

PERSONNEL DEPARTMENT CIRCULAR NO. 1 OF 2024

TO : All Permanent Secretaries, Heads of Departments,
Chief Administrator, Tobago of House of Assembly and
Heads of Statutory Authorities subject to the Statutory
Authorities Act, Chapter 24:01

FROM : Chief Personnel Officer

DATE : February 29, 2024

SUBJECT : Travelling Facilities for officers in the Civil Service, the Police
Service, the Fire Service, the Prison Service, the Teaching
Service, the Tobago House of Assembly and Statutory
Authorities subject to the Statutory Authorities Act, Chapter
24:01

I advise that certain terms and conditions of the Travelling Facilities under the Travelling Allowances Regulations Chapter 23:50 that are applicable to full-time monthly paid public officers have been revised as indicated below:

2. TRAVELLING FACILITIES

- (i) The inclusion of Light Goods Vehicles with a Maximum Gross Weight (MGW) not exceeding 2950 kilogrammes and a cubic capacity (cc) of 2776, which falls in the Class 3 Group, in accordance with the Motor Vehicles and Road Traffic Act, Chap. 48:50, specifically, twin cab pick-up trucks, as an option for purchase by officers whose positions are included under Part I of the Third Schedule to the Travelling Allowances Regulations, Chap. 23:50; and
- (ii) The expansion of the Motor Vehicle Repair Loan facility to the **Motor Vehicle Repair/Purchase and Installation of Compressed Natural Gas (CNG) Kits Loan** facility to provide eligible officers with the option to purchase and install CNG Kits in their vehicles.

3. **With effect from the date of issue of this Circular**, the inclusion and administering of the new facilities for eligible officers of the Services listed hereunder shall be as stated at (i) and (ii) below:

The Trinidad and Tobago Police Service;

The Trinidad and Tobago Fire Service;

The Trinidad and Tobago Prison Service; and
The Teaching Service.

- (i) the maximum amount of **\$175,000** to be advanced to facilitate the purchase of a new or used motor vehicle **includes the purchase of light goods vehicle**, specifically, twin cab pick-up trucks, as specified at 2. (i) above, with exemption from taxes, as applicable, to the following maxima:

(a) in respect of Motor Vehicle Tax

the amount payable on a motor vehicle with a cubic capacity of 1799cc; or
the amount payable on a light goods vehicle, with a cubic capacity of 2776cc.

(b) in respect of Value Added Tax

the amount payable on a vehicle on a vehicle costing **\$175,000**;

- (ii) the maximum amount to be advanced for the **Motor Vehicle Repair/Purchase and Installation of Compressed Natural Gas (CNG) Kits Loan shall be \$21,000.**

4. **With effect from the date of issue of this Circular**, the inclusion and administering of the new facilities for eligible officers of the Civil Service shall be as follows:

- (i) the maximum amount of **\$160,000** to be advanced for the purchase of a new or used motor vehicle **includes the purchase of a Light Goods Vehicle**, specifically, twin cab pick-up trucks, as specified at 2.(i) above, with exemptions from taxes, as applicable, to the following maxima:

(a) in respect of Motor Vehicle Tax

the amount payable on a motor vehicle with a cubic capacity of 1799cc; or
the amount payable on a light goods vehicle with a cubic capacity of 2776cc.


(b) in respect of Value Added Tax

the amount payable on a vehicle on a vehicle costing **\$160,000**;

- (ii) the maximum amount to be advanced for the **Motor Vehicle Repair/Purchase and Installation of Compressed Natural Gas (CNG) Kits Loan shall be \$20,000.**

5. All existing conditions governing the grant of motor vehicle loan facilities by the Comptroller of Accounts shall continue to apply.

6.. Permanent Secretaries, Head of Departments, the Chief Administrator, Tobago House of Assembly and Heads of Statutory Authorities subject to the Statutory Authorities Act, Chapter 24:01, are requested to take steps to implement the revised conditions as set out above.


Chief Personnel Officer