TO THE HEADS OF ALL DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS

(FOR ATTENTION: HR MANAGERS/ HEADS OF CORPORATE SERVICES/ CHIEF FINANCIAL OFFICERS)

REVISION OF SPECIAL DAILY ALLOWANCES FOR OFFICIAL VISITS ABROAD

1. Noting that the special daily allowance for official visits abroad were revised in respect of certain countries only, the Minister for the Public Service and Administration has, in terms of section 3(3) of the Public Service Act, 1994, as amended, read with Part V/E. 2(a) of the Public Service Regulations, 2001, determined that with effect from 01 March 2008;

1.1. the special daily allowances for official visits abroad be revised in respect of the identified countries depicted on the attached Annexure.

1.2. in light of the economic volatility in Zimbabwe, that the country be removed from the list of listed countries and that employees visiting this country be reimbursed for actual expenses as applicable to unlisted countries.

2. The Financial Manual for the calculation and the application of the special daily allowances for official visits abroad will be amended in due course.

3. Expenditure in respect of this adjustment must be accommodated within the existing departmental budget allocations.

[Signature]
DIRECTOR-GENERAL
DATE: 31/3/2008

Staatediens on Administriasie • Ditšrelo tsa Puso lo Tsaalone • Ditšhebeltsa tsa Mmuso la Tsaalone • uMnyango wemifSabebeni kaHulumeni nokuPhatha

Muhasho wo Tshumelo yo Munhumo na Vhulungu • Kgoro yo Ditšrelo tsa Mmudo le Taolo • Ndzawulo ya Vutshela-Mfumo na Vihluphi

LTiko le Tebaserenqo keHulumende nokuPhatha • IBsebe leNkonzo kaHhumulentse n0Lawulo • UmNyango wemifSabebeni kaRhumende nokuPhatha