

“YEAR OF STANDING UP FOR GUYANA”

PUBLIC SERVICE MINISTRY

CIRCULAR NO. 17/1986

REFERENCE NO. PS:12/1/6^{VIII}

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:

Payment of Commuted Travelling Allowance during
Annualised Vacation Leave granted in 1986 and
onward.

Amendment to Civil Service Rule J19.

DATE: 1986-07-30

With reference to my circular no. 32/1985 dated 23rd December, 1985, the review of policy relating to payment of commuted traveling allowance during annualized vacation leave has now been completed. Accordingly, approval is given for officers in receipt of commuted traveling allowance to be paid such allowances with effect from 1st January, 1986, inclusive, when they proceed on annualized vacation leave in 1986 and thereafter (i.e. vacation leave earned from January, 1985 onwards).

2. The abovementioned payment is to be in addition to any payment for which an officer may qualify in terms of the provisions of Civil Service Rule J19 which has been amended and is reproduced hereunder for ease of reference –

J19 “Travelling allowance are authorized in respect of posts and not individuals. Where the duties of the post in respect of which an allowance is granted are not performed, the allowance is not being claimed for such periods. The allowance may however be paid in cases of:-

- (a) sick leave for a continuous period not exceeding thirty one (31) days’ in any calendar year;
- (b) recuperative leave not exceeding thirty one (31) days in any calendar year;
- (c) deferred annual leave earned prior to 31st December, 1984, not exceeding thirty one (31) days in any calendar year;
- (d) annual vacation leave (i.e. leave earned from 1st January, 1985, onwards) not exceeding forty two (42) days in any calendar year;
- (e) deferred annual vacation leave to a maximum of forty two (42) days in any calendar year.
- (f) The allowance may also be paid in cases where a public servant is on a duty assignment out of the country. Attendance at short courses of training and/or seminars which is classified as “duty” in terms of the Training Rules are covered by this sub-paragraph.

3. Where there is any doubt concerning an officer’s eligibility for payment of commuted traveling allowance, the matter should be referred to the Public Service Ministry for a decision.

4. Please bring the contents of this circular to the attention of all officers who receive commuted traveling allowance and also those who work in the Personnel and Accounts Divisions/Sections of your Agencies.

J.E.Sinclair

Permanent Secretary
Public Service Ministry