



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 8, 2005

CIRCULAR NO. 4
FILE NO. 107/022
DIVISION: PUBLIC EXPENDITURE POLICY COORDINATION DIVISION

Permanent Secretaries
Heads of Departments

Re: Payment of Authorised Salary Deductions

It has been brought to my attention that salary deductions are not being paid on a timely basis and are sometimes in arrears by months. However, Permanent Secretaries, Heads of Departments and Agencies are hereby reminded of Circular No. 9, File No.107/022 which states that:

“.....The amounts deducted from pay shall be paid to the authorized organizations or credited to the appropriate Government accounts within seven (7) days of the effective date of deduction or earlier as per the requirements of the statutes under which the deductions are effected.....”

Any deduction paid after the deadline stipulated above shall be deemed to be 'late'.

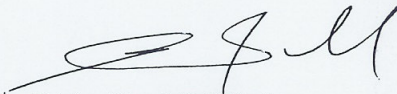
Where an employee incurs a penalty or suffers a loss arising from the late payment of any authorized salary deduction, a letter must be sent by the affected employee to his/her Permanent Secretary or Head of Department or Agency outlining the situation along with evidence of the penalty or loss suffered. An organization to whom deductions are paid may also report late payment of deductions to the relevant Permanent Secretary, Head of Department or Agency and a copy sent to this Ministry.

The Permanent Secretary, Head of Department or Agency shall, upon receipt of a report of late deduction payments, order the Chief Internal Auditor to conduct an examination into the matter and submit a report within five (5) working days indicating the following:

1. whether the deductions were in fact paid late, and if so, by how many days, evidenced by the issue and/or dispatch date of the deduction cheque or the date of the electronic transfer; and
2. the cause of the delay and/or the officer(s) who contributed to the late payment.

Based on the report of the Chief Internal Auditor, the Permanent Secretary, Head of Department or Agency shall take the necessary disciplinary and corrective measures in order to prevent a recurrence of the breach.

The loss and penalty suffered by the affected employee must not be borne by the ministry/department or agency but by the culpable officer(s). The ministry/department must therefore submit to this Ministry the names of the culpable officer(s) along with copies of all reports necessary to assist in deciding on this matter.



Shirley Tyndall (Miss)
for Financial Secretary