

Circular No. 7

Public Service Establishment Division
Ministry of Finance and Planning
30 National Heroes Circle
KINGSTON 4

Ref: No. 12402

April 24, 2003

TO: Permanent Secretaries
Heads of Departments/Agencies

Fees for Part-time Session Leaders/Lecturers

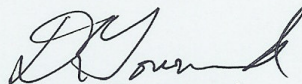
Your attention is drawn to this Ministry's Circular No. 5 dated July 16, 2001 setting out the terms and conditions for the payment of fees to part-time session leaders/lecturers.

Effective May1, 2003 the following conditions are to be added to the arrangement.

- ❖ Officers who lecture at in-house training programmes conducted by their respective Ministry/Department/Agency are not to be paid the fees.
- ❖ Fees are not normally payable to officers from other Ministries/Departments/Agencies lecturing at such in-house training programmes in subjects applicable to their substantive duties. However in special circumstances the matter should be referred to this Ministry for decision.

The fees are to continue to be paid to officers who are engaged as part-time external or guest lecturers in Government Training Institutions.

The other terms and conditions set out in the circular under reference remain unchanged.



Dennis Townsend
for Financial Secretary