

Circular No. 21

Ref. No. 11301VIII

Ministry of Finance and Planning
Public Service Establishment Division
30 National Heroes Circle
Kingston 4

May 28, 2012

To: Permanent Secretaries
Heads of Departments
Agencies and Public Bodies

Fixed Travelling Allowance Revision

Consequent on the revision of travelling allowances in the Public Service, approval is given 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.

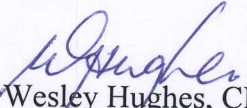
Full-time Advisors/Consultants who possess Motor Cars	Fixed Travelling Allowance	
	Existing Rate	New Rate with effect from April 1, 2012
Senior	\$738,300 p.a. (no mileage)	\$904,428 p.a. (no mileage)
Level 2-3	\$738,300 p.a. (no mileage)	\$904,428 p.a. (no mileage)
Level 1	\$420,000 p.a. (no mileage)	\$514,500 p.a. (no mileage)
Full-time Advisors/Consultants who do not possess Motor Cars	Transport Allowance	
	Existing Rate	New Rate with effect from April 1, 2012
Senior	\$295,320 p.a.	\$361,776 p.a.
Level 2-3	\$295,320 p.a.	\$361,776 p.a.
Level 1	\$170,100 p.a.	\$208,380 p.a.

2.

	Fixed Travelling Allowance	
	Existing Rate	New Rate with effect from April 1, 2012
Personal, Special & Executive Assistants who possess Motor Cars	\$280,200 p.a. (no mileage)	\$343,248 p.a. (no mileage)
Personal, Special & Executive Assistants who do not possess Motor Cars	\$127,800 p.a.	\$156,564 p.a.

Payment of the new rates should be made in **June 2012** and the arrears for April and May are to be paid in **December 2012**.

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


Wesley Hughes, CD
Financial Secretary