



Custodian of Good Governance

IKHOMISHANE YEZEMISEBENZI KAHULUMENI

IS AHLUKO SE-14 SEMANUWALI

Isahluko se-14 soMthetho Wokufinyeleleka Olwazini we-2000
(uMthetho wesi-2 we-2000)

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1. UMTHETHOSISEKELO OGUNYAZIWE WEKHOMISHANE YEMISEBENZI KAHULUMENI

Ikhomishane yabaSebenzi bakaHulumeni (i-PSC) iwuphiko oluzimele olwasungulwa ngokweSahluko se-10 soMthethosisekelo. Lokhu kuthunywa kuvela kwisahluko se-195 nese-196 woMthethosisekelo, wama-1996, osibekela amagugu nemigomo yokulawula ukuphathwa komphakathi, okufanele kuqhutshekiselwe phambili yi-PSC kanye namandla nemisebenzi ye-PSC. I-PSC iyadingwa nguMthethosisekelo ukusebenzisa amandla awo futhi nokwenza imisebenzi yayo ngaphandle ngokwesaba nokuthatha ingxenye noma ukulimaza. UMthethosisekelo uxhumanisa i-PSC's ezimele ngokuqinisekisiwe ukungakhethi futhi ayikho ingxenye kahulumeni engangenelela ngokusebenza kwe-PSC.

I-PSC igunyazwe izibopho zokubheka ukugcineka kwabaSebenzi bakaHulumeni nabaqapheli, ilinganise futhi iphenye ngokuphatha kukahulumeni. Inamandla ukunika imiyalo ehlose ukuqinisekisa ukuthi izinkambiso zabasebenzi ezimayelana nokubuthwa, ukudluliswa, ukukhula, ukuxoshwa zihambisana namagugu nemigomo ebekwe kuSahluko se-195 I-PSC ibika kusiGungu Sikazwelonke futhi ifanele ibike njalo ngonyaka kusiGungu Sikazwelonke emsebenzini nasekwenzeni kwabo, futhi nakuziShayamthetho Zezifundazwe emsebenzini yazo esifundazweni.

1.1 Umisebenzi namandla e-PSC –

NgokweSahluko se-196 soMthethosisekelo wama-1996, imisebenzi namandla e-PSC yilawa alandelayo:

- a. ukuqhubekisela phambili amagugu nemigomo, njengoba ibekiwe kuSahluko se-195, kuyo yonke imisebenzi Kahulumeni.
- b. ukuphenya, nokuqaphela nezilinganiso zenhlangan futhi nokuphatha, futhi abantu abangabasebenzi bakaHulumeni;
- c. ukuphakamisa izinyathelo zokuqinisekisa ukusebenza ngempumelelo nakangcono ngaphakathi kumisebenzi Kahulumeni.
- d. ukunika imiyalo ehlose ukuqinisekisa ukuthi izinkambiso zabasebenzi ezimayelana nokubuthwa, ukudluliswa, ukukhula, ukuxoshwa zihambisana namagugu nemigomo ebekwe kuSahluko se-195
- e. ukubika ngemisebenzi yayo kanye nokwenza emisebenzini yayo, kumbandakanya nanoma yikuphi okutholakele engakwenza nemiyalo kanye nokweluleka engakwenza;
- f. ngokuthanda kwayo, noma ekutholeni nanoma ngabe isiphi isikhalazo,
 - i. phenye futhi ihlale ukusetshenziswa kwezinqubo zezabasebenzi nokuphathwa komphakathi futhi ibike kusiphathimandla nesishayamthetho esifanele.
 - ii. iphenye izikhalazo zabasebenzi eMisebenzini Kahulumeni mayelana nokwenza

- okusemthethweni noma ukungenzi futhi iphakamise izixazulule ezifanele
- iii. ihlole futhi iphenye ukulandelwa kwezinkambiso ezisetshenziswayo emiSebenzini KaHulumeni
 - iv. ukweluleka izinhlaka zombuso kuzwelonke nakuzifundazwe mayelana nezingqubo zezabasenzi kuMisebenzi Kahulumeni, kumbandakanya lezo ezimayelana nokubuthwa, ukuqokwa, ukudluliswa, ukuxoshwa kanye nezinye izinto zemisebenzi yabasebenzi kumiSebenzi Kahulumeni
- g. ukwenza noma wenze ngamandla engeziwe noma imisebenzi echazwa uMthetho wasePhalamende.

1.2 Izinkundla Zokusebenza Ezibalulekile

Umsebenzi we-PSC wakhelwe ukubhekana nezinkundla zokusebenza ezibalulekile eziyisithupha ezilandelayo:

- ukuthuthukiswa kobudlelwane nabasebenzi
- ubuholi kanye nokubukezwa kwezabasebenzi
- ukuqhapha kukahulumeni
- ukwethulwa kwezinsizo kanye nokulandela ukuhlola
- uphenyo ekuphathweni komphakathi
- inkambo enhle yolwazi.

2. UKWAKHEKA KWE-PSC

2.1 Isendlalo

IKhomishane Yezemisebenzi Kahulumeni (i-PSC) yasungulwa yisahluko se-196 soMthehosisekelo weRiphabhlikhi yaseNingizimu Afrika wama-1996. UMthethosisekelo ubeka ukuthi kuzoba khona i-PSC eyodwa eRiphabhlikhi yaseNingizimu Afrika, eyakhiwe amalungu ayi-14, okunguthi amahlanu awo aqokwa ngesincomo sesiSigungu Sikazwelonke. Ilungu elilodwa liqokwa kwesinye nesinye sezifundazwe eziyisishiyagalolunye, ngemuva kokuphakanyiswa nguNdunankulu wesifundazwe ngesincomo sekomidi lesiShayamthetho Sesifundazwe. La malungu abizwa ngokuthi ngoKhomishane. Okhomishane abahlanu bazinze ekomkhulu le-PSC's elise-Pretoria lapho ayisishiyagalolunye asele ezinze ezifundazweni zawo ezihloniphekile. UKhomishane uqokelwa isikhathi esiyiminyaka emihlanu, esivuselelekayo isikhathi eziyithemu elilodwa. I-PSC iholwa nguSihlalo, obuye asebenze njenge Siphathimandla. USihlalo oqokwa nguMongameli phakathi koKhomishane abaphakamisiwe.

I-PSC ibika kusiGungu Sikazwelonke futhi ifanele ibike njalo ngonyaka kusiGungu

Sikazwelonke emsebenzini nasekwenzeni kwabo, futhi nakuziShayamthetho Zezifundazwe emsebenzini yazo esifundazweni.

I-PSC isekelwa yiHhovisi leKhomishani Yemisebenzi Kahulumeni (i-OPSC), enamaHhovisi EKomkhulu layo ePitoli kanye namaHhovisi Ezifunda kusifundazwe ngainye. I-OPSC iholwa nguMqondisi-Jikelele, obuye asebenze njengeSikhulu seZimali. Amalunga abasebenzi be-OPSC baqokwe ngokoMthetho wabaSebenzi bakaHulumeni we-1994.

2.2 Amalunga e-PSC

UMongameli ukhetha oyedwa woKhomishane njengoSihlalo kanye nomunye njengoSekela-Sihlalo we-OPSC. Laba abalandelayo bangamalungu e-PSC:

- UMnu BM Mthembu (uSihlalo)
- UNks PM Tengen (Usekela Sihlalo futhi iKhomishane, KwaZulu-Natal)
- UNks SS Nkosi (iKhomishane, eHhovisi Elikomkhulu)
- UNks PC Nzimande (iKhomishane, eHhovisi Elikomkhulu)
- UNks LV Sizani (iKhomishane, eHhovisi Elikomkhulu)
- Adv RK Sizani (iKhomishane, eHhovisi Elikomkhulu)
- UMnu S Mafanya (iKhomishane, eMpumalanga Kapa)
- UMnu P Helepi (iKhomishane, IFreyistata)
- UMnu Seloane (iKhomishane, eGauteng)
- UMnu MZ Mawasha (iKhomishane, eLimpopo)
- UMnu DS Mkhwanazi (iKhomishane, eMpumalanga)
- UNks MA Marais-Martin (iKhomishane, eNyakatho Kapa)
- UNks MD Sejosingoe (iKhomishane, eNyakatho-Ntshonalanga)
- UDkt. GG Woods (iKhomishane, ENTshonalanga Kapa).

2.3 Isakhiwo Senhlangano

Uhlaka lwenhlangano i-PSC lwenziwe ngokwezikhundla zokusebenza ezibalulekile kanye nemisebenzi yayo ihlelwe ngezinhlelo ezilandelayo:

Uhlelo loku-1: Ukuphatha

Lolu hlelo lunika ukuphathwa ngokuphelele kwe-PSC kanye nokusekwa kwemisebenzi ehlangisiwe.

Lolu hlelo luhlukaniswe ngezinhledlwana ezintathu ezilandelayo:

- Ikhomishane Yezemisebenzi Kahulumeni
- Ukuphatha
- Izinsizo Zangaphakathi Enhlanganweni

IGatsha: Izingubo Zobuholi Nokuphatha

Lolu hlelo lukhuthaza ubuholi obuhle kumiSebenzi Kahulumeni, ukuphatha ezabasebenzi, ubudlelwano babasebenzi nezingubo zezabasebenzi.

Lolu hlelo luhlukaniswe ngezinhledlwana ezimbili ezilandelayo:

- ukuthuthukiswa kobudlelwane nabasebenzi
- ubuholi kanye nokubukezwa kwezabasebenzi

Uhlelo lwesi-3:Ukuqapha Nokuhlola

Lolu hlelo lunesibopho sokusungula amazinga amakhulu okwethulwa kwezinsizo, ukuqapha kanye nokuphatha okuhle emiSebenzini Kahulumeni.

Lolu hlelo luhlukaniswe ngezinhledlwana ezimbili ezilandelayo:

- Ukuqapha kukahulumeni
- Ukwethulwa kwezinsizo kanye nokulandela ukuhlola

Uhlelo lwesi-4: Isithunzi Nokulwa Nenkokhlakalo

Uhlelo lunesibopho sokuphenya ngokuphathwa komphakathi, ukukhuthaza amazinga amakhulu okuziphatha ngenkambiso uolwazi kubasenzi bakahulumeni kanye nokuba neqhaza ekuvimbeni nasekunqandweni kwenkokhlakalo.

Lolu hlelo luhlukaniswe ngezinhledlwana ezimbili ezilandelayo:

- Uphenyo ekuphathweni komphakathi
- Inkambo enhle yolwazi

**3. IMINININGWANE YOKUXHUMANA NOMGCINI-LWAZI KANYE
NAMASEKELA AKHE**

NgokoMthetho Wokuqhubekisela Phambili Ukufinyeleleka Kolwazi, UMqondisi -Jikelele we-OPSC, uSol. Richard M Levin unguMgcini-Lwazi. Imininingwane yakhe yokuxhumana injengoba ilandela:

Ucingo: (012) 352 1025

Ifeksi: (011) 325 8322

I-e-mail: richardl@opsc.gov.za

OSekela-Mgcini-Lwazi yilaba abalandelayo:

UNks Bontle Lerumo

ISekela Iika Mqondisi-Jikelele: Wemisebenzi Yenhlango

Ucingo: (012) 352 1194

Ifeksi: (011) 647 9689

I-e-mail: bontlel@opsc.gov.za

UDkt. Dovhani Mamphiswana

USekela Mqondisi- Jikelele:Isithunzi Nokulwa Nenkokhlakalo

Ucingo: (012) 352 1205

Ifeksi: (086) 647 9773

I-e-mail: dovhanim@opsc.gov.za

UNks Mmathari Mashao

UMqondisi Omkhulu: Ukuthuthukiswa Kobudlelwane Nabasebenzi

Ucingo: (012) 352 1012

Ifeksi: (086) 647 6066

I-e-mail: mmatharim@opsc.gov.za

UMnu. Humphrey Ramafoko

UMqondisi: Izinsizo Zokuxhumana Nezolwazi

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AmaSekela abaQondisi-Jikelele:Izinqubo Zobuholi Nokuphatha - *isikhala asinamuntu ngesikhathi kulethwa imanuwali.*

Ikheli laseposini:

Ikheli leposi X121

EPitoli

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0083

Ucingo: (012) 352 1000

Ifeksi: (012) 325 8344

I-website: www.psc.gov.za

**4. UMHLAMHLANDLELA WEKHOMISHANE YAMALUNGELO ESINTU
YASENINGIZIMU AFRIKA WOKUTHI USETSHENZISWA KANJANI
UMTHETHO**

UMhlahlandlela wokuthi usetshenziswa kanjani uMthetho Wokufinyeleleka Kolwazi utholakala kuKhomishani Yamalungelo EsiNtu YaseNingizimu Afrika. Imibuzo ingadluliselwa ku:

KuKhomishane YaseNingizimu Afrika Yamalungelo EsiNtu:

Ukukhuthazwa kokuqhutshekiselwa Phambili ekuFinyeleleni olwazini (PAIA)

KuMNYango Wocwaningo Nokugcina Kwemibhalo

Ikheli leposi X2700

Houghton

2041

Ucingo: (011) 877 3600

Ifeksi: (011) 403 0682

I-imeyili: PAIA@sahrc.org.za

I-website: www.sahrc.org.za

5. UKUFINYELELA KUMAREKHODI

5.1 Incazelo ngezihloko/izinhlaka i-PSC egcine ngazo amarekhodi

Ezilandelayo izihloko/izinhlaka ezikhethiwe i-PSC egcine ngazo amarekhodi:

- Imibiko yonyaka
- Imibiko yonyaka kwiZakhamuzi
- Ukubhaliswa kwwempahla
- Ucwaningomabhuku kanye nophenyo lwezinqubo zokuphathwa kwabantu
- Izabelo-zimali
- Izivulwano nabethuli zinsiza
- Amanyuziletha angaphandle kanye namaphephabhuku
- Ucecezu lwamaqiniso
- Ukudalulwa kwezimali zamalunga abaphathi abadala
- IziTatimende Zezezimali
- Imibiko ezikhalazo
- Imibhalo yemihlahlandlela nephrothokholi
- Ulwazi olumayelana nokuqeqeshwa kwabasebenzi
- Amanyuziletha angaphakathi
- Amarekho eJaji u-White
- Uhlaka Lwezindleko Zesikhathi Esimphakathi
- Umbiko olotshiwe wokuKuzwana
- Amaminithi emihlangano
- Imibiko Yamacala YoCingo Lukazwelonke Oluphuthumayo Lokulwa nenkohlakalo
- Amaphepha Athulwa
- Amafayela abantu
- Izinqubomgomo
- Amaphosta
- Izethulo
- Imibiko eshicilelwe ye-PSC
- Amarekhodi amawekhshophu nezinkomfa
- USomqulu Wezinsizo
- Amasu Okuthuthukisa Ukwethulwa Kwezinsizo
- Amasu Ezinhlosongqangi
- Imibhalo yamathenda etholwe ivela kubethuli zinsiza, ngemuva kokuba amathenda enikiwe
- Amasu okusebenza.

5.2 Ukudalula ngokuzithandela kanye namarekhodi atholakala ngokuzenzakalelayo

Isahluko se-15 iSaziso samaRekhodi Atholakalayo e-PCS sifakwa njalo ngonyaka futhi sitholakala ku-website ye-PSC ethi:(www.psc.gov.za). ISaziso Sesahluko se-15 se-PSC's sinika ukufinyeleleka kokunye, yonke imibiko ye-PSC isikhishiwe futhi yethulwa ePhalamende kanye nawo onke amanye amarekhodi aku-website ye-PSC, ngaphandle kokuthi umuntu enze isicelo ngokoMthetho oshiwo.

Kufanele kuqashelwe ukuthi eminye imibiko eqonde nezifundazwe kanye neminyango eyenziwa yi-PSC itholakala kuzifundazwe ezifanele neminyango futhi hhayi ku-PSC. Ukwengeza, uMbiko Wonyaka we-PSC, amanyuziletha/amaphephabhuku, amaphosta, kanye namaphamfulethi, kutholakala ngokuzenzakalelayo egatsheni: Izinsizo Zokuxhumana Nolwazi (D:CIS) ngokuxhumana noMnu. Ben De Villiers kule nombolo yoCingo: (012) 352 1059 noma imeyili ethi: bend@opsc.gov.za, Uhlu oluphelele lwemibhalo etholakala kalula luqukethwe kuSaziso Sesahluko se-15 okukhulunywe ngaso ngenhla.

5.3 Inkambiso yokwenza isicelo

5.3.1 Ukuvunywa/Ukwenqatshwa Kwesicelo:

Umfakisisicelo akanikwe ukufinyelela kurekhodi lohlaka lukahulumeni uma umfakisisicelo elandela nalokhu okulandelayo:

- Umfakisisicelo ulandela zonke izidingo zezinkambiso eziseMthethweni ezimayelana nesicelo sokufinyelela kulelo rekhodi; futhi
- Ukufinyeleleka kulelo rekhodi akwaliwe nganoma ngayisiphi isizathi sokunqabela esishiwo eMthethweni.

5.3.2 Usifaka kanjani isicelo sokufinyeleleka kumarekhodi

- Umfakisisicelo kufanele asebenzise ifomu (uFomu A) owashicilelwa kuGazethi Kahulumeni, iSaziso Sikahulumeni esingu-R187 somhla zi-15 Febhuwari 2002
- Umfakisisicelo kufanele asho uma efuna ikhophi lerekhodi noma uma efuna ukuvakashela amahhovisie-PSC/OPSC ukuzohlola irekhodi. Kokunye, uma irekhodi lingasiwo umbalo osephepheni, lingahlola ngendlela eceliwe, lapho kukhoneka.
- Uma umfakisisicelo ecela ukufinyelela kurekhodi angohlobo oluthile(isib. ikhophi eyiphepha, ikhophi kagesi, kanye nokunye) umfakisisicelo ufanele athole ukufinyeleleka ngaleyo ndlela, ngaphandle ukwenzenjalo kuzothikameza

ngokungafanele ukusebenza kwesigungu esithintekile (i-PSC), noma kone irekhodi, noma kuzonyathela amalungelo okukhiqiziwe okungekona okoMbuso. Uma ngezizathu ezingenzeka ukufinyeleleka kungeke kwanikezwa ngohlobo oludingekayo kodwa kunganikezwa ngenye indlela, imali ekhokhwayo kufanele ibalwe ngokuhambelana nendlela umfakisicelo abeyicele ekuqaleni.

- Uma, ukwengeza kwimpendulo ebhaliwe yesicelo serekhodi, umfakisicelo efuna ukuba aziswe ngesinqumo nganoma ngayiphi enye indlela, isib. ngocingo, lokhu kufanele kushiwo.
- Uma umfakisicelo ecela ulwazi elucelela omunye umuntu, isikhundla sokuthi isicelo usenza engubani kufanele sishiwo.

5.3.3 izimali ezikhokhwayo

- Umfakisicelo ofuna ukufinyeleleka kwirekhodi eliphethe ulwazi ngaye akudingekile ukuba lowo mfakisicelo akhokhe imali yesicelo. Nanoma yimuphi omunye umfakisicelkufanele akhokhe imali engama--R35 (ekhokhelwa imigwamanda yomphakathi)
- UMgcini-lwazi kufanele azise umfakisicelo (ngaphandle uma ezicelela ulwazi ngaye) ngesaziso, esidinga ukuba umfakisicelo ukuba akhokhe imali emisive (uma ikhona) kanye nediphozi (uma ikhona) ngaphambu kokuba kusetshenzwe isicelo.
- Umfakisicelo angafaka isikhalazo sangaphakathi, lapho kufanele, afake isicelo enkantolo aphikise ukunikeza noma ukukhokha imali yesicelo.
- Ngemuva kokuba uMgcini-Lwazi esethathe isinqumo ngesicelo, umfakisicelo kufanele aziswe ngesinqumo esinjengalesi ngendlela umfakisicelo athanda ukwaziswa ngayo.
- Uma isicelo sivunyiwe, imali yokufinyeleleka kufanele ikhokhelwe ukukhiqiza nokugcingwa kanye nokulungisa kwanoma isiphi isikhathi esedlulele esidingekayo samahora okucinga nokulungiselela ukudalulwa kwerekhodi.
- Ukufinyeleleka kurekhodi kuzomiswa kuze kube umfakisicelo ukhokhe zonke izimali ezikhokhwayo.

Isheduli yezimali ezikhokhwayo ifakiwe kusiXhumelo B.

5.3.4 Abafakizicelo abangekho esimweni esihle

- Uma umfakisicelo engakwazi ukufunda noma ukubhala noma enokukhubazeka, angasenza isicelo serekhodi ngomlomo. UMgcini-Lwazi noma uSekela-Mgcini-Lwazi

kufanele agcwalise ifomu aligcwalisele umfakisicelo ofana nalona futhi amnikeze ikhophi nyefomu eligcwalisiwe.

- Umuntu ongakwazi ukufunda noma ukubhala angacela ukufinyeleleka kolwazi esebenzisa izinombolo zocingo ezinikeziwe kumanuwali.
- Uma umfakisicelo engasebenzi futhi ecela ukufinyeleleka kolwazi okudinga ukuba kukhokhwe, izimali ezikhokhwayo ziyayekwa.

6. IZINSIZO ZIYATHOLAKALA EMPHAKATHINI FUTHI KUFINYELELEKA KANJANI KUZO

6.1 Izinsizakusebenza

I-PSC ayinikezi izinsizo emphakathini ngqo. Ngakho-ke, amaklayentii ethu yiSigungu Sikazwelonke, iziShayamthetho Zezifundazwe, iminyango kahulumeni kanye nezikhungo/izihlangano zomphakathi. Kodwa ke, ulwazi oluthile ngemiSebenzi kahulumeni, isibonelo, Ucingo Oluphuthumayo Lokulwa Nenkohlakalo kuZwelonke (0800 701 701) zezinsizo zikahulumeni zingatholakala kwi-D: CIS ngokuxhumana noMnu.Ben De Villiers kulenombolo yocingo: (012) 352 1059 noma kule imeyili: bend@opsc.gov.za Umphakathi unakho ukufinyeleleka enombolweni yocingo oluphuthumayo olulawulwa yi-PSC.

6.2 Ukuthola kanjani ukufinyelela olwazini

Amaklayenti e-PSC angathola ukufinyeleleka kuzinsizo zawo ngokwenza izicelo asibhekise ku:-

UMqondisi-Jikelele: IHhovsi leKhomishane Yemisebenzi Kaulumeni

USol. Richard M Levin

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I-website: www.psc.gov.za

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Ikheli leposi X121

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Ikheli lendawo:

Indlu Yekhomishini

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7. AMALUNGISELELO AVUMELA UKUBAMBA IQHAZA KOMPHAKATHI EKWAKHIWENI KWENQUBOMGOMO KANYE NASEKWENZENI IMISEBENZI

7.1 INqubomgomo Neqoqomthetho Elinika ulwazi

Ukuthunywwa kwe-PSC ngukuqapha nokuhlola izinhlelo zemiSebenzi Kahulumeni ngenhloso yokweluleka kanye, lapho kudingekile, nokwenza uphenyo ukuze kuhlolwe izindlela ezingcono zokwethula izinsizo kumisebenzi kahulumeni. Yize i-PSC ingehlangani ngqo nkwenziwa kwezinqubomgomi, ngezinhlelo zayo zokuxhumana nomphakathi kanye nokuhlola ukusebenza ihlinzeka ngendawo yemiphakathi yokuba isho ikuthi ifuna izinqubomgomo zenziwe kanjani. Izibonelo zalezizinhlelo zibandakanya phakathi kwezinye, ucwaningo lokwaneliseka kwezakhamizi okuhlola ukusebenza kokwethulwa kwezinsizo ngokubona kwezakhamizi ezingabasebenzisi bosizo oluthile. Ucwaning lwenziwa yi-PSC iphinde isetshenziselwa ukunika inqubomgomo kaneqoqomthetho lezinqubo zokuthatha izinqubomgomo.

I-PSC iphinde yenze imithetho noma imihlahlandlela okuhloswe ngayo ukwenza ngcono ukuphatha kanye/noma ukwethulwa kwezinsizo emiSebenzini Kahulumeni. Ngesinye isikhathi imithetho noma imihlahlandlela iyabukezwa ukuze ifanele izinguquko zokusebenzai/ zokwakheka emiSebenzini kahulumeni.

8. IZIXAZULULO EZIKHONA MAYELANA NOKWENZA NOMA UKUNGENZI

Izinqubi ezilandelayo zikhonela ukuba izakhamizi zibike noma zilungise izenzo noma ukungenzi okungafanele, okungekona noma okungekho emthethweni kwe-PSC noma kwanoma yibaphi abasebenzii bayo.

8.1 Izinkambiso zokubika

8.1.1 Izixazululo mayelana nokwenza noma ukwehluleka ukwenza ngokoMthetho Wokuqhutshekiselwa Phambili Ukufinyeleleka Kolwazi: Isiphathimandla sokukhalaza kwangaphakathi salo Mthetho nguSihlalo we-PSC (isahluko sama-74 – 77 soMthetho Wokuqhutshekiselwa Phambili Ukufinyeleleka Kolwazi). Ngemuva kokusetshenziswa kwazo zonke izixazululo zokukhalaza

- kwangaphakathi, isicelo singafakwa (isahluko sama-78 – 82 soMthetho Wokuqhutshekiselwa Phambili Ukufinyeleleka Kolwazi). enkantolo.
- 8.1.2 Umsebenzi Kahulumeni angafaka isikhalazo ukuze isphenywe yi-PSC mayelana nokwenza noma ukungenzi okusemthethweni (isahluko sama-35 soMthetho Wemisebenzi Kahulumeni we-1994). Imithetho yokuthi usibeka kanjani isikhalazo/izinkinga ezifana nalezi yashicilelwa kuGazethi Kahulumeni engunombolo 23635 yomhla zi-19 Julayi 2002 futhi iyatholakala ku-website ye-PSC ethi: www.psc.gov.za.
- 8.1.3 Umuntu angasebenzisa izixazululo zabasebenzi mayelana nekwenza noma ukungenzi okusemthethweni kohlobo labasebenzi, okubizwa amalungelo ikushayisana (uMthetho Wemisebenzi Kahulumeni we-1994 kanye noMthetho Wezobudlelwano Emsebenzini we-1995).
- 8.1.4 UMuntu angafaka isikhakazo kumphenyi wezabasebenzi mayelana nanoma yikuphi ukwepulwa koMthetho Wezimo Eziyisisekelo Zomsebenzi we-1997 (uMthetho wama-75 we-1997 - isahluko sama-78(1)(a)), noma uMthetho Wokulingana Emsebenzini we-1988 (uMthetho wama-55 we-1998 - isahluko sama-34(e)),
- 8.1.5 Umuntu angafaka isikhalazo kuMvikeli Womphakathi mayelana nokwenza noma ukungenzi okungekho emthethweni noma okungafanele (njengoba kuchaziwe kuMthetho sisekelo kanye naseMthethweni Womvikeli Womphakathi we-1994 (uMthetho wama-23 we-1994)).
- 8.1.6 Umuntu angafaka isikhalazo kuKhomishani Yamalungelo Esintu yaseNingizimu Afrika mayelana nokwenza noma ukungenzi okusemthethweni okusolelwa ukuthi kungaba okwephula noma okuyingozi kunama imaphi amalungelo ayisisekelo (njengaseMthethweni Wekhomishani Yamalungelo Esintu we-1994 (uMthetho wama-54 we-1994)).
- 8.1.7 Ukuze uvikeleke ekuphindiselweni ngenxa yokudulula ngokungekho emthethweni..
noma okungafanele komqashi noma osebenza naye, umuntu okukhulunywa ngaye angalandela izinkambiso zokudalula eziMthethweni Wokulalula we-2000 (uMthethi wama-26 we-2000).

8.1.8 Ukusetshenziswa kwezinye izixazululo zomthethi ezifana nesikhungo sezinqubo zokubukezwa kokwahlulelwa kwesenzo sokuphatha ngokoMthetho Wokuqhubekisela Ubulungiswa Bokuphatha we-2000 (uMthetho wesi-3 we-2000).

8.2 Ezinye izixazululo zokusekela

- Umuntu angacela izizathu zokwenza kokulawula ngokoMthetho Wokuqhubekisela Ubulungiswa bokuphatha we-2000 (iSahluko sesi-5).
- Umuntu angacela ukufinyeleleka kumarekhodi omnyango kahulumeni noma esinye isigungu somphakathi ngokoMthetho Wokuqhutshekiselwa Phambili Ukufinyeleleka Kolwazi we-2000 (iSahluko se-11).

8.3 Umsebenzi wokubika

- UMsebenzi Kahulumeni, ngesikhathi sokusebenza sakhe, ubushezelwe ngokoMthetho Wokuziphatha weMisebenzi Kahulumeni ukuba abike kuziphathimandla ezifanele, inkohlakalo, ukwenzelela, ukungaphathi ngendlela kanye nanoma isiphi esinye isenzo esiyicala noma esiyingozi ekunakeni komphakathi. Umsebenzi, owehluleka ukulandela lokhu, unecala lokungaziphathi kahle njengoba kuchaziwe kuSimiso B3 no-C4.10 sesiQephu sesi-2 sesiShayamthetho Semisebenzi Kahulumeni ze-2001.
- Umsebenzi wawo wonke umqashi kanye nomsebenzi ukudalula ukuziphatha okungubugebengu noma nanoma yikuphi okunye okungekuhle endaweni yokusebenza futhi usekela uMthetho wokudalula Okuvikelekile we-2000 (Isethulo).

9. UKUFAKWA KOLWAZI OLUSHA KUMANUWALI

I-PSC , uma kudingeka, izofaka ulwazi olusha futhi ushicilele imanuwali yayo okukhulunywe ngayo kusahlukwana soku-(1) sesahluko se-14 ngezikhathi ezithile ezingadluli unyaka.

10. UKUTHOLAKALA KWEMANUWALI

Le manuwali okungenani iyatholakala ngezilimi ezintathu ezisemthethweni ngezindlela ezilandelayo:

- Ithunyelwe kwiKhomishane YaseNingizimu Afrika Yamalungelo EsiNtu (South African Human Rights Commission)
- Ayatholakala kuwowownke amahhovisi e-PSC
- Ifakiwe kwi-website ye-PSC, www.psc.gov.za
- Likhishwe kuGazethi kahulumeni.

IZIXHUMELO:

Isixhumelo A: IFOMU LESICELO

ISICELO SOKUFINYELELEKA KUREKHODI LOMGWAMANDA WOMPHEKATHI

Isigaba se-18 soMthetho Wokufinyeleleka Olwazini we-2000

(uMthetho wesi-2 we-2000)

[Isishayamthetho wesi-6]

LE NGXENYE ISETSHENZISWA NGUMNYANGO:

INOMBOLO YEREFRENSI

Isicelo sitholwe ngu:

igama nesibongo somgcini-lwazi/usekela-mgcini-lwazi mhlazo-

(usuku) e-/o

(indawo).

Imali yesicelo (uma ikhona): R

Idiphozi (uma ikhona): R

Imali yokufinyeleleka: R

.....
Isiginesha yoMgcini-Lwazi/uSekelea-Mgcini-Lwazi:

A. Iminingwane yomgwamanda kahulumeni
UMgcini-Lwazi/uSekelea-Mgcini-Lwazi:

B Iminingwane yomuntu ofaka isicelo sokufinyeleleka kwirekhodi

- | |
|---|
| <p>(a) <i>Iminingwane yomuntu ocela ukufinyeleleka kwirekhodi kufanele inikezwe ngezansi.</i></p> <p>(b) <i>Ikheli futhi/noma inombolo yefeksi yaseRiphabhlikhi YaseNingizimu Afrika lapho kufanele ulwazi luthunyelwe khona kufanele inikezwe</i></p> <p>(c) <i>Ubufakazi bokuthi isicelo senziwa njengobani ngokwesikhundla, uma bukhona, bufanele bufakwe.</i></p> |
|---|

Amagama aphelel nesibongo:

Inombolo ye-ID:

Ikheli leposi:

Inombolo yefeksi:

Inombolo yocingo:

Ikheli le-email:

Isikhundla sokuthi isicelo senziwa njengobani senziwela omunye umuntu:

(c) Imininingwane yomuntu ofakelwa isicelo

Lesi sahluko kufanele sigcwaliswe KUPHELA uma umfakisisicelo esifakela omunye umuntu.

Amagama aphelel nesibongo:

Inombolo ye-ID:

D Imininingwane yerekhodi

- (a) *Hlinzeka ngemininingwane ephelile yerekhodi okucelwa ukufinyeleleka kulo, kumbandakanya inombolo yerefrensi uma uyazi, ukwenzela ukuthi litholakale irekhodi.*
- (b) *Uma isikhala osinikiwe sisincane, sicela uqhubeke ekhasini elehlukile bese ulinamathisela kuleli fomu.*

Umfakisisicelo kufanele asayinde onke amaphepha angeziwe.

1. Ukuchazwa kwerekhodi noma izingxenye ezifanele zerekhodi:
2. Inombolo yerefrensi, uma ikhona:
3. Nanoma ngabe imiphi eminye imininingwane yerekhodi:

E. Izimali ezikhokhwayo

- (a) *Isicelo sokufinyelelka kwirekhodi ngaphandle kwerekhodi eliphethe ulwazi lomuntu ngqo ngokuhlukana luzosetshenzwa kuphela ngemuva kokuba isicelo sesikhokhelwe*
- (b) *Uzokwaziswa ngesamba semali edingeka ukuba ikhokhwe njengemali ekhokhwayo yesicelo.*
- (c) *Imali ekhokhwayo yokufinyelelka kwirekhodi ilele ohlotsheni ukufinyeleleka okudingeka ngalo futhi nasesikhathini esidingekayo ukucinga nokulungisa irekhodi.*
- (d) *Uma ufanelekile ukuba udedelwa ukuba ukhokhe nanoma ngabe iyiphi imali ekhokhwayo, sicela usho isizathu sokudedelwa.*

]Isizathu sokudedelwa ukuba ukhokhe izimali:

F. Uhlobo lokufinyeleleka kwirekhodi

Uma uvinjwe ukukhubazeka 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.

Ukukhubazeka:

Uhlobo irekhodi elidingeka ngalo:

Faka uphawu u-X ebhokisini elifanele. AMANOTHI:			
(a) Ukuhambisana nesicelo sakho sokufinyeleleka olwazini ngohlobo oluphawuliwe kungalala ohlotsheni irekhodi elitholakala ngalo.			
(b) Ukufinyeleleka ngohlobo oluceliwe kungwnqathswa ezimweni ezithile. Kulezi zimo uzokwaziswa uma ukufinyeleleka kuzotholakala ngolunye uhlobo.			
(c) Imali ekhokhwayo yokufinyeleleka kwirekhodi, uma ikhona, izonqunywa kancane uhlobo lokufinyeleleka oluceliwe.			
1. Uma irekhodi lingohlobo olubhaliwe noma olugayiwe:			
	Ikhophi yerekhodi*		ukuhlolwa kwerekhodi
2. Uma irekhodi lakhiwe yizinto ezibukwayo - (Lokhu kumbandakanya izithombe, amaslayidi,, okurekhodiwe kwevido, imifanekiso eyakhiwe ngekhoppyutha, imidwebo, njll.):			
	ukubuka izithombe	Ikhophi yezithombe*	ukubhala ngezithombe
3. Uma irekhodi lenziwe ngamagama noma ngolwazi olungakhiqizwa futhi ngomsindo:			
	ukulalela umsindo oqoshiwe (ikhasethi lomsindo)	Umbhalo womsindo oqoshiwe* (umbhalo obhaliwe noma ogayiwe)	
4. Uma irekhodi ligcinwe kwikhompyutha noma ngohlobo olufundeka ngomshini:			
	ikhophi egayiwe yerekhodi	ikhophi egayiwe yolwazi olususelwa kwirekhodi*	ikhophi ekhompuyutheni yohlobo olufundekayo* ((Isitifi diskhi noma ikhompekthi diskhi)
*Uma ucele ikhophi noma umbhalo werekhodi (elingenhla), ingabe uthanda ukuthi i khophi noma umbhalo werekhodi uposelwe wena? Imali yokuposa iyakhokhwa.			YEBO CHA
Qaphela ukuthi uma irekhodi lingatholakali ngolimi oluthandayo, ukufinyeleleka kungatholakala . ngolimi irekhodi elitholakala ngalo.			
Yiluphi ulimi ongathanda ukuthola ngalo irekhodi?			

G. Isaziso ngesinqumo mayelana nesicelo sokufinyeleleka

Uzokwaziswa ngokubhaliwe ngesinqumo ukuthi isicelo sakho sivunyiwe/senqatshiwe. Uma ufisa ukwaziswa ngenye indlela, sicela uyisho leyo ndlela futhi uhlinzeke ngeminingwane evumela ukuhambisana nesicelo sakho.

Ungathanda ukwaziswa kanjani ngesinqumo mayelana nesicelo sakho sokufinyeleleka kwirekhodi?

Isayindwe e-/o- ngalolu suku lomhla zi-..... ku- wonyaka we-20

ISIGINESHA YOMFAKSICELO/UMUNTU
OKUNGUYENA OWENZELWA ISICELO

Isixhumelo B : UHLELO LOKUKHOKHWA KWEMALI

1. Imali yekhophi yemanuwali njengoba icatshangwa kusishayamthetho wesi-5 (c) ngama-R0,60 onke amakhophi afothokhophiwe ekhasi ubukhulu balo bungu-A4 noma ingxenye ngokunjalo.
2. Izimali zokukhiqiza okukhulunywe ngazo kusishayamthetho wesi-7 (2) zinjengoba zilandela:

	Ama-R
(a) Onke amafothokhophi ubukhulu bekhasi bungu-A4 noma ingxenye ngokunjalo	0, 60
(b) Yamakhophi ubukhulu bekhasi bungu-A4 noma ingxenye uma igciniwe kwikhompyutha noma ngohlobo olufundeka ngomshini:	0, 40
(c) ikhophi engohlobo olufundekayo lwekhompyutha ku-	
(i) sitifi diskhi	5, 00
(ii) khompekthi diskhi	40, 00
(d) Ukubhalwa phansi kwemifanekiso ebukwayo, ubukhulu bekhasi bungu-A4 noma ingxenye ngokunjalo	22, 00
(ii)Ikhophi yezithombe ezibukwayo	60, 00
(e) (i) Ikopi ebhalwe phansi yemisindo erokhodiwe , yobukhulu bekhasi obungu-A4 noma ingxenye ngokunjalo	12, 00
(ii) Ikhophi yemisindo erekhodiwe	17, 00
3. Imali yesicelo ekhokhwa yiwo wonke umfakisicelo, ngaphandle kozifakela . umfakisicelo, okukhulunywa ngaye kusishayamthetho sesi-7 (2) singama-R35,00
4. Izimali zokufinyeleleka ezikhokhwa ngumfakisicelo okukhulunywe ngazo kusishayamthetho wesi-7 (3) zinjengoba zilandela:

	Ama-R
(1) Onke amafothokopi ubukhulu bekhasi bungu-A4 noma ingxenye ngokunjalo	0,60
(b)Yamakhophi ubukhulu bekhasi bungu-A4 noma ingxenye uma igciniwe kwikhompyutha noma ngohlobo olufundeka ngomshini:	0,40
ikhophi engohlobo olufundekayo lwekhompyutha ku-	
(i)Istifi diskhi	5, 00
(ii) Ikhomphekthi diskhi	40, 00
(d) Ukubhalwa phansi kwemifanekiso ebukwayo	
Ikhasi elinobukhulu obungu-A4 noma ingxenye ngokunjalo	22, 00
(ii)Ikhophi yezithombe ezibukwayo	60, 00
(e)(i) Ukubhalwa phansi kwemisindo erekhodiwe	
Ikhasi elinobukhulu obungu-A4 noma ingxenye ngokunjalo	12, 00

- (ii) Ikhophi yemisindo erekhodiwe 17, 00
- (f) Ukucinga nokulungisa irekhodi ukuba lidalulwe, ama-R15.00 ihora ngalinye noma ingxenye yehora, kushiya ngaphandle ihora lokuqala, ngokwemfanelo elingekayo ekucingeni nasekulungiseni okufana nalokhu.
- (2) Ukwenzela isahluko sama-22 (2) soMthetho, okulandelayo kuyasetshenziswa:
- (a) Amahora ayisithupha njengamahora edlule ngaphambu kokukhokhwa kwediphozithi; kanye
- (b) isithathu semali yokufinyeleleka ekhokhwa njengediphozithi ngumfaksicelo.
- (3) Imali yokuposa okuyiyona ekhokhwayo uma ikhophi yekhodi kufanele ithunyelwe ngeposi kumfaksicelo.