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Circular No. 35  
File No. 451/016  
Division: Public Expenditure Policy Coordination

Accounting Officers  
Chief Executive Officer  
Heads of Department  
Chairmen of Board of Directors

**The Use of Government Mobile Telephone and Closed User Group Plan**

The attention of Accounting Officers, Chief Executive Officers, Chairmen of Board of Directors and Heads of Departments is invited to the following revised guidelines relating to the use of Government mobile telephones:-

**1 Assignment of Mobile Telephones**

- (1.1) Accounting Officers, Chief Executive Officers, Chairmen of Board of Directors or Heads of Departments may assign mobile telephones 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) All assigned mobile phones to public officers must be part of a Closed User Group (CUG) plan where such a plan is feasible.
- (1.3) The Permanent Secretaries, Heads of Departments, Chief Executive Officers or Chairmen of Board of Directors may determine the type of mobile devices and services to be assigned to public officers.
- (1.4) The assignment of mobile phones and services at (1.3) above, must be determined based on the following:
  - a) It is absolutely necessary for the effective execution of his/her duties.
  - b) The service is cost effective and funds are available for its use.

- (1.5) The Accounting Officer, Chief Executive Officer or Chairman of Board of Directors will determine which public officer(s) should be assigned pre-paid or post-paid mobile phones within the CUG Plan. The assignment of phones shall be determined solely on the basis of the nature of the service required and job functions.
- (1.6) The number of phones, types of phones and services required under the CUG plan must be within the limit of the approved budgetary allocation for the service.
- (1.7) A public official shall be assigned only one mobile telephone at any given time and shall **not** be assigned any other mobile communication device, for example radio and pager, unless special approval is given by the Financial Secretary or by the Board in the case of a public body.
- (1.8) 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 one (1) year.
- (1.9) Assigned mobile telephones are the property of the Government of Jamaica and maybe retrieved from the assignee at anytime based on the directive of the Accounting Officer, Chief Executive Officer, Head of Department and Board Chairman in the case of a Public Body.

## **2 Procurement**

- (2.1) The procurement of CUG mobile telephone service must be done on a competitive basis (i.e. a comparison of plans from various mobile providers). All rules of the procurement guidelines must be strictly adhered to.
- (2.2) All contracts for CUGs and other mobile telephone services must be approved by Accounting Officers, 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.

## **3 Control of Mobile Telephones**

- (3.1) Pre-set monthly limits for calls outside of the CUG Plan must be established for all Government mobile telephones for both official calls and data services. The pre-set limit must be determined based on an estimate of the average telephone usage of the assignee and based on the approved budgetary control limit for overall telephone services.
- (3.2) The pre-set telephone limits must be approved by the Accounting Officer, Chief Executive Officer, Board Chairman or Head of Department and, must not exceed the maximum stipulated in **Appendix 1**.
- (3.3) Where there are justifiable reasons for officers to be allocated pre-set telephone limits over the maximum stipulated amount, the prior approval of the Financial Secretary must be obtained.

- (3.4) Accounting Officers, Chief Executive Officers, Board Chairmen 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.
- (3.5) 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**.
- (3.6) 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
- (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 CUG mobile telephone not owned by Government is lost, stolen or damaged this must be promptly reported to the assigned officer responsible for CUG phones in the ministries, departments or agencies who must formally report this matter promptly to the service provider.
- (3.9) Where a Government owned mobile phone is lost, stolen or damaged this must be promptly reported to the Auditor General and the Ministry of Finance and Planning 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.
- (3.10) Where a CUG mobile telephone or any other mobile phone is lost or damaged due to the negligence of the assignee, the value of the mobile telephone at the time of the loss or the repair cost must be recovered from the assignee.
- (3.11) Assigned mobile telephones must be returned by officers to the respective 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 ninety (90) calendar days
  - (f) secondment or transfer to another public sector entity
- (3.12) Assigned mobile telephones should not be replaced before the end of the contract period unless the instrument becomes defective or the officer has been re-assigned to a position that necessitates the use of a more advanced instrument.

#### **4 Disposal**

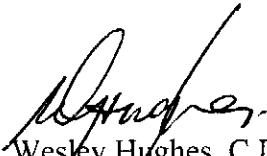
- (4.1) Permanent Secretaries, Chief Executive Officers, Chairmen of Board of Directors and Heads of Departments must establish a committee for the proper management of the disposal of the mobile phones and SIM cards. Disposal of mobile phones and SIM cards must be done in a transparent and equitable manner.
- (4.2) At the end of the CUG contractual period or the termination of the contract, the CUG hand set devices maybe sold to officers to whom such devices were assigned at scrap value as determine by the Committee.
- (4.3) Ministries, Departments or Agencies must lodge all funds received from the disposal of mobile phones to the Accountant General for Miscellaneous Revenue. Public Bodies may determine the appropriate use of the funds received from disposal of the phones.

#### **Conclusion**

The implementation of a CUG solution should also serve the purpose of minimising the cost of telephone services. Where feasible, land lines and CUG lines should be integrated with a view to reduce the cost of telephone services.

This Circular supersedes Circular # 8 dated September 28, 2009.

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

**PRESET LIMITS ON CALL FOR GOVERNMENT MOBILE TELEPHONE**

<b>GOVERNMENT OFFICIAL</b>	<b>CATEGORY MOBILE TELEPHONE</b>
<b>CATEGORY A</b>	No preset limit on calls
<ul style="list-style-type: none"> <li>• Governor General</li> <li>• Prime Minister &amp; Cabinet Ministers</li> <li>• Ministers of State</li> <li>• Parliamentary Secretaries,</li> <li>• Board Chairmen &amp; Mayors</li> <li>• Permanent Secretaries,</li> <li>• Commissioners</li> <li>• Chief Executive Offices</li> <li>• Chief Technical Directors,</li> <li>• Heads of Department,</li> <li>• Public Officials paid at the level of SEG 5 or equivalent or above</li> </ul>	
<b>CATEGORY B</b>	Maximum Pre-set limit on calls and data services - \$2,500 per month
<ul style="list-style-type: none"> <li>• Divisional Heads</li> <li>• Senior Managers</li> <li>• Program Managers</li> <li>• Public Relation Officers</li> <li>• Project Officers</li> <li>• Public Officials paid at the level of between SEG 3 and 4 or equivalent</li> <li>•</li> </ul>	
<b>CATEGORY C</b>	Maximum Pre-set limit on calls and data services – \$2,000 per month
<ul style="list-style-type: none"> <li>• Technical Officers</li> <li>• Field Officers</li> <li>• Managers</li> <li>• Public Officials paid at the level of SEG 2 or equivalent or below</li> </ul>	





