



OFFICE OF THE DIRECTOR: FACILITIES, SECURITY & KNOWLEDGE MANAGEMENT

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bisho, 5605 REPUBLIC OF SOUTH AFRICA:

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INTERNAL MEMORANDUM

**TO : ALL PROGRAMME MANAGERS
ALL DISTRICT DIRECTORS
ALL DISTRICT SCM DEPUTY DIRECTORS
ALL DEPARTMENTAL CELLPHONE USERS**

**FROM : ACTING DIRECTOR: FACILITIES, SECURITY AND KNOWLEDGE
MANAGEMENT**

DATE : 20 FEBRUARY 2025

**SUBJECT : DIRECTIVE FOR THE RETURN OF THE CELLPHONE WHEN EXITING
THE DEPARTMENT**

1. The above matter has reference
2. It has been noted that officials do not return their cell phones when exiting the department.
3. Officials who are exiting the Department are required to report to the Deputy Director of Supply Chain Management/Facilities Management (Auxiliary) **a month** before exiting the department.
4. Three options are available if the official wishes to retain the cell phone number.
 - a. Option 1: The phone is returned in a box with the sim card and charger.
 - b. Option 2: The office requests an early termination fee from the service provider, which will be taken from his/her gratuity amount.
 - c. Option 3: The official applies to continue with the contract that will now be between him/herself and the service provider, depending on the affordability of the official.
5. All Officials issued with departmental cell phones within Head Office & Districts must on exiting the Department, return the issued departmental cell phone and sim card to Facilities Management at Head Office and Supply Chain Management in Districts, **five (5) days before exit.**
6. The cost incurred after the date of exit will be deducted from the official concerned.

7. In an event where the phone got lost or stolen, the official will have to replace the phone with the same model phone that was issued to him/her or pay for an early termination fee as explained in 4 (b) above.
8. For further information, don't hesitate to contact Mrs N.B Matlakala nosimo.matlakala@ecdoe.gov.za or Mrs P. Ndamase Pozisa.ndamase@ecdoe.gov.za on 0820442235/ 0786509046 respectively.
9. Your co – operation will be highly appreciated.



MS. S. NIEUWENHUYS

ACT DIRECTOR: FACILITIES, SECURITY & KNOWLEDGE MANAGEMENT

20 February 2025

DATE