



agriculture, environmental affairs,
rural development and land reform

Department:
agriculture, environmental affairs,
rural development and land reform .
NORTHERN CAPE PROVINCE
REPUBLIC OF SOUTH AFRICA

90 Long Street, Kimberley, Northern Cape, South Africa, 8300, Tel: (053) 807 7300,

E-mail: pmabija@ncpg.gov.za, web: www.agrinc.gov.za

Date:	20 September 2021	File:	
To:	Senior Management All Staff	Enquiries	ICT - Mr Phenyo Mabija

REQUEST COMMUNICATION TO ICT UNIT BEFORE STAFF IT EQUIPMENT IS RELOCATED BETWEEN OFFICE BUILDINGS

PURPOSE

To request all Senior Management and Staff to inform Information Communication Technology (ICT) Unit 2-3 days in advance of any office movement by staff between buildings.

BACKGROUND

Movement of staff with their computers (laptop or desktop) between building (i.e. from Temothuo to Sasko building) needs some configuration from ICT which includes:

- Transfer staff current email account to the other building email box. This can only be done from the original building.
- Allocating a new IP address in order to add this computer to the new site.
- Configuring of printers on computer.
- Logging call with service provider for a desk phone and telephone pin code.

Most of these activities **MUST** be done before the staff member moves to a different building because it also involves assistance from the ICT office at OTP.

ICT should be informed via email to Phenyo Mabija at pmabija@ncpg.gov.za and copy DaelrHeldesk@ncpg.gov.za.

Mr Thabang Sibhono
Chief Director - Corporate Services

20/09/21

Date

