



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

MINISTRY OF FINANCE AND THE PUBLIC SERVICE
30 NATIONAL HEROES CIRCLE
PUBLIC SERVICE ESTABLISHMENT DIVISION
P.O. BOX 512
KINGSTON
JAMAICA

2007 December 06

Circular No. 29

Ref. No. C11358

Permanent Secretaries
Heads of Departments
Chief Executive Officers

**RE: PAYMENT OF FEES TO MEMBERS OF SECTOR CONTRACTS COMMITTEES AND
AUDIT COMMITTEES**

Permanent Secretaries, Heads of Departments and Chief Executive Officers are hereby advised that Cabinet, by Decision No. 41/07 dated November 12, 2007, gave approval for the payment of fees to Chairmen and Members of Sector Contract Committees. Also as indicated in the Cabinet Decision members of the Audit Committees which have been established in Ministries/Departments/Agencies (MDAs) are to be paid similar fees.

In accordance with the Decision outlined above the following fees are payable with effect from October 1, 2007.

- | | | | |
|---|----------|---|------------------------|
| > | Chairmen | - | \$7,000.00 per meeting |
| > | Members | - | \$3,500.00 per meeting |


It should also be noted that the rates payable from time to time to sub-committees of Boards of Public Bodies would simultaneously become applicable to members of Sector Contracts Committees and the Audit Committees. Each Ministry/Department/Agency (MDA) out of which a Sector Committee or an Audit Committee operates must provide for these funds under its recurrent expenditure budget.

In order to effect payment, the Chairman of each Sector Contracts Committee and Audit Committee must submit a memorandum to the Principal Finance Officer of the respective MDA, setting out the date of the meeting and the members who were in attendance.

Proper records must be maintained, such as minutes of meetings to facilitate periodic verification of those in attendance.

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Please ensure that this circular is brought to the attention of all officers concerned.



Colin Bullock
Financial Secretary

GOVERNMENT OF JAMAICA
PUBLIC SERVICE ESTABLISHMENT DIVISION
P.O. BOX 618
KINGSTON
JAMAICA

2007/00000000

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Heads of Departments
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In accordance with the Decision outlined above the following fees are payable with effect from October 1, 2007:

Category	Amount
Chairman	\$1,000.00 per meeting
Members	\$250.00 per meeting

It should also be noted that the rules payable from time to time to sub-committees of Boards of Public Bodies would simultaneously become applicable to members of Sector Contracts Committees and the Audit Committees. Each Ministry/Department/Agency (MDA) out of which a Sector Committee or an Audit Committee operates must provide for these funds under its recurrent expenditure budget.

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