GOVERNMENT NOTICE No. 122

TRINIDAD AND TOBAGO

THE CIVIL SERVICE ACT, 1965

REGULATIONS

MADE BY THE GOVERNOR-GENERAL UNDER SECTION 28 OF THE CIVIL SERVICE ACT, 1965

THE CIVIL SERVICE REGULATIONS, 1967

CHAPTER I

PRELIMINARY

1. These Regulations may be cited as the Civil Service Regulations, 1967.

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 appointing of a person in an office in the Civil Service;

"appropriate Commission" means the Public Service Commission or the Judicial and Legal Services 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, 1965;

"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;

"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 enactment, or in any regulation, order 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 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

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

5. (1) Entry into the Clerical Class shall normally be in the grade of Clerk I, and, subject to the provisions of regulations 5 (3) and 8, candidates for appointment to such grade shall not be less than seventeen and not more than twenty-three years of age on 1st January of the year in which the examination referred to in paragraph (3) is held.

(2) Candidates shall possess a School Certificate not lower than a Grade II or—
(*a*) the General Certificate of Education if obtained after the 1st July, 1964, provided the candidate had at least five 'O' Level passes (not necessarily attained at one and the same examination) of which one must be English Language and the other *four* in at least *two* of the groups listed below; or
(*b*) the General Certificate of Education (London) if obtained *prior* to the 1st July, 1964, provided the candidate had at least five 'O' Level

passes (not necessarily attained at one and the same examination) of which one must be English and the other four in at least *three* of the groups listed below; or

(*c*) a School Certificate Grade III and additional qualifications at General Certificate of Education (Ordinary or Advanced Level) or at part Higher School Certificate Level, having obtained altogether at least General Certificate of Education Ordinary Level passes in more than five subjects, provided that one of the passes is in English Language and the other passes have been obtained in subjects from at least *three* of the groups listed below; or

(*d*) in the case of candidates who sat the joint School Certificate and General Certificate of Education (Cambridge) prior to 1st July, 1964, and failed to obtain a School Certificate, but were awarded General Certificate of Education passes, an accumulation of more than five passes, one of which must be in English Language and the others in subjects from at least *three* of the groups listed below.

Groups to which reference is made above :—

(*a*) GENERAL SUBJECTS: English Literature, Religious Knowledge, History, Geography;

(*b*) LANGUAGES: Latin, Greek, French, German, Spanish, other approved languages;

(*c*) MATHEMATICAL SUBJECTS;

(*d*) SCIENCE SUBJECTS;

(*e*) Principles of Accounts, Art, British Constitution, Commerce, Domestic Subjects, Economics, Engineering Drawing, Geometrical and Mechanical Drawing, Handicraft, Human Anatomy, Physiology and Hygiene, Health Science, Music.

(3) (*a*) Candidates shall be required to pass an examination in the following subjects:—

(i) English essay and language, including precis writing (2 papers);

(ii) Caribbean Studies with special emphasis on Trinidad and Tobago;

(iii) Arithmetic.

(*b*) Where the interests of the Civil Service so demand, the Governor-General may permit candidates with the undermentioned qualifications to take the entrance examination provided for above and be admitted to the grade of Clerk I on the results of such examination provided that they are not less than seventeen and not more than twenty-three years of age on 1st January of the year in which the examination referred to in paragraph (3) is held:—

(i) a School Certificate Grade III;

(ii) a General Certificate of Education with four subjects at Ordinary Level including English;

(iii) some equivalent qualification in English and three subjects at Ordinary Level.

A Credit in the School Certificate being equated to a pass in the General Certificate of Education (Ordinary Level).

The subjects other than English shall be from at least three of the groups listed above.

(4) A candidate who has obtained a pass in Mathematics in the School Certificate, or at Ordinary Level in the General Certificate of Education shall be exempted from the examination in Arithmetic.

(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.

Clerk / Stenographer

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

(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.

(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 hold 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

7. (1) A candidate for appointment as Clerk / Typist shall be not less than seventeen and not more than forty 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.

Administrative Class

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 thirty years, with approved degrees of approved Universities. Provided, however, an Administrative Cadet may be appointed to a post of Administrative Assistant before the completion of the three years' period of training.

(2) Upon successful completion of the training specified in paragraph (1) as evidenced 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 paragraph (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 Officer, 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 paragraph (1) or (2), an officer who has obtained a university degree or other approved qualifications and who possesses the qualities specified in sub-paragraph (*a*) of paragraph (3) shall be eligible for appointment to the office of Administrative Assistant.

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 Crown 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.

Employment of Married Women

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.

(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.

Re-employment of Pensioners

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—

(*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) Before recommending the re-employment of a pensioner, the Director of Personnel Administration shall consult with the appropriate recognised Association and in the event of disagreement the provisions of section 18 and section 20 of the Act shall apply.

(3) In paragraphs (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 paragraphs (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

16. (1) The minimum age for recruitment of officers shall be seventeen years, and, except where otherwise specified, the maximum age of recruitment of officers shall be forty-five years. Provided that a person who has attained the age of forty-five years and who has previous non-pensionable service which under subsection (2) of section 7 of the Pensions Ordinance may be deemed to count for pension purposes may, notwithstanding his age, be recruited to the Civil Service.

(2) Notwithstanding paragraph (1), but subject to paragraph (3), persons over the age of forty-five 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.

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

(2) Notwithstanding paragraph (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.

Date of Appointment

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.

(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 includes an acting appointment.

Medical Examination

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.

(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 of Home Affairs and Personnel before he leaves the country from which he is recruited.

Part II—Probationary Appointment

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.

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.

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 paragraph (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 paragraph (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.

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

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 Depart-

ment 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.

(2) Subject to the provisions of 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.

(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—

(*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.

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.

PART III—SECONDMENTS

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. Provided that 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 office 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

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

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 Director of Audit 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.

CHAPTER V

PART I—REMUNERATION

35. (1) Subject to paragraph (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.

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).

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.

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.

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) Subject to the condition set out in subparagraph (3), 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—

(*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) (*a*) There shall be a qualifying period of twenty-eight days of acting in a higher office before an officer becomes eligible for an acting allowance.

(*b*) The qualifying period may be part of a continuous period of acting or may precede any period of continuous acting which the officer may subsequently be called upon to perform.

(*c*) No officer who has completed a qualifying period shall be required to undergo a second qualifying period while in the same salary range.

(*d*) No acting allowance will be paid in respect of the qualifying period of twenty-eight days.

(4) 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 paragraph (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 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.

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) An officer appointed or promoted to an office on probation shall not be granted an increment until he has been confirmed in his appointment. Upon confirmation, however, his incremental date shall be the anniversary of the date of appointment provided that his probationary period has not been extended.

(2) An officer who is appointed on probation for a period longer than one year is eligible for an increment after one year's service provided that the Permanent Secretary or Head of Department signs the necessary increment certificate. He shall not receive any other increment until he has been confirmed in his appointment. Upon confirmation, his incremental date shall be the anniversary of the date of appointment provided that his probationary period has not been extended.

(3) Where an officer's probationary period has been extended and he is subsequently confirmed in his appointment, the appropriate Service Commission may direct that the officer's increment be paid—

(*a*) with effect from the date on which it originally became due; or

(*b*) with effect from the date following that on which the extended probationary period expired without change in the incremental date; or

(*c*) with effect from the date following that on which the extended probationary period expired, which would in such case become the officer's incremental date.

44. In cases of 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.

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.

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.

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 subparagraph (*a*).

(2) The grant of increments under subparagraphs (*a*) and (*b*) of paragraph (1) 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.

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.

(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.

(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.

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.

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

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.

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

(*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 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.

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

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.

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.

(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.

(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.

CHAPTER VII—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*) Saturdays: 8.30 a.m. to 12.00 noon.

(*c*) 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.

(*d*) *Telephone Operators :*

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

Saturdays: 8.15 a.m. to 12.15 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.

Saturdays: 8.00 a.m. to 12.30 p.m.

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

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.

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.

(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 paragraph (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.

(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.

CHAPTER VIII—MISCELLANEOUS

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.

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.

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.

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.

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

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 of $412 per month and over	28 days	35 days
Officers in receipt of salary less than $412 per month	21 days	28 days

(2) In computing length of service for the purposes of paragraph (1), "service" shall include "other public service" and "service in the group" as defined in section 2 of the Pensions Ordinance.

73. Annual leave shall be calculated in working days, Saturdays being counted as half days.

74. An officer shall not take less than—

(*a*) fourteen (14) days leave each year if he is receiving a salary of $412.00 per month or more;

(*b*) seven (7) days leave each year if he is receiving a salary of less than $412.00 per month,

which shall be deducted from the Annual Leave specified in paragraph (1) of regulation 72 for his grade.

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.

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

(*a*) fourteen (14) days if he is entitled to 28 days leave per annum or more;

(*b*) seven (7) days if he is entitled to 21 days leave per annum.

77. Annual leave, once earned, shall not be forfeited.

78. (1) Annual leave shall normally be accumulative to a maximum of—

(*a*) ninety (90) days in the case of an officer in receipt of a salary of $412.00 per month and over;

(*b*) sixty (60) days in the case of an officer in receipt of a salary less than $412.00 per month.

(2) An officer shall be allowed to accumulate leave in excess of the maximum specified in paragraph (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.

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

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

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

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

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.

(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.

(7) If an officer who is granted no-pay leave for the purpose specified in paragraph (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.

85. (1) Every officer shall be entitled to 14 days sick leave per annum 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.

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.

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—

(*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 subparagraph (*b*) and she returns to work and complete 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 paragraph (1) of regulation 88. 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.

89. (1) An officer who is undertaking an approved course of study and attachment abroad during his annual leave accumulated under paragraph (1) of regulation 78 shall be granted a passage grant for himself and may be granted passage grant for his dependents 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—

"dependent" 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.

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.

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.

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 ($\frac{1}{2}$) of his long leave eligibility outside of the country.

94. All leave due under the Leave and Leave Passage Regulations, 1960, shall as far as practicable, be taken at one and the same time. Where, however, it is in the interest of the Service, such leave may be taken in part.

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.

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 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.

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

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 Civil Service Act, 1965—

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.

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

(*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.

(3) This regulation shall come into operation on the 1st day of November, 1967.

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.

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.

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.

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.

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 resident and his station;

(*j*) Technical or other qualification of the applicant;

(*k*) Reason for requesting quarters.

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.

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.

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.

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.

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.

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.

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 Minister of Finance subject to the preservation of his right to re-occupy 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 therefore 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.

115. (1) An officer, who surrenders his quarters under paragraph (1) of regulation 114, 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 effect 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 effect 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.

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—

Permanent Secretary in the Ministry of Finance
Permanent Secretary in the Ministry of Works
Comptroller, Financial and Accounting Administration
Director of Audit
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.

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

(*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.

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.

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.

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 appropriate 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.

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.

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 accom-

modation 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.

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

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.

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.

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.

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.

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.

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.

These Regulations shall be deemed to have come into operation on 1st January, 1967.

Dated this 20th day of October, 1967.

G. L. BOWEN
Secretary to the Cabinet

GOVERNMENT PRINTERY, TRINIDAD, TRINIDAD AND TOBAGO—1967

SCHEDULE

PART I

Administrative Class

Office

Administrative Cadet
Assistant Secretary to the Governor-General
Second Assistant Clerk of the House
Hospital Manager I
Principal Officer and Second Deputy Marshal
Supervisor (Electoral)
Friendly Societies Officer II
Manager, Adult Education Centre
Assistant Clerk of the House
Hospital Supplies Officer
Administrative Assistant
District Welfare and Development Supervisor
Chief Storekeeper
Hansard Editor
Radio Communication Assistant Chief
Administrative Officer I
Clerk of the Peace III
Chief Co-operative Officer
Second Deputy Registrar General
Third Deputy Registrar General
Administrative Officer II
Hospital Manager II
Chief Community Development Officer
Chief Public Assistance Officer
Chief Probation Officer
Chief Supplies Officer
Secretary to Governor-General
Private Secretary to Governor-General
Assistant Government Printer
Assistant Transport Commissioner
Clerk of the Senate
Assistant Chief Immigration Officer
Deputy Commissioner for Co-operative Development
Assistant Supervisor of Elections
Administrative Officer III
Deputy Registrar General
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

Office

Deputy Commissioner of Labour
Commissioner for Co-operative Development
Chief Trade Officer
Administrative Officer IV
Hospital Manager III
Public Relations Officer
Government Printer
Deputy Postmaster General
Deputy Registrar and Marshal
Supervisor of Elections
Assistant Director of Contracts
Deputy Conservator of Forests
Transport Commissioner
Director, Organization and Methods
Director, Classification and Compensation
Technical Officer (Agriculture)
Technical Officer (Development Control)
Technical Officer (Planning Co-ordination)
Technical Officer (Development Plan)
Assistant Commissioner of Inland Revenue
Chief Establishment and Training Officer
Director of Social and Community Development
Budget Supervisor
Assistant Comptroller of Customs and Excise
Assistant Comptroller (Financial and Accounting Administration)
Supervisor, Cost Accounting
Assistant Director of Food and Drugs
Registrar General
Registrar and Marshal
Chief Immigration Officer
Works Comptroller
Postmaster General
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

SCHEDULE—CONTINUED

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
Crown Counsel
Magistrate
Legal Draftsman I
Dentist I
Medical Officer (Curative)
Medical Officer, Schools and Clinics
Solicitor I
Physicist
Fisheries Officer
Document Examiner
Radio Communication Engineer
Mechanical Engineer III
Drug Analyst
House Officer
Electrical Engineer III
Veterinary Officer
Quantity Surveyor III
Architect III
Agricultural Officer III
Land Surveyor
Statistician III
Chemist III
Petroleum Engineer I
Economist III
Accountant V
Auditor IV
Cost Accountant III
Civil Engineer III
Sanitary Engineer I
Chief Nutritionist
Agricultural Economist
Zoologist
Livestock Officer
Agricultural Engineer
Plant Pathologist
Agronomist
Agricultural Entomologist
Soil Chemist
Analytical Chemist

Office

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 Crown Counsel
Sanitary Engineer II
Hospital Plant Engineer
Chief Engineer
Planning Engineer (E.P.D.)
Chief Officer (Services)
Chief Bridges Engineer (Roads)
Chief Planning Engineer
Chief Construction Engineer (Roads)
Legal Draftsman II
Chief Designs Engineer
Chief Planning Engineer (Drainage)
Senior Fisheries Officer
Senior Statistician
Senior Economist
Meteorologist
Assistant Solicitor General
Principal Auditor
Deputy Legal Secretary
Legal Draftsman II
Director of Red Ring Research
Chief Architect
Director of Drainage
Accounting Executive II
County Public Health Medical Officer
Senior Pathologist
Radiologist
Specialist Dental Surgeon
Specialist Medical Officer
Anaesthetist
Crown Solicitor
Administrator General and Public Trustee
Geologist
Petroleum Engineer II
Director of Surveys
Conservator of Forests
Chief Town Planner
Senior Dental Surgeon
Principal Pathologist
Senior Radiologist
Specialist Medical Officer (Insect Vector Control)
Director of Construction
Director of Highways
Actuary

SCHEDULE—CONTINUED

PART II—*Continued*

Professional and Scientific Class—*Continued*

Office	*Office*
Chief Electrical Inspector	Chief Chemist and Director of Food and Drugs
Technical Officer Works	Director of Statistics
Thoracic Medical Director	Chief Petroleum Engineer
Hospital Medical Director	Chief Technical Officer (Agriculture)
Psychiatric Hospital Director	Chief Technical Officer (Works)
Deputy Auditor General	Chief Medical Officer
Chief Magistrate	Head National Economic Planning
Director of Meteorological Services	Legal Secretary to Attorney General
Chief Legal Draftsman	Solicitor General
Principal Medical Officer	

PART III

Technical Class

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

SCHEDULE—CONTINUED

PART III—*Continued*

Technical Class—*Continued*

Office

Cook III
Navigational Aids Maintenance Officer I
Automotive Mechanic
Agricultural Mechanic Foreman
Forester I
Assistant Film Technician Trainee
Transport Foreman I
Darkroom Technician
Furniture Inspector
Meteorological Assistant Trainee
Key Punch Operator II
Orthopaedic Appliance Technician
X-ray Technologist I
Bailiff II
Postman III
Engineering Surveyor I
Motor Vehicle Officer II
Medical Photographer I
Launch Supervisor
Electrician
Tailor II
Instrument Technician
Fisherman-Engineman
Printing Operator III
Assistant Broadcasting Technician
Customs and Excise Guard III
Foreman Mechanical Units
Laundry Supervisor I
Radio Communication Operator I
Technical Assistant (Town and Regional Planning)
Plant Maintenance Mechanic
Revenue Officer I
Printing Operator IV
Customs and Excise Officer I
Photographer II
Transport Foreman II
Radio Communication Mechanic I
Nurse
Kitchen Supervisor
Postal Officer II
Scientific Assistant I
Student Pharmacist II
Quantity Surveyor Assistant II
Postman Inspector I
Cartographer
Book-keeping Machine Operator II
Tabulating Machine Operator II
Customs and Excise Guard Supervisor
Assistant Development Planning Officer
Area Inspector
Furniture Foreman
Works Foreman II
Works Supervisor I
Workshop Foreman
Cypher Clerk
Lithographer II
Plumbing and Sanitation Foreman

Office

Electrical Foreman I
Public Health Inspector I
Medical Photographer II
Health Control Officer III
Orthopaedic Appliance Technician II
Public Health Nurse
Air Traffic Controller I
Navigational Aids Maintenance Officer II
Press Officer I
Bailiff III
Printing Operator V
Field Interviewer I
Probation Officer I
Community Development Adviser I
Co-operative Adviser I
Welfare Officer I
Friendly Societies Officer I
Fisheries Extension Officer
Labour Inspector I
Engineering Surveyor II
Engineering Assistant I
Quarry Supervisor I
Laundry Supervisor II
Assistant Film Technician
Alcoholism Rehabilitation Officer
Broadcasting Officer I
Topographer
Road Officer I
Broadcasting Technician
Immigration Officer II
Inspector of Crown Lands
Statistical Officer II
Draughtsman I
Agricultural Assistant
Skipper
Electrical Foreman
Conveyancing Clerk I
Meteorological Assistant
Traffic Safety Officer
Senior Nurse
Driver Licensing Examiner
Ward Sister
Furniture Supervisor
Transport Supervisor
Equipment Supervisor
Quarry Supervisor II
Public Health Educator
Air Traffic Controller II
Draughtsman II
Films Officer I
Valuer I
Clinical Instructor
Printing Supervisor I
Hydrographer
Radio Communication Mechanic II
Electrical Inspector I
Building Inspector I

SCHEDULE—CONTINUED

PART III—*Continued*

Technical Class—*Continued*

Office

Printing Mechanical Supervisor I
Scientific Assistant II
Forest Supervisor
Works Supervisor
Engineering Assistant II
Handicraft Development Officer II
Statistical Assistant II
Actuarial Assistant
Press Officer II
Electro Encephalograph Recordist
Works Foreman III
Road Officer II
Field Interviewer II
Co-operative Adviser II
Community Development Adviser II
Youth Officer I
Trade Officer I
Revenue Officer II
Labour Inspector II
Probation Officer II
Postal Officer III
Laundry Superintendent
Clerk of the Peace I
Postman Inspector II
Lithographer III
Welfare Officer II
Public Health Inspector II
Medical Social Worker I
Occupational Therapist I
Physiotherapist I
Radiographer I
Health Control Officer IV
Nursing Instructor I
Radio Communication Operator II
Development Control Inspector
Petroleum Inspector
Psychiatric Social Worker I
Electrical Supervisor
Accountant I
X-ray Technologist II
Draughtsman III
Medical Records Officer
Customs and Excise Officer II
Statistical Officer III
Building Inspector II
Home Sister
Plumbing and Sanitation Supervisor
Junior Matron
Electrical Inspector II
Departmental Nursing Supervisor
District Health Visitor
Weather Forecaster Trainee
Roads Supervisor
Building Supervisor
Electrical Workshop Supervisor
Electrical Work Supervisor
Electrician Supervisor
Assistant Shipping Master
Road Surfacing Supervisor
Shop Supervisor

Office

Road Officer III
Automotive Licensing Officer
Broadcasting Officer II
Motor Vehicle Supervisor
Motor Vehicle Inspector
Engineering Assistant III
Director, Milk Feeding Programme
Tabulating Machine Supervisor
Labour Officer I
Industrial Training Officer I
Air Traffic Controller III
Costs Inspector
Agricultural Assistant II
Conveyancing Clerk II
Scientific Assistant III
Medical Technologist
Printing Supervisor
Psychiatric Nursing Instructor I
Printing Mechanical Supervisor II
Research Assistant II
Forest Utilization Officer
Pharmacist I
Public Health Inspector III
Co-operative Adviser III
Plant Maintenance Supervisor II
Nursing Instructor II
Public Health Nursing Instructor
Accountant II
Printing Supervisor III
Revenue Officer III
Radio Communication Mechanic III
Postal Supervisor I
Youth Officer II
Auditor I
Trade Officer II
Development Control Inspector II
Clerk of the Peace II
Stock Verifier II
Handicraft Development Officer II
Executive Officer Co-operative Faculty
Budget Analyst I
Personnel Technician I
Organization and Methods Officer I
Training Officer (Works)
Systems Analyst
Statistical Survey Officer
Friendly Societies Officer II
Radiographer II
Immigration Officer III
Works Supervisor III
X-ray Technologist III
Orthopaedic Workshop Superintendent
Medical Social Worker II
Occupational Therapist II
Physiotherapist II
Principal Statistical Officer
County Matron
Pharmacist II
Psychiatric Social Worker II

SCHEDULE—CONTINUED

PART III—*Continued*

Technical Class—*Continued*

Office	*Office*
County Health Visitor	Labour Officer II
Films Officer II	Industrial Training Officer II
Agricultural Assistant III	Budget Analyst II
Valuer II	Personnel Technician II
Air Traffic Controller IV	Training Officer (Community Development)
Postal Supervisor II	Postal Supervisor IV
Chief Scientific Assistant	Organization and Methods Officer II
Radio Communication Supervisor	Aerodrome Superintendent
Revenue Officer IV	Public Health Nursing Director
Dietitian	Nursing Superintendent (Curative)
Immigration Officer IV	Pharmacist IV
Trade Officer III	Shipping Master
Customs and Excise Officer III	Archivist
Psychiatric Nursing Instructor II	Senior Dietitian
Nursing Instructor III	Catering Supervisor
Chief Health Educator	Industrial Safety Officer I
Postal Supervisor III	Customs and Excise Supervisor
Matron	Revenue Officer V
Chief Male Nurse	Nutritionist
Industrial Safety Officer I	Manpower Officer
Assistant Public Health Nursing Director	Principal Nursing Officer
Pharmacist III	Principal Pharmacist
Equipment Superintendent	Personnel Technician III
Drainage Superintendent	Budget Analyst III
District Superintendent	Organization and Methods Officer III
Building Superintendent	Customs and Excise Collector
Roads Superintendent	Customs and Excise Preventative Inspector
Roads Surfacing Superintendent	Industrial Safety Officer II
Works Study Officer	

PART IV

Clerical Class

Office	*Office*
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 III
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	

SCHEDULE—CONTINUED

PART V

Secretarial Class

Office	*Office*
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

Office	*Office*
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
Wardsmaid	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
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
Deckhand 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

GOVERNMENT PRINTERY, TRINIDAD, TRINIDAD AND TOBAGO—1967