



planning, monitoring
& 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)

Ndebele

Ingcenye Ebuyekeziweko - 2017

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: I-Oganogramu ye-DPME

I-APHENDIKSI 2: IFOROMO A – *Ukufikeleleka kweRekhodi leHlangano yomPhakathi*

I-APHENDIKSI 3: *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 wo ke umuntu unelungelo lokufikelela elinye nelinye ilwazi elibanjwe/eligcinwe mbuso kanye nelinye nelinye ilwazi eligcinwe ngomunye umuntu elifunekako ekuvikelweni kwamanye namanye amalungelo.



Mma Mpumi Mpofo

UmNqophisi Zombebele (IsiPhathiswa seLwazi se-PAIA)

UmNyango wokuHlela, ukuTjheja nokuHlunga

IDEYIDI: 19/12/2017

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 lokuButhelelwa kweNtela leSewula Afrika

IINHLATHULULO

No.	Iindima namaThemu	Iinhlatululo/lincazelo
1	IsiPhathiswa seLwazi	Emnyangweni i-DPME, kuba mNqophisi Zombeke. IsiPhathiswa seLwazi se-DPME sidlulisela amandla nofana imisebenzi esithweswe yona mThetho lo kuSekela lesiPhathiswa seLwazi somnyango. Okhanye nokhanye ukudluliswa kwamandla: <ul style="list-style-type: none"> kufanele kube ngokomtlo; 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 mtlole 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 bunqophela 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 ahlengakele iminyaka engaba 20.
6	Ihlangano yomPhakathi	Umnnyango 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 amaholidiyei womphakathi njengoba kuhlathululwa esiGabeni 1 somThetho wamaHolidiyei 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 lehlango 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/ematheyiwebhu) enemitlo ethathelwe kiyo, etheyibhiweko nofana ekhophiweko, nofana kokubili.

(iii) Iforomo lesibawo

Isibawo sefikeleko kufanele senziwe ngeforomo eliveziweko esiphathisweni selwazi lehlango 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 lehlango yomphakathi kwenziwe, kanye namalungiselelo wokuvezwa kwerekhodi, okufakahlangana 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 yengcenywe 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 kokusetjenzwa kwesibawo sakhe.

Ngemva kokuthi isiPhathiswa seLwazi nofana iSekela lesiPhathiswa seLwazi sithethe isiqu nto ngesibawo, umbawilwazi kufanele aziswe ngesiqu nto 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 bunqo pha 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 Ukuzibilayeza

Umbawilwazi angafaka isibilayezo sangaphakathi ngokuphikisana nesiqu nto 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.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 ukhanuka 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 emtlo 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.dpme.gov.za

C. Ihlathululo efitjhani ngamaQhinga we-DPME

1. INEMBO-MBONO

Imiphumela karhulumende ethuthukisiweko nomthelela enayo emphakathini.

2. UMNQOPHO

Ukuqinisekisa ukusebenzisa kwemiphumela yeminqopho karhulumende ngendlela eyendlalwe ngayo eHlelweni lokuThuthukisa iNarha (i-NDP) ngokuhlela kuhle nangendlela ehle etjhugutjhulukako yesekele lokutjheja, ukuhlola nokusebenza.

3. IMIGOMO

Sizokuhlala sisibonelo ngeendlela zoke nangaso soke isikhathi. Lokhu kufakahlanguka 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

Amandla womNyango wezokuHlela ukuTjheja nokuHlola abuya esigabeni sama-85(2)(b-c) somThethosisekelo weRiphabliki yeSewula Afrika otjho bonyana uMengameli unamandla amakhulu ngokungaphezulu nakanamanye amalunga wesiGungu (iKhabinedi) ngokwakha nokusebenzisa umthethomgomo wenarha nokulawula imisebenzi yemiNyango namaziko wombuso. Amandla we-DPME atholwe godu kuMengameli nakawaveza eKulumeni yakhe yesiTjhaba yangomnyaka (i-SONA) we-2010, 2011 nowe-2013. UNGqongqotjhe wezokuHlela, ukuTjheja nokuHlola godu uyiveze yakhanya imisebenzi yezepolotiki ekufanele yenziwe yi-DPME.

I-DPME yenza lokhu ngoku:

- Kghonakalisa amahlelo womNyango nofana limVumelwano zezEnzelwa lapho okutlhogeka 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. IMININGWANA YOKUTHINTANA

ITHAYITLELA	IMININGWANA YOKUTHINTANA
ISIPHATHISWA SELWAZI	<p>Mma Mpumi Mpofu UmNqophisi 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: PM&E Capacity Development 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 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 wo ke amagatja akhethekileko we-PAIA mayelana neembawo zelwazi.

E. IPHROFAYILI YEHLELO

Kwagadesi umnyango uhleleke ngamagatja amathathu akhambisana nephrofayili yesabelo seemali somnyango:

IHLELO LOKU-1: UKUPHATHWA KWE-OFISI		
Umnqopho	Ihlelo linqophe ukunikela ngeqhinga elihlelekileko loburholi nokuphatha. Lilawula belisekele imisebenzi yokuhlela ngemNyangweni nakurhulumende; lithuthukise beliphathe ingceny yamahlelo nokuqinisa imithethomgomo karhulumende ngokukhambisana neminqopho yesikhathi eside, esiphakathi nesifitjhani, ukutjheja ukusebenza nokuthuthukisa amahlelo wokusekela ukunikela ngeensiza.	
Umnqopho Wehlelo	Ukuqinisekisa bonyana umNyango unamaqhinga ahlelekileko woburholi, ukuphathwa kwe-ofisi nokulawula ukuze kuqinisekiswe bonyana kukhambisana nemithetjhwana efaneleko. Okwanjesi ihlelo lenziwe ngamahlelwana alandelako: <ul style="list-style-type: none"> ▪ Isekelo leemphathimandla ezikulu; ▪ Ukuhlolwa kweencwadi kwangaphakathi; 	
	I-Ofisi lakamQophisimazombe	<p><u>Umnqopho:</u> Ukunikela ngesekela elikhulu nangoburholi obuneqhinga elihlelekileko kanye nokuphathwa komNyango</p> <ul style="list-style-type: none"> ▪ Ukunikela ngesekelo lokuphathwa kwe-ofisi nesekele elikhulu kuNgqongqotjhe neSekela lakaNgqongqotjhe ▪ Ukulawula ukunikela ngeensiza nemisebenzi ngokutjheja ikambiso yokufaneleka nokuthi abahlali baqalelelwe kokuthoma, kube namahlelo wokutjheja ukurarululwa kweenlilo nofana iinghonyoyilo zabo ▪ Ukulawula nokusekela amahlelo wesikhathi esizako, ukuhlanganisa, ukufikelela nokusebenzisa ngeqophelo eliphezulu ubufakazi besekele le-PM&E emiNyangweni nakurhulumende woke ▪ Ukutjheja ukuthuthukiswa nokusetjenziswa kwamaqhinga ahlelekileko nemithethomgomo yelutjha lenarha ▪ Ukulawula imithetho yemisebenzi yemiNyango ▪ Ukulawula imithetho yangaphakathi yokuhlolwa kwemisebenzi yeencwadi ▪ Ukulawula nokutjheja imithetho yezeemali neyabasebenzeli ekunikeleni ngeensiza
IHLELO LESI-2: ILAWULO LOKUHLELLO LENARHA		
Umnqopho	Umnqopho wegaja kutjheja amahlelo amakhulu wenarha newetjhebiswano lakarhulumende kiyoyoke inarha Imisebenzi ifaka hlangana: <ul style="list-style-type: none"> ➢ Ukutjheja ihlelo lesikhathi eside nokulikhibeleva ngokuya kwesabelomali seemfuneko eziqakathekileko ze-NDP enarheni yoke; ➢ Ukuthuthukisa nokusebenzisa imihlahlandlela yamahlelo godu nokulawula ukukhitjehlwa kwamaqhinga ahlelekileko begodu namaqhinga wokusebenza waqobe mnyaka ukukhambisana neemfuneko eziqakathekileko ze-MTSF; ➢ Ukwenziwa kokuhlolwa komthelela yezomnotho womphakathi ngokomthetho nemithetjhwana emitjha naleyo esasebenzako ukukhambisana ne-NDP kanye nokulungisa imiphumela ebekade ingakalindelwa. 	
Umnqopho Wehlelo	Ukutjheja ihlelo / ukuhlela	Ukutjheja ukuhlela kwesikhathi eside kokukhitjehlwa kwesabelomali ngokuya ngeemfuneko eziqakathekileko ze-NDP enarheni yoke
	Ukukhabeleva ihlelo / ukuhlela	Ukuthuthukisa nokusebenzisa imihlahlandlela yamahlelo godu nokulawula ukukhitjehlwa kwamaqhinga ahlelekileko begodu namaqhinga wokusebenza waqobe mnyaka ngokukhambisana neemfuneko eziqakathekileko ze-MTSF

	AmaHlelo wokuHlola umThelela emNothweni womPhakathi (i-SEIAS)	Ukwenziwa kokuhlolwa komthelela wezomnotho womphakathi ngokomthetho nemithetjhwana emitjha naleyo esasebenzako ukukhambisana ne-NDP kanye nokulungisa imiphumela ebekade ingakalindelwa
--	---	---

IHLELO LESI-3: IGAJA LOKUHLELA NOKUTJHEJA

Umnqopho	Ihlelo lithuthukisa belilawule amahlelo wegaja begodu liqinise umthethomgomo karhulumende ngokukhambisana nemiphumela yesikhathi eside, esiphakathi nesifitjhani; litjheje ukusebenza kwamahlelo nokuwathuthukisa ukusekela ukunikelwa kweensiza.	
Umnqopho Wehlelo	Ihlelo lilawula belitjheje ukuhleleka nokuhlola zomnotho; ukuhlelela nokutjheja umphakathi; ukuvikeleka nokuhlela kanye nokutjheja ubudlelwano beenarha zangaphandle; nokusetjenziswa kwamaqhinga apheleleko nokuhlelela iindawo eziqakatheke khulu.	
	Ukusekela nokutjheja imisebenzi yombuso	Umnqopho wehlelwaneli kubuyekeza, ukutjheja nokusekela ukusebenza komPhumela we-12 we-MTSF begodu nokusebenzisa amahlelo weqhinga elihlelekileko lokungenelela ngokusekela nokususa iinqabo zokusebenza
	Ukusekela nokutjheja umbuso wemakhaya (abomasipala)	Umnqopho wehlelwaneli kubuyekeza, ukutjheja nokusekela ukusebenza komPhumela we-9 we-MTSF begodu nokusebenzisa amahlelo weqhinga elihlelekileko lokungenelela ngokusekela nokususa iinqabo zokusebenza
	Ukuthuthukisa umthamo	Ukulawula umthamo wokuthuthukisa amahlelo ukuqinisekisa ukuthuthuka kuhle nokusebenza kwemithethomgomo ye-PM&E, amathulusi, amahlelo nemihlahandlela karhulumende

IHELO LESI-4: UKUTJHEJA IZAKHAMIZI NABAHLALI ABAFUNA KHULU ITJHEJO

Umnqopho	Umnqopho wehlelweli kulawula ukunikela ngeensiza nemisebenzi ngokutjheja ikambiso yokufaneleka nokuthi abahlali baqalelelwe kokuthoma, kube namahlelo wokutjheja ukurarululwa kweenlilo nofana iinghonyayo zabo	
Umnqopho Wehlelo	Umnqopho omkhulu wehlelo kunabisa nokwenza bona amahlelo wokutjheja abahlali abafuna ukutjhejwa ngaphambili ahlale asebenza ngokuhlala aqinisekisa ukusebenza kwakarhulumende nokusebenzisa amaqhinga ahlelekileko wokungenelela ukusiza ukuthuthukisa ukusebenza; begodu nokwakha, ukulawula nokuthuthukisa abahlali godu nokutjheja umphakathi begodu nokuthuthukisa amahlelo wokurarulula iinghonyayo.	
	Ukusekela nokutjheja imisebenzi yeemphathimandla	Umnqopho kusekela nokutjheja imisebenzi yeemphathimandla zezepolotiki, okufaka hlangana iHlelo lezeTjhejo lakaMengameli; ukutjheja ukuqinisekisa isekelo le-DPME eendaweni eziqalelelwe phambili; ukusebenza netlasta ye-PMI ukutlama nokusebenzisa iindlela zokungenelela ukusiza ekususeni iinqabo zokunikela ngeensiza.
	Ukutjheja zabahlali noMengameli	Umnqopho kusungula, ukulawula nokuthuthukisa ukutjheja abahlali nomphakathi; ukulawula nokuthuthukisa amahlelo wokurarulula imiraro kurhulumende

CHIEF DIRECTORATE: AMAHLELO WOBUFAKAZI NELWAZI

Umnqopho	Umnqopho wehlelveli kulawula ukunikela ngeensiza nemisebenzi ngokutjheja ikambiso yokufaneleka nokuthi abahlali baqalelelwe kokuthoma, kube namahlelo wokutjheja ukurarululwa kweenlilo nofana iinghonyoyilo zabo	
Umnqopho Wehlelo	Umnqopho omkhulu wehlelo kunabisa nokwenza bona amahlelo wokutjheja abahlali abafuna ukutjhejwa ngaphambili ahlale asebenza ngokuhlala aqinisekisa ukusebenza kwakarhulumente nokusebenzisa amaqhinga ahlekileko wokungenelela ukusiza ukuthuthukisa ukusebenza; begodu nokwakha, ukulawula nokuthuthukisa abahlali godu nokutjheja umphakathi begodu nokuthuthukisa amahlelo wokurarulula iinghonyoyilo.	
	Ukusekela nokutjheja imisebenzi yeemphathimandla	Umnqopho kusekela nokutjheja imisebenzi yeemphathimandla zezepolotiki, okufaka hlangana iHlelo lezeTjhejo lakaMengameli; ukutjheja ukuqinisekisa isekelo le-DPME eendaweni eziqalelelwe phambili; ukusebenza netlasta ye-PMI ukutlamba nokusebenzisa iindlela zokungenelela ukusiza ekususeni iinqabo zokunikela ngeensiza.
	Ukutjheja zabahlali noMengameli	Umnqopho kusungula, ukulawula nokuthuthukisa ukutjheja abahlali nomphakathi; ukulawula nokuthuthukisa amahlelo wokurarulula imiraro kurhulumente

IHLELO LESI-5: AMAHLELO WOBUFAKAZI NELWAZI

Umnqopho	Umnqopho kulawula nokusekela amahlelo wesikhathi esizako, ukuhlanganisa, ukufikelela nokusebenzisa ngeqphelo eliphezulu ubufakazi besekelo le-PM&E emiNyangweni nakurhulumente woke	
Umnqopho Wehlelo	Ukulawula nokusekela ihlelo lokusekela nokuhlola lenarha eliqinisekisa ukusetjenziswa kobufakazi obuvela ekuhlolweni okwenziwa qobe njalo nje nokuhlolwa kwemithethomgomo eqakatheke khulu, amahlelo nemisebenzi karhulumente; ukunikela ngesekelo lerhubhululo elindawonye kanye nokuphathwa kwelwazi ukuthuthukisa ukuhlela okunzinde ebufakazini, ukuthuthukisa umthethomgomo, ukusebenza nokutjheja; ukunikela ngezinga eliphezulu, ngesikhathi esifaneleko nokuqinisekisa idatha ukuze kusekelwe ukuhlela, ukutjheja nokuhlola	
	Ukuhlola	Ukulawula nokusekela ihlelo lokuhlola lenarha eliqinisekisa ukusetjenziswa kobufakazi ekuhlolweni kwaqobe nokwezinga eliphezulu emahlelweni aqakatheke khulu karhulumente.
	Irhubhululo nokuphathwa kwelwazi	Ukunikela ngerhubhululo elindawonye nokuphathwa kwesekelo lelwazi ukuthuthukisa nokugcina ubufakazi ngehlelo elirholela ekuhleleni okufaneleko, ekuthuthukiseni umthethomgomo, ekusebenzeni ngokutjheja nokubuyekeza.
	Ukuhlanganiswa kwedatha nokuhlaziya	Ukunikela ngezinga eliphezulu, ngesikhathi esifaneleko nokuqinisekisa idatha kanye nokuhlaziya idatha ekusekeleni ukuhlela, ukutjheja nokuhlola.

IHLELO LESI-6: AMAHLELO WOBUFAKAZI NELWAZI

Umnqopho	Umnqopho wehlelveli kuthuthukisa nokusebenzisa amaqhinga ahlekileko welutjha lenarha nemithethomgomo.	
Umnqopho Wehlelo	Ukuthuthukisa nokubuyekeza umThethomgomo weluTjha weNarha (i-NYP); ukuthuthukisa umhlahlandlela we-M&E wokusebenza kwe-NYP; ukuqinisekisa bonyana i-NYP isebenzisa imithetho nemithethwana kanye nemithethomgomo efaneleko; ukunikela ngetjhejo lokuqala ukusebenza kwe-NYP nokuqinisekisa bonyana amahlelo we-NYPDA nemisebenzi yayo ukhambisana nemisebenzi eqakathekileko nofana ekhamba phambili ye-MTEF ne-NYP; ukunikela ngesekelo lobuthetheknikhali nemisebenzi yeeyeliso eemphathimandla zezepolotiki ngenarheni nangaphandle kwenarha mayelana neendaba zelutjha eziphathelene nokuthuthukisa ilutjha (i-SADC, i-AU, i-Commonwealth, i-BRICS, i-Y20 ne-IBSA)	

IZIKO	IINHLOKO NEENGABA	AVELE AKHONA	AKHONA NGOKUBAWIWA	AZIVIKELWEKO
I- ofisi yesiPhathiswa esiKhulu seLwazi (OCIC)	Ukulawulwa kwezemali		✓	
	Imithethwana yokugcinwa kweemali	✓		
	Imanuwali yekambiso yezemali	✓		
	Imihlahlandlela ye- MTEF	✓		
	Imitlolo yamathenda		✓	
IPhiko lezabaSebenzi	Imigomo ehluhlukeneko	✓		
	Amano	✓		
	Imihlahlandlela yendlela yekambiso yokufunyanwa nokukhethwa kwabasebenzi ku- DPME	✓		
	Umhlahlo wokuhlaziywa komsebenzi	✓		
	Ukuleleka kwehlangano		✓	
	Ukufunwa kwabasebenzi		✓	
	Amafayili womfundalize		✓	
	Ukukhethwa			✓
	Iphesali			✓
	Amafayili wabasebenzi			✓
	Iimvumelwano zokusebenza			✓
	Imibiko yokuhlungwa kokusebenza			✓
	Amafayili welifu			✓
	Amafayili womrholo			✓
	Amafayili wemilandu: Ukulalelwa kokujeziswa			✓
	Ukuqatjha			✓
	Imilayezo			✓
IZIKO	IINHLOKO NEENGABA	AVELE AKHONA	AKHONA NGOKUBAWIWA	AZIVIKELWEKO
	Iincwadi			
Ukuhlolisiswa 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		✓	
Imvumelwano 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		✓	
Imbawo zomfundalize nemibiko ephathelene nefundo		✓	
Amarekhodi wokuphathwa kokuba khona nokusebenza		✓	
Imibuzo emayelana nokuhlolwa kweencwadi zeemali nokuphendula		✓	
Imibuzo neempendulo 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	✓		

Iinkomba 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			✓

G. 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. Umhlahlandlela 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



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: _____

Imininingwana yehlangano karhulumende

IsiPhathiswa seLwazi: Mma Mpumi Mpopu (UmNqophisi Zombebele)

nofana

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

**Umnyango Wezokuhlela, Ukutjheja Nokuhlola
Private Bag X944
Pretoria
0001
South Africa**

Inomboro yomrhala: +27 12 312 0202

Inomboro yefeksi: +27 086 683 5677

www.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 senzelwe 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 ehlukelese bese uyinamathisela eforomini leli.*
- c) *Umbawilwazi kufanele atlikitle woke amafoliyo angezelelweko.*

1. Ihlathululo yerekhodi nofana ingcenge 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 ukhanelwa 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) <i>Ukukhambisana nesibawo sakho sokufikelela ilwazi ngendlela eveziweko, kungaya ngendlela irekhodi elitholakala ngayo.</i>					
b) <i>Kobunye ubujamo ukufumana ngendlela ebawiweko kungalelwa. Ebujameni obunjalo uzokwaziswa nangabe ukufumana kuzokunikelwa ngenye indlela.</i>					
c) <i>Imbadalo ebhadelwako, nangabe ikhona, nakufunyanwa irekhodi, kancani izokubekwa yindlela ebawiweko yokulifumana.</i>					
1. Nangabe irekhodi lingendlela etloliweko nofana ephrintiweko:					
Ukhophi yerekhodi		Ukuhlolwa kwerekhodi			
2. Nangabe irekhodi limumethe imifanekiso ebukelwako (lokhu kufaka hlangana iinthombe, amaslayidi, imigadangiso yevidiyo, imifanekiso eyenziwe ngomtjhiningqondo, iinketjhe, njll.)					
Bukela imifanekiso		Ikhophi yemifanekiso			
3. Nangabe irekhodi limumethe amagama arekhodiweko nofana ilwazi elingakhutjiswa godu ngomdumo					
lalela umvumo/ ikhasede elilalelwako		Ukutlolwa komvumo* (ikhasi elitloliweko nofana eliprintiweko)			
4. Nangabe irekhodi liphethwe kumtjhiningqondo nofana ngendlela ebu- elekthroniki nofana ngendlela efundwa mtjhini:					
Ikhophi ephrintiweko yerekhodi		Ikhophi ephrintiweko yelwazi elitholwe erekhodini			
		Ikhophi elingendlela efundwa mtjhiningqondo			
<i>Yeleva 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?			<table border="1"> <tr> <td>IYE</td> <td>AWA</td> </tr> </table>	IYE	AWA
IYE	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
& 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) 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 umbawi, kunaloyo ozibawela yena uqobo lwakhe ekukhulunye ngaye emthethwenilawulo 7(2) ma-:
- | | | |
|-------|----------|--|
| | R | |
| 35.00 | | |
- 4.1 Iimbadalo zokufumana ezibhadelwa mbawo 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 mbawo njengediphozithi.

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

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



**planning, monitoring
& 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: Mma Mpumi Mpofu (UmNqophisi Zombebele)

nofana

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

Umnyango Wezokuhlela, Ukutjheja Nokuhlola

Private Bag X944

Pretoria

0001

South Africa

Inomboro yomrhala: +27 12 312 0202

Inomboro yefeksi: +27 086 683 5677

www.dpme.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 ebandekanyekako 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 eveziweko 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 ethogekako 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): _____