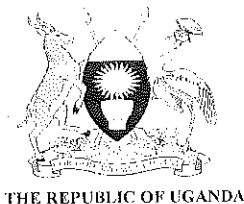


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Ministry of Finance, Planning &  
Economic Development  
Plot 2-12, Apollo Kaggwa Road  
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Uganda

In any correspondence on  
this subject please quote No. BPD 103/155/01

4<sup>th</sup> July, 2018

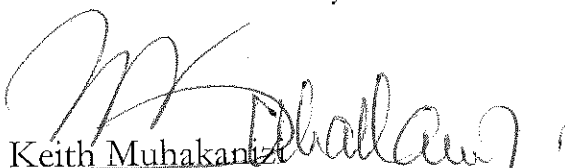
All Accounting Officers (Central and Local Governments)

## **DUTY FACILITATING ALLOWANCES FOR PUBLIC OFFICERS**

As you are aware, Cabinet under Minute extract No. Minute 295 (CT2018) of the Cabinet Memorandum CT (2018) 99, approved new duty facilitation rates for all Public Officers. These new rates were communicated by Ministry of Public Service in Circular Standing Instruction No. 6 of 2018, dated 26<sup>th</sup> June, 2018 (**copy attached**).

You may note that these new rates became effective from 1<sup>st</sup> July 2018, but were not considered when preparing your work plans and Final Budget Estimates for FY 2018/19. This therefore, implies that you must adjust down your work plans for both travel inland and abroad including the number of staff to be trained.

The purpose of this circular therefore, is to inform you to take note of the above implications on your approved work plans and budget as there will be **NO additional funds** beyond what was approved for your Vote.

  
Keith Muhakani

**PERMANENT SECRETARY/SECRETARY TO THE TREASURY**

Copy to: Rt. Hon. Prime Minister, Office of the Prime Minister  
All Hon. Ministers and Ministers of State  
Head of Public Service and Secretary to Cabinet  
Permanent Secretary, Ministry of Public Service  
Permanent Secretary, Ministry of Local Government  
The Auditor General  
All LCV Chairpersons and Municipal Mayors  
All Resident District Commissioners  
The Accountant General

*Mission*

*"To formulate sound economic policies, maximize revenue mobilization, ensure efficient allocation and accountability for public resources so as to*



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THE REPUBLIC OF UGANDA

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UGANDA

**PMD 80/80/01**

In any correspondence on  
this subject please quote no. ....

26<sup>th</sup> June, 2018

## **CIRCULAR STANDING INSTRUCTION NO. 6 OF 2018**

### **REVISED RATES OF DUTY FACILITATING ALLOWANCES**

The service is hereby, informed that the rates of duty facilitating allowances have been revised to take into account the cost of living.

The revised rates take effect from 1<sup>st</sup> July, 2018 and will be accommodated within the available budgetary provision for 2018/19 Financial Year.

The revised rates for Foreign Service and Education allowance will be communicated as an addendum to this Circular.

Responsible officers should pay the revised rates on availability of resources and in line with Section E-a specially Para.16, of Uganda Public Service Orders, 2010.

Attached are the revised rates of allowances which can also be accessed on the Ministry website: [www.publicservice.go.ug](http://www.publicservice.go.ug).

A handwritten signature in black ink, appearing to read 'Catherine Bitarakwate Musingwiire'.

Catherine Bitarakwate Musingwiire (Mrs.)  
**PERMANENT SECRETARY**

**Distribution "B"**

## Revised Duty Facilitating Allowances 2018

### 1. Night Allowance

Night allowance is paid, when an Officer stays away for a night or more from his/her duty station on official duty, to cater for meals, accommodation and other incidentals.

#### 1.1 NIGHT ALLOWANCE WITHIN UGANDA, FOR POLITICAL LEADERS

Category	Existing rate, per night	Revised rate, per night
Vice President	210,000	500,000
Prime Minister	200,000	490,000
Deputy Prime Minister	195,000	480,000
Minister	190,000	475,000
Minister of State	185,000	470,000
Senior Presidential Advisor	180,000	300,000
Asst. Senior Presidential Advisor	170,000	280,000
Presidential Advisor	170,000	280,000
Special Presidential Envoy	170,000	280,000
Special Presidential Assistant	170,000	280,000
Special Presidential Advisor	170,000	280,000
Deputy Special Presidential Assistant	170,000	280,000
Resident District Commissioner	165,000	250,000
Deputy Resident District Commissioner	150,000	230,000

#### 1.2 NIGHT ALLOWANCE WITHIN UGANDA, FOR SPECIFIED OFFICERS

Category	Existing rate, per night	Revised rate, per night
Chief Justice	195,000	480,000
Deputy Chief Justice	190,000	475,000
Principal Judge	185,000	470,000
Justice of Supreme Court	180,000	400,000
Justice of court of Appeal	175,000	350,000
Judge of High Court	170,000	300,000
Director of Public Prosecutions	170,000	280,000
Auditor General	170,000	280,000
Inspector General of Government	170,000	280,000
Inspector General of Police	170,000	280,000
Deputy Inspector General of Government	160,000	250,000
Deputy Inspector General Police	160,000	250,000
Commissioner General of Prisons	160,000	280,000
Deputy Commissioner General of Prisons	160,000	250,000

#### 1.3 NIGHT ALLOWANCE WITHIN UGANDA, FOR LOCAL GOVERNMENT ELECTED LEADERS

Category	Existing rate per night	Revised rate per night
District Chair Person	160,000	250,000
District Vice Chairperson	155,000	230,000
District Speakers	155,000	230,000
Members of the District Executive Committee	140,000	200,000
District Deputy Speaker	140,000	182,000

Mayors of Municipalities & Chairpersons of City Divisions	140,000	182,000
Deputy Mayors of Municipalities	140,000	182,000
District and City Councilors	130,000	169,000
Sub county, Municipal, Town Council & Municipal Division Chairpersons	125,000	162,500
Sub county, Municipal, Town Council & Municipal Division Councilors	115,000	149,500

#### 1.4 NIGHT ALLOWANCE WITHIN UGANDA, FOR PUBLIC OFFICER

Category	Existing rate per night	Revised rate per night
Head of Public Service/Secretary to Cabinet	170,000	300,000
Deputy Head of Public Service/Deputy Secretary to Cabinet	165,000	290,000
Permanent Secretary	160,000	280,000
Director General of Health Services	160,000	280,000
Senior Medical Consultant	150,000	250,000
Deputy Secretary to the Treasury	150,000	250,000
Secretary Uganda Land Commission	150,000	250,000
Accountant General	150,000	250,000
Director	150,000	250,000
Chief Administrative Officer	150,000	250,000
Assistant Inspector General of Police	150,000	250,000
Medical Consultant	140,000	230,000
Ambassador/FSO Gr.I	140,000	230,000
Deputy Director	140,000	230,000
Head of Department US 1E	140,000	230,000
Other Officers in Scale U 1 E	130,000	200,000
Officer in Scale U2	120,000	180,000
Officers in scale U3 & U4	110,000	160,000
Officers in Scale U5	100,000	140,000
Officers in Scale U6	90,000	120,000
Officers in Scale U7	70,000	120,000
Officers in Scale U8	55,000	120,000

#### 1.5 NIGHT ALLOWANCE OUTSIDE UGANDA, FOR POLITICAL LEADERS

Category	Existing rate, per night	Revised rate, per night
Vice President	\$ 710	\$ 920
Prime Minister	\$670	\$900
Minister	\$620	\$850
Minister of State	\$580	\$820
Deputy Prime Minister	\$650	\$870
Senior Presidential Advisor	\$580	\$780
Asst. Senior Presidential Advisor	\$520	\$750
Presidential Advisor	\$520	\$720
Special Presidential Envoy	\$460	\$700

Special Presidential Assistant	\$460	\$700
Deputy Special Presidential Assistant	\$460	\$700
Resident District Commissioner	\$460	\$700
Deputy Resident District Commissioner	\$430	\$680

**1.6 NIGHT ALLOWENCE OUTSIDE UGANDA, FOR SPECIFIED OFFICERS**

Category	Existing rate, per night	Revised rate, per night
Chief Justice	\$670	\$870
Deputy Chief Justice	\$570	\$850
Principal Judge	\$570	\$820
Justice of Supreme Court	\$570	\$780
Justice of court of Appeal	\$570	\$780
Judge of High Court	\$510	\$750
Director of Public Prosecutions	\$510	\$730
Auditor General	\$570	\$730
Inspector General of Government	\$570	\$730
Deputy Inspector General of Government	\$510	\$720
Inspector General of Police	\$510	\$730
Deputy Inspector General Police	\$510	\$720
Commissioner General of Prisons	\$510	\$730
Deputy Commissioner General of Prisons	\$510	\$720

**1.7 NIGHT ALLOWANCE OUTSIDE UGANDA, FOR LOCAL GOVERNMENT ELECTED LEADERS**

Category	Existing rate per night	Revised rate per night
District Chair Person	\$400	\$600
District Vice Chairperson	\$350	\$550
District Speakers	\$320	\$530
Members of the District Executive Committee	\$320	\$530
District Deputy Speaker	\$320	\$530
Mayors of Municipalities & Chairpersons of City Divisions	\$320	\$530
Deputy Mayors of Municipalities	\$320	\$530
District and City Councilors	\$320	\$530
Sub county, Municipal, Town Council & Municipal Division Chairpersons	\$320	\$530
Sub county, Municipal, Town Council & Municipal Division Councilors	\$320	\$530

**1.8 NIGHT ALLOWANCE OUTSIDE UGANDA, FOR PUBLIC OFFICERS**

Category	Existing rate per night	Revised rate per night
Head of Public Service/Secretary to Cabinet	\$570	\$750
Deputy Head of Public Service/Deputy Secretary to Cabinet	\$510	\$740
Permanent Secretary	\$500	\$730



Director General of Health Services	\$ 500	\$ 730
Senior Medical Consultant	\$450	\$710
Deputy Secretary to the Treasury	\$450	\$710
Secretary Uganda Land Commission	\$450	\$710
Accountant General	\$450	\$710
Director	\$450	\$710
Chief Administrative Officer	\$450	\$710
Assistant Inspector General of Police	\$450	\$710
Medical Consultant	\$390	\$680
Ambassador/FSO Gr.I	\$390	\$680
Deputy Director	\$390	\$680
Head of Department	\$390	\$680
Other Officers in Scale U 1 –U8	\$360	\$650

## 2.0 SAFARI DAY ALLOWANCE

Safari day allowance is paid when an Officer travels on duty within Uganda for a Period of six hours or more and returns the same day. It is paid to cater for lunch and other incidentals. It is therefore not paid concurrently with lunch allowance.

### 2.1 SAFARI DAY ALLOWANCE WITHIN UGANDA, FOR POLITICAL LEADERS

Category	Existing rate per night	Revised rate per night (100% increase)
Vice President	21,000	165,000
Prime Minister	20,000	160,000
Deputy Prime Minister	19,000	155,000
Minister	18,000	150,000
Minister of State	18,000	150,000
Senior Presidential Advisor	15,000	140,000
Asst. Senior Presidential Advisor	14,000	130,000
Presidential Advisor	14,000	130,000
Special Presidential Envoy	14,000	130,000
Special Presidential Assistant	14,000	130,000
Deputy Special Presidential Assistant	13,000	120,000
Resident District Commissioner	13,000	120,000
Deputy Resident District Commissioner	13,000	120,000

### 2.2 SAFARI DAY ALLOWANCE WITHIN UGANDA, FOR SPECIFIED OFFICERS

Category	Existing rate per night	Revised rate per night
Chief Justice	20,000	155,000
Deputy Chief Justice	19,000	150,000
Principal Judge	18,000	140,000
Justice of Supreme Court	17,000	130,000
Justice of court of Appeal	17,000	130,000
Judge of High Court	17,000	130,000
Director of Public Prosecutions	17,000	130,000
Auditor General	17,000	130,000



Inspector General of Government	17,000	130,000
Deputy Inspector General of Government	17,000	130,000
Inspector General of Police	17,000	130,000
Deputy Inspector General Police	17,000	130,000
Commissioner General of Prisons	17,000	130,000
Deputy Commissioner General of Prisons	17,000	130,000
Auditor General	17,000	130,000
Inspector General of Government	17,000	130,000
Deputy Inspector General of Government	17,000	130,000
Inspector General of Police	17,000	130,000
Deputy Inspector General Police	17,000	130,000
Commissioner General of Prisons	17,000	130,000
Deputy Commissioner General of Prisons	17,000	130,000

### 2.3 SAFARI DAY ALLOWANCE WITHIN UGANDA, FOR LOCAL GOVERNMENT ELECTED LEADERS

Category	Existing rate per day	Revised rate per day
District Chairperson	17,000	130,000
District Vice Chairperson	14,000	120,000
District Speaker	14,000	120,000
Members of the District Executive Committee	13,000	100,000
District Deputy Speaker	12,000	80,000
Mayors of Municipalities & Chairpersons of City Divisions	15,000	120,000
Deputy Mayors of Municipalities	12,000	100,000
District and City Councillors	11,000	80,000
Sub-County, Municipal, Town Council & Municipal Division Chairpersons	11,000	80,000
Sub-County, Municipal, Town Council & Municipal Division Councillors	11,000	80,000

### 2.4 SAFARI DAY ALLOWANCE WITHIN UGANDA, FOR PUBLIC OFFICERS

Category	Existing rate per day	Revised rate per day
Head of Public Service, U1S	17,000	140,000
Deputy Head of Public Service/ Deputy Secretary to Cabinet, U1S	16,000	140,000
Permanent Secretary, U1S	15,000	135,000
Director General of Health Services, U1S	15,000	135,000
Senior Medical Consultant, U1SE	14,500	130,000
Deputy Secretary to the Treasury U1SE	14,500	130,000
Secretary Uganda Land Commission, U1SE	14,500	130,000
Accountant General, U1SE	14,500	130,000
Director, U1SE	14,500	130,000



Chief Administrative Officer, U1SE	14,500	130,000
Asst. Inspector General of Police, U1SE	14,500	130,000
Medical Consultant, U1SE	14,000	120,000
Ambassador/FSO Gr. I, U1SE	14,000	120,000
Deputy Director, U1SE	14,000	120,000
Head of Department, U1SE	14,000	120,000
Officers in Scale U1E	14,000	120,000
Officers in Scale U2	13,000	110,000
Officers in Scale U3 & 4	12,000	110,000
Officers in Scale U5	12,000	100,000
Officers in Scale U6-U8	11,000	80,000

#### 2.5 SAFARI DAY ALLOWANCE OUTSIDE UGANDA

Category	Existing rate per day	Revised rate per day
All Categories	-	\$100

#### 3.0 TRANSIT ALLOWANCE

Transit allowance is paid per round trip to cover costs incurred while waiting for flight connections exceeding six (6) hours.

Region	Existing rate	Maintained old rate
West Africa	\$210	\$210
North America and West Asia	\$210	\$210
Far East and South America	\$230	\$230
European Union Countries	\$210	\$210

#### 4.0 OUT OF POCKET ALLOWANCE

Out of pocket allowance is paid to cater for incidentals where expenses of meals and accommodation are fully covered by Government or sponsor. Out of pocket allowance shall not be paid concurrently with night allowance.

Category	Existing rate	Revised rate
All Categories	20% of Night allowance within or outside the Country	20% of Night allowance within or outside the Country

#### 5.0 LUNCH ALLOWANCE

Lunch allowance is paid to an Officer who works during lunchtime to cater for lunch. Lunch allowance is paid to an Officer who works during lunch time to cater for lunch. The allowance shall not be paid concurrently with safari day allowance.

Category	Existing rate	Revised rate
Officers in Scale U7 and above	3,000	15,000
Officers in Scale U8	2,000	10,000

#### 6.0 DINNER ALLOWANCE

Dinner allowance is paid to an Officer who works during dinner time to cater for dinner.

Category	Existing rate	Revised rate
Officers in Scale U7 and above	3,000	15,000
Officers in Scale U8	2,000	10,000



### 7.0 MOBILE TELEPHONE ALLOWANCE

Mobile telephone allowance is paid to the following categories of Political Leaders and Public Officers to facilitate effective communication. The cost of the telephone handset shall be borne by the Public Officer.

Category	Existing rate	Revised rate
Rt. Hon. Prime Minister	250,000	350,000
Deputy Prime Minister	220,000	308,000
Ministers	200,000	280,000
Ministers of State	180,000	252,000
Head of Public Service/Secretary to Cabinet	170,000	238,000
Deputy Head of Public Service/Deputy Secretary to Cabinet	170,000	238,000
Permanent Secretaries	150,000	210,000
Directors	-	100,000
Head of Department	-	80,000

### 8.0 SITTING ALLOWANCE

Sitting allowance is paid under the following circumstances:-

8.1 Public Officer nominated to serve as a member of an interviewing panel of an appointing body;

Category	Existing rate (per sitting)	Revised rate (per sitting)
Officers in Scale U1	60,000	90,000
Officers in Scale U2 and below	50,000	75,000

8.2 Where a Public or non-Public Officer is appointed on a Commission of inquiry/Review, Committee or any Adhoc Committee set up by Government:

Category	Existing rate (per sitting)	Maintained old rate
Chairperson	160,000	160,000
Member /Secretary	140,000	140,000

8.3 Where a Public Officer is appointed on a Standing Committee: e.g. Training Committee, Reward and Sanctions Committee and Contracts Committee, the following rates shall apply:

Category	Existing rate (per sitting)	Maintained old rate
Chairperson	100,000	100,000
Member/Secretary	90,000	90,000

### 9.0 HONORARIA

Honoraria is paid when a Political leader or Public Officer is assigned work, of exceptional importance to the Government; is outside the normal scope of the Officer's duties; involves disproportionate amount of his or her official and private time; involves temporarily additional responsibilities; requires the direct use of the officer's special talent or professional skill or his or her active participation in the actual work. Honoraria will be paid to a Public Officer on satisfactory completion of the assignment, within the specific time frame as below:

Existing Formula	(Formula Maintained)
Number of days worked x 60% of monthly basic salary	Number of days worked x 60% of monthly basic salary

### 10.0 WARM CLOTHING ALLOWANCE

Warm Clothing Allowance is paid when Officer proceeds for training/duty overseas to a temperate or cold climate. The allowance is also applicable to Foreign Service Officers and Home Service Officers posted in Missions abroad. It is payable once every after three consecutive years.

Category	Existing rate	Maintained old rate
All Public Officers	\$465	\$465



## 11.0 FOREIGN SERVICE ALLOWANCES

### 11.1 FOREIGN SERVICE ALLOWANCE

Foreign Service Allowance is payable to each staff of the Foreign Service, as well as a Home Service Officer posted to a Uganda Mission abroad to meet cost of living expenses while posted abroad. For purposes of payment of Foreign Service Allowance, the Missions have been re-categorized based on the consumer price index as indicated below:

Group A Missions	Group B Missions
Geneva, Paris, London, Copenhagen, Canberra, Tokyo, Brussels, Washington, New York, Rome, Abuja, Klnshasa, Ottawa, Berlin, Moscow, Riyadh, Abu Dhabi, Khartoum, Juba , Mogadishu and Algiers	Tripoli, Nairobi, Mombasa, Dar Es Salaam, Kigali, Bujumbura, Beijing, Kuala Lumpur, Ankara, Tehran, Pretoria, Guangzhou, Mogadishu, Addis Ababa, Cairo, and New Delhi.

### 11.2 Foreign Service Allowance for Group A Missions

MARITAL STATUS	GRADE/SCALE	Existing Rates (US Dollars per month)	Revised rates for Group A (US Dollars per month)
SINGLE	FSO I,(U1SE)	4,193.27	-
	FSO II,(U1SE)	4,023.40	-
	FSOIII,(U1E)	3,745.63	-
	FSOIV,(U2)	3,470.20	-
	FSO V,(U3)	3,069.70	-
	FSO VI,(U4)	2,629.78	-
MARRIED	FSO I,(U1SE)	4,823.27	-
	FSO II,(U1SE)	4,621.40	-
	FSOIII,(U1E)	4,314.63	-
	FSOIV,(U2)	4,010.20	-
	FSO V,(U3)	3,582.70	-
	FSO VI,(U4)	3,116.78	-

### 11.3 Foreign Service Allowance for Group B Missions

MARITAL STATUS	GRADE/SCALE	Existing Rates (US Dollars per month)	Revised rates for Group B (US Dollars per month)
SINGLE	FSO I,(U1SE)	3,418.27	-
	FSO II,(U1SE)	3,287.40	-
	FSOIII,(U1E)	3,046.63	-
	FSOIV,(U2)	2,805.20	-
	FSO V,(U3)	2,438.70	-
	FSO VI,(U4)	2,030.78	-
MARRIED	FSO I,(U1SE)	3,854.27	-
	FSO II,(U1SE)	3,701.40	-
	FSOIII,(U1E)	3,439.63	-
	FSOIV,(U2)	3,179.20	-
	FSO V,(U3)	2,793.70	-
	FSO VI,(U4)	2,367.78	-

#### 11.4 CLIMATIC CLOTHING ALLOWANCE

Climatic clothing allowance is paid to Foreign Service Officers and Home Service Officer on first posting to Uganda Mission Abroad. The rate payable has been retained at USD 700.

Category	Existing rate	Maintained old rate
Across grades/ranks	\$700	\$700

#### 11.5 REPRESENTATIONAL ALLOWANCE

Representational Allowance is paid to the Head of Mission and Deputy Head of Mission on a monthly basis to facilitate receiving and hosting of other Diplomats at the Mission

Category	Existing rate	Maintained old rate
Heads of Mission	\$600	\$600
Deputy Heads of Mission	\$400	\$400

#### 11.6 LANGUAGE ALLOWANCE

Language Allowance is a one-off payment to Foreign Service Officers posted to Missions at the first posting, where English is not the Official Language as a contribution towards the officers learning of the host country's official language.

Category	Existing rate	Maintained old rate
Foreign Service Officer	\$1000	\$1000

#### 11.7 BAGGAGE ALLOWANCE

Baggage Allowance is paid to an Officer travelling on posting and on recall from Uganda to a Mission or from a Mission to Uganda or from one Mission to another to cover the cost of packaging, collection, storage, delivery, insurance, handling, deck and freight charges as indicated below:

##### 11.7.1 Baggage allowance on recall

Category	Current Rate	(Maintained old rate)
GROUP A by SEA		
FSO 1	\$17,000	\$17,000
Other FSOs	\$13,000	\$13,000
GROUP B BY ROAD		
FSO 1	\$10,000	\$10,000
Other FSOs	\$7,000	\$7,000

##### 11.7.2 Baggage allowance on Posting

Category	Existing Rate	Rate
GROUP A by SEA		
FSO 1	-	\$1,700
Other FSOs	-	\$1,300
GROUP B BY ROAD		
FSO 1	-	\$1,000
Other FSOs	-	\$700

#### 11.8 CHILDREN ALLOWANCES FOR FOREIGN SERVICE OFFICERS

Children allowance is paid once in every tour of duty of an officer serving outside Uganda, for each child up to a maximum of four children, as indicated below:

Category	Existing rate	Maintained old rate
1st Child	\$890	\$890



2nd Child	\$820	\$820
3rd Child	\$670	\$670
4th Child	\$650	\$650

#### 11.9 TRAVEL ALLOWANCES FOR LOCAL STAFF IN A FOREIGN MISSION

Category	Existing Rate	Rates
Safari day allowance	-	USD 30
Night Allowance in their countries of residence	-	USD 100
Night allowance when they travel outside their Countries of residence	-	USD 150

#### 11.10 EDUCATION ALLOWANCE

Education allowance shall be paid to a Public Officer posted to a Mission abroad to facilitate the Officer to meet the extra expenses incurred on the children's education as a result of his/her posting. The Allowance covers upto four biological or legally adopted children between 4 to 18 years of age.

Existing Grouping	Existing rate	Revised rate
Group A Missions	\$2,500	-
Group B Missions	\$2,000	-

#### 12.0 HARDSHIP ALLOWANCE

Hardship Allowance is paid on a monthly basis to Foreign Service Officers posted to Missions in volatile areas (Juba, Mogadishu and Bujumbura) or a Public Officer in a designated hard to reach area in Uganda.

Category	Existing rate	Maintained old rate
Foreign Service Officers	25% of Foreign Service Allowance	25% of Foreign Service Allowance
Public Officer in Uganda	30% of basic salary	30% of basic salary <sup>1</sup>

#### 13.0 DISTURBANCE ALLOWANCE

Disturbance Allowance is paid to a Public Officer to offset additional expenses incurred when he/she is compulsorily transferred from one station or mission to another and it involves relocating to new living quarters. For Home Service Officers, the distance between the previous and the new living quarters must be not less than 40 kilometers.

Category	Existing rate	Maintained old rate
Foreign Service Officers	One month's basic salary	One month's Foreign Service Allowance
Home Service Officers	One month's basic salary	One month's basic salary

#### 14.0 OVERTIME ALLOWANCE

Overtime allowance is paid to Secretarial and Support staff who work for any period on weekend, Public Holidays or in excess of seven and three quarter (7 ¾) hours on any day from Monday to Friday.

Overtime allowance (Working days) =  $\frac{\text{Monthly basic salary} \times 1.5 \times \text{hours of overtime}}{\text{Total number of hours worked in a month (7.75} \times 5 \times 4)}$

Overtime allowance (Weekends) =  $\frac{\text{Monthly basic salary} \times 2.5 \times \text{hours of overtime}}{\text{Total number of hours worked in a month (7.75} \times 5 \times 4)}$

<sup>1</sup> For FY 2018/19, Hardship Allowance for Public Officers in Uganda will be maintained at 30% of basic salary for FY 2017/18

Overtime time allowance (Drives) = can be paid as a consolidated allowance amounting 30% of monthly basic salary.

#### 15.0 TRAINING ALLOWANCES

15.1 Preparation (Research) and Presentation of Papers This allowance is paid for preparation and presentation of a well-researched paper for seminars, workshops and conferences.

Category	Existing rate per paper	Revised rates per paper
Officers in scale U1E & above	90,000	150,000
Other Officers	80,000	140,000

#### 15.2 Part-time Lecturer's Allowance

Category	Existing rate per lecture	Revised rate per hour
Ordinary Diploma	30,000	45,000
Certificate	20,000	30,000

#### 15.3 Part Time Examiner's Allowance for setter of examination papers

Category	Existing rate per paper	Revised rate per paper
One hour paper	15,000	22,500
Two hour paper	30,000	45,000
Three hour paper	45,000	67,000

#### 15.4 Oral Examination Interview and Oral Trade Test

Category	Existing rate per hour	Revised rate per hour
Ordinary Diploma	15,000	22,500
Certificate	8,000	12,000

#### 15.5 Invigilation Allowance

Category	Existing rate per paper	Revised rate per paper
One hour paper	9,000	13,500
Two hour paper	18,000	27,000
Three hour paper	28,000	42,000

#### 15.6 External Examiner allowance

Category	Existing rate	Revised rate
Per moderated question paper	30,000	45,000
Per panel moderated question paper	20,000	30,000
Moderated marked script (Moderating the marking only)	20,000	30,000
Panel moderate marked script	8,000	12,000

#### 15.7 Book allowance

Public Officers sponsored by Government are paid book allowance for books, reading materials and other scholastic materials which have been specified by the training institution.

#### 15.8 Research allowance

Public Officers sponsored by Government, who must undertake research in partial fulfillment of the requirement of training, are paid a research allowance in line with the recommendation of the training institution.

#### 15.9 Teaching allowance

Medical Officers who teach in Medical Schools of Public Universities are paid a teaching allowance.



Category	Existing rate per month	Maintained old rate
Senior Consultant	320,000	320,000
Consultant	280,000	280,000
Medical Officer (Special Grade)	270,000	270,000
Medical Officer	210,000	210,000

**16.0 Housing Subsidy Allowance:**

Housing subsidy allowance shall be paid to Public Officers to enable them meet the cost of domestic utilities like water and electricity bills

Category	Existing Rates per month	Rate per month
Officer in Salary Scale U1SE and Above	-	500,000
Officers in Salary Scale U1E	-	400,000
Officers in Salary Scale U2	-	300,000
Officers in Salary Scale U4-U3	-	250,000
Officers in Salary Scale U5	-	200,000
Officers in Salary Scale U6-U8	-	150,000

**17.0 TRANSPORT**

**17.1 Transport allowance**

Transport allowance is paid to Public Officers to cover home to office running, using public means. This allowance excludes staff that receives kilometrage allowance and is not paid to Public Officers staying in Institutional houses located within a radius of 1 kilometer from the institution.

Category	Existing rate per month	Revised rate per month
All Categories	45,000	110,000

**17.2 Kilometrage**

**A) Within a Radius of 40 Kilometres**

This is paid to Public Officers who use personal vehicles to travel from and to their homes and execute official duties within a radius of 40 Kilometres. In accordance with Section E-b, 26-27, a consolidated Kilometrage Allowance is proposed to cater for the wear, tear and other maintenance costs. This Allowance is not payable to public officers who have been provided with a Government Vehicle, Motorcycle or Bicycle for official use.

Category	Existing rate per month	Approved Rates
Heads of Department and above	-	396,000
Officers in Salary Scale U1E	-	330,000
Officers in Salary Scale U2	-	264,000
Officers in Salary Scale U4-U3	-	220,000

**B) Outside a Radius of 40 Kilometres:**

A Public officer, who uses his /her personal vehicle for official duty beyond a radius of 40 km from the duty station, shall claim kilometrage for the additional distance beyond the 40Km. Prior authority must be obtained from the Responsible Officer.

**17.2.1 PETROL POWERED VEHICLES ON TARMAC ROADS**

Class of vehicle	Existing rate per km (shs)	Maintained old rate
Super Class 2000cc and above	1000	1000
Class I (1900-1999cc)	850	850
Class II (1600-1899cc)	570	570
Class III (1200-1599cc)	500	500
Class IV (below 1200cc)	450	450



Class V (m/cycles 125cc and above)	420	420
Class VI (m/cycles 35cc-125cc)	320	320

#### 17.2.2 PETROL POWERED VEHICLES ON MURRAM ROADS

Class of vehicle	Existing rate per km (shs)	Maintained old rate
Super Class 2000cc and above	1300	1300
Class I (1900-1999cc)	1000	1000
Class II (1600-1899cc)	680	680
Class III (1200-1599cc)	570	570
Class IV (below 1200cc)	540	540
Class V (m/cycles 125cc and above)	500	500
Class VI (m/cycles 35cc-125cc)	390	390

#### 17.2.3 DIESEL POWERED VEHICLES ON TARMAC ROADS

Class of vehicle	Existing rate per km (shs)	Maintained old rate
Super Class 2000cc and above	1000	1000
Class I (1900-1999cc)	820	820
Class II (1600-1899cc)	540	540
Class III (1200-1599cc)	450	450
Class IV (below 1200cc)	400	400

#### 17.2.4 DIESEL POWERED VEHICLES ON MURRAM ROADS

Class of vehicle	Existing rate per km (shs)	Maintained old rate
Super Class 2000cc and above	1200	1200
Class I (1900-1999cc)	990	990
Class II (1600-1899cc)	650	650
Class III (1200-1599cc)	540	540
Class IV (below 1200cc)	500	500

#### 18. ALLOWANCES FOR MEMBERS OF COMMITTEES, COMMISSIONS AND BOARDS

Since the issuance of CSI No. 8 of 1993, there has been lack of guidance on the appropriate rates of allowances payable to the various categories of members of Commissions, Boards and Committees. Accordingly, the said bodies have been categorized for standardization of the rates of allowances payable:

##### 18.1 Category A: National Constitutional and Full-time

These will include Boards, Commissions and Committees which are enshrined in the Constitution of the Republic of Uganda and whose membership, the terms of employment is well defined thereunder as full time.

##### 18.2 CATEGORY B: National Constitutional but Part-time

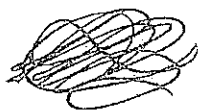
These include those bodies which are enshrined in Constitution of the Republic of Uganda and whose membership is well defined there under and terms are explicitly stated as part-time

##### 18.3 CATEGORY C: District Constitutional and full-time

This includes Boards, Commissions and Committees at District level enshrined in the Constitution with members who are appointed on full time.

##### 18.4 CATEGORY D: District Constitutional and Part-time

This will include District Commissions and Committees at District level enshrined in the Constitution and will cater for those members appointed on Part-time basis.





18.5 CATEGORY E: Constitutional Commissions, Boards and Councils

This category is composed of those Commissions, Councils and Boards which are in the Constitution but whose membership is not explicitly defined there under. The following rates of allowances are proposed for the members of the various committees, boards and commissions:

Category	Composition	Retainer	Sitting Allowance (per day)	Night Allowance in Uganda	Night Allowance Outside Uganda	Safari Day Allowance
A( <i>National Constitutional and Full-time</i> )	Chairperson	Engaged on Full-time basis		280,000	\$730	130,000
	Vice- Chairperson	Engaged on Full-time basis		250,000	\$730	130,000
	Member	Engaged on Full-time basis		240,000	\$730	130,000
B( <i>National Constitutional but Part-time</i> )	Chairperson	30% of salary for the full time Chairman in A	160,000	280,000	\$730	130,000
	Vice-Chairperson	30% of the full time Vice-Chairman in A	140,000	250,000	\$730	130,000
	Member	30% of the full time Member in A	140,000	240,000	\$730	130,000
C( <i>District Constitutional and full-time</i> )	Chairperson	Engaged on Full-time basis		250,000	\$600	100,000
	Member	Engaged on Full-time basis		230,000	\$550	90,000
D ( <i>District Constitutional and Part-time</i> )	Chairperson	30% of the full-time Chairperson in C	160,000	250,000	\$600	100,000
	Member	30% of the full-time Chairperson in C	140,000	230,000	\$550	90,000
E ( <i>Constitutional Commissions, Boards and Councils</i> )	Chairperson	30% of the full-time Chairperson in A	160,000	250,000	\$600	100,000
	Member	30% of the full-time of the Member in A	140,000	230,000	\$550	90,000



