

VOLUME 3

SECTION 11

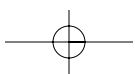
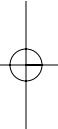
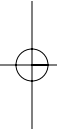
POSTAL SERVICES OFFERED IN JAMAICA

**Managed by
The Postal Corporation of Jamaica
6-10 South Camp Road
Kingston CSO**



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CHAPTER I

THE POSTAL CORPORATION OF JAMAICA

1.0 BACKGROUND

The Postal Corporation of Jamaica became operational in 1999 with a mandate to modernize and commercialise Jamaica's Postal Services which were formerly operated by the Post and Telecommunications Department under the Post Office Act of 1941.

The Corporation is headed by a Chief Executive Officer who is also Postmaster General of Jamaica.

In seeking to fulfill its mandate, the Postal Corporation of Jamaica realises that its present network of 320 post offices and 340 postal agencies needs to be streamlined. In this regard, new modalities of offering postal and related services are being examined. For example, in order to satisfy the demand for private letter boxes, PCJ is proposing to work with developers to erect boxes in housing schemes to serve residents.

It is also contemplated to offer postal services through channels such as pharmacies, bookshops and supermarkets on a franchise basis. These changes are now taking shape and implementation should take place quickly once the required legislation has been enacted.

CHAPTER 2

POSTAL SERVICES

2.0 SERVICES OFFERED BY THE POSTAL CORPORATION OF JAMAICA

The Postal Corporation of Jamaica offers the following core postal services:

- i processing of ordinary mail
- ii processing of registered mail
- iii processing of parcels and packets
- iv sale of stamps (postage and National Insurance)
- v philately
- vi private letter box rentals
- vii encashment of money orders
- viii sale and encashment of Jamaican Postal Orders

2.1 COMMERCIAL SERVICES OFFERED

The following are the commercial services offered at the Post Offices:

- i remittance service at selected Post Offices
- ii express mail service
- iii zip mail: Premium 24 hour service
- iv delivery of Programme for Health Advancement through health and education (PATH) Letters
- v sale of water coupons at selected post offices
- vi sale of phone cards
- vii sale of newspapers
- viii bill payment service
- ix internet services

A List of the post offices offering the services listed at (i & ix) above is shown at Appendix I.

2.2 OPENING HOURS

Opening hours of the Post Offices are from 8:00a.m. to 5:00p.m., Mondays to Fridays. Some post offices however, have adopted flexi-time to better serve the public. The post offices offering this service are:

Liguanea Post Office	– 7:00a.m.	– 6:00p.m. Weekdays & Saturdays	9 a.m. - 1 p.m.
Greater Portmore P.O	– 10:00a.m.	– 7:00p.m. Weekdays & Saturdays	9 a.m. - 1 p.m.
Cross Roads P.O.	– 7:00a.m.	– 6:00p.m. Weekdays & Saturdays	9 a.m. - 1 p.m.

CHAPTER 3

STANDARDS/GUIDELINES FOR POST OFFICE BUILDINGS

3.0 DESIGN REQUIREMENTS

There are no specific design requirements for post office buildings but generally the following are the standards/guidelines recommended for the operation of a post office:

- i A secure covered public area.
- ii There should be a thick inner concrete wall to accommodate a storage room/vault to secure valuables
- iii Access ramp for disabled persons
- iv An area to erect private letter boxes
- v Windows must have burglar bars
- vi Doors must be made of strong secure materials
- vii Roof should be made of concrete slab
- viii Standardised slots must be included in outside wall for mailing of letters by the public.

Any person wanting to construct a post office, should contact the Buildings Administrator of the Postal Corporation of Jamaica to obtain further information and advice about its construction.

3.1 CONTACT INFORMATION

For further information please contact:

The Postmaster General
Post & Telecommunications Department
Headquarters
6-10 South Camp Road
C.S.O.
P.O. Box 7000
Kingston
Telephone: (876) 922-9430 – 8 / 922-9440 – 7
Customer Service No: (876) 922-9448
Fax: (876) 922-9439 / 922-9449
Website: www.jamaicapost.gov.jm
E-mail: gbrown@jamaicapost.gov.jm

Appendix I**POST OFFICES ISLANDWIDE
OPERATING/OFFERING COMMERCIAL SERVICES**

Above Rocks	Clarks Town	Greater Portmore
Adelphi	Comfort Hall	Green Island
Airy Castle	Constant Spring	Gregory Park
Albert Town	Cross Keys	Guanaboa Vale
Alley	Cross Roads	Guy's Hill
Allman Town	CSO	Hagley Park
Anchovy	Dallas	Half Moon
Annotto Bay	Dalvey	Halfway Tree
Balaclava	Darliston	Hampstead
Bath	Denbigh	Harbour View
Belfield	Denham Town	Hayes
Bethel Town	Discovery Bay	Hectors River
Black River	Duncans	Highgate
Bog Walk	Elderslie	Hope Bay
Border	Ewarton	Hopewell
Boscobel	Exchange	Islington
Braes River	Fairy Hill	Jackson Town
Bridgeport	Falmouth	Jones Town
Browns Town	Four Path	Junction
Buff Bay	Frankfield	Kellits
Bushy Park	Friendship	Knockpatrick
C.S.O	Frome	Lacavia
Cambridge	Gayle	Lawrence Tavern
Cascade	General Post Office	Liguanea
Castleton	Glengoffe	Lime Hall
Catadupa	Glenislay	Linstead
Cave	Golden Grove	Lionel Town
Cave Valley	Gordon Town	Little London
Cessnock	Grange Hill	Little River
Chalky Hill	Grantham	Lluidasvale
Christiana	Granville	Long Bay
Claremont	Great Valley	Lucea

Appendix I

Lyssons	Port Antonio	Stewart Town
Maggoty	Port Maria	Stony Hill
Malvern	Port Morant	Toll Gate
Manchioneal	Port Royal	Top Hill
Mandeville	Port Antonio	Tower Isle
Maroon Town	Porus	Treasure Beach
Mavis Bank	Pratville	Trinityville
May Pen	Priestman's River	Trout Hall
McCooks Pen	Race Course	University of Technology
Meadowbridge	Ramble	Vineyard Town
Middle Quarters	Reading	Walkerswood
Mile Gully	Red Hills	Waterford
Milk River	Retreat	Waterford
Mobay 2	Richmond	Western District
Mobay 1	Rio Bueno	White Horses
Mocho	Rio Bueno (MAY)	White Sands
Mona	Runaway Bay	Whitehouse
Mona	Salt Spring	Whitfield Town
Moneague	Sandy Bay	Williamsfield
Montpelier	Santa Cruz	Wilmington
Morant Bay	Savanah-la-mar	Windsor Castle
Mt. James	Seaforth	Windward Road
Nain	Sheffield	Wood Hall
Negril	Shooters Hill	Woodford
Newport	Siloah	Yallahs
Ocho Rios	Southfield	
Old England	Spalding	
Old Harbour	Spanish Town	
Oracabessa	Spaulding	
Orange Bay	Spur Tree	
Osbourne Store	St Ann's Bay	
Pepper	St Peter's	
Petersfield	St. Margaret's Bay	