

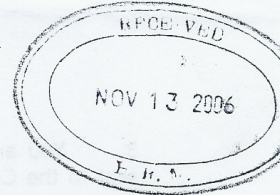
Pl Circulate to all HODs for DF HODs, DP, Corporate Services

Circular No. 45

Ref. No. SB50/43

**Ministry of Finance and Planning
(Public Service Establishment Division)
30 National Heroes Circle
Kingston 4**

7th November 2006



Pl File Circular also from that HODs (CS) receive copy of

**Permanent Secretaries
Heads of Department/Agencies**

Operation of Posts

Please refer to this Ministry's Circular no. 21 dated September 22, 2003 and subsequent circulars ending with no. 26 dated November 26, 2004, setting out guidelines for the filling of posts and other employment arrangements in Ministries, Departments and Agencies (MDAs).

2. As you are aware it has been a requirement since September 2003 for requests for the filling of vacant posts to be submitted to the Post Operations Committee through this Ministry. It has now been decided to make the following changes effective December 1, 2006.

- i. Internal acting arrangements consequent on officers proceeding on leave should no longer be sent to the Post Operations Committee. The normal process of approval by Office of the Services Commissions or MDAs with delegated authority should be continued.
- ii. Where it is absolutely necessary to employ persons external to MDAs to fill vacancies or work in place of officers on leave, such employment proposals must be submitted to the Ministry of Finance and Planning for the consideration of the Post Operations Committee.
- iii. MDAs are required to continue to submit requests for the filling of vacancies resulting from resignations, retirements or any other form of separation to this Ministry for the consideration of the Post Operations Committee.
- iv. Proposals to fill vacancies which exist for more than one (1) year are also to be submitted to this Ministry for consideration before the actual employment is effected. This should include how the cost involved will be met.
- v. In respect of (ii), (iii) and (iv) above all requests should ideally be submitted one (1) month prior to the proposed date of employment. In any event please ensure that the requests are received in this Ministry at

least two (2) weeks or ten (10) work/business days before the required date for the filling of vacancies.

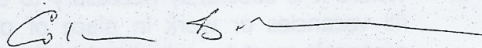
- vi. Responsible officers will be subject to surcharge as allowed by Section 20 of the FAA Act in cases where employment is effected prior to approval from this Ministry. It is recognized that there may be extenuating circumstances in which persons have to be engaged prior to formal approval. In such cases covering approval should be sought immediately thereafter with a full explanation as to the reason for the action taken.

3. You are reminded that requests for reclassifications and new posts should be sent to the Cabinet Office (Corporate Management and Development) for assessment. After assessment of such requests, implementation is subject to the approval of this Ministry.

4. Please note that all requests for the filling of vacancies must be submitted with proper justification. With regard to the filling of vacancies which exist for more than one (1) year, reclassifications and new posts, there should be an indication of the costs involved and whether funds are available in the budget to meet these costs. Where there is no available budgetary provision approval for the operation of the posts should be received prior to inclusion in the budget of the new financial year.

5. With regard to acting arrangements and new employment, MDAs are encouraged to exercise restraint and ensure that these costs are contained within budgetary provisions.

6. Please ensure that the contents of this circular are brought to the attention of all the relevant personnel.



Colin Bullock
Financial Secretary