



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE BUILDING
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CIRCULAR NO. 13
OSC Ref. C 5166⁵


14th January, 2014

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to remind all relevant officers in their Ministries/Departments/Agencies of the Mandatory Filing of Statutory Declaration of Assets, Liabilities and Income for the period ending December 2013, in keeping with the Corruption (Prevention) Act.

The Statutory Declaration should be sent no later than **Monday, 31st March, 2014 to:**

**Commission For The Prevention Of Corruption
45 Barbados Avenue
Kingston 5**

Office of the Services Commissions' Circular No. 123 dated the 26th September, 2012, is attached for ease of reference.


Lois Parkes, PhD
Chief Personnel Officer

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(Central Government)

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CIRCULAR NO. 123
OSC Ref. C. 5166⁵

26th September, 2012

Permanent Secretaries and Heads of Department/Chief Executive Officers are asked to bring this Circular to the attention of all officers in their Ministries/Departments/Agencies.

Public Officers to whom the Corruption (Prevention) Act, 2001 applies are required to furnish a statutory declaration of his/her assets, liabilities and income as set out in the required Form in the Act for the period specified to the Commission for the Prevention of Corruption.

This Circular is applicable to the following as stipulated in the Act:

1. Public servants who are employed in the public, municipal or a parochial service of Jamaica; and
2. Public servants who are in receipt of emoluments of **two (2) million dollars** or more a year; and
3. Public servants who fall under Parts 1 and 11 of the Schedule of the Corruption (Prevention) Act.

Parts 1 and 11 of the Schedule of the Corruption (Prevention) Regulations, 2003 set out the posts in respect of which statutory declarations are required. While there might have been changes in the nomenclatures in some of the Ministries/Departments/Agencies overtime, the general related functions as highlighted below require that persons in those categories would be required to file a statutory declaration:

a. Office Management and Procurement

- Office Managers
- Property Officers
- Property Services Managers
- Property Maintenance Officers
- Procurement Managers
- Procurement Officers
- Office Services Managers

b. All members of the Jamaica Constabulary Force, Island Special Constabulary Force and the Jamaica Defence Force.

c. The posts which now fall under Tax Administration Jamaica, The Jamaica Customs, and Passport Immigration and Citizenship Agency (PICA) which are responsible for;-

- Collection of revenues, enforcement, operations, inspection, examination, valuation, verification, assessment, immigration.
- Officers who act as agents, assessors, investigators, intelligence officers, auditors, surveyors, stampers or perform similar functions in those bodies.

- d. Island Traffic Authority Inspectors and Administrators.
- e. Kingston and St Andrew Corporation and Parish Councils Superintendents, Deputy and Assistant Superintendents and Works Overseers
- f. Ministry of Transport and Works/National Works Agency Officers responsible for Roads and Works

The Commission is authorized under Section 4(5A)(a) of the Corruption (Prevention) Act to require at any time in writing a public servant to furnish a statutory declaration.

Statutory Declarations should be filed for the calendar year - **1st January to 31st December.**

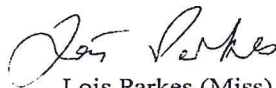
Public Officers should submit the statutory declarations no later than the **31st March** of the following year to the Commission for the Prevention of Corruption.

Officers who fail to furnish the Statutory Declarations within the period specified are in breach of the Corruption (Prevention) Act and commit an offence and;

- on Summary conviction in a Resident Magistrate's Court are liable to a fine not exceeding Two Hundred Thousand (\$200,000) Dollars, or imprisonment for a term not exceeding two (2) years or both such fine and imprisonment. (Section 15 (2) of the Act).
- The appropriate Service Commission, Board or Authority may take such disciplinary action in relation to a report made by the Commission for the Prevention of Corruption as it thinks appropriate in any particular case. (Section 12 (3) of the Act).

Officers are advised to become acquainted with the provisions of the Corruption (Prevention) Act as well as the Corruption (Prevention) Regulations, 2003 to prevent any criminal or disciplinary action being taken against them.

This Circular should be placed at a strategic position on the Notice Board and distributed through your intranet and/or website where possible.



Lois Parkes (Miss)
Chief Personnel Officer