

“YEAR OF DEFENCE”

PUBLIC SERVICE MINISTRY

CIRCULAR NO.21/1982

REFERENCE NO.PS:15/0

FROM: Permanent Secretary,
Public Service Ministry

TO: All Permanent Secretaries,
Heads of Departments and
Regional Executive Officers

SUBJECT:

Reduction in Telephones and Telephone Expenditure.

DATE: 1982-09-03

Cabinet Sub-Committee on Economic Matters has decided that a team comprising officers of the Public Service Ministry and the Ministry of Finance should carry out an exercise with each Ministry and Department with the following objectives:-

- (i) Reduction in number of telephones, in particular direct lines, to the optimum number, having regard especially to the reduction in the number of staff in Ministries and Departments;
- (ii) To advise on procedures for preventing the proliferation of telephones within Ministries and Departments;
- (iii) To propose control systems for preventing or minimizing the misuse of telephones particularly through the making of unauthorized calls by unauthorized persons; and
- (iv) Institute procedures and mechanisms for reducing the cost of telephone services.

2. In order to enable the team to complete its work by the scheduled date you are required to submit to me not later than 1982-09-17 information in respect of the locations and total number of the following categories of telephones according to the various Offices in your Department, District and Regional Offices under your control:-

- (i) Direct lines;
- (ii) Switchboard extensions from which external calls could be made, and
- (iii) Switchboard extensions from which only internal calls could be made.

This information should be summarized as set out in Appendix “A” attached.

This schedule should be accompanied by detailed information showing the designations of officers to whom the telephones in Categories (i) and (ii) assigned. You should also notify me of those telephones, especially in categories (i) and (ii) which you propose to disconnect having regard to the minimum requirements for the efficient running of your Ministry/Department.

3. Please inform me also whether there are any works in progress or template, with respect to the installation of additional telephones in your organization. Details of the location and numbers of these telephones according to the categories set out at paragraph 2 above and the designation of officers to whom these are to be assigned, should also be furnished.

4. Finally, having regard to your responsibility for the control of expenditure, you should inform me of the control mechanisms and supporting procedures set up in your Ministry/Department/Region to prevent the use of telephones for unauthorized calls or by unauthorized persons.

5. All information required by this Circular should be submitted by hand, to this Ministry (for the attention of Cde E.F. Barrington, Chief Management Services Officer) and copied to the Secretary to the Treasury.

6. Officers of the Public Service Ministry will be calling on Ministries and Departments to verify the information submitted.

7. All Permanent Secretaries, Heads of Departments and Regional Officers are expected to show a personal interest in this exercise to ensure that the information required is submitted on time as required by Cabinet Sub-Committee on Economic Matters.

K.S. Williams,
Permanent Secretary (ag),
Public Service Ministry.

C.C P.S., Min. of Econ. Planning and Finance
Chairman, State Planning Board.

