



TO: DEPUTY DIRECTORS-GENERAL
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DISTRICT DIRECTORS
HEADS OF SECTION/COMPONENTS AT HEAD OFFICE AND DISTRICT OFFICES
CES: CIRCUIT MANAGEMENT
CIRCUIT MANAGERS
PRINCIPALS OF SCHOOLS

HRM CIRCULAR NO. 53 OF 2018

HOUSING ALLOWANCE FOR PUBLIC SERVICE EMPLOYEES: IMPLEMENTATION OF CLAUSE 6 OF THE PSCBC RESOLUTION 1 OF 2018

1. In keeping with the PSCBC Resolution 1 of 2018 dated 8 June 2018, changes have been introduced to amend certain aspects of the housing allowance which includes the delinking of the payment of the housing allowance to spouses.
2. The existing rules relating to the Housing Allowance as conveyed in HRM Circular No. 58 of 2015 is still applicable. However, the previously excluded spouse will qualify for the payment of the Housing Allowance with effect from 1 September 2018 in respect of employees on salary levels 1 to 5 and 1 September 2019 in respect of employees on salary levels 6 to 12.
3. Employees will qualify for the payment of the Housing Allowance with due regard to the following requirements:
 - i. The employee's name must appear on the title deed to qualify for the housing allowance as a home-owner; or
 - ii. The lease agreement must be in the name of the employee to qualify for the housing allowance as a tenant, or
 - iii. The Permission to Occupy (PTO) certificate must be in the employee's name and the name of the spouse must also appear in the certificate as most Traditional Leaders issue a PTO to one spouse only.

The minimum requirements on the PTO certificate are as follows:

- It must be on a letterhead or a stamp identifying the tribal authority, i.e. signature and full name and surname of the tribal authority.
 - A certified copy of an Identity Document (ID), of the employee to whom permission is granted to construct a home on the allocated stand.
 - It must clearly indicate the portion of land/allotment, the extension, the ward and the district where it is allocated.
- iv A sworn affidavit that the employee and his/her spouse and/or dependent children occupy the house.

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4. Compliance with paragraph 3 above will be considered with due regard to paragraph 2.2.2.2 of the Determination on Housing dated July 2007, which reads as follows:

"A marriage certificate indicating that a marriage is in community of property or if no such indication, a marriage certificate plus an affidavit declaring that the employee is married in community of property could be accepted for purposes of the payment of the housing allowance. This implies that –

- (a) *If the property is registered in the name of the other spouse and not the spouse (employee) who applies for the housing allowance, the employee may, if married in community of property, submit a title deed which is in the name of the other spouse together with a marriage certificate indicating that his/her marriage is in community of property, or if no such indication, a marriage certificate plus an affidavit declaring that his/her marriage is in community of property.*
- (b) *If a "permission to occupy" certificate is in the name of the other spouse and not the spouse (employee) who applies for the housing allowance, the employee may, if married in community of property, submit a "permission to occupy" certificate which is in the name of the other spouse together with a marriage certificate indicating that his/her marriage is in community of property, or if no such indication, a marriage certificate plus an affidavit declaring that his/her marriage is in community of property.*
- (c) *If the rental agreement is in the name of the other spouse and not the spouse (employee) who applies for the housing allowance, the employee may, if married in community of property, submit a rental agreement which is in the name of the other spouse together with a marriage certificate indicating that his/her marriage is in community of property, or if no such indication, a marriage certificate plus an affidavit declaring that his/her marriage is in community of property.*
5. Employees eligible for the Housing Allowance are required to complete and submit the prescribed Housing Allowance application form, together with all supporting documentation, to the relevant HR Component for processing. It must, however, be noted that in respect of rental agreements completed and submitted on or after 27 May 2015, the Housing Allowance will be payable to the Individual-Linked Savings Facility (ILSF) and not to the affected employees.
6. Employees on a total cost to employer package (SMS and MMS members) are not eligible for the Housing Allowance.
7. Kindly ensure that the contents of this circular are brought to the attention of all employees.


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HEAD OF DEPARTMENT: EDUCATION

DATE: 28/10/2018

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