



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

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

Telephone No. 92-28600-15

November 7, 2003

CIRCULAR NO.29
FILE NO. 267/021
DIVISION: PUBLIC EXPENDITURE POLICY CO-ORDINATION

**Permanent Secretaries
Head of Departments**

**Re: Second Amendment to Circular #18 –Procedure for Termination of
Assignment of Vehicles to Persons in the System at the level of SEG 4 to SEG 6 or
Equivalent**

The attention of Permanent Secretaries and Heads of Departments and Agencies is hereby invited to Circular No. 18 dated August 4, 2003 and Circular No. 20 dated September 16, 2003, which outlined the procedure for termination of assignment of vehicles to persons in the system at the level of SEG 4 to SEG 6 or equivalent.

Please be advised of the following additional amendments:

Delete from Paragraph 4.3 the following sentence:

“However he/she shall not be entitled to the special loan facility.”

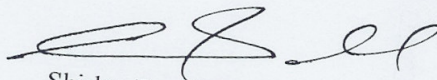
and insert the following sentence:

***“ A Contract Officer may opt to purchase the vehicle assigned to him/her by a
repayment schedule over the remaining life of his/her current contract period”.***

Add the following sub-section immediately following sub-section 4.3:

4.4 *Where the repayment schedule cannot effect full discharge of the outstanding balance within the remaining contract period, then the gratuity payable to the officer must be applied to effect full settlement of the outstanding balance. In such circumstances, a written and signed commitment must be given by the contract officer at the time of the loan repayment negotiations that the contract officer's gratuity shall be paid over to the Accountant General for settlement of the outstanding balance on the loan.*

Permanent Secretaries and Heads of Departments and Agencies are asked to ensure that this circular is brought to the attention of all relevant persons.



Shirley Tyndall (Miss)
Financial Secretary

Registry