

Circular No: 23

Ref No: 59/20^{VII}

Ministry of Finance and the Public Service
Public Service Establishment Division
30 National Heroes Circle
Kingston 4

October 16, 2007

To: Permanent Secretaries
Heads of Departments

Correction of Salary Scale for Executive Secretary 2(OPS\SS 5) with effect from April 1, 2007

Please refer to this Ministry's circular number 28 dated June 22, 2006 **approving** salary rates for a number of categories in the Public Service for the 2006/2008 contract period.

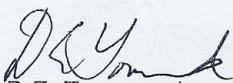
It has now come to attention that the April 1, 2007 scale issued for the OPS\SS5 grade is incorrect. The corrected scale is now shown on the attached schedule.

The new rate and retroactive amounts are payable with immediate effect subject to the availability of funds. Calculations are to be based on the difference between the **incorrect existing** and the **corrected** rates as indicated on the attached schedule.

Conversion to the corrected salary scale is to be made on a point to point basis starting from minimum to minimum.

Please ensure that this circular is brought to the attention of all the relevant agencies and personnel under your purview.

In any case of doubt or difficulty the Compensation Unit of this Ministry should be contacted for clarification and/or advice before any payment is made.


D.E. Townsend
For Financial Secretary

Secretarial Series (OPS/SS)

Salary Scale (\$pa)

OPS/SS 5	870,000	891,750	914,044	936,895	960,317	984,325	1,008,933	1,034,157
W.e.f. April 1, 2006	892,512	914,825	937,695	961,138	985,166	1,009,795	1,035,040	1,060,916
W.e.f. 1/4/2007 (Incorrect Existing)	913,500	936,338	959,746	983,740	1,008,333	1,033,541	1,059,380	1,085,864
W.e.f. 1/4/2007 (Corrected Existing)								

Compensation Unit
 Public Service Establishment Division
 Ministry of Finance & the Public Service
 October 16, 2007

Number No: 23
 Ref No: 19/2007

Ministry of Finance
 Public Service
 30 National Highway
 Kingston 4
 October 16, 2007

The Permanent Secretary
 Heads of Departments

Compensation of Salary Scale for Executive Secretary 2007
 from April 1, 2007

Please refer to the Ministry's circular number 28 dated June 22, 2006
 which refers to a number of categories in the Public Service for the 2006
 contract period.

It has been brought to attention that the April 1, 2007 scale issued for the
 grade is incorrect. The corrected scale is now shown on the attached.

The new rate and retroactive amounts are payable with immediate effect
 to the availability of funds. Calculations are to be based on the difference
 between the incorrect existing and the corrected rates as indicated on the
 attached schedule.

Conversion to the corrected salary scale is to be made on a point to point
 starting from minimum to minimum.

Please ensure that this circular is brought to the attention of all the
 agencies and personnel under your purview.

In any case of doubt or difficulty the Compensation Unit of the Ministry
 should be contacted for clarification and/or advice before any payment is made.


 P.E. Townsend
 For Financial Secretary

OD/MOF ALL CLOSED VOLUMES

MF Numbers	File Titles	Vol. / Dates	Comments
A3	Air Jamaica	6 / Feb.- Dec. 2000	Closed volume
A3	Air Jamaica	Jan. 2003- May 2004	Closed volume
A3	Air Jamaica	Apr. 2005 –	Closed

		Agu. 2006	Volume
A3	Air Jamaica	Sept. 2004 – Mar. 2005	
B1	Bank of Jamaica	2/ Jul. 1999 – Aug 2000	C/V
B1	Bank of Jamaica	Sept. 2002 – Jul 2003	C/V
B1	Bank of Jamaica	Apr.– Dec. 2004	C/V
B1	Bank of Jamaica	Dec. 1999 – Nov. 2006	
F20	Financial Services Commission	Apr. 2003- March 2004	C/V
	Proposed 1000 TPD Cement Plant Development work prepared by JPSCO collected	Aug. 14, 2000	
	Contents: 1. Cabinet submission – Intergrated Industrial Park	Aug. 2000	
	2. Feasibility study 1000 TPD Cement Plant	March 2000	
	3. Technical Specification for 1000 TPD Cement Plant	July 2000	
	4. Market study for proposed Cement Facility	May 2000	
	5. Portland Cement Raw Materials Reconnaissance	February 2000	
J6	Jamaica Racing Commission	Nov. 1993 – Oct. 2003	

J6	Jamaica Racing Commission	Jul. 1998 – Dec. 2000	
P6	PIOJ	Nov. 2000- Dec. 2003	

T13	Tax Administration Services (TASD)	Dec. 1999 – Dec. 2005	
P5	Correspondence with the Prime Minister	Jan. 2000 – Jun. 2004	
N15	NCB	Mar. 2001 – May 2004	
R8	Revenue Protection Division	Jan. 2001 – Jan. 2003	
F5	Financial Secretary – Colin Bullock	Jan. 2005 – Aug. 2007	