



LIMPOPO

PROVINCIAL GOVERNMENT

REPUBLIC OF SOUTH AFRICA

**POLICY ON CELLULAR PHONE
DEPARTMENT OF SPORT, ARTS & CULTURE**

**DEPARTMENT OF SPORT, ARTS AND CULTURE
LIMPOPO PROVINCIAL GOVERNMENT
POLICY ON CELLULAR PHONES**

1. PREAMBLE

The Department of Sport, Arts and Culture has deemed it necessary to have a policy on cellular phones, to provide guidelines for the acquisition and usage of cellular phones to be used for official purposes in order to enhance communication and service delivery.

2. PURPOSE

To outline procedures to be adhered to in the utilization of cellular phones for official purposes. It will also provide regulatory framework to ensure the cost effective usage of the facility in line with the Treasury Regulations.

3. AUTHORISATION

The policy is authorized in terms of the Public Finance Management Act, (Act No. 1 of 1999) as well as Treasury Regulations. In terms of section 38(1) (b) of the Public Finance Management Act, the accounting officer of a department is responsible for the effective, efficient, economic and transparent use of the resources of the department.

4. REGULATORY FRAMEWORKS

- 4.1. Public Finance Management Act, No 1 of 1999
- 4.2. Treasury Regulations
- 4.3. DPSA Guidelines for adoption of policies on the official utilization of cell Phones in the Public Service (28 June 2002)

5. BACKGROUND

- 5.1 The successful application of this policy is dependent upon each officer's integrity to use the cell phone in the best interest of the state.
- 5.2 The policy endeavors to place ownership of the instrument and settlement of the bill to the user.

6. APPLICATION FOR CELLULAR PHONE

- 6.1 An official whose nature of work necessitate the use of cell phone will make an application to the accounting officer through the line function Manager (Senior Manager) using the attached application form.

- 6.1.1. Top Management, i.e. from Senior Management upwards and the MEC automatically qualifies for a cell phone.
- 6.1.2. An official will purchase his/her own cell phone and enter into an agreement with a licensed service provider upon receipt of a written approval from the Accounting Officer.
- 6.1.3. All other costs related to acquisition of cell phones shall be borne by the official concerned (i.e. Motor Vehicle hands free kits and other accessories.)
- 6.1.4. A cell-phone is regarded as a work facility and is made available to the user primarily for official business calls. All private calls shall be paid for by the user.
- 6.1.5. The official must personally insure the cell phone or run the risk of replacing such phone at his or her expense.
- 6.1.6. The official will submit the approved application form to Manager Expenditure, Salaries and Accounts for filing and a copy of the approved application must be attached to each claim for payment
- 6.1.7. In the case where the Department purchased the cell phone for the official, the Department will be responsible for the insurance and maintenance of the cell phone. Any damage due to the negligence of the official will be for the account of the official.
- 6.7.1.1 Any excess above the approved limit on the Department contract account will be deducted in full from the salary of the official concerned.
- 6.7.1.2 The official will hand over the old gadget asset management when the cell phone is upgraded or when leaving the department and such gadget will be sold by the department.

7. USER'S RESPONSIBILITY

- 7.1 The user should limit the use of cell-phone to official calls, within the limit set by the Accounting Officer.
- 7.2 The official will be responsible for settlement of the account with the service provider at the end of each month.

8. DEPARTMENT OF SPORT, ARTS AND CULTURE RESPONSIBILITY

- 8.1 To reimburse the official all official calls made to a maximum of the monthly limit set by the Accounting Officer. The monthly limit will include subscription, itemized billing, call charges and VAT.

8.2 The reimbursement will be done upon receipt of an original monthly invoice, a certified copy thereof or proof of payment per debit facility and copy of an approved claim form by the Accounting Officer or delegate. These documents must be submitted within 10 working days of the end of the month and non-submission within that period must be explained in writing.

8.3 The current S&T claim form should be used for this purpose.

9. APPLICABLE LIMITS

The following cellular phone limits per month shall apply:

MEC	No limit
Head of Department	R2000.00
Senior Manager MEC's office	R1500.00
General Managers	R1500.00
Senior Manager	R1000.00
Parliamentary Officer MEC's office	R800.00
Public Relations Officer (PRO)	R800.00
MEC appointment secretary	R800.00
Manager in HOD's office	R800.00
MEC's driver/bodyguard	R500.00
Other officials	R500.00

9.1 Kindly note that all limits previously set out in line with this policy are no longer applicable. Also note that the limits set above are reasonable as far as the use of a cell phone as a work facility and for official work purpose is concerned.

9.2 Additional limits that may be required due to additional work. In this case the approval of the Accounting Officer is required.

9.3 **NOTE:** All previous approvals of the use of cell phones for the category not mentioned above have been cancelled as from the date of this new policy. Officials who require the use of cell phones for official purposes should submit motivation on the attached application.

10. SCOPE OF APPLICATION

The policy shall be applicable to all cell phone users in the Department of Sport, Arts and Culture and will come into effect upon approval.

11. MONITORING

It is the responsibility of the each Senior Manager or delegate to ensure compliance with the provisions of this policy and of Budget, Salaries and Expenditure sub-branch to monitor compliance thereof.

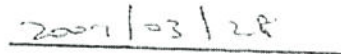
12. AMENDMENT OF POLICY

This policy shall be reviewed annually and amended as and when necessary and it shall follow the initial process of policy development.

Recommended/~~Not Recommended~~



HEAD OF DEPARTMENT

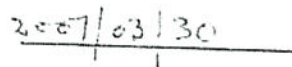


DATE

Approved /~~Not Approved~~:



MEMBER OF EXECUTIVE COUNCIL



DATE



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF SPORT, ARTS AND CULTURE

APPLICATION FOR AUTHORISATION TO HAVE AN OFFICIAL CELLULAR PHONE

1. I hereby apply for authority to utilise a cellular phone for official purposes. The application is made subject to the policies of the Department of Sport, Arts and Culture.

Name:	_____
Rank:	_____
Personal No:	Directorate:
Division:	_____

Motivation:

Cellular Number:	_____
Service Provider:	_____
Account Number:	_____

2. I undertake to abide by the standards set on the use of cell phones and to ensure that my claim at the end of every month comprises only those calls that have been made for official purposes.

Signature **Date**

Certified Correct	Approved/Not Approved
Supervisor Date	Head of Department Date