

September 16, 2010

Circular No. 29

Ref. No.: 12565^X

**TO: PERMANENT SECRETARIES
HEADS OF DEPARTMENT**

COMPUTER LOANS

Reference is made to this Ministry's Circular No. 11 dated September 3, 1998 concerning the availability of funds for Civil Servants to purchase personal computers – a copy of the 1998 circular is attached for ease of reference.

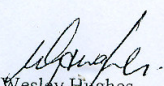
Please note that officers who have received loans five (5) years ago and over may obtain a second loan. The form to be used in applying for the loan has been revised to allow for the expeditious completion of the application process and to accommodate second loan applicants. A copy of the revised application form is attached.

Previous applicants who have not yet received approval are now asked to re-apply as only applications submitted on the attached form will be considered at the next Computer Loan Committee Meeting.

The following conditions are applicable to this loan provision:

- (i) loans can now be accessed up to a maximum of **Fifty Thousand Dollars (\$50,000.00)** subject to the applicant's ability to repay the loan;
- (ii) the loan will be recovered over a 3 - year period and interest at the rate of eight percent (8%) per annum on the reducing balance – the interest is to be paid quarterly; and
- (iii) two (2) sureties will be required.

The loan application forms must be duly completed before the applications can be considered. The Special Benefits Unit, Public Service Establishment Division should be contacted for any clarification.


Wesley Hughes
Financial Secretary

Circular No. 11

Ref. No. 12565

Public Service Establishment Division
Ministry of Finance and Planning
8th Floor, Citibank Building
63-67 Knutsford Boulevard
Kingston 5

1998 September 3

TO: PERMANENT SECRETARIES
HEADS OF DEPARTMENT

Consequent on the agreement reached with the Jamaica Civil Service Association, Permanent Secretaries, and Heads of Departments are being advised that funds have been made available for Civil Servants to be granted loans for the purchase of personal computers. Loans will be accommodated only to the extent of the amount provided for this purpose.

Loans can now be accessed up to a maximum of Sixty Thousand Dollars (\$60,000.00) subject to the applicant's ability to repay the loan. The loan will be recovered over a three (3) year period and interest at the rate of eight percent (8%) per annum on the reducing balance should be paid quarterly. A minimum of two (2) sureties will be required.

Interested persons may apply on the application form attached through their Ministries/Departments to the Public Service Establishment Division of the Ministry of Finance and Planning at the above address. Ministries/Departments should state the applicants' indebtedness to the Government (if any) when submitting the application together with evidence of the proposed purchase and cost.

P. Richardson
P. Richardson (Mrs.)
for Financial Secretary

COMPUTER LOAN APPLICATION FORM

Name _____ JCSA
Membership Number _____

Home Address _____

Contact Number(s) _____ TRN _____

Ministry/Department _____

Office Location (Address) _____

Job Title/Post _____ Grade _____

Date of Temporary Employment _____

Date of First
Permanent

Appointment _____ Present Salary _____

(Basic)

Are you re-paying any of the following?

		Monthly Re-payment	Outstanding Balance
Motor Vehicle Loan	No _____ Yes _____	\$ _____	\$ _____
Motor Vehicle Insurance Loan	No _____ Yes _____	\$ _____	\$ _____
Miscellaneous Loan	No _____ Yes _____	\$ _____	\$ _____
Salary Advance	No _____ Yes _____	\$ _____	\$ _____
Tertiary Loan	No _____ Yes _____	\$ _____	\$ _____
Education Support	No _____ Yes _____	\$ _____	\$ _____
Any other	No _____ Yes _____	Type _____	

Do you own a computer? No _____ Yes _____ Type _____

Did you obtain a previous computer loan? No _____ Yes _____

Amount of Loan Required _____

Name of Provider _____

(Pro-forma Invoice to be attached)

Signature of Applicant _____ Date _____

Recommendation

Head of Department _____

Signature _____ Post _____

Date _____