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MINISTRY OF FINANCE AND THE PUBLIC SERVICE
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Classification 'O'
Division: Public Expenditure Policy Coordination

Accounting Officers
Principal Receivers of Revenues
Chief Executive Officer
Heads of Department
Chairmen of Board of Directors

The Use of Government Mobile Telephone and Closed User Group Systems

The attention of Accounting Officers, Principal Receivers of Revenues, Chief Executive Officers, Chairmen of Board of Directors and Heads of Departments is invited to the following guidelines relating to the use of Government mobile telephones and Closed User Group (CUG) systems:-

1 Assignment of Mobile Telephones

- (1.1) Accounting Officers, Principal Receivers of Revenues, Chief Executive Officers, Chairmen, Board of Directors or Heads of Departments may assign mobile telephone to public officials where the nature of their duties require them to be accessible at all times and the use of the mobile telephone is critical for the effective performance of their official duties.
- (1.2) The assignment of mobile telephones shall be subject to the availability of funds.
- (1.3) Based on (1.1) above, **Appendix 1** provides a list of public officials that maybe assigned Government mobile telephone and the category of telephones that maybe assigned.
- (1.4) Unless special approval is given by the Financial Secretary or Board of Directors of public bodies, a public official shall be assigned only one mobile telephone at a given time and shall **not** be assigned any other mobile communication device, for example radio and pager.

- (1.5) Consultants and advisors maybe assigned a mobile telephone depending on the nature of their duties and provided that their contract is for a period of not less than 1 year.
- (1.6) Assigned mobile telephones are the property of Government and maybe taken from the assignee at anytime for any reason based on the directive of the Accounting Officer, Principal Receiver of Revenues, Chief Executive Officer, Chairman of Board of Directors and Head of Department

2 Procurement

- (2.1) The procurement of mobile telephones and CUG services must be done on a competitive basis (i.e. a comparison of the plans from various mobile providers). All rules of the procurement guidelines must be strictly adhered to.
- (2.2) The procurement of pre-paid mobile telephones and pre-paid CUG services are not permissible.
- (2.3) Ministries, departments, agencies, municipalities and public bodies supported by the budget must obtain the prior and written approval of the Ministry of Finance and the Public Service for the contracting of any mobile telephone service provider for the delivery of a (CUG) service or any other service that is estimated to cost in excess of \$250,000 per contract per annum. The submission should indicate the following:-
 - (a) The nature of the service
 - (b) The names and grade of the persons to whom the service will be provided
 - (c) A cost benefit analysis of the proposed service, showing available options and their estimated cost.
 - (d) The contractual period of the service and the escalation cost clause in the proposal, if any
 - (e) The financing plan for the service.
- (2.4) All approved contracts for CUGs and other mobile telephone services must be signed by Accounting Officers, Principal Receivers of Revenue, Chief Executive Officers, Board Chairmen or Heads of Departments as the case maybe and shall be dealt with and reported on in a similar manner to other contracts for service.
- (2.5) Where the contract for any service with a mobile telephone provider is terminated, except in the case of public bodies, the Ministry of Finance and Public Service must immediately be advised of the following:-
 - (a) The effective date of termination
 - (b) The reason for termination
 - (c) The financial implication of the termination
 - (d) The plan for replacement of the service, if any.

3 Control of Mobile Telephones

- (3.1) Government mobile telephones assigned to officials in categories B and C in **Appendix 1** must have pre-set monthly limits based on the following:-
 - (a) An assessment of the average telephone usage of the assignee; and
 - (b) The total funds allocated for telephone charges for the month.
- (3.2) The pre-set telephone limits must be approved by the Accounting Officer, Principal Receiver of Revenue, Chief Executive Officer, Board Chairman or Head of Department, but not exceed the maximum stipulated in **Appendix 1**.
- (3.3) Accounting Officers, Principal Receivers of Revenues, Chief Executive Officers, Board Chairman or Heads of Departments must ensure that a register is maintained of all mobile telephones owned or under the control of their ministry, agency or public body.
- (3.4) The Mobile Telephone Register must have at minimum the information shown at **Appendix 2** and must be maintained in addition to the existing Telephone Payment Register shown at **Appendix 3**.
- (3.5) The 'Remarks' column of the Register must be used for making notation in respect of:
 - (a) Damage to Mobile Telephone
 - (b) Loss of Mobile Telephone
 - (c) Service and repairs to Mobile Telephone
 - (d) Return and transfer of Mobile Telephone
 - (e) Etc,
- (3.6) Mobile Telephone Assignee should use the telephone to make official calls only. Private calls should be made from the officer's personal phone.
- (3.7) Where private calls are made from an assigned telephone, the assignee must indicate such calls and promptly pay the amount charged including the requisite General Consumption Tax to the ministry, department, agency or public body.
- (3.8) Where a Government owned mobile telephone is lost, stolen or damaged this must be promptly reported to the Auditor General and the Ministry of Finance and the Public Service in accordance with this Ministry's Circular # 9 Reference 107/022 dated May 21, 2007. In the case of public bodies the report must be made to the Board of Directors.
- (3.9) Where Government owned mobile telephone is lost or damaged due to the negligence of the assignee, the full amount of the cost of the telephone or the repair cost must be recovered from the assignee.
- (3.10) Assigned mobile telephones must be returned by officers to the ministry, department, agency or public body upon :-
 - (a) resignation
 - (b) dismissal

- (c) interdiction or suspension for a period exceeding 60 calendar days
- (d) retirement
- (e) embarking on study leave, vacation leave, and any other leave exceeding a period of 90 calendar days
- (f) secondment or transfer to another public sector entity

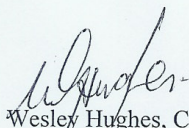
(3.11) Assigned mobile telephones should not be replaced within a period of less than two years unless the telephone has become defective or the officer has been elevated to a position that requires a higher category telephone.

4 Board of Survey

(4.1) Mobile telephones that are unserviceable must be reported to the Assets Management Unit of the Ministry of Finance & the Public Service for approval to be board of surveyed and disposed of. In respect of public bodies this must be done by their local Board of Survey unless one has not been established in which case the matter must be referred to the Assets Management Unit of the Ministry of Finance & the Public Service.

Conclusion

Permanent Secretaries, Chief Executive Officers, Chairmen of Board of Directors and Heads of Departments must ensure that this circular is brought to the attention of all relevant public officers in their ministry, department or agency.


Wesley Hughes, C.D.
Financial Secretary

ASSIGNMENT OF GOVERNMENT MOBILE TELEPHONE

GOVERNMENT OFFICIAL	CATEGORY MOBILE TELEPHONE
CATEGORY A	
<ul style="list-style-type: none"> • Governor General • Prime Minister & Cabinet Ministers • Parliamentary Secretaries, • Board Chairmen & Mayors • Permanent Secretaries, • Chief Executive Offices • Chief Technical Directors, • Heads of Department, • Public Officials paid at the level of SEG 5 or equivalent or above 	<p>High end mobile telephone not exceeding Ja\$50,000</p> <p>No preset limit on calls</p>
CATEGORY B	
<ul style="list-style-type: none"> • Divisional Heads • Senior Managers • Program Managers • Public Relation Officers • Project Officers • Public Officials paid at the level of between SEG 3 and 4 or equivalent 	<p>Medium range telephone not exceeding Ja\$20,000</p> <p>Maximum Pre-set limit on calls - \$2,500 per month</p>
CATEGORY C	
<ul style="list-style-type: none"> • Technical Officers • Field Officers • Managers • Public Officials paid at the level of SEG 2 or equivalent or below 	<p>Low end telephone not exceeding Ja\$10,000</p> <p>Maximum Pre-set limit on calls – \$2,000 per month</p>

MOBILE TELEPHONE REGISTER

MINISTRY/DEPARTMENT/AGENCY/ PUBLIC BODY _____

CUG – Closed User Group. TSP – Telephone Service Provider

[illegible]

Appendix 3

Telephone No. _____ Assignee _____ Date Assigned _____

Billing Cycle _____

Call Credit Limit Per Month \$ _____

Budget for Year \$ _____

[illegible]