



**Islamic Republic Of Afghanistan
Kabul Municipality**



ICT EQUIPMENT USE POLICY STANDARD OPERATING PROCEDURE

H.E Mohammad Yonus Nawandesh

Signature: _____



Islamic Republic Of Afghanistan Kabul Municipality



References: [Procedure Working Group Resolution No. #]

Definitions: The following definitions apply to this Standard Operating Procedure:

ICT refers to Information & Communications Technology.

KM refers to Kabul Municipality.

Applicability: This Standard Operating Procedure applies to all Kabul Municipality employees including remote Directorates and District Offices employees.

Policy: It is the policy of the Kabul Municipality to ensure the effective protection and proper usage of the ICT Equipment within Kabul Municipality. This ICT Policy will assist in maintaining systems at an operational level. Breach of this policy could seriously disrupt the operations of KM ICT Equipment and any violations will be treated seriously.

Procedures:

1. For better use of Kabul Municipality's IT equipment an individual should refer to the KM IT department.
2. The KM IT department will instruct the user on how to use their equipment.
3. The KM IT department will issue the user a copy of the KM IT equipment usage policy which indicates clearly the policies, procedures and regulations for users using IT equipment.

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