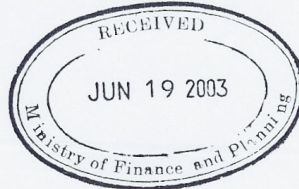


ANY REPLY OR SUBSEQUENT REFERENCE SHOULD BE  
ADDRESSED TO THE FINANCIAL SECRETARY AND THE  
FOLLOWING REFERENCE NUMBER QUOTED:

Telephone No. 92-29500-15



MINISTRY OF FINANCE AND PLANNING  
30 NATIONAL HEROES CIRCLE  
P.O. BOX 512  
KINGSTON  
JAMAICA



June 16, 2003

Circular No. 15  
File No. 27/026  
Public Expenditure Policy Coordination Division

Permanent Secretaries:  
Heads of Departments:

**Re: Overseas Travelling**

The attention of Permanent Secretaries and Heads of Departments is being drawn to the following additional procedures for Cabinet Ministers, Ministers of State and officials wishing to travel overseas on official business, as directed by Cabinet Decision No. 20/03 dated May 26, 2003.

The additional procedures are as under:

- (a) Cabinet Ministers and Ministers of State applying directly to the Prime Minister for permission for official travel overseas must state whether they will be accompanied by officials, and the officials should be named;
- (b) Prior to authorizing official travel overseas by officials in their respective Ministries, Permanent Secretaries should consult with their respective Ministers.

Please ensure that this Circular is brought to the attention of all relevant persons.

A handwritten signature in black ink, appearing to read 'Shirley Tyndall'.

Shirley Tyndall (Miss)  
Financial Secretary