



**Islamic Republic Of Afghanistan
Kabul Municipality**



CELLULAR PHONE 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: Personal cellular phones (including text messaging) shall be limited during the work day and Municipality cellular phones shall be utilized for business purposes only and in a safe manner.

Procedures:

1. After hiring a new employee in Kabul Municipality, it is KM's responsibility to provide him/her cellphone or landline phone based on employees work area.
2. The cellphones and/or landline phones that have been provided by KM are all for KM official use.
3. At the end of each month employee's phone records will be assessed by KM admin department.

PREPARED BY:

DG Policy and Coordination

APPROVED BY:

Mohammad Yonus Nawandesh

Kabul City Mayor