



MINISTRY OF FINANCE AND PLANNING
PUBLIC SERVICE ESTABLISHMENT DIV.
30 NATIONAL HEROES CIRCLE
KINGSTON 4
JAMAICA

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

TELEPHONE NO. (876) 922-8600

February 23, 2006

Circular No. 10

Ref. No. 12543^{VII}

*Permanent Secretaries
Heads of Departments*

Re: Government of Jamaica - Bus Transportation Project

It has come to the attention of this office that Ministries/Departments whose officers use the Government of Jamaica Buses have been issuing letters to their employees for use on the buses in two instances:

- (a) new employees who have not yet been issued with identification cards and*
- (b) employees who have identification cards and purchased passes for travelling on the buses but who have lost or mislaid their passes.*

The Committee which oversees the operation of the Bus Transportation System has decided that, in order to bring some uniformity to this issue, the following procedures should be implemented:

- (i) New employees who are permitted to use the buses but who have not yet been issued an identification card should be asked to present a passport size photograph to the Personnel Department of his/her Ministry/Department.*

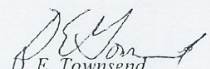
The Ministry/Department should then issue a letter of introduction to which the photograph of the employee should be affixed (pasted) with the stamp of the Ministry/Department imprinted thereon.

- (ii) Employees who have identification cards and purchased passes for travel in a particular week but who have lost or mislaid their passes should **NOT** be issued with letters by their Ministries/Departments.*

Such employees will be required to purchase another pass from this Ministry for travel in that week. In the event that this Ministry is out of the particular pass which is required, we will then issue a letter to the individual, after payment of the required amount, indicating that he/she has paid such amount and is therefore permitted to travel on the particular bus.

I should be grateful if you would bring the above to the attention of all persons who use the buses and ask that they be careful in the use of their passes as loss or misplacement of these will result in additional cost to them.

The above will become effective on Monday 13th March, 2006.


D. E. Townsend
for Financial Secretary