

PAY RESEARCH BUREAU

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11 March 2025

Survey No 4

From : Director, Pay Research Bureau

To : Heads of Ministries/Departments

Survey on Travelling by Car in the Public Sector

In the context of the overall review of pay and grading structures and conditions of service in the Public Sector, the Bureau is conducting a survey to collect data on official travelling performed by officers who, in the performance of their duties, are required to travel regularly but are not eligible for duty exemption on a car.

2. This survey will cover the period **August 2024 to October 2024 and January 2025 to March 2025** and the data thus collected would serve as input for the Bureau in the formulation of appropriate recommendations with respect to Travelling and Car Benefits.
3. It would, therefore, be appreciated if the attached survey form could be duly filled-in and submitted to this office **at latest by 30 April 2025**. A soft copy of this memorandum as well as the survey form is available on the Bureau's website.
4. Nil return should also be submitted.
5. Should you need additional information/clarification on this matter, you may contact **Ms. R. Hauroo, Ag. Principal Job Analyst** or **Mrs P. Ghoorun, Job Analyst** on Phone No. **2080960** and **2112524** respectively.
6. The Bureau relies on your usual cooperation.

Yours faithfully,


(E. Peryagh)
Director

Copy to: Federations of Unions (As per Annex)