

Circular No: 21

Ref. MOF&P SB50/43

Ministry of Finance and Planning
30 National Heroes Circle
Kingston 4

September 22, 2003

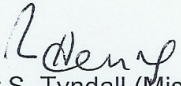
Permanent Secretaries
Heads of Departments

Operation of Posts

Permanent Secretaries and Heads of Departments are hereby directed that with immediate effect there should be **no**:

- i. creation of new posts
- ii. filling of vacant posts
- iii. reclassification or upgrading of existing posts.

Permanent Secretaries and Heads of Departments should ensure that this directive is brought to the attention of all concerned and is strictly adhered to. If it becomes imperative for a vacancy to be filled the approval of the Ministry of Finance and Planning must first be sought. In such circumstance reasons must be given as to why it is necessary to fill the vacancy.


for S. Tyndall (Miss)
Financial Secretary