

Circular No. 1

Ref. No.S58/70

**Public Service Establishment Division
Ministry of Finance and Planning
30NationalHeroes Circle
Kingston 4**

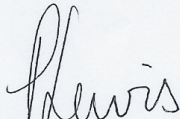
January 6, 2003

**To: Permanent Secretaries
Heads of Departments**

Re: Implementation date for reclassification - Administrative Management Series (GMG/AM)

This serves to advise that all retroactive classification for the above named series will cease on January 31, 2003.

This means that effective February 1, 2003 all job descriptions submitted for evaluation will be given a current classification date and not a date retroactive to April 1, 2002.



P. Lewis (Mrs.)
for Financial Secretary