



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 AND THE PUBLIC SERVICE
STRATEGIC HUMAN RESOURCE MANAGEMENT DIVISION
30 NATIONAL HEROES CIRCLE
P.O. BOX 512
KINGSTON
JAMAICA

Circular No. 20

Ref. No. 11401^{II}

November 1, 2018

Permanent Secretaries
Heads of Departments
Agencies and Public Bodies

Commuted Tax Allowance Revision

Approval is given for the Commuted Tax Allowance payable to holders of the posts listed below to be increased as follows:

Posts	Existing Rate \$	New Rate w.e.f April 1, 2018 \$ p.a.	New rate w.e.f April 1, 2020 \$ p.a.
Executive Secretary 3 (OPS/SS6)	286,536	329,520	362,472
Executive Secretary 2 (OPS/SS5)	286,536	329,520	362,472
Executive Secretary 1 (OPS/SS4)	215,280	247,572	272,328
Senior Stenotype Tutor	215,280	247,572	272,328
Stenotype Tutor	215,280	247,572	272,328
Chief Stenotype Writer	215,280	247,572	272,328
Senior Stenotype Writer	215,280	247,572	272,328

Please be advised that where there is specific approval for any of the above-listed posts to attract a Full Upkeep or Commuted Upkeep Allowance, payment of the Commuted Tax Allowance rate will not be applicable. **Additionally, holders of the abovementioned positions who acquire their own motor vehicles should continue to receive the Commuted Tax Allowance and not Commuted Upkeep Travelling Allowance.**

Payment of the new rates may commence in **November 2018** and retroactive amounts paid in **December 2018**. **Audited costing** for payments should be submitted to the Public Expenditure Division of this Ministry by **November 9, 2018** in order that the appropriate allocations can be determined. Costing for the retroactive payments should be submitted using the attached Data Capture Form.

In any case of doubt or difficulty, please contact the Industrial Relations Unit of this Ministry before payment is made.


for Darlene Morrison
Financial Secretary