



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](mailto:info@mof.gov.jm)

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

**Circular No. 36**

**Ref. No. 12555**

**December 7, 2016**

To: Permanent Secretaries  
Heads of Departments  
Chief Executive Officers

**DISCIPLINARY ENQUIRY FEES**

Approval is hereby given for fees paid to Chairmen and Members of Disciplinary Committees to be revised with effect from January 1, 2017 as set out below:

- Chairmen - \$30,000 per day
- Members - \$20,000 per day

Each Ministry/Department/Agency (MDA) must provide funds for the convening of these Enquiries under its recurrent expenditure budget.

In order to effect payment, the relevant Services Commission Secretary or Human Resources Director must submit a memorandum to the Principal Finance Officer of the respective MDA/Office, setting out the date of the Enquiry 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.

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

Everton McFarlane  
Financial Secretary (assigned)