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

HRM CIRCULAR NO. 30 of 2023

ENROLMENT OF EMPLOYEES TO THE GOVERNMENT EMPLOYEES HOUSING SCHEME (GEHS)

1. In terms of the Public Service Coordinating Bargaining Council (PSCBC) Resolution 7 of 2015, dated 27 May 2015 and as indicated in various HRM Circulars, the latest of which was HRM Circular No. 51 of 2021, all employees, whether in receipt of a Housing Allowance or not, are required to enrol with the Government Employees Housing Scheme (GEHS). The enrolment is utilized to profile employees for purposes of accurate advice and housing access support.
2. Enrolment with the Scheme is mandatory and employees are reminded that enrolment can be done in one of the following ways:
 - online on www.gehs.co.za; or
 - by calling the enrolment Call Centre at 0861 12 34 34.
3. Employees in receipt of the Housing Allowance as a result of rental are further reminded that failure to enrol with the Scheme, whilst in the services of the Department, will result in the accumulated savings in the Individual-Linked Savings Facility (ILSF) being forfeited.
4. Upon enrolment, employees must ensure that a copy of the GEHS Confirmation of Enrolment Form as well as the originally completed GEHS: Nomination of Beneficiaries Form is handed to HR in the relevant District Office / Head Office for placement in the personnel file. A copy of the GEHS: Nomination of Beneficiaries Form is attached and may be reproduced accordingly.
5. Kindly ensure that the contents of this circular are brought to the attention of all employees.

MR GN NGCOBO
HEAD OF DEPARTMENT: EDUCATION

DATE: 31/7/23