



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. 22

Ref. No. 11401^{II}

November 1, 2018

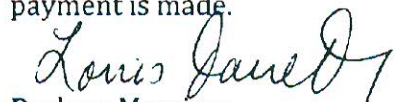
Permanent Secretaries
Heads of Departments
Agencies and Public Bodies

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.

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


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.

