

Circular No. 27
Ref. No. 11087

Ministry of Finance and Planning
(Public Service Establishments Division)
30 National Heroes Circle
Kingston 4

June 27, 2002

Permanent Secretaries
Heads of Departments

Amendment to Staff Order 3.7

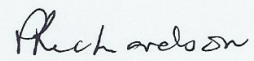
The attention of Permanent Secretaries and Heads of Departments is invited to this Ministry's Circular No. 11087 dated 1st March 02, concerning the amendment to Staff Order 3.7 which dealt with Private Work by Public Officers.

In keeping with the Cabinet Decision approving the amendment to the Staff Orders, Permanent Secretaries and Heads of Departments are hereby advised that paragraph "d" under the Heading "**Guidelines**" of the Circular, should be amended to read as follows:

"Bills should be tendered by the Ministry/Department and the fees paid to the Ministry/Department. A fixed percentage of the fees should be paid as an honorarium to the officers involved and the rest used for the purposes of the Department".

Permanent Secretaries and Heads of Departments are hereby advised that in keeping with Section 8A of the Financial Administration and Audit (Amendment) Act 1992 the residual balance from the Private Work fees earned by each Ministry/Department should be lodged to a Special Revenue Account to be opened on behalf of the Ministry/Department. These residual balances should be treated as Appropriation-in-aid and reported to the Public

Expenditure Division of this Ministry for inclusion and regularization in the Supplementary Estimates for Financial Year 2002 to 2003. Thereafter, these amounts should be similarly treated and included in the annual estimates of revenue and expenditure as required by Section 115 of the Constitution.

A handwritten signature in cursive script, appearing to read "P. Richardson".

P. Richardson
for Financial Secretary