

“YEAR OF SUSTAINED AND DISCIPLINED WORK”

PUBLIC SERVICE MINISTRY

CIRCULAR NO. 23/1989

REFERENCE NO. PS: 12/1/6^l

FROM: Permanent Secretary,
Public Service Ministry

SUBJECT:

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

**Revision of Travelling Allowances and advances to
purchase means of transport Amendment No. 13 to
Public Service Rules 1987.**

DATE: 1989-11-03

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 as set out hereunder with effect from 1st August, 1989, inclusive:-

I. Motor Car Allowances

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 over.

A fixed commuted allowance of \$2,220.00 per month plus a mileage allowance of \$4.91 per month;

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

A fixed commuted allowance of \$2,008.00 per month plus a mileage allowance of \$4.56 per mile;

- (c) Scale ‘B’ Rate – Payable to public servants who travel occasionally.

A mileage allowance of \$9.34 per mile, 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.

A fixed commuted allowance of \$1,868.00 per month plus a mileage allowance of \$9.34 per mile for all traveling done outside the boundaries of Greater Georgetown or New Amsterdam (if the officer is based there).

- (e) Special Fixed Allowance for Permanent Secretaries and Heads of Departments not under Ministerial control.

A special fixed allowance of \$2,802.00 per month to Permanent Secretaries and Heads of Departments not under Ministerial control in cases where such officers are not already in receipt of another rate of allowance or the facility of a state car.

II. Motor Cycle Allowance

- (a) Payable to Public Servants who hold posts which require the use of Motor Cycles – 250cc and over

A fixed commuted allowance of \$913.00 per month plus a mileage allowance of \$2.38 per mile;

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

A fixed commuted allowance of \$891.00 per month plus a mileage allowance of \$1.74 per mile.

III. Auto Cycle Allowance

A fixed commuted allowance of \$577.00 per month plus a mileage allowance of \$1.45.

IV. Bicycle Allowance

A fixed commuted allowance of \$120.00 per month.

V. For Occasional Travelling by motor cycles, auto cycles, and bicycles, respectively.

An allowance of 80c, 43c and 29c per mile for motor cycles, auto cycles and bicycles respectively.

2. Payment of arrears due on the basis of the increased rates should be made as promptly as possible. Ministries / Departments / Regions are expected to meet the cost of the increased allowances from funds under their control. Where funds are available under the relevant subhead maybe insufficient to meet payments the Virement mechanism should be used. Agencies which are unable to meet these payments from savings under their votes should contact the Ministry of Finance for further guidance.
3. Approval has also been given for the existing limits on advances to purchase motor cars and other forms of transport to be increased as follows:-
- (i) Motor Cars
- An advance of \$80,000.00 for motor cars 1400cc and over, and \$71,000.00 for motor cars under 1400cc plus the cost of the first year's insurance premium and revenue licence at intervals of not less than four years and repayable within six (6) years;
- (ii) Motor Cycles
- An advance of \$29,865.00 for motor cycles over 65cc plus the cost of the first year's insurance premium and revenue licence, at intervals of not less than (4) years and repayable within six (6) years.
- (iii) Auto Cycles
- An advance of \$16,061.00 for auto cycles, plus the cost of the first year's insurance premium and revenue licence, at intervals of not less than three (3) years and repayable within five (5) years.
- (iv) (a) Bicycles - New
- An advance of \$4,400.00 for bicycles at intervals of not less than three (3) years and repayable within four (4) years.
- (b) Bicycles – Second Hand

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

4. The special fixed travelling allowance approved for payment to Permanent Secretaries and Heads of Departments not under Ministerial control is intended to cater for all their travelling needs in the greater Georgetown area together with an amount approximately 100 miles per month outside of this area. It is however recognized that the nature of the duties of some Permanent Secretaries / Heads of Departments may require travelling in excess of this ceiling. Whenever this occurs Ministerial / Department transport should be used. In cases where such an arrangement may not be possible or practicable a request should be submitted to the Permanent Secretary, Public Service Ministry, for the particular officer to receive an appropriate rate of travelling allowance instead.
5. The attention of Permanent Secretaries / Heads of Departments / Regional Executive Officers is again invited to the fact that the Scale 'A' Upper and the Scale 'A' Lower commuted travelling allowances have been allocated to posts (please see Appendix I to Public Service Ministry's Circular No. 17/1975 dated 2nd June, 1975) on the basis of travelling 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 in receipt of travelling 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 catered for in the Public Service Rules, should be dealt with promptly by way of cessation of payment of the relevant allowance.
6. Appendix J1 to Public Service Rule J2 and Appendix L1 to Public Service Rule L3 are hereby amended accordingly.
7. Please bring the contents of this Circular to the attention of all relevant staff in your Ministries / Departments / Regions, and arrange for payment to be made as early as possible. In doing so however, care should be exercised to avoid any instances of over-payments.

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R. Sivanand,
For Permanent Secretary,
Public Service Ministry.