

FROM: Permanent Secretary,  
Public Service Ministry

TO: All Permanent Secretaries,  
Heads of Departments and  
Regional Executive Officers

DATE: 3<sup>rd</sup> August, 1979.

**SUBJECT:**

**Revised rates of travelling allowances – Amendment to  
Appendix J1 to the Civil Service Rules 1976,  
Amendment No. 1/79**

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Approval has been given for the rates of travelling allowances payable to public officers who are authorized to use motor-cars, motor-cycles, auto-cycles and bicycles on official duties to be increased with effect from 1<sup>st</sup> January, 1979 inclusive as set out hereunder:-

**I – MOTOR-CAR ALLOWANCES**

(a) Scale 'A' Rates

(i) To public servants holding posts requiring the use of cars 1400cc and over:-

A fixed allowance of \$248.00 per month with a mileage allowance of 32 cents per mile.

(ii) To public servants holding posts requiring the use of cars under 1400cc:-

A fixed allowance of \$211.00 per month with a mileage allowance of 28 cents per mile.

(b) Scale 'B' Rate

An allowance of \$82 cents per mile regardless of engine capacity.

(c) Scale 'C' Rate

A commuted allowance of \$164.00 per month which inclusive of all travelling done in the Greater Georgetown area (or New Amsterdam if the officer is based there), with a mileage allowance of 82 cents per mile for travel outside Greater Georgetown or New Amsterdam.

**II – MOTOR-CYCLE ALLOWANCES**

(i) To public servants holding posts requiring the use of motor-cycles 250cc and over:-

A fixed allowance of \$103.00 per month plus a mileage allowance of 13 cents per mile.

(ii) To public servants holding posts requiring the use of motor-cycles of over 65cc but under 250cc:-

A fixed allowance of \$101.00 per month plus a mileage allowance of 10 cents per mile.

**III – AUTO-CYCLE ALLOWANCES**

A fixed allowance of \$48.00 per month.

**IV – BICYCLE ALLOWANCES**

A fixed allowance of \$20.00 per month.

V – FOR OCCASIONAL TRAVELLING BY MOTOR-CYCLES, AUTO-CYCLES AND BICYCLES

An allowance of 23 cents, 13 cents and 8 cents per mile for motor-cycles, auto-cycles and bicycles, respectively.

2. Appendix J1 to Civil Service Rules, 1976, is hereby amended accordingly.
3. Arrears of travelling allowances payable should be met from voted provision under your control.
4. Please bring this Circular to the attention of the appropriate staff in your Ministries/Departments.

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(K.S. WILLIAMS),  
For Permanent Secretary,  
Public Service Ministry.