



ANY REPLY OR SUBSEQUENT REFERENCE SHOULD BE ADDRESSED TO
THE **FINANCIAL SECRETARY** AND THE FOLLOWING REFERENCE
NUMBER QUOTED:-

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MINISTRY OF FINANCE AND THE PUBLIC SERVICE
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KINGSTON
JAMAICA

August 17, 2017

Circular No. 8
File No. 107/022
Public Expenditure Policy Coordination Division

Permanent Secretaries
Chief Executive Officer
Heads of Departments
Chairmen of Boards

Re: Pre-Set Limit on Government Mobile Telephone and Closed User Group Plans

The attention of Permanent Secretaries, Chief Executive Officers, Heads of Departments, Chairmen of Board of Directors is invited to the following amendment to the Financial Administration and Audit Act, Financial Instructions 2017:-

New Section

“9.12.5 Pre-Set Limit on Government Mobile Telephone and Closed User Group Plans

- (i) *The monthly charges on Government funded Mobile telephone and Closed User Group plans in respect of individual phones assigned to government officials in category A (see amended Appendix 11) must not exceed the sum of Jamaican Forty Thousand Dollars (J\$40,000.00).*
- (ii) *The cap shall include services relating to internet usage, teleconference expense or packages related to overseas travel.*
- (iii) *Where due to overseas travel or for any other valid reason, a holder of a government funded mobile phone is required to exceed the limit for the purposes of the effective performance of his/her duties, prior approval must be sought and granted by the relevant Accounting Officer or by the relevant Board.*
- (iv) *Where approval is granted, a copy of the letter of approval must be submitted forthwith to the Financial Secretary.*

- (v) *All ministries, departments and agencies must ensure that telephone providers are directed to institute the ceiling on all government funded telephones. Therefore, once the annual ceiling is attained, any additional amount accrued in excess of this amount must be borne by the holder of the mobile telephone.*
- (vi) *The Head of Corporate Services, Administration or General Services shall be directly responsible for monitoring the monthly charges on all mobile phones and CUG plans; and must ensure that all charges over the limit as well as the charges made for private telephone calls are recovered.*
- (vii) *The recovery of the amounts in respect of (v) above must be done either by direct payment to the ministry/department/agency or by salary deduction. ”*

Operational Procedures for Retroactive Period April 2016 – March 2017

- (i) The pre-set limit /cap is annualized at J\$480,000.00 for government officials in category A and is to be retroactive to **April 1, 2016**.
- (ii) Phone charges exceeding the annual prescribed amount must be borne by the government official whether by direct payment to the ministry/department/agency or by salary deduction. The officer responsible for Corporate Services, Administration or General Services must ensure that all amounts in respect of phone charges that exceeded the annual cap of J\$480,000.00 are recovered.
- (iii) The Head of Corporate Services, Administration or General Services must ascertain based on the cap, the amount owed to government by each person in Category A for the period April 1, 2016 to March 31, 2017 and make the necessary arrangement for full recovery.

Permanent Secretaries, Chief Executive Officers, Heads of Departments, and Chairmen of Board of Directors are advised that the above amendment is pending an overall review of the policy on the operation of mobile telephones inclusive of CUG and shall take effect immediately.



Darlene Morrison
Acting Financial Secretary

Appendix 11- Preset Limits on Calls For Government Mobile Telephone

GOVERNMENT OFFICIAL	CATEGORY MOBILE TELEPHONE
CATEGORY A	
<ul style="list-style-type: none"> • Governor General • Prime Minister & Cabinet Ministers • Ministers of State • Parliamentary Secretaries • Board Chairmen & Mayors • Permanent Secretaries • Commissioners • Chief Executive Officers • Chief Technical Directors • Heads of Departments • Public Officials paid at the level of SEG 5 or equivalent or above 	Maximum Pre-set Limit on calls and data services -\$40,000.00 per month
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 SEG 3 and or equivalent • 	Maximum Pre-set Limit on calls and data services - \$3,500 per month
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 	Maximum Pre-set Limit on calls and data services -\$3,000.00 per month