

THE UNITED REPUBLIC OF TANZANIA

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Ministry of Manpower Development,
P.O. Box 2483,
Dar es Salaam,
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STAFF CIRCULAR No 2 OF 1980

REVISED PASSAGES REGULATIONS

1. This Circular is intended to give guidelines for passages and baggage allowance for contract officers, with particular reference to travelling allowances, incidental and other expenses on journeys to and from overseas on first appointment, renewal of contract, leave and completion of final contracts.

2. The regulations on passages, baggage allowance and incidental expenses connected therewith currently in force were largely based on career type of service, i.e. for expatriate officers who were engaged on permanent and pensionable terms. They were not intended for short term contract officers. After the attainment of Independence, overseas officers appointed on permanent and pensionable terms have continued to retire and at the same time the Government had introduced a new system of recruiting expatriate officers on contract for short durations of 24 months. The contracts of service for these officers provide for free passage entitlements by air and also provide that other conditions of service will be in accordance with Civil Service Regulations and Standing Orders as supplemented by Staff Circulars and other Government instructions issued from time to time. The additional privileges in the form of baggage allowances and incidental expenses such as taxifares, luggage handling charges, supply of packing cases, packing charges, delivery to dock or airport, dock agency fees and detention allowance which have not been provided for in the contracts can only be granted as part of other conditions of service arising from Standing Orders. Unfortunately the Standing Orders do not provide for these privileges and, even if they did so, the basis for paying these allowances has changed. These privileges which still have their source in General Orders have therefore continued to be granted to these contract officers as a matter of habit more than anything else. There has also been some abuse of privileges in connection with claims for these allowances. This together with the foregoing has necessitated the revision of some of the passage and baggage entitlements and privileges as follows:

(a) Passage Entitlements:

Expatriate contract officers will continue to be entitled to economy class airfare from the place of engagement to Tanzania and back as the case may be, by the most direct route while travelling on first appointment, renewal of contract vacation leave and on final departure on completion of contract. Where there are no air services to the officers' homes such officers will be provided with first class rail fares/bus fares to the railway or bus station nearest to their homes. This entitlement will cover the officer, his wife and all unmarried dependant children of up to 18 years of age.

(b) Port of Embarkation and Disembarkation:

Up till now the port of embarkation and disembarkation in Tanzania has been the Dar es Salaam International Airport. This is understandable because until recently Dar es Salaam was the only International Airport in the country. However, with the emergence of Kilimanjaro International Airport as the country's second Airport with International status expatriate contract officers will now have to embark and disembark either at the Dar es Salaam or Kilimanjaro International Airports whichever is the more economic.

The above is however, a general guideline only, and is not intended to be too rigid. Circumstances will determine the necessity and desirability for an officer to embark or disembark at either of the two International Airports and exceptions will be made accordingly. For example, an expatriate contract officer on first appointment may be required to report to the headquarters of the Ministry in Dar es Salaam or in Dodoma for briefing or posting instructions before he proceeds to his duty station. In such a case the officer will of necessity have to disembark at Dar es Salaam International Airport. An officer stationed in Kigoma or Tabora, for example may also find it more convenient to embark or disembark at Dar es Salaam International Airport in order to obtain easier rail transport connections. All in all, officers are advised, in the interest of economy, to arrange their booking in such a way as to enable them to commence and end their journeys at one of the International Airports nearest their duty stations in terms of distance and direct overland transport connections.

(c) Baggage Allowance:

(i) The existing baggage entitlements will continue to be provided: i.e 50 Kgs. (Kilogrammes) unaccompanied by air or 2,265 cm. (Cubic Metres) i.e. 80 cu. ft. (Cubic Feet) by sea when travelling on first appointment or final completion of contract. When travelling on leave in between contracts 25 kgs. by air unaccompanied or 1,133 cu. metres i.e. 40 cu. ft. by sea will be allowed as at present. However, from now on officers will be required to produce documentary evidence or proof of the utilization of the excess baggage entitlements on vacation leave, soon after their return from such leave.

(ii) At their discretion of the Principal Secretary to the Ministry of Manpower Development, the charges for the onward transportation by staff unaccompanied of the personal effects of the deceased and his family from the point of exit from Tanzania to his home will be met from public funds. Such concession when granted will not include the transportation of motor vehicles.

(iii) In case of death of an expatriate a decision on the disposal of the remains will be made at the material time in consultation with his Embassy/High Commission or Diplomatic Mission.

(d) Saving on Passages:

being discontinued forthwith. If for any reason an officer does not utilize all his passage entitlement for his family, this will be regarded as savings to the Government and the amount unspent resulting therefrom will be credited as Government revenue.

(c) Travelling Allowance/Incidental Expenses:

As stated in paragraph two above it is felt that travelling and baggage allowance privileges now granted to expatriate contract officers are unduly generous. Government's obligation towards providing transport and baggage allowances to such officers is limited to what is contained in the contract agreements entered into between the Government and individual officers concerned. Indeed over the years Government has stretched this obligation more than necessary by providing passages for the officer, his wife and all of his dependant children as well as baggage allowance right from or to his home town to village. Hence no justification is seen for providing further privileges connected with passages or baggage entitlement.

Notwithstanding the above, Government recognises that some genuine hardships or difficulties may be met by officers while travelling in their country of engagement especially on first appointment and on final departure from Tanzania on completion of their contracts. It has therefore been decided that only the following travelling allowance and incidental expenses will be paid in respect of journeys performed in the country engagement, whether travelling on first appointment, leave or completion of contract:—

(i) For those officers who commence and terminate their journeys at stations served by air service in the country engagement the following charges will be met by the Tanzania Government:

- Reimbursement of reasonable taxi charges from residence to airport and from airport to residence as the case may be,
- Delivery of unaccompanied baggage to dock or airport,
- Airport Tax.

(ii) For those officers whose places of domicile in the Country of engagement are not served by air services:

The following charges will be met by the Tanzania Government:

- Cost of rail/bus fares to and from the airport of embarkation or disembarkation by the most direct route.
- Cost of transport by rail of unaccompanied baggage to and from port of embarkation or disembarkation.
- Detention allowance for one night necessarily spent at the station of the airport of departure or arrival in the country of engagement while making connections.
- Reimbursement of reasonable taxi fares to and from railway/bus station to residence.
- Airport Tax.

These expenses will be paid for or reimbursed on production of receipted accounts or certified documents.

(iii) For Widow and children of deceased officer:

At the discretion of the Principal Secretary to the Ministry of Manpower Development, travelling allowance and incidental expenses may only be paid to the family of a married officer who has died in Tanzania whereby such members of the family were resident with him in Tanzania. Such expenses will cover journeys to the deceased officer's country of engagement. Such claims will be limited to those allowed under sub-paragraph (i) or (ii) above.

As stated above, Government's assistance in the form of reimbursement of travelling/incidental expenses will be limited to those expenses incurred at the country of engagement only. When an expatriate officer is in Tanzania every care will be taken to provide him and/or his family with Government transport to cover all his movements and those of his luggage. The attention of officers is also drawn to the existence of the Government Clearing and Forwarding Agent whose responsibility is to attend to all incoming and outgoing luggage of the expatriate officers (whether conveyed by ship or by air) at no cost to the individuals officers concerned. Expatriate officers are required to make use of those services and it will be the responsibility of the employing Ministries to help them make use of them. However, where it is genuinely impossible for the officer to make use of these services and evidence to that effect has been received by this Ministry, reimbursement of reasonable claims relating to baggage transportation to and from the port of embarkation to baggage transportation to and from the post of embarkation or disembarkation will be authorized. Such reimbursement will be affected only on production of receipted accounts or certified documents by the officer concerned.

(f) Incidental Expenses on baggage transported by sea:

As provided for under paragraph 2(c) above, officers are free to transport their excess baggage either by sea or by air unaccompanied. However, Government assistance towards incidental expenses on baggage transported by sea will be limited only to what has been provided for in paragraph (e) above, and no other attendant expenses such as dock and agency fees or port trust fees, will be paid.

(g) Travelling Allowance/Incidental Expenses for families:

Experience has shown that invariably officers travel separately from the rest of the families. Such arrangements are most cases to suit the convenience of the officers themselves. However, of late Government has incurred enormous expenses by paying travelling and/or incidental expenses separately in respect of the officer himself, his wife and children all travelling separately. This is unnecessary expenditure to the Government and from now on no separate allowance or incidental expenses on overseas travel will be paid to the wives and children of expatriate contract officers who travel separately and independent of the officers themselves. Except for the bus/ rail fare, the travelling allowance and incidental expenses provided for in paragraph (2)(e) above will be paid to the officer only whether or not his family accompanies him and only once each way in respect of a single contract tour. Exceptions to the above regulation may be the Principal Secretary to the Ministry of Manpower Development in the case of members of an officer's family who are travelling to join the officer on first appointment or when they travel to their home when the officer dies while in Tanzania. Such members of the family will have to travel together in both cases.

(h) *Local Transport and Travelling:*

Up till now "passages" have been taken to cover, inter alia, conveyance between the port of disembarkation of the officer and the officer's duty station in Tanzania.

However, this matter has now been reviewed and it has been decided that this Ministry's responsibility to meet the passage costs will not extend beyond the port of embarkation and disembarkation within Tanzania in respect of departing and arriving officers as the case may be. Journeys or baggage movements within Tanzania between these point and the officer's duty stations should be regarded as local transport and travelling and the cost thereof appropriately charged to respective Ministries, Regions or Independent Departments' transport and travelling votes.

3. The revised terms and conditions embodied in this circular will be incorporated in the individual contract agreements. Otherwise all other terms and conditions governing passages for expatriate contract officers will remain unchanged. However, Government recognises her obligation to honour the contract agreements of serving expatriate officers and in that extent, wherever the terms of this circular are greatly at variance with the terms of the existing contracts, the latter will prevail. In particular, serving expatriates contract officers will retain the passage entitlement in respect of their children as defined in their contract agreements. On re-engagement, however, the new definition of children as at paragraph 2(a) above will automatically apply to them when they enter into a new contract with the Government.

4. These revised terms are effective from 1st July, 1980.

W. H. SHELLUKINDO,
Principal Secretary
Ministry of Manpower Development