

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:

Payment of home-to-office travelling to officers in receipt of Scale 'C' motor-car travelling allowance.

DATE: 27th November, 1979

Rule J21 of the Civil Service Rules, 1976, provides that no allowance shall be paid for journeys between a public servant's home and his office except in cases where such journeys are made outside of official hours and the Permanent Secretary/Head of Department certifies that it was necessary for each journey to be undertaken in the public interest. The provisions of this Rule do not apply to the travelling done within the boundaries of Greater Georgetown (or New Amsterdam if the officer is stationed there) by officers in receipt of a Scale 'C' commuted travelling allowance, regardless of whether the travelling was done outside of official hours since the current rate covers all official travelling within these boundaries, which are as follows:-

Greater Georgetown:

- On the North - By the Atlantic Ocean.
- On the South - By the Southern boundary of Agricola (north of Eccles Bridge).
- On the East - By the Eastern boundary of the Company Path on the eastern side of Plantation Cumming's Lodge (West of Ogle Airstrip Road).
- On the West - By the Right Bank of the Demerara River.

New Amsterdam:

- On the West - By the Canje River.
- On the East - By the eastern boundaries of Smythfield, Mount Sinai and Overwinning.
- On the South - By the common boundaries between Overwinning, Providence and Glasgow with New Doe Park and Doe Park.
- On the West - Partly by the western boundary of Glasgow and partly by the Berbice River.

2. Despite a decision conveyed to the Accountant General to the above effect in July, 1974, it has been brought to attention that payments are being made to officers receiving Scale 'C' allowance, particularly in sub-accounting Ministries, for travelling done after official hours within the boundaries mentioned above. I therefore wish to emphasize that if an officer in receipt of this allowance lives beyond these boundaries he would be eligible for the mileage allowance in respect of the portion of any home-to-office travelling which falls outside of the boundaries, provided that such journeys are necessary and are made outside of official hours.

3. I must therefore urge that the practice mentioned above should cease immediately, and that you arrange for the appropriate officers to note this Circular, particularly those in receipt of Scale 'C' travelling allowance and those who are required to process travelling claims in the Accounting Units of your Ministries/Departments.