

the dr&pw

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Department:  
Roads and Public Works  
NORTHERN CAPE PROVINCE  
REPUBLIC OF SOUTH AFRICA

## APPLICATION FOR A 3G DATA CARD

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**1. REQUIREMENTS**

This application must be completed by the applicant, recommended by the responsible Programme Manager and with confirmation from the Management Accounting Unit that there is budget available.

The application must comply with the departmental policy on the utilization of 3G Data Cards.

**2. DETAILS OF THE APPLICANT**

<b>Name:</b>	
<b>Surname:</b>	
<b>Rank:</b>	
<b>Post:</b>	
<b>Persal number:</b>	
<b>Programme:</b>	

**3. MOTIVATION AND QUALIFYING CRITERIA**

<b>CRITERIA</b>	<b>MOTIVATION</b>
1. Why is the 3G cards vital and necessary for the officials duties?	

CRITERIA	MOTIVATION
2. What will the financial implications be?	

**4. DECLARATION**

I, the undersigned declare that I have read and undertake to fully comply to the Departmental Policy regarding the utilization of 3G Data Cards.

I agree that the 3G Data Card can be withdrawn immediately if found that the 3G Data Card is not being used according to the policy.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_

**5. APPROVAL AND RECOMMENDATIONS**

**5.1 RECOMMENDED/ NOT RECOMMENDED**

\_\_\_\_\_  
PROGRAMME MANAGER

\_\_\_\_\_  
DATE

**5.2 BUDGET AVAILABLE/NOT AVAILABLE**

\_\_\_\_\_  
DEPUTY DIRECTOR: MANAGEMENT ACCOUNTING

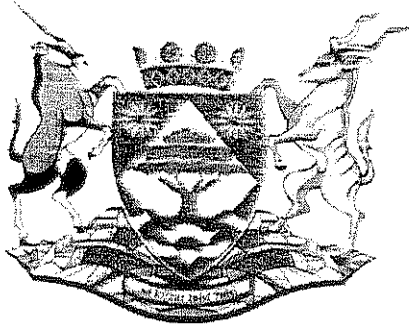
\_\_\_\_\_  
DATE

**5.3 APPROVED/NOT APPROVED**

\_\_\_\_\_  
HEAD OF DEPARTMENT

\_\_\_\_\_  
DATE

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Department:  
Roads and Public Works  
NORTHERN CAPE PROVINCE  
REPUBLIC OF SOUTH AFRICA

## DEPARTMENTAL POLICY ON UTILIZATION OF 3G DATA CARDS

Version 6

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## 1. DEFINITIONS

3G Cards	A cellular 3G Card to be used by a departmental official
Programme Managers	Means Senior Managers appointed by the Accounting Officer to manage a specific programme
Responsibility Manager	Means Managers responsible for a specific unit
Write-offs	Means equipment that are no longer functional.



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## 2. INTRODUCTION

- 2.1. The need for 3G Cards to be available for official use by staff of the Department is increasing. The Department wants to fulfil this need in a responsible manner. The operating cost of 3G Cards are considerably higher than those of normal departmental intranet and this mean that great care should be taken when fulfilling this need.
- 2.2. The Department of Public Service and Administration's guidelines provides that the utilization of 3G Cards for official purposes is regarded as a working tool.

## 3. REGULATORY FRAMEWORK

- 3.1. The Constitution of the Republic of South Africa (Act No. 108 of 1996), section 215 and 217,
- 3.2. In terms of the Public Finance Management Act no.1 of 1999 (as amended by Act no 29 of 1999 the Accounting Officer (AO) is responsible for:
- The effective efficient and transparent use of the resources of the Department (Sections 38(1)(b));
  - The management, including the safeguarding and maintenance of assets of the Department (Section 38 d)(i));
  - May not commit the Department to a liability for which money has not been appropriated.8(2).
- 3.3. Treasury Regulations March 2005 Chapter 10.1.1 and 10.1.2 (Asset Management)
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#### 4. OBJECTIVE AND SCOPE

- 4.1. This policy is to provide support services and management of the department through managerial and administrative guidance
- 4.2. This policy has been introduced to clearly define :
- Who is entitled to a Departmental *3G Card* and how the costs of purchasing the asset plus ancillary equipment, and the rental and data costs will be met;
  - Who is entitled to a *3G card*;;
  - What procedures to be followed when the 3G card contract with the service provider expires;.

#### 5. PRINCIPLES, VALUES AND PHILOSOPHY

This policy is intended to reflect the department's commitment to the principles, goals and ideals described in the department vision and core values.

#### 6. SCOPE AND APPLICABILITY

- 6.1. This policy covers the usage of a 3G card by permanent Departmental staff where the regular use of a 3G card is necessary or useful to meet the requirements of the job. This includes all new 3G card contracts and renewals of existing 3G Card contracts entered into by the Department.
- 6.2. The Departmental officials who qualify for the usage of official 3G Card as provided for in this policy are the following:
- MEC;
  - Head of Department;
  - Senior Management Services Members;
  - Personal Assistant of the Head of Department (HOD).
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- Any other official recommended by the relevant Programme Manager and approved by the Head of Department.

## 7. PROCEDURES

### 7.1. New 3G Card contract 3G Card

If the official does not qualify in line with provision 6 for a departmental 3G Card contract the relevant Programme Managers shall submit a request to the AO for a 3G Card contract. The AO will consider all requests for allocations on the basis of motivation, which shall be in accordance with the conditions as specified in below.

Qualifying criteria and information necessary to consider new applications for departmental cellular contract 3G Card:

- a 3G Card must be vital and necessary for the execution of official duties;
- the detailed reasons and motivation for the request must be furnished;
- details of other means of communication shall be considered;
- the comparative costs of other means of communication;
- a motivation of the reasons why the 3G Card will be more economical than other means of communication;
- financial implications, including quotations from three service providers, total cost over period of contract and availability of funds in the directorate's budget; and;

If the request is approved by the AO the acquisition of the 3G Card must be done via the normal Supply Chain Management processes. The monetary limit for financial delegations will be total commitment in terms of the contract and not the monthly instalment.

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**7.2. Renewal or cancelation of current contracts**

The Department shall have the option of renewal or cancellation of the contract when the contract expires.

The renewal of the 3G Card contract must be done via the normal Supply Chain Management processes. The monetary limit for financial delegations will be the total commitment in terms of the contract and not the monthly installment.

The user will receive a new 3G Card in terms of the renewal (upgrading) contract. The existing instrument shall be returned to the Asset Management Unit in the Department for utilization as a pool 3G Card.

**7.3. Government option with soft lock**

The government enters into a contract with the supplier, whereby all users of 3G Cards will be linked to a soft lock system as soon as the prescribed account limit is reached, which shall include fixed costs and VAT.

**7.4. Official resigning or termination of service**

When an official resigns or services are terminate for whatever reason the 3G Card and sim card must be returned to the Asset Management Unit on the last day of service. If not any costs incurred on the 3G Card after the last day of service will be recouped from the official. The official will also be held responsible for the replacement of the 3G Card not returned

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7.5. Monthly limits and budget implications

The monthly limits which are inclusive of all costs for departmental contract 3G Cards are as follows:

LEVEL	MONTHLY LIMIT
MEC and HEAD OF DEPARTMENT	Unlimited
CHIEF DIRECTOR	3 Gigabyte
DIRECTOR	3 Gigabyte
OTHER OFFICIALS APPROVED FOR 3G CARD CONTRACTS	Maximum 1 Gigabyte

7.6. Use, safeguarding and safekeeping of 3G Cards and sim card

- All the 3G Cards (modems and SIM (Subscriber Identity Module) cards) should be recorded prior to issue on an acknowledgement of a receipt form. The IMEI (International Mobile Equipment Identity) number and contract number. This will ensure record keeping. The PIN (Personal Identification Number) and PUK (Personal Unlock Key) codes can, when needed, be obtained from the supplier when necessary.
- The 3G Card must be recorded on the official's inventory list that includes the laptop/ computer equipment.
- The inventory register as well as the acknowledgment of receipt form at SCM Asset Management, must be completed and signed by the official undertaking responsibility for the use of the 3G Card.
- If the 3G Card is stolen or lost this should be reported to the South African Police within 48 hours and the SCM unit, Asset Management, of the Department immediately in writing. It is then the responsibility of the SCM unit, Asset Management, to report this in writing, to the Service Provider to enable them to

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soft lock the sim card and black list the 3G Card to prevent it from being used by an unauthorised person.

- There must be supporting documentation to the above. Thus the official must request in writing that SCM, Asset Management, will obtain the replacement 3G Card and do the SIM swap for the account of the Department.
- Once the 3G Card is lost/damage or stolen, the department will replace the 3G Card as soon as possible while the investigation is being undertaken.
- In cases where 3G Card are lost through the negligence of the official, the cost of replacement will be recovered from the official.

#### 7.7. Disposal of 3G Cards

- The disposal of 3G Card equipment must be by recommendation of the Departmental Disposal Committee. 3G Card equipment should be disposed of according to asset disposal policy.
- The final authorization for the disposal of the 3G Card equipment is the responsibility of the Accounting Officer or a duly delegated official.

### 8. ROLES AND RESPONSIBILITIES

- 8.1. Programme managers are responsible for the implementation of the policy.
- 8.2. Supply Chain Management is responsible for the commitment and renewal of all cellular contracts with service providers.
- 8.3. Management Accounting - Division Budget and Expenditure Control is responsible for the monitoring of the expenditure and budget.
- 8.4. Financial Accounting: Division - Theft and Losses are responsible for the safeguarding and maintenance of the assets.

### 9. FINANCIAL IMPLICATION

The total projected commitment in terms of this policy is 350,000 per year.

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## 10. MONITORING AND EVALUATION

- 10.1. Programme managers are responsible for the implementation of the policy
- 10.2. The Directorate Policy and Planning will monitor and evaluate compliance and impact of these guidelines by all programs and sub-programs in the Department.
- 10.3. Supply Chain Management is responsible for the commitment of the expenditure.
- 10.4. Management Accounting - Division Budget and Expenditure Control is responsible for the monitoring of the expenditure and budget.
- 10.5. The Financial Inspectorate will perform investigations with regard to compliance, regulations, policies and procedures.

## 11. POLICY ADOPTION AND REVIEW

- 11.1. This policy will be effective as from 1 February 2011.
- 11.2. This policy shall be assessed in one year from its effective date to determine its effectiveness and appropriateness. This policy may be assessed before that time as necessary to reflect substantial organisational etc. changes at the Department or any change required by law.
- 11.3. Deviations from this policy must be approved by the Accounting Officer.

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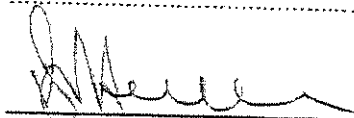
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12. APPROVAL

~~Approved/ Not Approved~~  
Comments:

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ACCOUNTING OFFICER

20110131

DATE

