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MINISTRY OF PUBLIC SERVICE
P. O. Box 170
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18 August 2009

REF: EB 1/40

ESTABLISHMENT CIRCULAR NO. 7 OF 2009: RE-ESTABLISHMENT OF GOVERNMENT HOUSING ALLOCATION COMMITTEES AND PROCEDURES TO BE OBSERVED WHEN APPLYING FOR AND ALLOCATING GOVERNMENT HOUSES TO CIVIL SERVANTS

Cabinet has directed that the Government Housing Allocation Committee established by General Orders as a body mandated to allocate Government houses to civil servants which has been found over the years to be non-functional, be revived. This decision has been necessitated by the fact that Cabinet observed that the defunct Government Housing Allocation Committees have rendered the housing allocation function open to abuse, nepotism and corruption and has unnecessarily frustrated many civil servants.

Government Housing Allocation Committees

There is hereby established a Main Government Housing Allocations Committee to be responsible for allocating Government houses to civil servants in Mbabane and Manzini. The committee shall also be responsible for the allocation of Government offices to Ministries and Departments.

The committee comprises the following Ministries/Departments:

- Public Service
- Finance
- Natural Resources and Energy
- Housing and Urban Development
- Royal Swaziland Police
- Regional Secretary - Hhohho
- Regional secretary - Manzini

There is also established Regional Government Housing Allocations Committees that shall be responsible for the allocation of Government houses to civil servants in other towns and regions outside Mbabane and Manzini. The committee shall also be responsible for the allocation of Government offices to Ministries and Departments in their respective regions.



The Regional Government Housing Allocation Committees shall comprise of the Ministries/Departments listed above save that the Regional Secretary shall be the one under the region being considered.

All Government Housing Allocation Committees shall be chaired by the Principal Secretary, Ministry of Public Service. Secretarial services shall also be provided by the Ministry of Public service.

Application for Government Accommodation and Allocation Procedures

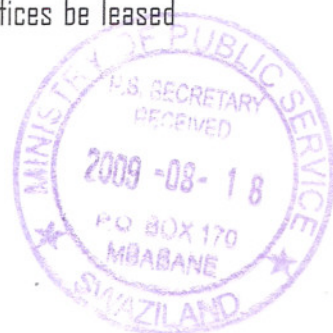
Applications for Government accommodation shall be dealt with and handled in accordance with the procedure outlined below:

1. An officer shall make an application to the relevant Principal Secretary/Head of Department in his/her Ministry.
2. The Principal Secretary/Head of Department shall carefully consider all applications for accommodation in the Ministry; each case considered on its merits, prioritize the requests for onward transmission to the Principal Secretary, Ministry of Public Service.
3. The Principal Secretary/Head of Department shall forward a Ministry's priority list to the Principal Secretary, Ministry of Public Service for tabling before the Government Housing Allocations Committee and decision.
4. In the event a Principal Secretary/Head of Department receives a highly demanding and deserving request for accommodation after a Ministry's priority list has already been submitted to the Principal Secretary, Ministry of Public Service, he/she shall prepare and forward a revised priority list to Public service stating that the latter supersedes the former.

The allocation of houses to civil servants or offices to Ministries/Departments shall only be the prerogative of the approved Government Housing Allocation Committees. It should also be clearly understood that the committees allocate officers where vacant houses are available only and where there is no vacant house available, no allocation can be made.

Leasing of Houses and Offices

The Main Government Housing Allocation Committee shall be responsible for considering all requests for leasing houses and office accommodation from Ministries/Departments irrespective of a region. Where there is an acute shortage of Government offices and leasing is unavoidable, the Committee may subject to availability of funds consider and approve that offices be leased from reputable estate agents.



By copy of this Circular, Principal Secretaries/Heads of Department are advised that from now henceforth, individual letters applying for accommodation will not be entertained instead, will be sent back to the respective Principal Secretary/Head of Department for such an application to be included in the Ministry's priority list.

Effective Date

The procedures set out above are effective from the 1st September 2009.


M.E. MADLOPHA
PRINCIPAL SECRETARY

Distribution List:

Secretary to Cabinet/Head of the Public Service
All Principal Secretaries
All Heads of Department

