



ANY REPLY OR SUBSEQUENT REFERENCE SHOULD BE ADDRESSED TO THE FINANCIAL SECRETARY AND THE FOLLOWING REFERENCE NUMBER QUOTED

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

Circular No. 9

REF NO: C11358^{VIII}

2017 October 11

Permanent Secretaries
Heads of Departments
Chief Executive Officers

Fees for Chairmen, Members and Secretaries of Sectors Contracts Committees and Audit Committees

Approval is hereby given for fees paid to Chairmen, Members and Secretaries of Sector Contract Committees and Audit Committees to be revised with effect from November 1, 2017 as set out below

- Chairmen - \$11,500 per meeting
- Members - \$ 6,500 per meeting
- Secretary - \$ 3,500 per meeting

Each Ministry/Department/Agency (MDA) out of which a Sector Committee or Audit Committee operates must provide these funds under its recurrent expenditure budget

In order to effect payment, the Chairman of each Sector Committee and Audit Committee must submit a memorandum to the Principal Finance Officer of the respective MDA, setting out the date of the meeting 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

Darlene Morrison (Miss)
Financial Secretary (Acting)