

GOVERNMENT NOTICE No. 149

REPUBLIC OF TRINIDAD AND TOBAGO

THE CIVIL SERVICE ACT, 1965  
(No. 29 of 1965)

REGULATIONS

MADE BY THE PRESIDENT UNDER SECTION 28 OF THE  
CIVIL SERVICE ACT, 1965

THE CIVIL SERVICE (EXTERNAL AFFAIRS) REGULATIONS, 1977

1. These Regulations may be cited as the Civil Service (External Affairs) Regulations, 1977. Citation

CHAPTER I  
*Preliminary*

2. In these Regulations—

Definitions

"the Act" means the Civil Service Act, 1965;

"approved rate" means the rate approved by the Minister under section 14 of the Act;

Act No. 29  
of 1965

"child" means an unmarried dependent child below the age of twenty years and includes a child of the family within the meaning of the Matrimonial Proceedings and Property Act, 1971;

Act No. 2  
of 1972

"Civil Service" means the Service established under section 3 of the Act;

"Foreign Service" means that branch of the Civil Service the administration of which is the responsibility of the Minister of External Affairs and includes the Missions;

"Foreign Service Officer" means an officer classified as such in the First Schedule to the Act but does not include a Foreign Service Executive Officer;

"Head of Mission" means a person appointed under section 135 of the Constitution of the Republic of Trinidad and Tobago Act, 1976 as Ambassador, High Commissioner or other Principal Representative of Trinidad and Tobago in any other country;

Act No. 4  
of 1976

"Headquarters" means the head office of the Ministry of External Affairs;

"locally recruited staff at Missions" means employees recruited in the country in which a Mission is situated and does not include Foreign Service Officers and non-diplomatic staff;

"Minister" means the member of the Cabinet to whom responsibility for the subject of Finance is assigned;

"Ministry" means the Ministry of External Affairs;

"Mission" means an office of the Government of Trinidad and Tobago located outside of Trinidad and Tobago and under the direction of the Ministry;

“non-diplomatic staff” means officers who are not classified as Foreign Service Officers;

“officer” means a person holding an appointment in the Civil Service within the Ministry and includes Foreign Service Officers and non-diplomatic staff;

“Permanent Secretary” means the Permanent Secretary in the Ministry and Head of the Foreign Service;

“posting” means the assignment of an officer for duties within the Ministry, and may be either from Headquarters to a Mission and vice versa or from Mission to Mission;

“transfer” means the movement of an officer within the Civil Service to a post outside the Foreign Service.

**Application**

3. (1) These Regulations shall apply to all officers but not to locally recruited staff at Missions.

(2) Notwithstanding paragraph (1), the Civil Service Regulations, 1967 shall continue to apply save in so far as these Regulations make specific provisions.

**CHAPTER II**

*Entry into the grade of Foreign Service Officer I*

**Qualifications for entry**

4. (1) Entry into the Foreign Service shall be restricted to citizens of Trinidad and Tobago.

(2) The minimum qualification for entry into the grade of Foreign Service Officer I shall be a second class degree from an approved University.

(3) Notwithstanding paragraph (1) the Chief Personnel Officer may accept—

(a) a professional qualification; or

(b) any combination of experience and training, which is considered equivalent to a second class degree.

**CHAPTER III**

*Posting*

**Posting**

5. (1) An officer may be posted to a Mission or to Headquarters.

(2) Subject to paragraph (3), an officer shall be given at least two months' notice of a posting or a transfer.

(3) Where the exigencies of the service require, an officer may be given a shorter period of notice.

(4) A Foreign Service Officer who after being notified in accordance with paragraph (2) or (3) refuses without reasonable excuse to accept a posting shall be liable to—

(a) disciplinary action; or

(b) transfer; or

(c) both disciplinary action and transfer.

(5) A member of the non-diplomatic staff who after being notified in accordance with paragraph (2) or (3) refuses without reasonable excuse to accept a posting shall be liable to transfer.

6. (1) Subject to paragraph (3) a Foreign Service Officer shall on first appointment be required to serve at Headquarters for a period of not less than one year.

Initial  
service at  
Head-  
quarters

(2) Subject to paragraph (3), a member of the non-diplomatic staff shall on first appointment be required to serve at Headquarters for a period of not less than six months.

(3) The Permanent Secretary may, where he considers it proper or expedient so to do, vary or waive the period of service under paragraph (1) or (2).

7. (1) Where it is proposed to post an officer from Headquarters to a Mission or vice versa or from one Mission to another such officer may, in the discretion of the Permanent Secretary, be required to undergo an appropriate medical examination by a Government Medical Officer or by a medical practitioner approved by the Head of Mission, as the case may be, before assuming his new assignment.

Pre-posting  
medical  
examination

(2) An officer is entitled to make to the Permanent Secretary any representations he may consider necessary in respect of the second or any subsequent examination.

8. (1) Subject to paragraph (2) and regulation 6, a tour of duty at Headquarters or in any one Mission shall be three years.

Tours of  
duty

(2) Where in the opinion of the Permanent Secretary the exigencies of the service or prevailing conditions at the post justify it, an officer may be required to serve for a shorter or a longer period.

(3) An officer shall not normally be required to serve in any one Mission for a period in excess of two consecutive tours of duty.

(4) An officer shall normally be required to spend at least one tour out of three at Headquarters.

9. (1) When an officer travels to take up an appointment at a Mission or to Headquarters at the end of a tour of duty the Government shall pay the necessary travel expenses of the officer including—

Passages  
and  
transport-  
ation of  
baggage,  
etc.

(a) passage by the approved route to his destination;

(b) the cost of—

(i) transportation; and

(ii) insurance against loss or damage, of his baggage and personal effects;

(c) transportation of not more than one motor car; and

(d) transportation of such household effects as may be approved by the Minister.

(2) payment of expenses (b), (c) and (d) of paragraph (1) is conditional upon the expense having been incurred within three months of the date of the officer's travel or such further time as the Permanent Secretary may in his discretion allow.

(3) The Government shall also pay the cost of passages, of transportation and of insurance against loss or damage of the personal baggage of the following members of an officer's household who accompany him or join him subsequently—

- (a) (i) the officer's spouse; or
- (ii) in the case of a single Foreign Service Officer, a relative who will share the officer's home and assist in the performance of the officer's diplomatic duties;
- (b) his children; and
- (c) one domestic servant where, in the opinion of the Permanent Secretary, the circumstances justify it.

(4) The cost of air transportation of personal and household effects shall be subject to the weight limits prescribed by the Minister.

(5) In this regulation and in regulation 14 "single" includes divorced and widowed.

Storage  
charges on  
personal  
and house-  
hold effects

10. (1) Where an officer proceeds on leave from a Mission prior to being posted to another Mission, he shall be refunded the cost of storing in the country of his old or of his new posting his personal effects and such household effects as are approved by the Minister, until he occupies appropriate accommodation in the country of his new posting.

(2) Where an officer has been allowed the cost of transporting his furniture under regulation 9(1) but cannot immediately find suitable accommodation, he shall be refunded the cost of storage of his furniture for a period of thirty days or for such further period as the Permanent Secretary may allow.

(3) Where an officer serving at a Mission is posted to another Mission where he does not require his furniture, he may be refunded the cost of its transportation to Trinidad and Tobago and the cost, within the limits approved by the Minister, of storing it there.

Officers to  
travel by  
air

11. (1) Subject to paragraph (2) officers are required to travel by air when proceeding to a posting.

(2) Where the Permanent Secretary is satisfied that the circumstances warrant the use of other means of transport he may waive the requirement under paragraph (1).

G.N. No. 122  
of 1967

Retirement

(3) The class and mode of an officer's travel accommodation shall be in accordance with the Civil Service Regulations, 1967.

12. An officer leaving a Mission immediately prior to retirement shall have the same entitlement in respect of travel as an officer being posted from a Mission to Headquarters.

Death

13. (1) Where an officer dies while serving at a Mission, the cost of transportation of the body of the deceased officer and members of his household and their personal and household effects from the Mission to Trinidad and Tobago shall be borne by Government.

(2) Subject to paragraph (3), the members of an officer's household shall be entitled to retain the officer's accommodation for a period not exceeding three months and to receive all the officer's allowances and benefits for a period not exceeding one month after the date of the officer's death.

(3) The Permanent Secretary may, in his discretion, extend the periods specified in paragraph (2).

#### CHAPTER IV

##### *Allowances and other Benefits*

14. (1) An officer posted at a Mission shall be paid a Foreign Service Allowance at the rate approved in respect of single or married officers. Foreign Service allowance

(2) In determining the allowance payable under paragraph (1), regard shall be had where relevant to the following factors—

- (a) the difference between the living costs in Trinidad and Tobago and those in the host country;
- (b) the need to ensure a standard of living commensurate with the officer's status as a diplomatic representative of Trinidad and Tobago;
- (c) the performance of certain diplomatic duties by spouses;
- (d) in the case of the non-diplomatic staff the need to perform certain representational functions;
- (e) the need to incur non-accountable entertainment expenses.

15. (1) An officer posted at a Mission shall be paid a Child Allowance at the approved rate in respect of a child who— Child allowance

- (a) resides with the officer; or
- (b) is wholly maintained by the officer but resides in Trinidad and Tobago.

(2) An officer posted at a Mission may, subject to the approval of the Minister, be paid a Child Allowance at the approved rate in respect of a child who is wholly maintained by the officer but who for educational purposes resides away from the officer either within or outside of the host country.

(3) An officer posted at Headquarters may, subject to the approval of the Minister, be paid a Child Allowance at the approved rate in respect of a child who is wholly maintained by the officer but who for educational purposes is required to reside outside of Trinidad and Tobago.

16. (1) Where an officer is posted at a Mission, the Government shall meet the cost of one return passage annually to that Mission of a child attending primary or secondary school in Trinidad and Tobago. Children's passages

(2) Payment of passages under paragraph (1) shall be limited to a maximum of three children.

Education  
allowance

17. An Education Allowance shall be paid to an officer posted at a Mission in respect of each child educated at primary or secondary level as follows—

- (a) where the child attends school in Trinidad and Tobago the approved rate per month per child;
- (b) where the child resides with the officer and attends school in the host country and in that country free education of the standard provided in Trinidad and Tobago is for any reason not available, the actual cost of tuition and other compulsory fees where these costs do not exceed the limits approved by the Minister;
- (c) where an officer is posted from one Mission to another and in the opinion of the Permanent Secretary it is not expedient for the child either to accompany him to his new posting or to be sent to Trinidad and Tobago and that child attends school in a country other than the host country the actual cost of tuition and other compulsory fees where such costs do not exceed the limits approved by the Minister.

Travelling  
allowance

18. An officer posted at a Mission shall be paid a travelling allowance at the approved rate.

Commence-  
ment and  
termination  
of payment  
of  
allowances

19. (1) Subject to paragraph (2), the allowances payable under regulations 14 to 18 shall be paid from the day on which an officer assumes duty at a Mission and shall cease on the day he relinquishes duty at that Mission.

(2) An officer who is posted from one Mission to another may, with the approval of the Minister, continue to receive the allowances payable in respect of his former posting until the date of his assumption of duty at his new posting.

Displace-  
ment  
allowance

20. An officer who incurs financial loss as a consequence of a posting or transfer shall be paid a Displacement Allowance equivalent to such loss provided that he submits to the Permanent Secretary adequate proof of that loss.

Separation  
allowance

21. (1) An officer whose spouse and children do not accompany him on posting to a Mission, shall be paid a Separation Allowance at the approved rates in the following circumstances—

- (a) where accommodation for the officer and his family is not immediately available at the Mission to which he is posted; or
- (b) where his spouse is unable to accompany him immediately because of illness or the serious illness of one of their children; or
- (c) in the case of a wife, advanced pregnancy; or
- (d) with the approval of the Chief Personnel Officer, any other circumstances recommended as justifiable by the Permanent Secretary.

(2) Payment of the above allowance shall not normally exceed a maximum period of three months.

(3) The Minister may in his discretion extend the maximum period set out in paragraph (2).

22. (1) An Officer on his first posting away from Headquarters shall be paid at the approved rates an Outfit Allowance in respect of himself and his family. Outfit allowance

(2) An Outfit Renewal Allowance equal to thirty-three and a third per cent of the initial allowance shall be paid every three years to each officer in receipt of an allowance under paragraph (1).

23. (1) In addition to the allowance payable under regulation 22, an officer posted to a Mission in a temperate climate shall be paid at the approved rates an initial Warm-Clothing Allowance in respect of himself and his family. Warm-Clothing allowance

(2) A Warm-Clothing Renewal Allowance equal to fifty per cent of the initial allowance shall be paid every two years to an officer in receipt of an allowance under paragraph (1) in respect of himself, his spouse and children over the age of sixteen years.

(3) The Warm-Clothing Allowance in respect of an officer's children up to the age of sixteen years shall be renewable annually.

24. (1) Where a Head of Mission is absent from the country in which his Mission is located whether on leave or on duty, an officer acting as Head of Mission shall be paid an increased Foreign Service Allowance as *Charge d'Affaires* calculated as follows— Allowances whilst acting in a higher post

(a) for a period of twenty-eight consecutive days or less an allowance equal to twelve and a half per cent of the total allowances payable to the Head of Mission;

(b) for a period in excess of twenty-eight consecutive days an allowance equal to thirty-three and a third per cent of the total allowances payable to the Head of Mission.

(2) Where an officer is appointed to be in charge of a Mission to which no Head of Mission is appointed, he shall be paid all the allowances approved for the post of Head of Mission instead of his own allowances.

(3) Where a Head of Mission is supported by one or more Foreign Service Officers, the senior of whom is below the level of Foreign Service Officer III such senior officer shall, irrespective of his substantive grade, be paid the allowances attached to the grade of Foreign Service Officer III.

(4) Where an officer acts in a post other than that of Head of Mission he shall be paid an acting allowance in accordance with the Civil Service Regulations, 1967.

**Language allowance**

25. Where the Permanent Secretary has approved of a course of tuition in a foreign language for an officer or an officer's spouse, the fees of such tuition shall be paid by Government either directly to the tutor or shall be refunded to the officer on production of adequate proof of payment.

**Fees for translation, etc.**

26. (1) Fees for the translation of documents or for interpretation shall be paid on the authorisation of the Permanent Secretary in accordance with the approved rates.

(2) Acceptance of fees by an officer for the translation of documents or interpretation is governed by the Public Service Commission Regulations, 1966.

**G.N. No. 132 of 1966****Travelling on official business**

27. (1) An officer posted at a Mission who is required to travel on official business outside the country in which he is posted shall be paid the Special Travelling Allowances in accordance with Regulation 56 of the Civil Service Regulations, 1967.

**G.N. No. 122 of 1967**

(2) An officer who is required to travel on official business within the country in which he is posted shall be refunded such reasonable travel and hotel expenses as the Minister may approve.

**Compassionate travel allowance and other expenses**

28. (1) Where an officer posted at a Mission travels to Trinidad and Tobago because of the terminal illness or death occurring there of his spouse, parent, or child, he shall, subject to the approval of the Minister, be paid a Compassionate Travel Allowance and be reimbursed for reasonable expenses in excess of those he would have incurred had he been serving at Headquarters.

(2) Where an officer incurs reasonable expenses in circumstances not specified in paragraph (1) but which in the opinion of the Permanent Secretary, seem justifiable, the Permanent Secretary may recommend to the Minister that such officer be reimbursed.

**Reimbursement of emergency evacuation expenses**

29. Where, owing to the outbreak of hostilities or a natural disaster or other threatening circumstances the Permanent Secretary or Head of Mission, or in the absence of the Head of Mission, the senior officer at the Mission, authorises evacuation of all employees and members of their household, all reasonable expenses or losses thereby incurred by an officer shall, subject to the approval of the Minister, be met by Government.

**Medical Insurance**

30. (1) Where an approved medical insurance policy is operative at a Mission, an officer posted there shall be a participant on behalf of himself and his family.

(2) Seventy-five per cent of the cost of a policy under paragraph (1) shall be borne by the Government and twenty-five per cent by the officer.

(3) In countries where there is a comprehensive National Health Scheme in which the officer may participate, the Government shall bear the cost of the contributions payable by the employer and the officer shall bear the cost of the contributions payable by the employee.



(4) In this regulation—

“approved medical insurance policy” means a group policy approved for that particular Mission by the Minister.

31. (1) Where there is no insurance under regulation 30 or where though insured an officer incurs an expense for a non-insurable risk he shall be reimbursed for such reasonable medical, para-medical or dental expenses incurred in excess of the cost of similar treatment in Trinidad and Tobago. Medical expenses

(2) Notwithstanding paragraph (1), where an officer bears a proportion of the cost of medical, para-medical or dental expenses, such proportion shall not exceed fifty per cent.

32. Where adequate evidence is supplied to the Minister to support a claim that proper medical or surgical treatment is not available to an officer in the country in which he is posted, the Government shall pay the necessary transportation costs for the officer or for a member of his household, as the case may be, to obtain such medical or surgical treatment. Government to pay necessary transportation costs for medical treatment

## CHAPTER V

### *Housing Accommodation*

33. Where suitable housing accommodation is not available to an officer posted to a Mission the Government shall bear the cost of his hotel accommodation and food and beverages, excluding alcoholic drinks. Hotel accommodation

34. (1) The Government shall be responsible for providing officers posted to Missions with furnished housing accommodation and shall pay in respect thereof— Housing accommodation of officers posted to Missions

(a) all rents, rates, tax assessments, cost of heating, removal of snow and garaging for one motor car;

(b) such other charges arising out of and incidental to the accommodation as may be approved by the Minister.

(2) The Head of Mission shall, before any lease or tenancy agreement is entered into, determine the suitability of premises for an officer in regard to their locality and the officer's rank and family requirements.

(3) An officer provided with accommodation in accordance with this regulation shall pay a rental charge at the approved rates.

(4) An officer shall not under this regulation be liable for a rental higher than that payable by an officer of comparable status in the Civil Service for the rental of government quarters in Trinidad and Tobago.

35. Where unfurnished accommodation is acquired in pursuance of regulation 34 the Government shall pay the cost of furnishing such accommodation up to an amount specified by the Minister. Furnishing of unfurnished accommodation

Housing  
accommoda-  
tion for  
Foreign  
Service  
Officers in  
Trinidad  
and Tobago  
G.N. No. 122  
of 1967

36. (1) Where a Foreign Service Officer is posted from a Mission to Headquarters either for a tour of duty or pending reposting abroad, he shall be provided with government quarters in Trinidad and Tobago for a maximum period of one year and shall pay rent for such quarters in accordance with Chapter X of the Civil Service Regulations, 1967.

(2) Where quarters are not available under paragraph (1) a housing allowance shall be paid to the officer at the approved rates.

(3) Foreign Service Officers eligible for housing accommodation under this regulation shall be entitled to hotel accommodation for a settling-in period of twenty-eight days or such further period as the Minister may allow.

(4) Notwithstanding paragraph (2), an officer shall not be entitled to a Housing Allowance in respect of any period during which he is provided with hotel accommodation.

(5) A Foreign Service Officer who returns to Trinidad and Tobago prior to his retirement from the Foreign Service shall be entitled to hotel accommodation for himself and his family for a period of twenty-eight days or such further period as the Minister may allow.

Housing  
Allowance  
for non-  
diplomatic  
staff posted  
to Head-  
quarters

37. (1) A member of the non-diplomatic staff who is posted to Headquarters after a Mission posting shall be paid a Housing Allowance at the approved rates for a maximum period of one year.

(2) Officers eligible for a Housing Allowance under paragraph (1) shall be entitled to hotel accommodation for a settling-in period of twenty-eight days or such further period as the Minister may allow.

(3) Notwithstanding paragraph (2), an officer shall not be entitled to a Housing Allowance in respect of any period during which he is provided with hotel accommodation.

## CHAPTER VI

### *Leave and Leave Passages*

Annual  
leave  
G.N. No. 122  
of 1967

38. (1) An officer serving at Headquarters shall be eligible for annual leave in accordance with the Civil Service Regulations, 1967.

(2) Annual leave for officers posted at a Mission shall be as follows—

Foreign Service Officers—21 working days

Non-diplomatic staff —14 working days.

39. (1) A Foreign Service Officer posted at a Mission shall be eligible for long leave of sixty-three working days at the end of a three-year tour of duty, or where under Regulation 8(2) he completes a tour of duty of less than three years he shall be eligible for a proportionate part of such long leave.

(2) A member of the non-diplomatic staff posted at a Mission shall be eligible for long leave of fifty-six working days at the end of a three-year tour of duty or where under Regulation 8(2) he completes a tour of less than three years he shall be eligible for a proportionate part of such long leave.

(3) Long leave at the end of a three-year tour of duty includes annual leave earned in respect of the third year.

(4) Long leave shall be granted by the Permanent Secretary on the recommendation of the Head of Mission.

(5) Application for long leave must be submitted to the Permanent Secretary at least one month in advance of the intended commencement of such leave.

(6) Accumulation of leave in excess of the maximum specified shall be governed by the Civil Service Regulations, 1967.

G.N. No. 122  
of 1967

40. (1) An officer granted leave under paragraph (1) or (2) of Regulation 39 shall be eligible for the payment by Government of return passages from his Mission to Trinidad and Tobago by the approved route for himself and those members of his household specified in Regulation 9(3) on condition that the officer and his family shall spend a period of not less than half of his leave in Trinidad and Tobago.

Passages  
for long  
leave

(2) An officer on being posted to Headquarters shall cease to be entitled to any passages under paragraph (1).

41. (1) Where an officer posted at a Mission qualifies for the payment of an allowance, such payment shall continue unabated during—

Allowances  
payable  
during  
periods of  
leave

(a) any period of sick leave on full pay including extended sick leave;

(b) periods of leave under regulation 38(2);

(c) the period of annual leave forming part of long leave under regulation 39(3).

(2) Payment of the Foreign Service Allowance shall abate by fifty per cent during all periods of leave not included in paragraph (1).

(3) Allowances payable to an officer posted at a Mission shall not be payable during pre-retirement leave.

## CHAPTER VII

*Conduct*Conduct and  
disciplineG.N. No. 132  
of 1966

42. (1) All matters relating to conduct and discipline of officers shall be governed by the Public Service Commission Regulations, 1966.

(2) An officer serving at a Mission shall at no time engage in any activity which would in any way impair his usefulness as an official representative of Trinidad and Tobago or bring the Government of Trinidad and Tobago into disrepute.

(3) An officer posted at a Mission shall be held responsible for the conduct of the members of his household.

Working  
spouse

43. The spouse of a Foreign Service Officer may take up such mode of employment in the host country as is approved by the Head of Mission.

Marriage

44. (1) An officer who decides to marry shall so inform the Permanent Secretary in writing at least two months before the event giving the name, address, occupation and nationality of the intended spouse.

(2) Where the effect of an officer's marriage would be to diminish substantially his or her usefulness as a Trinidad and Tobago representative abroad as by limiting the number of countries to which that officer could be posted or would otherwise affect that officer's usefulness as a member of the Foreign Service that officer may be transferred from the Foreign Service.

Political  
activity

45. An officer posted at a Mission shall not, without the specific instructions in writing of the Head of Mission or the Permanent Secretary, engage in or take part in any activity which is or is likely to be one of national or international political controversy in the country in which he is serving.

Foreign  
Honours or  
decorations

46. An officer or his spouse shall not accept any foreign honour, decoration or medal without the prior approval of the Government of Trinidad and Tobago.

Commence-  
ment

47. With the exception of regulations 4 to 8 inclusive, 11, 30, 31, and 42 to 46 inclusive, these Regulations shall be deemed to have come into force on the 1st day of January, 1976.

Dated this 30th day of September, 1977.

K. BOSWELL-INNISS  
*Secretary to Cabinet*