

# Northern Cape Provincial Government

## Office of the Premier



## Cellular Telephone Policy

## Contents

	Page
Introduction and scope	2
Objectives	2
Policy	2
Procedures	3
Annexures	

## **1. Introduction and scope**

- 1.1 This document has been compiled for the use of officials employed in the Office of the Premier, Northern Cape Provincial Administration and provides the policies and procedures related to cellular telephones and 3G cards. Deviations from these procedures need to be approved by the Director General of the Province.

The purpose of the document is:

- To set a standardized cellular telephone policy for the department;
- To standardize the use of cellular telephones and 3G cards throughout the department.

## **1.2 Legislative Framework**

- Public Finance Management Act, Act no. 1 of 1999 (as amended by Act No. 29 of 1999) – Sections 38(1)(b), (d) (l) and 38(2)
- Treasury Regulations (March 2005) – Chapters 10.1.1 and 10.1.2

## **2. Objectives**

To formalize the procedures relating to cellular telephone and 3G card allocation and use in terms of the following:

- The validity of the allocation process;
- The accuracy and completeness of the process of managing claims from officials during employment;
- The validity of cellular costs relating to official use;

## **3. Policy**

- 3.1 Acquisition of the cell phone and 3G card is the sole responsibility of the official. It will be his/her prerogative to decide on which package will be the most suitable and which service provider he/she prefers. The cell phone and 3G card remains to be the property of the official. In highly exceptional cases the Accounting Officer may approve the acquisition of a cell phone and/or 3G card contract by the department upon submission of a strong motivation.
- 3.2 The official will be responsible for all costs incurred in the acquisition of the cell phone and 3G card.
- 3.3 The department will subsidise the official up to a maximum amount per month as referred to in Annexure A. This amount will include contract costs and claims for official usage.
- 3.4 The official will be entitled and responsible to claim the above amount each month provided his/her claim is accompanied with the necessary invoice from the service provider.
- 3.5 Should the monthly subscription amount be less than the limited amount as per Annexure A, the official can claim for additional airtime purchased up to

an amount not exceeding the limited amount. Claims for additional airtime purchased must be submitted with the monthly claim.

#### **4. Procedures**

	<b>Description</b>	<b>Procedure</b>
4.1	Qualifying criteria	From DD level upwards. For lower levels/exceptional cases, strong motivation by HOU to be submitted to Accounting Officer
4.2	Application: Forms to be completed	Annexure B
4.3	Acquisition and issue	The employee enters into an agreement with a service provider
4.4	Ownership and possession	The handset remains the property of the employee
4.5	Limits	Annexure A
4.6	Management of claims	Employee responsible for submitting claim to the Finance Unit

#### **5. Policy effective date**

This policy becomes effective on date of approval.

Endorsed by SMT

## Annexure A

Northern Cape Provincial Government

Office of the Premier



Monthly limits for cellular telephone usage and 3G cards:

The monthly limits are inclusive of all costs:

<b>Rank</b>	<b>Limit – Cell phone</b>	<b>Limit – 3G cards</b>
Head of Department	Unlimited	Unlimited
Deputy Director General	R1500	R700
Chief Director and Director	R1200	R700
Deputy Director	R750	R700
Assistant Director and lower	R500	R700

**Annexure B**

Northern Cape Provincial Government

Office of the Premier



**Application and Authorisation for issuing of cellular phones**

**A. Instructions**

This application must be completed by the applicant, recommended by the responsible Unit Head and approved by the Accounting Officer of the department.

**B. Application details:**

**1. Details of applicant**

Name and Surname.....  
Rank.....Persal No .....  
Unit.....

**2. Motivation for use of cellular phone and 3G**

.....  
.....  
.....  
.....  
.....

**Declaration**

I, the undersigned undertake to comply at full to the official departmental policy regarding cellular phones as outlined in the departmental cellular phone policy.

I agree that all expenses above the identified maximum limit will be for my own account. The amount claimable will not exceed the limits as set out in Annexure A of the policy.

I further agree that the approval of the cell phone authorization can immediately be withdrawn if it is found that this agreement is misused. In this case all contractual obligations of the cell phone will be my sole responsibility.

This agreement will be valid for a maximum period of two years in accordance with the cell phone contract period. The instrument remains my property at the end of the contract period.

---

**Signature**

---

**Date**

---

**Rank**

---

**Recommended/Not recommended**

---

**Signature**

---

**Date**

---

**Rank**

---

**Unit**

---

**Approved/Not approved**

---

**Signature**  
**Head of department**

---

**Date**