

YEAR OF CONTINITY ,INNOVATIVE ACTION AND SUPREME CONFIDECE

OFFICE OF THE PRESIDENT  
PUBLIC SERVICE MINISTRY

CIRCULAR  
NO.23/1991

REFERENCE NO. PS:12/1/6

FROM: Permanent Secretary,  
Office of the President,  
Public Service Ministry

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

SUBJECT:

Revision of Travelling Allowances and Advances to  
purchase means of transport-Amendment #. 18 to  
Public Service Rules, 1987.

DATE: 1991-09-23

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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 1<sup>st</sup> April, 1991 inclusive:-

1. –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 motorcars 1400cc and over.

A fixed commuted allowance of \$5 403.00 per month plus a mileage allowance of \$17.55 per mile;

- b) Scale “A” Upper –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 \$4,687.00 per month plus a mileage allowance of \$15.66 per mile;

- c) Scale “B” Rate –Payable to Public Servants who travel occasionally

A mileage allowance of \$27.63 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 \$5,526.00 per month plus mileage allowance of \$27.63 per mile for all traveling done outside the boundaries of the 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 allowance of \$8,289.00 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 \$1,969.00 per month plus a mileage allowance of \$7.82 per mile;

- b) Payable to Public Servants who hold posts which require the use of Motor Cycles over 65cc but under –250cc

III - Auto Cycle Allowance

A fixed commuted allowance of \$1,31.00 per month.

IV - Bicycle Allowance

A fixed commuted allowance of \$270.00 per month.

V - For Occasional traveling by motor cycles, auto cycles and bicycles, respectively

An allowance of 91c, 48c and 34c per mile for motorcycles, auto cycles and bicycles respectively.

2. Payment of arrears due on the basis of the increased rates should be made as promptly as possibly. Ministries /Departments /Regions are expected to meet the cost of the increased allowances from funds under their control. 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 of advance to purchase motor cars and other forms of transport to be increased as follows: -

i. Motor Cars

An advance of \$150,000.00 for motor cars 1400cc and over \$135,000 for motor cars under 1400cc plus the cost of the first year's insurance premium and revenue license at intervals of not less than three (4) years and repayable within two (6) years.

ii. Motor Cycles

An advance of \$56,250.00 for motor cycles over 65cc 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;

iii. Auto-Cycles

An advance of \$ 30,000.00 for auto cycles, plus the cost of the first year's insurance premium and revenue license, at the intervals of not less than three(3) years and repayable within five(5) years;

iv. (a) Bicycles –New

An advance of \$75000.00 for second hand bicycles at intervals of not less than three (3) years and repayable within four (4) years;

(b) Bicycles –Second Hand

An advance of \$ 4,500.00 for second hand bicycles at intervals of not less than three (3) years and repayable within two (2) years.

4 The special fixed traveling allowance approved for payment to Permanent Secretaries and Heads of Departments not under Ministerial control is intended to cater for all traveling needs in the greater Georgetown area together with an amount of 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 /Departments 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 a appropriate rate of traveling allowance instead.

5. The attention of Permanent Secretaries/Heads Departments/Regional Executive Officers is again invited to the fact that the Scale 'A' Upper and the Scale 'A' Lower commuted

traveling have been allocated to posts (please see Appendix I to the Public Service Ministry 's Circular N0. 17/1975 dated 2<sup>nd</sup> June, 1975) on the basis of traveling needs, and it is their duty to ensure that the rate of this Ministry and not simply in accordance with the engine capacity (cc) of an officer's car. Permanent Secretaries/Heads of Departments /Regional Executive Officer's also have very important responsibility to ensure that all officers who are in receipt of traveling allowances are actually in possession of the relevant vehicles and do bring them I 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 JI to the Public Service Rule J2 and appendix L1 to the 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 Ministeries/Departments/regions, and arrange for payment to be made as early as possible. In doing so however, care should be exercised to avoid any instance of overpayments.

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J.E Sinclair  
Permanent Secretary  
Public Service Ministry.