



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

Telephone No. 92 28600-16
Website: <http://www.mof.gov.jm>
Email: info@mof.gov.jm

MINISTRY OF FINANCE AND PLANNING
30 NATIONAL HEROES CIRCL
P.O. BOX 51
KINGSTON
JAMAICA

March 1, 2004

Circular No. 5
File No. 107/053B
Public Expenditure Policy Co-ordination Division

Permanent Secretaries:
Heads of Departments:

Appointment of Accountable Officers

Permanent Secretaries and Heads of Departments are being reminded that, in accordance with Section 24F of the Financial Administration and Audit Act, Accounting Officers are required to appoint Accountable Officers in their respective departments.

The list of appointees in each Ministry/Department should be examined and updated annually. Letters of appointment need to be submitted only where there are changes to the existing appointees or where there are new appointments based on the establishment of new ministries.

Permanent Secretaries and Heads of Departments are being asked to submit the following to this Ministry within twenty-one (21) days of the date of this circular:

- (1) the current list of accountable officers in each Ministry/Department; and
- (2) copies of letters of appointment of recently appointed accountable officers.

Robert Martin
for Financial Secretary