

PUBLIC SERVICE MINISTRY

CIRCULAR
MEMORANDUM

REFERENCE NO. 19/5/1 XIV

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT
Grant of Duty Free Concession

DATE: 19th February, 2015

Reference the above subject.

It has been observed that some Agencies are in the practice of issuing employment contracts to its officers, with an open ended duty free concession grant in terms of the engine capacity. Please be advised that this is an unacceptable practice, which does not conform to the established policy.

With immediate effect, all request from Agencies on behalf of their employees for the grant of duty free concessions, must adhere to the positions as outlined on the Travelling Register of 2007.

Further, where the position does not exist on the Travelling Register as mentioned, the duty free concession must be clearly stated in the Officer's employment contract and specifically outlining the engine capacity, which should not exceed the maximum of 2000cc engine capacity.

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Mr. Hydar Ally
Permanent Secretary
Public Service Ministry