



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 & THE PUBLIC SERVICE
Strategic Human Resource Management Division

30 NATIONAL HEROES CIRCLE
P.O. BOX 512
KINGSTON
JAMAICA

November 17, 2016

CIRCULAR NO.: 33

Ref. No.: 12565^x

**TO: PERMANENT SECRETARIES
HEADS OF DEPARTMENT**

COMPUTER LOANS

Consequent on the signing of Heads of Agreement BETWEEN the Jamaica Civil Service Association (JCSA) and the Government of Jamaica, Permanent Secretaries and Heads of Departments are advised that the computer loan ceiling has been increased to a maximum of **Eighty Thousand Dollars (\$80,000.00) with effect from August 24, 2016.**

Applicants whose loans were approved at the old rates and whose loan documents are not yet sent to the Accountant General's Department for disbursement are also eligible for the increased amount. In these instances, applicants may request the additional amount by submitting updated invoices to the Employee Relations and Benefits Unit of this Ministry. Officers who have received loans at least three years ago may also in principle, access the scheme for another benefit under the facility.

The other terms and conditions in accordance with this Ministry's Circular 11 under reference 12565 dated September 3, 1998, which are listed below, remains relevant:

- Loans will be recovered over a three (3) year period with interest at a rate of three percent (3%) per annum (or the rates in force) paid quarterly on the reducing balance;
- Two (2) sureties will be required;
- Loans amounts will be disbursed to registered vendors only; and
- The loan application form attached must be duly completed before the application can be considered.

The Employee Relations and Benefits Unit of the Strategic Human Resource Management Division should be contacted for any clarification.

Please ensure that this circular is brought to the attention of all members of staff.

Everton McFarlane
Financial Secretary (Assigned)