

Rwanda

Ministerial Instructions determining Mission Allowance of Civil Servants on Mission inside the Country

Ministerial Instructions 1 of 2015

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Ministerial Instructions determining Mission Allowance of Civil Servants on Mission inside the Country

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Ministerial Instructions 1 of 2015

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Minister of Finance and Economic Planning;

Pursuant to Presidential Order n°92/01 of 18/06/2014 determining the amount of salaries and other fringe benefits to State High Political Leaders and modalities of their allocation, especially in its article 10 and 11;

Pursuant to Presidential Order n°16/01 of 28/08/2008 regulating civil servants on official missions inside the country, especially in its article 7;

After consulting the Minister having public service in his/her attributions;

ISSUE THE FOLLOWING INSTRUCTIONS:

Article One – Purpose of these instructions

These instructions determine the maximum mission allowance for civil servants on mission inside the country.

Article 2 – Scope of these instructions

These instructions apply to civil servants in the job level of Permanent Secretaries, Secretary General, public institutions Directors, Director General and Directors of Units, Professionals and support staff of the Ministries and public institutions.

These instructions also apply to all other servants of similar level to those mentioned in the first paragraph of this article.

Article 3 – Mission allowance

The civil servant mentioned in article 2 of these instructions on official mission inside the country, either spending a night or not, is entitled to mission allowance, based on his/her job level.

The amount of mission allowance per day is on the annex of these instructions.

Article 4 – Costs on the purchase order

Without prejudice to provisions of the previous article, when the civil servant spend the night on a mission, the costs on a purchase order are the costs of accommodation, dinner and breakfast which are calculated in consideration of his/her job level and the place of the mission.

The use of the purchase order applies to civil servants of the same level or upper level to the level H/2.

Article 5 – Grant time of allowance

Without prejudice to provisions of article 4 of these instructions, the allowance mentioned in article 3 of these instructions are granted to the civil servant before departure.

The costs on the purchase order mentioned in article 4 of these instructions are paid by the institution where the civil servant works based on the order issued by it.

Article 6 – Commencement

These instructions shall come into force on the day of their publication in the Official *Gazette* of the Republic of Rwanda.

Annex

Job level	Mission allowance per day of mission	Costs on the purchase order for the servant who spends the night on mission or allowance given to the servant who spends the night on a mission			
		(Zone 4)	(Zone 3)	(Zone 2)	(Zone 1)
	All zones	Gasabo, Kicukiro, Nyarugenge, Rubavu, Nyabihu and Musanze	Huye, Rusizi, Nyamasheke, Karongi and Bugesera	Rwamagana, Nyagatare, Kayonza, Gicumbi, Muhanga, Nyanza and Nyamagabe	Kirehe, Gakenke, Burera, Rutsiro, Ngororero, Gatsibo, Rulindo, Kamonyi, Gisagara, Ngoma, Ruhango and Nyaruguru
F and G/1(Member of Parliament (Senate & chamber of deputies), Permanent Secretary, Secretary General, Public institutions Directors and others of similar job level	9,600 Rwf	A purchase order shall be used for the staff who spends the night on a mission and shall be paid by the institution that sent him/her on mission.			
H / 2 (Director General and other staff of public institutions on the same job level as the Director General of the Ministry)	7,200 Rwf	49,700 Rwf	44,200 Rwf	39,500 Rwf	37,200 Rwf
Staff in job level 3	7,200 Rwf	47,700 Rwf	42,200 Rwf	37,200 Rwf	34,200 Rwf

(Directors of Units and others in the same job level)					
I/4, K/5 and L/6	6,000 Rwf	38,000 Rwf	36,000 Rwf	31,000 Rwf	28,000 Rwf
Level 7-14	4,800 Rwf	18,050 Rwf	17,800 Rwf	17,800 Rwf	16,800 Rwf