

FROM: Permanent Secretary,
Public Service Ministry

SUBJECT:

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

**Revised rates of travelling allowances and
advances to purchase means of transport-
Amendment to the Civil Service Rules, 1976.**

DATE: 28th December, 1981.

Approval has been given for the rates of travelling allowances payable to public officers, who are authorized to use motor-cars, motor-cycles and auto-cycles and bicycles on official duties to be increased with effect from 1st June, 1981 as set out herein:-

Permanent Secretaries are requested to reflect the cost of the new rates in their provisions for 1982. No payment is to be made until the Secretary to the Treasury so Directs.

I-MOTOR-CAR ALLOWANCES

(A) Scale "A" Rates

- (i) To public servants holding posts requiring the use of cars 1400 cc and over.
A fixed allowance of \$488.00 per month plus a mileage allowance of 49¢ per mile.
- (ii) To public servants holding posts requiring the use of motor-car under 1400 cc :-
A fixed allowance of \$423.00 per month plus a mileage allowance of 43¢ per mile.

(B) Scale "b" Rate

An allowance of \$ 1.47 per mile regardless of engine capacity.

(C) Scale "C" Rate

A Commuted allowance of \$294.00 per month, which is inclusive of all travelling done in the greater Georgetown area (or new Amsterdam if the officer is based there), plus a mileage allowance of \$1.47 per mile for travel outside Greater Georgetown (or New Amsterdam if the officer is based there), plus a mileage allowance of \$1.47 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- cycle 250cc and over
A fixed allowance of \$163.00 per month plus a mileage allowance of 21¢ 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 \$160.00 per month plus a mileage allowance of 17¢ per mile.

III- AUTO-CYCLE ALLOWANCE

A fixed allowance of \$80.00 per month plus a mileage allowance of 14¢ per mile for travel outside greater Georgetown or New Amsterdam.

IV- BICYCLE ALLOWANCE

A fixed allowance of \$30.00 per month

V- for occasional travelling by motor-cycles, auto- cycles and bicycles.

An allowance of 37¢, 20¢ and 13¢ per mile for motor- cycles, auto-cycles and bicycles, respectively.

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 vehicle limited, until further instructed to \$19,100 for vehicles of 1400 cc and over and \$16,300 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 repayable within five (5) years repayable within five (5) years

II- MOTOR CYCLES

The actual cost of the vehicle limited, until further instructed, to \$6,710 for vehicles in the range of over 65cc to 250cc and over 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.

III- AUTO CYCLES

The actual cost of the vehicle limited, until further instructed, to \$2,740.00, plus the cost of the first year's insurance premium and revenue license, at intervals of not less than three (3) years and repayable in four (4) years.

IV- BICYCLES

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

Implementation of the grant of the increased advances must await a directive in that connection from the Secretary to the Treasury.

Appendix J1 to civil Service Rule J17 and Appendix L1 to Civil Service Rule L14 and amended accordingly.

Please bring the contents of this Circular to the attention of the appropriate staff in your Ministries/Departments.

Sgd.K.S.Williams
Permanent Secretary, (Ag.)
PUBLIC SERVICE MINISTRY