



Office of the Premier

North West Provincial Government
REPUBLIC OF SOUTH AFRICA



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HUMAN RESOURCE ADMINISTRATION

Title of SOP	Transfers
SOP Number	
Purpose	The aim of the procedure manual is to document a set of explicit procedures to successfully accomplish the outputs of Human Resource Administration processes. This procedure manual is intended to be followed without deviation, and provides all the required details and decisions required to perform the Human Resource Administration processes. This document also provides for the uniform execution of processes, ensuring that every individual who performs the task does it in the same manner every time it is performed.
	The procedure manual also outlines the following: • Time frames • Individual who are responsible to execute the Human Resource Administration processes • Step by step guidance to the process The benefit of this procedure manual is that it shall ensure consistent performance of processes which will be followed with a minimal amount of expertise, knowledge or training

	and can be used to measure employee performance.
Scope	The study covers Functions namely: • Administer transfers/ relocations/ movements of employees.
Responsibility	
Director General	Approval
Deputy Director General: Administration	Oversee the overall management of processes
Chief Director:	Oversee the management of processes
Director:	Oversees and endorses the management of processes
Deputy Director:	Manages the implementation of processes
Assistant Director	Supervise Implementation of processes
Senior/ Personnel Practitioners/ Registry clerk	Implementation of processes
Personnel/Directorates responsible for complying with SOP	Human Resource Administration

Procedure				
Functions	Process	Procedure	Responsibility	Time frame
Transfers	Process transfers, relocations and movements	<u>Transfers-in/ within</u> ▪ Request for transfer is received internally or externally; ▪ Confirmation of the availability of the post on the approved organizational structure consulted with the Minister and the relevant Provincial Treasury; ▪ The request for transfer from the applicant, with confirmation of the availability of the post is forwarded to the Programme/Line Manager for concurrence; ▪ Prepare letter to the Executive authority/ HoD/ delegate of the releasing department for concurrence to the transfer request in case of	Applicant Personnel Practitioner	Standard: Within 2 days of receipt

		external transfer; ▪ Conduct personnel suitability checks of the applicant, after obtaining concurrence from the releasing Department. ▪ Prepare submission to the delegated authority for approval with the approval letter, personnel suitability checks report and concurrence letter from the Executive authority/ HoD/ or Delegate of the release letter; ▪ Request for authorization and concurrence is prepared for submission to Provincial Treasury to unfreeze the position (including budget confirmation and completed motivation template for concurrence/ authorization). Requests for SL2-12 are delegated to the Director-General while SL13-16 resides with the Premier;		
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		▪ Approved letter is forwarded to the applicant for acceptance and confirmation of assumption of duty; ▪ Acceptance letter is received and forwarded to the Programme/ Line Manager for logistical arrangements; ▪ Capture authorization code obtained from Provincial Treasury on PERSAL #3.3.24 and release position on #3.3.5 ▪ Capture relocation/ movement on #4.6.6 ▪ Approval of transaction on PERSAL by Reviser on #6.8.20	Departmental PERSAL Controller Personnel Practitioner Snr. Personnel Practitioner/ASD

		<u>Transfers-out (Within bureau)</u> ▪ Notification for transfer is received from the employee with approval from the receiving Department; ▪ Prepare submission to the delegated authority for approval with the approval letter; ▪ Approved letter is forwarded to the applicant for acceptance and confirmation of assumption of duty at the receiving Department; ▪ Conduct leave audit and personal file audit; ▪ Circulate assets and state liability forms for recovery of debts (Finance, HRD; Assets; and line manager	Applicant Personnel Practitioner Personnel Practitioner

	approval	▪ Submission of employee's files to receiving Department ▪ Submit the following PERSAL print-out to receiving Department: #5.2.6: (Service bonus) #5.6.4(1) & (2): (Pay slip) #4.3.1(8): Service record #4.3.54: Leave audit #4.5.11: Leave credits <u>Relocation/ Movement</u> ▪ Request for relocation/ movement is received internally; ▪ Confirmation of the availability of the post on the approved organizational structure	Registry clerk Personnel Practitioner Employee Personnel Practitioner	
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		consulted with the Minister and the relevant Provincial Treasury; ▪ The request for relocation/ movement with confirmation of the availability of the post is forwarded to the Programme/Line Manager for concurrence; ▪ Prepare submission to the delegated authority for approval with the approval letter; ▪ Request authorization and concurrence is prepared for submission to Provincial Treasury to unfreeze the position (including budget confirmation and completed motivation template for concurrence/ authorization. Requests for SL2-12 are delegated to the Director-General while SL 13-16 resides with the Premier;		
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		▪ Approved letter is forwarded to the applicant for acceptance and confirmation of assumption of duty; ▪ Acceptance letter is received and forwarded to the Programme/ Line Manager for logistical arrangements; ▪ Capture authorization code obtained from Provincial Treasury on PERSAL #3.3.24 and release position on #3.3.5 ▪ Capture the relocation/movement on #4.6.4 and 4.6.6 on PERSAL ▪ Approval of transaction on PERSAL by Reviser on #6.8.20	Departmental PERSAL Controller Personnel Practitioner Snr. Personnel Practitioner/ ASD

Review	After five years and/ or as the need arise	
Contingencies	• Director	
Reference	• Public Service Act • Public Service Regulations, 2001 as amended • Employment Equity Act, 1998 • Skills Development Act, 1998 • Labour Relations Act, 1995 • Public Finance Management Act, 1999	
Definitions (Define words or acronyms)	AP	Action plan
	DG	Director General
	DDG	Deputy Director General
	DIR	Director
	DD	Deputy Director
Attachments	▪ Budget confirmation template; ▪ Request for concurrence/ authorization to Provincial Treasury template	
History of Change	No changes	

DIRECTOR: HUMAN RESOURCES MANAGEMENT

SIGNATURE 

DATE 21 Jul 2024

RECOMMENDED:

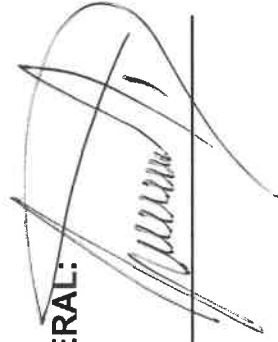
CHIEF DIRECTOR: CORPORATE MANAGEMENT

SIGNATURE 

DATE 22/11/2024

APPROVED:

DIRECTOR-GENERAL:

SIGNATURE 

DATE _____