

Northern Cape Provincial Government

Office of the Premier



Landline Telephone Policy

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1. Introduction and scope

This policy and procedure document has been compiled for use by the employees of the Office of the Premier, Northern Cape Provincial Administration and relates to the use and control of landline telephones in support of carrying out their official duties and responsibilities.

This document outlines the procedures to be followed relating to the use of landline telephones. Deviations from these procedures need to be approved by the Accounting Officer of the department or his/her delegated official.

2. Purpose

- To formalize procedures relating to the use of landlines;
- To provide guidelines to Heads of Unit; and
- To minimize the misuse of landlines.

3. Objective

To ensure the following:

- Proper and efficient landline telephone usage in order to contain telephone costs and prevent misuse of telephones;
- That private calls are accounted and paid for subject to the set limits; and
- To control the duration of calls.

4. Policy

Telephones are an effective and efficient means of communication and can be used as a tool to enable officials to perform their duties effectively from the office.

5. Procedures

5.1 Call limits

- 5.1.1 An identified maximum monthly limit is granted to employees for official calls (Annexure A). Telephone lines will be barred once the limit per landline as per Annexure A is reached.

- 5.1.2 In the case of an official requesting for the barred line to be opened, such request must be sent to the Office of the CFO, attaching a telephone record printout of the relevant extension number.

5.2 Administering of telephone bill

- 5.2.1 On a monthly basis, a telephone record printout for each extension must be distributed to each official and they must mark their private calls.
- 5.2.2 The monthly recovery of monies relating to private calls must be paid at the Finance Unit.

5.3 Control

- 5.3.1 Unit Heads must scrutinize the accounts to identify time spent on the telephone.
- 5.3.2 Telephone record printouts must be distributed to officials on a monthly basis who must sign for receipt and return of their printouts.
- 5.3.3 After verifying the printouts, Unit Heads must ensure that all private calls in respect of each extension under their control are paid for within thirty (30) days of receipt of account.

6. Implementation

This policy is effective from date of approval.

Endorsed by SMT

Annexure A

Staff levels	Monthly Limit
Levels 3 – 6	R200
Levels 7 – 8	R400
Levels 9 – 12	R600
SMS	R700
PA's	R600
Director General	Unlimited
Premier	Unlimited
Admin Secretary to the Premier	Unlimited
Private Secretary to the Premier	Unlimited
PA to the Director General	Unlimited