



ANY REPLY TO THIS COMMUNICATION SHOULD BE
ADDRESSED TO: THE FINANCIAL SECRETARY

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MINISTRY OF FINANCE & PLANNING
PUBLIC SERVICE ESTABLISHMENT DIVISION
30 NATIONAL HEROES CIRCLE
4TH FLOOR, G BLOCK
KINGSTON 4, JAMAICA

Circular /Memorandum No: 4

Ref. No: 12543/6

February 10, 2014

To: Permanent Secretaries
Heads of Departments & Agencies

Re: Government Employees Transportation Project (GETP) - Sanctions /Breaches

Further to Circular No. 6 Ref. No. 12543/6 regarding the Government Employees Transportation Project service - Bus Passes, it has been observed that a number of persons have been accessing the buses without the requisite approval and or passes from the Ministry of Finance & Planning.

Consequently, the Heads of Ministries/Departments and Agencies are being asked to ensure that the officers responsible for the adding of names to their purchase listing immediately desist from and or avoid the practice of adding unauthorized riders to the Ministries/Departments or Agencies' listings. That is, purchasing passes for officers without the requisite permission from the Employees Relations and Benefits Unit of this Ministry.

It should be noted that failure to comply may result in these persons being permanently barred from accessing the service; removed from the waiting list for a specified time period or for the life of the service; and the Ministry being suspended from purchasing passes for a specified period. The attached Sanctions/Breaches document should be circulated and be reckoned as the guide and authority for actions regarding the respective offenses.

In light of the foregoing, Permanent Secretaries, Heads of Departments and Agencies are being asked to **ensure that the requisite approval is sought from this Ministry for each officer desirous of travelling on the GETP buses; and the approved listing of persons authorized to travel be resubmitted to this Ministry on or before March 3, 2014, for verification.**

Kindly also convey this information to all employees and **ensure that passes are purchased, collected and distributed in a timely manner, as no one will be allowed entry without the requisite pass. Notwithstanding this arrangement, all institutions approved for purchasing passes are being required to ensure that measures are put in place to hold the relevant responsible officers accountable.**

Thank you for your cooperation.

Wayne Jones, OD, JP
Deputy Financial Secretary

/SESS



MINISTRY OF FINANCE & PLANNING

GOVERNMENT EMPLOYEES TRANSPORTATION PROJECT

**SANCTIONS FOR BREACHES OF STANDARDS SET GUIDING THE MONITORING OF RIDERSHIP
AND USAGE OF PASSES ON THE GOVERNMENT EMPLOYEES TRANSPORTATION PROJECT
BUSES**

Persons found in breach of the Bus Management-Transportation Government Workers Procedure Manual or any other established protocol will be subject to the following sanctions.

Any of these breaches/sanctions may be combined to institute a course of action on any individual found in breach.

#	BREACH	SANCTION
Individuals		
1.	Accessing the service without the requisite pass (approved Riders without a Pass)	<ul style="list-style-type: none">- Removal & warning- A minimum of Two (2) weeks suspension <i>(any suspension will double the period over which the breach occurred)</i>
2.	Accessing the service without the requisite Approval from the Ministry of Finance & Planning. (no pass & no approval)	<ul style="list-style-type: none">i Barred/ Blacklisted- 1st offense: removal and warning- 2nd offense: barred from applying for permission to travel for a period of one year- 3rd offense: barred from applying for permission to travel for the life of the service
3.	Accessing the service with the required pass but without the requisite approval from the Ministry of Finance & Planning (Unapproved rider with a Pass)	<ul style="list-style-type: none">- 1st offense: removal and warning- 2nd offense: barred from applying for permission to travel for a period of one year- 3rd offense: barred from applying for permission to travel for the life of the service
4.	Acquiring passes through unauthorized / unapproved means	<ul style="list-style-type: none">- Barred from applying for permission to travel for a period of at least one year- Reoccurrence of offense: permanently barred from accessing the service.

