



MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE  
AND INSTITUTIONAL REFORMS

11 July 2022

**Ministry of Public Service, Administrative and Institutional Reforms**  
**Circular Note No 27 of 2022**  
**E/28/4/01 V10**

**From: Secretary for Public Service**

**To: Supervising Officers-in-charge of Ministries/Departments**

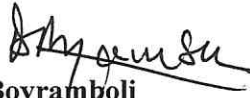
**Revision of Travelling Allowances**

As announced in the 2022/2023 Budget Speech, provisions have been made for petrol and travelling allowances to be increased by 10%, subject to a maximum of Rs 2,000. Consequently, in consultation with the Ministry of Finance, Planning and Economic Development, the following new rates are applicable with effect from 01 July 2022:

S/N	Type of Travelling Allowances	Eligibility	Revised Quantum (Monthly) Rs
I.	<b>Travelling Allowance</b>	Officers drawing a monthly basic salary of Rs 44,800 and Rs 46,100 as well as those not owning a car but drawing a monthly basic salary of Rs 47,675 or more and who are not in receipt of a travel grant or travelling/petrol allowance.	Rs 2,660  Or  refund of bus fares, whichever is the higher.
II.	<b>Travel Grant</b>	Officers drawing a monthly basic salary of Rs 47,675 and up to Rs 62,700 and who are not eligible for 100% duty exemption but own a car.	Rs 8,250
III.	<b>Travelling Allowance</b>	(i) Officers drawing a monthly basic salary of Rs 64,400 but less than Rs 97,625  (ii) Officers drawing a monthly basic salary of Rs 54,200 and above in a scale the maximum of which is not less than Rs 77,950	Rs 13,200  Or  refund of mileage together with a monthly commuted allowance of Rs 3,260, in case officers perform official travelling.
IV.	<b>Fixed cost and Travelling Allowance</b>	Officers drawing a monthly basic salary of Rs 97, 625 or more but not eligible for a chauffeur/self-driven car.	Rs 2,460 (Fixed Cost)  Rs 13,200

<b>Mileage Rates</b>		
<b>V.</b>	<b>Travelling by car/mileage</b>	<p>(i) Refund of mileage for official travelling at the rate of Rs 11.65 per km for the first 800 km.</p> <p>(ii) Rs 7.25 per km for mileage in excess of 800 km.</p> <p>(iii) Rs 7.25 per km for distance which is not considered as official mileage (from residence to office) on days on which officers are required to carry out field duties.</p>
<b>VI.</b>	<b>Travelling by Motorcycle/mileage</b>	<p>(i) Refund of mileage for official travelling at the rate of Rs 3.75 per km.</p> <p>(ii) Rs 2.70 per km for distance not considered as official travelling (from residence to office) on days on which officers are required to carry out field duties or refund of travelling by bus, whichever is higher.</p>
<b>VII.</b>	<b>Travelling by Autocycle/mileage</b>	<p>(i) Refund of mileage for official travelling at the rate of Rs 3.10 per km.</p> <p>(ii) Rs 2.10 per km for distance not considered as official travelling (from residence to office) on days on which officers are required to carry out field duties or refund of travelling by bus, whichever is higher.</p>

2. Supervising officers are hereby requested to bring the content of this Circular to the attention of all concerned officers of their Ministries/Departments and Head of Parastatal Bodies and Local Authorities falling under the aegis of their respective Ministries/Departments.

  
**B. Boyramboli**  
**Secretary for Public Service**

**Copy to:** *Secretary to Cabinet and Head of the Civil Service*  
*Financial Secretary*