



Appendix III

Ref #
Address of Ministry/Department
In replying, the above
number and date of
this letter should be
quoted.

LETTER OF FIRST AND FURTHER TEMPORARY APPOINTMENT (ALL OFFICES)

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

In accordance with the powers delegated to me by the Public Service Commission, (Delegation of Powers) (Amendment) Order, 2006, Legal Notice No.105 dated 24th May, 2006, I have appointed you as, Ministry/Department....., on a temporary basis from to

Your salary is in Range : (Minimum and Maximum of Salary Range) per month (relevant year).

Your appointment is subject to the Constitution and all the other Laws and Regulations for the time being in force, that govern the appointment and termination of appointment of public officers.

You should note that the procedure for the termination of a temporary appointment, prior to its date of expiry, is set out at Regulation 123 of the Public Service Commission Regulations at Chapter 1:01 of the Laws of the Republic of Trinidad and Tobago.

This temporary appointment is terminable by either party giving one month's notice of termination and gives you no claim to further temporary appointment or a substantive appointment.

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