

SUBSIDIARY LEGISLATION

CIVIL SERVICE REGULATIONS

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***CIVIL SERVICE REGULATIONS**

made under section 28

CHAPTER I

PRELIMINARY

Citation.

1. These Regulations may be cited as the Civil Service Regulations.

Interpretation.
[196/1971].

2. (1) In these Regulations—

“acting appointment” means the temporary appointment of an officer to a higher office or otherwise whether that office is vacant or not;

“appointment” means the appointment of a person in an office in the Civil Service;

“appropriate Commission” means the Public Service Commission or the Judicial and Legal Service Commission as is applicable to and as defined in the Constitution of Trinidad and Tobago;

“Department” means a department of government not under Ministerial control, and “Departmental Head” and “Head of Department” shall be read and construed accordingly;

“office” means any public office that is by the Act deemed to be an office in the Civil Service;

“officer” means “civil servant” as defined in section 3(2) of Part II of the Civil Service Act;

“posting” means the assignment of an officer for duties within a Ministry or Department, not involving a change of office;

“prescribed form” means such form as may from time to time be prescribed by the appropriate authority;

“promotion” means the appointment of an officer to an office in a grade carrying a higher remuneration whether such office is in the same Ministry or Department or not;

*These Regulations were amended by the following: GNs 84/1970, 190/1971, 196/1971, 142/1972, 216/1973, 174/1976, 127/1977, 128/1977, 167/1977, 175/1978; Act No. 47 of 1980; LNs 81/1982, 144/1984; 96/1985; 217/1996; 292/2000.

“secondment” means the temporary movement of an officer holding office in the Civil Service to an office or position outside the Civil Service, and includes the temporary movement of a person from an office or position outside the Civil Service to an office within such Service;

“temporary appointment” means the appointment of a person to a temporary office or the appointment of a person temporarily to a permanent office;

“transfer” means the movement of an officer—

- (a) from an office in one division of a Ministry to an office in another division; or
- (b) from an office in one Ministry to an office in another; or
- (c) from an office in one Department to an office in another Department; or
- (d) from an office in a Department to an office in a Ministry or *vice versa*.

(2) These Regulations are applicable to all officers, except in so far as—

- (a) alternative provision is made for an officer in any written law or direction, applicable to the office held by such officer;
- (b) the officer is excluded by the terms of his appointment from the operation of these Regulations or any of them.

(3) (a) In Chapter X, references to the Minister of Finance and to the Permanent Secretary, Ministry of Finance shall be read and construed as references to the appropriate Minister and to the Permanent Secretary in the appropriate Ministry respectively, wherever those expressions occur therein.

(b) For the purposes of Chapter X the appropriate Minister is the member of the Cabinet to whom responsibility for the allocation and control of Government quarters is assigned.

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Copy of Regulations to officers.

3. A copy of these Regulations shall be transmitted to every officer on first appointment by the Commission by which he was appointed together with his letter of appointment.

CHAPTER II

COMPOSITION

Composition of Civil Service.

Schedule.

4. The Civil Service shall comprise the following classes:
- (a) Administrative Class comprising the public offices specified in Part I of the Schedule;
 - (b) Professional and Scientific comprising the public offices specified in Part II of the Schedule;
 - (c) Technical Class comprising the public offices specified in Part III of the Schedule;
 - (d) Clerical Class comprising the public offices specified in Part IV of the Schedule;
 - (e) Secretarial Class comprising the public offices specified in Part V of the Schedule;
 - (f) Manipulative Class comprising the public offices specified in Part VI of the Schedule.

CHAPTER III

PART I

RECRUITMENT

Clerical Class. [216/1973 292/2000].

5. (1) Entry into the Clerical Class shall normally be in the grade of Clerk I and candidates for appointment to such grade shall not be less than seventeen and not more than twenty-three years of age on the date of appointment, subject to the provisions of subregulation (1A).

(1A) Whereas at 30th November, 2000, a person is holding an appointment as Clerk I in the Civil Service in a temporary capacity and has been so employed for a continuous period of two years or more on the above-mentioned date, that person is eligible when a vacancy arises for permanent appointment to such office notwithstanding subregulation (1).

(2) Candidates shall possess at least five General Certificate of Education “O” Level passes, one of which must be in English language.

(3) }
 (4) } **(Revoked by LN 292/2000).**

(5) (a) Officers in Manipulative or Secretarial classes shall be eligible for promotion or transfer to the Clerical Class, subject to the passing of a competitive examination, including an interview, set for the purpose.

(b) A certain number of vacancies in the class of Clerk I shall each year be reserved to be filled by promotion or transfer from the Manipulative or Secretarial classes. If in any year reserved vacancies cannot be filled by promotion or transfers from the Manipulative or Secretarial classes, the vacancies shall be filled by recruitment to the Civil Service in the prescribed manner.

(c) Promotions or transfers to vacancies reserved in accordance with paragraph (b) shall be made by the appropriate Commission on the basis of the order of merit of the candidates who have passed the prescribed examination.

6. (1) A candidate for appointment as Clerk/Stenographer shall be not less than seventeen and not more than fifty years of age on 1st January of the year in which the examination is held. Clerk/
Stenographer.
[142/1972
96/1985].

- (2) Candidates will be required to pass—
- (a) a qualifying written examination in—
- (i) English language which shall include a test to disclose their competence in spelling, vocabulary and grammar;
 - (ii) General Knowledge;
- (b) an examination in shorthand and typewriting to test their ability to write shorthand at the rate of 100 words per minute and to typewrite at the rate of 50 words per minute.

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(3) A candidate who has obtained a credit in English in the School Certificate or a pass in English at Ordinary Level in the General Certificate of Education, or holds some equivalent qualification in English, may be exempted from the written examination in English language but shall be required to take the written examination in General Knowledge.

Clerk/Typist.
[142/1972
96/1985].

7. (1) A candidate for appointment as Clerk/Typist shall be not less than seventeen and not more than fifty years of age on 1st January of the year in which the examination is held.

(2) Candidates will be required to take—

(a) a qualifying written examination in—

(i) English language which shall include a test to disclose their competence in spelling, vocabulary and grammar;

(ii) General Knowledge;

(b) an examination in typewriting to test their ability to typewrite at the rate of 45 words per minute.

(3) A candidate who has obtained a credit in English in the School Certificate or a pass in English at Ordinary Level in the General Certificate of Education, or holds some equivalent qualification in English, may be exempted from the written examination in English language but shall be required to take the written examination in General Knowledge.

Examination
fees.

8. (1) Candidates shall be required to pay such examination fee as may be prescribed, provided that candidates who pass the examination but are required to re-sit the same on any subsequent occasion shall be exempted from payment of any fee.

(2) Payment of the examination fee shall be made at the office of the Comptroller (Financial and Accounting Administration) in Port-of-Spain or at any District Revenue Office, and the official receipt for same shall be attached to the application form.

9. (1) Entry into this class shall be in the grade of Administrative Cadet, which is a grade requiring three years training of Graduates between the ages of twenty-one and fifty years, with approved degrees of approved Universities. However, an Administrative Cadet may be appointed to a post of Administrative Assistant before the completion of the three years' period of training.

Administrative
Class.
[216/1973
175/1978
96/1985].

(2) Upon successful completion of the training specified in subregulation (1) as evidence by reports to the Director of Personnel Administration from the Permanent Secretary or Head of Department, the Cadet shall be eligible for appointment to the next higher grade in the class, that is to say, Administrative Assistant.

(3) Notwithstanding subregulation (1), appointments to the grade of Administrative Assistant shall be open to officers from the Clerical Class, who after the date of the coming into effect of these Regulations, held office in a grade not lower than the grade of Principal Office; and who—

- (a) are suitable for appointment on grounds of merit, experience, character and temperament; and
- (b) have passed a written examination set for the purpose by an examination board appointed by the Public Service Commission.

(4) Notwithstanding subregulation (1) or (2), an officer who has obtained a university degree or other approved qualifications and who possesses the qualities specified in subregulation (3)(a) shall be eligible for appointment to the office of Administrative Assistant.

(5) Notwithstanding subregulations (1) to (4), appointments to the grade of Administrative Assistant shall be open to officers from the Clerical Class who—

- (a) on 31st day of December 1967, held office in a salary range not lower than that of Clerk IV; and
- (b) on grounds of merit, experience, character and temperament are suitable for appointment.

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Professional and Scientific Class.

10. Entry into the Professional and Scientific grades shall be open to candidates possessing approved professional qualifications and experience specified for the particular office.

Technical Class.

11. Entry into the technical class shall be open to candidates who have—

- (a) obtained a recognised technical qualification; or
- (b) completed an approved course of training in a specified field; or
- (c) successfully passed an examination designed to test their practical experience and ability.

Manipulative Class.

12. (1) Candidates for appointment in the grade other than the grade of postman and telephone operator of the Manipulative Class shall be recruited on the basis of the holding of a certificate equal to the School Leaving Certificate or similar qualifications, but the appropriate Commission may vary this requirement in suitable cases.

(2) In addition to the basic skills and qualifications required where necessary for officers in the Manipulative Class, entry shall, in respect of the grade of postman and telephone operator, normally be open to candidates who have a School Leaving Certificate and who are selected on the basis of a competitive examination in which priority shall be given to written and spoken English.

(3) In selecting officers for appointment to offices in the Manipulative Class, account shall be taken of the principles approved by the Government from time to time relating to such matters as the age group and the sex of candidates for such appointments and the geographical location of the districts or areas to which they are to be assigned for duty.

Age limit of candidates.

13. In determining the age of candidates for admission to the Civil Service, there shall be deducted from the candidate's actual age—

- (a) any period of approved whole-time national service; and

- (b) any period of continuous approved service in the civil capacity under the State including acting or temporary service where such service immediately precedes the date on which the examination is held, so, however, that such credit shall not exceed two years.

14. (1) Married women may be recruited on a permanent basis into the Civil Service and female officers shall not be required to resign their appointment on marriage. Employment of married women.

(2) A female officer who marries shall report the fact of her marriage to the Public Service Commission, through the Permanent Secretary of the Ministry or Departmental Head of the Department to which she is attached.

15. (1) A pensioner may, with the prior approval of the Prime Minister, be re-employed in a public office on contract, if it is established to the satisfaction of the appropriate Commission— Re-employment of pensioners. [184/1970].

- (a) that the pensioner is in possession of essential experience or technical qualification which makes him particularly useful to the specific Ministry or Department; and
- (b) that it is not possible to fill the particular post by the promotion of a suitable officer or by a new appointment.

(2) Where the re-employment of a pensioner is contemplated, the Director of Personnel Administration shall, before making any recommendations thereof to the Public Service Commission, report the matter to the Chief Personnel Officer who shall consult with the appropriate recognised association, so, however, that in a case where there is disagreement between the Chief Personnel Officer and the appropriate recognised association, a dispute shall be deemed to exist and the provisions of sections 18 and 20 of the Civil Service Act, shall apply.

(3) In subregulations (1) and (2) the expression “re-employment of pensioner” means—

- (a) the appointment of a person who has retired from the Civil Service and is in receipt of superannuation benefits of whatever nature; or
- (b) the continuation of employment of an officer beyond the age of compulsory retirement, i.e., sixty years; or
- (c) the appointment of a person who has attained the age of sixty years other than a person described in paragraph (a) or (b).

(4) Notwithstanding subregulations (1), (2) and (3), an officer who has retired on grounds of ill-health may in the discretion of the appropriate Commission be re-employed in the Civil Service if he is certified to be fit for duty by a Medical Board and has not attained the age of sixty years.

Age of recruitment. [127/1977 81/1982 144/1984].

Ch. 23:52.

16. (1) The minimum age of recruitment of officers shall be seventeen years, and, except where otherwise specified, the maximum age of recruitment or re-employment of officers shall be fifty years. However, a person who has attained the age of fifty years and who has previous service, whether pensionable or non-pensionable which under section 10(2) of the Pensions Act may be deemed to count for pension purposes may, notwithstanding his age, be recruited to or re-employed in the Civil Service if upon attaining the age of compulsory retirement he would qualify, in terms of length of service, for a pension.

(2) Notwithstanding subregulation (1), but subject to subregulation (3), persons over the age of fifty years may be recruited on contract for specialised work.

(3) Except as provided by regulation 15, a person who has attained the age of sixty years shall not be recruited to the Civil Service.

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(4) The age limit for entry into the grade of Postman I shall be not less than eighteen years nor more than thirty-five years.

17. (1) Subject to subregulations (2) and (3), all vacancies for appointment to the Civil Service shall be filled by recruitment of citizens of Trinidad and Tobago.

Vacancies in the Civil Service.

(2) Notwithstanding subregulation (1), a vacancy in a public office in the Civil Service may with the approval of the Prime Minister be filled by the recruitment of a person who is not a citizen of Trinidad and Tobago, if the appropriate Commission fails to find a citizen of Trinidad and Tobago who is suitable to fill the vacancy.

(3) The carrying into effect of this regulation shall not affect the rights of the holders of public offices in the Public Service that by the Act are made public offices in the Civil Service to be considered for promotion or transfer within the Civil Service.

18. (1) The effective date of an officer's appointment shall normally be the date on which he assumes duties of his office as a permanently appointed officer.

Date of appointment.

(2) If an officer is selected for appointment from outside Trinidad and Tobago, the date of appointment shall be the date of embarkation for Trinidad and Tobago.

(3) In this regulation, "appointment" includes "appointment on probation" but does not include an acting appointment.

19. (1) A candidate selected for appointment shall undergo a medical examination by a Government Medical Officer and shall not be confirmed unless and until he has been passed as medically fit.

Medical examination.

(2) Where an officer is recruited from outside Trinidad and Tobago, he shall undergo and pass a medical examination conducted by a medical practitioner approved by the Minister before he leaves the country from which he is recruited.

PART II

PROBATIONARY APPOINTMENT

Appointment on probation.

20. Except as otherwise provided in this Chapter, an officer on first appointment to the public service shall be required to serve on probation for a period of two years.

Exemption from probation.

21. (1) Where an officer is to be appointed to an office in which he has satisfactorily performed the duties, whether in an acting or temporary capacity or on secondment for periods of equal or longer duration than the period of probation prescribed by regulation 22, the officer shall not be required to serve on probation.

(2) Where an officer is appointed on promotion to an office in which he has acted satisfactorily for periods of less duration than the period of probation prescribed by regulation 22, not more than one year and not less than six months acting service shall be offset against the period of probation.

(3) Where an officer is appointed on probation to an office in which he has not acted satisfactorily, the appropriate Commission shall determine the period of probation to be served.

Probation on promotion.

22. (1) Subject to regulation 21, an officer who is appointed on promotion to an office shall be required to serve on probation for one year in the office to which he is promoted.

(2) Subject to subregulation (3), where within two years immediately preceding his promotion an officer has served in an acting appointment in the office to which he is promoted, the period of probation shall be abated by the extent of the aggregate of service in such acting appointment unless the Commission otherwise directs.

(3) In calculating the aggregate of service in an acting appointment for the purpose of subregulation (2), only continuous service of three months or more shall count.

(4) Where an officer is transferred from one Ministry or Department to another, the Permanent Secretary or Head of

Department shall take immediate steps to ensure the release of such officer to assume duties in his new office on the date fixed by the appropriate Commission.

(5) Where an officer is promoted and transferred from one Ministry or Department to another and the exigencies of the service preclude his assumption of duties in his new office on the date fixed by the appropriate Commission, the period of probation shall be deemed to commence from such date.

23. Where an officer is promoted before he has completed the full period of probation in the lower office, the unserved portion of that period of probation shall be deemed to be waived and the officer deemed to be confirmed in that appointment.

Waiver of probation.

24. The following principles shall be observed for the treatment of an officer during his period of probation:

Principles to be observed during probation.

- (a) the officer on probation shall be given an opportunity to learn his work and be tested as to his suitability for it;
- (b) he shall be accorded all possible facilities for acquiring experience in his duties.
- (c) he shall be subject to continual and sympathetic supervision.
- (d) so far as the exigencies of the service permit, he shall be assigned to duty only where such observation is possible; and
- (e) if at any time during his period of probation he shall exhibit tendencies which render it in any way doubtful that he is likely to become fit for confirmation in his appointment, these shall at once be drawn to his attention in writing by the Permanent Secretary or Head of Department and he shall be given such assistance as may be possible to enable him to correct his faults.

Confidential
reports.

25. (1) In the case of an officer serving a two-year period of probation, the Permanent Secretary or Head of Department shall submit to the Director three confidential reports as follows:

- (a) a first report after the officer has completed one year's service;
- (b) an interim report six months before the period of probation expires; and
- (c) a final report one month before the period of probation expires.

(2) In the case of an officer serving a period of probation of one year, two confidential reports shall be submitted as follows:

- (a) a first report six months before the period of probation expires;
- (b) a final report one month before the period of probation expires.

(3) The Director of Personnel Administration shall report to the appropriate Commission whenever a Permanent Secretary or Head of Department fails to submit a confidential report on an officer on probation within the terms specified in this regulation.

(4) In submitting the final report, the Permanent Secretary or Head of Department shall make a firm recommendation—

- (a) that the officer be confirmed in the appointment; or
- (b) that the period of probation be extended; or
- (c) that the services of the officer be terminated; or
- (d) that the officer revert to his former office.

(5) A report of the Permanent Secretary or Head of Department under this regulation shall not be seen by the officer on probation, but any adverse comments on his work shall be in specific terms; the officer shall be notified in writing in duplicate as early as possible, so that he should have sufficient time in which to make an effort to correct his shortcomings before his period of probation expires. The officer shall retain the original notification and shall sign the duplicate and return it to the Permanent Secretary or Head of Department for the period.

26. (1) Before any recommendation is made to the appropriate Commission for the extension of the period of probation of an officer or for the termination of his appointment, the Permanent Secretary or Head of Department shall inform the officer of this recommendation and of the specific reasons therefor and he shall invite the officer to submit any representation he may wish to make.

Recommendations to Commission.

(2) Subject to these Regulations, the first appointment on probation of an officer may, at any time during the period of probation, be terminated by the Commission.

27. (1) If, after consideration of the final report of the Permanent Secretary or Head of Department, the appropriate Commission is satisfied that the service of an officer on probation has been satisfactory, the Commission shall confirm his appointment with effect from the date of appointment.

Confirmation of appointment.

(2) If the Commission is not satisfied that the service of an officer on probation has been satisfactory, the Commission may extend the period of probation for a further period.

28. Where the period of probation of an officer has been extended and he is subsequently confirmed in his appointment, the appropriate Commission may direct that the officer's increment be paid—

Incremental date when probation extended.

- (a) with effect from the date following that on which the extended period of probation expired without change in the incremental date; or
- (b) with effect from the date following that on which the extended period of probation expired which would then become his incremental date.

29. A Permanent Secretary or Head of Department shall keep a record of every officer who has been appointed on probation to an office in his Ministry or Department.

Record to be kept.

30. The Permanent Secretary or Head of Department shall ensure that no payment shall be made out of public funds in respect of any matter requiring the approval of the appropriate Commission until such approval has been obtained.

No payment before approval by Commission.

PART III

SECONDMENTS

Secondment.

31. (1) An officer on secondment shall draw the full pay of the post to which he is seconded and shall be eligible for increments, if any, normally payable in such a post. However, where an officer is seconded from an office in the Civil Service to an office or post outside the Civil Service, increments shall be paid in accordance with the rule or regulations made in that behalf by the receiving Government, Administration or Organisation.

(2) The pay of an officer on secondment shall be paid by the receiving Ministry or Department, Government, Administration or Organisation.

(3) During the period of secondment, the officer shall be deemed to remain on the establishment of his Ministry or Department, and shall be eligible for promotion *in absentia*.

(4) The service of an officer while on secondment shall count for superannuation purposes.

(5) An officer who has been on secondment shall be eligible for the leave applicable to an officer to which he is seconded and while on such leave he shall be paid the pay of that office.

CHAPTER IV

PART I

PAYMENT, PENSIONS AND GRATUITIES

Pension Laws.

32. The award of pensions and gratuities shall be governed by the provisions of the Pensions Laws in force for the time being.

Computation of pension—
a matter of high
priority.

33. (1) The computation and authorisation of pensions and gratuities of persons whose retirement from the Civil Service is known to be impending shall be treated as urgent matters of high priority.

(2) Permanent Secretaries and Heads of Departments shall ensure that particulars of service and pay of all officers

whose retirement is known to be imminent are furnished accurately to the Comptroller (Financial and Accounting Administration) not less than three calendar months before the date on which the officers concerned are due to retire, in order to enable the computation and checking of pensions, retiring allowances and gratuities to be completed by the Comptroller and the Auditor General and submitted for authorisation before the date on which the officer's retirement from the Service is due to take effect.

(3) The Comptroller (Financial and Accounting Administration) shall keep separate records with respect to each officer in the Civil Service, showing the various offices held by each officer and the pay drawn by him while in the Civil Service.

PART II

CERTIFICATES OF SERVICE AND TESTIMONIALS

34. (1) An officer other than a Permanent Secretary in a Ministry or a Head of Department or an officer duly authorised by such Permanent Secretary or Head of Department shall not give personal testimonials in favour of an officer subordinate to him or to officers of another Ministry or Department for any purposes connected with promotion in the Civil Service.

(2) An officer shall not give recommendations or testimonials to candidates for offices in the Civil Service.

(3) Nothing in this regulation shall prevent an officer from acting as a referee for a candidate for an office in the Civil Service.

(4) An officer who leaves the Civil Service shall be given a certificate of service showing his office and setting out the period of his service and the reason for his leaving the Civil Service.

(5) The appropriate Service Commission may append on such certificate any recommendation or any classification with respect to his efficiency and conduct which it may feel justified to append.

Personal testimonials.

CHAPTER V

PART I

REMUNERATION

Remuneration.

35. (1) Subject to subregulation (2), an officer is entitled to the full pay of the office to which he is appointed from the date of his appointment thereto.

(2) An officer recruited on first appointment from outside Trinidad and Tobago shall receive not less than half pay from the date of his embarkation and full pay from the date of his arrival in Trinidad and Tobago, if such officer has proceeded to Trinidad and Tobago by the shortest possible route; but if he has proceeded to Trinidad and Tobago otherwise, he shall receive half pay for such time as is normally required to complete the journey between the port of embarkation and that of arrival by the shortest possible route.

(3) On promotion, an officer shall normally receive the minimum of the salary range attached to the office to which he is promoted from the date of his promotion.

Salary on first appointment.

36. Upon first appointment, the commencing salary to be paid shall be the minimum of the salary range applicable to the office (whether temporary, acting or permanent).

Salary within the range.

37. Notwithstanding regulation 36, the appropriate Commission may authorise the payment of any commencing salary within the range in accordance with the principles applicable to such office.

Salary to officer on secondment.

38. The salary payable to an officer on secondment shall conform with the rates and conditions for payment of salary applicable to the office to which the officer is seconded. An officer who has completed a period of secondment shall normally revert to the point in the salary range of his substantive office which he would have reached if he had not been seconded.

Payment of salary.

39. (1) Salary shall be paid on the day previous to the last full business day of the month. When, however, the last business day falls on a Saturday or a Monday, payment of salary shall be made on the preceding Thursday or Friday respectively.

(2) The Permanent Secretary in the Ministry of Finance, may vary the date of payment of salary to an earlier date, whenever it appears to him expedient to do so.

(3) An officer who is proceeding on leave may receive his salary before the normal pay day for the whole month in which he proceeds on leave, provided the period of leave extends beyond the end of the particular month.

40. (1) An officer appointed to act in a post in a salary range which is higher than that of his substantive post shall, with effect from the date of the commencement of his acting appointment, receive salary as follows:

Salary on acting appointment.
[47 of 1980].

- (a) if the actual salary he is drawing in his substantive post is less than the minimum salary of the post in which he is appointed to act, he shall receive the minimum salary of the higher post;
- (b) if the actual salary he is drawing in his substantive post is equal to or greater than the minimum salary of the higher office, he shall continue to receive the actual salary he is drawing in his substantive post.

(2) Any additional payments made under this regulation to an officer appointed to act in a higher post, which is over and above what he should have drawn in his substantive post shall be deemed to be an acting allowance payable to him.

(3) On reverting to his substantive post, on the termination of his acting appointment, the officer shall be paid the salary in his substantive post which he would have received had he not been given an acting appointment in a higher post.

PART II

INCREMENTS

41. (1) Subject to subregulation (2), when an officer holds an office carrying a salary range, increments shall be paid to such officer, on the completion of each year of satisfactory service until he has reached the maximum of the range. An officer shall be paid

Increments.

his increment whether he holds a permanent or temporary appointment, subject to the provisions of these Regulations. The increments paid shall be in the amounts prescribed for the particular office from time to time.

(2) Increments shall be earned, and a year of service shall be taken to be satisfactory only if the Permanent Secretary or the Head of Department to which an officer is attached has satisfied himself and has certified in the prescribed form that the officer has during such year performed his duties with efficiency, diligence and fidelity and that his conduct during the period has been satisfactory.

(3) In determining whether the service of an officer during a year has been satisfactory, a Permanent Secretary or a Head of Department shall not take into account a specific act of delinquency, if the officer qualified for an increment in other respects.

Incremental date
of first
appointment.

42. (1) Unless otherwise provided for, an officer's incremental date shall be the anniversary date of his first appointment or promotion to his grade. In cases where an officer's appointment or promotion is effective from the date of his assumption of duty, his incremental date shall be the anniversary date of his assumption of duty.

(2) An officer who is transferred from one office to another office carrying the same salary range shall retain the incremental date of the office from which he was transferred.

(3) The incremental date of an officer referred to in regulation 45 below should be the anniversary of his acting appointment where this is more advantageous to him than the preceding provisions.

(4) Permanent Secretaries or Heads of Departments shall sign incremental certificates on the prescribed form, effective from the dates when the officer's increments become due, and shall attach the said certificates to the paysheets for the months in which the increments accrue.

43. (1) Subject to subregulation (2), an officer appointed or promoted to an office on probation, shall, where the office carries a salary range, be paid annual increments during his period of probation.

Increments for officer on probation. [167/1977].

(2) Increments shall be earned only if the officer's work and conduct for the preceding year have been satisfactory and the Permanent Secretary or Head of Department signs the necessary increment certificate.

44. In cases of promotion—

Salary on promotion.

- (a) where the actual salary which the officer was receiving in the lower post immediately prior to promotion, was less than the minimum salary of the higher post, then the officer shall on promotion be paid the minimum salary of the higher post; provided always that when the additional amount due to the officer is less than the value of one increment in the salary range of the lower post, he shall move up to the next higher point in the salary range;
- (b) where the actual salary which the officer was receiving in the lower post immediately prior to promotion was the same as the minimum salary of the higher post, then the officer's salary on promotion should be adjusted to the next incremental point in the salary range of the higher post;
- (c) where the actual salary which the officer was receiving in the lower post immediately prior to promotion was more than the minimum salary of the higher post, then the officer's salary on promotion should first be adjusted to the incremental point in the higher salary range immediately above his salary and then be further adjusted to the next incremental point in the higher salary range.

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Salary when acting in higher post.

45. (1) Where an officer has been acting in a higher post and the officer is promoted or appointed to that post or to a post in the same salary range as the post in which he has been acting, he should convert to the higher salary scale in the same manner as prescribed in regulation 44.

(2) Where a person has been seconded to a post in the Civil Service and is appointed to that post or to a post in the same salary range as the post to which he has been seconded, he shall retain the salary which he was receiving at the time of such appointment.

Salary when appointed to lower post.

46. (1) Where an officer has been promoted or appointed to a post which is lower than the post in which he was acting, his commencing salary in his new appointment should be such salary as he would have received if he had not been acting.

(2) Where an officer has been promoted or appointed to a post which is lower than the post to which he has been seconded, his salary in his new appointment should be such salary as he would have received had he been promoted to that post as from the date of his secondment to the higher post.

No increments to be paid when acting in higher office.

47. (1) An officer who is appointed to act shall not be paid increments in the higher office but shall continue to draw increments in his substantive office, subject, however, to the following:

- (a) where he was not earning increments in his substantive office, and the office in which he is acting is on a salary range, such an officer shall receive an increment in the higher scale on the anniversary date of his acting appointment;
- (b) where he has reached the maximum salary of his substantive office which maximum may be equal to or greater than the minimum, but less than the maximum of the higher office, he shall receive an increment in the higher scale as in paragraph (a).

(2) The grant of increments under subregulation (1)(a) and (b) shall be subject—

- (a) to the officer acting continuously for a period of twelve months in the higher office;
- (b) to the issue of an increment certificate certifying satisfactory service on the prescribed form by the Permanent Secretary or Head of Department.

(3) The period of continuous acting shall not be considered to have been broken if the officer proceeded on vacation or sick leave during the acting appointment.

48. Where an officer has been acting in a higher office for more than twelve months and is in receipt of the minimum salary and increments in such office, he shall continue to receive such salary and increments after a break in the acting appointment, if—

- (a) such officer resumed acting within six months in the same office in which he was acting before such break;
- (b) the break was caused by his proceeding on leave of any type for a period not exceeding one year and the officer resumes duty in the higher post within six months of his resumption of duty.

Salary and increments after break in acting appointment.

PART III

ADVANCES

49. (1) An advance not exceeding one month's salary may be made to an officer proceeding on vacation leave of not less than fourteen days, to be spent either out of Trinidad and Tobago or in Trinidad and Tobago away from his ordinary place of residence. Provision shall be made for the said advance to be paid to the officer either in Trinidad and Tobago before he proceeds on leave or at his request while he is abroad on the said leave.

Advance of one month's salary.

(2) Interest is payable on any advance of salary made under this regulation, and at such rate as the Minister of Finance may from time to time determine.

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(3) Advances made under this regulation shall be repaid in twelve monthly instalments, the first instalment falling due at the end of the month following that in which the officer resumed duties.

(4) An advance not exceeding one month's salary may be made to an officer through a Trinidad and Tobago Overseas Mission in cases of emergency, each case being dealt with on its merit. An advance granted under this regulation shall be repayable in twelve monthly instalments or in such longer period as the Minister of Finance may determine.

Minister may
authorise
advance for
other purposes.

50. (1) The Minister of Finance may authorise an advance for other purposes not specified in these Regulations.

(2) Security to the satisfaction of the Permanent Secretary in the Ministry of Finance shall be furnished.

(3) Applications for advance should be made to the Permanent Secretary in the Ministry of Finance through the Comptroller of Accounts.

(4) Advances shall be recovered by deductions from the officer's salary in not less than thirty-six monthly instalments as shall be fixed by the Permanent Secretary in the Ministry of Finance. In determining the number of monthly instalments, the indebtedness of the officer shall be taken into account.

No deduction
from salary
without notice.

51. On no account shall money be deducted from an officer's salary without prior notice in writing to him of not less than one month.

CHAPTER VI

PART I

SEPARATION ALLOWANCES

Separation
allowances.

52. (1) An officer shall be considered to be "separated" if as a result of promotion, posting or transfer he is compelled to take up residence in another district without being able to take

with him the family for which he is responsible, with the result that he is required to maintain two establishments because—

- (a) suitable accommodation cannot be immediately found in the new district; or
- (b) it would not be reasonable to expect the officer to remove from his present residence to the new district; or
- (c) he could not reasonably be expected to travel daily from his present residence to the new district.

(2) A separated officer shall be paid a temporary separation allowance related to the additional expenditure incurred by him in maintaining two establishments.

53. For the purposes of this Part, “family” shall be taken to mean an officer’s wife and children, his mother, father, brothers, sisters, who are living with and are dependent on him.

Meaning of “family”.

54. The payment of the allowance shall be subject to the following conditions:

Payment of allowances.

- (a) it shall not exceed the maximum amount fixed from time to time by the Minister of Finance;
- (b) it shall normally be paid for a period not exceeding three (3) months. Where, however, a posting or transfer is known to be, or turns out to have been temporary, that is for a period not exceeding six months, payment shall be made for the whole of such period;
- (c) extension of the period of payment shall be made only on the authority of the Chief Personnel Officer;
- (d) no allowance shall be paid where the period of separation is less than one month;
- (e) the officer claiming the allowance shall be required to produce a certified statement, supported by payment receipts where possible, showing the additional expenditure involved by

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having to maintain two establishments. The allowance granted shall be a sum equivalent to the additional expenditure incurred, but not exceeding the maximum fixed from time to time by the Minister of Finance;

- (f) all officers whether permanent or temporary shall be eligible to receive a temporary separation allowance;
- (g) an officer claiming the allowance must certify that he is in fact separated;
- (h) an officer shall not receive both the temporary separation and subsistence allowance in respect of the same period.

Claims for temporary separation allowance.

55. All claims for a temporary separation allowance shall be submitted monthly on the prescribed form. No claims shall be entertained which are not made within six months after the period to which the claims relate. Claims shall be submitted through the Permanent Secretary or Head of Department to the Chief Personnel Officer.

PART II

SPECIAL TRAVEL ALLOWANCES

Travel allowances.

56. An officer who is required to travel abroad on official business shall be entitled to receive—

- (a) transport approved by the Minister of Finance to and from the place of business;
- (b) appropriate hotel accommodation and meals;
- (c) transport within the country (including reasonable taxi hire);
- (d) official telephone and telegram charges, and such other expenses which may be incurred in connection with the transaction of the official business; and

(e) a subsistence allowance at approved rates to cover out-of-pocket expenses.

57. The Permanent Secretary in the Ministry of Finance shall issue appropriate instructions which will determine by what type or class of accommodation an officer shall travel. Class of accommodation.

58. (1) Officers who are required to travel to cold or temperate climate countries on official business shall be paid such warm clothing allowance as the Minister of Finance may from time to time determine. An officer who has received such an allowance shall not be eligible for a further allowance within a period of two (2) years from the date of receipt of the first allowance. Warm clothing allowance.

(2) Officers who are required to travel outside Trinidad and Tobago on official business, shall, unless otherwise permitted, travel by the national airline.

59. (1) An officer who is required to proceed outside Trinidad and Tobago on official business shall be paid a subsistence allowance for the period beginning with the day he leaves Trinidad and Tobago and ending with the day he returns inclusive, in accordance with rates approved by the Minister of Finance. Subsistence allowance.

(2) In determining the currency in which the allowance mentioned above shall be paid, the Ministry of Finance shall draw up a schedule of hard and soft currency areas and the officer shall receive payment as follows:

in hard currency areas—U.S. currency.

in soft currency areas—Trinidad and Tobago currency or sterling.

60. Claims in respect of expenses incurred when travelling on official business shall be submitted on the appropriate form prepared by the Permanent Secretary in the Ministry of Finance. Submission of claims.

CHAPTER VII

HOURS OF WORK

Hours of work.

61. Unless the exigencies of the Service require longer hours, the following hours of work shall normally apply:

(a) Mondays to Fridays: 8.30 a.m. to 4.00 p.m. one hour being allowed for lunch between the hours of 11.00 a.m. and 1.00 p.m.;

(b) Special hours of work may be fixed for officers employed in any particular service or department or for any class of employee, but the hours should not exceed forty-four (44) hours per week for any officer;

(c) *Telephone Operators:*

Mondays to Fridays: 8.15 a.m. to 12.30 p.m. or 12.15 p.m. to 4.15 p.m.;

(In no case shall the hours be longer than twenty-six per week);

Messengers:

Mondays to Fridays: 8.00 a.m. to 4.00 p.m. one hour being allowed for lunch between the hours of 11.00 a.m. and 1.00 p.m.

Variation of hours.

62. The actual hours of arrival and departure may be varied by Permanent Secretaries or Heads of Departments to meet Ministerial or Departmental requirements.

Staff may be required to attend when necessary.

63. Permanent Secretaries and Heads of Departments shall have the discretion to require the attendance of staff on such days and for such hours as they consider it necessary for the efficient conduct of public business.

Officers not to leave office without permission.

64. Officers shall not leave their offices during working hours without the permission of the Permanent Secretary or Head of Department or other appropriate senior officer.

65. (1) Officers shall be regular and punctual in their attendance. In each Government Office an Attendance Register shall be kept in which each officer shall record daily the hour of his arrival at and departure from the office and sign the entry.

Attendance Register.

(2) The Attendance Register shall be examined at least once a month by a designated senior officer, and officers shall be warned in writing of cases of late coming or irregular attendance. Working of hours less than the minimum laid down or irregular attendance may form the basis of disciplinary charges.

(3) Officers who hold offices set out in the Second Schedule to the Act shall not be required to record the time of their departure and arrival in the Attendance Register.

66. (1) Subject to subregulation (2), Permanent Secretaries and Heads of Departments may permit an officer whose religious persuasion prohibits his working on any days or part thereof to be absent from duty on such day or part thereof.

Certain officers may be allowed to be absent from duty.

(2) Any such officer shall apply in writing to the Permanent Secretary or Head of Department specifying the denomination of the religious persuasion to which he belongs and the day or part thereof that he is prohibited from working.

(3) The Permanent Secretary or Head of Department in granting such permission—

- (a) where it is practicable, may arrange for such officer to work for a period or periods outside the normal hours of work during the week in which such officer is permitted to be absent commensurate with the period during which he has been permitted to be absent from duty; or
- (b) where the course mentioned in paragraph (a) is impracticable, shall cause such absence to be registered as leave without pay and the appropriate deductions to be made from the officer's salary to which such officer may be entitled under these Regulations.

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CHAPTER VIII

MISCELLANEOUS

Production of office documents.

67. An officer in a public office does not have the legal custody of the documents filed in that office and he shall be guilty of a breach of duty if, even though served with a subpoena duces tecum, he produces any public document in Court without the permission of the Permanent Secretary or Head of Department.

Registrar General to supply information.

68. The Registrar General shall supply free of charge information required for the use of a Ministry or Department on the production of authority signed by the appropriate Permanent Secretary or Head of Department concerned.

Official seals.

69. Impressions of official seals shall not be given to any unauthorised person. The use of such seals shall be strictly confined to official requirements.

Acceptance of foreign money.

70. Except with the permission of the Permanent Secretary in the Ministry of Finance, foreign money shall not be accepted for payment in the transaction of Government business.

Deductions from salary.

71. An officer may authorise the Accounting Officer of the Ministry or Department to which he is attached to make monthly deductions from his salary of dues payable to the appropriate recognised association to which he belongs.

CHAPTER IX

PART I

LEAVE AND LEAVE PASSAGES

Annual leave. [128/1977].

72. (1) Every officer shall be entitled to annual leave based on his salary and length of service as follows:

Grade	1–10 years Service	Over 10 years Service
Officers in receipt of a salary equal to or greater than that of the maximum of Range 24	28 days	35 days
Officers in receipt of a salary less than that of the maximum of Range 24	21 days	28 days

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(2) In computing length of service for the purposes of subregulation (1), “service” shall include “other public service” and “service in the group” as defined in section 2 of the Pensions Act.

***73.** In calculating annual leave, Saturdays, Sundays and public holidays shall not be counted.

Calculation of annual leave. [128/1977].

74. An officer shall not take less than—

Minimum leave to be taken. [128/1971].

- (a) fourteen (14) days leave each year if he is in receipt of a salary equal to or greater than that of the maximum of Range 24;
- (b) seven (7) days leave each year if he is in receipt of a salary of less than that of the maximum of Range 24.

75. An officer who owing to the exigencies of the service is required to defer his annual leave, shall, in the year following that in respect of which his annual leave was deferred, be granted such deferred leave together with the annual leave for that year.

Deferred annual leave.

76. An officer may be allowed casual absences from work which shall be deducted from the annual leave specified in regulation 72(1) for his grade in units of half days to a maximum of—

Casual absences from work.

- (a) fourteen (14) days if he is entitled to 28 days leave a year or more;
- (b) seven (7) days if he is entitled to 21 days leave a year.

77. Subject to regulation 78, annual leave, once earned, shall not be forfeited.

No forfeiture of leave. [47 of 1980].

78. (1) Annual leave may be accumulated to a maximum of—

Accumulation of annual leave. [128/1977].

- (a) ninety (90) days in the case of an officer in receipt of a salary equal to or greater than that of the maximum of Range 24;
- (b) sixty (60) days in the case of an officer in receipt of a salary of less than that of the maximum of Range 24.

*This regulation is deemed to have come into operation on 28th January 1974.

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(2) An officer shall be allowed to accumulate leave in excess of the maximum specified in subregulation (1) subject to the following conditions:

- (a) on accumulating the normal maximum leave he applied for such leave within thirty (30) days of the date on which the maximum falls due;
- (b) the Permanent Secretary or Head of Department intimates to the officer concerned in writing his inability to grant the leave owing to the exigencies of the Service.

(3) A Permanent Secretary or Head of Department shall seek the authority of the Chief Personnel Officer before notifying an officer of his inability to grant his maximum leave eligibility owing to the exigencies of the Service. In seeking the Chief Personnel Officer's authority, the Permanent Secretary or Head of Department shall indicate the precise reasons why the officer cannot proceed on his leave, and shall indicate the date by which the officer may be allowed to proceed on leave.

(4) The Chief Personnel Officer may authorise the Permanent Secretary or Head of Department not to grant the leave applied for or may order that the leave be granted.

No leave earned while on leave.

79. An officer shall not earn annual leave while on leave.

Casual absence to be recorded as annual leave.

80. Casual absence from work with the prior approval of the Permanent Secretary or Head of Department shall be recorded as annual leave.

Casual absence may be treated as leave without pay.

81. Casual absence from work without the approval of the Permanent Secretary or Head of Department may be treated as leave without pay.

Applications for annual leave.

82. Applications for annual leave shall be made and addressed to the Permanent Secretary or Head of Department.

Special leave. [174/1976].

83. (1) Special leave may be granted to an officer to permit him to participate in a national or international sporting event or a social or educational convention.

(2) An officer selected to represent Trinidad and Tobago abroad at a sporting event or at a social or educational convention will be granted the leave for which he is eligible, plus additional leave with full pay, to enable him to complete his engagement. The amount of additional leave so granted will be regarded as an advance on the officer's future leave eligibility; but the amount of leave to be so mortgaged shall not exceed half of the maximum amount of leave for which he will be eligible in the following year.

84. (1) An officer who is given employment with an appropriate recognised association may be given leave of absence up to three (3) years without pay from the Civil Service. Leave of absence in certain cases.

(2) The period of employment of such officer with such association shall *not* be taken into account for the purpose of calculating pension, provided that if the association agrees to pay the appropriate pension contribution in respect of such officer, then the period of employment with the association shall be taken into account.

(3) At the end of the stipulated period of three (3) years, the officer shall be required to resume duties in the Public Service in the grade or post or in a similar post carrying the same salary at which he left.

(4) An officer who is a member of a recognised Staff Association and who is selected by the Association to attend a local or overseas course in Trade Unionism approved by Cabinet shall be granted leave of absence with pay for the full period of the course (depending on the financial assistance received by the officer from other sources during that period).

(5) An officer who is a member of an appropriate recognised association and who is authorised to do business for the association shall be allowed time off to do such business, provided that the work of the Ministry to which he is attached is not affected adversely.

(6) An officer shall not be permitted to take up paid employment in any post in an appropriate recognised association during the period of his leave for which his salary is already being paid, except such officer is on pre-retirement leave or leave taken with the declared intention of resigning the Service.

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(7) If an officer who is granted no-pay leave for the purpose specified in subregulation (1) fails to return to his post or to some other post in the Public Service (not lower than his former post) on or before the expiration of his no-pay leave, he shall be deemed to have resigned from the Public Service with effect from the commencement of his no-pay leave of absence.

(8) Application for leave provided above shall, as far as practicable, be made well in advance of the commencement of such leave.

Sick leave.

85. (1) Every officer shall be entitled to 14 days sick leave a year provided that he tenders a Medical Certificate written under the hand of a registered Medical Practitioner.

(2) An officer who is away from duty, due to illness, for a period not exceeding two days shall not normally be required to tender a Medical Certificate, but any leave taken under this provision shall count in calculating the total sick leave for the year. The Permanent Secretary may require an officer who habitually takes advantage of this concession to present himself to a Government Medical Officer for a Medical Examination.

Extensions of sick leave.

86. (1) Extensions of sick leave on full-pay may be granted by the Chief Personnel Officer provided the leave is supported by a medical certificate from an approved registered medical practitioner.

(2) Sick leave or extension of sick leave on full-pay under this regulation may be granted by a High Commissioner or other duly appointed Representative of Trinidad and Tobago abroad, as the case may be.

(3) An officer who is certified by a Medical Board to be suffering from pulmonary tuberculosis or leprosy and to be unfit for duty may be granted sick leave on full-pay for a period of six months in the first instance, followed by a further extension of six months sick leave on full-pay if still unfit for duty at the expiration of the first six months. Thereafter, if the officer is certified as still unfit for duty, he may be granted the annual leave, if any, for which he is eligible. If, at the expiration of the above period of sick and annual leave, a Medical Board recommends the grant of further

leave to such officer, the Chief Personnel Officer shall decide, on the merits of each individual case, whether such leave shall be granted, and if so, whether on full-pay, half-pay or without pay. The grant of leave under this regulation is subject to an examination of the officer by a Medical Board at quarterly intervals, or more frequently if necessary.

87. An officer who desires to leave Trinidad and Tobago during a period of sick leave shall obtain the prior approval of the Chief Personnel Officer. Sick leave abroad.

88. (1) Maternity leave consisting of leave with full pay for one month followed by leave with half pay for two months shall be granted to female officers on the following conditions: Maternity leave.

- (a) that the expectant mother proceed on maternity leave at least one month before the expected date of birth of the child;
- (b) that the taking of maternity leave would not in any way prejudice or affect the eligibility of the officer for annual leave;
- (c) that the expectant mother would normally be required to furnish six weeks before the expected date of delivery a certificate from a medical practitioner of the expected date of delivery;
- (d) that the officer has served for a period of not less than one year in the Public Service as at the date of commencement of such leave.

(2) This regulation also applies to acting and temporary officers subject to the following provisions:

- (a) the officer must complete twelve (12) months of service before she can become eligible for maternity leave;
- (b) where a temporary or acting officer becomes eligible for maternity leave but the Permanent Secretary or Head of Department has reasonable cause to believe that her employment in the Public Service would not continue for a period of six (6) months after the expiration of such leave, if it were

to be granted, she should not be granted maternity leave, but should be allowed no-pay leave on account of pregnancy;

- (c) where a temporary or acting officer has been granted no-pay leave on account of pregnancy in accordance with the provisions of paragraph (b) and she returns to work and completes six (6) months of service, the period of no-pay leave on account of pregnancy shall be treated as maternity leave.

(3) If an officer proceeds on leave on grounds of pregnancy before she has completed one year's service, and the period of such leave extends beyond the date on which the one-year qualifying period would be completed, she shall be paid leave salary commencing from the day following that on which she qualified when she completed one year's service at the same rate that she would have been paid for that period had she proceeded on the normal three months maternity leave in accordance with regulation 88(1). Payment should continue until the end of her maternity leave which together with the period of no-pay leave prior to her qualifying for maternity leave shall not exceed three months.

(4) The grant of maternity leave or of no-pay leave on account of pregnancy shall not be a consideration for the termination of the services of any temporary or acting officer, but the normal circumstances in which the service of temporary or acting officers are terminated will always apply as follows:

- (a) the appointment has come to an end;
 (b) the post to which the officer is temporarily appointed or appointed to act has come to an end;
 (c) inefficiency;
 (d) misconduct.

Passage grant
for study
abroad.

89. (1) An officer who is undertaking an approved course of study and attachment abroad during his annual leave accumulated

under regulation 78(1) shall be granted a passage grant for himself and may be granted passage grant for his dependants in accordance with rules prescribed by the Minister of Finance.

(2) Passage grants shall be available for approved courses of study and attachments abroad for all countries approved by the Cabinet.

(3) Whenever possible, an officer shall be required to travel by the National Carrier.

(4) In this regulation—

“dependant” means wife and children under the age of twenty years;

“National Carrier” means any aircraft or ship operated by or on behalf of the Government.

PART II

LEAVE AND LEAVE PASSAGES EARNED UNDER THE 1956 AND 1960 REGULATIONS

90. The leave and passage entitlement of officers earned by 31st December 1966, shall be preserved for a maximum period of five (5) years commencing on 1st January 1967.

Leave and leave passage earned by 31st December 1966.

91. An officer who at 31st December 1966, had not completed a tour for passage shall be entitled to a proportionate part of the long leave and passage grant in respect of the completed part of his tour.

Entitlement to proportionate part of long leave.

92. An officer who at 31st December 1966, had not completed a year’s service for the purpose of annual leave shall be entitled to a proportionate part of annual leave in respect of the completed part of the year.

Entitlement to proportionate part of annual leave.

93. The utilisation of long leave with passage grants including proportionate long leave with passages is conditional on the officer spending at least one-half (1/2) of his long leave eligibility outside of the country.

Condition of grant of long leave.

94. All leave due under the Leave and Leave Passage Regulations 1960, shall as far as practicable, be taken at one

Leave and leave passage under 1960 Regulations.

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and the same time. Where, however, it is in the interest of the Service, such leave may be taken in part.

Calculation of long leave under 1960 Regulations.

95. Long leave under the Leave and Leave Passage Regulations 1960, includes annual leave in respect of the final year of the tour. Therefore, before calculating the proportionate part of long leave the annual leave for the final year shall be deducted. Where an officer has entered the final year of his tour, he should also be granted a proportion of the annual leave in respect of that year.

Certain leave not to be taken into account under 1960 Regulations.

96. An officer who subsequent to 1st January 1963, had proceeded on leave under the Leave and Leave Passage Regulations 1956, shall, unless he had been granted at that time a proportionate part of long leave under the Leave and Leave Passage Regulations 1960, have his tour for the purpose of long leave and passage grant under the Leave and Leave Passage Regulations 1960, counted from 1st January 1963, but the period of leave under the Leave and Leave Passage Regulations 1956, shall not be taken into account for the purpose of leave or leave passages under the Leave and Leave Passage Regulations 1960.

Leave under 1956 or 1960 Regulations shall not exclude Sundays and Public Holidays.

97. Leave earned under the Leave and Leave Passage Regulations 1956 or 1960 will be granted on the basis prescribed in such Regulations, that is to say, leave shall not exclude Sundays and Public Holidays nor shall Saturdays count as half days.

CHAPTER X

GOVERNMENT QUARTERS

Classification of quarters. [190/1971 196/1971].

98. Quarters shall be classified by the Minister of Finance and shall be allocated to officers who are by these Regulations eligible for them in accordance with the classification of offices as set out in the First Schedule to the Act.

Provision of quarters. [190/1971 196/1971].

99. Quarters shall be provided for—
(a) officers recruited from overseas and officers provided under technical assistance by other countries; and

- (b) officers who are required to reside in or near their districts or within easy call of the institutions or establishments to which they are assigned for duty.

100. Where an officer is required to reside in any outlying district, it shall be the duty of the Minister of Finance to ensure that the officer does reside in the residence provided for him.

Officer to reside in outlying district. [190/1971 196/1971].

101. (1) Subject to subregulation (2), rent shall be charged for quarters as follows:

Rent to be charged for quarters.

- (a) 7½ per cent of salary in respect of an officer whose salary does not exceed \$500 per month;
- (b) 10 per cent of salary in respect of an officer whose salary exceeds \$500 but does not exceed \$800 per month;
- (c) 15 per cent of salary in respect of an officer whose salary exceeds \$800 per month.

(2) Where the quarters allocated to or occupied by an officer are classified as quarters to be allocated under regulation 98 to an officer in a lower classification than that, the rate of rent to be charged such officer shall not exceed the maximum rent payable by an officer in the lower classification.

102. An officer who is not eligible for quarters may be granted permission to occupy vacant quarters at economical rentals but may be required to vacate the quarters at short notice.

Permission to occupy quarters.

103. An officer occupying temporarily a part of the quarters of an officer on leave (one room being used for the storage of furniture) shall pay rent at the rate prescribed in regulation 101 above less a proportionate deduction for the room used by the officer on leave, based on the floor space of such room.

Apportionment of rent.

104. When an officer on leave continues in occupation of a room of his quarters for the storage of his furniture or belongings, he shall pay as rent for such room the proportion of 7½ per cent, 10 per cent, or 15 per cent, as the case may be, of his salary indicated by the proportion of the total floor space retained by him.

Payment of rent while on leave.

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Request for
Government
quarters.
[190/1971
196/1971].

105. A Permanent Secretary or Head of Department shall address all requests for allocation of Government quarters in Trinidad to the Minister of Finance and in Tobago to the Permanent Secretary for Tobago Affairs.

Information to
be supplied with
applications.

106. Such applications shall be accompanied by the following information:

- (a) name of officer;
- (b) substantive office and salary range;
- (c) present office, if different from (b);
- (d) whether permanent, temporary or on contract;
- (e) whether single or married;
- (f) number of children and ages of children;
- (g) whether family will occupy Government quarters if allocated;
- (h) whether the officer owns his own house or rents a house; location or address of house occupied;
- (i) whether the officer is being paid a travelling allowance for travelling between his residence and his station;
- (j) technical or other qualification of the applicant;
- (k) reason for requesting quarters.

Vacant quarters.
190/1971
196/1971].

107. A Permanent Secretary or Head of Department shall inform the Permanent Secretary, Ministry of Finance or the Permanent Secretary, Ministry for Tobago Affairs, well in advance, whenever any quarters will be vacated by an officer and at the same time submit any proposals they may wish for having the quarters immediately occupied.

Statement
showing
allocations.
[190/1971
196/1971].

108. The Permanent Secretary, Ministry for Tobago Affairs shall submit to the Permanent Secretary, Ministry of Finance each month a statement showing the allocations made and the vacations and occupations of all Government quarters in Tobago.

Notification that
quarters needed.

109. The Permanent Secretary or Head of Department shall notify the Permanent Secretary, Ministry for Tobago Affairs as

soon as they know that quarters will be needed for an officer transferred or about to be transferred to Tobago so that the Permanent Secretary, Ministry for Tobago Affairs may make arrangements in good time for accommodating the officer.

110. In respect of departmental or institutional quarters, the Permanent Secretary or Head of Department shall obtain in advance the approval of the Minister of Finance if it is proposed to place in such quarters an officer other than the officer for whom the quarters in question are provided. If, however, the appropriate officer is to occupy the quarters, the Permanent Secretary controlling such quarters may authorise the occupation and inform the Ministry of Finance of his action.

Approval necessary in respect of departmental quarters. [190/1971 196/1971].

111. If institutional or departmental quarters are expected to remain vacant for a long period, the Permanent Secretary or Head of Department shall report this to the Permanent Secretary, Ministry of Finance.

Vacancy of departmental quarters. [190/1971 196/1971].

112. In the case of an officer posted in an acting capacity from a district where he resides (either in his own home or in a rented house) to a district where quarters are provided, the rent for use of the official quarters in the new district may be waived for a period not exceeding nine months provided that the officer continues to pay rent for his former residence, or, where it is his own home, it is not rented whilst he is in occupation of Government quarters free of rent.

Rent for quarters may be waived.

113. In the case of an officer who resides in Government quarters and is temporarily posted to a new district where Government quarters are also provided, the officer may occupy the new quarters in which event he shall pay the appropriate rental. If the Minister of Finance is satisfied that undue hardship will be caused by the officer having to remove his family to the new quarters, the officer shall be permitted to continue in occupation of the former quarters and shall not be required to pay rent for the new quarters.

Occupation of former quarters. [190/1971 196/1971].

114. (1) Where an officer who has been occupying Government quarters departs from Trinidad and Tobago on leave, he may—

- (a) surrender the quarters to his Permanent Secretary or Head of Department for disposal by the

Officer occupying quarters while on leave. [190/1971 196/1971].

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Minister of Finance subject to the preservation of his right to reoccupy such quarters on his return to Trinidad and Tobago; or

- (b) retain possession of the quarters for the use of his family and continue to pay the appropriate rental therefor during the period of his stay abroad.

(2) Every such officer shall notify the Permanent Secretary or the Head of Department of the date of his intended departure and the probable duration of his absence at least two weeks before such departure.

Officer on leave may retain one room of quarters. [190/1971 196/1971].

115. (1) An officer, who surrenders his quarters under regulation 114(1) may be allowed when proceeding on annual leave to retain one room of the quarters for storage of his personal effects provided that the approval of the Minister of Finance is first obtained and provided further that the storage of such personal effects does not preclude the temporary allocation of the quarters or seriously restrict their use by another officer and his family during the absence of the substantive officer on leave.

(2) If, for any reason, this condition cannot be satisfied, permission to retain a room will be refused and the officer will have to make other arrangements for the storage of his personal effects during his leave. In such case, Government will meet the payment of the cost of truckage for removal. An officer who is permitted to utilise a room for the above-mentioned purpose shall be required to pay rent for the portion of the quarters retained by him in the manner set out in regulation 104. In applying for approval the floor area of the room in question in relation to the other room must be specified.

Officer dying while occupying quarters. [190/1971 196/1971].

116. In the case of an officer who dies while officially occupying quarters with his family, the Minister of Finance may permit the family to remain in occupation of the quarters for a period not exceeding three (3) months and paying rent at the rate previously paid by the officer.

117. As soon as possible after an allocation of quarters is made by the appropriate authority, the Permanent Secretary or Head of Department or the Permanent Secretary for Tobago Affairs shall ensure that the officers in the respective Ministries or Departments who are allocated quarters report the date of vacation or occupation of quarters to the following:

Report to be made on vacating quarters. [190/1971 196/1971].

- Permanent Secretary in the Ministry of Finance;
- Permanent Secretary in the Ministry of Works;
- Comptroller, Financial and Accounting Administration;
- Auditor General;
- Permanent Secretary in the Ministry for Tobago Affairs (in the case of quarters in Tobago);
- Finance and Accounting Division in the Ministry or Department in which the officer is employed.

118. An officer shall be allowed fourteen days from the date on which he is notified that quarters have become vacant or are ready to be occupied, within which he should take up occupancy of the quarters.

Time allowed before occupying quarters.

119. An extension of the time allowed by regulation 118 may be granted on application provided that the officer—

Extension of time before occupying quarters.

- (a) submits his application before the expiry of the fourteen days allowed by regulation 118;
- (b) refunds the wages of any caretaker employed during the period of such extension.

120. If the officer does not occupy quarters and does not request an extension, the allocation of the quarters may be cancelled.

Cancellation of allocation of quarters.

121. On occupying quarters, the incoming officer shall apply to the District Officer of the Works District in which the quarters are situated for the keys to enable him to take possession. On vacating quarters, he shall similarly deliver the keys to the above-mentioned officer.

Keys to quarters.

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Officer to report on the state of quarters, etc.

122. On occupying or taking charge of a Government building or quarters, the incoming officer shall as soon as possible notify the Permanent Secretary in the Ministry of Works, whether anything is wrong with the building, furniture or fixtures. He shall also communicate with the Furniture Superintendent, Ministry of Works, and arrange for an inventory to be taken of the furniture and to specify the articles and items of furniture required within the limits of the scale of furniture and appliances for the various grades of quarters.

Notice to be given before leaving quarters. [190/1971 196/1971].

123. Before vacating any Government quarters for which he is paying rent, the outgoing officer shall give not less than two weeks notice in writing to his Permanent Secretary or Head of Department who shall notify the Permanent Secretary, Ministry of Works, to arrange for the inspection of the quarters and grounds and for an inventory of the furniture and appliances to be taken.

Failure to give notice.

124. In case an outgoing officer fails to give the notice required by regulation 123, he shall be liable for the rent payable for the month in which such failure occurred in addition to any amount that the Permanent Secretary in the Ministry of Works may certify to be chargeable to such outgoing officer.

Temporary occupation of quarters.

125. An officer who is temporarily occupying quarters, for example, occupying quarters while the permanent occupier is on accumulated annual leave, shall be given at least seven days' notice in advance to vacate such quarters if required for a permanent allocation. If he fails to vacate within seven days from the date of notification, he shall be liable to a penalty equal to the amount of the house allowance payable to or the alternative accommodation expenses incurred by the officer to whom the quarters are allocated not exceeding the rental value per month. This penalty shall be in addition to the rent of the quarters which the officer is temporarily occupying.

Rental of equipment in quarters.

126. The rental of electrical appliances and equipment installed in quarters shall be at the rate of 10 per cent a year of their value and in the case of heavy furniture at the rate of 5 per cent a year of its value.

127. Officers who occupy quarters shall be required to keep such quarters and the curtilage thereof in a clean, tidy and sanitary condition at their own expense. Before vacating such quarters, officers shall ensure that the quarters are in a clean and sanitary condition.

Quarters to be kept clean.

128. No allowance shall be granted when Government quarters are under repairs unless the officer is required to vacate the premises or in exceptional circumstances. In the latter event the officer affected must make representation immediately he receives notice that repairs are to be undertaken.

No allowance when quarters under repairs.

129. Occupiers of quarters shall neither make structural alterations nor install electrical fittings or lighting equipment except through the medium of the Works Division of the Ministry of Works. This regulation shall apply also to any addition, alteration or modification of an existing installation, whether of the self-contained or any other type.

No alterations by occupiers of quarters.

130. Officers who occupy Government quarters shall be held responsible for any damage or neglect of such quarters, grounds or roads of such quarters and any breakage or loss of furniture and fixtures.

Officers liable for damage.

131. When any Government quarters, furniture, electrical appliances, fixtures or the grounds or the roads attached thereto have been damaged and such damage in the opinion of the Permanent Secretary, Ministry of Works is due to carelessness or negligence on the part of the occupier or his servants, an account of the charges for making good such damages shall be rendered to such occupier or person in charge by the Permanent Secretary or Head of Department concerned and the amount of such account shall be paid by such person to the Comptroller, Financial and Accounting Administration.

In event of damage, officer to make good such damage.

132. The Permanent Secretary in the Ministry of Works shall forward to the Permanent Secretary in the Ministry of Finance half-yearly reports on the condition of all Government quarters stating if any officer has failed to comply with the requirements of regulation 127.

Half-yearly reports on quarters.

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Record to be kept of long-distance calls.

133. An officer occupying Government quarters where an official telephone is installed shall keep a record of all official long-distance calls put through such telephone and certify and submit this record to his head office at the end of each month. He shall then be required to pay for all calls which are not on this list. If he does not send in his monthly record, he shall be charged with all calls.

***CHAPTER XI**

CODE OF CONDUCT

General conduct.

134. An officer's conduct shall be such at all times as not to bring the Service into disrepute.

Duties of officers.

135. (1) An officer shall, with integrity, promptly and effectively discharge the duties of the office to which he is appointed and any other related duties that the Permanent Secretary or Head of Department requires of that officer.

(2) In the discharge of those duties, an officer shall be courteous and polite both to members of staff and to the public.

(3) An officer shall not wilfully refuse, or wilfully omit, to perform those duties.

Absence without leave.

136. (1) An officer shall not be absent from duty without leave or reasonable excuse.

(2) An officer, when leaving the country, shall inform the Permanent Secretary or Head of Department in writing or, in cases of emergency, a superior officer who shall report forthwith, in writing, to the Permanent Secretary or Head of Department.

Activities outside the service.

137. (1) An officer shall not, directly or indirectly, be involved in any financial or other interest or undertaking which could compromise, or reasonably be said to compromise that officer's job performance or office.

(2) Where an actual or potential compromise arises, the officer shall inform the Permanent Secretary or Head of Department.

*Chapter XI, comprising regulations 134 to 149 was inserted by LN 217/1996.

(3) The Permanent Secretary or Head of Department shall determine the nature and degree of compromise, decide upon an appropriate course to resolve it which may include assigning the officer to other duties, and advise the officer accordingly.

(4) An officer who is aggrieved by a decision made under subregulation (3) may appeal to the Chief Personnel Officer who shall review that decision.

(5) Where the officer is aggrieved by the outcome of the review of the Chief Personnel Officer, the matter may be pursued on his behalf by the appropriate recognised association as a grievance to be dealt with under Part III of the Act.

138. (1) An officer shall not make any unauthorised disclosure or make copies, for purposes unrelated to the performance of his duties, of official documents, papers or information of which that officer may have become aware in the course of the performance of duty.

Officer not to publish information.

(2) Unauthorised disclosure does not include the reporting by an officer of complaints to the Chief Personnel Officer, Auditor General or the Public Service Commission with regard to the conduct of the Public Service, where such complaints have been reported to senior officers without redress.

139. (1) An officer shall not respond to questions of public policy, in a manner that could reasonably be construed as criticism and which may call into question his ability to impartially implement, administer or advise on Government policy.

Officer's comment on questions of public policy.

(2) Subregulation (1) shall not apply to an officer acting in his capacity as a representative of a recognised association.

140. (1) No officer shall, on his own behalf or on behalf of the Ministry he represents receive payment for the preparation or delivery of a lecture or talk done in pursuance of his duties or the duties of the Ministry.

Lectures/ talks.

(2) Lectures or talks which are not necessary for departmental purposes may be given by an officer who is

knowledgeable in a particular subject, whether or not he has specialised in the subject in his official capacity.

(3) Where the subject matter of the lecture or talk referred to in subregulation (2) is related to the work of his department or if the officer is to be announced by his departmental title, the prior authority of the Permanent Secretary or Head of Department is required to ensure that—

- (a) there is nothing in the lecture or talk contrary to the public interest or inconsistent with the status of the officer; and
- (b) the standing of the officer is sufficient to justify the delivery of the lecture under his departmental title.

(4) In respect of a lecture or talk given by an officer in accordance with subregulations (2) and (3) the officer shall make his own private arrangements for remuneration and in every case such lecture or talk shall be prepared and delivered outside of official hours.

Indebtedness. **141.** An officer shall not incur indebtedness to the extent that it compromises that officer's job performance or brings the Service into disrepute.

Bankruptcy. **142.** An officer against whom bankruptcy proceedings have been taken or who becomes insolvent or who has been declared a bankrupt shall within seven days report that fact to the Permanent Secretary or Head of Department.

Officer not to solicit intervention. **143.** An officer shall not solicit the intervention or influence of members of Parliament, Ministers, members of a Commission, or prominent members of the community to support or advance his individual claims in the Service.

Gifts, rewards. **144.** Except with the permission of the Permanent Secretary or Head of Department, an officer shall not accept any gift or reward from any member of the public or from any organisation for services rendered in the course of performing official duties.

145. Notwithstanding regulation 144, an officer may accept a present offered by— Exceptions.

- (a) a representative of a foreign government on the occasion of an official visit to that country;
- (b) a community organisation, on a social occasion where the gift represents the work or achievement of that organisation;
- (c) fellow officers on marriage, retirement, transfer or other social or celebratory occasion.

146. An officer who is offered a bribe shall immediately inform his senior officer, in writing, who shall notify the Permanent Secretary or Head of Department who shall cause the matter to be reported to the Police. Bribery.

147. An officer who desires to initiate legal proceedings against another officer or against a member of the public with respect to any matter which arose out of, or in the course of, the execution of duty shall inform the Permanent Secretary or Head of Department. Legal proceedings.

148. An officer who is charged with a criminal offence which carries a penalty of imprisonment shall report the matter without delay to the Permanent Secretary or Head of Department. Officer to report criminal charge.

149. (1) An officer who without reasonable excuse does an act which— Misconduct defined.

- (a) amounts to failure to perform any required lawful duty in a proper manner;
- (b) contravenes any of the Regulations;
- (c) contravenes any law relating to the performance of the duties of his office; or
- (d) is otherwise prejudicial to the efficient conduct of the Service or tends to bring the Service into disrepute,

commits an act of misconduct.

(2) Without prejudice to the generality of subregulation (1), an officer who—

- (a) is absent from office or official duties without leave or valid excuse, or is habitually irregular in the time of arrival or departure from the place of employment;
- (b) wilfully disobeys or disregards any lawful order made or given by any person having authority to make or give the order;
- (c) is unfit for duty through drunkenness or the illicit use of drugs;
- (d) is inefficient or incompetent through causes which are within that officer's control;
- (e) commits any immoral, obscene or disorderly conduct in office;
- (f) performs the required duties in a negligent manner;
- (g) exercises authority unreasonably or abuses that authority in the course of performing the required duties;
- (h) having made or subscribed an oath or affirmation for the purposes of office does or says anything in violation of that oath or affirmation;
- (i) uses, without the authority of the Permanent Secretary or Head of Department, any property or facilities provided for the purposes of the Service, for a purpose not connected with that officer's official duties;
- (j) has a criminal charge proved against him;
- (k) participates in the meetings of any political organisation while on duty, while on official business or while wearing official uniform,

commits an act of misconduct.

SCHEDULE

Regulation 4.

PART I**ADMINISTRATIVE CLASS**

<i>Office</i>	<i>Office</i>
Administrative Cadet	Commissioner for Co-operative Development
Assistant Secretary to President	Chief Trade Officer
Second Assistant Clerk of the House	Administrative Officer IV
Hospital Manager I	Hospital Manager III
Principal Officer and Second Deputy Marshal	Public Relations Officer
Supervisor (Electoral)	Government Printer
Friendly Societies Officer II	Deputy Postmaster General
Manager, Adult Education Centre	Deputy Registrar and Marshal
Assistant Clerk of the House	Supervisor of Elections
Hospital Supplies Officer	Assistant Director of Contracts
Administrative Assistant	Deputy Conservator of Forests
District Welfare and Development Supervisor	Transport Commissioner
Chief Storekeeper	Director, Organisation and Methods
Hansard Editor	Director, Classification and Compensation
Radio Communication Assistant Chief	Technical Officer (Agriculture)
Administrative Officer I	Technical Officer (Development Control)
Clerk of the Peace III	Technical Officer (Planning Co-ordination)
Chief Co-operative Officer	Technical Officer (Development Plan)
Second Deputy Registrar General	Assistant Commissioner of Inland Revenue
Third Deputy Registrar General	Chief Establishment and Training Officer
Administrative Officer II	Director of Social and Community Development
Hospital Manager II	Budget Supervisor
Chief Community Development Officer	Assistant Comptroller of Customs and Excise
Chief Public Assistance Officer	Assistant Comptroller (Financial and Accounting Administration)
Chief Probation Officer	Supervisor, Cost Accounting
Chief Supplies Officer	Assistant Director of Food and Drugs
Secretary to President	Registrar General
Private Secretary to President	Registrar and Marshal
Assistant Government Printer	Chief Immigration Officer
Assistant Transport Commissioner	Works Comptroller
Clerk of the Senate	Postmaster General
Assistant Chief Immigration Officer	
Deputy Commissioner for Co-operative Development	
Assistant Supervisor of Elections	
Administrative Officer III	
Deputy Registrar General	

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Office

Assistant Registrar and Deputy Marshal
Clerk of the House
Assistant Director of Social Welfare
Assistant Director of Community
Development
Assistant Director of Civil Aviation
Harbour Master and Superintendent of
Lighthouses
Director of Radio Communication
Service
Deputy Commissioner of Labour

Office

Director of Contracts
Director of Civil Aviation
Commissioner of Labour
Director of Personnel Administration
Director, Estimates and Cost Accounting
Permanent Secretary
Chief Personnel Officer
Comptroller (Financial and Accounting
Administration)
Commissioner of Inland Revenue
Director, Finance and Economics

PART II

PROFESSIONAL AND SCIENTIFIC CLASS

Office

Legal Cadet
Medical Intern
Cost Accountant
Architect
Statistician
Chemist
Biochemist
Economist
Accountant
Auditor
Assistant Conservator of Forests
Electrical Engineer
Mechanical Engineer
Civil Engineer
Quantity Surveyor I
Legal Assistant
Agricultural Officer
Land Surveyor
Town Planner
Weather Forecaster
Valuer III
State Counsel
Magistrate
Parliamentary Counsel I
Dentist I
Medical Officer (Curative)

Office

Chief Nutritionist
Agricultural Economist
Zoologist
Livestock Officer
Agricultural Engineer
Plant Pathologist
Agronomist
Agricultural Entomologist
Soil Chemist
Analytical Chemist
Soil Survey Officer
Biochemist III
Botanist
Entomologist
Microbiologist
Drainage Engineer (Planning)
Accounting Executive I
Solicitor II
Treasury Solicitor
Agricultural Economist II
Senior Magistrate
Pathologist
Registrar
Public Health Medical Officer
Land Surveyor IV
Senior State Counsel

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<i>Office</i>	<i>Office</i>
Medical Officer, Schools and Clinics	Sanitary Engineer II
Solicitor I	Hospital Plant Engineer
Physicist	Chief Engineer
Fisheries Officer	Planning Engineer (E.P.D.)
Document Examiner	Chief Officer (Services)
Radio Communication Engineer	Chief Bridges Engineer (Roads)
Mechanical Engineer III	Chief Planning Engineer
Drug Analyst	Chief Construction Engineer (Roads)
House Officer	Parliamentary Counsel II
Electrical Engineer III	Chief Designs Engineer
Veterinary Officer	Chief Planning Engineer (Drainage)
Quantity Surveyor III	Senior Fisheries Officer
Architect III	Senior Statistician
Agricultural Officer III	Senior Economist
Land Surveyor	Meteorologist
Statistician III	Assistant Solicitor General
Chemist III	Principal Auditor
Petroleum Engineer I	Deputy Legal Secretary
Economist III	Parliamentary Counsel II
Accountant V	Director of Red Ring Research
Auditor IV	Chief Architect
Cost Accountant III	Director of Drainage
Civil Engineer III	Accounting Executive II
Sanitary Engineer I	County Public Health Medical Officer
Senior Pathologist	Actuary
Radiologist	Chief Electrical Inspector
Specialist Dental Surgeon	Technical Officer Works
Specialist Medical Officer	Thoracic Medical Director
Anaesthetist	Hospital Medical Director
State Solicitor	Psychiatric Hospital Director
Administrator General and Public Trustee	Deputy Auditor General
Geologist	Chief Magistrate
Petroleum Engineer II	Director of Meteorological Services
Director of Surveys	Chief Parliamentary Counsel
Conservator of Forests	Principal Medical Officer
Chief Town Planner	Chief Chemist and Director of Food and Drugs
Senior Dental Surgeon	Director of Statistics
Principal Pathologist	Chief Petroleum Engineer
Senior Radiologist	Chief Technical Officer (Agriculture)
Special Medical Officer (Insect Vector Control)	Chief Technical Officer (Works)
Director of Construction	Chief Medical Officer
Director of Highways	Head National Economic Planning
	Solicitor General

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PART III

TECHNICAL CLASS

<i>Office</i>	<i>Office</i>
Printing Assistant	Maintenance Repairman
Moulder	Dietitian Aide
Baker I	Agricultural Assistant Trainee
Cook I	Tailor I
Print Room Operator I	Cook II
Public Health Inspector Trainee	Draughting Assistant I
Agricultural Technical Aide	Baker II
Student Pharmacist	Print Room Operator II
Draughtsman Trainee	Launch Mechanic I
Student Nurse	Coxswain
Midwifery Student	Food Demonstrator
Vari-Typist I	X-ray Technical Assistant
Radiographer Student	Medical Orderly
Customs and Excise Guard I	Bailiff I
Seamstress	Midwife
Smelter	Plant Maintenance Attendant
Health Control Officer I	Trade School Maintenance Officer
Radio Communication Assistant	Boiler Operator
Printing Operator I	Works Foreman I
Radiographer Aide	Plant Maintenance Mechanic
Postman II	Revenue Officer I
Sterilizer Operator	Printing Operator IV
Customs and Excise Guard II	Customs and Excise Officer I
Handicraft Development Officer I	Photographer II
Printing Operator II	Transport Foreman II
Printing Mechanic	Radio Communication Mechanic I
Launch Mechanic II	Nurse
Quantity Surveyor Assistant I	Kitchen Supervisor
Lithographer I	Postal Officer II
Carpenter Foreman	Scientific Assistant I
Precast Concrete Foreman	Student Pharmacist II
Inspector of Weights and Measures	Quantity Surveyor Assistant II
Vari-Typist II	Postman Inspector I
Statistical Officer I	Cartographer
Immigration Officer I	Book-keeping Machine Operator II
Revenue Officer Cadet	Tabulating Machine Operator II
Health Control Officer II	Customs and Excise Guard Supervisor

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<i>Office</i>	<i>Office</i>
Postal Officer I	Assistant Development Planning Officer
Photographer I	Area Inspector
Cook III	Furniture Foreman
Navigational Aids Maintenance Officer I	Works Foreman II
Automotive Mechanic	Works Supervisor I
Agricultural Mechanic Foreman	Workshop Foreman
Forester I	Cypher Clerk
Assistant Film Technician Trainee	Lithographer II
Transport Foreman I	Plumbing and Sanitation Foreman
Darkroom Technician	Electrical Foreman I
Furniture Inspector	Public Health Inspector I
Meteorological Assistant Trainee	Medical Photographer II
Key Punch Operator II	Health Control Officer III
Orthopaedic Appliance Technician	Orthopaedic Appliance Technician II
X-ray Technologist I	Public Health Nurse
Bailiff II	Air Traffic Controller I
Postman III	Navigational Aids Maintenance Officer II
Engineering Surveyor I	Press Officer I
Motor Vehicle Officer II	Bailiff III
Medical Photographer I	Printing Operator V
Launch Supervisor	Field Interviewer I
Electrician	Probation Officer I
Tailor II	Community Development Adviser I
Instrument Technician	Co-operative Adviser I
Fisherman-Engineman	Welfare Officer I
Printing Operator III	Friendly Societies Officer I
Assistant Broadcasting Technician	Fisheries Extension Officer
Customs and Excise Guard III	Labour Inspector I
Foreman Mechanical Units	Engineering Surveyor II
Laundry Supervisor I	Engineering Assistant I
Radio Communication Operator I	Quarry Supervisor I
Technical Assistant (Town and Regional Planning)	Laundry Supervisor II
Assistant Film Technician	Revenue Officer II
Alcoholism Rehabilitation Officer	Labour Inspector II
Broadcasting Officer I	Probation Officer II
Topographer	Postal Officer III
Road Officer I	Laundry Superintendent
Broadcasting Technician	Clerk of the Peace I
Immigration Officer II	Postman Inspector II
Inspector of State Lands	Lithographer III

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Civil Service Regulations

PART III—(Continued)

TECHNICAL CLASS—(Continued)

<i>Office</i>	<i>Office</i>
Statistical Officer II	Welfare Officer II
Draughtsman I	Public Health Inspector II
Agricultural Assistant	Medical Social Worker I
Skipper	Occupational Therapist I
Electrical Foreman	Physiotherapist I
Conveyancing Clerk I	Radiographer I
Meteorological Assistant	Health Control Officer IV
Traffic Safety Officer	Nursing Instructor I
Senior Nurse	Radio Communication Operator II
Driver Licensing Examiner	Developmental Control Inspector
Ward Sister	Petroleum Inspector
Furniture Supervisor	Psychiatric Social Worker I
Transport Supervisor	Electrical Supervisor
Equipment Supervisor	Accountant I
Quarry Supervisor II	X-ray Technologist II
Public Health Educator	Draughtsman III
Air Traffic Controller II	Medical Records Officer
Draughtsman II	Customs and Excise Officer II
Films Officer I	Statistical Officer III
Valuer I	Building Inspector II
Clinical Instructor	Home Sister
Printing Supervisor I	Plumbing and Sanitation Supervisor
Hydrographer	Junior Matron
Radio Communication Mechanic II	Electrical Inspector II
Electrical Inspector I	Departmental Nursing Supervisor
Building Inspector I	District Health Visitor
Printing Mechanical Supervisor I	Weather Forecaster Trainee
Scientific Assistant II	Roads Supervisor
Forest Supervisor	Building Supervisor
Works Supervisor	Electrical Workshop Supervisor
Engineering Assistant II	Electrical Work Supervisor
Handicraft Development Officer II	Electrician Supervisor
Statistical Assistant II	Assistant Shipping Master
Actuarial Assistant	Road Surfacing Supervisor
Press Officer II	Shop Supervisor
Electro Encephalograph Recordist	Road Officer III
Works Foreman III	Automotive Licensing Officer
Road Officer II	Broadcasting Officer II
Field Interviewer II	Motor Vehicle Supervisor

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<i>Office</i>	<i>Office</i>
Co-operative Adviser II	Motor Vehicle Inspector
Community Development Adviser II	Engineering Assistant III
Youth Officer I	Director, Milk Feeding Programme
Trade Officer I	Tabulating Machine Supervisor
Labour Officer I	County Health Visitor
Industrial Training Officer I	Films Officer II
Air Traffic Controller III	Agricultural Assistant III
Costs Inspector	Valuer II
Agricultural Assistant II	Air Traffic Controller IV
Conveyancing Clerk II	Postal Supervisor II
Scientific Assistant III	Chief Scientific Assistant
Medical Technologist	Radio Communication Supervisor
Printing Supervisor II	Revenue Officer IV
Psychiatric Nursing Instructor I	Dietitian
Printing Mechanical Supervisor II	Immigration Officer IV
Research Assistant II	Trade Officer III
Forest Utilization Officer	Customs and Excise Officer III
Pharmacist I	Psychiatric Nursing Instructor II
Public Health Inspector III	Nursing Instructor III
Co-operative Adviser III	Chief Health Educator
Plant Maintenance Supervisor II	Postal Supervisor III
Nursing Instructor II	Matron
Public Health Nursing Instructor	Chief Male Nurse
Accountant II	Industrial Safety Officer I
Printing Supervisor III	Assistant Public Health Nursing Director
Revenue Officer III	Pharmacist III
Radio Communication Mechanic III	Equipment Superintendent
Postal Supervisor I	Drainage Superintendent
Youth Officer II	District Superintendent
Auditor I	Building Superintendent
Trade Officer II	Roads Superintendent
Development Control Inspector II	Roads Surfacing Superintendent
Clerk of the Peace II	Works Study Officer
Stock Verifier II	Labour Officer II
Handicraft Development Officer II	Industrial Training Officer II
Executive Officer Co-operative Faculty	Budget Analyst II
Budget Analyst I	Personnel Technician II
Personnel Technician I	Training Officer (Community Development)
Organisation and Methods Officer I	Postal Supervisor IV
Training Officer (Works)	Organisation and Methods Officer II
Systems Analyst	Aerodrome Superintendent
Statistical Survey Officer	Public Health Nursing Director
Friendly Societies Officer II	

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Civil Service Regulations

PART III—(Continued)

TECHNICAL CLASS—(Continued)

<i>Office</i>	<i>Office</i>
Radiographer II	Nursing Superintendent (Curative)
Immigration Officer III	Pharmacist IV
Works Supervisor III	Shipping Master
X-ray Technologist III	Archivist
Orthopaedic Workshop Superintendent	Senior Dietitian
Medical Social Worker II	Catering Supervisor
Occupational Therapist II	Industrial Safety Officer I
Physiotherapist II	Customs and Excise Supervisor
Principal Statistical Officer	Revenue Officer V
County Matron	Nutritionist
Pharmacist II	Manpower Officer
Psychiatric Social Worker II	Principal Nursing Officer
Principal Pharmacist	Customs and Excise Collector
Personnel Technician III	Customs and Excise Preventative Inspector
Budget Analyst III	Industrial Safety Officer II
Organisation and Methods Officer III	

PART IV

CLERICAL CLASS

<i>Office</i>	<i>Office</i>
Receptionist	Statistical Assistant I
Radio Communication Assistant	Draughting Assistant II
Stores Clerk I	Hostel Manageress
Search Clerk	Research Assistant I
Record Keeper	Sales Officer
Proof Reader's Assistant	Clerk III
Clerk I	Storekeeper II
Cashier I	Housekeeper II
Key Punch Operator I	Customs Clearance Clerk
Film Librarian	Paymaster I
Book-keeping Machine Operator I	Storekeeper II
Tabulating Machine Operator I	Stock Verifier I
Stores Clerk II	Clerk IV
Clerk II	Paymaster II
Storekeeper I	Auditing Assistant
Cashier II	Hospital Steward
Title Clerk	Storekeeper IV
Accounting Assistant	

PART V

SECRETARIAL CLASS

<i>Office</i>	<i>Office</i>
Clerk Typist I	Palantypist
Clerk Stenographer I	Court Reporter
Clerk Typist II	Hansard Reporter I
Clerk Stenographer II	Secretary to Minister
Clerk Stenographer III	Hansard Reporter II
Shorthand Writer	

PART VI

MANIPULATIVE CLASS

<i>Office</i>	<i>Office</i>
Dog Catcher	Custodian I
Cook Trainee	Marine Signalman
Office Attendant	Vault Attendant II
Maid	Orderly
Cleaner I	Anti-Rabies Assistant I
Laundress I	Boiler Operator Helper
Female Airport Attendant I	Linen Maid
Attendant	Butler I
Ship Cook I	Telephone Operator I
Porter	Lighthouse Keeper I
Janitor	Fisheries Assistant
Cleaner II	Postal Guard II
Watchman	Custodian II
Maid, Parliament	Chauffeur-Handyman
Caretaker	Navigational Aids Assistant
Groundsman	Mobile Operator-Chauffeur I
Stores Attendant	Motor Vehicle Operator
Motor Vehicle Attendant	Chainman
Wardmaid	Domestic Supervisor I
Nurse's Aide	Motor Vehicle Officer I
Laboratory Assistant I	Hospital Attendant II
Male Airport Attendant I	Boatman
Mortuary Attendant	Boatswain
Hospital Attendant I	Sergeant-at-Arms

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Civil Service Regulations

PART VI—(Continued)

MANIPULATIVE CLASS—(Continued)

<i>Office</i>	<i>Office</i>
Darkroom Attendant	Telegraph Messenger II
Laundress II	Male Airport Attendant II
Plant Quarantine Guard	Laboratory Assistant II
District/Estate Constable	Cattle Breeding Inseminator
Messenger I	Addressing Machine Operator
Vault Attendant I	Supervisor of Cesspits
Postal Guard I	Telephone Operator II
Orthopaedic Attendant	Mobile Operator Chauffeur II
Postal Assistant	Airport Attendant III
Female Airport Attendant II	Lighthouse Keeper II
Explosives Keeper	Game Warden I
Ship Fireman/Oiler	Anti-Rabies Assistant II
Chauffeur	Butler II
Telegraph Messenger I	Housekeeper I
Dockhand I	Domestic Supervisor II
Motorboat Operator I	Hospital Attendant III
Messenger II	Game Warden II
Dental Assistant	Forester II
X-ray Orderly	Hospital Manageress
Postman I	Housekeeper II