



DEPARTMENT OF AGRICULTURE

Enquiries: SM Moshodi
Tel: 5061473

TO: MEC
HOD
General Manager: Corporate Services
Chief Director: Operations
Chief Director: Agricultural Development Support Services
Chief Director: CFO
Director: Human resource
Director: Legal Services
Director: Supply Chain Management
Director: Internal Audit
Director: Glen Agricultural Institute
District Directors
All Staff

RE: COST CUTTING MEASURES: REDUCTION IN TELEPHONE USAGE

Kindly be informed that the telephone system usage will be reduced and controlled on cost cutting measure. Find the attached document that shows the budget allocation per each staff member per month per directorate. Telephone call cost should not exceed the budgeted amount per month. No private calls allowed and no cellphone calls should be made. You are kindly requested to adhere to contents of this memo with immediate effect. Contact Me S Moshodi for further information and clarity at 051 506 1473.

Your co-operation is highly appreciated in this regard.

Regards,

V Mlambo

General Manager: Corporate Services

Date: