

CHAPTER 5

Advance, Subsistence, Travelling and Other Allowances

501. (1) There shall be a Central Allowances Committee, the members of which are as follows:- Central Allow-
ance Committee

The Permanent Secretary, Administration (Chairman);

The Financial Secretary (or his representative);

A Permanent Secretary or Head of Department appointed by the Governor;

(2) The terms of reference of the Committee are as follows:-

To review on an annual basis -

- (a) the scale of all allowances and advances payable to public officers;
- (b) the grades or posts in respect of which such payments may be made;
- (c) the conditions on which such payments may be made;

and to make recommendations regarding such matters through the Ministry of Finance to the Governor.

(3) Any approved changes in such matters will be promulgated by Establishment Circular.

502. An officer may, with the sanction of the Financial Secretary, receive advances from public funds for the purposes and on the conditions set forth in Orders 503-509. Where such an advance is not specifically provided for in General Orders, an advance will be made only in exceptional circumstances and will require the prior sanction of the Governor who will specify the conditions of security, interest and repayment in each case. Advances
General

503. An officer who is selected from outside Montserrat on first appointment may be granted an interest free advance not exceeding one month's salary from the Crown Agents or authorised agent of the Government or from the Treasury. Advances made under this Order will be recovered in three equal monthly instalments deducted from salary after the officer's arrival in Montserrat. Advance of
salary

504. If an officer of his immediate family (which expression shall mean his spouse and children who have not attained the age of 19 years) requires medical, dental or ophthalmic treatment which is not available in Montserrat and has not sufficient private means to meet the necessary expenditure, he may be granted an advance from public funds without interest on furnishing adequate security to the satisfaction of the Financial Secretary and subject to the following conditions - Advance for
medical expenses

- (i) A medical certificate must be obtained from a Government Medical Officer certifying the necessity for treatment that is not available in Montserrat.
- (ii) Except in special circumstances, the amount of the advance will be limited to three months salary of the officer. The advance will also be restricted to expenditure actually necessary in connection with the proposed journey and/or treatment.
- (iii) The advance must be repaid by not more than twelve equal successive monthly instalments commencing not later than the end of the month following that in which the officer returns to duty in the case of the officer and at the end of the month following that in which the advance was received in case of a member of the family.

505. (1) Officers who are designated travelling officers may apply for an advance to enable them to purchase a motor vehicle or to recondition a motor vehicle already owned by them, for use in Montserrat. Applications should be submitted in the prescribed form to the Financial Secretary through the officer's Head of Department and Permanent Secretary, Administration.

(2) An advance to purchase a new or second hand motor vehicle or to recondition a motor vehicle may not exceed such sums as may be approved by the Governor on the recommendation of the Central Allowances Committee plus the cost of comprehensive insurance. Such insurance must be renewed annually during the period for which the advance will be outstanding.

(3) The advance, if it is approved, will be paid by the Accountant General at a rate of interest fixed by the Government discounted over a maximum period of five years, and will be subject to the following conditions:-

- (i) if the advance is for the purchase of a new vehicle it will be repaid in full together with interest within five years in the case of officers appointed to the permanent pensionable establishment and within the period of the contract in the case of officers appointed on contract terms;**
- (ii) if the advance is for the purchase of a secondhand vehicle or for the reconditioning of a motor vehicle it will be repaid in full together with interest within three years in the case of officers appointed to the permanent pensionable establishment and within the period of contract in the case of officers appointed on contract terms;**
- (iii) until the advance has been paid in full together with interest, the officer will be required to insure the vehicle comprehensively in the joint names of himself, and the Government of Montserrat as an interested party against accident, theft, fire, unlimited third party risks for an amount not less than the sum advanced or outstanding in the advance and to produce evidence of such insurance to the Financial Secretary within seven days of receiving the advance and annually thereafter;**
- (iv) if a second-hand vehicle is purchased, a certificate must be furnished from the officer in charge of the Government Mechanical Workshops as to the present condition and market value of the vehicle to be purchased and as to its suitability for the particular use intended for it;**
- (v) if the advance is required for the reconditioning of a vehicle, an estimate of the cost must be furnished together with a certificate from the officer in charge of the Government Mechanical Workshops that the vehicle is worth reconditioning and that the estimate is a reasonable one;**
- (vi) the advance together with interest due will be recovered from the officer's salary by such monthly instalments as are laid down when the advance is approved and the first such instalment shall be deducted from the officer's salary for the month next following that in which the advance is paid;**
- (vii) an officer who receives an advance for the purchase or reconditioning of a motor vehicle will be required to sign an agreement with the Government of Montserrat securing the advance and undertaking not to dispose of the vehicle by sale, mortgage or removal from Montserrat until the whole advance has been repaid together with interest.**

(4) The motor vehicle must be purchased outright by the officer and the amount advanced will be limited strictly to the actual purchase price or to the cost of reconditioning as contained in the estimate plus insurance premia as in paragraph (2)

of this Order. Payment will be made by the Accountant General directly to the dealer, reconditioner or insurance company concerned on production of an invoice. In no circumstances should an officer commit himself to purchase a vehicle or to have a vehicle reconditioned until an advance has been approved.

(5) No advance to purchase or recondition a motor vehicle may be made to an officer while any portion of a prior advance to him for his purpose remains outstanding.

(6) The term "motor vehicle" includes a motor cycle or motorised bicycle.

506. An officer travelling on duty to another country may be authorised by the Financial Secretary to draw an interest free advance on account of hotel expenses and subsistence. The advance may not exceed the total amount that would be drawn by that officer at the authorized rate payable to him for the period he is expected to be out of Montserrat. The advance will be recoverable in full immediately the officer returns to Montserrat and no advances may be drawn while any portion of a previous or similar advance is outstanding or unrepaid.

Advance to officer traveling on duty.

507. An advance may be made to an officer to enable him to pursue within Montserrat any approved course of study including correspondence and local courses approved by the Governor to be in the public interest. In any such case an advance may also be made to enable the officer to purchase necessary books. The total advances made under this Order shall not exceed three months salary of the officer or the actual cost of fees, including books, of the course, whichever is less. Before any advance is paid under this Order, collateral security must be provided to the satisfaction of the Financial Secretary or by the execution of a bond. The total amount advanced shall be repaid to the Government by the officer in twelve monthly instalments or by equal deductions from salary within twelve months. Officers who complete an approved course but fail to pass shall be refunded 25% of the total cost; those gaining a grade C pass or equivalent shall be refunded 50% of the total cost; those gaining a grade B pass or equivalent shall be refunded 75% of the total cost; and those gaining a grade B+ pass or equivalent shall be refunded the full cost of the course. For the purposes of this Order an approved course of study is one certified by the Permanent Secretary, Administration, as being likely to enhance the officer's value in the public service, the fees of which are not payable by instalments to the college or institution concerned.

Advance for local study expenses

508. On first appointment or on transfer from outside Montserrat an officer will be eligible for an advance towards the cost of purchasing furniture. The maximum amount of advance will be determined by the Governor on the recommendation of the Central Allowances Committee. Such advances will be subject to interest at current rate payable by the Government on bank overdraft and must be repaid by monthly instalments within a period not exceeding two years.

Advances for the purchase of furniture

509. The total advances made to any one officer shall be limited to an amount such that the monthly repayments do not exceed one half of his monthly emoluments.

Limitation to the total of personal advances

510. Any application for loans for any purpose which may be received from public officers should be regarded in the same light as applications for advances and dealt with in like manner and in accordance with the procedure laid down for dealing with applications for advances.

Loans

Subsistence allowance

511. The payment of a subsistence allowance is intended to ensure that an officer who is required to travel on duty outside Montserrat shall not be out of pocket as a result, but that, on the other hand, no officer shall derive any pecuniary benefit from travelling on duty. Subsistence allowances are, therefore, calculated to meet only the additional expenditure which an officer when travelling on duty away from home is obliged to incur over and above the expenses which he would otherwise normally incur at home.

Claims for subsistence allowance

512. An officer will submit his claims for subsistence to his Head of Department. The officer will also certify as correct any receipted bills which are attached to the claim. Heads of Departments are required to satisfy themselves personally that the details of the claim are correct, that the journey was made in the public interest and that it was completely without delay. If he is satisfied on these particulars, he will certify the claim as follows -

“I hereby certify that was travelling on duty on the days specified and I am satisfied that the amount claimed in respect of such duties, is in my opinion, fair and reasonable.”

The claim will be attached to a payment voucher and forwarded to the Accountant General for payment. Permanent Secretaries and Heads of Departments will certify their own subsistence claims.

Basis upon which the allowance is calculated

513. For the purposes of subsistence allowance, an officer's salary will include an acting allowance and an officer appointed to act in a higher office will be deemed to be the holder of the higher office and shall be eligible to be paid subsistence allowance accordingly.

Subsistence allowance when travelling on duty outside Montserrat

514. (1) Officers who are required to travel on duty outside Montserrat or to represent the Government abroad, will be paid their hotel expenses on the submission of receipted hotel bills and, in addition, will be eligible to receive subsistence allowance to meet out-of-pocket expenses in accordance with such rates as may be approved by the Governor on the recommendation of the Central Allowances Committee.

(2) For the purposes of this Order “hotel expenses” means the lodging plus breakfast, lunch, dinner, hotel tax, service charge and essential telephone calls. All other expenses such as laundry, early morning tea, drinks etc. must be met by the officer himself.

(3) The payment of hotel bills will be limited to the grade of hotel or guest house or other establishment considered to be appropriate to the officer's grade unless he can show to the satisfaction of the Financial Secretary that such accommodation was not available and that he had to obtain superior accommodation.

Entertainment allowance when representing the Government abroad

515. Officers representing the Government at conferences, meetings, official functions and celebrations abroad who are required, and have been authorized by the Chief Minister, to entertain *in the name of the Government* may be paid a special accountable allowance to cover the authorized entertainment. The amount to be refunded shall be in the sole discretion of the Minister of Finance.

Training courses overseas

516. (1) An officer nominated by the Government to attend a course of training overseas (distinct from a course of study) will be regarded as being on leave on full salary. In addition, he will be eligible to be reimbursed, on production of receipted bills, with any hotel or board and lodging expenses actually incurred, and will further

be eligible to receive subsistence allowance at one half of the appropriate rate as provided for under the provisions of General Order 514 and the relevant Establishment Circular.

Provided that where an officer is provided with free or reduced cost board and lodging, either wholly or in part and/or is in receipt of any monetary grant during the duration of the course, reimbursement of hotel expenses and/or rate of subsistence allowance may be reduced in proportion thereto.

Provided further that subsistence allowance will be payable for a maximum period of 90 days only.

(2) The financial arrangements applicable in any particular case will be determined by the Financial Secretary on the recommendations of the Permanent Secretary, Administration.

(3) In this Order a "course of training" means a period of instruction or an attachment, the purpose of which is to improve an officer's skills or broaden his experience or to provide him with a technical or specific qualification appropriate to his appointment in the public service.

517. When an officer on leave of absence overseas (or overseas for some purpose other than official duty) is required to undertake official duties, he will be eligible to receive subsistence allowance as follows -

- (i) if duties to be performed necessarily entail the officer's absence overnight from his place of residence at the time, his hotel expenses and subsistence allowance in accordance with Order No. 514;
- (ii) if the duties performed do not entail the officer's absence from his place of residence at the time, a subsistence allowance at half the rates set out in Order No. 514 and the relevant Establishment Circular.

Subsistence allowance when officers on leave outside Montserrat undertake duty

518. Travelling expenses incurred by officers while on official duty outside Montserrat, which are directly connected with such duty will be reimbursed.

travelling expenses in connection with duties outside Montserrat
Transport allowance

519. (1) Officers who are required to possess and maintain a motor vehicle for the efficient performance of their official duties and who are designated travelling officers will be eligible to receive a monthly transport allowance provided that they maintain the vehicle in a roadworthy condition and use it for official travelling. The allowance will cover the cost of the first 150 miles of travelling on duty in a month.

(2) The list of officers designated as travelling officers and the rate of monthly transport allowance will be approved by the Governor on the recommendation of the Central Allowances Committee.

(3) An officer absent on duty or on leave of any kind for a continuous period in excess of one month will be eligible to receive the allowance for the whole of the month in which his absence starts. Payment of the allowance will then cease until the day he resumes duty in Montserrat, payment then being made on a pro-rata basis for the month in which he resumes duty.

520. (1) Officers who are designated travelling officers whose official travelling is in excess of 150 miles in a month may be paid a mileage allowance per additional mile travelled in that month on official duties.

Mileage allowance

(2) An officer who is not designated a travelling officer who is on occasion required to use his own motor vehicle for official travelling with the sanction of his

Permanent Secretary or Head of Department will be eligible for mileage allowance per mile travelled.

(3) Claims for the payment of mileage allowance must be submitted monthly in the prescribed form in the first week of the month next following that in which the travelling occurred, together with a certified statement of the journeys undertaken, the reasons for each journey, the dates and distances travelled. Where a designated travelling officer submits a claim for mileage allowance in respect of miles travelled in excess of 150 he will be required to submit a statement of all official travelling undertaken by him in that month. Responsibility for correctness of claims will rest in the first instance upon the officer making the claim and subsequently upon the officer countersigning it.

(4) The rate of mileage allowance will be approved by the Governor on the recommendation of the Central Allowances Committee.

Travelling between home and place of work

521. No mileage allowance shall be paid for journeys between an officer's home and his office during working hours; provided that an officer may, on the recommendation of his Permanent Secretary or Head of Department be eligible to draw such allowance in respect of an extraordinary journey between his home and his normal place of work if he is required by the Permanent Secretary or Head of Department to return to his place of work outside the normal hours.

Economy to be exercised in travelling on duty

522. It is the responsibility of Permanent Secretaries and Heads of Departments to ensure that travelling on duty by their officers is restricted to the minimum consistent with the efficient discharge of their duties, and that the provision in the annual estimates for travelling on duty is not exceeded.

Area allowance

523. An area allowance will be payable to Public Health Inspectors and Public Health Nurses to recompense them for expense incurred in travelling within the districts in which they are posted. A similar allowance though not necessarily at the same rate, will be payable to District Midwives and Postmen. The rates of such allowances will be determined by the Governor on the recommendation of the Central Allowances Committee. The provisions of Order NO. 519 (3) shall apply to the payment of such allowances during absence from duty and an officer in receipt of an allowance shall not thereby be eligible for an advance to purchase a motor vehicle.

Bicycle allowance

524. Officers who are required to use a bicycle for the performance of their duties will be eligible to receive a bicycle allowance at a rate to be determined by the Governor on the recommendation of the Central Allowances Committee.

Cashier's allowance

525. Officers who are required to perform full time duties as cashier in a department and officers employed in the Pay Unit may be paid a non-pensionable allowance at a rate to be determined by the Governor on the recommendation of the Central Allowances Committee.

Special allowances

526. Special duty allowances other than those referred to in this Chapter may be paid only on the express authority of the Governor. Officers in receipt of such allowances will not be entitled to the allowance during leave other than short periods of leave and sick leave not exceeding one calendar month in aggregate in a year.

Entertainment allowance

527. (1) Officers on a Salary Grade of M.4 and above are eligible to receive an entertainment allowance at a rate approved by the Governor on the recommendation of the Central Allowances Committee.

(2) An officer absent on duty or on leave of any kind for a continuous period in excess of one month will be eligible to receive the allowance for the whole of the month in which his absence starts. Payment of the allowance will then cease until the day he resumes duty in Montserrat, payment then being made on a pro-rata basis, for the month in which he resumes duty.