

ANY REPLY OR SUBSEQUENT REFERENCE SHOULD BE ADDRESSED TO THE
FINANCIAL SECRETARY AND THE FOLLOWING REFERENCE NUMBER
QUOTED:-

Telephone No. 92-28600-16
Website: <http://www.mof.gov.jm>
Email: info@mof.gov.jm

MINISTRY OF FINANCE AND THE PUBLIC SERVICE
STRATEGIC HUMAN RESOURCE MANAGEMENT DIVISION
30 NATIONAL HEROES CIRCLE
P.O. BOX 512
KINGSTON
JAMAICA

Circular No. 19

Ref. No. 11401^{II}

November 1, 2018

Permanent Secretaries
Heads of Departments,
Agencies and Public Bodies

Travelling Allowances Revision

Permanent Secretaries, Heads of Departments, Agencies and Public Bodies are hereby advised that approval is granted for the revision of rates of Travelling Allowances and Kilometre rates (mileage) payable to Public Officers with effect from **April 1, 2018 to March 31, 2019 and April 1, 2019 to March 31, 2020** as shown on Schedule 1 attached.

Officers holding posts to which Full Upkeep or Commuted Upkeep Allowance is attached, but who do not possess a motor vehicle, will also be eligible to receive a Transportation Allowance as shown on the attached schedule. The Allowances should only be paid to Officers whose posts are approved travelling positions. In addition, these Officers are not eligible for re-imbursment of taxi and/or bus fares.

Please be reminded that the conditions and guidelines set out in this Ministry's Circular No. 5 File No. 267/021^{XXXII} dated June 19, 2017 as well as Circular No. 13 File No. 107/125 dated June 10, 2013 are to be fully observed in relation to the payment of these allowances.

Payment of the new rates may commence in **November 2018** and retroactive amounts paid in **December 2018**. **Audited costing** for payments should be submitted to the Public Expenditure Division of this Ministry by **November 9, 2018** in order that the appropriate allocations can be determined. Costing for the retroactive payments should be submitted using the attached Data Capture Form.

In any case of doubt or difficulty, please contact the Industrial Relations Unit of this Ministry before payment is made.


for Darlene Morrison
Financial Secretary

Attch.

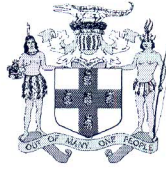
SCHEDULE 1**UPKEEP TRAVELLING ALLOWANCES**

Allowances	Existing Rate \$ p.a.	New Rate w.e.f. April 1, 2018 \$ p.a.	New Rate w.e.f. April 1, 2019 \$ p.a.
<i>Full Upkeep</i>			
▪ Approved Travelling Officer with Motor Car	707,448	813,564	894,924
▪ Approved Travelling Officer without Motor Car	286,536	329,520	362,472
<i>Commuted Upkeep</i>			
▪ Approved Travelling Officer with Motor Car	471,972	542,772	597,048
▪ Approved Travelling Officer without Motor Car	215,280	247,572	272,328
<i>Motor Cycle</i>	210,576	242,160	266,376

KILOMETRE RATES (MILEAGE)

Kilometre rates (mileage) remain unchanged as set out below:

	Existing	New Rates w.e.f. April 1, 2018 \$ p.a.	New Rates w.e.f. April 1, 2019 \$ p.a.
1. Full Upkeep	40.00	46	56
2. Commuted Upkeep	40.00	46	56
3. Motor Cycle	14.50	20	30
4. Casual kilometre rates payable to non-travelling officer in accordance with Staff Order 11.3.5			
a) Motor Car	47.00	53	63
b) Motor Cycle	19.00	25	35
5. Passengers:			
Kilometre rate per person up to the licensed capacity of the car	5.40	11	21



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Circular No. 20

Ref. No. 11401^{II}

November 1, 2018

Permanent Secretaries
Heads of Departments
Agencies and Public Bodies

Commuted Tax Allowance Revision

Approval is given for the Commuted Tax Allowance payable to holders of the posts listed below to be increased as follows:

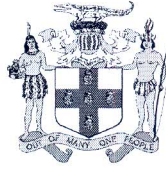
Posts	Existing Rate \$	New Rate w.e.f April 1, 2018 \$ p.a.	New rate w.e.f April 1, 2020 \$ p.a.
Executive Secretary 3 (OPS/SS6)	286,536	329,520	362,472
Executive Secretary 2 (OPS/SS5)	286,536	329,520	362,472
Executive Secretary 1 (OPS/SS4)	215,280	247,572	272,328
Senior Stenotype Tutor	215,280	247,572	272,328
Stenotype Tutor	215,280	247,572	272,328
Chief Stenotype Writer	215,280	247,572	272,328
Senior Stenotype Writer	215,280	247,572	272,328

Please be advised that where there is specific approval for any of the above-listed posts to attract a Full Upkeep or Commuted Upkeep Allowance, payment of the Commuted Tax Allowance rate will not be applicable. **Additionally, holders of the abovementioned positions who acquire their own motor vehicles should continue to receive the Commuted Tax Allowance and not Commuted Upkeep Travelling Allowance.**

Payment of the new rates may commence in **November 2018** and retroactive amounts paid in **December 2018**. **Audited costing** for payments should be submitted to the Public Expenditure Division of this Ministry by **November 9, 2018** in order that the appropriate allocations can be determined. Costing for the retroactive payments should be submitted using the attached Data Capture Form.

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for Darlene Morrison
Financial Secretary



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Circular No. 21

Ref. No. 11401^{II}

November 1, 2018

Permanent Secretaries
Heads of Departments

Motor Vehicle Allowance Revision

Permanent Secretaries and Heads of Departments are hereby advised that approval has been granted for the Motor Vehicle Allowance which is paid to the Officers in the positions listed on the attached schedule to be increased as set out below.

	Existing Rate \$ p.a.	New Rate w.e.f. April 1, 2018 \$ p.a.	New Rate w.e.f. April 1, 2019 \$ p.a.
▪ Officers who possess Motor Vehicles	1,341,624	1,542,864	1,697,148
▪ An Officer who operates a partially maintained Government Motor Vehicle should be paid 50% of the above rate	670,812	771,432	848,580
▪ An Officer holding a specified post to which Motor Vehicle Allowance is attached but who does not possess a motor vehicle	536,652	617,148	678,864

Please be reminded that **Officers in receipt of Motor Vehicle Allowance and a Partially Maintained Motor Vehicle Allowance are eligible to claim mileage provided that they have travelled in excess of 200 km in a calendar month.** For example, eligible officer who travels 300 km during a month should claim for 100km.

All concerned are hereby reminded that the conditions and guidelines set out in this Ministry's Circular No. 5 File No. 267/021^{XXXII} dated June 19, 2017 as well as Circular No. 13 File No. 107/125 dated June 10, 2013 are to be fully observed in relation to the payment of these allowances.

Payment of the new rates may commence in **November 2018** and retroactive amounts paid in **December 2018**. **Audited costing** for payments should be submitted to the Public Expenditure Division of this Ministry by **November 9, 2018** in order that the appropriate allocations can be determined. Costing for the retroactive payments should be submitted using the attached Data Capture Form.

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Darlene Morrison
Financial Secretary

**POSTS TO WHICH MOTOR VEHICLE (FIXED)
ALLOWANCE IS ATTACHED**

1. Financial Secretary
2. Permanent Secretary
3. Auditor General
4. Chief Parliamentary Counsel
5. Solicitor General
6. Director of Public Prosecutions
7. Director of Legal Reform
8. Chief Medical Officer
9. Chief Technical Directors
10. Clerk to the Houses of Parliament
11. Master in Chambers
12. Chief Parish Judge (JLG/JD3)
13. Senior Parish Judge (JLG/JD2)
14. Parish Judges (JLG/JD1)
15. Senior Director Public Prosecution
16. Deputy Chief Parliamentary Counsel
17. Deputy Director of Legal Reform
18. Deputy Solicitor General
19. Scientific Officers Group (SOG/ST 9-10)
20. Senior Executive Group (GMG/SEG 4-6)
21. Chief Dental Surgeon (HPC/DS 6)
22. Medical Consultants (HPC/MO 6-7)
23. Revenue Management Group (RMG/TA 8-11)
 - Tax Administration Jamaica – (TAG/TAS 9-11)
24. Financial Management Group (FMG/PA 4-5) & (FMG/AS 4-6)
 - Auditor General's Department (AUGD/AGS 7-9)
25. Director, Veterinary Services (HPC/VO3)
26. Foreign Service Officer (FSG/FSO 6-8)
27. Government Archivist (PIDG/AR 7)
28. Judicial and Legal Group (JLG/LO 4-5)
29. Management Information Services (MIS/IT 8-9)



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November 1, 2018

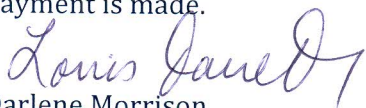
Permanent Secretaries
 Heads of Departments
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Consequent on the revision of travelling allowances in the Public Service, approval is granted for the relevant allowance payable to Full-Time Advisors/Consultants, Personal, Special and Executive Assistants to certain Parliamentarians to be revised as detailed below.

1. Full-time Advisors/Consultants Consultants who possess Motor Cars	Fixed Travelling Allowance		
	Existing Rate \$ p.a.	New Rate w.e.f. April 1, 2018 \$ p.a.	New Rate w.e.f. April 1, 2019 \$ p.a.
▪ Senior	1,243,608	1,430,148 (no mileage)	1,573,164 (no mileage)
▪ Levels 2 -3	1,243,608	1,430,148 (no mileage)	1,573,164 (no mileage)
▪ Level 1	707,448	813,564 (no mileage)	894,924 (no mileage)
2. Full-time Advisors/Consultants Consultants who do not possess Motor Cars	Transport Allowance		
▪ Senior	497,448	572,064	629,268
▪ Levels 2 -3	497,448	572,064	629,268
▪ Level 1	286,536	329,520	362,472
3. Personal, Special and Executive Assistants who possess Motor Car	Fixed Travelling Allowance		
	471,972	542,772 (no mileage)	597,048 (no mileage)
4. Personal, Special and Executive Assistants who do not possess Motor Cars	215,280	247,572	272,328

Payment of the new rates may commence in **November 2018** and retroactive amounts paid in **December 2018**. **Audited costing** for payments should be submitted to the Public Expenditure Division of this Ministry by **November 9, 2018** in order that the appropriate allocations can be determined. Costing for the retroactive payments should be submitted using the attached Data Capture Form.

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 for Darlene Morrison
 Financial Secretary

RETROACTIVE TRAVELLING COSTING SUBMISSION

DATA CAPTURE FORM

Ministry/Department/Agencies: _____

No. of officers	Classification/ Grade/Level	Type of Travelling Allowance	Existing Rate as at March 31, 2018 \$ p.a.	New Rate w.e.f. April 1, 2018 \$ p.a.	Additional Cost per annum \$	Additional Cost for the period April 1, 2018 to October 31, 2018 \$	Acting Assignment/ Resignation and effective dates	Remarks
1	GMG/SEG 3	Full Upkeep	707,448	813,565	106,117	61,901.58	2 Acting Assignments w.e.f.: 1/4/2018 - 31/5/2018; and 1/6/2018 - 6/7/2018	
2	GMG/AM 4	Commuted	471,972	542,768	141,592	82,595.33	1 Resignation with effect from July 31, 2018	
Total 3						144,496.91		

NB: The figures stated above are for representational purposes only.