



**Appendix IX**

**In replying, the above**  
number and date of  
this letter should be  
quoted.

**LETTER OF TRANSFER**

Date.....

**Mr/Mrs/Miss/Ms**

ufs \*Permanent Secretary, Office of the Prime Minister  
Central Administrative Services Tobago/  
\*Chief Administrator, Tobago House of Assembly  
**(\*delete as appropriate)**

Dear Sir/Madam

Your letter dated ..... refers. **(if officer applies for transfer)**

In accordance with the powers delegated to me by the Public Service Commission,  
(Delegation of Powers) (Amendment) Order, 2006, Legal Notice No.105 dated 24<sup>th</sup> May,  
2006, I have transferred you in your substantive office.....  
(Range ) from the.....Division to the .....  
Ministry/Central Administrative Services, Tobago/Tobago House of Assembly, with  
effect from .....

Yours faithfully

.../signed/.....  
\*Permanent Secretary, Office of the Prime Minister (CAST)/  
\*Chief Administrator, Tobago House of Assembly  
**(\*delete as appropriate)**

- c Compt. of Accts
- Aud.Gen'l
- D.P.A
- Officer's Personal File
- Accounting Unit
- Internal Audit