



**national treasury**

Department:  
National Treasury  
REPUBLIC OF SOUTH AFRICA

- TO ALL: ACCOUNTING OFFICERS OF DEPARTMENTS**
- : ACCOUNTING OFFICERS OF CONSTITUTIONAL INSTITUTIONS**
  - : ACCOUNTING AUTHORITIES OF PUBLIC ENTITIES LISTED IN SCHEDULES 2 AND 3 TO THE PFMA**
  - : HEAD OFFICIALS OF PROVINCIAL TREASURIES**

### **ERRATA TO NATIONAL TREASURY INSTRUCTION NO. 3 OF 2017/2018**

#### **COST CONTAINMENT MEASURES BY DEPARTMENTS, CONSTITUTIONAL INSTITUTIONS AND PUBLIC ENTITIES LISTED IN SCHEDULE 2 AND 3 TO THE PUBLIC FINANCE MANAGEMENT ACT (PFMA), 1999 (ACT NO. 1 OF 1999)**

Paragraph 4 of National Treasury Instruction Note No.3 of 2017/2018 is hereby amended by the substitution of subparagraph 4.21 to 4.24 as per the below:

#### **Expenses related to cellular phone services (device, voice minutes, data and short message service (SMS)) effective 1 April 2020**

- 4.21 Accounting Officers and Accounting Authorities must implement policies and procedures to effectively manage and monitor expenses related to cellular phone services including the recovery of costs for the private use thereof by employees as per the applicable policies
- 4.22 Accounting Officers and Accounting Authorities must allocate any amount to employees for cellular phone services (either device with services, device only or services only) based on its policy up to the maximum cost of R500 per month including VAT. This applies to all models of allocation of cellular phone services (e.g. allowances, reimbursement scheme, corporate accounts and others)
- 4.23 Accounting Officers and Accounting Authorities may participate in the transversal term contract (RT15) arranged by the National Treasury for the acquisition of cellular phone devices and services. The documents related to this transversal term contract can be downloaded via the following web link:  
<http://www.treasury.gov.za/divisions/ocpo/ostb/contracts/default.aspx>

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- 4.24 The transition process to the effective date of 1 April 2020 should be as follows:
- 4.24.1 All current cellular phone services (subscriptions) which are not part of RT15-2016 that commenced prior to 1 April 2020 should run until expiry of the contract,
  - 4.24.2 All expired and to expire cellular phone services (subscriptions) prior to 31 March 2020 that are above the maximum limit should not be refreshed (upgraded) and must run on a month-to-month basis until 31 March 2020. New cellular phone services (subscriptions) may be entered into which complies to the maximum allowable limit,
  - 4.24.3 All cellular phone services of participants of RT15-2016 transversal contract will default to the average subscription of below R500 including VAT effective from 1 April 2020,
  - 4.24.4 All RT15-2016 quarterly reviews for participants on cellular phone services (subscriptions) should not exceed R500 per month, per subscription inclusive of VAT from 1 April 2020, and
  - 4.24.5 All employees can either have a device with services, device only or services only but the total package (bundle) cost should not exceed the set limit of R500 inclusive of VAT from the effective date.



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**ACTING ACCOUNTANT-GENERAL**  
**DATE: 18/03/2020**