



ANY REPLY OR SUBSEQUENT REFERENCE SHOULD BE ADDRESSED TO THE  
**FINANCIAL SECRETARY** AND THE FOLLOWING REFERENCE NUMBER QUOTED:-  
907/031/2017-2018  
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**  
**30 NATIONAL HEROES CIRCLE**  
**P.O. BOX 512**  
**KINGSTON**  
**JAMAICA**

**August 18, 2022**

**Circular No. 16**

Cabinet Secretary  
Permanent Secretaries  
Heads of Departments  
Chief Executive Officers of Executive Agencies

**Re: Payment of One-Off 'Back-to-School Grants' to Public Servants**

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Further to the July 12, 2022 announcement of the Minister of Finance and the Public Service regarding the provision of 'back-to-school grants' to public servants at the lower levels of the compensation structure, please be advised that a grant of \$10,000 will be paid to each employee who is in receipt of gross annual compensation of \$1.5 million or less.

In this regard, kindly submit to the Ministry of Finance and the Public Service a list of the names along with the Tax Registration Number (TRN) and the annual gross compensation of eligible employees, by Friday August 26, 2022 to facilitate payment.

Please note that Public Servants, as used in this Circular, means employees whose compensation is funded from the Central Government's Budget. It does not include institutions in receipt of subventions.

Gross annual compensation, as used in this Circular, refers to salary and all allowances including travelling.

Yours sincerely,

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**Darlene Morrison (Ms.)**  
**Financial Secretary**