



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

May 16, 2012

**Circular No. 11**

**File No. 107/022**

**Division: Public Expenditure Coordination Division**

Permanent Secretaries  
Heads of Departments  
Chief Executive Officers  
Chairmen of Boards

**Re: Procedures for GOJ Payments using the Real Time Gross Settlement (RTGS) System**

Ministries, Departments and Agencies (MDAs) are hereby advised of the following procedures in requesting commercial banks to effect payments on their behalf using the RTGS system.

With immediate effect, all payments made by MDAs to persons and organisations for a sum of Three Million Dollars (\$3M) and above must be made by commercial banks or other authorised financial institutions on their behalf using the RTGS system.

**1. Verification of Payments**

- 1.1. Payments of \$3 Million and above must satisfy the conditions of probity, propriety, transparency and accountability, comply with all the provisions of the Financial Administration and Audit (FAA) Act and any other relevant enactment.
- 1.2. All payments to be made through the RTGS System must be supported by a payment voucher or an appropriate payment document to which the relevant source document must be attached. These documents must be duly checked, certified and authorized in accordance with the Financial Administration and Audit Act and all other relevant laws and regulations.
- 1.3. The payment vouchers at 1.2 must be maintained in separate files from all other payment voucher files and must have its own numbering sequence.

