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CIRCULAR 09 OF 2026

TO	ALL DSD STAFF
FROM	DIRECTOR: HUMAN RESOURCE ADMINISTRATION
DATE	12 APRIL 2026
SUBJECT	GUIDELINES ON THE IMPLEMENTATION OF TRANSFERS WITHIN / OUTSIDE DEPARTMENT

1. PURPOSE

This circular is issued in line with Section 14 of the Public Service Act, 1994, as amended, which regulates transfers within the Public Service. The purpose of this circular is to provide clarity, standardize procedures, and ensure compliance in the implementation of transfers within the Department.

2. SCOPE

This circular applies to all Human Resource (HR) officials, line managers, and employees involved in the processing and facilitation of transfers within the Department.

3. BACKGROUND

It has come to the attention of the Employer that inconsistencies have been observed in the implementation of transfer processes. These include incorrect procedures, lack of proper approvals, and inadequate coordination. Such inconsistencies have resulted in administrative inefficiencies, salary disruptions, and potential negative implications for employee service records and benefits.

4. LEGISLATIVEFRAMEWORK



In terms of Section 14 of the Public Service Act, 1994, as amended, an employee may be transferred within a Department or to another Department by the Accounting Officer or duly delegated authorities of the relevant Departments, subject to applicable conditions.

5. TRANSFER PRINCIPLES

- 5.1 Transfers (including straight and cross transfers) may only be effected with the request or consent of the employee.
- 5.2 Transfers between Districts, Chief Directorates, Directorates, and Departments must be mutually agreed upon by both the releasing and receiving stakeholders.
- 5.3 HR officials must ensure that all transfer processes are handled accurately and timeously on the PERSAL system.
- 5.4 Effective coordination between the sending and receiving Districts, Directorates, Chief Directorates, and Departments must be ensured to facilitate seamless movement and prevent salary disruptions.

6. TRANSFER REQUIREMENTS AND PROCEDURES

No transfer shall be effected unless the following requirements are complied with:

- 6.1 A written request must be submitted to HR, accompanied by:
 - ✓ Employee motivation
 - ✓ Approved recommendations from the releasing and receiving components, Districts, and Departments.
 - ✓ Curriculum Vitae (CV)
 - ✓ PERSAL print-out reflecting current rank and salary level
- 6.2 The request must be recommended by both Line Managers, and Heads of the affected Chief Directorates must be consulted.
- 6.3 A vacant and funded post on the same salary level must be available.



- 6.4 Transfers initiated by the employee shall be at the employee's own cost.
- 6.5 Transfers initiated by the Employer must be based on operational requirements, and the employee must be consulted. Applicable resettlement benefits will apply.
- 6.6 The employee must meet the requirements of the post (qualifications, experience, and competencies).
- 6.7 The employee must be informed in writing of the outcome of the transfer request.
- 6.8 Transfers may only be processed once all approvals and required documentation have been received by HR.
- 6.9 The transfer shall be effected on the first day of the month following the date of approval.

7. TRANSFER WITHOUT APPROVAL

No employee may assume duty in another component or Department without an official transfer letter issued by the Human Resource Unit outlining the terms and conditions of the transfer.

8. APPROVAL AUTHORITY

The Head of Department reserves the right to approve or decline transfer applications based on operational requirements.

9. FINAL APPROVAL

- 9.1 Only the Head of Department has the authority to approve transfers.
- 9.2 Supervisors, Line Managers, and District Directors may only recommend transfers and do not have approval authority.



9.3 The Department has noted instances where officials have acted on transfer arrangements without proper approval.

9.4 Such actions are irregular and may lead to administrative or disciplinary consequences. Officials are therefore cautioned not to act without formal approval and an official transfer letter from HR.

10. RESPONSIBILITY

All HR officials, Line Managers, and relevant stakeholders are responsible for ensuring that transfers are processed in compliance with this circular. Employees must ensure that they follow the correct procedures and submit all required documentation.

11. IMPLEMENTATION

Corporate Services Managers and HR units must bring the contents of this circular to the attention of all affected officials and ensure full compliance. Departments must implement internal control measures to prevent errors and ensure that all transfers are processed accurately, efficiently, and in accordance with legislative requirements.

12. CONCLUSION

The proper management of transfers is critical to maintaining the integrity of employee records, ensuring continuity of service, and safeguarding employee benefits. All officials are therefore required to adhere strictly to the provisions of this circular.



MR M MACHEMBA
HEAD OF DEPARTMENT

12/04/2026

DATE