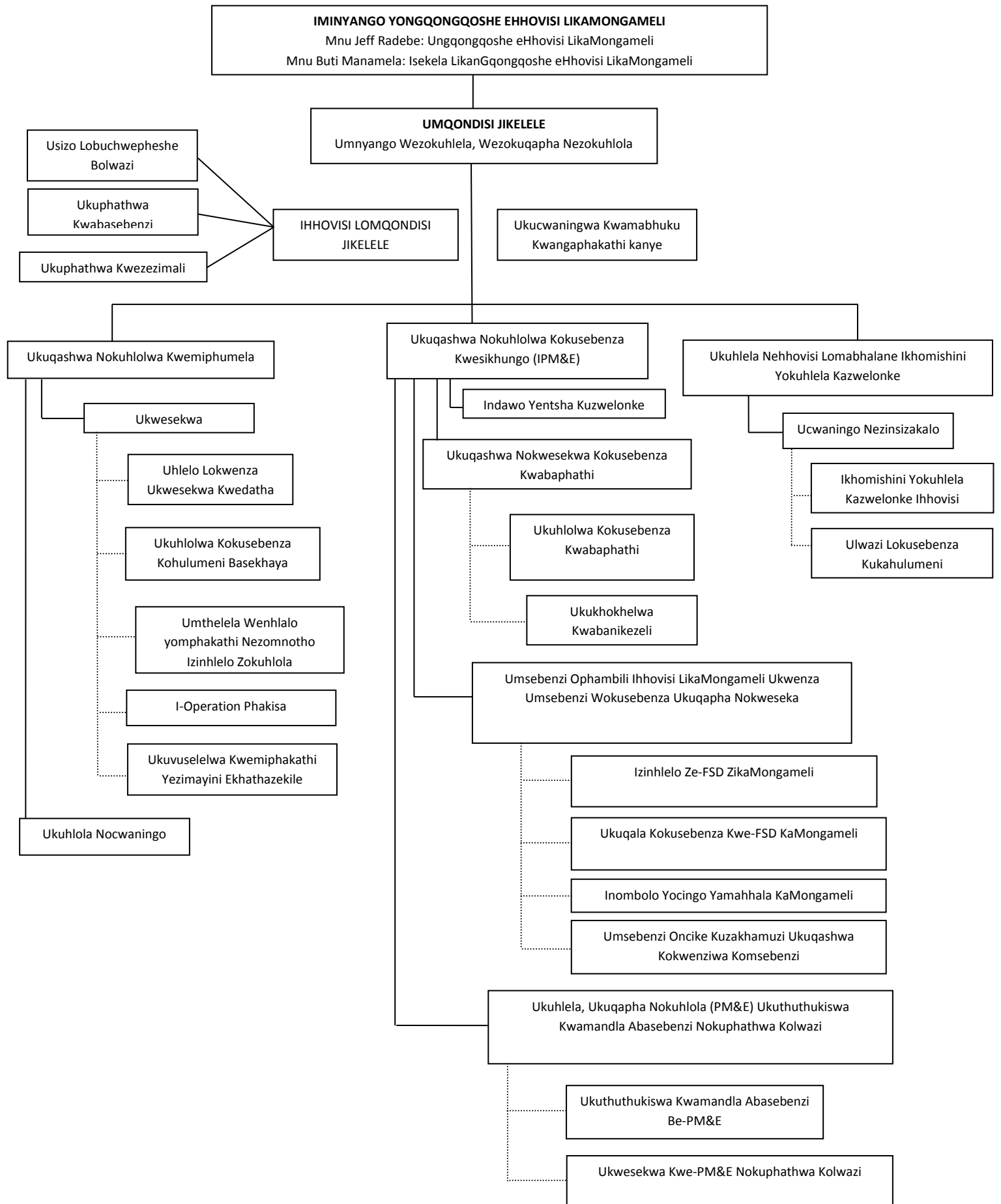
I-DPME ikwenza lokhu:

- Ngokukhuthaza izinhlelo zoMinyango noma zeSivumelwano Sokuthulwa kwezinsizo zezinhlosongangi eziqamulayo noma imiphumela kaHulumeni futhi kuqashwe kuphinde kuhlolwe ukusetshenziswa kwalezi zinhlelo;
- Ngokuqapha ukusebenza kweMinyango ngayinye kaHulumeni kaZwelonke nakuZifundazwe nakoMasipala;
- Ngokuqapha ukwethulwa kwezinsizo ngaphambili;
- Ngokwenza uhlobo; futhi
- Ngokukhuthaza inkambiso enhle ye-M&E kuHulumeni.

D. IMINININGWANE YOKUXHUMANA

ISIKHUNDLA	IMINININGWANE YOKUXHUMANA
UMGCINILWAZI	UMnu. Tshediso Matona Ibamba likaMqondisi Jikelele Private Bag X944 Pretoria 0001 NOMA Union Buildings Government Avenue Pretoria Ucingo #: +27 12 312 0010
USEKELA-MGCINILWAZI	UMnu. Stanley Ntakumba UMqondisi Omkhulu: Inqubomgomo ye-M&E Nokuhlonyiswa Private Bag X944 Pretoria 0001 Ucingo #: +27 12 312 0202 Ifeksi #: 086 633 5877 I-imeyili: stanley@dpme.gov.za
UMXHUMANISI WE-PAIA	Futhi Umlaw USEkela-Mqondisi: Ukuhlelwa Kwenqubomgomo ye-M&E Private Bag X944 Pretoria 0001 Ucingo #: +27 12 312 0207 Ifeksi #: 086 644 0319 I-imeyili: futhi@dpme.gov.za noma paia@dpme.gov.za
IZIKHULU ZE-PAIA ngaphakathi eMagatsheni e-DPME	IGatsha ngalinye lizokhomba isikhulu se-PAIA esizosebenza njengomuntu okuxhunywana naye ngezicelo zolwazi lwamagatsha mayelana ne-PAIA.

E. I-OGANOGRAMU YE-DPME



F. IPHROFAYILI YOHLELO

Umnyango njengamanje wakhiwe waba amagatsha amathathu, enziwe ahambelana nephrofayili yebhajethi yomnyango:

UHLELO 1: UKUPHATHA

INHLOSO	Uhlelo lubhekene nomsebenzi wokuhlinzeka ubuholi obuyisu kanye nokuphatha kanjalo nokweseka ukuphatha kokwenziwa komsebenzi, ukuphathwa kwabasebenzi, ukuphathwa kwezezimali kanye nemisebenzi yezobuchwepheshe ukweseka izinhloso zomnyango nezesu.
UMBONO JIKELELE NGOHLELO	Ukuqinisekisa ukuthi umnyango unobuholi obuyisu obuyimpumelelo, ukuphathwa komsebenzi kanye nabaphathi kanye nokuqinisekisa ukuthi uhambisana nemithetho efanele. Uhlelo njengamanje lwakhiwe yizinhlelo ezincane ezilandelayo: ▪ Abaphathi Bomnyango; ▪ Ukucwaningwa Kwamabhuku Kwangaphakathi; ▪ Imisebenzi Ehlanganyelwe Nezezimali; kanye ▪ Nosizo Lwezobuchwepheshe.
	Ihhovisi LoMqondisi Jikelele <u>Inhloso:</u> Ukuhlinzeka usizo lwezikhulu kanye nobuholi obuyisu kanye nabaphathi boMnyango ▪ Ukuhlinzeka usizo lokuphatha umsebenzi nezikhulu eziphethe kuNgqongqoshe nakuSekela LikaNgqongqoshe ▪ Ukusiza ngokuhlela okuyisu nokokusebenza kanye nemisebenzi yokubika ▪ Ukunikeza izinsizakalo yokuxhumanisa kanye nokuxhumana nababambiqhaza ▪ Ukuqapha ukusebenza kwesikhungo ▪ Ukuhlinzeka imisebenzi yokucwaningwa kwamabhuku kwangaphakathi kanye nemisebenzi yokuphathwa kwezingozi kuMnyango ▪ Ukuhlinzeka kokubhekelwa kwe-PFMA ye-NYDA ▪ Ukunikeza umsebenzi weNdawo Yentsha Kuzwelonke
	Umsbenzi Oyisikhulu Ophethe Kwezezimali <u>Inhloso:</u> Ukuhlinzeka ezezimali, ukuphathwa kokunikezelwa kwempahla okuwuchunge kanye nezinsizakalo ezinhlobonhlobo ▪ Ukuhlinzeka imisebenzi yokulawula kwangaphakathi ▪ Ukuhlinzeka imisebenzi yokuphathwa kwezezimali emnyangweni ▪ Ukuhlinzeka imisebenzi yokuphathwa kokunikezelwa kwempahla okuwuchunge eMnyangweni ▪ Ukuhlinzeka imisebenzi yezokuvikela emnyangweni.
	Ihhovisi Lokuphathwa Kwabasebenzi <u>Inhloso:</u> Ukuhlinzeka ukuphathwa kwabasebenzi kanye nemisebenzi yentuthuko kuMnyango ▪ Ukuqinisekisa ukuhlanganiswa kokusetshenziswa kwe-HR nezinhlelo zentuthuko ▪ Ukuhlinzeka isakhiwo senhlango kanye nemisebenzi yokufuna abasebenzi nokuqinisekisa ukuphathwa kwabasebenzi ngempumelelo nakahle ▪ Ukuphatha nokusiza ngokuhlinzeka imisebenzi yobudlelwano bezomsebenzi, Ukuphila Kahle Kwabasebenzi kanye nemisebenzi ye-HR ekhethekile
	Ihhovisi Lesikhulu Sezokwazisa <u>Inhloso:</u> Ukuhlinzeka izinhlelo zebhizinisi, imisebenzi ephathelene ne-ICT kanye nemisebenzi yokuphathwa kolwazi endaweni yomsebenzi ▪ Ukuqalisa ukusebenza kwendawo yokugcina idatha, ulwazi, amarekhodi kanye nezinhlelo zokuphatha imibhalo

		▪ Ukwakha nokunakekela ingqalasizinda ye-ICT, Izinhlelo Zebhizinisi Nezicelo ▪ Ukuxhumanisa imisebenzi ye-ICT nokuphatha amaphrojekthi ▪ Ukuthuthukisa nokuqalisa ukusebenza kwemisebenzi yokuphathwa kolwazi lwendawo
UHFLELO 2: UKUQAPHA NOKUHLOLA IMIPHUMELA		
INHLOSO	Inhloso yegatsha wukuqhuba uhlelo oluyisu lukahulumeni ngokusebenzisa intuthuko nokusetshenziswa kwendlela yemiphumela, ukuqapha nokubika ngenqubekela phambili kanye nomthelela wokuhlola. Imisebenzi ibandakanya: ➢ Ukwenziwa kwezivumelwano zokusebenza phakathi kukaMongameli noNgqongqoshe; ➢ Ukusiza ngokwenziwa kwezinhlelo noma izivumelwano zokwenza umsebenzi zemiphumela ephambili ohlwini; kanye ➢ nokuqapha ukusetshenziswa ➢ Ukuxhumanisa nokuphatha indlela yemiphumela kanye nokweseka iminyango, ezinye izingxenywe zikahulumeni, amaqoqo kanye namakomiti eKhabhinethi ukukhomba nokubhekana nezinto ezivimbela ukufeza imiphumela ➢ Ukuphatha nokunakekela Uhlelo Lokusebenza kanye nokukhiqiza imibiko yokusebenza ezinhlelweni zokwenza umsebenzi ➢ Ukuqhuba ukuhlola nocwaningo lwenqubomgomo ukweseka Uhlelo Lokuqapha Nokuhlola Ngokubanzi Lukahulumeni.	
UMBONO JIKELELE NGOHLELO	Ukuphatha Uhlelo Lokuqapha Nokuhlola Imiphumela	Ukuhlinzeka ukuphathwa kohlelo nosizo.
	Ukwesekwa Kwemiphumela	Igatsha lisiza ngokuhlola okuphathelene nemiphumela 14 ebekwe phezulu ohlwini ukweseka ukuxhumanisa iminyango ukukhiqiza izinhlelo ezincike emiphumeleni noma izivumelwano zokwenza umsebenzi kumphumela ngamunye. ▪ Usiza uMongameli ukuqapha ukusebenza kukaNgqongqoshe ngamunye kuqhathaniswa nezivumelwano zabo zokusebenza. ▪ Usiza uMongameli neSekela LikaMongameli kanye noNgqongqoshe Ehhovisi LikaMongameli ngezethulo zenqubo kubandakanya amanothi ngezethulo zekhabhinethi; futhi ubahlinzeka nangosizo lwezobuchwepheshe lwemizamo yokuqapha nokuhlola yezikhulu eziphethe. ▪ Usiza ngokusebenzisa uhlelo lwemiphumela kuHulumeni wonke futhi uhlinzeka nangemisebenzi yomabhalane eKomitini Phakathi Kongqongqoshe ngoKuvuselela Imiphakathi Yezimayini Ekhathazekile.
	Uhlelo Lokusebenza (PoA)	Ukuphatha nokunakekela Uhlelo Lokusebenza kanye nokukhiqiza imibiko yokusebenza ezinhlelweni zokwenziwa kwemisebenzi
	Ukuhlola Ukusebenza Kukahulumeni Wasekhaya	Usiza ngokwenza, ukusebenzisa, ukusebenzisa nokunakekela Ithuluzi Lokuhlola Ukusebenza lokukala ukusebenza ezingeni lesu nelokwenza umsebenzi kwayo yonke iminyango yomasipala.
	Ukuhlola Nocwaningo	Uqhuba ukuhlola nocwaningo lwenqubomgomo ukweseka Uhlelo Lokuqapha Nokuhlola Ngokubanzi Lukahulumeni

	Izinhlelo Zokuhlola Umthelela Wenhlobo Emphakathini Nomnotho	Ukuqinisekisa ukuhlolwa komthelela wenhlobo yomphakathi nomnotho wayo yomibili umthetho nezimiso zomthetho omusha novele usukhona futhi uqhutshwa ukuqinisekisa ukuhambisana ne-NDP nokunciphisa ingozi yemiphumela engahlosiwe.
	I-Operation Phakisa	Izinhlelo zokwenza uguquko zibe yimiphumela ephathekayo ngokusebenzisa ukwenza umsebenzi ngempumelelo ngokubiza imihlangano yokufundisana ehlanganisa ababambiqhaza ababalulekile ndawonye ukuzokwenza ukuhlela okunzulu
	Ukuvuselela imiphakathi yasezimayini ekhathazekile	Uhlinzeka usizo lomabhalane lwezikhulu eziphethe eKomitini Phakathi Kongqongqoshe kanye neThimba Lokwenza Umsebenzi Wobuchwepheshe ngokuvuselela imiphakathi yasezimayini ekhathazekile

UHLELO 3: UKUQAPHA NOKUHLOLA UKUSEBENZA KWESIKHUNGO

INHLOSO	Uhlelo lukhuthaza imisebenzi Yokuqapha Nokuhlola (y-M&E) emihle kanye nezinhlelo kuhulumeni ngokusebenzisa ukuhlolwa kokusebenza kanye nokweseka, ukwenza umsebenzi ngaphambili ngokuqapha nokweseka kanye nokuthuthukisa amandla abasebenzi be-M&E nokufunda.	
UMBONO JIKELELE NGOHLELO	Uhlelo lubandakanya ukuthuthukiswa, ukusetshenziswa kanye nokunakekelwa kweThuluzi Lokuphatha Ukuhlola Umsebenzi; Izinhlelo Zokuqapha Ukwenziwa Komsebenzi Ngaphambili; kanye neNqubomgomo Ye-M&E kanye noHlelo Lokwakha Amandla Abasebenzi.	
	Ukuqapha Nokweseka Ukusebenza Kwabaphathi	▪ Inhloso wukuthuthukisa, wukusebenzisa kanye nokunakekela Ithuluzi Lokuhlola Ukusebenza Kwabaphathi lokukala ukusebenza emazingeni esu nokwenza umsebenzi eminyangweni kaZwelonke Nezifundazwe. ▪ Ukuhlinzeka ukuphathwa ngempumelelo nokuxhunyaniswa kohlelo lokusebenza kwe-FOSAD; ▪ Ukubhekela izinto zokukhokha emva kwesikhathi nokungakhokhwa kwama-invoysi afanele, ukunika iKhabhinethi imibiko yekwata kanjalo nombiko kuMkhandlu Wokuxhumanisa KaMongameli ngezikhathi ezahlukeneyo.
	Ukuqapha Nokwesekwa Kokwenziwa Komsebenzi Ngaphambili KukaMongameli	▪ Inhloso ukuphatha, ukuxhumanisa nokunakekela izinhlelo zokuqapha ukwenziwa komsebenzi zangaphambili ▪ Ukwenza nokunakekela izinhlelo zokuqapha ngempumelelo nokubika kanye namathuluzi okuphathwa kwezinhlelo zokuqapha ukwenziwa komsebenzi ngaphambilini ▪ Ukuqhuba nokuxhumana nokuvakasha kokuqapha ukwenziwa komsebenzi kanye nokwesekwa kwezinguquko ▪ Ukuphatha Inombolo Yokubika Kumongameli ▪ Ukuphatha uhlelo lokuqinisa izakhamuzi – ukubambisana kohulumeni ukuqapha ukwenziwa komsebenzi.
	Ukuhlela, Ukuqapha Nokuhlola Ukuthuthukisa Abasebenzi kanye Nokuphatha Ulwazi	▪ Uholo ukuthuthukiswa kwabasebenzi boKuhlela, Ukuqapha Nokuhlola (PM&E) nemizamo yokuphathwa kolwazi, futhi isiza ngokusetshenziswa kangcono kolwazi lwe-PM&E kuhulumeni wonke ▪ Ukuthuthukisa futhi usebenzisa imizamo yokuthuthukisa abasebenzi ezikhungweni zikahulumeni kanye nokusiza ngokubambisana okuyisusiphakathi kwemiphakathi ye-PM&E ▪ Usiza ngenkulumo mpendulwano emsebenzini we-

		PM&E nokusiza kangcono ukusetshenziswa kolwazi lwe-PM&E kuhulumeni.
--	--	---

UHELELO 4: IKHOMISHINI YOKUHELELA KUZWELONKE YOKUHELELA NOKUNIKEZA IMISEBENZI YOBUBHALANE

INHLOSO	Inhloso yegatsha wukwenza umbono wesikhathi eside wezwe kanye nohlelo oluyisu lukazwelonke nokufaka isandla emiphumeleni emihle kuhulumeni ngokusebenzisa izinhlelo zesikhathi eside ezinhle, ukuhlengana kwenqubomgomo okukhulu kanye nokucaciswa kwezinhloso zesikhathi eside kanye nokukhuthaza.	
UMBONO JIKELELE NGOHLELO	Imisebenzi emikhulu okubhekenwe nayo yegatsha wukwenza isikhungo nokuqinisa ukuhlela kuhulumeni ngokusiza ngokuthuthukiswa kwezinhlelo zengxenywe; ukuqinisekisa ukuthi okuphambili ohlwini okusezingeni eliphezulu kufakwa ezinhlelweni kuzo zonke izingxenywe zikahulumeni; nokubandakanya ababambiqhaza emiphumeleni wohlelo lokuhlela ukuqinisekisa ukweseka umsebenzi kaKhomishini Wokuhlela Kazwelonke. Igatsha ligcwalisa imisebenzi ebhekene noMnyango njengabanikazi bomsebenzi wokuhlela kuhulumeni.	
	Ucwaningo Nemisebenzi Yenqubomgomo	Inhloso yalolu hlelo oluncane wukuphatha nokusiza ukukhipha ucwaningo kanye nezinhlelo zenqubomgomo ezindabeni zentuthuko yesikhathi eside, kanjalo nokweseka usizo lobuchwepheshe kuKhomishini Yokuhlela Kazwelonke.
	Ikhomishini Yokuhlela Kazwelonke Ezomabhalane Nokwesekwa	Ihlinzeka ukuphathwa kohlelo kanye nezinsizakalo zokweseka ukuphathwa komsebenzi kuKhomishini Yokuhlela Kazwelonke kanye nezindaba Zobubhalane
	Ulwazi Lokwenza Umsebenzi Lukahulumeni	Lufaka isandla ekuphumeleleni kwakho kokubili ushintsho nokuqhubekisa uhlelo lukahulumeni ngokusebenzisa izinhlelo zokuhlela kwaphakathi nesikhathi nokonyaka kanye nokubika: ▪ Ukuphatha nokwengamela ukusetshenziswa kokuhlela kokwenziwa komsebenzi okuyisu nokonyaka kanye nokubika ngokwenziwa komsebenzi okungafaki izimali kanye nokuqapha izinhlelo eziphathelele nokuqapha ezingeni lesifundazwe nelikazwelonke ▪ Ukuxhumanisa ukubukezwa kwezinhlelo eziyisu kanye nezinhlelo zokwenziwa komsebenzi zonyaka ngenhloso yokwenza ngcono iqophelo lezinhlelo kanye nokuqondaniswa kwazo ne-NDP, MTSF kanye nezinye izinhlelo ▪ Ukuxhumanisa izinkulumo mpendulwano neminyango kazwelonke ebalulekile ehambelana nemiphumela.

UHELELO 5: UHELELO LOKUTHUTHUKISWA KWENTSHA LUKAZWELONKE

INHLOSO	Inhloso yohlelo wukwenza nokusebenzisa inqubomgomo yentsha kanye nokuhlinzeka ukwengamela izimali ezidluliselwa ku-National Youth Development Agency	
UMBONO JIKELELE NGOHLELO	Umsebenzi obhekene kakhulu nohlelo ukuxhumanisa ukubukezwa kwenqubomgomo yentsha kokuqondaniswa kwayo nezinhlelo zikahulumeni ngenhloso yokubeka kahle ukugxila kwayo kanye nokukwazi kwayo ukuthonya ukunikeza amandla intsha ezinhlelweni zikahulumeni	
	Ukuthuthukiswa Kwentsha	Inhloso wukuthuthukisa nokuqapha ukusetshenziswa kwenqubomgomo yentsha
	I-National Youth Development Agency	Inhloso wukudlulisela izimali ku- National Youth Development Agency

G. AMAREKHODI AGCINWE YI-DPME

Le ngxenye yenqubomgomo isebenza ngemibandela yesigaba sika-14(1)(d) soMthetho we-PAIA, obeka ukuthi i-DPME ifanele inike imininingwane yamarekhodi asezandleni zayo ukuze kusebenze izicelo zokufinyeleleka kolwazi olwakhiwe futhi oluqukethwe yi-DPME. Amanye ala marekhodi atholakala ngokuzenzakalelayo futhi amanye adinga ukuthi izicelo zenziwe ngaphambi kokuba enziwe ukuba atholakale.

- (i) Amarekhodi atholakala ngokuzenzakalelayo – isigaba sika-4(1)(e)
- Ukuhlelwa Kwamasu
 - Imibiko Yonyaka
 - INqubomgomo Ebeka Iqoqomthetho
 - Izinhloko Zenqubomgomo
 - Imibiko
 - Ukushicilelwa
 - Isibonelo
 - Amabhukwana
 - Amathempulethi
 - Imihlahlandlela
 - Ulwazi Ngokusebenza oluqukethwe oHlelweni Lokuzokwenziwa
 - Ulwazi mayelana nokukhangiswa kwamathuba emisebenzi
 - Nanoma yiluphi ulwazi olenzelwe ukuba lubonwe umphakathi.

Indlela Yokufinyeleleka Kumarekhodi Atholakala Ngokuzenzakalelayo

Isigaba sika-15 soMthetho sibeka ukuthi i-DPME ifanele ishicilele kuGazethi Kahulumeni uhlu lwamarekhodi atholakala ngokuzenzakalelayo kumnyango. Akusona isidingo ukugcwalisa iFOMU A elimisiwe uma kuhlolwa amarekhodi afana nalawa. Umfakisicelo akalindelekile ukuba akhokhe izimali, ngaphandle uma kukhiqizwa inani elikhulu lamakhopi. Onke amahhovisi e-DPME afanele ahlinzeke ngezindlela zokufinyeleleka kumarekhodi atholakala ngokuzenzakalela. Amarekhodi abekwe kwiNgodlamagugu Kazwelonke yaseNingizimu Afrika ukuba agcinwe azokwenziwa ukuba atholakale ngokulandela imithetho esetshenziswayo ukuze abukwe:

- UMthetho Wokufinyeleleka Kolwazi (uMthetho wesi-2 ka-2000)
- UMthetho Wokuvikelwa Kolwazi (uMthetho wama-84 ka-1998); kanye
- UMthetho Kazwelonke Wezingodla Magugu Namarekhodi aseNingizimu Afrika (uMthetho wama-42 ka-1999 – uMthetho ka-NASA)

(ii) Ukuphathwa Kwamarekhodi

IYUNITHI	IZIHLOKO NEZINHLA	ATHOLAKALA NGOKUZENZAKALELAYO	ATHOLAKALA NGESICELO	Avikelwe
IHhovisi loMgcinilwazi Omkhulu (i-OCIC)	Ukulawulwa kwezimali		✓	
	Izimiso Zehhovisi Likasikhwama	✓		
	Amabhukwana ezinkambiso zezezimali	✓		
	Imihlahlandlela ye-MTEF	✓		
	Imibhalo yamathenda		✓	
Ukuphathwa Kwezabasebenzi	Izinqubomgomo ezahlukenene	✓		
	Isu	✓		
	Imihlahlandlela ngenqubo yokubuthwa nokuqokwa e- DPME	✓		
	Umhlahlandlela wokuhlolwa komsebenzi	✓		
	Izinhloko zehlangano		✓	
	Isakhiwo sabasebenzi		✓	
	Amafayela emifundaze		✓	
	Ukuqokwa			✓
	Iphesali			✓
	Amafayela eminingwane yabasebenzi			✓
	Izinkontileka zokusebenza			✓
	Imibiko yokuhlolwa kokusebenza			✓
	Amafayela amalivu			✓
	Amafayela emiholo			✓
	Amafayela amacala: ukulalelwa kokuqondiswa kezigwegwe			✓
	Ukuqokwa			✓
	Amamemorandamu			✓
IYUNITHI	IZIHLOKO NEZINHLA	ATHOLAKALA NGOKUZENZAKALELAYO	ATHOLAKALA NGESICELO	Avikelwe
	Izincwadi			
Ucwaningo-mabhuku lwangaphakathi	Ibhukwana lezinqubomgomo nenkambiso	✓		
	Imibhalo yezakhiwo nokuhlela	✓		
	Imibiko yonyaka	✓		
	Ukuxhumana namaklayenti angaphakathi nawangaphandle		✓	

	Imibiko yonyaka yocwaningo-mabhuku		✓	
Ukuxhumana	UMbiko Wonyaka we-DPME	✓		
	Imibiko yabezokusakaza	✓		
Ukuphathwa Kwengozi	Uhlaka lokuphathwa kwengozi	✓		
	Isu Lokuphathwa Kwengozi	✓		
	Inqubomgomo Yokuphathwa Kwengozi	✓		
	Isu Lokunqandwa Kwenkohlakalo	✓		
	Umbiko Wophenyo Lokulwa Nokukhwabanisa Nenkohlakalo		✓	

(iii) Izinsizo Zokuqashwa Komphakathi

IZIHLOKO NEZINHLA	ATHOLAKALA NGOKUZENZAKALELAYO	ATHOLAKALA NGESICELO	Avikelwe
Ukuxhumana namaklayenti angaphandle		✓	
Izivumelwano Zamazinga Omsebenzi		✓	
Ulwazi lwabasebenzi kanye nemidanti yabasebenzi		✓	
Amarekhodi nezitatimende Zezezimali		✓	
Irejista yokuphathwa kwempahla		✓	
Imibhalo yezakhiwo nokuhlela		✓	
Imibhalo yeketanga lokuthenga kanye nemibhalo yokutholakala kwezinsizo nempahla		✓	
Imibiko yokuthuthukiswa kwabasebenzi		✓	
Izicelo zemifundaze nemibiko yezolwazi		✓	
Amarekhodi okuphatha Ukuba khona Ekusebenzeni		✓	
Imibuzo nezimpendulo zocwaningo-mabhuku		✓	
Imibuzo nezimpendulo zasePhalamende		✓	
Ukwelulekelwa Umsebenzi kanye nokuphendula kukho		✓	

(iii) Ukushicilelewa kwemibhalo ye-DPME

IZIHLOKO NEZINHLA	ATHOLAKALA NGOKUZENZAKALELAYO	ATHOLAKALA NGESICELO	Avikelwe
Uhlaka Lwezomthetho	✓		
Izinhloko Zenqubomgomo	✓		
Imihlahlandlela	✓		
Amathuluzi namabhukwana	✓		
Imibiko	✓		
Izethulo Ezejwayelekile	✓		

Izinkomba Zentuthuko zonyaka we-2007; we-2009; we-2010; we-2011; nowe-2012		✓	
Uhlelo Lamasu Lonyaka we-2010/11 – 2013/14		✓	
Ukuphatha Nokuhlolwa kokusebenza		✓	
Amamemorandamu Ekhabhinethi			✓
Izivumelwano zokwethulwa kwezinsizo			✓
Izivumelwano Zokusebenza koNgqongqoshe			✓
Umbiko Wamaphakathi Nonyaka			✓

H. UMhlahlandlela Wekhomishane Yamalungelo EsiNtu

Isigaba sika-10 soMthetho Wokufinyeleleka Kolwazi (i-PAIA) ka-2000(uMthetho wesi-2 ka-2000) ubeka ukuthi iKhomishani Yamalungelo ESiNtu YaseNingizizimu Afrika (i-SAHRC) ifanele yakhe imihlahlandlela ezwakalayo ngokuthi isetshenziswa kanjani i-PAIA. Umhlahlandlela uqukethe ulwazi olunjengalolu njengoba kungadingeka ngemfanelo ngumuntu onesifiso sokusebenzisa nanoma yiliphi ilungelo elicatshangwa eMthethweni.

Imibuzo mayelana nalo mhlahlandlela ifanele iqondiswe ekhelini elithi:

The South African Human Rights Commission

PAIA Unit (The Research and Document Department)

Private Bag X2700

HOUGHTON

2041

Ucingo: +27 11 484 8300

Ifeksi: +27 11 484 1360

Iwebhusayithi: www.sahrc.org.za

I-imeyili: paia@sahrc.org.za



planning, monitoring and evaluation

Department:
Planning, Monitoring and Evaluation
REPUBLIC OF SOUTH AFRICA

UMNYANGO WOKUHLELA, UKUQAPHA NOKUHLOLA

UFOMU A

ISICELO SOKUFINYELELEKA KUREKHODI LOHLAKA LUKAHULUMENI

Isigaba sika-18 (1) soMthetho Wokufinyeleleka Kolwazi ka-2000 (uMthetho wesi-2 wonyaka ka-2000)

LE NGXENYE ISETSHENZISWA NGUMNYANGO

Inombolo yerefrensi: _____

Isicelo sitholwe ngu: _____

Shono igama nesibongo soMgcinilwazi/likSekela-Mgcinilwazi).

mhla zi- (usuku) _____ (indawo) _____

Imali yesicelo (uma ikhona): ama-R _____

Idiphozi (uma ikhona): ama-R _____

Imali yokufinyeleleka: ama-R _____

UMgcinilwazi/uSekela-Mgcinilwazi: _____

Imininingwane yohlaka lukahulumeni

UMgcinilwazi: Mnu. Tshediso Matona (Ibamba likaMqondisi Jikelele)

noma

USekela-Mgcinilwazi: Mnu. Stanley Ntakumba (uMqondisi Omkhulu)

Department of Planning, Monitoring and Evaluation

Private Bag X944

Pretoria

0001

INingizimu Afrika

Inombolo yocingo: +27 12 312 0202

Inombolo yefeksi: +27 086 683 5677

www.thepresidency-dpme.gov.za

paia@dpme.gov.za

B. IMINININGWANE YOMUNTU OFAKA ISICELO SOKUFINYELELA KWIREKHODI

- a) *Imininingwane yomuntu ocela ukufinyelela kwirekhodi kufanele inikezwe ngezansi.*
 b) *Ikheli kanye/noma nenombolo yefeksi yaseRiphabhlikhi yaseNingizimu Afrika lapho kuzothunyelwa khona ulwazi, kufanele inikezwe.*
 c) *Ubufakazi besikhundla isicelo esenziwa ngaso, uma bukhona, bufanele bufakwe.*

Amagama aphelele nesibongo: _____

Inombolo kamazisi/ye-ID: _____

Ikheli leposi: _____

Inombolo yefeksi: _____

Inombolo yocingo: _____

Ikheli le-imeyili: _____

Isikhundla sokuthi isicelo senziwa njengobani, uma senzelwa omunye umuntu. _____

C. IMINININGWANE YOMUNTU OWENZELWA ISICELO

Lesi sigaba kufanele sigcwaliswe KUPHELA uma isicelo senzelwa omunye umuntu.

Amagama aphelele nesibongo: _____

Inombolo kamazisi/ye-ID: _____

D. IMINININGWANE YEREKHODI

- a) *Nikeza imininingwane ephelele yerekhodi okucelwa ukufinyelela kulo, kumbandakanya inombolo yereferensi uma uyazi, ukwenzela ukuthi litholakale irekhodi.*
 b) *Uma isikhala osinikiwe sisincane, sicela uqhubeke ekhasini eliseceleni bese ulinamathisela kuleli fomu.*
 c) *Umfakisicelo kufanele asayine onke amaphepha angeziwe.*

1. Ukuchazwa kwerekhodi noma izingxenye ezifanele zerekhodi: _____

2. Inombolo yereferensi, uma ikhona: _____

3. Nanoma ngabe yimiphi eminye imininingwane yerekhodi: _____

E. IZIMALI EZIKHOKHWAYO

- Isicelo sokufinyelela kwirekhodi, ngaphandle kwerekhodi eliphethe ulwazi ngaloyo muntu ngqo, sizosetshenzwa kuphela ngemuva kokuba imali yisicelo isikhokhiwe*
- Uzokwaziswa ngemali edingeka ukuba ikhokhwe njengemali ekhokhwayo yesicelo.*
- Imali ekhokhwayo yokufinyelela kwirekhodi ilele ohlotsheni ukufinyelela okudingeka ngalo futhi nasesikhathini esidingekayo esifanele ukucinga nokulungisa irekhodi.*
- Uma ufaneleka ukuba udedelwe ukuba ukhokhe nanoma ngabe iyiphi imali ekhokhwayo, sicela usho isizathu sokudedelwa.*

Isizathu sokudedelwa ukuba kukhokhwe izimali: _____

F. UHLOBO LOKUFINYELEKA KWIREKHODI

Uma uvinjwe ukuba nokukhubazeka ukuba ufunde, ubukeze noma ulalele irekhodi ngohlobo ukufinyeleleka okuhlinzekwe ngalo ku-1 ukuya ku-4 ngezansi, shono ukukhubazeka kwakho futhi usho uhlobo irekhodi elidingeka ngalo.

Faka uphawu u-X ebhokisini elifanele.

Ukukhubazeka		Uhlobo irekhodi elidingeka ngalo:	
AMANOTHI:			
<i>Ukuhambisana nesicelo sakho sokufinyelela olwazini ngohlobo oluphawuliwe kungalala ohlotsheni irekhodi elitholakala ngalo.</i> <i>Ukufinyelela ngohlobo oluceliwe kunganqatshwa ezimweni ezithile. Ezimweni ezifana nalezi uzokwaziswa uma ukufinyeleleka kuzotholakala ngolunye uhlobo.</i> <i>Imali ekhokhwayo yokufinyeleleka kwirekhodi, uma ikhona, izonqunywa kancane nguhlobo lokufinyeleleka oluceliwe.</i>			
1. Uma irekhodi linguhlobo olubhaliwe noma olugayiwe:			
Ikhopi yerekhodi		Ukuhlolwa kwerekhodi	
2. Uma irekhodi lakhiwe imifanekiso ebukwayo (kubandakanya izithombe, amaslayidi, okuqoshiwe kwevidiyo, imifanekiso eyakhiwe ngekhompiyutha, imidwebho, njll.)			
Ukubuka imifanekiso		Ikhopi yemifanekiso	Okubhaliwe ngemifanekiso
3. Uma irekhodi lakhiwe ngamagama noma ngolwazi olungakhiqizwa futhi ngomsindo			
Ukulalela umsindo oqoshiwe/ noma ikhasethi lomsindo		Umbhalo womsindo oqoshiwe* (umbhalo obhaliwe noma ogayiwe)	
4. Uma irekhodi ligcinwe kwikhompiyutha noma ngohlobo olufundeka ngomshini:			
Ikhopi egaywe ngomshini yerekhodi		Ikhopi egaywe ngomshini yolwazi olususelwa kwirekhodi	Ikhopi yohlobo olufundekayo ngekhompiyutha
<i>Qaphela ukuthi uma irekhodi lingatholakali ngolimi oluthandayo, ukufinyeleleka kungatholakala ngolimi irekhodi elitholakala ngalo.</i>			
Uma ucele ikhopi noma uhlobo olubhaliwe lwerekhodi (elilinghla), ingabe ufisa ukuba ikhopi noma uhlobo olubhaliwe lwerekhodi liposelwe kuwe?			YEBO CHA
5. Yiluphi ulimi ongathanda ukuthola ngalo irekhodi?			

G. ISAZISO NGESINQUMO MAYELANA NESICELO SOKUFINYELELEKA

Uzokwaziswa ngokubhaliwe isinqumo sokuthi isicelo sakho sivunyiwe/senqatshiwe. Uma ufisa ukwaziswa ngenye indlela, sicela uyisho leyo ndlela futhi uhlinzeke ngemininingwane evumela ukuhambisana nesicelo sakho.

Ungathanda ukwaziswa kanjani ngesinqumo mayelana nesicelo sakho sokufinyelela kwirekhodi?

Isayindwe e- _____ Ngalolu suku ku- _____ 20 _____

Isiginesha yomfakisicelo/ noma yomuntu ofakelwa isicelo



planning, monitoring and evaluation

Department:
Planning, Monitoring and Evaluation
REPUBLIC OF SOUTH AFRICA

UMNYANGO WOKUHLALA, UKUQAPHA NOKUHLOLA IZIMALI EZIMISIWE MAYELANA NEZINHLAKA ZIKAHLUMENI

1. Imali yekhophi yebhukwana njengoba icatshangwa kusigatshana sesi-5(c) ngu-R0,60 onke amakhophi afothokhophiwe obukhulu bekhasi bungu-A4 noma ingxenywe ngokunjalo.
2. Izimali zokukhiqiza okukhulunywe ngazo kusigatshana sesi-7 (2) zinjengoba zilandela:

	ama-R
(a) onke amafothokhophi obukhulu bekhasi bungu-A4 noma ingxenywe ngokunjalo	0.60
(b) onke amakhophi agayiwe obukhulu bekhasi bungu-A4 noma ingxenywe agcinwe kwikhompiyutha noma ngendlela ye-elekthriki noma ngohlobo olufundeka ngomshini	0.40
(c) onke amakhophi ohlobo olufundeka ngekhompiyutha ku- (i) CD/DVD	40.00
(d) (i) okubhaliwe phansi kwemifanekiso ebukwayo, yobukhulu bekhasi obungu-A4 noma ingxenywe ngokunjalo	22.00
(ii) Ikhophi emifanekiso ebukwayo	60.00
(e) (i) okubhalwe phansi kwemisindo erekhodiwe, yobukhulu bekhasi obungu-A4 noma ingxenywe ngokunjalo	12.00
(ii) ikhophi yemisindo erekhodiwe	17.00
3. Imali yesicelo ekhokhwa yiwo wonke umfakisicelo, ngaphandle kozicelela yena ulwazi, okukhulunywe ngayo kusimiso sesi-7(2):
- 4.1 Izimali zokufinyeleleka ezikhokhwa ngumfakisicelo okukhulunywe ngazo kusimiso sesi-7 (3) zinjengoba zilandela:

	ama-R
(a) onke amafothokopi obukhulu bekhasi bungu-A4 noma ingxenywe ngokunjalo	0.60
(b) onke amakhophi agayiwe obukhulu bekhasi bungu-A4 noma ingxenywe agcinwe kwikhompiyutha noma ngendlela kagesi noma ngohlobo olufundeka ngomshini	0.40
(c) onke amakhophi ohlobo olufundeka ngekhompiyutha ku- (i) CD/DVD	40.00
(d) (i) okubhaliwe phansi kwemifanekiso ebukwayo, yobukhulu bekhasi obungu-A4 noma ingxenywe ngokunjalo	22.00
(ii) Ikhophi emifanekiso ebukwayo	60.00
(e) okubhalwe phansi kwemisindo erekhodiwe (i) ikhophi obukhulu obungu-A4 noma ingxenywe ngokunjalo	12.00
(ii) ikhophi yemisindo erekhodiwe	17.00
(f) ukucinga nokulungisa irekhodi ukuze lidalulwe	15.00
ihora ngalinye noma ingxenywe yehora, kushiya ngaphandle ihora lokuqala, ngemfanelo futhi ngaleyo ndlela yokucinga nokulungiswa	
- 4.2 Ukwenza izinhloso zeSigaba sika-22(2) soMthetho, okulandelayo kuyasetshenziswa:
 - (a) amahora ayisithupha njengamahora azodlulwa ngaphambi kokuba kukhokhwe idiphozi.
 - (b) Okukodwa kwesithathu semali yokufinyeleleka okukhokhwa njengediphozi ngumfakisicelo.
- 4.3 Imali yokuposa okuyiyona ekhokhwayo uma ikhophi yekhodi kufanele ithunyelwe ngeposi kumfakisicelo
- 4.4 Uma imali yokukhalaza ekhokhwayo mayelana nokufakwa kwesikhalazo sangaphakathi kuphikiswa isinqumo sokunqatshwa kwesicelo sokufinyeleleka njengoba kucatshangwa kusigaba sika-75(3)(a) somthetho



UMNYANGO WOKUHLALA, UKUQAPHA NOKUHLOLA

UFOMU B

ISAZISO NGESIKHALAZO SANGAPHAKATHI

Isigaba sika-75 soMthetho Wokufinyeleleka Olwazini ka-2000 (uMthetho wesi-2 ka-2000)

[ISimiso somthetho sesi-8]

A. Imininingwane yohlaka lukahulumeni:

UMgcinilwazi: Mnu. Tshediso Matona (Ibamba likaMqondisi Jikelele)

noma

USEkela-Mgcinilwazi: uMnu. Stanley Ntakumba (uMqondisi Omkhulu)

The Department of Planning, Monitoring and Evaluation

Private Bag X944

Pretoria

0001

INingizimu Afrika

Inombolo yocingo: +27 12 312 0202

Inombolo yefeksi: +27 086 683 5677

www.thepresidency.gov.za

paia@dpme.gov.za

B. Imininingwane yomfakisicelo/yengxenywe yesithathu efaka isikhalazo sangaphakathi

- a) Imininingwane yomuntu ofaka isikhalazo sangaphakathi kufanele inikezwe ngezansi.
- b) Ubufakazi bokuthi sifakwa njengobani ngesikhundla isikhalazo. Uma bukhona, bufanele bufakwe.
- c) Uma okhalazayo eyingxenywe yesithathu, futhi hhayi umuntu okunguyena yena ofake isicelo sokufinyeleleka kolwazi, imininingwane yomfakisicelo kufanele inikezwe ku-C ngezansi.

Amagama aphelele nesibongo: _____

Inombolo kamazisi/ye-ID: _____

Ikheli leposi: _____

Inombolo yefeksi: _____

Inombolo yocingo: _____

Ikheli le-imeyili: _____

Isikhundla sokuthi isicelo senziwa njengobani ngesikhundla uma senzelwa omunye umuntu: _____

C. Imininingwane yomfakisicelo:

Lesi sahluko kufanele sigcwaliswe KUPHELA uma ingxenye yesithathu (ngaphandle komfakisicelo) ifaka isikhalazo sangaphakathi.

Amagama aphelele nesibongo: _____

Inombolo kamazisi/ye-ID: _____

D. Isinqumo esiphikiswayo esifakelwe isikhalazo sangaphakathi:

Faka umaka u-X ebhokisini elifanele lesinqumo isikhalazo sangaphakathi esifakelwa ukusiphikisa:

	Ukunqaba isicelo sokufinyeleleka.
	Isinqumo mayelana nezimali ezimisiwe ngokwesigaba sika-22 soMthetho.
	Isinqumo mayelana nokwelulwa kwesikhathi isicelo okufanele sisetshenzwe ngaso ngokwesigaba sika-26(1) soMthetho.
	Isinqumo ngokwesahluko sika-29(3) soMthetho sokunqaba ukufinyeleleka ngohlobo olucelwe ngumfakisicelo.
	Isinqumo sokuvuma isicelo sokufinyeleleka.

E. Izizathu zokukhalaza:

Uma isikhala osinikiwe sisincane, sicela uqhubeke ekhasini eliseceleni bese ulinamathisela kuleli fomu. Kufanele usayinde onke amakhasi angeziwe.

Shono izizathu zokukhalaza kwangaphakathi okususelwa kuzo. _____

Shono nanoma yiluphi olunye ulwazi olungafaneleka mayelana nesikhalazo _____

F. Isaziso ngesinqumo ngesikhalazo:

Uzokwaziswa ngokubhaliwe phansi ngesinqumo sokukhalaza kwakho kwangaphakathi. Uma ufisa ukwaziswa ngenye indlela, sicela uyisho leyo ndlela futhi uhlinzeke ngemininingwane evumela ukuhambisana nesicelo sakho.

Shono indlela: _____

Imininingwane yendlela: _____

Isayinwe e _____ Ngalolu suku ku- _____ 20 _____

Isiginesha yokhalazayo: _____

LENGXENYE ISETSHENZISWA NGUMNYANGO:

ISAZISO NGESIKHALAZO SANGAPHAKATHI

Isikhalazo satholwa mahla zi-_____ (usuku) ngu- _____

Ngokwe (shono isikhundla ngokomsebenzi, igama nesibongo soMgcinilwazi/uSekela-Mgcinilwazi).

Isikhalazo sabe siphelekezelwa yizizathu ngesinqumo soMgcinilwazi/uSekela-Mgcinilwazi kanye, lapho ikhona, imininingwane yengxenywe yesithathu amarekhodi amayelana nayo, esifakwe nguMgcinilwazi/uSekela-Mgcinilwazi mhla zi- _____ (usuku) kusiphathimandla esifanele.

UMPHUMELA WOKUKHALAZA: _____

ISINQUMO SOMGCINILWAZI/USEKELA-MGCINILWAZI:

SIQINISEKISIWE: _____

Isinqumo esisha sifakwe esikhundleni: _____

Isinqumo esisha: _____

ISIPHATHIMANDLA ESIFANELE

USUKU

SAMUKELWE NGUMGCINILWAZI/USEKELA-MGCINILWAZI SIVELA KUSIPHATHIMANDLA ESIFANELE