



**SCHEDULE FOR THE PAYMENT OF RESERVISTS CALLED UP FOR DUTY
SKEDULE VIR DIE BETALING VAN RESERVISTE OPGEROEP VIR DIENS**

Payment of Reservists for/
Betaling van Reserviste vir (Month/ Maand) 20..... (Year/ Jaar)

Head Office Division/ Prov Comm/ Area Comm/ SAPS Station
Hoofkantoor Afd/ Prov Komm/ Area Komm/ SAPS Stasie

PERSAL NR PERSAL NO	RANK RANG	SURNAME & INITIALS VAN & VOORLETTERS	NORMAL TIME/ GEWONE TYD		PUBLIC HOLIDAYS/ OPENBARE VAKANSIEDAE	
			HOURS/ URE	MINUTES/ MINUTE	HOURS/ URE	MINUTES/ MINUTE

I hereby certify that the information on this schedule is a true version of the particulars which appears in Part B of the abovementioned reservist duty sheet for paid duties performed (Month) (Year) and that a claim for these duties have not been submitted or paid. Ek sertifiseer dat die besonderhede op hierdie skedule 'n ware weergawe is van die besonderhede in deel B van bovermelde reservis se diensstaat ten opigte van dienste verrig teen betaling vir (Maand) (Jaar) en dat geen eis vir hierdie dienste voorheen ingedien of betaal is nie:

Date:
Datum: (Year/ Jaar) 20.....

Signature:
Handtekening:
STATION COMMISSIONER

For office use/ Vir kantoor gebruik	
Checked by/ Nagesien deur: _____	Importer by/ Ingelees deur: _____
Approved/ Goedgekeur: _____	User ID/ Gebruiker ID _____



**DUTY SHEET FOR CALL UP AND PAYMENT OF RESERVISTS
DIENSSTAAT VIR DIE OPROEP EN BETALING VAN RESERVISTE**

A. PERSONAL PARTICULARS

PERSAL NR: RANK:

SURNAME & INITIALS: STATION:

CATEGORY OF APPOINTMENT:

A	B	C	D
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B. CALL UP AND PAYMENT FOR (Month) 20..... (Year)

PARTICULARS OF CLAIM FOR CALL UP AND PAYMENT		TARIFF	AMOUNT
Normal Time	Hours	R	R
Normal Time	Minutes	R	R
Public Holidays	Hours	R	R
Public Holidays	Minutes	R	R
TOTAL AMOUNT CLAIMED			R

C. CERTIFICATION

I certify that the particulars of this claim have been perused, that no claim in respect of this call up duty have previously been submitted or paid and that the hours claimed are a true version of the duties performed for which the reservists was called up for (Month) 20..... (Year).

SIGNATURE CLAIMANT

DATE: _____

SIGNATURE COMMANDER

DATE: _____

D. NOTES

1. The daily tariff is payable for an eight hour shift completed by a reservist when called up for duty. If a reservist is called for duty on a public holiday a double tariff will be payable for the duties performed on such a day. Claims must be submitted for actual hours worked, irrespective if a full 8 hour shift has been completed.
2. A copy of the SAPS 259 must be attached to the claim as proof of duties performed by the reservists called up for duty.
3. A separate claim and SAPS 259 must be completed in respect of each month for which a reservist was called up for duty. Only SAPS 259's signed by the commander will be accepted.
4. Lines on the SAPS 259 which were not completed/ not applicable must be cancelled in red.
5. Duty sheets must be completed on a day-to-day basis.
6. Payment of reservists shall under no circumstances be paid from the standing advance account and are never recorded in the normal claim register.
7. Claims must be submitted the month following the month after the duties were rendered.
8. The certificate in C must be signed by the claimant as well as the commander.



**DUTY SHEET FOR CALL UP AND PAYMENT OF RESERVISTS
DIENSSTAAT VIR DIE OPROEP EN BETALING VAN RESERVISTE**

A. PERSOONLIKE BESONDERHEDE

PERSAL NO: RANG:

VAN & VOORLETTERS: STASIE:

KATEGORIE VAN AANSTELLING:

A	B	C	D
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B. OPROEP EN BETALING VIR (Maand) 20..... (Jaar)

BESONDERHEDE VAN EIS VIR OPROEP EN BETALING		TARIEF	BEDRAG
Normale Tyd	Ure	R	R
Normale Tyd	Minute	R	R
Openbare Vakansiedag	Ure	R	R
Openbare Vakansiedag	Minute	R	R
TOTALE BEDRAG GEËIS			R

C. SERTIFISERING

Ek sertifiseer dat die besonderhede van die eis nagegaan is, dat geen eis met betrekking tot die oproepdiens voorheen ingedien of betaal is nie en dat die ure wat geëis word 'n ware weergawe is van die dienste wat verrig is waarvoor die reservis vir (Maand) 20..... (Jaar) opgeroep was .

HANDTEKENING EISER

DATUM: _____

HANDTEKENING BEVELVOERDER

DATUM: _____

D. NOTAS

- Die daaglikse tarief is betaalbaar vir 'n agt uur skof deur 'n reservis voltooi indien vir diens opgeroep teen betaling. Indien 'n reservis op 'n openbare vakansiedag opgeroep word vir diens, is 'n dubbele tarief betaalbaar vir sodanige dienste verrig. Eise vir werklike ure diens verrig moet ingedien word.
- 'n Afskrif van die SAPD 259 moet aan die eis as bewys dat die reservis sodanige dienste verrig het aangeheg word .
- 'n Afsonderlike eis en SAPD 259 moet vir elke maand waarvoor die reservis opgeroep word, voltooi word. Slegs SAPD 259's wat deur die bevelvoerder onderteken is, sal aanvaar word.
- Lyne wat nie op die SAPD 259 voltooi is nie/ nie van toepassing is nie moet in rooi gekanselleer word.
- Diensstate moet op 'n dag-tot-dag grondslag voltooi word.
- Betaling van reserviste sal onder geen omstandighede uit die staande voorskotrekening betaal word nie en word nie in die algemene eiseregister aangeteken nie.
- Eise moet die maand wat op die maand volg waarin die diens verrig is, ingedien word.
- Die sertifikaat in C moet deur die eiser en bevelvoerder onderteken word.

