

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

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

DATE: 1995-07-31

SUBJECT:

**Revision of Travelling Allowances and Advances
to purchase means of Transport. Amendment No.
25 to Public Service Rules.**

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 January, 1995, inclusive:-

I. MOTOR CAR ALLOWANCES BASED ON PURCHASE OF FULL COMPREHENSIVE INSURANCE

- a) **Scale "A" Upper – Payable to Public Servants who travel extensively, hold posts which require the use of motor cars 1400 cc and over and who in keeping with the requirement of Public Service Rule L6 (i) purchase full comprehensive insurance**

A fixed commuted allowance of \$9,096.00 per month plus a mileage allowance of \$20.91 per mile.

- b) **Scale 'A' Lower – Payable to Public Servants who travel extensively, hold posts which require the use of motor cars under 1400 cc and who in keeping with the requirement of Public Service Rule L 6 (i) purchase full comprehensive insurance**

A fixed commuted allowance of \$8,405.00 per month plus a mileage allowance \$19.09 per mile.

- c) **Scale 'B' rate – Payable to Public Servants who are authorized to use their cars to travel occasionally and who have purchased full comprehensive insurance**

A mileage allowance of \$39.10 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 and have purchased full comprehensive insurance.**

A fixed commuted allowance of \$7,820.00 per month plus a mileage allowance of \$39.10 per mile for all traveling done outside the boundaries of Greater Georgetown/New Amsterdam as defined in Section I © of Appendix J1 to Public Service Rules (1987), or outside of a radius of three (3) miles from the respective Regional Administration

Headquarters or the officers' normal base of operations in the case of officers based in the Regions.

e) **Special Fixed Allowance for Permanent Secretaries and Heads of Departments not under Ministerial Control who have purchased full comprehensive insurance**

A special Fixed allowance of \$11,730.00 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 ALLOWANCES BASED ON PURCHASE OF FULL COMPREHENSIVE INSURANCE**

a) **Payable to Public Servants who hold posts which require the use of Motor Cycles 250 cc and over and who have purchased full comprehensive insurance**

A fixed commuted allowance of \$3,172.00 per month plus a mileage allowance of \$9.78 per mile.

b) **Payable to Public Servants who hold posts which require the use of motor cycles over 65 cc but under 250 cc and who have purchased full comprehensive insurance**

A fixed commuted allowance of \$3,085.00 per month plus a mileage allowance of \$7.32 per mile.

III **AUTO CYCLE ALLOWANCE**

A fixed commuted allowance of \$1,900.00 per month plus a mileage allowance of \$6.17 per mile to Public Servants who have purchased full comprehensive insurance.

IV **MOTOR CAR ALLOWANCES – BASED ON PURCHASE OF FULL THIRD PARTY INSURANCE**

a) **Scale 'A' Upper – Payable to Public Servants who travel extensively and who hold posts which require the use of motor cars 1400 cc and over.**

A fixed commuted allowance of \$5,388.00 per month plus a mileage allowance of \$20.91 per mile.

b) **Scale 'A' Lower – Payable to Public Servants who travel extensively and who hold posts which require the use of motor cars under 1400 cc**

A fixed commuted allowance of \$5,109.00 per month plus a mileage allowance of \$19.09 per mile.

c) **Scale 'B' Rate – Payable to Public Servants who are authorized to use their cars to travel occasionally**

A mileage allowance of \$31.68 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 \$6,336.00 per month plus a mileage allowance of \$31.68 per mile for all traveling done outside the boundaries of Greater Georgetown/New Amsterdam as defined in Section I © of Appendix J1 to Public Service Rules (1987), or outside of radius of three (3) miles from the respective Regional Administration Headquarters or the officers' normal base of operations in the case of officers based in the Regions.

e) **Special Fixed Allowance for Permanent Secretaries and Heads of Departments not under Ministerial Control.**

A special Fixed allowance of \$9,504.00 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.

V **MOTOR CYCLE ALLOWANCES – BASED ON FULL THIRD PARTY INSURANCE**

(a) **Payable to Public Servants who hold posts which require the use of motor cycles 250 cc and over**

A fixed commuted allowance of \$2,422.00 per month plus a mileage allowance of \$9.78 per mile.

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

A fixed commuted allowance of \$2,235.00 per month plus a mileage allowance of \$7.32 per mile.

VI **AUTO CYCLE ALLOWANCE**

A fixed commuted allowance of \$1,450.00 per month plus a mileage allowance of \$6.17 per mile.

VII **Bicycle Allowance**

A fixed commuted allowance of \$540.00 per month.

VIII **FOR OCCASIONAL TRAVELLING BY MOTOR CYCLES, AUTO CYCLES AND BICYCLES, RESPECTIVELY.**

An allowance of \$143.00, \$75.00 and \$55.00 per mile for motor cycles, auto cycles and bicycles, respectively.

2. Public Service Rule L6 is hereby amended by the renumbering of the existing Rule as Rule L6 (i) and the inclusion of the following as L 6(ii): -

“(ii) However, at the option of the officer involved, he/she may elect to purchase Full third Party Insurance for the vehicle and be paid the appropriate allowance.”

3. In keeping with the conditions outlined in paragraph 1 above, the payment of the fixed commuted and mileage allowances which are based on full comprehensive insurance should only be made to officers who submit annually, half-yearly or quarterly as may be appropriate, satisfactory documentary evidence

from the relevant Insurance Company to show that they have purchased this type of insurance and have kept such in force for the entire period during which allowance is claimed.

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 their traveling needs in the Georgetown area together with an amount of approximately 100 miles per month outside of the area. It is however recognized that the nature of the duties of some Permanent Secretaries/Heads of Departments may require traveling 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, Office of the President, Public Service Management, for the particular officer to receive an appropriate rate of traveling allowance instead.
5. Regional Executive Officers and all staff in the Regions are asked to note that the condition outlined at paragraphs I (d) and (IV) (d) is effective from 1st August, 1995, inclusive. It regularizes payment of the mileage allowance to be on the same basis applicable to officers in Georgetown and New Amsterdam.
6. Payment of arrears due should be made as promptly as possible, sufficient care being exercised to avoid any instances of incorrect payments. Ministries/Departments/Regions should meet the costs of the increased allowances from funds under their control. Where funds available under the relevant Subhead may be insufficient; the Secretary to the Treasury should be approached for additional funds.
7. 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 \$300,000.00 for motor cars 1400cc and over and \$270,000.00 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 \$112,500 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 years:

(iii) Auto Cycles

An advance of \$60,000.00 for auto cycles plus the cost of first year's insurance premium and revenue license, at intervals of not less than three (3) years and repayable within five (5) years;

(iv) (a) Bicycle – New

An advance of \$12,000.00 for bicycles at intervals of not less than three (3) years and repayable within four (4) years.

(b) Bicycle - Second Hand

An advance of \$9,000.00 for second-hand bicycles at intervals of not less than three (3) years and repayable within three (3) years.

8. 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 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 perceived traveling needs, and it is their responsibility to ensure that the rate of allowance paid in each case accords with that approved by this Ministry and not simply in accordance with the engine capacity (cc) of an officer's car.

9. Permanent Secretaries/Heads of Departments/Regional Executive Officers, as Accounting Officers, also have a very important responsibility to ensure that all officers who are in receipt of commuted 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 catered for in the Public Service Rules, should be dealt with promptly by way of cessation of payment of the relevant allowance.
10. Appendix J1 to Public Service Rule J2 and Appendix L1 to Public Service Rule L3 are hereby amended accordingly.
11. Please bring the contents of this Circular to the attention of all relevant staff in your Ministries/Departments/Regions.

R.Sivanand, A.A.)
Permanent Secretary
Office of the President
Public Service Management