

Our Reference:	2/5/6/5/3/1/1/4/2	Your Reference:	
----------------	-------------------	-----------------	--

CIRCULAR NO 6 OF 2024

TO	MEC OFFICE HOD OFFICE DEPUTY DIRECTOR GENERAL CHIEF FINANCIAL OFFICER ALL CHIEF DIRECTORS ALL PROV OFFICE DIRECTORS ALL DISTRICT DIRECTORS ALL STAFF MEMBERS
FROM	HEAD OF DEPARTMENT
DATE	03 APRIL 2024
SUBJECT	COMMENCING DATES OF MODERATION COMMITTEES ON PERFORMANCE MANAGEMENT FOR 2023/24 CYCLE
FILE REF	2/5/6/5/3/1/1/4

1. This serves to direct that the PMDS Moderation Committees processes for Area/ Districts / Branches in respect of 2023/24 performance cycle must now commence.
2. The PMDS Cycle for 2023/24 has ended and the performance assessments for all employees now are due to be moderated by the end of May to June 2024.
3. The **DPA Circular No 35 of 2023** paragraph (6) noticed that the departments are not complying with the prescribed dates as some of the departments delays the implementation of the payment of pay progression purposefully with some implementing each December, with back-payments.
4. The department intends to align the performance management processes to ensure that they are within the regulated dates, for employees below the SMS **i.e 01 July** of each year and it requires the processes to commence from April and end June of each year for implementation by 01 July.
5. The Moderation Committees, at **ALL**, levels, are required to commence with the performance management processes on or before the **15 April 2024** and ensure they are finalized by **31 May 2024**. District and Provincial Offices to monitor the Area/Branch sittings to ensure implementation of the system is taking place.
6. The Provincial Moderation Committee will commence with the sitting from **03-14 June 2024** and failure for Branch or District moderation committees to finalize will be dealt with as per the PMDS Policy.

7. All officials are advised to submit their Performance Assessments (2nd half review and Annual) by **05 April 2024** and should the moderation committees adjudicate without their Complete Performance Assessment being submitted, pay progression will not be considered and be dealt with in terms of the Policy.
8. It is worth advising that consequence management will be implemented to Moderation Committees that delay sittings within the above stipulated time frames.
9. The DPSA circular No 35 of 2023 is attached for easy reference.

Your cooperation in ensuring the effective implementation of PMDS in the Department will be highly appreciated.

✱

MR M MACHEMBA
HEAD OF DEPARTMENT

03/04/2024
DATE