



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

February 23, 2004

CIRCULAR NO. 3

DIVISION: PUBLIC EXPENDITURE POLICY CO-ORDINATION
FILE NO. 107/125

Permanent Secretaries
Heads of Departments

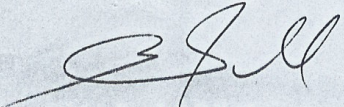
Amendment to Circular No. 25
Salary Lodgement and Authorised Deductions

The attention of Permanent Secretaries and Heads of Departments is invited to the following amendment to instruction 1.7 of Circular No. 25 dated November 13, 2003.

The instruction should read:

- (1.7) *Ministries and Departments shall charge the employee a non-refundable processing fee of five hundred dollars (\$500.00) where there is an irrevocable order for the whole or a portion of the employee's net salary to be paid to an approved institution as a condition for a loan. The processing fee does not apply where the payment is to be made to a credit union or to the Jamaica Civil Service Mutual Thrift Society. This processing fee shall be charged on the submission of an irrevocable order and not on a monthly basis. The processing fee must be collected and paid over to the Accountant General for Miscellaneous Revenue in the normal manner.*

Please ensure that this circular is brought to the attention of all relevant officers.


Shirley Tyndall (Miss)
Financial Secretary