

Circular No. 29

Ministry of Finance and the Public Service
(Public Service Establishment Division)
30 National Heroes Circle
Kingston 4

Ref No. 11302^{xii}

September 1, 2008

To: PERMANENT SECRETARIES
HEADS OF DEPARTMENT

Approval is hereby given for the payment of revised allowances to officers whose substantive places of work are more than forty kilometers (40km) away from designated training centres and who are mandated or ordered by their respective Ministry, Department or Agency to attend in-service training courses at these centres.

The categories and rates of payment with effect from July 1 2008 are set out below:

	<u>Revised</u>
(a) Persons who commute daily (not applicable to officers in receipt of travelling/transport allowances)	\$300.00 per day
(b) Persons who remain over-night for periods of less than one (1) month	\$800.00 per day
(c) Persons who remain over-night for a continuous period of one (1) month (30 days inclusive of all days) or more	\$20,000.00 per month

The following revised terms are applicable to the payment of the allowances listed above.

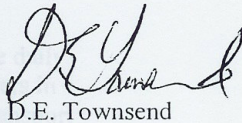
- (i) The rates listed are to be paid when officers are ordered to attend training courses as indicated in the first paragraph of this circular.
- (ii) The allowances are not payable to officers who opt to attend training

courses or pursue study programmes or who make private arrangements to attend Public Sector courses

- (iii) The allowances are also not applicable to officers granted study leave
- (iv) The rates set out at (a) (b) and (c) in the preceding paragraph are not payable simultaneously
- (v) Subsistence Allowance is not payable with these allowances
- (vi) The allowances are payable for a continuous period of three (3) months only

This circular supersedes circular No. 7 reference 11706 dated September 7th 1999 from the Office of the Cabinet.

In any case of doubt or difficulty the Public Service Establishment Division (Compensation Unit) of this Ministry should be contacted for clarification before any payment is made.



D.E. Townsend

for Financial Secretary