

Public Officers Loan and Travelling Allowances

**PUBLIC OFFICERS LOAN AND TRAVELLING
ALLOWANCES REGULATIONS, 2001**

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Public Officers Loan and Travelling Allowances

Cap. 31.

PUBLIC OFFICERS LOAN AND TRAVELLING ALLOWANCES REGULATIONS, 20012001/36.
2003/8.
2004/132.
2006/41.

Authority: These Regulations were made on 26th March, 2001 by the Minister under section 4 of the *Public Officers Loan and Travelling Allowances Act*.

2007/69.

Commencement: 1st April, 2000.

PART I

Preliminary

1. These Regulations may be cited as the *Public Officers Loan and Travelling Allowances Regulations, 2001*. Short title.

2. For the purposes of these Regulations, "approved insurer" means an insurer that is validly registered with the Supervisor of Insurance under the *Insurance Act*. Interpretation.
Cap. 310.

PART II

Loans

3. (1) Subject to regulation 5, an officer specified in the *First Schedule* is eligible for a loan not exceeding \$50 000 for the purchase of a motor vehicle approved by the Minister. Loan.
First Schedule.
2007/69.

(2) An officer specified in the *First Schedule* is eligible for a loan of \$6 000 for the refurbishment of the vehicle or the actual cost of repairs, whichever is the lesser, in respect of major repairs to the motor vehicle if any previous loan granted to that officer has been repaid in full. 2007/69.

(3) Subject to regulation 5, an officer specified in the *Fourth Schedule* is eligible for a loan not exceeding Fourth Schedule.

(a) \$5 000 for the purchase of a motor cycle or a motor scooter;

(b) \$1 000 for the purchase of an auto cycle; or

(c) \$500 for the purchase of a bicycle.

(4) An officer specified in the *Fourth Schedule* may with the approval of the Minister apply the \$5 000 advanced to him under paragraph (3)(a) towards the purchase of a motor vehicle.

(5) An officer shall not apply the proceeds of a loan toward the purchase of a motor vehicle that

(a) is more than 3 years old;

(b) has more than 25 000 miles on its odometer; and

2006/41. (c) has a capacity of less than 1 000 cubic centimetres or more than 3 000 cubic centimetres.

(6) An application from an officer in respect of the purchase of a motor vehicle shall be forwarded through the Permanent Secretary of the Ministry where that officer is employed, or through the head of the department in which he works, to the Director of Finance and Economic Affairs.

(7) The Permanent Secretary or head of department shall, prior to the transmission of an application from an officer to purchase a used vehicle, submit a certificate from the Ministry of Public Works stating that the vehicle has been inspected, the date of the inspection and that the vehicle has been found to be roadworthy.

Ineligibility for further loan. **4.** Where a loan under regulation 3 is made to an officer, he is not eligible for a subsequent loan before

(a) the whole of the loan is repaid; or

(b) the expiration of a period of 5 years after that loan is made, whichever is shorter.

5. Where an officer to whom regulation 3 applies is serving outside Barbados, a loan exceeding the amounts specified in that regulation may be made to that officer in the currency of Barbados converted at the date of the loan into the currency of the country in which the officer is serving.

Loan to officer serving outside Barbados.

6. A loan to an officer may be secured by means of a bill of sale or such other security as the Minister approves.

Security for loan.

7. (1) An officer who purchases a vehicle with the assistance of a loan under these Regulations shall not, before the loan is repaid in full,

Restriction on disposal of vehicle.

(a) remove the vehicle from Barbados or any country in which he is serving; or

(b) sell or otherwise dispose of the vehicle,

unless he has upon application obtained the consent of the Minister in writing.

(2) The Minister shall not consent to the application under paragraph (1) unless he is satisfied that the officer has

(a) furnished sufficient security; or

(b) made proper arrangements for the repayment of the loan.

8. (1) An officer to whom a loan is granted under these Regulations shall

Insurance of vehicle.

(a) obtain from an approved insurer a comprehensive policy of insurance or an indemnity for the full amount of the officer's liability in respect of the loan; and

(b) submit every year on the renewal date of the policy a certificate of insurance to the Permanent Secretary or head of the department in which he is employed;

and the policy shall not be permitted to lapse before the whole of the loan is repaid.

- (2) The Permanent Secretary or head of department shall
- (a) keep a record of the date of renewal of insurance policies in respect of the vehicles of the officers under his charge who have received a vehicle loan in accordance with these Regulations; and
- (b) issue a notice to each officer informing him of the renewal date.

(3) Within one week after the expiration of the insurance policy, the Permanent Secretary shall forward a certificate to the Director of Finance and Economic Affairs certifying that the policy of insurance has been renewed and, where the insurer has been changed, provide the name of the new insurer.

(4) Where an officer has failed to renew his policy of insurance, the Permanent Secretary or head of department shall immediately report that fact to the Director of Finance and Economic Affairs.

Repayment
of loan.

9. (1) A loan under these Regulations shall, unless the Minister fixes a shorter period, be repaid within a period not exceeding 7 years.

(2) Repayment of a loan shall, unless the Minister otherwise determines, be by equal monthly instalments.

(3) The equal monthly instalments referred to in paragraph (2) shall be deducted from the salary of an officer by the head of the department to which the officer is attached; and the deductions shall commence during the month immediately following that in which the loan is received.

(4) The Director of Finance and Economic Affairs, where he is satisfied that deduction in respect of the repayment of a loan should be suspended for the purpose of alleviating financial hardship of an officer, may authorize the relevant accounting officer, in writing, to so suspend deductions for a specified period.

10. (1) Notwithstanding regulation 9 and subject to this regulation, where an officer to whom the loan is granted

Suspension
of deduc-
tions from
salary.

- (a) is absent from Barbados on study or duty leave;
- (b) is absent from duty on sick leave for a period exceeding one month; or
- (c) is absent from duty for the purpose of undertaking, in Barbados, with the approval of the Judicial and Legal Service Commission, Police Service Commission or Public Service Commission, as the case may be, a full-time training course of 3 or more months duration,

the deduction of monthly instalments from the salary of the officer may, with the approval of the Minister, be reduced or suspended during such absence from duty.

(2) A suspension of the deduction of monthly instalments under paragraph (1)

- (a) shall not apply where the officer receives his full salary; and
- (b) shall not be construed as permitting an officer to repay the advance in a period exceeding 7 years, except that in the case of an officer referred to in that paragraph who is granted study leave without pay or with half-pay of not less than one year's duration, the period may be extended by a further period equal to the time during which that officer is absent from duty.

11. Where an officer to whom a loan is made for the purpose of purchasing a vehicle

Seizure and
sale of
vehicle.

- (a) ceases to be employed in the public service;
- (b) is declared bankrupt;
- (c) permits the policy of insurance in respect of that vehicle to lapse;
- (d) allows the vehicle to be levied on for rent, rates or taxes; or

(e) attempts to dispose of the vehicle in contravention of these Regulations,

the Minister may, in addition to any power that may be exercised under the bill of sale, cause the vehicle to be seized and sold for the purpose of recovering such part of the loan as remains unpaid.

PART III

Travelling Allowances

Restriction on application of Part III. Fourth Schedule.

12. This Part does not apply to officers specified in the *Fourth Schedule*.

Eligibility for and amount of travelling allowance. Second Schedule.

13. (1) Subject to paragraph (2) and regulations 12 and 14, an officer is eligible for the monthly payment of travelling allowances in respect of travelling done in the performance of public duties in accordance with the scales set out in the *Second Schedule*.

(2) Where an officer referred to in paragraph (1) transports a person in the course of his duty in the vehicle of that officer, he is entitled to the payment of an additional 7 cents per kilometre in respect of the transportation of that person.

Commutated travelling allowance. 2007/69. Fifth Schedule.

14. Notwithstanding regulation 13,

(a) an officer specified in the *Fifth Schedule* is entitled to a commuted travelling allowance at the rate of

- (i) \$859 per month with effect from 1st April, 2006; and
- (ii) \$880 per month with effect from 1st April, 2007;

- (b) an officer specified in the *Sixth Schedule* is entitled to a commuted travelling allowance at the rate of Sixth Schedule.
- (i) \$536 per month with effect from 1st April, 2006; and
- (ii) \$550 per month with effect from 1st April, 2007.

15. (1) An officer appointed to act in place of an officer specified in the *Fifth* or *Sixth Schedule* may, at his option exercisable in accordance with paragraph (2), be paid a monthly travelling allowance *in lieu* of a commuted travelling allowance calculated in accordance with regulation 14. Commutated travelling allowance for acting officers. Fifth Schedule. Sixth Schedule.

(2) The option referred to in paragraph (1) is exercisable, within 3 days after the receipt by the officer of his instrument or letter of appointment, by notice in writing addressed to the Permanent Secretary, Ministry of the Civil Service. Sixth Schedule.

(3) An option exercised in accordance with this regulation is irrevocable.

16. (1) An officer entitled to a travelling allowance shall, before payment of the allowance, submit to the head of the department to which he is attached a monthly statement in the form set out in the *Third Schedule*. Monthly statement. Third Schedule.

(2) A head of department to whom a statement is submitted under paragraph (1) may certify the statement and authorize payment accordingly.

17. Where, in the opinion of a head of department or the Auditor-General, a journey for which a claim for travelling allowance is made appears to have been unnecessary, he may require the officer making the claim to submit such further statement establishing the necessity for the journey as the Auditor-General or head of department considers to be satisfactory. Statement of necessity.

Officers entitled to practise privately. **18.** An officer entitled to practise in his profession in a private capacity or authorized to perform duties of a personal or private nature outside the scope of his public duties is not entitled to claim travelling allowance in respect of a journey undertaken in the performance of such practice or personal or private duties.

Claims by officers in multiple capacities. **19.** An officer who performs duties in several capacities may not submit separate claims in respect of a single journey undertaken for the purpose of performing duties in more than one capacity.

Two or more officers proceeding on same journey. **20.** Where 2 or more officers proceed on the same journey, they shall, if convenience permits and for the purpose of reducing public expenditure, travel in a single vehicle or such number of vehicles as would in the circumstances be considered reasonable.

FIRST SCHEDULE

(Regulation 3(1),(2)) 2003/8.

A

1. Agriculture

Accountant
Administrative Officer I
Agricultural Assistant (Not applicable to the Agricultural Assistant performing the duties of Farm Overseer, Pine Plantation; Overseer, Central Livestock Station or Seed Store Clerk)
Agricultural Officer
Animal Health Assistant
Assistant Director of Analytical Services
Chief Agricultural Officer
Chief Economist
Deputy Chief Agricultural Officer
Deputy Permanent Secretary
Director of Analytical Services
Economist I
Executive Officer (Applicable only to the officer assigned duties in connection with the Soil Conservation Unit)
Finance Officer
Permanent Secretary
Senior Accountant
Senior Administrative Officer
Senior Agricultural Assistant
Senior Agricultural Officer
Senior Economist
Senior Personnel Officer
Senior Veterinary Officer
Statistician I
Statistician II
Supervisor (Not applicable to the Supervisor performing the duties of Farm Manager at the Pine Plantation or at the Seed Store)
Surveyor - Soil Conservation
Veterinary Officer
Veterinary Pathologist

2. **Archives**

Archivist
Chief Archivist
Senior Archivist

3. **Attorney-General**

(a) *General*

2007/69.
2007/69.

Administrative Officer I
Deputy Permanent Secretary
Forensic Pathologist
Information Technology Officer
Manager, Information Systems
Permanent Secretary
Senior Accountant
Senior Administrative Officer
Special Adviser to the Attorney-General

(b) *Legal*

Chief Parliamentary Counsel
Crown Counsel
Deputy Chief Parliamentary Counsel
Deputy Director of Public Prosecutions
Deputy Solicitor General
Director of Public Prosecutions
Parliamentary Counsel
Principal Crown Counsel
Senior Crown Counsel
Senior Parliamentary Counsel
Solicitor-General

(c) *Forensic Services Department*

Project Officer
Senior Forensic Scientist

(d) *National Task Force on Crime Prevention*

Senior Research Officer
Research Officer II

(e) *Project Office*

Building Officer
Draughtsman
Maintenance Officer
Senior Accountant
Senior Technical Officer

4. **Audio Visual Aids Department**

Assistant Chief Audio Visual Aids Officer
Audio Visual Aids Officer
Broadcast Officer
Chief Audio Visual Aids Officer

5. **Audit Department**

Auditor
Auditor-General
Audit Manager (Financial Audit)
Deputy Auditor-General
Principal Auditor
Senior Auditor

C

6. **Cabinet Office**

Administrative Officer I
Deputy Permanent Secretary
Executive Secretary
Secretary to the Cabinet
Senior Executive Officer

7. **Central Purchasing Department**

Chief Supply Officer
Deputy Chief Supply Officer
Senior Accountant
Senior Supply Officer
Supplies Assistant (Applicable only to the officers assigned duties in the customs section of the Central Purchasing Department)
Supplies Officer (Applicable to the officers assigned duties in the customs section of the Central Purchasing Department)

8. **Civil Service**

2007/69. Administrative Officer I
Deputy Permanent Secretary
Director of Information Systems
Electronic Government Development Officer
Permanent Secretary
Principal Classification Officer
Project Co-ordinator
Senior Administrative Officer
Systems/Database Administrator
Technical/Network Support Specialist

9. **Co-operatives**

Co-operatives Officer
Deputy Registrar
Registrar
Senior Co-operatives Officer

10. **Commerce, Consumer Affairs and Business Development**

(a) *General*

2003/8. Administrative Officer I
2007/69. Business Development Officer
Chief Business Development Officer
Chief Economist
Deputy Director
Deputy Permanent Secretary
2007/69. Director
2003/8. Economist I
Inspector of Standards
Inspector of Weights and Measures
2003/8. Investigation Officer
Permanent Secretary
2003/8. Public Council
Senior Business Development Officer
2007/69. Senior Consumer Affairs Officer
2003/8. Senior Economist
2007/69. Senior Trade Officer
2007/69. Trade Officer
2007/69. Trading Standards Inspector I
2007/69. Trading Standards Inspector II
2007/69. Trading Standards Officer

(b) *National Council for Science and Technology*

Director
Senior Technical Officer

11. **Community Development**

Chief Community Development Officer
Community Development Officer
Deputy Chief Community Development Officer
Senior Community Development Officer

12. **Corporate Affairs and Intellectual Property**

Assistant Registrar
Deputy Registrar
Registrar
Systems Analyst

2004/132.

13. **Customs Department**

(a) *General*

Assistant Comptroller
Comptroller
Customs Officer I
Deputy Comptroller
Financial Controller/Finance Officer
Human Resources Development Officer
Senior Accountant
Senior Personnel Officer

(b) *Value Added Tax Division*

Auditor
Chief Internal Auditor
Deputy Director
Director
Principal Auditor
Principal Inspector
Professional Accountant
Senior Auditor
Senior Inspector

D

14. Data Processing Department

2007/69.
2007/69.

Development Officer
Director
Operations Controller
Programmer
Senior Computer Operator
Senior Programmer
Senior Systems Analyst
Systems Analyst

15. Defence and Security

2007/69.

Chief Security Officer
Security Officer I
Security Officer II
Senior Officer III
Senior Security Officer

16. Drug Service

Assistant Director
Chief Dispenser/Senior Pharmacist
Director
Pharmacist I
Pharmacist II

17. Education

(a) General

2007/69.

Administrative Officer I
Deputy Permanent Secretary
Executive Officer (Applicable only to officer in charge of the Supply and Office Management Unit)
Finance Officer
Financial Controller
Permanent Secretary
Principal Personnel Officer
Senior Accountant
Senior Administrative Officer
Senior Personnel Officer

(b) *Technical*

Chief Education Officer
Deputy Chief Education Officer
Education Officer
Maintenance Supervisor III 2004/132.
Psychologist
School Attendance Officer
Senior Draughtsman
Senior Education Officer
Senior School Attendance Officer

(c) *Youth Affairs Division*

Administrative Officer I
Deputy Permanent Secretary
Director
Manager of the Youth Entrepreneurial Scheme
Principal Youth Development Officer
Public Relations Officer/Liaison Officer
Senior Youth Commissioner
Youth Enterprise Officer

18. **Educational Institutions**

(a) *Erdiston College*

Deputy Principal
Principal
Senior Tutor
Tutor

(b) *Samuel Jackman Prescod Polytechnic*

Deputy Principal
Principal
Vocational Guidance/Liaison Officer

(c) *Secondary School Principal*

(d) *Primary School Principal*

(e) *Edna Nicholls Centre* 2007/69.

Programme Co-ordinator

19. Education Project Implementation Unit

Administrative Officer I
Clerk of Works
Project Educator
Project Manager
Senior Accountant
Senior Draughtsman
Technical Officer I
Technical Officer II

20. Electoral Department

2007/69. Assistant Chief Electoral Officer
 Chief Electoral Officer
 Deputy Chief Electoral Officer
2007/69. Executive Officer
2007/69. Senior Executive Officer
2007/69. Senior Photographer

21. Electrical Inspection Department

Chief Electrical Inspector
Chief Electrical Officer
Deputy Chief Electrical Officer
Draughtsman
Electrical Inspector
Engineer/Technical Officer I
Maintenance Supervisor I
Maintenance Technician I
Senior Electrical Inspector

2007/69. **22. Energy and the Environment**

 Administrative Officer I
 Chief Geologist
 Permanent Secretary
 Petroleum Officer
 Senior Administrative Officer
 Senior Economist
2007/69. Senior Technical Officer

F

23. **Finance and Economic Affairs**

(a) *General*

2007/69.

Administrative Officer I
Budget Analyst I
Chief Accountant
Chief Budget Analyst
Chief Economist
Chief Management Accountant
Chief Project Analyst
Deputy Permanent Secretary
Deputy Supervisor of Insurance
Director of Finance and Economic Affairs
Director of Research
Economist I
Finance Officer
Manager, Public Investment Unit
Permanent Secretary
Project Analyst I
Senior Accountant
Senior Administrative Officer
Senior Budget Analyst
Senior Crown Counsel/Crown Counsel
Senior Economist
Senior Executive Officer
Senior Project Analyst
Supervisor of Insurance
Systems/Database Administrator
Technical Network Support Specialist
User Support & Training Specialist

(b) *Information System Unit*

2007/69.

Application Support Specialist I/II
Database Administrator
Deputy Director of Information Systems
Director of Information Systems
Network Administrator
Systems Administrator
Systems Administrator/Programmer
Technical Support Specialist

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2007/69.

(c) *Office of the Supervisor of Insurance*

Assistant Supervisor of Pensions
Insurance Officer I
Insurance Officer II

24. **Fire Service**

Chief Fire Officer
Deputy Chief Fire Officer
Divisional Officer
Station Officer

25. **Fisheries**

Chief Fisheries Officer
Deputy Chief Fisheries Officer
Fisheries Assistant
Fisheries Biologist I
Fisheries Biologist II
Principal Fisheries Assistant

26. **Foreign Affairs and Foreign Trade**

(a) *Foreign Affairs*

Accountant (Applicable only to officers recruited in Barbados to the established staff and posted to a diplomatic or consular mission overseas)

Administrative Officer I

Deputy Permanent Secretary

Executive Officer (Applicable only to the officers holding these posts in diplomatic or consular missions)

Executive Secretary (Applicable only to officers recruited in Barbados to the established staff and posted to a diplomatic or consular mission overseas)

Foreign Service Officer I

Foreign Service Officer II (Applicable only to officers performing protocol duties at the Headquarters)

Permanent Secretary

Secretary (Applicable only to officers recruited in Barbados to the established staff and posted to a diplomatic or consular mission overseas)

Senior Accountant
Senior Administrative Officer
Senior Executive Officer
Senior Foreign Service Officer
Senior Systems Analyst

(b) *Foreign Trade*

Administrative Officer I
Chief Economist
Director of Trade
Economist I
Permanent Secretary
Senior Economist

G

27. Government Industrial Schools

Principal
Vice Principal
Welfare Officer

28. Governor-General

Private Secretary and Administrative Officer

29. Government Information Service

Assistant Information Officer
Chief Information Officer
Cinematographer
Deputy Chief Information Officer
Information Officer
Photographer
Repair Technician
Senior Information Officer
Senior Photographer

30. Government Printing Department

Government Printer

H

31. Health Service

(a) General

2004/132. Accountant
Administrative Officer I
Animal Control Officer
Co-ordinator, Domiciliary Care
Deputy Permanent Secretary
Finance Officer
Financial Controller
Health Education Officer
Permanent Secretary
Senior Accountant
Senior Administrative Officer
Senior Personnel Officer
Senior Systems Analyst

2004/132. *(b) Technical*

2007/69. Assistant Medical Officer of Health
2007/69. Auxiliary Dental Officer
Chief Environmental Health Officer
Chief Health Planner
Chief Medical Officer
Chief Nursing Officer
Chief Public Health Nurse
Chiropodist
Consultant
Dental Hygienist
Dental Officer
Deputy Chief Health Planner
Deputy Chief Public Health Nurse
Draughtsman/Technician
Drug Inspector
Environmental Health Assistant I
Environment Health Assistant II
Environmental Health Officer I
Health Education Officer
Health Planning Officer I
Health Planning Officer II
Medical Equipment Engineer

Occupational Therapist
Orthoptist 2007/69.
Physiotherapist
Registrar/Senior House Officer (Applicable only to posts in respect of
the Ministry's Headquarters staff assigned
duties of District Hospitals)

Senior Dental Officer
Senior Environmental Health Officer
Senior Health Planning Officer
Senior Medical Officer of Health
Senior Technical Officer (In lieu of Executive Engineer which is frozen)
Speech Therapist
Superintendent of Works
Technical Officer I 2004/132.

(c) *Children's Development Centre*

Co-ordinator
Welfare Officer I
Welfare Officer II

(d) *Sewerage and Solid Waste Project Execution Unit*

Assistant Information Officer
Deputy Director
Director

32. **Health Centres and Polyclinics**

Clinical Medical Officer
Health Sister
Medical Officer of Health
Nursing Officer
Senior Health Sister
Staff Nurse

33. **Home Affairs**

Deputy Permanent Secretary
Director of Communications
Director, Emergency Services
Permanent Secretary
Senior Administrative Officer

34. Hospitals

(a) Psychiatric Hospital

Consultant Psychiatrist
Hospital Director
Nurse (Applicable only to the 8 Nurses assigned to the District Psychiatric Service for a period of not less than 3 years)
Principal Nursing Officer
Psychiatric Social Worker I
Psychiatric Social Worker II
Senior Nursing Officer/Senior Sister (Applicable only to one post assigned duties visiting police stations and magistrate's courts)
Senior Psychiatric Social Worker

(b) Queen Elizabeth Hospital

Assistant Hospital Director
Chief Physiotherapist
Consultant
Health Education Officer (AIDS Management Team)
Hospital Director
Matron
Medical Social Worker I
Medical Social Worker II
Medical Social Worker (AIDS Management Team)
Senior Consultant
Senior Laboratory Technologist
Senior Medical Social Worker
Speech Therapist

(c) Geriatric Hospital

2007/69. Hospital Manager
Infection Control Officer
Principal Nursing Officer

(d) District Hospitals

Principal Nursing Officer

35. **Housing and Lands** 2007/69.

(a) *General*

Administrative Officer I
Chief Housing Planner
Chief Property Manager
Deputy Permanent Secretary
Executive Officer
Finance Officer, Housing Credit Fund
Housing Development Officer
Housing Planner I
Housing Planner II
Maintenance Supervisor II
Manager, Information Systems 2007/69.
Permanent Secretary
Property Manager
Research Investigator
Senior Administrative Officer
Senior Housing Planner
Senior Property Manager
Supervisor Investigator
Technical Assistant

(b) *Legal Section*

Chief Legal Officer
Legal Officer
Principal Crown Counsel
Principal Legal Assistant
Principal Legal Officer
Senior Legal Assistant
Senior Legal Officer

(c) *Coastal Zone Management Unit* 2004/132.

Coastal Engineer
Coastal Planner
Deputy Director
Director
Field Inspector 2007/69.
Marine Biologist I
Marine Biologist II
Technical Officer II/I
Water Quality Technician

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2004/132.	(d) <i>Environment</i>	Environmental Education Officer Environmental Officer Senior Environmental Officer
2004/132.	(e) <i>Environmental Engineering Division</i>	
2007/69.		Buildings Development Inspector
2007/69.		Buildings Development Officer
2007/69.		Chief Buildings Development Officer
		Chief Environmental Engineer
		Chief Environmental Engineering Assistant
		Deputy Chief Environmental Engineer
		Environmental Engineering Assistant
2007/69.		Environmental Inspector I
2007/69.		Environmental Inspector II
2007/69.		Environmental Protection Officer
2007/69.		Environmental Technical Officer
2007/69.		Environmental Technician
		Marine Pollution Inspector
		Marine Pollution Officer
2007/69.		Senior Buildings Development Officer
		Senior Environmental Engineering Assistant
2007/69.		Senior Environmental Protection Officer
2007/69.		Senior Environmental Technical Officer
2007/69.		Senior Environmental Technician
		Senior Marine Pollution Officer

I

36. Immigration Department

Assistant Chief Immigration Officer
Chief Immigration Officer
Data Processing Officer
Deputy Chief Immigration Officer
Senior Immigration Officer

37. Industry and International Business

Administrative Officer I
Business Development Officer
Deputy Director of International Business and Financial Services
Director of International Business and Financial Services

Economist I
Network Systems Administrator 2004/132.
Permanent Secretary
Senior Administrative Officer 2004/132.
Senior Business Development Officer
Senior Economist

38. Inland Revenue

Assistant Commissioner
Chief Accountant
Commissioner
Deputy Commissioner
Inspector
Principal Inspector
Professional Accountant
Senior Accountant
Senior Inspector

39. International Transport

(a) General

Administrative Officer I
Airport Manager
Chief Engineer
Chief Technical Officer
Deputy Airport Manager
Deputy Chief Technical Officer
Deputy Permanent Secretary
Permanent Secretary
Research Officer
Senior Accountant
Senior Administrative Officer
Senior Engineer
Senior Personnel Officer
Senior Research Officer
Technical Director
Technical Officer (Operations)

(b) Project Implementation Unit, Grantley Adams International Airport

Project Manager

J

40. Judiciary

Chief Magistrate
Magistrate

L

41. Labour

(a) General

Administrative Officer I
Assistant Chief Research Planning Officer
Chief Research Planning Officer
Deputy Permanent Secretary
Field Investigator
Job Analyst
Labour Economist
Permanent Secretary
Senior Accountant
Senior Economist
Social Policy Planner
Systems Analyst

(b) Labour Department

Assistant Chief Labour Officer
Chief Labour Officer
Deputy Chief Labour Officer
Factory Inspector
Labour Officer I
Labour Officer II (Applicable only to those officers required to perform
inspection duties)
Senior Factory Inspector
Senior Labour Officer

42. **Lands and Surveys**

Chief Surveyor
Land Surveyor
Senior Surveyor

43. **Land Registry**

(a) *General* 2007/69.

Assistant Registrar
Commissioner of Titles
Deputy Registrar of Titles
Manager, Information Systems
Registration Officer
Registrar of Titles
Senior Legal Assistant
Senior Registration Officer

(b) *Land Adjudication Unit* 2007/69.

Chief Registration Officer
Principal Legal Assistant

44. **Land Tax**

Assistant Valuer
Commissioner
Deputy Commissioner
Senior Accountant
Supervising Valuer
Tax Relief Investigator
Valuer

45. **Licensing Authority**

Accountant
Chief Licensing Officer
Deputy Chief Licensing Officer
Licensing Officer
Senior Transport Inspector
Senior Vehicle Examiner
Transport Inspector
Vehicle Examiner

49. National Library Services

Co-ordinator, Government Department Libraries
Deputy Director
Director
Supervisor, Microfilming and Binding

50. National Nutrition Department

Assistant Nutrition Officer
Community Nutrition Officer I
Community Nutrition Officer II
Nutrition Officer

O

51. Office of Public Sector Reform

Administrative Officer II
Communications Officer
Director
Management Analyst
Management Development Officer
Principal Management Analyst
Senior Management Analyst
Senior Management Development Officer

52. Ombudsman's Office

Investigations Officer

P

53. Personnel Administration Division

Chief Personnel Officer
Deputy Chief Personnel Officer
Principal Personnel Officer
Secretary to the Commissions
Senior Personnel Officer

Field Officer
Investigations Officer, Community Independence Secretariat
Maintenance Coordinator 2007/69.
Permanent Secretary
Senior Accountant
Senior Administrative Officer
Senior Executive Secretary
Senior Security Officer

(b) *National HIV/AIDS Commission*

Administrative Officer I
Assistant Director
Deputy Director
Director
Senior Accountant I

58. Prisons

Assistant Superintendent
Superintendent

59. Probation Department

Chief Probation Officer
Community Service Officer 2004/132.
Probation Officer
Senior Probation Officer

60. Public Works and Transport

(a) *General*

Accountant
Administrative Officer I
Chief Planning Officer
Deputy Permanent Secretary
Executive Officer (Applicable only to officers responsible for visiting
various work sites)
Finance Officer
Financial Controller
Permanent Secretary
Personnel Officer
Principal Personnel Officer

Senior Accountant
Senior Administrative Officer
Senior Information Officer
Senior Personnel Officer
Senior Planning Officer
Senior Storekeeper

(b) *Professional and Technical*

2007/69. Chief Planning Officer
Chief Technical Officer
Crown Counsel
Deputy Chief Technical Officer
Foreman/Plumber
2007/69. Information Officer
Inspector of Wells
Maintenance Supervisor I
Maintenance Technician I
2007/69. Principal Crown Counsel
2004/132. Project Architect
Senior Foreman
Senior Inspector of Wells
Senior Mechanical Engineer
Senior Planning Officer
Senior Technical Officer
Senior Technician
Technical Assistant
Technical Officer I
Technical Officer II
Technician I
Technician II
Workshop Manager

2007/69. (c) *Barbados Building Authority*

Building Inspector
Building Officer
Deputy Director
Director

R

61. Registration

Assistant Registrar	2007/69.
Chief Marshal	
Court Administrator	
Deputy Chief Marshal	
Deputy Registrar	
Marshal I	2007/69.
Marshal II	2007/69.
Registrar	
Senior Legal Assistant (Applicable only to the officer in charge of the magistrate's courts)	
Senior Marshal	

S

62. School Meals

Executive Officer
Manager
School Meals Officer
Senior Accountant
Senior Executive Officer
Senior School Meals Officer
Superintendent of Works

63. Social Transformation

(a) <i>General</i>	2004/132.
Administrative Officer I	
Permanent Secretary	
Senior Accountant	2003/8.
Senior Administrative Officer	
(b) <i>Bureau of Gender Affairs</i>	2004/132.
Director	
Programme Officer	

64. **Statistical Service**

Deputy Director
Director
Field Investigator
Senior Field Investigator
Senior Statistician
Statistician I
Statistician II

T

65. **Telecommunications**

Chief Telecommunications Officer
Senior Telecommunications Officer
Telecommunications Officer I

2007/69.

66. **Tourism and International Transport**

(a) *General*

Chief Research Officer
Chief Tourism Development Officer
Deputy Permanent Secretary
Director of Research and Planning
Permanent Secretary
Research Officer I
Senior Administrative Officer
Senior Research Officer

2007/69.

(b) *Tourism*

Tourism Development Officer I
Tourism Development Officer II

2007/69.

(c) *International Transport*

Aerodrome and Air Traffic Services Inspector
Airworthiness Inspector
Aviation Security Inspector
Chief Air Traffic Control Officer
Director of Civil Aviation
Technical Officer (Training and Systems)

67. **Town Planning Department**

Assistant Town Planner
Chief Planning Assistant
Chief Town Planner
Deputy Chief Town Planner
Planning Assistant I
Planning Assistant II
Senior Planning Assistant
Senior Town Planner
Town Planner
Trainee Town Planner

68. **Training Administration Division**

Principal Training Officer
Senior Training Officer
Training Officer

69. **Treasury Department**

Accountant-General
Assistant Accountant-General
Deputy Accountant-General
Professional Accountant
Senior Accountant

W

70. **Welfare Department**

Chief Welfare Officer
Deputy Chief Welfare Officer
Executive Officer (Applicable only to the officer assigned to the Child Care
Division) Senior Accountant
Senior Welfare Officer
Welfare Officer

2007/69.

SECOND SCHEDULE

(Regulation 13)

TRAVELLING ALLOWANCE SCALE

PART A

Motor Cars

<i>Distance</i>	<i>Rate from 1st April, 2006</i>	<i>Rate from 1st April, 2007</i>
For the first 320 kilometres travelled each month	\$1.94 per kilometer	\$1.98 per kilometer
For every additional kilometre travelled each month	\$0.77 per kilometer	\$0.79 per kilometer
For each passenger transported	\$0.08 per kilometer	\$0.08 per kilometer

PART B

Motor Cycles

<i>Distance</i>	<i>Rate from 1st April, 2006</i>	<i>Rate from 1st April, 2007</i>
For the first 320 kilometres travelled each month	\$0.68 per kilometre	\$0.70 per kilometre
For every additional kilometre travelled each month	\$0.24 per kilometre	\$0.25 per kilometre

THIRD SCHEDULE

(Regulation 16)

I certify that during the month the extent of my travelling in the performance of my public duties has been as follows:

Date	Total Distance Travelled	Particulars	Type of Vehicle Used	Amount Claimed

I further certify that all travelling on private business or pleasure has been excluded from the total distance travelled set out in this claim.

Signed

Date

CERTIFICATE BY HEAD OF DEPARTMENT

I certify that I have examined this claim and have found it to be in respect of travelling on public duty only and by the type of vehicle specified, and that the journeys made and distances involved have been necessary for the proper performance of the officer's duties.

Signed
Head of Department

Date

FOURTH SCHEDULE

(Regulations 3(3) and (4), 12)

2007/69. Agricultural Aide
Animal Control Inspector
Environmental Health Assistant II (Applicable only to the officer assigned to the Ministry of Health).
Environmental Health Officer I
Legal Assistant (Applicable only to officers of the Attorney General's Chambers and the Ministry of Housing and Lands who are assigned duties similar to those formerly performed by articulated clerks in the Crown Solicitor's Department and one officer of the Land Registry).
Postman
Senior Traffic Warden

FIFTH SCHEDULE

(Regulations 14 and 15)

Accountant-General (Applicable only to officers who have completed 5 years' appointed service at Grade S3)

Auditor-General

Chief Agricultural Officer

Chief Education Officer

Chief Labour Officer (Applicable only to officers who have completed 5 years' appointed service at Grade S3)

Chief Medical Officer

Chief Parliamentary Counsel

Chief Personnel Officer

Chief Technical Officer (M.I.T.)

Chief Technical Officer (M.P.T.)

Commissioner of Inland Revenue

Commissioner of Police

Commissioner of Titles

Comptroller of Customs

Consultant (Applicable only to officers on entry into Grade S2)

Consultant Psychiatrist (Applicable only to officers on entry into Grade S2)

Deputy Chief Parliamentary Counsel (Applicable only to officers who have completed 5 years' appointed service at Grade S3)

Deputy Director of Public Prosecutions (Applicable only to officers who have completed 5 years' appointed service at Grade S3)

Deputy Solicitor General (Applicable only to officers who have completed 5 years' appointed service at Grade S3)

Director of Finance and Economic Affairs

Director of International Business and Financial Services

Director of National Insurance

Director of Public Prosecutions

Director of Trade (Applicable only to officers who have completed 5 years' appointed service at Grade S3)

Forensic Pathologist

Hospital Director (Queen Elizabeth Hospital) (Applicable only to officers on entry into Grade 2)

Permanent Secretary
Project Manager, Project Implementation Unit,
Grantley Adams International Airport
Registrar (Registration Department)
Secretary to the Cabinet
Senior Consultant (Applicable only to officers on entry into Grade S2)
Solicitor-General
Supervisor of Insurance

SIXTH SCHEDULE

(Regulations 14 and 15)

Accountant-General
Airport Manager
Chief Business Development Officer
Chief Electoral Officer
Chief Electrical Officer
Chief Engineer, International Transport
Chief Immigration Officer
Chief Labour Officer
Chief Legal Officer
Chief Magistrate
Chief Management Accountant
Chief Security Officer
Chief Supply Officer
Chief Surveyor
Chief Telecommunications Officer
Chief Town Planner
Commissioner of Land Tax
Consultant (Applicable only to officers on entry into Grade S4 or S3)
Consultant Psychiatrist (Applicable only to officers on entry into Grade S4 or S3)
Deputy Auditor-General
Deputy Chief Agricultural Officer
Deputy Chief Education Officer
Deputy Chief Parliamentary Counsel
Deputy Chief Personnel Officer
Deputy Commissioner of Inland Revenue
Deputy Commissioner of Police
Deputy Comptroller of Customs

Deputy Director of International Business and Financial Services
Deputy Director of National Insurance
Deputy Director of Public Prosecutions
Deputy Permanent Secretary
Deputy Solicitor General
Director, Data Processing
Director, Drug Service
Director of Communications
Director of International Business and Financial Services
Director of Library Services
Director, Meteorological Services
Director, National Council for Science and Technology
Director, Office of Public Sector Reform
Director of Research (Ministry of Finance)
Director, Research and Planning (Tourism)
Director of Statistical Services
Director of Trade
Financial Controller, National Insurance Department
Forensic Pathologist
Hospital Director, Psychiatric Hospital
Hospital Director (Queen Elizabeth Hospital)
Housing Development Officer
Magistrate (Applicable only to officers on entry into Grade S4)
Manager, Public Investment Unit
Petroleum Engineer
Postmaster General
Principal Crown Counsel (Applicable only to officers on entry into Grade S4)
Principal Legal Officer (Housing)
Principal, Erdiston College
Principal, Samuel Jackman Prescod Polytechnic
Principal, Secondary Schools
Principal Training Officer
Registrar (Corporate Affairs and Intellectual Property)
Registrar of Titles
Senior Consultant (Applicable only to officers on entry into Grade S4 or S3)
Senior Medical Officer of Health
Senior Parliamentary Counsel (Applicable only to officers on entry into Grade S4)
Technical Director.