

GOVERNMENT NOTICE No. 29

TRINIDAD AND TOBAGO

TRAVELLING ALLOWANCES REGULATIONS

REGULATIONS MADE BY THE GOVERNOR IN COUNCIL UNDER THE TRAVELLING ALLOWANCES ORDINANCE, CH. 9. NO. 10

General

1. These Regulations shall have effect as from the 1st January, 1953, ^{Title} and may be cited as the Travelling Allowances Regulations, 1953.

2. In construing these Regulations, Heads of Departments, Financial ^{Construction} Officers and Officers submitting claims for travelling expenses and subsistence allowance should be guided by the following principles :

- (a) That no Officer should be out of pocket as the result of having to travel on duty ;
- (b) That no Officer should derive any pecuniary benefit from travelling on duty ;
- (c) That an Officer should be protected from himself when he is assessed to keep a motor vehicle of any one grade but elects to keep and use a motor vehicle of a higher grade in lieu thereof.

3. Any allowance under these Regulations may be discontinued or ^{Variation of} diminished at any time without any compensation to the Officer to whom ^{Allowances} it has been allowed.

4. Any contingency not provided for in these Regulations shall be dealt ^{Discretion of} with by the Governor in his discretion. ^{Governor}

5. Any Officer appointed to act in a higher office will, for the purpose ^{Officer acting} of these Regulations, be deemed to be the holder of the office and to be in ^{in higher} receipt of the initial salary thereof. ^{office}

6. The hour of departure and arrival, as the case may be, shall be deter- ^{Hours of} mined by the hour of departure from or arrival at the Officer's station : ^{departure} ^{and arrival}

Provided that when the journey from the Officer's residence is shorter than from his office, and he travels direct from his residence to his destination, the mileage claimed shall be computed from his residence.

7. For the purpose of these Regulations " month " shall be deemed ^{Definition} to be a calendar month. ^{of "month".}

8. " District " for the purpose of these Regulations means any area ^{Definition} which an Officer either by the nature of his duty or by the terms of his ^{of "District"} appointment is required to cover for the due performance of his duties.

9. An Officer's station shall be the head office of his district, or in the ^{Definition} absence of such head office, the principal place in which he transacts his official ^{of "Station"} business.

10. Every Officer to whom a mileage or commuted transport allowance ^{Diary to} is payable will be required to keep a diary showing the dates, points and time ^{be kept by} of departure and arrival, and distance of and reasons for all journeys on ^{Officer} official business. The Officer will be expected to keep such diary clean and ^{claiming} in a tidy condition and shall present it for inspection by the Head of his ^{subsistence} Department or other Officer authorised by him. ^{and mileage} ^{and commuted} ^{allowances}

Form of
voucher

11. (i) All claims for subsistence allowance and travelling expenses shall be made out in the form from time to time approved by the Accountant General. The certificate to be given on the form shall be regarded in every particular, as an honour certificate that the whole expenditure has been necessarily incurred in the interest of the Public Service, and that the various items of travelling or transportation expenses have been actually disbursed.

Certificate
of Head of
Department

(ii) The certificate of the Head of Department concerned implies that he has personally satisfied himself that the claim is reasonable and that the claimant was travelling on duty during the time specified. The certificate must be in the form prescribed in the Fourth Schedule.

(iii) Claims under this Regulation must, if possible, be supported by voucher.

Prompt
rendering
of account

12. (i) All claims for subsistence allowance and travelling expenses must be rendered and paid as promptly as possible ; any case of unnecessary delay in submitting a claim will render the claim liable to be rejected.

(ii) Claims for travelling allowances must be prepared and submitted immediately after the last day of the calendar month to which they relate.

(iii) If for any valid reason any claim is delayed, a certified explanation for the late submission of the claim must be endorsed on the voucher by the Head of Department.

Government
Vehicles

13. Any Government vehicle shall be used solely in the performance of public duties, save and except on such conditions as the Financial Secretary may from time to time impose. In cases of emergency when it is not possible to obtain the prior approval of the Financial Secretary, the Head of Department may authorise the use of the Government vehicle by an Officer and report the matter immediately to the Financial Secretary through the Accountant General, giving the full circumstances. The unauthorised use of a Government vehicle for private purposes is strictly forbidden.

Use of
Government
vehicle by
Officer

14. If an Officer who is required to keep a motor vehicle for use in the performance of his duties is in receipt of a commuted allowance, and is at any time, owing to such vehicle being temporarily out of use, allowed the use of a Government vehicle, he shall receive only such proportionate part of the commuted allowance as is due to him.

Officer
required
to hire
transport

15. Where an Officer is permitted to hire his means of transport instead of owning same, he will draw such allowance under such conditions as the Financial Secretary may from time to time approve.

Use of
Government
vehicles

16. Officers travelling on duty, except those enumerated in Parts I and II of the Third Schedule to these Regulations, and those whose minimum salaries exceed \$1,920 per annum, shall, whenever possible, travel in Port-of-Spain by trolley bus or omnibus or elsewhere by any form of transport operated by Government: (Railway, launch or steamer):

Provided that where in the interests of the Service a Head of Department considers it advisable that an Officer of his Department for whom provision is not made in Parts I and II of the Third Schedule to these Regulations should on any special occasion use his motor vehicle on official business, he may authorise the Officer to do so and to claim mileage at the prescribed rates. The special circumstances must be stated on the voucher and the Accountant General if he is satisfied as to the advisability for the use of such motor vehicle shall pass the claim.

17. No Officer who owns a motor vehicle may be preferred to act in an office requiring the use of a motor vehicle for that reason, and any Officer who is in possession of his private means of transport may, if required to act in an office requiring the use of a motor vehicle, be called upon to use alternative means of transport instead of using his private motor vehicle for the performance of his duties.

Officer
owning
private motor
vehicle

18. A Pensioner, who is temporarily re-employed, whether in the office which he held prior to his retirement or in another office shall, for the purposes of these Regulations be deemed to be in receipt of a salary equivalent to the salary which he drew immediately prior to retirement.

Re-employment
of Pensioners

19. The Financial Secretary may authorise the payment into the Treasury by way of reimbursement from a private firm or individual of expenses incurred in travelling by a Government Officer for any supervision undertaken in his official capacity.

Payment of
travelling
expenses by
private firm
or individual

20. (i) An Officer who is required to keep and use a motor vehicle for the performance of his duties and who is visiting Tobago on official business, may be permitted to transport his vehicle to and from Tobago by Coastal Steamer at Government expense, provided that the mileage to be covered on duty is not less than 100 miles.

Free
transport
of vehicle
to and from
Tobago

(ii) Judges of the Supreme Court holding Assizes in Tobago will be permitted to transport their motor vehicles to and from Tobago at Government expense, provided that no claim for mileage allowance is made in respect of travelling in Tobago.

(iii) An Officer stationed in Tobago who is required to keep or authorised to use a motor vehicle shall be permitted to transport such vehicle to Tobago by Coastal Steamer at Government expense at the time of purchase of the vehicle.

(iv) An Officer stationed in Tobago who is required to keep or authorised to use a motor vehicle may, subject to the approval of the Financial Secretary, be granted permission for the free transport of his motor vehicle to Trinidad not more than once every six months for the purpose of effecting major repairs.

(v) The prior approval of the Financial Secretary should be obtained for the transport of vehicles to and from Tobago under this regulation.

21. Any special authority granted under these Regulations shall be quoted on the claims submitted to the Accountant General to be passed for payment.

Special
authority
to accompany
voucher

Travelling by Railway, Bus or Steamer

22. Officers when travelling on duty shall be entitled to travel by Government Railway, Government Bus and Steamer in accordance with the classifications set out in the First Schedule to the Regulations:

Classification
relating to
travelling
by Railway,
Bus and
Steamer

Provided that an Officer travelling on duty by the Coastal Steamer may be permitted by his Head of Department to travel by a class higher than that to which he is entitled under this Regulation if accommodation is not available in the class by which he is scheduled to travel.

Provided further that the Governor may, in any particular case, authorise any Officer to travel by a class other than that to which he is entitled under this Regulation.

Issue of tickets for Railway or Steamers

23. (i) An order for the issue of a Railway or Steamer ticket, signed by the Head of Department or his duly authorised Deputy or Assistant must be presented at the Railway or Steamer Booking Office by the person in whose name it is drawn and exchanged for a ticket.

(ii) An Officer requiring an order for the issue of a ticket must make early application to the Head of his Department, and any Officer who travels without obtaining the necessary order will be required to pay the cost of his ticket. Except in special circumstances claims for refund in cash of Railway and Steamer fares will not be admitted.

Ticket for servant

24. An Officer travelling on duty, when necessarily accompanied by a servant, may be provided with an order for the issue of a third class railway or steamer ticket for such servant.

Means and Grades of Transport

Means of transport

25. (i) The Financial Secretary may:—

(a) require an Officer to keep and use sufficient means of transport for the performance of the duties of his office, or

(b) where an Officer is not so required to keep sufficient means of transport authorise an Officer to make use of his own horse or vehicle for travelling on duty.

Grading of motor vehicles

Provided that in any case where an Officer is required to keep and use or authorised to make use of a motor vehicle, the Financial Secretary shall prescribe the grade of motor vehicle to be kept and used or to be made use of by such Officer for the performance of the duties of his Office and shall fix a limit of the annual mileage to be covered in respect of such office.

Limit of mileage

(ii) Officers holding the offices enumerated in Part I of the Third Schedule to these Regulations shall be required to keep and use the means of transport shewn thereunder and Officers holding the offices enumerated in Part II of the said Schedule are authorised to make use of the means of transport shewn thereunder :

Provided that an Officer who holds an office enumerated in the said Schedule in respect of which office the authorised means of transport is a motor car, shall not be permitted to use a motor car, if his salary does not exceed \$1,680 per annum but shall use as his means of transport a motor cycle or such other means of transport as may be prescribed by the Financial Secretary.

Provided further that the Financial Secretary may at any time amend the said Schedule by adding thereto any other office or removing therefrom any office included in or added thereto or by varying the grade of means of transport to be kept and used or to be made use of by such Officer.

Option of Officer to keep higher grade motor car.

(iii) If any Officer who is required to keep or authorised to use a motor car of any one grade elects and is granted permission to keep and use a motor car of a higher grade in lieu thereof, he shall be entitled only to the rate fixed for the grade of motor car for which he is assessed.

Officer allowed light car on grounds of health or age

(iv) If an Officer who is required to keep or authorised to use a motor cycle for the performance of his duties claims on the grounds of health that he cannot or should not ride a motor cycle, he shall be examined by a Medical Board appointed by Government with a view to determining whether or not he should be required to ride a motor cycle. If the Medical Board recommends that such an Officer should not be required to ride a motor cycle, the Officer may be permitted by the Financial Secretary to keep and use a light grade motor car for the performance of his duties. If an Officer who is required

to keep or authorised to use a motor cycle for the performance of his duties claims on the grounds of advanced age that he is unable to use a motor cycle, such Officer provided that he is not less than forty-five years old may be permitted by the Financial Secretary to use a light grade motor car. An Officer who has been permitted on the grounds of health or age to keep and use a light grade motor car in lieu of a motor cycle shall be treated for purposes of these Regulations as though he were an Officer required to keep or authorised to use, as the case may be, a light grade motor car.

(v) An Officer who is required to keep or authorised to use a motor cycle shall not use, unless permitted under Regulation 25 (iv), means of transport other than such motor cycle for the performance of his duties, provided that an Officer whose salary is over \$1,680 per annum and who elects and is permitted to use a light grade motor car in lieu of a motor cycle shall be entitled only to the rate fixed for a motor cycle and shall not be granted for purchase of a light grade motor car, a loan in excess of the maximum allowed for purchase of a motor cycle.

Option of Officer required to keep motor cycle

(vi) Any Officer who is required to keep or authorised to use a motor car of any grade may, with the approval of the Financial Secretary, keep and use a motor car of the lower grade in lieu thereof, provided that he shall be entitled only to the rate fixed for the lower grade motor car.

Option of Officer to keep a lower grade motor car

Mileage and Special Allowances

26. The annual mileage to be covered in respect of the office held by each Officer enumerated in Parts I and II of the Third Schedule to these Regulations shall not exceed the limit shewn in column five of Part I or in column four of Part II of the said Schedule provided that the Governor may at any time amend the said columns by varying the amount of annual mileage shewn hereunder.

Annual mileage

27. An Officer who has not been granted a commuted allowance and is authorised to use his own horse and vehicle, motor car, motor cycle or bicycle for travelling on duty may be paid a mileage allowance at the rates set out in Part I of the Second Schedule to these Regulations, provided that :

Rate of mileage allowance

- (a) No payment shall be made in respect of journeys less than one mile and in journeys in excess of one mile claims for distances of less than half-a-mile shall not be admitted.
- (b) No payment shall be made in respect of mileage in excess of the annual mileage fixed as in Regulation 26 thereof except with the special authority of the Financial Secretary.
- (c) No allowance shall be payable in respect of journeys between an Officer's residence and his office for the purpose of attendance at office except with the special authority of the Financial Secretary.

Exceeding mileage limit

Travelling between office and residence.

28. A Head of Department if he considers it advisable in the interest of the Service or if he has reason to believe that an Officer of his Department or whom an annual mileage limit is fixed in Part I or Part II of the Third Schedule to these Regulations is travelling so excessively as to exceed his annual mileage or in any way so as to impair his efficiency, may limit the Officer's mileage to a monthly basis. In all cases the reason for such action as well as the monthly mileage allotted to the Officer shall be reported to the Accountant General.

Limit of Officer's mileage

Officer
allowed
alternative
means of
transport

29 (i) Where an Officer who is required to keep or authorised to use a motor vehicle is not in possession of such motor vehicle owing to his not having yet purchased it or to the vehicle being temporarily laid up for repairs and authority is granted for him to use alternative means of transport, the Officer will be expected to travel by public service vehicles, and refunds for the hire of taxis will only be met in special circumstances. A Head of Department may give approval for an Officer to use alternative means of transport for a period not exceeding two months. Where the period is expected to exceed two months the prior approval of the Financial Secretary must be obtained. A detailed monthly statement of actual expenses incurred, supported by receipts where possible, must be attached to the voucher submitted for payment and the Officer shall be refunded such expenses incurred provided the amount claimed does not exceed the equivalent in cash of one-twelfth of his fixed annual mileage. The receipts given should be specific as to the times during which the vehicle was used on official business by the Officer and should give details of the journeys.

(ii) An Officer who is temporarily granted permission to use alternative means of transport and is in possession of a bicycle may, with the approval of his Head of Department, use such bicycle and be paid the rate fixed for a bicycle provided that the allowance for a bicycle together with the amount claimed for other means of transport does not exceed the amount allowed under Regulation 29 (i).

Certificate
when
submitting
claims

(iii) Any Officer submitting a claim under Regulations (i) and (ii) hereof shall furnish monthly with his claim a certificate in the form contained in the Fourth Schedule Part II of these Regulations.

Change of
Officer

30. A Head of Department shall notify the Accountant General as soon as possible of any change in an Officer's station.

Officer
acting for
another
Officer

31. Unless otherwise specially provided an Officer who is required to keep or authorised to use a motor vehicle and who is appointed to act in another office shall take into account any consequent mileage covered during any one year against the office in which he is acting as well as against his substantive office. Any Officer appointed to act in another office may, with the approval of the Financial Secretary be temporarily allotted mileage on a monthly basis or for the whole period during which he is required to act.

Transfer of
Officer to
another
office

32. If an Officer who is required to keep or authorised to use a motor vehicle is transferred to an office where he is not required to travel, the Officer shall not be entitled to draw any travelling allowance, and the fact that the Officer may have obtained an advance for the purchase of a motor vehicle does not entitle him to draw an allowance for a post not scheduled under these Regulations. Provided that where an Officer who is required to keep or authorised to use a motor vehicle is transferred to an office requiring him to keep a motor vehicle of a lower grade, he may with the approval of the Financial Secretary continue to use the higher grade vehicle for the performance of his duties and be paid the rates for the higher grade vehicle until he shall have disposed of it.

Claim of
difference
of mileage

33. (i) Where it is proved that in any calendar year an Officer who is required to keep or authorised to use a motor vehicle had the maintenance of his vehicle on official duty for the whole year and did not receive payment at the higher rate applicable to his grade of vehicle as set out in (b) (i) of Part I of the Second Schedule to these Regulations in respect of mileage done by him up to the limit of the total payable at the higher rate for the twelve months of that year, an additional allowance shall be paid to cover the difference between such rate and that at (b) (ii) of Part I of the Second Schedule applicable to his grade of vehicle.

(ii) An Officer who was not in possession of his prescribed means of transport or who was temporarily allowed the use of alternative means of transport or who was on vacation leave for one month or more, shall not be entitled to claim difference of mileage in respect of such periods during which his vehicle was not used on official duty.

Chauffeur's Allowance

34. Where the Financial Secretary is satisfied that the nature of an Officer's duty necessitates the employment of a chauffeur, an allowance at the rate of \$720 per annum may be granted to such Officer. Allowance
for Chauffeur

Provided that the allowance set out in column (4) of Part I of the Third Schedule to these Regulations shall remain in force until varied or revoked and provided further that the Governor may amend the said column (4) by adding thereto or removing therefrom any allowance included or added thereto.

35. An Officer in receipt of a monthly chauffeur's allowance when temporarily required to act in an office in which a chauffeur's allowance is not payable may, with the authority of the Financial Secretary, in special circumstances, be allowed to draw the whole or part of such allowance. Officer acting
temporarily
in another
office

36. An Officer in receipt of a monthly chauffeur's allowance may, when absent on sick leave in the Colony or on local leave for a period not exceeding in either case fourteen days at any one time, draw without special permission such Part of the allowance as may not be required for the *locum tenens* for the performance of the duties of the office.

37. An Officer travelling on duty, who has not been granted a chauffeur's allowance, may be granted in respect of a Chauffeur's Allowance, the sum of three dollars in respect of any day's journey of 75 miles or more in Trinidad or 50 miles or more in Tobago on which he employs a licensed chauffeur and may be permitted to claim refund of expenses up to a maximum of seventy-five cents per day, incurred in supplying the chauffeur with a meal : Provided that in the case of an Officer travelling on duty on journeys in excess of 5 miles in Trinidad or 50 miles in Tobago necessitating his absence from his station for a period exceeding 24 hours, he may at the discretion of the Accountant General be paid a chauffeur's allowance in respect of each day of such absence at the rate of three dollars : Provided also that the amount claimed does not in any one month exceed sixty dollars.

38. Any Officer who is granted a chauffeur's allowance or any Officer submitting a claim for a chauffeur's allowance in accordance with the preceding sections shall furnish with his claim the certificates in the form provided in the Fourth Schedule Parts IV and VI to these Regulations. Certificate
to accompany
voucher

Depreciation Allowance

39. The mileage rates set out in Part I (b) (i) of the Second Schedule to these Regulations include a special allowance to cover additional wear and tear on motor vehicles as may result from the use of such vehicles on roads of low standard. In addition, special allowances calculated as a percentage of the mileage rates applicable to the grade of motor vehicle an Officer is required to keep or authorised to use may be paid at the rates indicated and under the conditions stated in Part II of the Second Schedule to these Regulations, to take care of such circumstances as may tend to increase further the wear and tear on motor vehicles : Provided that the Financial Secretary may at any time amend the said Schedule by adding thereto any other area or removing therefrom any area included therein or added thereto, by varying or revoking the rates set out therein or by varying the conditions there stated. Special
Depreciation
Allowance

Standing Charges when Motor Vehicle is not in use

Temporary
appointment
to district
where use of
motor vehicle
is not necessary

40. (i) If any Officer who has been required to keep a motor vehicle for the performance of his duties is temporarily assigned duty in a place or district where the use of such motor vehicle is not possible or necessary, he may, with the approval of the Financial Secretary, be allowed to draw for a period of not more than six months such portion of the standing charges set out in Part V of the Second Schedule to these Regulations, as the Financial Secretary may deem fit, provided that the Officer certifies that the vehicle has been placed in storage and the wheels removed :

Provided further that if an Officer elects to continue to use his vehicle for private purposes during the period of his temporary transfer, the Accountant General may, with the approval of the Financial Secretary, agree to the suspension for a period not exceeding six months of the repayment of any instalment on the advance for the purchase of the vehicle.

(ii) An Officer required to keep a motor vehicle for the performance of his duties who proceeds on vacation leave for a period of one month or more, may, with the approval of the Financial Secretary, be allowed to draw for a period not exceeding six months, such portion of the Standing Charges set out in Part V of the Second Schedule to these Regulations, as the Financial Secretary may deem fit, provided that the Officer is not proceeding on leave prior to retirement, and provided further that the vehicle remains in his ownership in the Colony and he certifies that it has been placed in storage and the wheels removed.

(iii) An Officer who has been granted Standing Charges under Regulation 40 (i) or Regulation (40 (ii) and who, on resumption of duty in an office in which he is required to travel, submits an application for permission to dispose of the vehicle in respect of which he was granted Standing Charges, shall not be eligible, except in special circumstances, to have his application considered unless the application has been made after the expiration of a period of not less than that in respect of which he was in receipt of Standing Charges or unless he refunds such portion of the Standing Charges paid to him as represents the difference between the amount so paid and an amount that would be payable for a period from the date of his resumption of duty to the date of disposal of the vehicle.

(iv) Any payment to an Officer by way of Standing Charges shall be reduced by the amount of any rebate of Licence Duty which he may receive in respect of the period for which he has been paid Standing Charges.

Special Travelling Facilities for Officers on Transfer

Transport
expenses of
Officer on
transfer or
promotion to
district where
housing
accommodation
is not readily
available

41. Where an Officer who is required to keep or authorised to use a motor vehicle is transferred or promoted to a district where housing accommodation is not readily available and the Officer is forced as a result to travel daily at his own expense between the district in which he resides and the district to which he has been assigned for duty, the Financial Secretary may, if he is satisfied that the Officer suffers a hardship thereby, grant at his discretion and on such conditions as he considers reasonable, to such Officer an additional mileage allowance in respect of two-thirds of the total mileage involved at such rate as set out in Part I (b) (ii) of the Second Schedule to these Regulations, as is applicable to the grade of motor vehicle the Officer is required to keep or authorised to use; provided:

(a) that in the case of an Officer who is not required to keep or authorised to use a motor vehicle for the performance of his duties, the Financial Secretary may authorise the Officer to travel by such means as may be approved and be refunded such whole or part of any travelling expenses incurred;

- (b) that in the case of an Officer who possesses his own vehicle the Financial Secretary may approve of the Officer using such vehicle and being paid mileage rates as stated above;
- (c) that the grant to an Officer of the facility under these Regulations shall be reviewed by the Financial Secretary every three months.

42. Except where official quarters are provided and if the Head of Department considers it necessary, the travelling expenses of an Officer or a member of his family acting on his behalf shall be paid for one preliminary visit to his new station prior to his transfer thereto for the purpose of finding a house. The expenses payable to an Officer in such cases would be the equivalent of the amount he would have received had he been travelling on duty.

Transport expenses of Officer to new station for finding a house

Commuted Allowances

43. Where it is considered advisable that an Officer should receive a commuted allowance for the upkeep of a motor vehicle the rate shall be fixed by the Financial Secretary, due regard being paid to the annual mileage on official duties covered by the Officer.

Rates of commuted allowances for motor vehicles

Provided that the commuted allowances set out in columns (3) of Parts I and II of the Third Schedule to these Regulations shall remain in force until varied or revoked and provided further that the Governor may amend the said columns (3) by adding thereto or removing therefrom any allowance included in or added thereto.

44. The rates of transport allowance (other than for motor vehicles) unless otherwise specially fixed, shall be at the rates set out in Part III of the Second Schedule to these Regulations.

Rates of commuted allowance for transport (other than motor vehicles)

45. Every Officer to whom a commuted transport allowance is granted shall be required to furnish monthly with his claims therefor, a certificate in the form contained in Part III of the Fourth Schedule to these Regulations. In the case of a subordinate Officer, the further certificate contained in Part V, of the Fourth Schedule must be furnished.

Certificates to be furnished

46. No Officer to whom a district has been assigned and who is in receipt of a commuted transport allowance shall, except in special circumstances, be allowed expenses for travelling within his district, provided that an Officer who is required to travel outside the limits of his districts shall be paid mileage allowance in accordance with the rates set out in Part IV of the Second Schedule to these Regulations to be calculated from his station and not from the boundary of his district. This proviso shall apply only to such Officers as may from time to time be approved by the Governor.

Travelling outside the limits of a district

47. If any Officer who is in receipt of a commuted transport allowance is assigned additional duties either permanently or temporarily within or without his district requiring additional travelling, or is called upon occasionally so to travel, he may, with the approval of the Governor, receive an additional allowance at the rates set out in Part IV of the Second Schedule to these Regulations.

Additional travelling

48. An Officer who may be transferred from an office (district or station) to another in respect of which a commuted allowance is at a reduced rate will only be allowed to draw the commuted allowance attached to the office (district or station) to which he has been transferred. Provided that an Officer in receipt of a commuted transport allowance who is transferred to an office in which a mileage allowance is payable shall be required to claim such mileage allowance and shall be paid in accordance with the rates set out in Part I of the Second Schedule to these Regulations.

49. (i) An Officer in receipt of a commuted transport allowance for the upkeep of a horse or horses may, when absent on sick leave in the Colony or on local leave for a period not exceeding in either case fourteen days at any one time, draw without special permission such part of the allowance as may not be required for the *locum tenens* for the performance of the duties of his office.

(ii) An Officer in receipt of a commuted transport allowance for the upkeep of a motor vehicle may, when absent on sick leave in the Colony or on local leave for a period not exceeding in either case fourteen days at any one time, draw without special permission so much only as represents the proportion of the standing charges at the rates set out in Part V of the Second Schedule to these Regulations for the period of such leave, provided that such part of the allowance is not required for his *locum tenens* for the performance of the duties of the office.

(iii) An Officer in receipt of a commuted transport allowance for the upkeep of a bicycle or if in receipt of a commuted transport allowance is required to travel by public service vehicles, shall not when on sick or local leave be paid in respect of any part of such allowance.

Officer
engaging
in private
practice

50. If a medical Officer who is in receipt of a commuted transport allowance is permitted to engage in private practice, he shall be expected to bear such part of his travelling expenses as the Financial Secretary may in his opinion consider reasonable.

Subsistence Allowances

Rate of
subsistence
allowance in
the Colony

51. (i) Officers travelling on duty in the Colony, unless otherwise specially provided for, shall be paid over and above their actual reasonable travelling expenses, subsistence allowance at the rates set out in the Fifth Schedule to these Regulations:

Provided that Officers who are absent from their station for an extended period and who are required to break the continuity of their absence by attendance at their station on instructions from their Head of Department shall be permitted to draw travelling expenses for the return journey and subsistence allowance at such rates as if the periods of absence from their station were not continuous provided that the maximum subsistence allowance payable per month is not exceeded. If, however, an Officer returns to his station for his own convenience, e.g., on a Sunday or Public Holiday, he shall be allowed travelling expenses for the return journey but he may only be paid subsistence allowance at the reduced scales in respect of the actual periods of absence from his station as though the periods of absence from his station were continuous.

Method of
calculating
periods of
absence

(ii) For the purpose of calculating periods of absence entitling an Officer to claim subsistence allowance, an absence of not less than six hours but less than twelve hours shall count as one-third of a day; an absence of not less than twelve hours but less than eighteen hours shall count as one-half of a day; and an absence of over eighteen hours up to twenty-four hours shall count as a full day. Provided that in cases where an Officer is required by the Head of his Department to sleep away from home, although not completing an absence of over eighteen hours, the full day shall be allowed. After the first twenty-four hours each completed hour shall count as one-twenty-fourth of a day. No allowance shall be paid for a period of less than six hours.

(iii) Every Officer submitting a claim for subsistence allowance shall furnish with his claim therefor a certificate in the form contained in Part VII of the Fourth Schedule to these Regulations. Certificate to be furnished

(iv) Where an Officer is temporarily transferred from one district to another to perform the duties of another Officer, the Officer so transferred shall be allowed to draw subsistence allowance in accordance with these Regulations for a period not exceeding one month after such transfer; provided that where the period of such transfer exceeds one month an Officer may with the approval of the Financial Secretary draw subsistence allowance for a period in excess of one month. Temporary transfer from one district to another

52. (i) Except in special circumstances and with the specific authority of the Financial Secretary no subsistence shall be paid to an Officer in respect of any travelling within the limits of his district with the exception of the Officers specified in the Fifth Schedule Part II to these Regulations; provided that the Financial Secretary may amend the said Part II of the Fifth Schedule by adding thereto or removing therefrom any special authority granted. Subsistence allowance not payable for travelling within district without special authority

(ii) Any Officer (other than those specified in the Fifth Schedule Part II to these Regulations) to whom a district has been assigned may charge for subsistence within the limits of his district provided that he is required to sleep away from home or is absent from his station for not less than twelve consecutive hours. After the first twenty-four hours, twelve hours shall count as one-third of a period. Officer claiming allowance within district

(iii) Any Officer to whom the provision in No. 46 of these Regulations has been applied may charge for subsistence in accordance with these Regulations. Subsistence for travelling out of district

53. (i) Officers who are in receipt of commuted travelling and subsistence allowances shall be subject to a proportionate deduction of such allowances for periods of absence from their assigned districts when in receipt of subsistence and travelling allowances in accordance with No. 46 of these Regulations. Such Officers when absent on vacation, sick or local leave shall not be permitted to draw any part of this commuted allowance provided that where authority is granted to use a motor vehicle the whole allowance shall be treated as if it were a commuted transport allowance and the relevant provisions of these Regulations shall apply. Officers receiving mixed allowance

(ii) Officers in receipt of rations and free quarters or an allowance in lieu thereof as part of their emoluments may when on special duty or when on temporary transfer to another district be permitted to draw subsistence allowance in accordance with these Regulations provided that free quarters and rations are not further provided in the district to which they have been transferred.

54. When in an emergency the Commissioner of Police considers it necessary that Officers and members of the Police Force should be supplied with cooked rations in lieu of subsistence, the authority of the Financial Secretary shall be obtained before any expenditure is incurred. In any such application the reasons necessitating such an expediency should be explained, as well as the manner in which it is proposed to undertake the messing. The amount that would normally have been payable for subsistence and the amount it is proposed to expend on messing should also be stated. Under no circumstances should such a responsibility be undertaken without the prior approval of the Financial Secretary. Approval of Financial Secretary to undertake messing in lieu of subsistence in an emergency

55. (i) Officers travelling on official duty, who stay in Rest Houses in Trinidad and Tobago, shall be paid subsistence allowance at the rates set out in the Fifth Schedule to these Regulations.

(ii) Officers travelling on official duty, who are obliged to stay in Hotels or Boarding Houses in Trinidad and Tobago, due to the absence or unavailability of Rest House accommodation, shall be paid subsistence allowance at the rates set out in the Sixth Schedule to these Regulations.

Provided that, except in the case of Official Members of Executive Council and of Judges of the Supreme Court, an Officer's stay in an Hotel or Boarding House shall not exceed fifteen days, unless special authority to exceed that period has been obtained from the Financial Secretary and provided further that Official Members of Executive Council and Judges of the Supreme Court may stay in Hotels or Boarding Houses when available in lieu of Rest Houses.

Removal Expenses

56. (i) The transportation of the household effects of an Officer who is being removed from one station to another whether on promotion or otherwise, unless the removal is due to his own request shall be undertaken by Government.

(ii) In cases where Government means of transport are not available for this purpose, the actual out of pocket expenses shall be paid by Government, provided that the Head of Department is satisfied that the most economical means of transportation has been utilised.

(iii) In the case of the removal of an Officer belonging to a Department which possesses its own transport vehicles, use may be made of such vehicles for the removal of the Officer's household effects provided that no other suitable means of Government transport were available and that it is convenient to the Department.

(iv)—(a) The expenses referred to above may include the transport expenses of an Officer's wife and children (if any) and of two servants and the transport of furniture and other reasonable household effects, but no allowance will be paid for the transport of animals or vehicles save such as an Officer is required to keep or authorised to use for his official duties, nor of plants, poultry and the like.

(b) The expense of crating furniture will not be borne by Government except in the case of transport by coastal steamers when crating shall be arranged by the Works and Hydraulics Department.

(v) When an Officer stationed away from his home in the Colony dies while on duty, the removal expenses from his station to any other part of the Colony may be paid *ex gratia* out of public funds at the discretion of the Financial Secretary within the limit of the amount prescribed in these Regulations for the removal expenses of an Officer.

Advances to Purchase Means of Transport

57. If it be in the interest of Government that an Officer shall be required to keep or authorised to use a motor vehicle or other means of transport for the performance of his official duties an advance may be made by Government, free of interest, for the purchase of the vehicle which should be more than 50 per cent. of Empire manufacture or for the purchase of other means of transport. All applications for such advances should be made to the Accountant General in the form approved by him from time to time.

Advance to
purchase
transport
required or
authorised

58. An Officer who obtains an advance for the purchase of a motor vehicle or animal shall be required to effect insurance thereon. Any Officer who is required to keep or authorised to use a vehicle or animal for the performance of his duties may be granted an advance to cover the amount of the insurance premium. Advance to
effect
insurance

59. An Officer who is required to keep or authorised to use a motor vehicle or other means of transport and who has been given an advance under these Regulations shall be required to obtain and use the motor vehicle or other means of transport, and the Officer shall not dispose of such motor vehicle or other means of transport so long as any part of the sum or sums advanced remains unpaid except with the consent of the Accountant General and on such conditions as the Accountant General may at his discretion impose.

60. No advance shall be made to any Officer :

- (a) On temporary appointment.
- (b) On contract unless the repayment of the advance shall be made by the Officer within the period of his contract, provided that the period of repayment of the advance may be extended beyond the term of the contract if the Officer provides adequate security to the satisfaction of the Accountant General.
- (c) Appointed to act in an office the holder of which is required to keep or authorised to use means of transport unless the period of such acting appointment is not less than six months and he obtains his means of transport within the first month of the commencement of the acting appointment.
- (d) For the purpose of paying licence duty.
- (e) Who is not actually required to keep a bicycle, even if he receives an allowance for the use of his own bicycle on official duty.

61. An advance shall be limited to the actual cost of the motor vehicle or other means of transport required to be kept or authorised to be used by an Officer, subject to the maximum amount prescribed by the Financial Secretary and subject to the Officer not having been previously given an advance for the purchase of a motor vehicle or other means of transport.

62. The Financial Secretary shall from time to time fix the maximum amount that may be advanced for the purchase of a motor vehicle or other means of transport and shall take into consideration the market price at which such motor vehicle or other means of transport is being sold.

63. If an Officer who has been granted an advance to purchase a motor vehicle or other means of transport wishes to obtain a further advance towards the purchase of another motor vehicle or other means of transport, he shall seek the prior approval of the Accountant General before effecting a sale or "trade in" of such motor vehicle or other means of transport. Such further advance shall only be granted when the Accountant General is satisfied that the Officer has properly disposed of his motor vehicle or other means of transport and the Officer has paid off any outstanding balance on his previous advance and on any advance granted for repairs and has declared the full amount realised from the sale or "trade in" of the motor vehicle or other means of transport. In arriving at the amount to be advanced the amount realised from the sale or "trade in" of the Officer's motor vehicle or other means of transport shall be deducted from the cost of the motor vehicle or other means of transport being purchased:

Provided that where an Officer has a balance outstanding on a previous advance, a reduction in the amount to be deducted in respect of the proceeds of sale or "trade in" may be allowed to enable such outstanding balance to be settled:

Provided further that in special circumstances, the Accountant General may in the interest of the Service, authorise an advance to an Officer before a sale has been effected on such terms and conditions as he may impose.

Inspection
of used
vehicles
before
approval
of advance
to purchase

64. An Officer who applies for an advance to purchase a used vehicle shall be required before the advance is made to present the vehicle for inspection by a Licensing Officer or other Government Officer acceptable to the Accountant General and the Officer applying for the advance. The vehicle shall be inspected and valued and the Accountant General if satisfied as to the condition and the price at which the vehicle is being sold shall approve the advance. No advance shall be given in excess of the price at which the vehicle is valued.

65. An Officer who is required to keep or authorised to use a motor vehicle of any one grade and who elects to purchase a vehicle of a higher grade may with the approval of the Financial Secretary and without prejudice to any of the foregoing Regulations be allowed an advance only to meet the cost of the lower grade vehicle.

66. An Officer who has been granted an advance under these Regulations shall repay such advance by equal monthly instalments unless otherwise directed by the Accountant General. The fact that deductions towards repayment of an advance have not been made from an Officer's salary does not in any way relieve him of his obligation to comply with the conditions under which the advance is made and any such deduction not made from an Officer's salary shall be paid into the Treasury or nearest Warden's Office by the Officer not later than the last day of the month in which the deduction has not been made and the receipt forwarded to the Accountant General for his information.

Advance for
the purchase
of an animal

67. (i) An advance for the purchase of an animal is subject to its being examined and passed by a Government Veterinary Officer or some other responsible Officer as sound and suitable for the purpose for which it is required. Where, however, in any case it is not practicable for an Officer in an outlying district to arrange for the animal's examination by a Government Veterinary Officer or other responsible Officer such examination will only be necessary when the Head of the Officer's Department or responsible Officer deputed by him has any doubt of the animal's fitness.

(ii) No fee shall be payable to the Government Veterinary Officer or other Government Officer for examination, but the cost of his travelling expenses necessitated for the service outside a radius of ten miles from his head office shall be at the rate authorised by the Regulations and shall be recovered from the Officer on whose behalf the examination is made. Where the Officer is stationed in one of the outlying districts of the Colony, it will be advantageous to him to arrange with the Government Veterinary Officer or other Government Officer at what place the animal is to be examined.

68. An advance for the purchase of a bicycle or for the purpose of effecting Insurance shall be repaid within one year and an advance for the purchase of a motor vehicle or an animal shall be repaid within such period as the Financial Secretary may from time to time direct.

69. In the case of an advance for the purchase of means of transport the Officer shall enter into an agreement on the approved form; provided that in the case of an advance for the purchase of means of transport other than a motor vehicle or an animal which has been insured the Officer shall furnish adequate security to the satisfaction of the Accountant General.

70. An Officer who has been given an advance under these Regulations for the purchase of means of transport and who has not completed the payment of such advance may, on leaving the Service, through compulsory retirement or on transfer to another Colony, be allowed, subject to the approval of the Accountant General, one of the following options:

- (a) The Officer may within such period as the Accountant General may allow pay off the balance outstanding on the advance and retain the means of transport.
- (b) The Officer may be allowed by the Accountant General a period of time within which to sell the means of transport and pay off the balance outstanding on the advance:

Provided that an Officer who is dismissed or resigns from the Service and does not immediately pay off the balance outstanding on an advance given under these Regulations or an Officer who has been allowed an option as at (a) (b) above and has not fulfilled the requirements relating to such option shall hand over the means of transport to Government to be sold in such manner as Government considers fit and shall be liable for such amount as the proceeds of the sale may fall short of the balance outstanding on the advance and any expenses incidental to the sale and shall be refunded such amount as the proceeds of the sale may exceed the balance outstanding on the advance and any expenses incidental to the sale.

71. An Officer who is required to keep or authorised to use a motor vehicle for the performance of his official duties may be granted for the purpose of assisting in effecting repairs to such vehicle, an advance under such terms and conditions as may be prescribed by the Financial Secretary from time to time: provided that any such application shall be accompanied by a statement of the repairs necessary together with an estimate of the cost, from a reputable garage or dealer in motor vehicles.

Advances on motor vehicles for purpose of effecting repairs

72. Officers when on leave in the United Kingdom may obtain advances through the Crown Agents for the Colonies for the purchase of motor vehicles when such advances are authorised by the local Government. Officers desirous of purchasing motor vehicles should ensure that such authority is obtained before leaving the Colony.

Advances to purchase motor vehicles in United Kingdom

73. Rebate of Customs duty on a motor vehicle which is more than 50 per cent. of Empire manufacture imported by an Officer or purchased through a dealer or brought into the Colony by an Officer on transfer from another Colony may, with the approval of the Accountant General, be made under:—

Rebate of Customs duty

- (i) The full duty in the case of an Officer who is required to keep a vehicle for use in the performance of his official duties ;
- (ii) Half of the duty in the case of an Officer who is authorised to use a vehicle for travelling on official duties ;
- (iii) The concession referred to in (i) and (ii) above shall apply in the case of acting appointments covering a period of not less than six months.

Provided that :

- (a) Where an Officer who is required to keep a "light" motor car is permitted to keep and use a "standard" motor car in lieu thereof, the full duty shall be deemed to be \$80.
- (b) Where an Officer who is required to keep a motor cycle elects and is permitted to keep and use a motor vehicle of a higher grade in lieu thereof the full duty shall be deemed to be \$60.

Applications
for refund
of Customs
duty

74. Applications for the refund of Customs duty in accordance with these Regulations shall be addressed to the Accountant General through the Head of Department who in forwarding the applications should certify that all the relevant provisions of these Regulations have been complied with.

75. An Officer to whom the concession referred to in Regulation 73 hereof is granted will, subject to the approval of the Accountant General, be permitted to dispose of the motor vehicle on the following conditions:

- (a) An Officer required to keep and use a vehicle and who sells such vehicle to another Officer at any time within two years from the date on which he received the concession shall not be required to refund any part of the duty if the vehicle is sold to another Officer required to keep a vehicle but shall refund one-half of the duty if the vehicle is sold to an Officer authorised to use a vehicle.
- (b) An Officer authorised to use a vehicle who sells such vehicle within two years from the date on which he received the concession to an Officer required to keep a vehicle or to another Officer authorised to use a vehicle shall not be required to refund any part of the duty.
- (c) An Officer otherwise disposing of his vehicle shall refund :
 - (i) the full amount of the rebate allowed under Regulation 73 if the vehicle is disposed of within one year of its purchase or of its arrival in the Colony for an Officer on transfer :
 - (ii) half of the rebate if the vehicle is disposed of after one year but within two years of its purchase, or of its arrival in the Colony for an Officer on transfer.

Travelling of Officers on Duty by Air

Officers
authorised
to travel by
air to Tobago

76. (i) Heads of Departments, Deputy Heads of Departments, Judges of the Supreme Court and Law Officers of the Crown may when travelling on official duty between Trinidad and Tobago avail themselves of the air services. All other Officers shall travel by coastal steamer provided that in case of emergency Heads of Department may authorise an Officer of a lower rank to travel by air and shall satisfy the Accountant General immediately afterwards of the special circumstances in each case.

Flight
Insurance
for Officers
travelling
on duty

(ii) Facilities exist for the insurance of Officers who are required to travel by air on duty. The procedure for effecting such insurance and the terms and conditions under which such insurance is issued shall be as advised by the Accountant General from time to time.

77. The Regulations made on the 1st day of January, 1940, and all amendments of and additions to the said Regulations are hereby revoked.

Made by the Governor in Council this 20th day of January, 1953.

J. O'CONNOR
Clerk of the Council

TRAVELLING ALLOWANCES

FIRST SCHEDULE

Travelling by Coastal Steamers ("Trinidad" and "Tobago")

REGULATION No. 22

- Class :*
Public Officers whose salary is not less than \$900 per annum.
Officers, Members of the Inspectorate and Non-commissioned Officers of the Police Force.
Qualified Nurses of the Health Department.
- Class :*
Public Officers whose salary is less than \$900 per annum.
Unqualified Nurses of the Health Department.
Constables of the Police Force.
- Class :*
All other Government employees.

On the Trinidad Government Railway

- Class :*
Public Officers whose salary is not less than \$900 per annum.
Nurses of the Health Department.
Officers, Members of the Inspectorate and Non-commissioned Officers of the Police Force.
- Class :*
Constables of the Police Force.
All other Government employees.

NOTE.—For the purpose of this Schedule Public Officers shall include Contract Officers and Officers holding temporary appointments.

SECOND SCHEDULE

PART I

For the purpose of these Regulations a "Standard" car shall be regarded as a car with an engine of not less than 12 H.P. and a "Light" car as one with an engine of less than 12 H.P.

Rates for the use of Horses and Vehicles under Regulation 27:

(a) Bicycle	1½ cent
(b) Motor VehiclesGrade I	Grade II	Grade III	Grade IV	
		Standard	Light	Motor	Auto-	
		car	car	cycle	byke	
(i) For the first 500 miles in any one month20 cents	16 cents	7 cents	3 cents	
(ii) For each additional mile in any one month4½ cents	2½ cents	2 cents	1 cent	

Provided that an Officer who prior to the coming into force of these Regulations was required to keep or authorised to use a motor car which under the Travelling Allowances Regulations, 1940, was regarded as a "Standard" grade car and continues to be required to keep or authorised to use a motor car under these Regulations, shall be allowed to pay the rates payable under these Regulations in respect of a "Standard" grade car while such car remains in his possession and is used on official duty.

PART II

Rates for special allowances under Regulation 39 :

<i>Areas</i>	<i>Rates</i>
Tobago	25%
Blanchisseuse, Caroni, Nariva-Mayaro, St. David, Victoria (except San Fernando), South Trinidad	10%
St. Andrew, St. George East, St. Patrick	8%

- (a) The above-mentioned rates shall apply to Officers stationed in Districts in the Areas stated above and shall be payable in respect of official travelling within their Districts.
- (b) No Officer who qualifies for a special allowance may claim such allowance at more than one of the rates indicated above. Where an Officer's District consists of Areas in respect of which different rates are payable, application shall be made to the Accountant General to have a single rate fixed and no special allowance shall be claimed until the Accountant General shall have advised of the rate.
- (c) Any Officer who is not stationed in Tobago and who has been granted permission by the Financial Secretary to use his motor vehicle in Tobago and to claim mileage for travelling on duty in Tobago may claim in respect of such travelling the special allowance at the rate of 25 per cent.
- (d) The rates of special allowances and the conditions of payment shall apply to Officers in receipt of commuted travelling allowances in cases where such allowances are based on mileage.

PART III

Rates for transport allowances under Regulation 44 :

For 1 Horse (to include allowance for a groom) ...	\$480 per annum
A bicycle	36 do.

PART IV

Rates for travelling additional to that on which the commuted allowance for the upkeep of a motor vehicle is based (Regulations 46 and 47) :—

- (a) Where the commuted allowance has been based on a monthly mileage exceeding 500 miles, at the rate set out in (b) (ii) of Part I of this Schedule.
- (b) Where the commuted allowance has been based on a monthly mileage not exceeding 500 miles, at the rate set out in (b) (i) of Part I of this Schedule until the mileage for journeys outside the limits of the district together with the monthly mileage on which the commuted allowance had been based reaches 500 miles in any one month and thereafter in any one month at the rate set out in (b) (ii) of Part I of this Schedule.

PART V

Annual standing charges relating to the upkeep of a motor vehicle shall be regarded as (Regulations 40 and 49) :—

In the case of a Standard Car	\$888
In the case of a Light Car	714
In the case of a Motor Cycle	312

THIRD SCHEDULE—PART I

Officers required to keep and use sufficient means of transport

Office (1)	Means of transport to be kept or used (2)	Commuted transport allowance (3)	Chauffeur's allowance (4)	Limit of annual mileage (5)
GOVERNOR				
Governor's Secretary and Clerk, Executive Council	Standard Car	—	—	4,000
ACCOUNTANT GENERAL'S DEPARTMENT				
Accountant General	do.	—	—	4,000
Deputy Accountant General	do.	—	—	4,000
Paymaster, Northern Division	do.	—	720 00	10,000
Assistant Paymaster, Northern Division	do.	—	720 00	8,000
AGRICULTURAL CREDIT BANK				
Manager	do.	—	—	5,000
Field Officer	do.	—	—	10,000
AGRICULTURE				
Director	do.	—	—	6,500
Deputy Director (Crop Husbandry)	do.	—	—	8,000
Deputy Director (Animal Husbandry)	do.	—	—	8,000
Agricultural Officer (Personal Assistant)	do.	—	—	6,000
Rice Officer	do.	—	—	8,000
<i>Central Experimental Station</i>				
Chief Scientific Officer	do.	—	—	8,000
Agronomist	do.	—	—	8,500
Cocoa Agronomist	do.	—	—	8,000
Sugar Agronomist	do.	—	—	8,000
Agricultural Officer	do.	—	—	6,000
Economic Botanist	do.	—	—	7,000
Entomologist	do.	—	—	7,000
Plant Pathologist	do.	—	—	7,000
Soil Chemist	do.	—	—	6,000
Soil Survey Officers (2)	do.	—	—	8,000

THIRD SCHEDULE—PART I—CONTINUED

Officers required to keep and use sufficient means of transport—Continued

Office (1)	Means of transport to be kept or used (2)	Commuted transport allowance (3)	Chauffeur's allowance (4)	Limit of annual mileage (5)
<i>AGRICULTURE—Continued</i>				
<i>Central Experimental Station—Contd.</i>				
Senior Laboratory and Field Assistant	Light Car	—	—	8,000
Senior Agricultural Assistants (2)	Standard Car	—	—	7,000
Chief Fruit Inspector	Light Car	—	—	2,000
Inspector of Apiaries	do.	—	—	6,000
Field Assistant, Grade I—Arima	Bicycle	\$36 00	—	—
Field Assistant, Grade I—Sugar Agronomy	Light Car	—	—	6,000
Agricultural Assistant, Centeno	Standard Car	—	—	7,200
<i>District Services</i>				
Senior Agricultural Officer	do.	—	—	9,000
Agricultural Officer—North	do.	—	—	8,500
Do. —South	do.	—	—	8,500
Do. —Tobago	do.	—	—	8,000
Senior Agricultural Assistant —Soil Conservation	do.	—	—	8,000
Do. St. George	do.	—	—	7,500
Do. St. Andrew-St. David	do.	—	—	7,500
Do. Caroni	do.	—	—	7,500
Do. Victoria	do.	—	—	7,500
Do. St. Patrick	do.	—	—	9,000
Do. Nariva-Mayaro	do.	—	—	7,500
Agricultural Assistant St. George East	do.	—	—	7,500
Do. St. Andrew-St. David	do.	—	—	7,500
Do. St. Andrew	do.	—	—	6,000
Do. St. David	do.	—	—	6,000
Do. Caroni	do.	—	—	6,000
Do. Victoria	do.	—	—	7,500
Do. St. Patrick	do.	—	—	9,000
Do. Nariva-Mayaro	do.	—	—	7,500

THIRD SCHEDULE—PART I—CONTINUED

Officers required to keep and use sufficient means of transport—Continued

Office (1)	Means of transport to be kept or used (2)	Commuted transport allowance (3)	Chauffeur's allowance (4)	Limit of annual mileage (5)
<i>AGRICULTURE—Continued</i>				
<i>District Services—Contd.</i>				
Agricultural Assistant, Tobago—Windward	Standard Car	—	—	6,000
Do. Tobago—Leeward	do. ...	—	—	6,000
<i>Land Settlement</i>				
Agricultural Officer Grade I	do. ...	—	—	13,000
Senior Agricultural Assistant	do. ...	—	—	8,000
Agricultural Assistant—Nariva—Mayaro	do. ...	—	—	6,000
Do. St. David	do. ...	—	—	6,000
Field Assistant, Grade I—Chaguanas	Light Car ...	—	—	6,000
Do. Sangre Grande	do. ...	—	—	6,000
Do. La Pastora and Bamboo Settlements	do. ...	—	—	6,000
Do. St. David	do. ...	—	—	6,000
Do. Tobago	do. ...	—	—	6,000
Overseer of Works	Standard Car	—	—	9,000
Rent Collector	Light Car ...	—	—	6,000
<i>Royal Botanic Gardens</i>				
Superintendent, Public Gardens, Grounds and Pastures	Standard Car	—	—	6,000
Field Assistants—Grade II	Bicycle ...	\$36 00	—	—
Plant Protection Officer	do. ...	\$36 00	—	—
<i>St. Augustine Station</i>				
Manager	Standard Car	—	—	6,000

THIRD SCHEDULE—PART I—CONTINUED

Officers required to keep and use sufficient means of transport—Continued

Office (1)	Means of transport to be kept or used (2)	Commuted transport allowance (3)	Chauffeur's allowance (4)	Limit of annual mileage (5)
AGRICULTURE—Continued				
		Per annum	Per annum \$ c.	
Senior Agricultural Assistant <i>St. Joseph Farm</i>	Standard Car ...	—	—	4,500
Manager <i>Tobago Farm</i>	do. ...	—	—	3,000
Veterinary Officer—North (St. George-Caroni) <i>Veterinary Branch</i>	do. ...	—	—	10,000
Do. Tobago	do. ...	—	—	6,000
Do. North (St. Andrew—St. David)	do. ...	—	—	10,000
Do. South (Nariva—Mayaro, Victoria, St. Patrick)	do. ...	—	—	10,000
Stock Inspector—St. George	do. ...	—	—	6,000
Do. Eastern Counties	do. ...	—	—	6,000
Do. South	do. ...	—	—	7,000
Do. Tobago	do. ...	—	—	6,000
Do. Grade II	Light Car ...	—	—	6,000
Assistant Fishery Officer <i>Local Food Production and Marketing</i>	Standard Car ...	—	—	8,400
Field Assistant, Grade I—Valencia <i>District Services</i>	Bicycle ...	\$36 00	—	—
Field Assistant, Grade I—Arima	Light Car ...	—	—	6,000
Field Assistants, Grade II				
Matelot	Motor Cycle ...	—	—	6,000
Fishing Pond	do. ...	—	—	6,000
Manzanilla	do. ...	—	—	6,000
Guaico	do. ...	—	—	6,000
San Rafael	do. ...	—	—	6,000
Cunupia	do. ...	—	—	6,000
Tacarigua	do. ...	—	—	6,000

THIRD SCHEDULE—PART I—CONTINUED

Officers required to keep and use sufficient means of transport—Continued

Office (1)	Means of transport to be kept or used (2)	Commuted transport allowance (3)	Chauffeur's allowance (4)	Limit of annual mileage (5)
<i>District Services—Continued</i>				
<i>AGRICULTURE—Continued</i>				
<i>Field Assistants, Grade II—Continued</i>				
Diego Martin	Motor Cycle ...	—	—	6,000
Caura	do. ...	—	—	6,000
Brasso	do. ...	—	—	6,000
Biche	do. ...	—	—	6,000
Princes Town	do. ...	—	—	6,000
Ecclesville—Mayaro	do. ...	—	—	6,000
Poole	do. ...	—	—	6,000
Rio Claro	do. ...	—	—	6,000
St. Mary's Village, Moruga	do. ...	—	—	6,000
San Fernando	do. ...	—	—	6,000
La Lune, Moruga	do. ...	—	—	6,000
Siparia	do. ...	—	—	6,000
Point Fortin	do. ...	—	—	6,000
Erin	do. ...	—	—	6,000
Cedros	do. ...	—	—	6,000
Pembroke	do. ...	—	—	6,000
Mount St. George	do. ...	—	—	6,000
Scarborough	do. ...	—	—	6,000
Charlotteville	do. ...	—	—	6,000
Roxborough	do. ...	—	—	6,000
Runnemedé	do. ...	—	—	6,000
Blanchisseuse	Bicycle ...	\$36 00	—	—
East Toco	Horse ...	\$480 00	—	—
Parlatuvier	do. ...	\$480 00	—	—
<i>Marketing</i>				
Marketing Officer	Standard Car	—	720 00	8,000

Field Assistants performing station duties are not required to keep vehicles except where special approval is granted : The means of transport in all cases to be recommended by the Director of Agriculture on appointment.

THIRD SCHEDULE—PART I—CONTINUED

Officers required to keep and use sufficient means of transport—Continued

Office (1)	Means of transport to be kept or used (2)	Commuted transport allowance (3)	Chauffeur's allowance (4)	Limit of annual mileage (5)
AGRICULTURE—Continued				
<i>Central Experimental Station</i>				
Field Assistants, Grade II		Per annum	Per annum \$ c.	
Pointe-a-Pierre	Bicycle ...	\$36 00	—	—
Mayo	do. ...	\$36 00	—	—
Princes Town	do. ...	\$36 00	—	—
Williamsville	do. ...	\$36 00	—	—
Port-of-Spain	do. ...	\$36 00	—	—
Couva	do. ...	\$36 00	—	—
AUDIT				
Director of Audit	Standard Car	—	—	6,000
Senior Auditor	do. ...	—	—	6,000
Auditor	do. ...	—	—	6,000
CENTRAL LIBRARY SERVICES				
Librarian	do. ...	—	—	8,000
Head Circulation Department	do. ...	—	—	7,000
Branch Librarian—South	do. ...	—	—	6,000

OFFICERS REQUIRED TO KEEP AND USE SUFFICIENT MEANS OF TRANSPORT—Continued

Office (1)	Means of transport to be kept or used (2)	Commuted transport allowance (3)	Chauffeur's allowance (4)	Limit of annual mileage (5)
		Per annum	Per annum	
			\$ c.	
CIVIL AVIATION				
Director	Standard Car	—	—	18,000
Deputy Aerodrome Superintendent	do.	—	—	12,000
COCOA BOARD				
Chief Rehabilitation Officer	do.	—	—	8,000
Field Assistant, Grade I, Virus Campaign, North	Light Car	—	—	9,000
Field Assistants, Grade II, Virus Campaign, North (2)	Motor Cycle	—	—	9,000
Cocoa Subsidy Inspector,—St. George	Light Car	—	—	8,000
Caroni	do.	—	—	8,000
St. Andrew	do.	—	—	8,000
Nariva-Mayaro	do.	—	—	9,000
Victoria	Standard Car	—	—	9,000
Tobago	do.	—	—	7,000
St. David	Light Car	—	—	8,000
CO-OPERATIVES				
Commissioner for Co-operative Development	Standard Car	—	—	6,000
Chief Co-operative Officer	do.	—	—	8,400
Senior Co-operative Officer	do.	—	—	9,600
Co-operative Officer, Grade I—North	do.	—	—	7,200
Do. do. South	do.	—	—	7,200
Do. Grade II—North	do.	—	—	7,200
Do. do. Tobago	do.	—	—	7,200
Do. do. South	do.	—	—	7,200

THIRD SCHEDULE—PART I—CONTINUED

Officers required to keep and use sufficient means of transport—Continued

Office (1)	Means of transport to be kept or used (2)	Commutated transport allowance (3)	Chauffeur's allowance (4)	Limit of annual mileage (5)
		Per annum	Per annum \$ c.	
CUSTOMS AND EXCISE				
Comptroller	Standard Car	—	—	3,500
Deputy Comptroller	do.	—	—	4,000
Chief Inspector Excise	do.	—	—	4,000
Distillery Officer, North	do.	—	—	6,000
Distillery Officer, South	do.	—	720 00	10,000
Assistant Excise Officer, South	do.	—	—	11,500
Inspector, Petroleum Excise	do.	—	720 00	15,000
Customs Officer, Brighton	do.	—	—	7,500
Customs Officer, Tobago	do.	—	—	3,500
Customs Officer, Bauxite Station, Timbladora	do.	—	—	9,000
Supervisor of Airports and Inspector of Approved Undertakings	do.	—	—	4,000
<i>Temporary Provision</i>				
Secretary, Price Control Committee	do.	—	—	7,000
Principal Officer, Copra Control	do.	—	—	7,200
DISTRICT ADMINISTRATION				
Senior Warden, St. George	do.	—	720 00	8,000
Assistant Warden, St. George (Tunapuna)	do.	—	720 00	7,200
Warden, St. Andrew-St. David	do.	—	720 00	8,000
Assistant Warden, St. Andrew-St. David (Toco)	do.	—	720 00	6,000
Warden, Nariva-Mayaro	do.	—	720 00	8,000
Assistant Warden, Nariva-Mayaro	do.	—	720 00	8,000
Warden, Caroni	do.	—	720 00	10,200
Warden, Caroni (Chairman Local Road Board)	do.	—	—	1,800
Assistant Warden, Caroni (Chaguanas)	do.	—	720 00	8,400
Warden, Victoria	do.	—	720 00	8,000
Assistant Warden, Victoria (Princes Town)	do.	—	720 00	7,200

THIRD SCHEDULE—PART I—CONTINUED

Officers required to keep and use sufficient means of transport—Continued

Office		Means of transport to be kept or used	Commuted transport allowance	Chauffeur's allowance	Limit of annual mileage
(1)		(2)	(3)	(4)	(5)
			Per annum	Per annum	
				\$ c.	
DISTRICT ADMINISTRATION—Continued					
Paymaster, Southern Division	...	Standard Car	—	720 00	12,000
Warden, St. Patrick	...	do.	—	720 00	9,600
Assistant Warden, St. Patrick (La Brea)	...	do.	—	720 00	8,400
Warden, Tobago	...	do.	—	720 00	7,200
Assistant Warden, Tobago	...	do.	—	—	7,200
Paymaster, Tobago	...	do.	—	—	6,000
Principal Ward Officer—St. George East	...	do.	—	—	8,000
Do. St. George West	...	do.	—	—	8,000
Do. St. Andrew	...	do.	—	—	8,000
Do. Nariva-Mayaro	...	do.	—	—	7,200
Do. Caroni (Montserrat)	...	do.	—	—	7,200
Do. Victoria (San Fernando)	...	do.	—	—	7,200
Do. do. (Princes Town)	...	do.	—	—	7,200
Do. do. (Moruga)	...	do.	—	—	7,200
Do. St. Patrick (Penal)	...	do.	—	—	7,500
Do. do. (Cedros)	...	do.	—	—	7,500
Do. Tobago	...	do.	—	—	7,200
Senior Ward Officer—St. George, St. Ann's	...	Light Car	—	—	5,000
Do. St. George, San Juan	...	do.	—	—	7,000
Do. St. George, St. Joseph	...	do.	—	—	6,000
Do. Nariva-Mayaro, Mayaro	...	do.	—	—	7,200
Do. Nariva-Mayaro, Biche	...	do.	—	—	5,500
Do. Caroni, Gran Couva	...	do.	—	—	7,200
Do. Caroni, Chaguana, East	...	do.	—	—	7,200
Do. Victoria, Naparima	...	do.	—	—	6,000
Do. St. Patrick, Siparia	...	do.	—	—	6,600
Do. St. Patrick, La Brea	...	do.	—	—	7,000

THIRD SCHEDULE—PART I—CONTINUED

Officers required to keep and use sufficient means of transport—Continued

Office							Means of transport to be kept or used	Commuted transport allowance	Chauffeur's allowance	Limit of annual mileage
(1)							(2)	(3)	(4)	(5)
								Per annum	Per annum	
									\$ c.	
DISTRICT ADMINISTRATION—Continued										
<i>St. George</i>										
Ward Officer—	Carenage	Motor Cycle	—	—	5,000
Do.	Brasso Seco	do.	—	—	5,000
Do.	Blanchisseuse	Horse	\$480 00	—	—
Do.	San Rafael	Motor Cycle	—	—	6,000
Do.	Tunapuna	do.	—	—	5,000
Do.	Arouca	do.	—	—	5,000
Watchman, St. Joseph River—	General Assistant to Ward Officer	Bicycle	\$36 00	—	—
<i>St. Andrew-St. David</i>										
Ward Officer—	Sangre Grande-Valencia	Motor Cycle	—	—	5,000
Do.	Matura	do.	—	—	5,000
Do.	Tamana-Cumuto	do.	—	—	5,000
Do.	Toco	do.	—	—	5,000
Do.	Manzanilla	do.	—	—	5,000
Do.	Turure	do.	—	—	6,000
Do.	Grande Riviere	do.	—	—	5,000
<i>Nariva-Mayaro</i>										
Ward Officer—	Ecclesville	do.	—	—	5,500
Do.	Poole	do.	—	—	6,300
<i>Caroni</i>										
Ward Officer—	Tabaquite	do.	—	—	6,200
Do.	Couva	do.	—	—	6,000
Do.	Cunupia	do.	—	—	7,200
Do.	Chaguanas, South	do.	—	—	6,000
Do.	Chaguanas, North	do.	—	—	5,500

THIRD SCHEDULE—PART I—CONTINUED

Officers required to keep and use sufficient means of transport—Continued

Office							Means of transport to be kept or used	Commuted transport allowance	Chauffeur's allowance	Limit of annual mileage
(1)							(2)	(3)	(4)	(5)
DISTRICT ADMINISTRATION—Continued								Per annum	Per annum	
<i>Victoria</i>									\$ c.	
Ward Officer—Moruga	Motor Cycle	—	—	6,000
Do. Pointe-a-Pierre	do.	—	—	6,000
Do. Savana Grande, North	do.	—	—	6,000
Do. Savana Grande, South	do.	—	—	6,000
Do. Ortoire, North	do.	—	—	6,000
Do. Ortoire, South	do.	—	—	6,000
Crown Traces Foreman	do.	—	—	6,000
<i>St. Patrick</i>										
Ward Officer—Oropouche	do.	—	—	7,000
Do. Erin	do.	—	—	6,200
<i>Tobago</i>										
Ward Officer—Moriah	do.	—	—	7,200
Do. Roxborough	do.	—	—	6,000
Do. Leeward	do.	—	—	6,000
ECONOMIC PROGRAMME										
Assistant Architect	Standard Car	—	—	6,000
Quantity Surveyor	do.	—	—	6,000
Assistant Quantity Surveyors	do.	—	—	6,000
Second Accountant	do.	—	—	6,000
Third Accountant	do.	—	—	6,000
<i>Rice Expansion</i>										
Irrigation Engineer	do.	—	—	18,000
Field Assistants, Grade I	Light Car	—	—	9,000
Do. II	Motor Cycle	—	—	7,200

Travelling Allowances Regulations, 1953

THIRD SCHEDULE—PART I—CONTINUED

Officers required to keep and use sufficient means of transport—Continued

Office (1)	Means of transport to be kept or used (2)	Commuted transport allowance (3)	Chauffeur's allowance (4)	Limit of annual mileage (5)
		Per annum	Per annum	
			\$ c.	
EDUCATION				
Director of Education	Standard Car	—	—	6,000
Deputy Director of Education	do.	—	—	6,000
Assistant Director of Education (Administrative)	do.	—	—	6,000
Do. (Technical)	do.	—	—	6,000
Education Officer, Grade 1A (Superintendent of Examination)	do.	—	—	4,000
<i>Inspectorate</i>				
Chief Inspector of Schools	do.	—	—	6,000
Education Officer, Grade 1B—Headquarters	do.	—	—	6,000
Do. Northern Division	do.	—	—	6,000
Do. Southern Division	do.	—	—	6,000
Do. Tobago	do.	—	—	6,000
Education Officers, Grade II—Headquarters	do.	—	—	6,000
Do. Northern Division	do.	—	—	6,000
Education Officer, Grade II do.	do.	—	—	6,000
Education Officers, Grade II—Southern Division	do.	—	—	6,000
Education Officer, Grade II—Tobago (lady)	do.	—	—	5,000
Education Officers, Grade II—Ladies :—				
Northern Division	do.	—	—	6,000
Southern Division	do.	—	—	6,000
Education Officer, Grade 1A (Music Officer)	do.	—	—	6,000
Education Officer, Grade III (Assistant Music Officer)	do.	—	—	5,000
Supervisor of 4H Clubs—North	do.	—	—	4,000
Do. South	do.	—	—	4,000
Attendance Officers	Bicycle	\$36 00	—	—
<i>School Feeding</i>				
Supervisor of School Meals	Standard Car	—	—	6,000

THIRD SCHEDULE—PART I—CONTINUED

Officers required to keep and use sufficient means of transport—Continued

Office (1)	Means of transport to be kept or used (2)	Commuted transport allowance (3)	Chauffeur's allowance (4)	Limit of annual mileage (5)
		Per annum	Per annum	
			\$ c.	
EDUCATION—Continued				
<i>Extension Services</i>				
Chief Education Extension Officer	Standard Car	—	—	7,000
Senior Education Extension Officer	do.	—	—	7,000
Education Extension Officers :—				
Handicraft Organiser	do.	—	—	7,000
Handicraft Instructors	Light Car	—	—	5,000
St. George East	do.	—	—	5,000
St. George West	do.	—	—	5,000
St. Andrew-St. David	do.	—	—	6,000
Nariva-Mayaro	do.	—	—	6,000
Caroni	do.	—	—	6,000
Victoria	do.	—	—	6,000
St. Patrick	do.	—	—	6,000
Tobago	do.	—	—	6,000
Supervisor Mobile Cinema Units	Standard Car	—	—	6,000
	do.	—	—	6,000
<i>Government Training College</i>				
Education Officer, Grade III—Lecturer in Art	do.	—	—	5,000
FIRE SERVICES				
Brigade Engineer—3rd Officer	do.	—	—	6,000
FRIENDLY SOCIETIES				
Inspector of Friendly Societies	do.	—	—	8,400

THIRD SCHEDULE—PART I—CONTINUED

Officers required to keep and use sufficient means of transport—Continued

Office (1)	Means of transport to be kept or used (2)	Commuted transport allowance (3)	Chauffeur's allowance (4)	Limit of annual mileage (5)
		Per annum	Per annum \$ c.	
FORESTS				
Conservator of Forests	Standard Car	—	—	6,000
Deputy Conservator of Forests	do. ...	—	—	9,000
Assistant Conservator of Forests (Research)	do. ...	—	—	9,000
Assistant Conservator of Forests—North	do. ...	—	—	9,000
Assistant Conservators of Forests—South	do. ...	—	—	9,000
Forest Supervisors—North	do. ...	—	—	9,000
Forest Supervisors—South	do. ...	—	—	9,000
Forest Supervisor (Paymaster)	do. ...	—	—	12,000
Foresters—North	Light Car ...	—	—	9,000
Foresters—South	do. ...	—	—	9,000
Assistant Surveyor	do. ...	—	—	9,000
Forest Rangers—14 :—	Motor Cycle ...	—	—	7,200
Arena				
Blanchisseuse				
Brickfield				
Cap-de-Ville				
La Brea				
Matura				
McNair				
Piparo-Tabaquite				
New Grant				
Rio Claro				
S. Watershed (W) Siparia				
Tacarigua				
Tamana				
Tobago				
Forest Rangers	Bicycle ...	\$39.60	—	—
Forest Guards	do. ...	\$36.00	—	—

THIRD SCHEDULE—PART I—CONTINUED

Officers required to keep and use sufficient means of transport—Continued

Office	Means of transport to be kept or used (2)	Commuted transport allowance (3)	Chauffeur's allowance (4)	Limit of annual mileage (5)
(1)				
HEALTH				
Director of Medical Services	Standard Car	—	\$ —	10,000
Deputy Director of Medical Services	do.	—	—	10,000
Deputy Director of Sanitary Services	do.	—	720 00	10,000
Administrative Secretary	do.	—	—	10,000
Chief Accountant	do.	—	—	7,200
Personnel Officer	do.	—	—	6,000
Medical Officer—Grade A—Institutions (Ophthalmologist)	do.	—	—	13,200
Medical Superintendent, Chacachacare	do.	—	—	6,000
Welfare Officer—Leprosarium	do.	—	—	10,000
<i>Public Health</i>				
Medical Officer—Grade A—North	do.	—	720 00	11,000
Do. do. — do.	do.	—	—	11,000
Do. do. —S.M.O., South	do.	—	720 00	13,200
Medical Officers—Grades "B" and "C"—				
Medical Officer of Health—Morvant	do.	—	—	10,000
Do. Arima	do.	—	—	10,000
Do. Caroni	do.	—	—	10,000
Do. South (Schools)	do.	—	—	10,000
Do. Victoria	do.	—	—	10,000
Do. San Fernando	do.	4,800 miles	—	—
Do. St. Patrick	do.	—	—	10,000
Do. Endemic Diseases	do.	—	—	10,000
Do. Yaws	do.	—	—	10,000
Do. Assistant to D.M.O., Scarborough	do.	—	—	6,000
<i>District Services</i>				
Medical Officer, Port-of-Spain	do.	5,040 miles	—	—
District Medical Officers—				
Diego Martin	do.	5,760 do.	—	—
St. Joseph	do.	5,280 do.	—	—
Tacarigua	do.	4,800 do.	—	—

Travelling Allowances Regulations, 1953

THIRD SCHEDULE—PART I—CONTINUED

Officers required to keep and use sufficient means of transport—Continued

Office (1)	Means of transport to be kept or used (2)	Commuted transport allowance (3)	Chauffeur's allowance (4)	Limit of annual mileage (5)
HEALTH—Continued				
<i>District Services—Contd.</i>				
<i>District Medical Officers—Continued</i>				
Arima	Standard Car	3,840 Miles	—	—
Sangre Grande	do. ...	4,680 do.	—	—
Toco	do. ...	3,840 do.	—	—
Couva	do. ...	4,320 do.	—	—
Chaguanas	do. ...	3,840 do.	—	—
Gran Couva	do. ...	4,320 do.	—	—
Nariva-Mayaro	do. ...	4,800 do.	—	—
South Naparima	do. ...	6,000 do.	—	—
Guaracara	do. ...	8,685 do.	—	—
Princes Town	do. ...	6,685 do.	—	—
Siparia-Erin	do. ...	4,440 do.	—	—
La Brea	do. ...	4,800 do.	—	—
Cedros	do. ...	5,280 do.	—	—
Scarborough	do. ...	4,530 do.	—	—
Roxborough	do. ...	5,412 do.	—	—
Plymouth	do. ...	5,100 do.	—	—
<i>Part-time Officers</i>				
Medical Officer—Health Office—Port-of-Spain—North-East	do. ...	1,200 do.	—	—
Do. do. do. South-East	do. ...	1,200 do.	—	—
Do. do. do. West	do. ...	1,200 do.	—	—
Do. Port Health—Piarco	do. ...	—	—	11,000
Ophthalmic Surgeon	do. ...	1,200 do.	—	—

THIRD SCHEDULE—PART I—CONTINUED

Officers required to keep and use sufficient means of transport—Continued

Office (1)	Means of transport to be kept or used (2)	Commuted transport allowance (3)	Chauffeur's allowance (4)	Limit of annual mileage (5)
HEALTH—Continued				
<i>Sanatorium and Clinics</i>				
Medical Superintendent and Chief Tuberculosis Officer	Standard Car	—	—	7,200
Medical Officer—Grade A—Tuberculosis Service	do.	—	—	7,200
Medical Officers—Grade B—Tuberculosis Service	do.	—	—	7,200
Almoner—Tuberculosis Division	do.	—	—	12,000
Medical Officer—Yaws Control	do.	—	—	10,000
Senior Dental Surgeon	do.	—	—	10,000
Dental Surgeons	do.	—	—	10,000
Do. —Part-time	do.	—	—	7,200
<i>Medical Officers—Divisions</i>				
Malariologist	do.	—	—	13,700
Medical Officer—Grade B—Malaria Division	do.	—	—	12,000
Venereal Disease Specialist	do.	—	—	10,000
<i>Hospitals</i>				
Lay Secretary, Colonial Hospital, San Fernando	do.	—	—	6,000
Almoner, Colonial Hospital, Port-of-Spain	do.	—	—	10,000
Electrician—X-ray	do.	—	—	7,200
Engineer	do.	—	—	7,200
<i>Dispensing Services and Medical Stores</i>				
Storekeeper, Medical Stores	do.	—	—	7,200
Dispensers, Grade A—(2)	do.	—	—	7,200

THIRD SCHEDULE—PART I—CONTINUED

Officers required to keep and use sufficient means of transport—Continued

Office (1)	Means of transport to be kept or used (2)	Commuted transport allowance (3)	Chauffeur's allowance (4)	Limit of annual mileage (5)
<i>HEALTH—Continued</i>				
<i>Dispensing Services and Medical Stores—Contd.</i>				
Dispensers—Travelling to District Dispensaries				
Caroni	Motor Cycle	—	—	9,600
Victoria	do.	—	—	9,000
Carenage	—	\$162 00	—	—
San Juan	—	\$54 00	—	—
St. Joseph	—	\$54 00	—	—
Nariva-Mayaro	—	\$360 00	—	—
La Brea-Point Fortin	—	\$144 00	—	—
Cedros	Motor Cycle	—	—	5,000
Siparia-Erin	—	\$198 00	—	—
<i>Public Health</i>				
Health Education Officer	Standard Car	—	—	10,000
Sanitary Inspectors—Special Grade—Northern Division	do.	—	—	13,200
Do. — do. —Southern Division	do.	—	—	13,200
Sanitary Inspector, Grade A—				
Tobago	do.	—	—	8,700
Morvant	do.	—	—	8,700
St. George East	do.	—	—	10,000
St. George West	do.	—	—	8,700
St. Andrew-St. David	do.	—	—	12,000
Caroni	do.	—	—	10,000
Victoria	do.	—	—	10,000
St. Patrick	do.	—	—	10,000
Borough of San Fernando	do.	—	—	6,000

THIRD SCHEDULE—PART I—CONTINUED

Officers required to keep and use sufficient means of transport—Continued 1

Office (1)	Means of transport to be kept or used (2)	Commutated transport allowance (3)	Chauffeur's allowance (4)	Limit of annual mileage (5)
		Per annum	Per annum \$ c.	
<i>HEALTH—Continued</i>				
<i>Public Health—Contd.</i>				
Sanitary Inspector, Grade B—				
Tobago	Light Car ...	—	—	8,700
Arima—Rural	do. ...	—	—	8,700
St. Andrew—North	do. ...	—	—	8,700
do. South-East	do. ...	—	—	8,700
do. South-West	do. ...	—	—	8,700
St. David	do. ...	—	—	8,700
Gran Couva	do. ...	—	—	8,700
Mayaro-Guayaguayare	do. ...	—	—	8,700
Rio Claro-Biche	do. ...	—	—	8,700
Moruga	do. ...	—	—	8,700
Palo-Seco-Erin	do. ...	—	—	8,700
Cedros	do. ...	—	—	8,700
Point Fortin	Motor Cycle ...	—	—	7,200
Not specified	do. ...	—	—	8,700
Northern Suburbs—Port-of-Spain	—	\$180 00	—	—
Cascade	—	\$180 00	—	—
Belmont	—	\$180 00	—	—
Diego Martin and Cocorite Area—Swamp Control	—	\$180 00	—	—
Laventille—Success	—	\$180 00	—	—
Barataria—San Juan (S)	—	\$180 00	—	—
Morvant	—	\$180 00	—	—
Santa Marguerita—St. Augustine	—	\$180 00	—	—

Travelling Allowances Regulations, 1953

THIRD SCHEDULE—PART I—CONTINUED

Officers required to keep and use sufficient means of transport—Continued.

Office (1)	Means of transport to be kept or used (2)	Commuted transport allowance (3)	Chauffeur's allowance (4)	Limit of annual mileage (5)
<i>HEALTH—Continued</i>				
<i>Public Health—Contd.</i>				
Sanitary Inspector, Grade B—		Per annum	Per annum	
Curepe-Caroni	—	\$180 00	—	—
Tunapuna—North	—	\$180 00	—	—
South	—	\$180 00	—	—
Tacarigua	—	\$180 00	—	—
Piarco	—	\$180 00	—	—
Piarco	—	\$180 00	—	—
Couva	—	\$180 00	—	—
Pointe-a-Pierre	—	\$180 00	—	—
Naparima—North	—	\$180 00	—	—
Siparia	—	\$180 00	—	—
Borough of San Fernando	—	\$60 00	—	—
<i>Survey and Endemic Diseases</i>				
Sanitary Inspector, Grade A —Northern Division	Standard Car	—	—	10,000
Do. Grade B do.	Light Car	—	—	10,000
Do. do. Southern Division	do.	—	—	10,000
<i>Malaria Division</i>				
Entomologist	Standard Car	—	720 00	10,000
Sanitary Inspector—Special Grade	do.	—	—	13,200
Do. Grade A	do.	—	—	10,000
Sanitary Inspectors—Grade B	Light Car	—	—	10,000
Senior Field Inspectors	Bicycle	\$36 00	—	—
Field Assistants	do.	\$36 00	—	—
Surveying Assistant	Standard Car	—	—	10,000
<i>Hookworm Control</i>				
Attendants	Bicycle	\$36 00	—	—

THIRD SCHEDULE—PART I—CONTINUED

Officers required to keep and use sufficient means of transport—Continued

Office (1)	Means of transport to be kept or used (2)	Commuted transport allowance (3)	Chauffeur's allowance (4)	Limit of annual mileage (5)
HEALTH—Continued				
<i>Bat Investigation</i>				
Senior Bat Inspector—Northern Division	Motor Cycle	—	—	10,000
Do. Southern Division	do.	—	—	7,200
<i>District Services</i>				
Superintendent, Infant Welfare and Maternity Services	Standard Car	—	—	10,000
Assistant Superintendent, Infant Welfare and Maternity Services, S.D.	do.	—	—	11,000
District Health Visitor—Grade A—Tobago	do.	—	—	8,000
District Health Visitors—Grade A	Light Car	—	—	8,000
Do. Grade B	—	\$180 00	—	—
District Nurses	—	\$180 00	—	—
Office Assistants	Motor Cycle	—	—	7,200
<i>Nutrition</i>				
Senior Catering Officer	Standard Car	—	—	10,000
<i>Colonial Development and Welfare Schemes—V.D. Campaign</i>				
Adviser	Light Car	—	—	2,000
Medical Officers, Grade B	Standard Car	—	—	9,000
Do. Grade C	do.	—	—	6,000
INLAND REVENUE				
Assistant Secretary	Standard Car	—	—	8,000
Supervisors (2)	do.	—	—	8,000
Assessors (3)	do.	—	—	8,000

THIRD SCHEDULE—PART I—CONTINUED

Officers required to keep and use sufficient means of transport—Continued

Office								Means of transport to be kept or used	Commuted transport allowance	Chauffeur's allowance	Limit of annual mileage
(1)								(2)	(3)	(4)	(5)
JUDICIARY									Per annum	Per annum	
<i>Supreme Court</i>										\$ c.	
Bailiffs (2)	Light Car	—	—	12,000	
Bailiffs, San Fernando	do.	—	—	12,000	
Messenger, Port-of-Spain	Bicycle	\$36.00	—	—	
LABOUR											
Commissioner of Labour	Standard Car	* 3,600 miles	720 00	20,000	
Deputy Commissioner of Labour	do.	* 2,400 do.	—	6,000	
Senior Labour Officer	do.	* 1,200 do.	—	6,000	
Labour Officers	do.	1,200 do.	—	6,000	
Principal Officer (Manager, Labour Bureau and Secretary, Wages Councils)	do.	—	—	5,000	
<i>Factory Inspectorate</i>											
Senior Factory Inspector	do.	—	—	10,000	
Factory Inspectors	do.	—	—	6,000	
<i>Electrical Inspectorate</i>											
Chief Electrical Inspector	do.	1,200 miles	—	10,000	
Electrical Inspectors	do.	—	—	6,000	
<i>Labour Inspectorate</i>											
Chief Labour Inspector	do.	—	—	9,600	
LANDS AND SURVEYS											
Director of Surveys	do.	—	—	4,500	
Deputy Director of Surveys	do.	—	—	3,000	
Superintendent Survey Training and Framework	do.	—	—	3,000	
Senior Surveyors	do.	—	—	4,500	
Senior Surveyor—Works and Hydraulics Department	do.	—	—	7,500	
Superintendent, Topographical Surveys	do.	—	—	4,500	

* Commuted allowance for travelling within the limits of Port-of-Spain.

THIRD SCHEDULE—PART I—CONTINUED

Officers required to keep and use sufficient means of transport—Continued

Office (1)	Means of transport to be kept or used (2)	Commuted transport allowance (3)	Chauffeur's allowance (4)	Limit of annual mileage (5)
LAND AND SURVEYS—Continued				
Surveyors	Standard Car	Per annum —	Per annum \$ — c.	4,500
Do. —Works and Hydraulics Department	do. ...	—	—	5,400
Surveyor do. do.	do. ...	—	—	7,500
Do. —Forests Department	do. ...	—	—	9,000
Topographical Assistants	do. ...	—	—	3,500
Inspector of Crown Lands	do. ...	—	—	5,000
<i>Acquisition Branch</i>				
Valuers	do. ...	—	—	6,000
LEGAL				
Attorney General	do. ...	1,200 miles	720 00	
LICENSING OFFICE				
Senior Licensing Officer and Inspecting Engineer	do. ...	—	—	7,500
Licensing Officer and Inspecting Engineer	do. ...	—	—	6,500
Assistant Licensing Officer and Inspecting Engineers—Port-of-Spain	do. ...	—	—	5,000
Assistant Licensing Officer and Inspecting Engineer—Port-of-Spain	do. ...	—	—	4,000
Do. do. San Fernando	do. ...	—	—	5,000
LOCAL GOVERNMENT				
Commissioner	do. ...	—	—	7,200
Assistant Commissioner	do. ...	—	—	7,200
MAGISTRACY				
Chief Magistrate	do. ...	—	—	3,000
Magistrates, Port-of-Spain	do. ...	—	—	3,000
Bailiffs	Motor Cycle ...	—	—	9,600
<i>St. George East</i>				
Magistrate	Standard Car...	—	—	3,000
Bailiffs	Motor Cycle ...	—	—	6,000

THIRD SCHEDULE—PART I—CONTINUED

Officers required to keep and use sufficient means of transport—Continued

Office								Means of transport to be kept or used	Commuted transport allowance	Chauffeur's allowance	Limit of annual mileage
(1)								(2)	(3)	(4)	(5)
									Per annum	Per annum	
										\$ c.	
MAGISTRACY—Continued											
<i>Eastern Counties</i>											
Magistrate	Standard Car...	—	720 00	11,000	
Bailiffs, Sangre Grande	Horse and M./C.	\$480.00	—	4,800	
Do. do.	do. do. ...	\$480.00	—	6,000	
Bailiff, Nariva-Mayaro	do. do. ...	\$480.00	—	6,000	
Bailiff, Toco	Horse	\$480.00	—	—	
<i>Caroni</i>											
Magistrate	Standard Car...	3,840 miles	—	—	
Bailiff, Couva	Motor Cycle	—	—	6,000	
Bailiff, Caroni	Horse	\$480.00	—	—	
<i>Victoria</i>											
Magistrate (Senior)	Standard Car...	—	—	6,000	
Magistrates	do. ...	—	—	2,500	
Bailiff	Motor Cycle	—	—	9,600	
Bailiffs	do. ...	—	—	7,200	
Bailiffs, Princes Town	do. ...	—	—	6,000	
Bailiff, Moruga	do. ...	—	—	6,000	
<i>St. Patrick</i>											
Magistrate	Standard Car...	—	720 00	7,000	
Do. (Senior)	do. ...	5,280 miles	720 00	—	
Bailiffs, Siparia	Motor Cycle	—	—	7,500	
Bailiff, La Brea	do. ...	—	—	4,500	
Bailiff, La Brea-Cedros	Horse and M./C.	\$480.00	—	9,000	
<i>Tobago</i>											
Magistrate	Standard Car	—	—	2,400	
Bailiff	Light Car	—	—	6,000	

THIRD SCHEDULE—PART I—CONTINUED

Officers required to keep and use sufficient means of transport—Continued

Office (1)	Means of transport to be kept or used (2)	Commuted transport allowance (3)	Chauffeur's allowance (4)	Limit of annual mileage (5)
MAGISTRACY—Continued				
		Per annum	Per annum \$ c.	
<i>Probation Service</i>				
Principal Probation Officer	Standard Car...	—	—	10,000
Probation Officers	Light Car* ...	—	—	6,000
Do.	Public Transport†	—	—	—
Probation Officer, Victoria-Mayaro	Standard Car ...	—	—	6,000
METEOROLOGICAL SERVICE				
Director	do. ...	—	—	6,000
MILITARY				
Garrison Quartermaster	do. ...	—	—	6,500
PETROLEUM				
Petroleum Technologist	do. ...	—	720 00	10,000
Assistant Petroleum Technologist	do. ...	—	—	10,000
2nd Assistant Petroleum Technologist	do. ...	—	—	10,000
3rd Assistant Petroleum Technologist	do. ...	—	—	6,000
Geologist	do. ...	—	—	10,000
Inspecting Officer	do. ...	—	—	6,000
Do.	Additional mileage	—	Admiralty Tankers	2,000
PLANNING AND HOUSING COMMISSION				
Chief Technical Officer	Standard Car	—	—	10,000
Inspecting Officer	do. ...	—	—	14,400
Engineer, North	do. ...	—	—	6,000
House Property Manager	do. ...	—	—	6,000
Assistant House Property Manager	Light Car ...	—	—	6,000

* Subject to salary qualification and acceptance of the recommendations of the Principal Probation Officer.

† Actual expenses incurred up to limit fixed by Financial Secretary.

THIRD SCHEDULE—PART I—CONTINUED

Officers required to keep and use sufficient means of transport—Continued

Office (1)	Means of transport to be kept or used (2)	Commuted transport allowance (3)	Chauffeur's allowance (4)	Limit of annual mileage (5)
<i>POLICE—Continued</i>				
<i>Port-of-Spain</i>				
Assistant Superintendent	Standard Car ...	—	—	7,000
Assistant Superintendent—Court	do. ...	—	—	4,000
Do. Divisional Detective Office	do. ...	—	—	7,000
Assistant Superintendents	do. ...	—	—	6,000
Chief Inspector—Area Inspector	do. ...	—	—	5,000
Inspector	do. ...	—	—	5,000
Inspector—Divisional Detective Office	do. ...	—	—	7,000
Sub-Inspector do.	do. ...	—	—	6,000
Do. do.	do. ...	—	—	6,000
Sub-Inspectors—Area Inspectors	do. ...	—	—	6,000
Sub-Inspectors Court	do. ...	—	—	2,000
<i>North-Eastern Division</i>				
Assistant Superintendent	do. ...	—	—	8,000
Sub-Inspector	do. ...	—	—	6,000
<i>Central Division</i>				
Sub-Inspectors	do. ...	—	—	6,000
<i>Southern Division</i>				
Assistant Superintendent	do. ...	—	—	8,000
Do.	do. ...	—	—	8,000
Do.	do. ...	—	—	8,000
Sub-Inspectors	do. ...	—	—	5,000
Do.	do. ...	—	—	6,000
<i>St. Patrick</i>				
Assistant Superintendent	do. ...	—	—	7,200
Sub-Inspector	do. ...	—	—	6,000
Do.	do. ...	—	—	6,000

Travelling Allowances Regulations, 1953

THIRD SCHEDULE—PART I—CONTINUED

Officers required to keep and use sufficient means of transport—Continued

Office (1)	Means of transport to be kept or used (2)	Commutated transport allowance (3)	Chauffeur's allowance (4)	Limit of annual mileage (5)
		Per annum	Per annum \$ c.	
POLICE—Continued				
<i>Tobago</i>				
Assistant Superintendent	Standard Car ...	—	—	6,000
Sub-Inspector	do. ...	—	—	5,000
<i>Traffic</i>				
Traffic Officer	do. ...	—	—	10,000
Assistant Superintendent	do. ...	—	—	6,000
Inspector	do. ...	—	—	6,000
<i>Immigration</i>				
Sub-Inspector	do. ...	—	—	6,000
<i>Telecommunications</i>				
Assistant Superintendent	do. ...	—	—	6,000
Sub-Inspector	do. ...	—	—	5,000
Wireless Mechanic	do. ...	—	—	3,600
PORT SERVICES				
Deputy General Manager	do. ...	3,000 miles	—	—
Harbour Engineer	do. ...	4,200 do.	—	—
Assistant Harbour Engineer	do. ...	3,600 do.	—	—
POST OFFICE				
Postmaster General	do. ...	—	—	4,000
Deputy Postmaster General	do. ...	—	—	3,000
Postmaster, Tobago	do. ...	—	—	3,000
PRINTING AND STATIONERY				
Chief Storekeeper	Light Car ...	—	—	6,000
Manager, Office Machines Branch	Standard Car ...	—	—	6,000

THIRD SCHEDULE—PART I—CONTINUED

Officers required to keep and use sufficient means of transport—Continued

Office (1)	Means of transport to be kept or used (2)	Commuted transport allowance (3)	Chauffeur's allowance (4)	Limit of annual mileage (5)
PRISONS				
Superintendent of Prisons	Standard Car	Per annum —	Per annum \$ c. —	10,000
Deputy Superintendent of Prisons	do. ...	—	—	10,000
Assistant Superintendent of Prisons (Youth Training Centre)	do. ...	—	—	8,000
Do. do. (Golden Grove)	do. ...	—	—	8,000
Welfare Officers—2	do. ...	—	—	10,000
RAILWAYS AND TELEGRAPHS				
General Manager	do. ...	—	—	4,500
Operating Superintendent	do. ...	—	—	5,000
Inspector of Police	do. ...	—	—	10,000
Maintenance Engineer	do. ...	—	—	5,000
Communications and Signal Supervisor	do. ...	—	—	10,000
Traffic Assistant	do. ...	—	—	6,000
Assistant Road Transport Supervisor, North	do. ...	—	—	6,000
Assistant Road Transport Supervisor, South	do. ...	—	—	6,000
Do. do. North	do. ...	—	—	6,000
Automotive Shop Foreman	do. ...	—	—	4,000
SECRETARIAT				
Financial Secretary	do. ...	1,200 miles	720 00	—
Economic Adviser	do. ...	—	—	—
Organization and Methods Officer	do. ...	—	—	6,000
Chief Establishment Officer	do. ...	—	—	4,000
Assistant Secretary—Development	do. ...	—	—	5,000
Do. —Communications and Works	do. ...	—	—	6,000
Information Officer	do. ...	4,800 miles	—	—
Broadcasting Officer	do. ...	1,200 do.	—	6,000
Statistician	do. ...	1,200 do.	—	6,000

Travelling Allowances Regulations, 1953

THIRD SCHEDULE—PART I—CONTINUED

Officers required to keep and use sufficient means of transport—Continued

Office (1)	Means of transport to be kept or used (2)	Commutated transport allowance (3)	Chauffeur's allowance (4)	Limit of annual mileage (5)
		Per annum	Per annum \$ c.	
SOCIAL ASSISTANCE				
Chief Public Assistance Officer	Standard Car	—	720 00	12,000
Deputy Chief Public Assistance Officer	do. ...	—	—	8,400
Senior Supervisor	do. ...	—	—	8,400
District Supervisors	do. ...	—	—	8,000
Port-of-Spain and St. George West				
St. George East				
Caroni				
St. Andrew and St. David				
San Fernando, Naparima, Pointe-a-Pierre				
Princes Town, Ortoire-Moruga				
Nariva-Mayaro				
Siparia-Erin, La Brea-Cedros				
Tobago				
Public Assistance Officers—Male	Motor Cycle ...	—	—	6,000
Do. —Female	Bicycle and	\$36 00	—	—
	(a) hire of transport	—	—	—
Do. — do. —San Fernando	(b) hire of transport	—	—	—
Do. — do. —Tobago	(c) hire of transport	—	—	—
Checking Officers (Clerical)—Port-of-Spain Senior	Standard Car...	—	—	7,200
Do. Do. Junior	Light Car ...	—	—	7,200

(a) Actual expenses of hire of transport limited to \$12.00 per month

(b) Actual expenses of hire of transport limited to \$15.00 per month

(c) Actual expenses of hire of transport limited to \$18.00 per month

THIRD SCHEDULE—PART I—CONTINUED

Officers required to keep and use sufficient means of transport—Continued

Office (1)	Means of transport to be kept or used (2)	Commutated transport allowance (3)	Chauffeur's allowance (4)	Limit of annual mileage (5)
SPECIAL SERVICES—CONTROLLER OF IMPORTS AND EXPORTS				
<i>Controller</i>				
Controller of Imports and Exports	Standard Car...	Per annum 1,920 miles	Per annum \$ c. —	8,000
First Class Clerk—Food Distribution Inspector	do. ...	—	—	15,000
<i>Black Market Board</i>				
Executive Officer	do. ...	—	—	7,000
Legal Assistant	do. ...	—	—	12,000
Price Control Inspectors	do. ...	*1,200 miles	—	7,500
Price Control Inspector, San Fernando	do. ...	†1,200 do.	—	7,500
Price Control Inspector, Tobago (Customs Officer)	do. ...	—	—	2,500
Inspectors—Food Distribution	do. ...	—	—	15,000
Inspector—Food Distribution, Tobago	do. ...	—	—	2,500
Inspectors (Food Distribution Investigators)	—	\$300.00	—	—
Inspectors (Food Distribution Investigators)	—	\$150.00	—	—
Do. do. San Fernando	—	\$240.00	—	—
WORKS AND HYDRAULICS DEPARTMENT				
<i>Directorate</i>				
Director	Standard Car...	—	720 00	12,000
Deputy Director	do. ...	—	720 00	12,000
1st Assistant Director	do. ...	—	720 00	10,000
2nd Assistant Director	do. ...	—	720 00	10,000
<i>Architectural Branch</i>				
Chief Architect	do. ...	—	720 00	10,000
Architect	do. ...	—	—	6,000
Quantity Surveyor	do. ...	—	—	6,000

*Commutated allowance for travelling within the limits of Port-of-Spain.

†Commutated allowance for travelling within the limits of the Town of San Fernando.

THIRD SCHEDULE—PART I—CONTINUED

Officers required to keep and use sufficient means of transport—Continued

Office (1)	Means of transport to be kept or used (2)	Commuted transport allowance (3)	Chauffeur's allowance (4)	Limit of annual mileage (5)
WORKS AND HYDRAULICS DEPARTMENT—Continued				
<i>Water Engineer's Branch</i>				
Water Engineer	Standard Car ...	—	\$ 720 00	12,000
Maintenance Superintendent—(Trunk Mains)—North	do. ...	—	720 00	10,000
Do. do. ... South	do. ...	—	108 00	10,000
Investigation and Designs Engineer	do. ...	—	720 00	12,000
Water Biologist and Soils Chemist	do. ...	—	—	8,000
<i>Drainage—Reclamation</i>				
Chief Engineer	do. ...	—	720 00	12,000
Sanitation Engineer	do. ...	—	720 00	12,000
Hydrologist	do. ...	—	—	10,000
Drainage Officer	do. ...	—	720 00	12,000
Irrigation Officer—South	do. ...	—	—	6,000
Embankment Superintendent	do. ...	—	—	12,000
<i>Mechanical Engineer's Branch</i>				
Chief Mechanical Engineer	do. ...	—	720 00	12,000
Mechanical Engineer	do. ...	—	—	6,000
Electrical Engineer	do. ...	—	—	8,000
<i>Chief Accountant's Branch</i>				
Chief Accountant	do. ...	—	—	6,000
<i>Designs Development and Survey</i>				
Designs Engineer	do. ...	—	—	8,000
<i>Districts, Communications and Buildings</i>				
Divisional Engineer—North	do. ...	—	720 00	10,000
Do. South	do. ...	—	720 00	10,000
Senior Executive Engineer—Port-of-Spain	do. ...	—	720 00	8,000
Do. West St. George and North Caroni	do. ...	—	720 00	8,000

THIRD SCHEDULE—PART 1—CONTINUED

Officers required to keep and use sufficient means of transport—Continued

Office (1)	Means of transport to be kept or used (2)	Commuted transport allowance (3)	Chauffeur's allowance (4)	Limit of annual mileage (5)
WORKS AND HYDRAULICS DEPARTMENT—Continued				
<i>Districts, Communications and Buildings—Contd.</i>				
		Per annum	Per annum \$ c.	
Executive Engineer — East St. George	Standard Car ...	—	720 00	8,000
Do. St. Andrew-St. David	do. ...	—	720 00	8,000
Do. Tobago	do. ...	—	720 00	8,000
Do. Victoria West	do. ...	—	720 00	8,000
Do. Victoria East	do. ...	—	720 00	8,000
Do. St. Patrick	do. ...	—	720 00	8,000
Do. Nariva-Mayaro	do. ...	—	720 00	8,000
Do. Relieving	do. ...	—	720 00	8,000
Assistant Engineers	do. ...	—	—	6,000
District Officers	do. ...	—	—	6,000
Chief Overseers—	Motor Cycle &	—	—	6,000
Cedros	(a) Horse hire			
Toco				
Gran Couva				
Blanchisseuse				
Brasso				
Lengua				
Charlotteville				
Moriah				
Roxborough	Motor Cycle ...	—	—	6,000
Arima				
St. George West				
San Fernando				
Chaguanas				
Tunapuna				
Cumuto				
Sangre Grande				

(a) Actual horse hire limited to \$18.00 per month.

THIRD SCHEDULE—PART I—CONTINUED

Officers required to keep and use sufficient means of transport—Continued

Office (1)	Means of transport to be kept or used (2)	Commuted transport allowance (3)	Chauffeur's allowance (4)	Limit of annual mileage (5)
WORKS AND HYDRAULICS DEPARTMENT—Continued <i>Districts, Communications and Buildings—Contd.</i>				
Chief Overseers Manzanilla Guaico-Tamana Grande Riviere Mayo Couva New Grant Moruga Hindustan Princes Town Rio Claro Mayaro Tabaquite Penal Oropouche-La Brea Erin-Siparia Cunupia Scarborough	Motor Cycle ...	—	—	6,000
General Foremen	Standard Car...	—	—	6,000
Foreman Plumber	do. ...	—	—	10,000
Artisan Foremen	Motor Cycle ...	—	—	6,000
South Caroni				
Victoria East				
Siparia-Erin				
La Brea				
Rio Claro				
Arima				
San Fernando				

THIRD SCHEDULE—PART I—CONTINUED

Officers required to keep and use sufficient means of transport—*Continued*

Office (1)	Means of transport to be kept or used (2)	Commuted transport allowance (3)	Chauffeur's allowance (4)	Limit of annual mileage (5)
<i>WORKS AND HYDRAULICS DEPARTMENT—Continued</i> <i>Districts, Communications and Buildings—Contd.</i>				
Artisan Foremen Port-of-Spain Tobago St. George West St. Andrew St. George St. David	Motor Cycle ...	—	—	6,000
<i>Transport Service</i>				
Transport Superintendent	Light Car ...	—	—	7,200
Transport Train Foreman	do. ...	—	—	7,200
<i>Quarries</i>				
Quarry Manager	Standard Car	—	—	7,200
<i>Technology</i>				
Engineer-in-charge—Technical Training	do. ...	—	—	6,000
<i>Wireless Telegraphy</i>				
Officer-in-charge, Wireless Stations	do. ...	—	—	10,000
Radio Technician	Light Car ...	—	—	5,000
<i>San Fernando Water Supply Scheme</i>				
Resident Engineer	Standard Car	—	720 00	12,000

Traveling Allowances Regulations, 1953

THIRD SCHEDULE—PART II

Officers authorized to use sufficient means of transport

Office (1)	Means of transport to be kept or used (2)	Commuted transport allowance (3)	Limit of annual mileage (4)
Per annum			
GOVERNOR			
Assistant Clerk, Executive Council	Light Car	—	500
Messenger Grade I, Government House	Auto Cycle or Light Motor Cycle	\$90.00	—
AGRICULTURE			
Agricultural Officer, Government Farm	Light Car	—	3,600
AGRICULTURAL CREDIT BANK			
Principal Officer	do.	—	2,500
CHEMIST'S DEPT.			
Government Chemist	Standard Car	—	2,500
Deputy Government Chemist	do.	—	2,500
Assistant Government Chemist	do.	—	1,000
CROWN SOLICITOR			
Crown Solicitor	do.	—	1,000
Deputy Crown Solicitor	do.	—	5,000
Assistant Crown Solicitor	do.	—	5,000
Temporary Solicitor	do.	—	5,000
CUSTOMS AND EXCISE			
Supervisor, Outdoor, Class I	Light Car	\$240.00*	4,800
EDUCATION			
Principal, Government Training College	do.	—	2,500
Education Officer—Lecturer in Domestic Science	do.	—	2,000
Do. Lecturer in Infant School Method and Handicraft	do.	—	3,000
Education Officer, Grade III—Lecturer in Handicraft	do.	—	2,000

* Commuted allowance for travelling within the limits of the wharf area and Port-of-Spain.

THIRD SCHEDULE—PART II—CONTINUED

Officers authorized to use sufficient means of transport—Continued

Office (1)	Means of transport to be kept or used (2)	Commuted transport allowance (3)	Limit of annual mileage (4)
HEALTH			
* Medical Officers, Colonial Hospitals—	Standard Car ...	Per annum Total allowed per annum for all Medical Officers	12,000
Medical Officer, Grade A (Surgeon) Colonial Hospital, San Fernando	do. ...	— ...	2,400
Do. Grade C, Mental Hospital	Light Car ...	— ...	1,200
Supervisor of Laboratories	Standard Car ...	— ...	2,000
Pathologist	do. ...	— ...	5,000
Pathologists	do. ...	— ...	2,000
Medical Officers, Port Health—Port-of-Spain (2)	do. ...	— ...	6,000
Lay Secretary, Colonial Hospital, Port-of-Spain	Light Car ...	— ...	2,000
Almoner, Colonial Hospital, San Fernando	do. ...	— ...	7,000
Superintendent, House of Refuge	Standard Car ...	— ...	5,000
Matron, Caura Sanatorium	Light Car ...	— ...	5,000
Laundry, Superintendent	do. ...	— ...	5,000
CONTROLLER OF IMPORTS AND EXPORTS			
Assistant Controller	Standard Car ...	— ...	2,000
JUDICIARY			
<i>Supreme Court</i>			
Judges	do. ...	Total allowed per annum for all Judges	11,000
Registrar and Marshal	do. ...	— ...	2,050
LANDS AND SURVEYS			
Cartographer	Light Car ...	\$144.00 ...	—
LEGAL			
Solicitor General	Standard Car ...	— ...	1,000
1st Crown Counsel	do. ...	— ...	2,000
2nd Crown Counsel	do. ...	— ...	6,000

* Medical Officers, Colonial Hospitals, who are compelled to reside outside the hospital area are authorized to keep and use Standard Cars and to claim travelling expenses when called out in cases of emergency or on special duties.

THIRD SCHEDULE—PART II—CONTINUED

Officers authorized to use sufficient means of transport—Continued

Office (1)	Means of transport to be kept or used (2)	Commuted transport allowance (3)	Limit of annual mileage (4)
POLICE			
Director of Music	Light Car	5,172 miles	—
Deputy Chief Immigration Officer	Standard Car	3,600 do.	—
PORT SERVICES			
<i>General Manager's Office</i>			
General Manager	do.	3,600 miles	—
<i>Engineering Office</i>			
General Foreman and Diver	Light Car	—	1,200
Maintenance Foreman	do.	336 00	—
Foreman Mechanic	do.	336 00	—
Surveyor and Draughtsman	do.	—	2,500
Foreman Electrician	do.	270 00	—
<i>Dredging</i>			
Dredging Superintendent	—	288 00	—
<i>Wharves</i>			
Wharf Superintendent	Light Car	—	4,000
Assistant Wharf Superintendents	do.	405 00	—
Supervisor	do.	—	3,300
Traffic Inspector (performing duties of Berthing Master)	do.	—	3,300
<i>Slipways and Machine Shop</i>			
Superintendent Marine Engineer	do.	360 00	—
Assistant Superintendent Marine Engineer	do.	360 00	—
<i>Harbour Masters' Office</i>			
Harbour Master and Superintendent of Lighthouses	Standard Car	360 00*	2,900
Assistant Harbour Master and Marine Superintendent	Light Car	360 00*	2,900

*Commuted allowance for travelling within the limits of Port-of-Spain.

THIRD SCHEDULE—PART II—CONTINUED

Officers authorised to use sufficient means of transport—Continued

Office (1)	Means of transport to be kept or used (2)	Commuted transport allowance (3) Per annum	Limit of annual mileage (4)
POST OFFICE Accountant	Light Car ...	— ...	3,000
PRINTING AND STATIONERY Government Printer	do. ...	— ...	6,000
PRISONS Assistant Superintendent of Prisons—Carrera	do. ...	— ...	1,500
RAILWAY Mechanical Engineer Traffic Officers Locomotive and Machine Shop Foreman Personnel Officer Senior Clerk, Road Transport Branch Chief Accountant	Standard Car ... do. ... do. ... do. ... do. ... do. ...	— ... — ... — ... — ... — ... — ...	4,000 4,000 2,000 5,000 4,000 2,500
REGISTRAR GENERAL Registrar General	do. ...	— ...	3,500
SECRETARIAT Supervisor of Elections <i>Information Office</i> Assistant Information Officer	do. ... do. ...	— ... — ...	3,000 3,000
WORKS AND HYDRAULICS Chief Storekeeper Clerk of Works, San Fernando Water Supply Scheme Superintendent of Works, New San Fernando Hospital	Light Car ... Standard Car ... do. ...	— ... — ... — ...	4,000 3,500 3,000

TRAVELLING ALLOWANCES

FOURTH SCHEDULE

PART I

Form of Certificate to be furnished by Officers receiving Mileage Allowances under Regulation 11

I hereby certify that I was travelling on duty on the days specified, by the vehicle which I am *required to keep or authorized or permitted to use, that the mileage claimed is correct and that the mileage covered was entirely on official duty and that I have used my own car.

*Strike out when it does not apply.

PART II

Form of Certificate to be furnished by Officers submitting claims for refunds of out of pocket expenses under Regulation 29

I hereby certify that I was travelling on duty on the days specified and that the amounts claimed are according to tariff or are otherwise fair and reasonable and were actually paid. I further certify that the total amount claimed does not exceed the equivalent in cash of one-twelfth of my fixed annual mileage.

PART III

Form of Certificate to be furnished by Officers receiving Commuted Transport Allowance under Regulation 45

I hereby certify that I have during the month of.....kept as my own property and used a *.....for which a commuted transport allowance is payable to me and that the said.....has not been let out for hire.

Date..... (SGD.)

*Horse, Horses, Motor Car, Motor Cycle, Autobyke, Bicycle, &c., as the case may be.

PART IV

Form of Certificate to be given by Heads of Departments on Claims of Subordinate Officers under Regulation 38

I hereby certify that the Officer is entitled to employ a licensed chauffeur and that the duties in respect of which the above allowance is claimed have been properly performed to my satisfaction.

Date..... (SGD.) Head of Department

TRAVELLING ALLOWANCES :

FOURTH SCHEDULE—Continued

PART V

Form of Certificate to be given by Heads of Departments on Claims of Subordinate Officers who are required to keep a horse, under Regulation 45

I hereby certify that the duties in respect of which this allowance is claimed have been properly performed to my satisfaction and that the *..... kept has/ have been inspected by me and is/are suitable and fit for the work required to be performed.

(SGD.).....
Head of Department

Date.....

*Insert Horse, Horses, as the case may be. In the case of Motor Vehicles, Heads of Departments should satisfy themselves that the officer's vehicle is provided with a speedometer which is in proper working order, before giving the certificate.

PART VI

Form of Certificate to be furnished by Officers receiving Chauffeur's allowance under Regulation 38

I hereby certify that during the month of.....I employed and paid a licensed chauffeur.

(SGD.).....

Date.....

PART VII

Form of Certificate to be furnished by Officers submitting claims for subsistence allowance and the refund of transport expenses

I hereby certify that I was travelling on duty on the days specified and that it was necessary for me to be away from my station on official duty during the periods stated and that I was required by the Head of my Department to sleep away from home. I further certify that the transport expenses claimed under (b) are according to tariff or are otherwise fair and reasonable and were actually disbursed.

(SGD.).....

Date.....

FIFTH SCHEDULE

PART I

The following rates shall apply to :—

- (a) Pensionable Officers and monthly paid Officers contributing to the Provident Fund.
- (b) Contract Officers and temporary monthly paid employees.
- (c) Members of the Inspectorate of the Police Force.
- (d) Wholetime Members of Fire Brigades.

TRAVELLING ALLOWANCES

FIFTH SCHEDULE—Continued

	<i>For 1st 5 days per day</i>	<i>For 2nd 5 days per day</i>	<i>Subse- quently per day</i>	<i>Maximum per month</i>
	\$ c.	\$ c.	\$ c.	\$ c.
Officers whose salary is not less than \$4,800 per annum ...	7 20	5 76	4 32	144 00
Officers whose salary exceeds \$2,400 per annum but is less than \$4,800 per annum ...	5 04	3 96	2 88	86 40
Officers whose salary is not less than \$900 per annum but does not exceed \$2,400 per annum ...	4 32	3 24	2 52	72 00
Officers whose salary is less than \$900 per annum ...	2 88	2 16	1 68	48 00

Judges of the Supreme Court and Official Members of Executive Council

The above rates shall not apply to Judges of the Supreme Court and Official Members of Executive Council, who shall be paid at the rate of \$7.20 per day.

Non-Commissioned Officers and Constables of the Police Force

Non-Commissioned Officers and Constables of the Police Force shall be paid as follows :—

- (i) At the above rates where neither accommodation nor messing facilities are available at Stations.
- (ii) At three-quarters of the above rates where either accommodation or messing facilities are available at Stations.
- (iii) At one-half of the above rates where both accommodation and messing facilities are available at Stations.

PART II

Officers given special authority to claim subsistence when travelling on duty within their districts—Regulation 52

Officers whose districts extend beyond the limits of the County in which their stations are located : After an absence of not less than six consecutive hours when travelling outside the limits of the County in which their stations are located.

Magistrates and Officers of a Magistrate's Department : When unavoidably absent from their stations for a period of not less than six consecutive hours for the purpose of attending any of the courts of their respective districts.

Paymasters : After an absence of not less than six consecutive hours from Port-of-Spain, San Fernando, and Scarborough.

Officers whose district is Tobago and are stationed at Scarborough : After an absence of not less than six consecutive hours from their stations when visiting Charlotteville.

The Executive Engineer, Nariva-Mayaro : After an absence of not less than six consecutive hours from his station when visiting Guayaguayare.

TRAVELLING ALLOWANCES

SIXTH SCHEDULE

Regulation No. 55

		<i>Maximum per day</i>
		\$ c.
The Chief Justice of the Supreme Court of Trinidad and Tobago and Official Members of Executive Council	Hotel expenses (board and lodging) plus ten per cent. (10%)	12 00
Officers whose salary is not less than \$4,800 per annum	do.	10 00
Officers whose salary exceeds \$2,400 per annum but is less than \$4,800 per annum	do.	8 00
Officers whose maximum salary is not less than \$900 per annum but does not exceed \$2,400 per annum	do.	6 00
Officers whose salary is less than \$900 per annum	do.	4 00