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## SUBSIDIARY LEGISLATION

to the Gazette of the United Republic of Tanzania No. 10 Vol. 92 dated 11<sup>th</sup> March, 2011

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### THE PUBLIC SERVICE ACT (CAP. 298)

#### ORDER

Made under section 35(5)

#### THE PUBLIC SERVICE (STANDING ORDERS FOR THE PUBLIC SERVICE, 2009) (AMENDMENT) ORDER, 2011

- |   |   |
|---|---|
| 1. This Order may be cited as the Public Service (Standing Orders for the Public Service, 2009) (Amendment) Order, 2011 and shall be read as one with the Standing Orders for the Public Service 2009 hereinafter referred to as the "principal order".   | Citation                                |
| 2. The principal Order is amended in paragraph A3 of Appendix H/1 which relates to "Leave Request", by inserting after item (xi), the following new item:   | Amend-<br>ment of<br>Appendix<br>H/1    |
| "xiii. Number of children who will accompany the public servant....."   |   |
| 3. The principal Order is amended in Section J.4, which relates to Transfer of a Public Servant solely at Own Request" by deleting the word "shall" appearing in the opening words and substituting for it the word "may".  | Amend-<br>ment of<br>Section<br>J.4     |
| 4. The principal Order is amended in Section J.17(1), which relates to Class of Air Passage", by deleting the phrase "at the level of the principal and above and those who are acting to superlative substantive posts" and substituting for it the phrase "who holds a superlative substantive post and those are acting in those posts". | Amend-<br>ment of<br>Section<br>J.17(1) |

Public Service (Standing Orders for the Public Service, 2009 (Amendment)

GN. No. 104 (contd.)

Amend-  
ment of  
Appendix  
J/1

5. The principal Order is amended in Appendix J/1 which relates to "SCALE OF LOCAL TRANSPORT AND TRAVELING PRIVILEGES", by deleting columns (ii) and (vi) and substituting for them the following new columns, (ii) and (vi):

Category	Posts	Transfer, Termination of Appointment, Retirement
A	Public Servants in TGS J - Q or equivalent level	3,000 kg.
B	Public Servants in scales TGS S - I or equivalent level	3,000 kg.
C	Public Servants in scales TGS C - D or equivalent level	3,000 kg.
D	Public Servants in scales TGS A - B or equivalent level	1,500 kg.

Amend-  
ment of  
principal  
the Order

6. The principal Order is amended:

- (a) in section C. 28C(v), by inserting the words "or its equivalent" between the words "scale" and "and";
- (b) in section L.22, by inserting the words "or their equivalents" between the words, "scales" and "on";
- (c) in order L.24, by inserting the words "or its equivalent" between the words "scales" and "and";
- (d) in section N.11(f) by inserting "the words "or its equivalent" immediately after the acronyms "TGS/TGTS wherever they appear in that Section; and
- (e) in section N.12, by inserting the words "or its equivalent" immediately after acronyms "TGS/TGTS" wherever they appear in that Section.

Amend-  
ment of  
Section  
L.6

7. The principal Order is amended in Section L.6 which relates to "Subsistence Allowance on Arrival on First Appointment" by deleting the figure "14" and substituting for it the figure "7".

Dar es Salaam,  
1<sup>st</sup> March, 2011

HON. HAWA A. GHASIA (MP),  
Minister of State, President's Office  
(Public Service Management)



JAMHURI YA MUUNGANO WA TANZANIA

**OFISI YA RAIS**

Menejimenti ya  
Utumishi wa Umma,  
S.L.P. 2483,  
DAR ES SALAAM.

Kumb. Na. EA 45/257/01/2

30 Desemba, 2008

**WARAKA WA WATUMISHI NA. 5 WA MWAKA 2008  
USAIFIRISHAJI WA MIZIGO (PERSONAL EFFECTS)  
YA WATUMISHI**

**Utangulizi:**

1. Utaratibu wa kusafirisha mizigo ya watumishi wanaposafiri kwa ajili ya kuanza kazi, kuhamishwa au kustafu kazi umefanuliwa katika Kanuni J4, 8, 9 na 10 za Kanuni za Kudumu katika Utumishi wa Umma, Toleo la II la mwaka 1994. Kanuni hizi ziliweka viwango vya uzito wa mizigo ya watumishi wanaposafiri katika mazingira hayo kwa kutegemea ngazi zao za mishahara. Aidha, Kanuni hizo zinalekeza njia za kutumia katika kusafirisha mizigo ya watumishi. Hata hivyo, mbali na kuainisha uzito wa mizigo, Kanuni hizo hazikutaja gharama zinazostahili kusafirisha mizigo hiyo. Hali hii imesababisha matatizo mbalimbali kama ifuatavyo:

- (i) Waajiri wamekuwa wakitumia njia tofauti kugharamia usafirishaji wa mizigo ya watumishi;
- (ii) Wakati mwingine waajiri wameshindwa kutenga fedha za kutosha katika bajeti zao kwa ajili ya kusafirisha mizigo ya watumishi kwa kuwa hakuna kiwango maalumu kilichowekwa rasmi na Serikali;

- (iii) Watumishi wa Umma wanaohitaji kusafirishiwa mizigo yao na Serikali wamekuwa wakipata huduma tofauti kwa kuwa mfumo wa usimamizi hutofautiana baina ya waajiri;
- (iv) Matokeo ya jumla yamekuwa yakisababisha usumbufu kwa watumishi wanaposafiri kuanza kazi, kuhama au kustaafuli kazi.

2. Kutokana na kasoro zilizoelezwa hapa juu, Serikali imeamua kutoa mwongozo utakaowawezesha waajiri kuwahudumia watumishi wao wanaposafiri katika mazingira yaliyoelezwa katika Aya ya 1 ya Waraka huu.

## **UTARATIBU WA KUSAFIRISHA MIZIGO YA WATUMISHI**

Utaratibu wa kusafirisha mizigo ya watumishi utakuwa kama ifuatavyo:

### **(i) Usafirishaji wa mizigo ya Watumishi:**

Gharama za kusafirisha mizigo ya watumishi wanaposafiri kwa ajili ya kuripoti katika vituo vyao vya kazi wakati wa kuajiriwa mara ya kwanza, uhamisho na kustaafuli kazi zitaendelea kutolewa na Serikali.

### **(ii) Uzito wa mizigo itakayogharamiwa na Serikali:**

Kiwango cha mizigo ya mtumishi itakayogharamiwa na Serikali kitabaki kama kilivyofafanuliwa katika Jedwali la I (APPENDIX J/I) la Sehemu J ya Kanuni za Kudumu katika Utumishi wa Umma, Toleo la pili la mwaka 1994.

### **(iii) Aina ya Mizigo itakayogharamiwa na Serikali:**

Aina ya mizigo itakayogharamiwa na Serikali itaendelea kuwa; vifaa vya nyumbani kama vile samani, matandiko na vifaa vya kupikia. **Serikali haitagharamia** vifaa vingine vinavyoweza kutumika kama biashara, kwa mfano mbaao, mabati, sementi, mifugo, mazao mengi ya shambani, gari au mashine.

**(iv) Gharama za kusafirisha mizigo:**

Serikali itagharimia usafirishaji wa mizigo kwa kiwango cha shilingi 1,000/= kwa tani moja kwa kilomita. Serikali itakuwa ikihuisha viwango hivi mara kwa mara kulingana na soko la usafirishaji mizigo nchini baada ya kushauriana na vyombo au Taasisi husika.

**Utekelezaji:**

4. Katika kuhakikisha utekelezaji wa maamuzi haya ya Serikali, kila Afisa Masuuli atatakiwa kutenga fedha katika bajeti yake kwa ajili ya kugharamia usafirishaji wa mizigo. Pale ambapo Maafisa Masuuli watahitaji kujiridhisha na umbali baina ya vituo wanavyotoka na kwenda watumishi wanaohitaji kusafirishiwa mizigo. Idara zinazohusika na ujenzi wa barabara au Wakala wa barabara (TANROADS) zilizoko karibu zishirikishwe ili kubaini umbali baina ya vituo hivyo.

**Tarehe ya kuanzia kutumika:**

5. Waraka huu utaanza kutumika tarehe 1 Julai, 2009 na utasomwa kwa pamoja na sehemu “J” ya Kanuni za Kudumu katika Utumishi wa Umma, Toleo la II (1994).

GEORGE D. YAMBESI,  
*Katibu Mkuu (Utumishi)*