



**UMnyango WezeMfundo
Department of Education**

**Lefapha la Thuto
Departement van Onderwys**

Circular 76/2007

Date: 30 October 2007

Topic

**Interprovincial & Intraprovincial
Transfers**

Enclosures

Annexure A: Application form for a transfer

Distribution

- ✓ All Chief Directors and Directors at Head Office and District Offices
- ✓ Principals of all Public, Independent and ELSEN Schools
- ✓ All Employees
- ✓ Teacher Unions and Organisations

Enquiries

Relevant HRA Officials in District / Head Office

On request, this circular will be made available in Afrikaans, isiZulu or Sepedi within 21 days
Also available on the GDE website at: www.education.gpg.gov.za

Office of the Head of Department

Room 1009, 111 Commissioner Street, Johannesburg, 2001
PO Box 7710, Johannesburg, 2000

Tel: (011) 355 1511 Fax: (011) 333 5546 E-mail: ceogde@gpg.gov.za OR mallelep@gpg.gov.za

INTERPROVINCIAL & INTRAPROVINCIAL TRANSFERS

1. AIM

- 1.1 To inform all GDE employees about the procedures to be followed when applying for a transfer within or outside the Gauteng Province.
- 1.2 To amend the guidelines of **Circular 37 of 2001** in line with the new approved delegations for 2006.

2. SCOPE OF APPLICATION

- 2.1 Employees appointed under the Employment of Educators Act No. 76 of 1998.
- 2.2 Employees appointed under the Public Service Act No. 103 of 1994 and related amendments.

3. DEFINITIONS

- 3.1 A *transfer* is a horizontal movement by a permanent government employee within the province, or within the department/office, or outside the province.
- 3.2 A *cross-transfer* is a horizontal movement by two permanent government employees within the province or outside the province.

4. LEGAL FRAMEWORK

- 4.1 Employment of Educators Act, (Act No. 76 of 1998), Section 8(1) (a), (c), (2) and (3).
- 4.2 Public Service Act (Act No. 103 of 1994), Section 14(1) – (4).

5. CONDITIONS OF TRANSFERS

- 5.1 The Section Human Resource: Policy and Planning at the district office must maintain a list of vacant posts into which transfers could be made.
- 5.2 All the transfer/cross-transfer documents must be submitted to the Section Human Resource: Policy and Planning at the district office. The HRPP will verify the appropriateness of the transfer/cross-transfer and submit the submission to the District Director for approval or disapproval. In the case of FET Colleges and Head Office, the documents must be submitted to the HRA Office in Head Office.

- 5.3 The employee to be transferred must be employed in a permanent capacity.
- 5.4 The employee(s) seeking a transfer/cross-transfer must in consulting the HRPP Unit identify a substantive vacant and concomitant post into which they could transfer.
- 5.5 In order to be considered for a cross-transfer, employees appointed in terms of the Public Service Act must be on the same post/rank and salary level.
- 5.6 Only CS educators on post level 1 (PL1) can apply for a transfer/cross-transfer to a post level 1 vacant post. CS educators in promotion posts will not be considered for transfers.
- 5.7 The employee that seeks a transfer/cross-transfer will incur all costs related to the transfer. This includes any relocation that may be required.
- 5.8 The reason for the transfer/cross-transfer must be of a personal nature (e.g. domestic reasons).
- 5.9 The GDE will not be held responsible for any unpaid salaries due to unofficial transfers.
- 5.10 Employees may only affect the transfer when in possession of an official authorisation letter from this department.

6. DELEGATIONS

- 6.1 **District Director:** Transfers between public schools, district offices and other state departments or provincial departments.
- 6.2 **Director: HRA Head Office:** Transfers between colleges and Head Office personnel to other state departments or provincial departments.

7. HOW TO APPLY FOR A TRANSFER

- 7.1 The employee(s) to be transferred must complete part (A) of Annexure: A.
- 7.2 **School-Based Employees:** The employee(s) must take the form to his/her principal, who must, together with the chairperson of the SGB sign and make a recommendation. Part B must be completed by the principal/SGB.

All relevant documents must be forwarded to the relevant HRPP Office to verify the appropriateness and to seek approval from the District Director.

- 7.3 **Office-Based Employees:** An office-based employee must take the form to his/her immediate supervisor for recommendation and then to the Chief Education Specialist/Deputy Director for agreement to the transfer/cross-transfer. The form must then be taken to the relevant HRPP Office to verify the appropriateness and to seek approval from the District Director. Part C must be completed by the Supervisor, Chief Education Specialist and Deputy Director of the employee.

8. CHECKLIST OF TRANSFER/CROSS-TRANSFER DOCUMENTS IN INSTITUTIONS AND OFFICES

- 8.1 Letter(s) from employee(s) that seeks to be transferred.
- 8.2 Approval from the head of the releasing department, and a copy of the PERSAL printout of the employee to be transferred.
- 8.3 Recommendation from the Director of the receiving district office, agreeing to the transfer/cross-transfer.

9. PLEASE NOTE

- 9.1 The set procedures for transfers/cross-transfers must strictly be adhered to in order to avoid delays in the processing of transfer/cross-transfer documents.
- 9.2 ***Take note that the HRPP of the receiving office must seek approval for the transfer/cross-transfer.***
- 9.3 No employee may move until written approval has been granted by the delegated official indicated in paragraph 6 above.
- 9.4 This information must be disseminated to all GDE employees and stakeholders.

MALLELE PETJE
HEAD OF DEPARTMENT



**UMnyango WezeMfundo
Department of Education**

**Lefapha la Thuto
Departement van Onderwys**

APPLICATION FOR INTER-/INTRAPROVINCIAL TRANSFER

[PART A]

I, _____ Persal Number: _____
(Surname and Initials)

ID Number: _____ Marital status: _____

Rank: _____ Office/Institution: _____

Job description / Teaching Subjects:

Apply for transfer / cross-transfer with: _____
(Surname)

_____ From: _____
(Full Names) (Name of Province)

Motivation / Reasons:

EMPLOYEE'S SIGNATURE

DATE

[PART B]

RECOMMENDATION OF PRINCIPAL AND SCHOOL GOVERNING BODY / FET COUNCIL

The Gauteng Department of Education is **recommending / not recommending** the release of the above-named employee

From: _____

To: _____ Province: _____
(Name of School)

NB: In order to consider a mutual transfer, it is imperative that both employees are on the same post level/salary level/rank.

PRINCIPAL

DATE

**CHAIRPERSON: GOVERNING
BODY/FET COUNCIL**

DATE

Reasons for approving / not approving the transfer (if applicable)

Approved / Disapproved

**SCHOOLS: DISTRICT DIRECTOR:
FET/HRA: DIRECTOR (H/O)**

DATE

[PART C]

RECOMMENDATION OF CHIEF EDUCATION SPECIALIST / DEPUTY DIRECTOR IN THE CASE OF OFFICE-BASED EMPLOYEES:

The release transfer of _____

Persal Number: _____ To _____

To _____

(Name of Department / Office / Provincial Department)

and acceptance of

_____ Persal Number: _____

(Surname and Initials)

From _____

(Name of Department / Office / Provincial Department)

Approved / Disapproved

DISTRICT DIRECTOR/HRA: DIRECTOR (HO) DATE

Reasons for not approving the transfer (if applicable)

[PART D]

NATIONAL AGREEMENT IN RESPECT OF TRANSFER OF FROM ONE PROVINCE TO ANOTHER

Kindly note that the national agreement in respect of educators transfer to their provinces is as follows:

The province that is releasing an educator on transfer to another province will continue to pay the salary of that employee and it must claim re-imbusement of the salary on a monthly basis from receiving provincial department until the salary payments are taken over by the receiving provincial department.