

Circular No. 9

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

Ref. No. 11301<sup>VIII</sup>

April 23, 2012

To: Permanent Secretaries  
Heads of Departments  
Agencies and Public Bodies

### Costing of a proposal for increase in Travelling Allowances

This Ministry is seeking to obtain, as a **matter of urgency**, the costings for a proposal for travelling allowance increase. The exact cost of the proposal is necessary for the Government to predict the best way to resolve this matter. Consequently, it would be appreciated if such information is provided as requested on the form attached, based on the following:

| Types                    | Existing Rates    | Proposal with effect from 1/4/12          |
|--------------------------|-------------------|---|
| Fixed Motor Car          | 796,500 per annum | 975,720 per annum ( <b>not approved</b> ) |
| Full Upkeep              | 420,000 per annum | 514,500 per annum ( <b>not approved</b> ) |
| Commuted Upkeep          | 280,200 per annum | 343,248 per annum ( <b>not approved</b> ) |
| Commuted Taxi Allowance  | 170,100 per annum | 208,380 per annum ( <b>not approved</b> ) |
| Transportation Allowance | 127,800 per annum | 156,558 per annum ( <b>not approved</b> ) |

Please note that only posts currently occupied should be indicated. No vacant positions are to be included in the schedule. The information should be sent to the Public Service Establishment Division (PSED) Industrial Relations Unit by April 30, 2012.

**Please note that this circular does not give authorization for the payment of any increase in travelling allowance.** Further instructions will be disseminated as soon as all the information requested is submitted.

All queries relating to the matter should be directed to Mrs. Charmaine Hayman at 9325319 or 9228600 – 16 or email [charmaine.hayman@mof.gov.jm](mailto:charmaine.hayman@mof.gov.jm).

  
D. E. Townsend, CD  
for Financial Secretary

Proposed Traveling Allowances Cost 2012/13

| Name of Employee | Post Title & Grade       | Post Numbers | Type | Additional Cost of 50% proposed increase May – July, 2012 | Additional cost of Full proposed increase Aug. – March, 2013 | Arrears payable for the period April & 50% May – July | Reconciliation (Full year cost) |
|------------------|--------------------------|--------------|------|---|--|---|---------------------------------|
| John Browne      | Director, HRM-SEG 4      |              | FMC  | 22,402.50   | 119,480  | 37,337.50   | 179,220                         |
| Sally Smith      | Personnel Officer, SEG 2 |              | FU   | 11,812.50   | 63,000   | 19,687.50   | 94,500                          |
| Mary Williams    | Admin Officer AM 3       |              | CU   | 7,881   | 42,032   | 13,135  | 63,048                          |
| <b>Total</b>     |                          |              |      |   |  |   |                                 |

Key to Type \*  
 FMC – Fixed Motor Car, FU – Full Upkeep, CU – Commuted Upkeep, CTA – Commuted Taxi Allowance,  
 TA – Transportation Allowance