



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

Telephone No. 876-922-8600-16
Website: <http://www.mof.gov.jm>
Email: info@mof.gov.jm

MINISTRY OF FINANCE AND THE PUBLIC SERVICE
30 NATIONAL HEROES CIRCLE
P.O. BOX 512
KINGSTON
JAMAICA

January 26, 2023

Circular No. 9

Ref. No. 11401^{II}

Cabinet Secretary
Permanent Secretaries
Heads of Departments & Agencies
Chief Executive Officers

One-off Payment to FY 2021/22 Travelling Officers Addendum

Consequent on agreement reached with the Jamaica Civil Service Association and flowing from negotiations on Travelling Allowance for the period April 1, 2021 to March 31, 2022, approval is hereby given for the payment of a One-off sum equivalent to 10% of the **annual** travelling rates paid to Full-Time Advisors/Consultants, Personal, Special and Executive Assistants to certain Parliamentarians over the period April 1, 2021 to March 31, 2022. **The** amounts to be paid are **outlined** below:

Allowances	Rates up to March 31, 2022	One-off Sum
<i>Full Time Advisor/Consultants who possess Motor Cars:</i>		
Senior	\$1,573,164	\$157,316
Level 2 – 3	\$1,573,164	\$157,316
Level 1	\$894,924	\$89,492
<i>Full Time Advisor/Consultants who do not possess Motor Cars:</i>		
Senior	\$629,268	\$62,927
Level 2 – 3	\$629,268	\$62,927
Level 1	\$362,472	\$36,247
<i>Personal Assistants and Executive Assistants who possess motor car:</i>	\$597,048	\$59,705
<i>Personal Assistants and Executive Assistants who do not possess motor car:</i>	\$272,328	\$27,233

Officers, who were assigned duties in positions where a travelling allowance was paid, should receive prorated payments. The additional cost to make the payments must be submitted to the Public Expenditure Division and the Strategic Human Resource Management Division (Compensation Unit) of this Ministry. The information should detail the number of positions involved at each category.

If further clarification is required, please contact either the Industrial Relations Unit or the Compensation Unit of this Ministry.

Darlene Morrison, CD
Financial Secretary