



the dpsa

Department:
Public Service and Administration
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TO: ALL HEADS OF DEPARTMENT AND PROVINCIAL ADMINISTRATIONS

SUBJECT: LINK TO ACCESS CENTRAL DISCIPLINE REGISTER FOR THE PUBLIC SERVICE

1. The purpose of this circular is to inform Heads of Department and Provincial Administrations on the link to access the Central Discipline Register for the Public Service.
2. A Central Discipline Register for the Public Service was developed to respond to a recommendation of the Judicial Commission of Inquiry into Allegations of State Capture, Corruption and Fraud.
3. The Central Discipline Register aims to record the discipline management history of all Public Service employees centrally, thus allowing departments to: confirm if an applicant was previously dismissed; to verify submitted Z83 application forms; and to allow departments to continue with disciplinary cases where an employee resigned before the completion of a disciplinary hearing.
4. The link supports the operationalization of the *Directive on Human Resources Management and Development for Public Service Professionalisation: Volume 1* (effective 01 April 2024):

“1.39 Departments must verify whether an applicant is listed with a disciplinary record in the DPSA's Single Discipline Register and/or PERSAL before considering an applicant's suitability.”

5. To maintain the Central Discipline Register, Heads of Department are reminded of their responsibility in terms of the *Directive on Discipline Management in the Public Service* (effective from 01 April 2024):

“11. RECORDS MANAGEMENT

The HoDs must:

- 11.1. Keep proper records of all disciplinary cases in the department;
 - 11.2. Report all disciplinary cases to the DPSA as directed by the MPSA; and
 - 11.3. Monitor compliance with all stipulated time frames.”
6. The link to the Central Register (or Single Discipline Register) can be accessed on the DPSA website (see Public Service Dismissals):



Your cooperation will be highly appreciated.

Kind regards.

Ms. Yoliswa Makhasi
Director-General
Date: