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1 GENERAL**101 NOT PART OF EMOLUMENTS**

No allowance provided for in this Chapter of General Orders is reckonable as part of the emoluments of any officer for the purpose of computing -

- (a) any pension or gratuity; or
- (b) eligibility for or entitlement to any condition of service which relates to the level of emoluments of any officer.

Amendment No. 230/85

102 CURRENCY IN WHICH PAYABLE

Allowances are payable to all officers in Solomon Islands' in the currency of the country in which they are residing calculated at the approved Government rate of exchange prevailing on the date of payment.

103 PAYMENTS INTO BANK ACCOUNTS

Allowances may be paid into an officer's bank account or in cash as the officer may request. Authorisation for allowances to be paid into a bank account should be notified to the Accountant General on the Treasury form prescribed.

201 ACTING GOVERNOR-GENERAL'S ALLOWANCE

An allowance at the rate of \$700.00 per month shall be paid to the Speaker of the Chief Justice as the case may be when acting in the Officer of the Governor General in accordance with Section 28 of the Constitution.

Amendment No. 1/9
Effective Date of 01/01/9

3 ACTING ALLOWANCE**301 WHEN PAYABLE**

An acting allowance is an allowance for which an officer is eligible when he is appointed to act in an office in accordance with GO B1401.

302 METHOD OF CALCULATION

When officers are appointed to act in higher posts the following rules shall apply:

- (a) If an officer from Level 3 to L6 is acting **One** Level above his substantive grade, the allowance shall be the difference between his substantive salary and the **third** point of the higher salary scale.
- (b) If an officer from Level 7 to SS 1 is Acting **One** Level above his substantive grade the allowance shall be the difference between his substantive salary and the **first** point of the higher salary scale.
- (c) If an officer is acting two levels above his substantive grade, the allowance shall be the difference between his substantive salary and **first** point of the higher grade. This applies to all levels.
- (d) In the case of Police Officers (a) above with the exception of Level 3, shall be the **second** point of the higher salary scale.

Amendment No. 230/85

303 PROPORTIONATE ALLOWANCE

1. In any case where an acting appointment is proposed in accordance with GO Chapter B section 14, but where the Responsible Officer considers that the full duties of the office will not be performed by the officer appointed to act he shall report the facts to the Permanent Secretary for the Public Service and recommend a rate of allowance proportionate to the measure of the duties the officer is expected to undertake.

2. Such proportionate allowance shall be such proportion of the full allowance calculated in accordance with GO F302 as the Permanent Secretary for the Public Service may approve on consideration of the Responsible Officer's recommendation

304 PERIOD DURING WHICH THE ALLOWANCE IS PAYABLE

An acting allowance shall begin on the date the officer appointed to act assumes the functions of the higher office and shall cease on the date on which he relinquishes such functions.

305 QUALIFYING PERIOD

Subject to the provisions of GO B1402 an acting allowance is not payable unless the appointment to act exceeds 30 consecutive days when the allowance becomes payable for the whole period of the acting appointment

306 LIMITATION

An acting allowance may not be paid for a period in excess of 6 months from the date of its commencement unless and until the appointment has been reconsidered by the Public Service Commission and extended in terms of GO B1405.

4. CHARGE ALLOWANCE**401 WHEN PAYABLE**

1. Whenever an officer undertakes -
 - (a) duties substantially more onerous than those attached to his substantive office; or
 - (b) duties substantially in addition to those of his substantive office; or
 - (c) any other duties in any circumstances in which a Responsible Officer considers it appropriate that an officer should be paid an allowance, and it is not possible or appropriate for him to receive an allowance under Section 3 of this Chapter of General Orders his Responsible Officer may decide under delegated authority that the officer receive a charge allowance;
 - (d) no allowance can be awarded unless the period concerned exceeds fourteen consecutive days.
2. A recommendation under paragraph 1 of this Order shall state -
 - (a) the reason why the allowance is recommended; and
 - (b) the amount of the allowance recommended and the basis of the assessment.

Under delegated authority the Responsible Officer shall thereupon decide what, if any, allowance shall be paid.
3. Notwithstanding the provisions of paragraph 1 whenever an office graded level 3 or level 4 is vacant or for any reason the substantive holder is unable to perform the duties of the office the duties shall normally be redistributed amongst other members of the staff of the same or higher grade without addition recompense.
4. Where it is not possible to redistribute the duties the Responsible Officer may under delegated authority approve a charge allowance to be paid stating why the duties cannot be redistributed.

Amendment No. 230/85

5 OUTFIT ALLOWANCE**501 OUTFIT ALLOWANCE (OVERSEAS)**

A local officer required to attend a conference, meeting, seminar or course overseas may with the approval of the Permanent Secretary for the Public Service and provided he is not already in receipt of an outfit allowance granted by an aid donor or National Training Unit of the Ministry of Education, be paid a non accountable grant of SBD\$800.00.

The allowance shall be claimed once every three years period when an officer travels overseas.

Amendment No. 1/06
Effective Date: 26/09/06

6 OVERTIME ALLOWANCE**601 POLICY**

1. Although in terms of GO C101 the whole time of public officers, save where their terms of employment specify otherwise, is at the disposal of the Government, all locally engaged officers may be paid overtime allowance under the conditions of this Section of Chapter F of General Orders.

2. Overtime shall not be considered as a right nor shall overtime allowance be regarded as a regular and normal addition to salary.

3. Notwithstanding the provisions of paragraph 1 of this Order the following officers are not eligible for overtime allowance -

- (a) members of the Police Force and Fire Service
- (b) members of the Prison Service;
- (c) members of the seagoing grades of the Marine Department;
- (d) members of medical doctors and Nursing Service

602 AUTHORITY FOR OVERTIME

1. The working of overtime must in all cases be authorized in advance by a supervisory officer graded Level 6 or above. The work must relate to specific duties and always be strictly supervised.

2. Overtime in excess of 10% of time in any one month must be authorized in advance by the Head of Division or the Permanent Secretary.

3. The working of overtime shall not be authorized when shift working can be introduced and where it is more economical to do.

Amendment No. 230/85

603 WHEN OVERTIME ALLOWANCE MAY BE AUTHORISED

The payment of overtime allowance is only to be authorized by Heads of Offices/Ministries in respect of hours worked in excess of those laid down for the grade of officers concerned.

Amendment No. 230/85

604 METHOD OF CALCULATING THE ALLOWANCE

1. The hourly rate of overtime allowance is obtained by the application of the following formulae:-

- (a) for week days

$$\frac{\$ \text{ fortnightly salary} \times 1.5}{75}$$

- (b) for Saturdays -

$$\frac{\$ \text{ fortnightly salary} \times 2}{75}$$

(c) for Sunday s and Public Holidays –

\$ fortnightly salary x 3
75

to the nearest cent above.

Amendment No. 230/85

Amendment No. 3/86

605 EXCESSIVE OVERTIME

The working of excessive overtime is not conducive to efficiency and is to be avoided. Where it cannot be avoided, the Responsible Officer shall without delay bring the matter to the attention of the Permanent Secretary for the Public Service so that the organization and complement affected may be examined.

P.S

Overtime is calculated by multiplying the overtime hours by the overtime rate and then by either 1.5, 2 or 3. The hourly rate is simply the fortnightly salary divided by 75, the number of working hours in a fortnight.

The computer does the calculation. Overtime is paid fortnightly in arrears.

Amendment No. 4/86

7 SPECIAL RESPONSIBILITY ALLOWANCE**701 WHEN PAYABLE**

An officer in the Ministry of Education and Training who is called upon to perform any duties listed in the left hand column of the Appendix to this Section is eligible to receive the allowance at the rate prescribed and listed opposite in the right hand column. Such allowance shall be paid at the appropriate fortnightly rate with the salary of the officer concerned.

702 SITTING ALLOWANCE

1. Public Officers who are members of Statutory Authorities, Government Boards, Panels or Committees who are required to attend formal Conferences are eligible for sitting allowances of \$5.00 an hour or \$40.00 a day, whichever is the less, in respect of each meeting provided the meeting is held within Solomon Islands. Non Public Officers will be paid twice the prescribed rate.
2. Members of Commissions established under the Constitutional Offices (Terms and Conditions of Service) Act 1987, including members of the Leadership Code Commission and Citizenship Commission who are required to attend formal meetings are eligible for a Sitting allowance of One Hundred Dollars per day per sitting.

The above amendment has been effective since 1st January 1991.

Effective Date: 1 January, 1991
Amendment No.3/91

Duties

Appendix

Allowances payable
per fortnight

\$

**A. King George VI & Waimapuru National
Secondary Schools**

1.	The Senior Housemaster	40.00
2.	The Senior Housemistress	40.00
3.	Careers Master	40.00
4.	Sports Master	40.00

NEW SECONDARY SCHOOLS

B.	Head (if Public Officers)	9.20
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Amendment No. 1/92
Effective Date 1/1/92

8 TOOL ALLOWANCE**801 ELIGIBILITY**

Any officer who is in possession of an approved standard tool kit appropriate to his trade and which is certified by the Responsible Officer (which authority may not be delegated) to be essential for the efficient performance of his duties shall be eligible to receive a tool allowance, payable at the rate of 50 cents a day.

802 PAYMENTS

1. The allowance shall be paid fortnightly in arrears with effect from the beginning of the fortnight in which the kit was purchased, or in which the officer was engaged and where he was already in possession of an approved kit, and shall continue in payment, subject to the provisions of paragraph 2 of this Order, for so long as the officer retains eligibility to the allowance under GO F801, including the whole of the fortnight during which he ceases to be so eligible.
2. The Responsible Officer shall appoint a Senior Technical Officer of the appropriate cadre within the Ministry to be responsible for assessing an officer's entitlement to the allowance and its continued payment by initial, and, thereafter, quarterly inspections to ensure that the full approved standard tool kit is in the possession of the officer.
3. Payment of the allowance shall not cease only because of the absence of the officer on annual leave or in respect of other periods of absence on full pay not exceeding six months.

Amendment No. 10/86

803 MAINTENANCE OF KITS

Officers in receipt of the allowance must ensure that their tool kits are properly maintained to the approved standard by replacing worn or missing tools from normal commercial sources as the need arises.

804 APPROVED STANDARD TOOL KITS

The approved standard tool kits in respect of which tool allowance is paid shall be as prescribed for the Trade by the Responsible Officer on the advice of the Senior Professional or Technical Officer of the cadre concerned.

11 ENTERTAINMENT AND HOSPITALITY ALLOWANCES**1101 ON SPECIAL OCCASIONS**

1. Where an officer is required to provide special entertainment on formal occasions such as the Queen's Birthday or visits by distinguished persons the reasonable costs may be charged to public funds with the prior approval of the Permanent Secretary for the Public service.

2. (a) where prior approval has been given under paragraph 1 of this Order, the allowance per head at such official receptions shall be \$2.50 limited to the number of guests for which prior approval was obtained
- (b) Officers claiming under this Order should submit their claims to the Office Superintendent, Ministry of the Public Service in memorandum form quoting the appropriate authority.

Amendment No. 230/85

1102 HOSPITALITY: GUESTS OF GOVERNMENT AND OTHER OFFICIAL VISITORS

1. Official visitors will normally be accommodated in hotels. When an officer is requested by the Permanent Secretary for the Public Service to accommodate or provide casual meals for a guest of Government he may claim reimbursement at the following rates:-

- (a) for meals and accommodation, for each person \$7.00 per night
- (b) for casual meals, for each person,

Breakfast	\$2.00
Lunch	\$4.00
Dinner	\$7.00

Officers claiming under this paragraph should submit their claims to the Office Superintendent, Ministry of the Public Service quoting the appropriate authority.

The decision as to who shall be regarded as guests of government for the purposes of this Order shall rest with the Permanent Secretary for the Public Service.

2. Where an officer provides casual meals for official visitors and is not able to claim under paragraph 1 of this Order he may claim reimbursement at the rates prescribed in paragraph I. Claims under this paragraph shall be met from the office expenses and incidentals subhead of the officer's own Ministry / Office and shall be submitted to Accounting Officers in manuscript form.

Amendment No. 181/80

1103 HOSPITALITY: OTHER OFFICERS

1. This General Order does not apply to travel on Government Vessels on which victualling is provided by the Master for which special arrangements are made from time to time by the Permanent Secretary, Ministry of Transport, Works & Utilities.

2. Where an officer provides hospitality involving overnight accommodation and two meals for any officer who is eligible to draw touring allowance and who is traveling on duty within Solomon Islands, he shall be eligible to claim hospitality allowance at a rate equivalent to the nightly rate of touring allowance appropriate to the guest officer under GO F1304.
3. Where the host officer receives hospitality allowance under paragraph 2 of this Order, the guest officer shall not be entitled to draw touring allowance for the same night.
4. Where an officer accommodates another officer, his wife or children on the first two or last two days of their arrival from or departure overseas before occupying or after vacating Government quarters or on any other occasion with the prior approval of the Accounting Officer of the guest Officer, he may receive for each night an allowance equivalent to the guest officer's appropriate rate of touring allowance under GO F1304 for the officer and his wife and for any child between the ages of 2 and 13.
5. No allowance under the preceding paragraph may continue for a period in excess of 14 consecutive nights without the prior approval of the Permanent Secretary for the Public Service.
6. Where an officer provides casual meals for another officer or for the wife and children of an officer on such occasions as may be approved by the Accounting Officer of the guest officer and is precluded from claiming under paragraph 2 and 4 of this Order, he may claim reimbursement at the rates prescribed in paragraph 2 of GO F1102.
7. Officers claiming under this Order should submit their claims to the Accounting Officer responsible for meeting the charges, together with a certificate giving details of the hospitality provided, the name of the officer and the relevant date. Claims shall, in all cases, be met from the guest officer's departmental traveling and transport subhead.

12 SUBSISTENCE ALLOWANCE**1201 OVERSEAS TRAVEL**

1. Whenever an officer is required to travel outside Solomon Islands on duty, he will be eligible to receive:-

(ii) an imprest to meet the cost of accommodation at good, but not luxury, class hotels;
and

(ii) a non-accountable subsistence allowance of US\$120.00 a day, irrespective of the country he is visiting, with which to meet the cost of meals, service charges, taxes and incidental expenses.

2. On return to Solomon Islands the imprest must be returned to the Accountant General.

3. When a Responsible Officer whose briefing has been approved by Cabinet is traveling as Head of a Mission representing Solomon Islands he can apply to the Secretary to the Cabinet for an additional 50% of the subsistence allowance.

This will not apply to trips financed by outside aid donors.

NOTE: Monetary value originally quoted in Solomon Islands currency came into effect on 1/1/86. Amendment to US currency came into effect as from 4/2/86.

Effective Date: 29/9/93

Amendment No. 1/93

1202 ELIGIBILITY

1. Per diem allowance under GO F1201.1 (ii) is payable in respect of complete periods of 24 hours only; provided that broken periods which fall short of 24 hours but which include a night as defined in GO F1303 may be claimed for at the full rate.

2. In the event the trip is partially funded by any overseas government agency, the officer is eligible to claim only 1/5th of per diem allowance under GO F1201 (ii).

3. Per diem allowance is not claimable where an officer is traveling on duty overseas and is fully funded by any other Government Administration or Agency.

Amendment No.01/07

Effective Date: 20/8/90

Amendment No. 1/90

1203 PROCEDURE WHERE THE ALLOWANCE IS INADEQUATE

Where an officer necessarily incurs expenses which are substantially higher than the standard rate of per diem allowance prescribed, the Permanent Secretary for the Public Service may, exceptionally –

- (a) if the circumstances are known in advance, fix a special rate; or
- (b) if the circumstances are not known in advance, authorize reimbursement on the basis of actual expenditure, provided he is satisfied that it would have been impossible for the officer to keep his expenditure within the standard rate.

In these circumstances reimbursement will only be authorized on the production of satisfactory evidence that the additional expenditure was necessarily and actually incurred.

Amendment No. 230/85

1204 INTERNATIONAL CONFERENCES

1. Where an officer attends an international conference, i.e. a meeting of Government representatives where there are significant numbers of Governments represented, as a delegate or representative of Solomon Islands, it may be desirable to accommodate him in more expensive accommodation than the average hotel rate will allow.
2. Where a Responsible Officer considers that such circumstances apply he shall seek the prior approval of Permanent Secretary for the Public Service to apply a conference rate. This rate will be the hotel charge for accommodation, breakfast, service and taxes, plus half the standard rate of per diem allowance prescribed.
3. In these circumstances no further allowance in respect of incidental expenses or hospitality will be paid. Where it is considered that the Government may be under an obligation to provide or return hospitality at such a conference an allocation of funds must be sought from the Permanent Secretary of Finance in advance.

Amendment No. 230/85

1025 REFUNDS

Where all allowance has been paid in advance to cover a longer period or at a higher rate than subsequent events justify, the officer concerned will be required to make the appropriate refund to the Government.

1206 ALLOWANCES WHILST IN TRANSIT

1. No allowance is payable in respect of periods spent in transit where meals or accommodation are included with passage costs or in respect of overnight or other stops where meals or accommodation are provided at the expense of the carrier.
2. Should an officer be detained overnight in the course of a journey whilst traveling on duty in circumstances in which he is not entitled to accommodation or meals at the expense of the carrier, he will be eligible to claim subsistence allowance at the rate prescribed under GO F1201.1 (i) & (ii). Where this is inadequate the principle as defined in GO F1203 shall apply.
3. Officers who claim in terms of the preceding paragraph of this Order will be required to satisfy the Responsible Officer or appropriate Accounting Officer that the expenditure was necessarily and actually incurred.

Amendment No. 5/86

1207 DAILY SUSSISTENCE RATES

Where an officer on vacation leave overseas is required to travel on duty in circumstances which do not require him to be absent overnight from his leave address an allowance may be paid on the following basis –

- | | | | |
|------|--------------|---|-----------------------------|
| (a) | 3 Meals | - | one half the standard rate |
| (b) | 2 main meals | - | one third the standard rate |
| (c) | 1 main meal | - | one sixth the standard rate |

to the nearest unit of coinage above.

Amendment No. 6/86

13 TOURING ALLOWANCE**1301 PURPOSE**

Touring allowance is intended to meet the reasonable additional expenses which an officer incurs when traveling within the Solomons on duty.

1302 NOT PAYABLE IN ADDITION TO RATIONS

Touring allowances may not be drawn in respect of any period during which an officer is rationed at the public expense.

1303 WHEN CLAIMABLE

- (i) An officer is eligible to claim touring allowance in respect of each night necessarily spent away from his duty station on duty within Solomon Islands. A night for this purpose will be regarded as running from 0001 hours until 0600 hours. The allowance may not be claimed unless the officer is unavoidably absent from his duty station for at least 24 hours which do not include a full nights absence from the station.
- (ii) An officer who is posted to another station on a relief basis or who is required to spend more than 30 consecutive days on duty in the field will be paid a disturbance allowance and will not be eligible to claim touring allowance.

1304 RATE OF ALLOWANCE

- (a) Officers from levels 3 to SS1 who are qualifying under GO F1303 (i) will be eligible to receive a taxable touring allowance at the rate of \$100.00 per day without ration and accommodated shall be met by the government. When ration is provided and the officer is accommodated at government expense, he shall receive a maximum rate of \$50.00 per day.
- (b) The number of day(s) required for touring and tour related activities shall be furnished to and be approved by the Responsible Officer before disembarking from the officer's duty station.

Amendment No. 1/06
Effective date: 26/09/06

1305 HOTELS AND REST HOUSES

- 1. Any officer who, with the prior approval of his Responsible Officer, is necessarily accommodated in a hotel or rest house whilst traveling on duty away from his duty station may claim reimbursement against receipts for the reasonable costs of such accommodation which shall not include the cost of any meals supplied. In addition the officer shall be eligible to claim touring allowance at the appropriate rate.
- 2. Claims under this Order, save for claims in respect of accommodation in Provincial rest houses, shall be limited to periods not exceeding seven consecutive nights except with the prior approval of the Responsible Officer.
- 3. An officer will not be eligible to claim reimbursement for hotel accommodation expenses except on production of a certificate from:-

- (a) at Gizo, the appropriate resthouse authority; or
- (b) at Honiara, the Clerk to the Parliament in respect of the parliament resthouse.

that, in reply to the request for an advance booking, resthouse accommodation was not available for the nights in questions.

1306 VICTUALLING IN SHIPS

An officer who, with the prior approval of his Responsible Officer and whilst traveling on duty, is victualled on board ship may in lieu of touring allowance claim reimbursement against the actual cost of meals supplied.

1307 TRANSPORT COSTS WHEN TOURING

- (1) An officer may claim reimbursement of all amounts actually and reasonably disbursed for transport when traveling on duty on submission of a detailed account of such disbursements supported by receipts in all cases in which such receipts were procurable.
- (2) Officer holding posts graded level 5 or above are eligible for cabin accommodation, where available, when traveling by sea.

1308 PROCEDURE WHEN THE ALLOWANCE IS INADEQUATE

- 1. In any case in which the prescribed touring allowance is insufficient to defray the costs actually and reasonably incurred for subsistence, the Responsible Officer may, at his discretion, which authority may not be delegated, in lieu of the prescribed allowance authorize the payment of the reasonable expenditure actually so incurred; provided that such expenditure shall not be allowed unless a detailed account, supported by receipts in all cases where receipts are procurable, shall have been rendered. Items for which no receipts are submitted will not be allowed unless supported by a certificate that the amounts shown were necessarily paid for the service stated and that no receipt therefore was procurable.
- 2. In this Order "reasonable expenditure" may include the reasonable costs of breakfast, lunch and dinner, excluding drinks separately charged and laundry charges.

Amendment No. 230/85

14 HARD TOURING ALLOWANCE**1401 WHEN CLAIMABLE**

1. In the circumstances in which Touring Allowance is payable under GO F1303 an officer shall, subject to the provisions of this Section, be paid in addition to Touring Allowance a Hard Touring Allowance.
2. Hard Touring Allowance may be claimed only in respect of periods spent -
 - (a) in travel by sea, including travel by launch or canoe where a berth is not available or provided;
 - (b) on tours undertaken on foot or by motor vehicle where an officer is not accommodated in Government quarters, hotels or rest houses; or
 - (c) in travel involving a combination of both (a) and (b).

1402 RATE OF ALLOWANCE

Hard Touring Allowance shall be payable at the following rates –

LEVEL	RATE PER NIGHT
3 & 4	\$25.00
5 up to SS3	\$30.00

Amendment No.1/07
Amendment No. 181/80

1403 NOT PAYABLE ON LEAVE

Hard Touring Allowance shall not be payable in respect of any travel however undertaken on leave.

1404 CLAIMS

All claims for Hard Touring Allowance shall be submitted to the Accounting Officer together with the claims for Touring Allowance to which they relate.

15 BAGGAGE ALLOWANCE**1501 DEFINITION**

In this Section “effects” means personal and household effects and may include motor vehicles, boats or launches, provided that acceptable charges in respect of such motor vehicles, boats or launches shall be at the rate charged or at the freight rate applicable to personal effects, whichever be the less.

1502 WHEN PAYABLE

Subject to the provisions of this Section baggage allowance is payable –

- (a) to local officers when proceeding on annual leave, retirement or leave pending retirement;
- (b) to all officers on posting or transfer within Solomon Islands.

1503 ON ANNUAL LEAVE

A local officer proceeding on annual leave at Government expense and traveling by sea is eligible to carry with him at Government expense up to ½ ton of effects by weight or measurement.

1504 ON RETIREMENT

1. A local officer proceeding on retirement or on leave pending retirement is permitted to convey by sea at Government expense up to 80 cubic feet of effects from his duty station to his home island or to the island of permanent retirement, as the officer may request, by the most economical route.
2. The allowance is payable in addition to any accompanied baggage allowance permitted by the carrier and included in the cost of the passage or passages for the officer and his family and shall apply equally to both married and unmarried officers.
3. The carriage of effects which qualify for the allowance is restricted to one consignment to one destination and must be effected within three months of the officer’s last day of service or the date of departure on leave pending retirement whichever be the earlier.
4. An officer may ship his own effects by government or non-government vessel and claim reimbursement from his Ministry. Alternatively, the Ministry may meet the charges through normal cargo shipment procedures either by government or non-government vessel, any excess charges being recoverable from the officer.

1505 ON POSTING OR TRANSFER

An officer on posting or transfer within Solomon Islands is eligible to ship by sea at Government expense up to 7 tons of effects under the conditions in so far as they are applicable to the shipment of effects under GO F1504.

16 BICYCLE ALLOWANCE**1601 WHEN CLAIMABLE**

1. An officer may claim an allowance of \$3.50 month in respect of a bicycle which is frequently used by him on official duties, provided that the Responsible Officer is satisfied that a bicycle is essential for the efficient performance of the officer's duties.

2. No claim shall be payable if a government bicycle is provided nor if a privately owned bicycle is used only occasionally.

1602 HOW TO CLAIM

Claims on the form prescribed by the Accountant General must be submitted monthly, in respect of the previous month and must be certified by the Responsible Officer or an officer duly authorized by him that the provisions of GO F1601 have been satisfied.

1603 NOT TO CEASE ON PAID LEAVE

An allowance shall not cease only because the officer is on annual leave or other approved absence from duty on full pay up to a limit of six consecutive months.

17 BOAT ALLOWANCE**1701 RATE OF ALLOWANCE**

The following rates of allowance may be paid to an officer under the following conditions –

- (a) An officer who uses his private boat on official duty shall be eligible to claim an allowance at the rate of 30 cents a nautical mile which shall cover the use of both boat and engine.
- (b) Outboard Motor and petrol at the expense of the owner – 20 cents.
- (c) Outboard Motor but the petrol is at the expense of the Government – 10 cents.

Amendment No. 230/85

1702 CLAIMS

Claims for the allowance in respect of official journeys shall be submitted monthly by the 7th of the month following that in which the journeys were undertaken to Accounting Officers on the form prescribed by the Accountant General and shall certify that all journeys were wholly necessarily carried out in pursuance of the claimant's official duties.

1703 LIABILITY FOR LOSS OR DAMAGE

The Government accepts no liability for loss of or damage to privately owned craft or motors used on official duty under the provisions of this Section of General Orders.

18 MOTOR VEHICLE ALLOWANCE**1801 RATE OF ALLOWANCE**

1. Where a prior authority is given by Accounting Officer, an officer who uses his private vehicle on official duty shall be eligible to claim an allowance as follows:-
 - (a) For those officers who have a permanent need to use a motor vehicle in the course of their work a fixed lump sum payment of \$114.00 per calendar month be substituted, or 34 cent per mile or 21 cents per kilometer where the use is of a casual nature.
 - (b) For a motor cycle a fixed lump sum of \$40.00 per calendar month be substituted for those officers who have a permanent need or 12 cents per mile or 7 cents per kilometer where the use is of a casual nature.

Subject to a limitation of 500 miles or 800 kilometers in any one month.

2. For the purpose of this Order, a year shall be deemed to start on the date of an officer's first claim or the anniversary thereof.

Amendment No. 220/85
Effective Date: 16/4/85

1802 CLAIMS

Claims for mileage allowance for official journeys shall be submitted by the 7th of the month following that in which the expense was incurred to the Accountant Officer on the form prescribed by the Accountant General and shall certify that all journeys were wholly and necessarily carried out in pursuance of the claimant's official duties by the most direct route.

Amendment No. 220/85
Effective date: 16/4/85

1803 HOUSE TO OFFICE TRAVELLING

1. The Government does not accept any responsibility for the transport of officers between their place of residence and work and such journeys do not constitute duty travel for the purpose of this section of General Orders.
2. An officer may not claim an allowance under this section in respect of journeys between his place of residence or place of work and an airport when he himself is embarking or disembarking on or from a duty flight.

However, an officer for the purpose of a duty visit to the airport to meet official visitors from outside the country or see them off on departure may claim an allowance subject to GO F1801.

3. Exceptionally an Accounting Officer may approve journeys excluded by paragraph 1 of this Order in the following circumstances:-
 - (a) when he proceeds on duty directly from his home to a destination other than his office or normal base of work; and
 - (b) in the case of an officer holding a post of L.5 or below when both the outward and return journeys from his residence to his office or place of work are made outside office hours, provided that such journey must be in addition to the normal journeys required for attendance at work; and
 - (c) in such other circumstances as the Permanent Secretary for the Public Service may expressly authorize.

Amendment No. 230/85

19 SHIPPING ALLOWANCE**1901 GOODS SENT TO OUTSTATION**

Goods sent to an officer in an outstation for his own use which have been obtained either locally or imported from overseas by him may be freighted at Government expense from Honiara. The allowance is two consignments each month at the rate of:-

- (a) Up to 5 cu. ft. by sea
- (b) Up to 12 kg. by air

For the purposes of this Section, 'outstation' refers to Lata, Kira Kira and Buala.

21 MARINE UNIFORM ALLOWANCE**2101 ELIGIBILITY**

Officers holding appointments in the Marine Officer or Marine Engineering Officer cadre of the rank of Senior Marine Officer or above shall be eligible for a uniform allowance of \$48 per annum which shall be non-accountable and payable in accordance with the provisions of GO F2102.

Amendment No. 230/85

2102 METHOD OF PAYMENT

The allowance shall be payable at the rate of \$1.84 a fortnight with the salary of the officer concerned.

Amendment No. 230/85

22 NURSING UNIFORM ALLOWANCE**2201 ELIGIBILITY**

Officers holding appointments in the Nursing Cadre of the rank of assistant Nursing Officer, Nursing Officer and Senior Nursing Officer shall be eligible to claim reimbursement of a uniform allowance at the rate of actual cost, provided that the amount does not exceed \$48 per annum which shall be no-accountable and refundable in accordance with the provisions of GO F2202

Amendment No. 230/85

2202 METHOD OF PAYMENT

The allowance shall be payable to –

- (a) locally appointed officers -
 - (i) serving on pensionable terms or non-pensionable or on probation, on first appointment and thereafter on the anniversary of that date, in one sum; or
 - (ii) serving on contract terms, on first appointment and thereafter on resuming employment following re-engagement, in one sum provided that a period of not less than one year has elapsed since the first or any subsequent payment fell due;
- (b) other officers serving on contract terms, may claim up to \$96 on first appointment and thereafter on resuming employment following re-engagement, provided that a period of not less than two years has elapsed since the first or any subsequent payment fell due.

Amendment No. 230/85

23 DIRT AND DANGER**2301 DIRT MONEY**

An officer with the approval of the Responsible Officer may be paid an allowance of up to \$10.00 a day when engaged on any task of an excessively dirty or noisome character. The tasks shall be as prescribed from time to time by the Permanent Secretary for the Public Service.

Amendment No. 1/06
Effective date: 29/09/06

2302 DANGER MONEY

An officer, with the approval of the Responsible Officer, may be paid an allowance of 25¢ an hour for undertaking tasks of a dangerous nature. Tasks attracting such an allowance shall be as advised from time to time by the Permanent Secretary for the Public Service.

24 SEAGOING COMMAND, CHARGE AND OVERSEAS ALLOWANCE**2401 ELIGIBILITY: SEAGOING ALLOWANCE**

1. Officers of the marine floating staff are eligible for seagoing/ration allowance at the rate of \$12.88 per fortnight.
2. The allowance will be payable only during such periods as the officers are posted to the complement of a seagoing vessel, or on transit at shore to board the vessel, The allowance will cease whenever any marine floating staff are posted to shore positions or are on leave.

Effective date: 1/1/84
Amendment No. 218/85
Amendment No. 11/86

2402 ELIGIBILITY: COMMAND AND CHARGE ALLOWANCE

1. Officers posted in command of vessels or in-charge of engine rooms on such vessels are eligible for command or charge allowance, as appropriate, at the following rates -

CATEGORY OF VESSEL	MASTER	ENGINEER- IN-CHARGE
	\$	\$
	p.f	p.f
1	11.04	5.52
2	22.09	11.04
3	27.61	13.80
4	38.66	19.33
5	49.70	24.85

2. The allowance will be payable for such time as the posting continues, inclusive of any periods of annual leave.

Amendment No. 12/86

Note: Fortnightly rates effective from 14/5/86

2403 ELIGIBILITY: OVERSEAS ALLOWANCE

1. An officer who is a member of the crew of a Government vessel on an overseas voyage shall be eligible to draw subsistence allowance as set out in Section 12 of this Chapter when the ship is in a foreign port, save that the following modifications shall apply -

GO F1202.1: The time is reckoned from arrival to departure in the foreign port.

GO F1202.2: Accommodation on a ship or at a shore establishment.

GO F1202.3: Where the crews are accommodated by the ships or Government agents at no cost to the officer.

GO F1206: Does not include the transit time on the voyage in the Government ship but may include the transit time during other means of travel.

2. Where a victualling allowance is paid to the crew the subsistence allowance under GO F1202 may be abated by the amount of the allowance for the period covered.

25 DISTURBANCE ALLOWANCE**2501 ELIGIBILITY**

1. An officer is eligible for payment of a disturbance allowance whenever he is required –
 - (a) to move his household effects to his new station on compulsory posting from one station to another whether or not he occupies official quarters; or
 - (b) to vacate his quarters when sent on an extended course of study and his family is provided with passages at public expense in terms of GO P205.2, in respect of each journey.
2. Where husband and wife are both employed by the Government and the husband qualifies for the allowance his wife is also eligible for the allowance provided she is residing with him.

NOTE: The provisions of FI 0605(3) apply in such cases.

2502 RATE OF ALLOWANCE

The allowance is at the rate of 1/60th of the officer's local salary subject to a maximum of \$50.

26 HOUSING ALLOWANCE**2601 Eligibility**

1. With effect from 1 July 1985, an officer who is not residing in Government Pool, Government leased house or accommodation, institutional or Provincial quarters or quarters built from public or aid funds, or built by Community purposely for the officer who holds the post and who is in level 3 to SS2 is eligible for the following rates of housing allowance:-

- (a) Level 3 - Level 4 - 20% of gross salary
- (b) Level 5 - Level 7 - 15% of gross salary
- (c) Level 8 and above – 10% of gross salary

2. An officer who purchases a Government quarter is eligible for the above prescribed allowances as from 1 July 1985 or from the date on which the transfer of title of the property is duly registered, whichever is later.

3. “In circumstances where both the husband and wife are employed by Government and are within category (1a, b and c) above, both of them are eligible for an allowance”.

Effective Date: 1 Oct 1993
Amendment No. 2/93

27 UNDERWATER ALLOWANCE**2701 Eligibility**

Where an officer is required, in the course of his duties, to dive underwater, he may claim an underwater allowance at the following rate:-

- (a) when using air diving equipment – 25% of his normal hourly rate;
- (b) when free diving - 25% of his normal hourly rate.

This allowance will apply to each completed hour or part thereof.

Amendment No. 155 date 1.12.1977

28 TRANSPORTATION GUARANTEE**GUARANTEE**

1. A maximum guarantee of \$50,000.00 will be provided by the Government to officers/employees who intend to purchase vehicles for the purpose of facilitating their duties, provided that vehicles purchased will be restricted to the following types: -
 - (a) Motorcars
 - (b) Scooters and Motorbikes
 - (c) Bicycles; or
 - (d) Canoe and Outboard Motor
2. Until full payment thereof, no officers/employees shall use the vehicles so purchased for Commercial purposes or personal gain.

29 LONG AND DEDICATED SERVICE BENEFIT**2901 ELIGIBILITY**

1. Effective from 1st of January 2001 a public officer who has retired, resigned, made redundant or died and has served the Government for an unbroken service for a period of 10 years shall be eligible for a one off payment as a long and dedicated service benefit of \$5,000.00 plus an equivalent sum of ten pay periods. This benefit shall only apply in respect of public officers that retired, resigned, made redundant or died on or after the 1st January 2001.
2. The concerned public officer shall complete the Form in Appendix 1 and submit it to his or her responsible office who shall forward the Form to the Permanent Secretary, Public Service Division who may give his or her approval.
3. Where the officer has died, his or her spouse, or if there is no surviving spouse, the officer's children shall submit the Form to the responsible officer who shall forward the same to the Permanent Secretary, Ministry of Public Service Division.
4. The Responsible Officer will provide the following information about the officer to the Secretary to the Public Service who then shall process the claimant application.

Name:

Designation:

Substantive Level:

Basic Pay:

Date Enter Service:

Date Leave Service:

Length of Service:

5. The long and dedicated service benefit shall not be subject to any tax

Amendment No.01/01
Effective date: 01/01/2001

30 POSTING BONUS**3001 ELIGIBILITY**

1. Public officers who are posted to areas with harsh conditions of living will be paid **Posting Bonus** upon application together with statements describing such harsh conditions.
2. The rates payable under this scheme are as follows: -
 - (a) Provincial and other centers with water, electricity and communication and transport conveniences – 15% of fortnight salary; and
 - (b) Rural and remote areas with none of the conveniences described in (a) above – 20% of fortnight salary.
3. An officer who is eligible to claim for the posting bonus may do so to the Permanent Secretary for the Public Service through his responsible officers. A responsible officer must verify the claim and recommends this claim based in line with 2 (a) and (b) of this section.



SOLOMON ISLANDS GOVERNMENT

MINISTRY OF PUBLIC SERVICE

LONG AND DEDICATED SERVICE BENEFIT.
(GO Chapter F, Section 29)

Application Form

Name of Officer: _____ Date of Birth: _____

Ministry: _____

Designation: _____ Substantive Level: _____

Basic Pay _____ Bank account: _____

Date of first appointment into Public Service _____

Date officer left the Public Service: _____

Reason for leaving the Public Service*

(a) Resignation _____

(b) Redundant _____

(c) Retirement _____

(d) Death** _____

(*Tick where appropriate)

Length of Service _____ years

Contact Address _____

Telephone: _____

Signature of Applicant _____

** Claimant must provide legitimate documentations to support he/her application. Recognized supporting documents would include signed Statutory Declaration Form, Death Certificate, and or Marriage Certificate.