

**MINISTRY OF FINANCE AND PLANNING
30 NATIONAL HEROES CIRCLE
KINGSTON 4**

May 25, 2004

Circular No. 12

Ref. No. SB50/43^V

Permanent Secretaries
Heads of Departments

Re: Operation of Posts

The attention of Permanent Secretaries and Heads of Departments is drawn to this Ministry's Circular No. 21 MoF&P SB50/43 dated the 22nd of September 2003, which directed that there should be **no**:

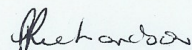
- i) creation of new posts
- ii) filling of vacant posts
- iii) reclassification or upgrading of existing posts

In light of this a Post Operations Committee was set up to consider requests in respect of the filling of vacant posts.

It has been decided that with effect from the 1st of June 2004 it will not be necessary to submit the following to the Post Operations Committee (POC) for consideration:

- 1. renewal of contracts
- 2. resumption of acting appointment of officers who had been acting in the position and were granted leave
- 3. acting appointments in cases where persons proceed on leave for forty (40) working days and over

Notwithstanding (3) above, Permanent Secretaries and Heads of Departments are requested to encourage officers to take shorter periods of vacation leave that will not necessitate an acting appointment being made. However, where it is considered imperative for an acting appointment to be made for periods exceeding twenty (20) working days but less than forty (40) working days that qualify for an acting allowance, the justification for the proposed acting appointment should be submitted to the Post Operations Committee for consideration and the approval of the Committee obtained prior to the acting appointment being put in place.



P. Richardson (Mrs.)
for Financial Secretary