

FROM: Permanent Secretary,
Public Service Ministry

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

**SUBJECT: Revised rates of traveling allowances and
advances to purchase means of transport –
Amendment to the Civil Service Rules, 1976.
Amendment No. 3/1980.**

DATE: 18th September, 1980.

Approval has been given for the rates of traveling 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 1st January, 1980 as set out hereunder:-

I – MOTOR-CAR ALLOWANCE

(a) Scale "A" Rates

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

A fixed allowance of \$361.00 per month plus a mileage allowance of 41¢ per mile.

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

A fixed allowance of \$336.00 per month plus a mileage allowance of 36¢ per mile.

(b) Scale "B" Rate

An allowance of \$1.13 per mile regardless of engine capacity.

(c) Scale "C" Rate

A commuted allowance of \$226.00 per month, which is inclusive of all traveling done in the Greater Georgetown area (or New Amsterdam if the officer is based there), plus a mileage allowance of \$1.13 per mile for travel outside Greater Georgetown or New Amsterdam.

II – MOTOR-CYCLE ALLOWANCE

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

A fixed allowance of \$136.00 per month plus a mileage allowance of 18¢ per mile.

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

A fixed allowance of \$133.00 per month plus a mileage allowance of 14¢ per mile.

III – AUTO-CYCLE ALLOWANCE

A fixed allowance of \$64.00 per month.

IV – BICYCLE ALLOWANCE

A fixed allowance of \$25.00 per month.

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

An allowance of 32¢, 18¢ and 11¢ per mile for motor-cycles, auto-cycles and bicycles, respectively.

2. Approval has also been given for the existing limits on advances to public servants to purchase means of transport to be increased as follows:-

I - MOTOR CARS

The actual cost of the vehicles limited, until further instructed, to \$14,000 for vehicles of 1400 cc and over and \$12,600 for vehicles of under 1400 cc plus the cost of the first year's insurance premium and revenue license, at intervals of not less than four (4) years and repayable within five (5) years.

II – MOTOR CYCLES

The actual cost of the vehicles limited, until further instructed, to \$4,850.00 for vehicles in the range of over 65 cc to 250 cc and over plus the cost of the first year's insurance premium and revenue licence, at intervals of not less than four (4) years and repayable within five (5) years.

III – AUTO CYCLES

The actual cost of the vehicle limited, until further instructed, to \$2,000.00, plus the cost of the first year's insurance premium and revenue licence, at intervals of not less than three (3) years and repayable in four (4) years.

IV – BICYCLES

The actual cost of the bicycle limited, until further instructed, to \$650.00 at intervals of not less than three (3) years and repayable in two (2) years.

3. Appendix J1 to Civil Service J17 and Appendix L1 to Civil Service Rule L14 are amended accordingly.
4. Arrears of traveling allowances payable should be met from voted provision under your control.
5. Please bring the contents of this Circular to the attention of the appropriate staff in your Ministries/Departments.

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J. S. M. Worrell,
Permanent Secretary (ag),
Public Service Ministry.