

“YEAR OF STAYING RESOLUTELY ON COURSE”

PUBLIC SERVICE MINISTRY

CIRCULAR NO. 21/1988

REFERENCE NO. PS:VII

FROM: Permanent Secretary,
Public Service Ministry

SUBJECT:

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

Revision of Travelling Allowance and advance to
purchase means of transport – Amendment to Public
Service Rules, 1987.

DATE: 1988-07-05

Approval has been given for the rates of traveling allowance payable to public officers who are authorized to use motorcars, motor cycles, auto cycles and bicycles on official duties, to be increased as set out hereunder :-

1. - Motor Car Allowance

Scale ‘A’ Rates

(a) Scale ‘A’ Upper – Payable to Public Servants who travel extensively and who hold posts which require the use of Motor cars 1400cc and above.

(i) A fixed commuted allowance of \$993.00 per month plus a mileage allowance of \$1.40 per mile with effect from 1st January 1987 to 30th June, 1987, both dates inclusive;

A fixed commuted allowance of \$1,133.00 per month plus a mileage allowance Of \$1.40 per mile with effect from 1st July, 1987, inclusive;

(b) Scale ‘A’ Lower – payable to public servants who travel extensively and who hold posts which require the use of motor cars under 1400cc

(i) A fixed commuted allowance of \$909.00 per month plus a mileage allowance of \$1.28 per mile with effect from 1st January, 1987 to the 30th June, 1987, both dates inclusive;

(ii) A fixed commuted allowance of \$1,036.00 per month plus a mileage allowance of \$1.28 per mile with effect from 1st July, 1987, inclusive;

(c) Scale ‘B’ rate – Payable to public servants who travel occasionally

(i) A mileage allowance of \$3.38 per mile with effect from 1st January, 1987 to 30th June, 1987, both dates inclusive, regardless of engine capacity;

(ii) A mileage allowance of \$3.66 per mile with effect from 1st July, 1987, inclusive, regardless of engine capacity;

(d) Scale 'C' Rate – Payable to public servants who are expected to keep cars for official use but who do not travel extensively

(i) A fixed commuted allowance of \$676.00 per month, plus a mileage allowance of \$3.38 per a mile for all traveling done outside the boundaries of Grater Georgetown or New Amsterdam (if the office is based there) with effect from 1st January, 1987 to 30th June, 1987, both dates inclusive;

(ii) A fixed commuted allowance of \$732.00 per month, plus a mileage allowance of \$3.66 per mile, with effect from 1st July, 1987, inclusive, on the same conditions outlined at (i) above.

(e) Special fixed allowance for Permanent Secretaries/Heads of Department

(i) A special fixed allowance of \$1,000.00 per month with effect from 1st January, 1987 to 30th June, 1987, both dates inclusive, to permanent secretaries as Heads of Departments in cases where such officers are not already in receipt of a higher rate of allowance or the facility of a state car.

(ii) A special fixed allowance of \$1,100.00 per month with effect from 1st July 1987, inclusive, on the same conditions outlined at (i) above and also at paragraph 4 of my Circular No. 20/1985 dated 19th October 1985.

2. Motor Cycle Allowance

(a) Payable to public servants who holds posts which require the use of Motor cycles-250cc and over

(i) A fixed commuted allowance of \$437.00 per month plus a mileage allowance of 65 cents per mile with effect from 1st January, 1987 to 30th June, 1987, both dates inclusive;

(ii) A fixed commuted allowance of \$437.00 per month plus a mileage allowance of 65 cents per mile with effect from 1st July 1987, inclusive.

(b) Payable to public servants who hold posts which require the use of motor cycles over 65cc but under 250cc

(i) A fixed commuted allowance of \$423.00 per month plus a mileage allowance of 49 cents per mile with effect from 1st July 1987, both dates inclusive;

3. Auto Cycle Allowance

- (i) A fixed commuted allowance of \$247.00 per month plus a mileage allowance of \$41 cents per mile with effect from 1st January, 1987, to 30th June, 1987, both dates inclusive;
- (ii) A fixed commuted allowance of \$273,00 per month plus a mileage allowance of 41 cents per mile with effect from 1st July, 1987, inclusive;

4. Bicycle Allowance

A fixed commuted allowance of \$60.00 per a month with effect from 1st January, 1987, inclusive

5. For occasional traveling by Motor cycles, auto cycles and bicycles respectively

An allowance of 58^c .31^c and 21^c per mile for motorcycles, auto cycles and bicycles, respectively, with effect from 1st January 1987, inclusive.

- 2. Arrears falling due for the year 1987 under the terms of this Circular would be paid on the basis if Inter- Departmental warrants to be issued by the Accountant General against a special allocation under the control of the Ministry of Finance. Applications of Inter- Departmental warrants should therefore be submitted to the Accountant General setting out the names and designation of the officers eligible to receive arrears, and the amounts due to them for the commuted and mileage payment. Payment of the traveling allowance at the revised rates with effect from 1st January, 1988 should be met from current votes under your control. In cases where the existing provision under the relevant sub- head may be inadequate to meet the payments, efforts should be made to vire funds if possible. However, if virement of funds is not possible, then an approach should be made to the secretary to the treasury, following the usual procedures, for additional funds
- 3. Approval has also been given for the existing limits on advances, to purchase motor cars and other forms of transportation to be increased as follows :-

(i) Motor Cars

An advance of \$45,000.00 for motor cars 1400cc and over, and \$40,000.00 for motor cars of under 1400cc 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 six (6) years.

(ii) Motor cycles

An advance of \$16,800.00 for motor cycles of over 65cc plus the cost of the first year's of insurance premium and revenue license, at intervals of not less than four (4) years and repayable within six(6) years.

(iii) Auto cycles

An advance of \$9,035.00 for auto cycles plus the cost of the first year's insurance premium and revenue license, at intervals of not less than three (3) years and repayable within five (5) years.

(iv) Bicycles – New

An advance of \$1,000.00 for second hand bicycles, at intervals of not less than three (3) years and repayable within two (2) years.

4. The attention of Permanent Secretaries/ Heads of Department/ Regional Executive Officers is again invited to the fact that the scale 'A' Upper and Scale 'A' lower commuted traveling allowances have been allocated to posts (please see appendix 1 to Public Service Ministry's Circular No. 17/1975 dated 2nd June, 1975) on the basis of traveling needs, and it is their duty to ensure that the rate of allowance paid in each case accords with the allowance approved by this ministry and not simply in accordance with the engine capacity (cc) of an officer's car. Permanent Secretaries/ Heads of Departments/Regional Executive Officers also have a very important responsibility to ensure that all officers who are receipt of traveling allowances are actually in possession of the relevant vehicles and do bring them to the place of work and use them in the performance of their duties. Any deviation from these requirements which are not created for in the civil service rules, should be dealt promptly by way of cessation that a fraudulent claim has been made, the matter should be referred to the police for appropriate action.
5. Appendix J1 to Public Service Rule J2 and Appendix L1 to Public Service Rule L3 are hereby amended accordingly.
6. Please bring the contents of this circular to the attention of all relevant staff in your Ministry/Department/Regions, and arrange for payments to be made as early as possible. In doing so however, care should be exercised to avoid any instances of overpayments.

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(R. Sivanand)
for Permanent Secretary
Public Service Ministry