



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

Telephone No. 92-28600-16
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 Email: info@mof.gov.jm

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

Ref. No. 11401^{II}

January 6, 2023

Circular No. 5

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

One-off Payment to FY 2021/22 Travelling Officers

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 the relevant officers 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
Motor Vehicle (Fixed) Allowance		
<ul style="list-style-type: none"> Officers who possess Motor Vehicles 	\$1,697,148	\$169,715
<ul style="list-style-type: none"> An Officer who operates a partially maintained Government motor vehicle 	\$848,580	\$84,858
<ul style="list-style-type: none"> An officer holding a specified post to which Motor Vehicle Allowance is attached but who does not possess a motor vehicle 	\$678,864	\$67,887
Full Upkeep		
<ul style="list-style-type: none"> Approved Travelling Officer with Motor Car 	\$894,924	\$89,492
<ul style="list-style-type: none"> Approved Travelling Officer without a Motor Car 	\$362,472	\$36,247
Commuted Upkeep		
<ul style="list-style-type: none"> Approved Travelling Officer with Motor Car 	\$597,048	\$59,705
<ul style="list-style-type: none"> Approved Travelling Officer without a Motor Car 	\$272,328	\$27,233
Motor Cycle	\$266,376	\$26,638
Commuted Taxi Allowance		
<ul style="list-style-type: none"> Executive Secretary 3 (OPS/SS6) 	\$362,472	\$36,247
<ul style="list-style-type: none"> Executive Secretary 2 (OPS/SS5) 	\$362,472	\$36,247
<ul style="list-style-type: none"> Executive Secretary 1 (OPS/SS4) 	\$272,328	\$27,233

Allowances	Rates up to March 31, 2022	One-off Sum
• Senior Stenotype Tutor	\$272,328	\$27,233
• Stenotype Tutor	\$272,328	\$27,233
• Chief Stenotype Writer	\$272,328	\$27,233
• Senior Stenotype Writer	\$272,328	\$27,233

Officers, who were assigned duties in positions where a travelling allowance was paid, should receive prorated payments. Please note that these payments are to be made in January 2023. 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 by January 13, 2023. 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
Financial Secretary