

home affairs

Department:
Home Affairs
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF HOME AFFAIRS:

- Head Office
- Provincial Office
- Foreign Office
- Immigration Advisory Board
- Standing Committee for Refugee
- Film and Publication Board
- Refugee Appeals Board
- Trade Union Representatives
- All Staff Members

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EMPLOYEE ENGAGEMENT CIRCULAR MINUTE NO 24 OF 2012

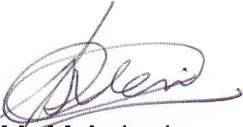
RESTRICTION ON THE POSSESSION AND USE OF CELLULAR PHONES

As part of a collective drive to build an effective government that is responsive to the Constitutional Mandates and the needs of all Citizens, including visitors to South Africa, the Department of Home Affairs seeks to uphold high standards of professional ethics; to promote effective and efficient client services; to care for people's essential documentary needs; and to sustain accountability as critical component of public administration.

Accordingly, the Department has, amongst others, resolved to restrict and regularise the use and possession of cellular phones as follows:

1. All **Front Desk Officers** are not allowed to possess and use cellular phones whilst on duty and on their work stations.
2. All **Adjudicators employed in Permit Adjudication Sub-directorate** are also not allowed to possess and use cellular phones whilst on duty and on their work stations.
3. The use of cellular phones is also not allowed when serving clients, except by Managers/Officers in possession of an official Departmental cellular phone and such use is for the purposes of servicing a client in question only.
4. Departmental Circular No. 11 of 2003 remains in force for Officers at Ports of Entry.
5. The use of cellular phones in contravention of the provisions of paragraphs 1, 2 and 3 above is deemed a serious offence and officers who make themselves guilty of the above will be charged with misconduct.
6. This Circular **MUST** be displayed in **ALL** Offices of the Department of Home Affairs.

7. All Managers are empowered to enforce the contents of this Circular, and to bring it to the attention of all employees and the Clients of the Department.
8. The new rule will be implemented immediately.



Mr M Apleni
Director-General