



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](mailto:info@mof.gov.jm)

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

September 5, 2005

**CIRCULAR NO. 24**  
**FILE NO. 107/022**

**DIVISION: PUBLIC EXPENDITURE POLICY CO-ORDINATION**

Permanent Secretaries  
Heads of Departments  
Chief Executive Officers

**Re: JUTC Discounted Smart Cards to Public Servants**

Permanent Secretaries, Chief Executive Officers, Heads of Departments and Agencies are hereby advised that public servants have been granted a reduced fare on JUTC buses until March 31, 2006 on account of the Memorandum of Understanding (MOU). The following are the conditions under which the system will be implemented for the period September 1, 2005 to March 31, 2006.

**1. Eligible Public Servants**

- (1.1) All public servants currently employed to ministries, departments, agencies and any other public body as per the approved list are eligible. (See Appendix attached)

**2. Benefits under the System**

- (2.1) Under the system, public servants will be allowed ten (10) rides per week on JUTC buses at a discounted rate of \$35.00 per ride. The benefits are shown below: -

- Full Card Value = \$500 per week
- Payment Value for Each Card = \$350 per week
- Benefit (Discounted Card Value) = \$150 per week

- (2.2) Public servants interested in the discounted fare are required to obtain a JUTC Smart Card. The cost of the card is fifty dollars (\$50.00) and each person will be allowed only one card. Credit (i.e. recharge) on the cards may be purchased in blocks as follows: -

Card Value	Payment Amount	Discount	# of Rides
1 week - \$500	\$350	\$150	10
2 week - \$1,000	\$700	\$300	20
3 week - \$1,500	\$1,050	\$450	30
4 week - \$2,000	\$1,400	\$600	40

- (2.3) Credit at the regular rate (i.e. undiscounted) may be added to the card at any of the JUTC's normal Smart Card outlets.
- (2.4) JUTC's regular ten per cent (10%) discount on Smart Card will continue to be applied at the Fare Box (i.e. Smart Card machine on bus) during and after the expiry date of the MOU.
- (2.5) The Card may be used on all JUTC buses any day of the week (i.e. Sunday to Saturday).

### 3. Operation of the System

- (3.1) The system will be operated by using JUTC Smart Card.
- (3.2) Each ministry, department and agency (MDA) must prepare a list of employees who require Smart Cards or for whom additional credit to Smart Cards is required. (See sample list attached.)
- (3.3) Designated person(s) at each MDA must be responsible for collecting money for: -
- The purchase of Smart Cards, and
  - The purchase of credits on the cards.

(NB. Where credit is required, the designated person must collect the employee's Smart Card.)

The designated person shall also be responsible for the compilation of the list identified at (3.2) above.

- (3.4) Each employee must be furnished with a receipt for the amount paid. This receipt shall also be evidence of the collection of the Smart Card to be recharged. Therefore, no funds shall be collected for recharge unless the Smart Card is tendered.



(3.5) A special receipt book called (JUTC Bus Receipt Book) has been designed for the purpose outlined at (3.4) above. No other receipt book must be used. The book must be purchased from the Public Service Accounts Unit of the Finance Division of this ministry.

(3.6) The funds collected in respect of Smart Cards must be lodged promptly by the designated person(s) to the following JUTC bank account: -

**National Commercial Bank: Account No. 1845690**

(3.7) A designated person from each MDA must take the following to the assigned JUTC Point of Sale Location (see 3.9 below): -

1. The list of persons requiring JUTC Smart Cards and/or credit;
2. The lodgement slip(s) to support payments made re the list above; and
3. The Smart Cards for credit;

(3.8) Each MDA must choose the cut off days (Monday, Wednesday or Friday) and the time each week on which the designated person must collect all items stated at (3.7) for submission to the designated JUTC Point of Sale Location. Members of staff must be informed internally of these days.

(3.9) JUTC will operate the following Point of Sale (POS) locations:

NO.	POS Locations
1	<b>Ministry of Water and Housing</b> – The Towers, 4th Floor, 25 Dominica Drive, New Kingston.
2	<b>Ministry of Transport and Works</b> - 138h Maxfield Avenue, Kgn.10.
3	<b>Ministry of Health</b> – 2 King Street, Oceana Complex, Kingston.
4	<b>Ministry of Finance and Planning</b> – 30 National Heroes Circle, Kgn.4.
5	<b>Ministry of Education</b> - 2 National Heroes Circle, Kingston 4.

(3.10) The locations will be accepting cards for recharge on Mondays and Wednesdays between the hours of **8.30 a.m. and 10 a.m.** and Fridays between the hours of **8:30 a.m. and 11 a.m.** The designated person must collect these cards on the same day of submission between the hours of **1 p.m. and 3 p.m.**

(3.11) At each JUTC POS location established at a ministry, the company shall be provided with the following: -

- Accommodation that is convenient and secure;
- Power outlets for operating the Smart Card machine(s); and

- A dedicated telephone line to be connected to the machine for transferring data at the end of each business day to JUTC.

(3.12) Minimum cash transactions shall be done at a JUTC POS location established at a ministry. The main activities of these locations should be the processing of batches/lists submitted by MDAs for new cards or for adding credit to cards.

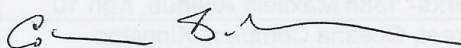
(3.13) Discounted bus fares are available only at any of the <sup>five (5)</sup> ~~six (6)~~ locations identified at (3.9) above.

#### **4. Stolen, Lost and Damaged Smart Cards**

(4.1) Cardholders must report stolen, lost or damaged cards to the JUTC Call Centre by calling **telephone # 1-888-991-6684**. These cards will be 'hot listed' (i.e. barred from use) by the JUTC within twenty-four (24) hours after the report is received.

(4.2) Cards lost, stolen or damaged attract a replacement fee of \$50 payable to the JUTC. A Smart Card's "stored value" at time of hot listing shall be credited to the replacement card.

Permanent Secretaries, Chief Executive Officers and Heads of Departments and Agencies must ensure that this Circular is brought to the attention of all public servants.



Colin Bullock  
Financial Secretary




Ministry/Department/Agency \_\_\_\_\_

Address \_\_\_\_\_

\*NB for Public Officers who already have a Card)

Authorised By \_\_\_\_\_

Date \_\_\_\_\_

	<b>JUTC BUS RECEIPT</b>		No. _____
	Ministry/Dept/Agency _____		Date _____
	\$		
Received From _____			
Smart Card Serial No. _____			
Smart Card	\$	Smart Card Credit	\$
Signed _____			



**MINISTRIES, DEPARTMENTS, AGENCIES AND PUBLIC BODIES ASSIGNED  
J.U.T.C. POINT OF SALE OUTLETS.**

<b>MINISTRY OF EDUCATION – J.U.T.C. POINT OF SALE LOCATION</b>	
1.	Banana Board
2.	College of Agriculture, Science and Education
3.	Consumer Affairs Commission
4.	Council of Community Colleges
5.	Creative Production and Training Centre Limited
6.	Culture, Health, Arts, Sports, Education (CHASE)
7.	E Learning Jamaica Limited
8.	Early Childhood Commission
9.	Edna Manley School of Visual Arts
10.	Education, Youth and Culture
11.	Heart Trust
12.	Independence Park Limited
13.	Institute of Jamaica
14.	Institute of Sports
15.	Jamaica 4-H Club
16.	Jamaica Cultural Development Commission
17.	Jamaica Library Service
18.	JAMAL
19.	Kingston and St. Andrew Corporation
20.	Labour & Social Security
21.	Legal Aid Council
22.	National Gallery
23.	National Library
24.	National Youth Service
25.	Nutrition Products Ltd.
26.	Post and Telecommunications
27.	University Council of Jamaica
28.	University Hospital of the West Indies
29.	University of Technology (UTECH)
30.	University of the West Indies
31.	Urban Development Corporation

<b>MINISTRY OF FINANCE AND PLANNING – J.U.T.C. POINT OF SALE LOCATION</b>	
1.	Attorney General
2.	Court of Appeal
3.	Director of Public Prosecutions
4.	Family Court
5.	Finance and Planning
6.	Fiscal Services Limited
7.	Jamaica Social Investment Fund
8.	Justice
9.	Management Institute for National Development
10.	National Environment and Planning Agency
11.	National Security
12.	National Water Commission
13.	Office of Disaster Preparedness
14.	Office of Parliamentary Counsel
15.	Office of the Services Commissions
16.	Planning Institute of Jamaica
17.	Police Department



18. Public Defender
19. Real Estate Board
20. Resident Magistrates' Courts
21. Revenue Court
22. Statistical Institute of Jamaica
23. Student Loan Bureau
24. Sugar Industry Authority
25. Supreme Court
26. Tax Administration Services Department
27. Taxpayer Appeals Department
28. Taxpayer Audit and Assessment Department
29. Trustee in Bankruptcy

**MINISTRY OF HEALTH – J.U.T.C. POINT OF SALE LOCATION**

1. Accountant General
2. Administrator General's Department
3. Agricultural Development Corporation
4. Bank of Jamaica
5. Bath Fountain Hotel
6. Bellevue Hospital
7. Child Development Agency
8. Cocoa Industry Board
9. Coconut Industry Board
10. Coffee Industry Board
11. Correctional Services Department
12. Cosprod Development Company
13. Customs Department
14. Electoral Advisory Committee/Electoral Office
15. Factories Corp of Jamaica Limited
16. General Legal Council
17. Golden Age Home Company Limited
18. Government Chemist
19. Health
20. Health Corporation Limited
21. Inland Revenue Department
22. Jamaica Deposit Insurance Corp
23. Jamaica Fire Brigade
24. Jamaica Railway Corporation
25. Jamaica Urban Transit Company
26. National Export – Import Bank Of Jamaica (EX-IM)
27. National Solid Waste Management Authority
28. Office of the Children's Advocate
29. Parish Councils
30. Pesticide Authority
31. Petroleum Corporation of Jamaica
32. Port Authority
33. Ports Security Corps Ltd.
34. Postal Corporation of Jamaica
35. Private Security Regulation Authority
36. Regional Health Authorities
37. Registrar General's Department

**MINISTRY OF TRANSPORT & WORKS – J.U.T.C. POINT OF SALE LOCATION**

1. Aeronautical Telecommunication Limited
2. Caribbean Maritime Institute