

GOVERNMENT NOTICE No. 85

TRINIDAD AND TOBAGO

THE EDUCATION (TEACHING SERVICE) REGULATIONS, 1967

MADE BY THE GOVERNOR-GENERAL UNDER SECTION 84 (11) OF THE
EDUCATION ACT, 1966

CHAPTER I

1. These Regulations may be cited as the Education (Teaching Service) Regulations, 1967.

PRELIMINARY

2. In these Regulations—

“the Act” means the Education Act, 1966;

“acting appointment” means the temporary appointment of an officer whether on promotion 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 Teaching Service;

“Commission” means the Public Service Commission;

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

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

“secondment” means the temporary movement to another office in the Teaching Service of an officer holding a permanent appointment or the temporary movement of an officer holding an office in the Teaching Service to a position outside the Teaching Service;

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

“teacher” except where described as a part-time teacher means a teacher in full-time employment in a public school.

3. A copy of these Regulations shall be deposited in each school for the information of all teachers.

CHAPTER II

ORGANIZATION AND STRUCTURE OF THE TEACHING SERVICE

4. The Teaching Service shall comprise the following categories of teachers, within which grades may be established :—

(a) Principal;

(b) Vice-Principal;

(c) Head of Department;

(d) Teacher—holder of a university degree, or a teacher's certificate or other equivalent qualification;

(e) Special teacher;

(f) Assistant teacher;

(g) Part-time teacher;

(h) Pupil teacher.

Grading of
teachers.

*Read 25/6/67
Reg. 51 Amd 46/67*

Require-
ment for
posts in the
Teaching
Service
Schedule.

5. The minimum requirements for entry into, and for appointment to grades and posts in the Teaching Service are set out in the Schedule and are subject to such modifications as may from time to time be considered necessary and expedient by the Minister.

CHAPTER III

RECRUITMENT

PART I—APPOINTMENTS

Maximum
age of
Recruit-
ment.

6. (1) The maximum age of recruitment of teachers shall be forty-five years.

(2) Notwithstanding paragraph (1), persons over the age of forty-five years may for special reasons be recruited on contract.

Vacancies
to be filled
normally by
citizens.

7. (1) Subject to paragraph (2), vacancies in the Teaching Service shall be filled by recruitment of citizens of Trinidad and Tobago resident in Trinidad and Tobago or by recruitment of citizens of Trinidad and Tobago resident outside Trinidad and Tobago.

(2) A vacancy in the Teaching Service may be filled by the recruitment of a person who is not a citizen of Trinidad and Tobago, if the Commission is unable to find a citizen of Trinidad and Tobago who is suitable to fill the vacancy : provided that, such vacancy shall not be filled by a person who is not a citizen of Trinidad and Tobago, whether recruited from inside or outside of Trinidad and Tobago, unless he is the holder of a permit to work in Trinidad and Tobago, or has been unconditionally admitted into Trinidad and Tobago before the coming into force of the Act.

(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 Teaching Service, to be considered for promotion or transfer within the Teaching Service.

Date of
appoint-
ment.

8. (1) The date of first appointment to the Teaching Service shall be the day on which the teacher assumes duty.

(2) If a teacher is selected for appointment from outside Trinidad and Tobago, the date of appointment shall be the date of embarkation for this country.

Medical
Exami-
nation.

9. A candidate for appointment shall undergo a medical examination by a Government Medical Officer or in the case of a person resident outside of Trinidad and Tobago, by a medical practitioner approved by the Minister and shall not be appointed unless he has been passed as medically fit.

Re-employ-
ment of
pensioners.

10. (1) A pensioner shall not be re-employed in the Teaching Service on contract unless it is established to the satisfaction of the Public Service Commission—

(a) that the pensioner is in possession of essential experience or technical qualification which makes him particularly useful to the Teaching Service; and

(b) that it is not possible to fill the particular post by the promotion of a suitable officer or by a new appointment.

(2) Where the re-employment of a pensioner is contemplated, before making any recommendation in that behalf to the Public Service Commission, the Board of Management in the case of an Assisted School, or the Permanent Secretary in the Ministry of Education, in the case of a Government school, shall report the matter to the Personnel Department which shall consult the appropriate association. In the event of a disagreement between the Personnel Department and the appropriate association a dispute shall be deemed to exist and the provisions of section 68 of the Act shall apply.

(3) A pensioner re-employed in accordance with paragraph (1) of this regulation shall be employed only on contract.

(4) In paragraphs (1) and (2) the expression "re-employment of a pensioner" means—

- (a) the appointment of a person who has retired from the Teaching Service and is in receipt of superannuation benefits of whatever nature; or
- (b) the continuation of employment of a teacher beyond the age of compulsory retirement.

PART II—PROBATIONARY APPOINTMENTS AND SECONDMENTS

11. On first appointment to the Teaching Service, a teacher shall be required to serve on probation for a period of two years except as herein otherwise specifically provided. First appointment.

12. A teacher who is promoted shall be required to serve on probation for one year in the office to which he is promoted. Probation on promotion.

13. (1) A teacher 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. Secondments.

(2) The pay of a teacher on secondment shall be paid by the receiving Ministry or Department, Government, Administration or Organization.

(3) During the period of secondment, the teacher shall be deemed to remain on the establishment of the Teaching Service, and shall be eligible for promotion *in absentia*.

(4) The service of a teacher while on secondment shall count for superannuation purposes.

(5) A teacher who has been on secondment shall be eligible for the leave applicable to the 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

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

Priority to be given to computation of Pensions and Gratuities.

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

(2) The Permanent Secretary shall ensure that particulars of service and salary of all teachers whose retirement is known to be imminent are furnished accurately to the Comptroller of Accounts, Ministry of Finance, not less than three calendar months before the date on which the teachers 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 of Accounts and the Auditor General and submitted for authorisation before the date on which the teacher's retirement from the Service is due to take effect.

(3) The Comptroller of Accounts shall keep separate records with respect to each teacher in the Teaching Service, showing the various offices held by each teacher and the emoluments drawn by him while in the Teaching Service.

PART II—CERTIFICATES OF SERVICE AND TESTIMONIALS

Testimonials, references, &c.

16. (1) No teacher shall give a personal testimonial to another teacher.

(2) Teachers shall not give recommendations and testimonials to candidates for posts in the Teaching Service, but may, however, act as referees for candidates for posts in the Service.

CHAPTER V

REMUNERATION, ADVANCES AND INCREMENTS

PART I—REMUNERATION

Computation of pay on first appointment.

17. (1) On first appointment, a teacher's pay shall be computed from the date of his assumption of duty. A teacher selected for first appointment from outside Trinidad and Tobago may be allowed to receive half pay from the date of his embarkation for Trinidad and Tobago and full pay from the date of his assumption of duty, which shall be the date of arrival in Trinidad and Tobago.

(2) On promotion, a teacher shall normally receive the pay attached to the post to which he is promoted from the date of his promotion.

Commencing pay.

18. (1) Subject to paragraph (2), upon first appointment, the commencing pay shall be the minimum of the scale applicable to the office (whether such appointment is temporary, acting or permanent).

(2) Where the Commission is of the opinion that the qualifications or experience of a teacher warrants a higher pay than the minimum of the scale applicable to the office to which he is first appointed, the Commission may authorize payment at such point in such scale as it may consider appropriate to the particular case.

Pay on secondment.

19. The pay payable to a teacher on secondment shall conform with the rates and conditions for payment of pay applicable to the office to which the officer is seconded. A teacher who has completed a period of secondment shall normally revert to the point in the pay scale he would have reached if he had not been seconded.

20. (1) Pay shall be paid on the day before the last full business day of the month. When, however, the last business day falls on a Saturday or a Monday, payment of pay shall be made on the preceding Thursday or Friday respectively. Date of pay.

(2) The Minister of Finance may vary the date of pay specified in paragraph (1) to an earlier date, whenever it appears to him expedient to do so.

21. (1) Subject to the conditions set out in paragraph (2), a teacher appointed to act in a grade higher than his substantive grade shall receive pay as follows— Acting appointments in higher grades.

If at the time he is appointed to act his substantive pay is—

- (a) less than the minimum pay of the higher grade, he shall receive the minimum of the higher grade;
- (b) equal to or greater than the minimum pay of the higher grade, he shall continue to receive the pay of his substantive grade.

(2) The conditions referred to above are—

- (a) there shall be a qualifying period of twenty-eight consecutive days of acting in a higher grade 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 teacher may subsequently be called upon to perform;
- (c) no teacher who has completed a qualifying period shall be required to undergo a second qualifying period while in the same grade.

PART II—ADVANCES

22. (1) An advance not exceeding one month's pay may, subject to the approval of the Minister of Finance, be made to a teacher proceeding on vacation 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 teacher either in Trinidad and Tobago before he proceeds on vacation or at his request while he is abroad. Advances.

(2) Interest is payable on any advance of pay 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 by twelve monthly instalments, the first instalment falling due at the end of the month following that in which the teacher resumes duties.

(4) An advance not exceeding one month's pay may be made to a teacher 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.

(5) A teacher may be granted an advance from public funds to enable him or a member of his family to go abroad for medical attention which cannot adequately be provided in Trinidad and Tobago. Such an advance may be made on the following conditions—

- (a) a medical certificate from a panel of not less than two Government Medical Officers, stating what advantages are to be derived from medical treatment abroad, must be submitted;
- (b) except in special circumstances, the amount of advances will be limited to thirty per cent. of the teacher's annual pay and restricted to the expenditure actually necessary in connection with the proposed journey and the cost of the treatment;
- (c) the teacher must furnish adequate security to the satisfaction of the Minister of Finance, and the sum advanced will be subject to interest at such rate as the Minister of Finance may from time to time determine;
- (d) the advance will be repayable within one year by monthly instalments. In the case where the advance is made to a teacher on his own behalf the instalments shall commence at the end of the month following that in which the teacher resumes duty. Where the advance is made to the teacher on behalf of a member of his family, the instalments shall commence at such time as the Minister of Finance might think fit, taking into consideration all the circumstances of the particular case.

Minister
may
authorize
special
advances.

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

(2) Security to the satisfaction of the Permanent Secretary in the Ministry of Finance must be furnished when an advance exceeds one month's pay.

(3) Applications for advances should be made to the Permanent Secretary, Ministry of Finance, and shall be forwarded by the Permanent Secretary in the Ministry of Education through the Comptroller of Accounts.

(4) Advances, if approved, shall be recovered by deductions from the teacher's pay in not less than twelve monthly instalments as shall be fixed by the Permanent Secretary, Ministry of Finance. In determining the number of monthly instalments, the indebtedness of the teacher shall be taken into account.

Deductions
from
advances.

24. On no account shall money be deducted from a teacher's salary without prior notice in writing of not less than one month.

PART III—INCREMENTS

Payment
of
increments.

25. When a teacher holds an office carrying a pay scale, increments shall be paid to such teacher, subject to a report on the completion of each year of satisfactory service, until he has reached the maximum of the scale. A teacher shall be paid his increment whether he holds a permanent or temporary appointment or is on secondment, subject to the provisions of these regulations. The increments paid shall be in the amounts prescribed for the particular office from time to time.

26. (1) A teacher'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 duties, his incremental date shall be the anniversary date of his assumption of duty. Incremental date.

(2) A teacher who is transferred from one office to another office carrying the same pay scale will retain his previous incremental date. The Permanent Secretary shall sign incremental certificates on the prescribed form, effective from the dates when the teacher's increments become due, and shall attach the said certificates to the paysheets for the months in which the increments accrue.

27. (1) A teacher 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. Increments on appointment or promotion on probation.

(2) A teacher 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 the 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 a teacher's probationary period has been extended and he has been confirmed in his appointment, his new incremental date shall be the date after which his probationary period expired.

28. In cases of promotion where the lower scale of pay overlaps the higher scale, or where the lower scale of pay touches the higher scale, a promoted teacher shall receive an immediate increment in the new scale. Increments where lower scale overlaps higher scale.

29. (1) A teacher 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— Increments in acting appointments.

(a) where he was not earning increments in his substantive office, and the post in which he is acting is a pay scale, such teacher shall receive an increment in the higher scale on the anniversary date of his acting appointment;

(b) where he has reached the maximum pay of his substantive office which maximum pay 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 sub-paragraphs (a) and (b) of paragraph (1) shall be subject—

(a) to the teacher 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.

(3) The period of continuous acting shall not be considered to have been broken if during such period the teacher is on sick leave or occasional leave.

Acting for period in excess of twelve months.

30. In cases where a teacher has been acting in a higher grade for more than twelve months and is in receipt of the minimum pay of the higher office (or in addition to the minimum pay, has earned one or more increments) he shall continue to draw the minimum pay of the higher grade (together with any increments he may have earned for entry in the office) after a break in the acting appointment for any reason other than study leave, provided that—

- (a) the break was caused by his proceeding on annual or sick leave;
- (b) the teacher resumed duty in the higher office in which he was acting before the break.

CHAPTER VI

ALLOWANCES, LEAVE, ETC.

PART I—SEPARATION ALLOWANCE

Definition of "separated".

31. (1) A teacher shall be considered to be "separated" if as a result of an appointment, posting or transfer he is compelled to take up residence in another district without being able to take his family with him, 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 teacher to remove from his present residence; or
- (c) he could not reasonably be expected to travel daily from his present residence to the new district.

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

Definition of "family".

32. In these regulations "family" shall be taken to mean a teacher's wife and children, his mother, father, brothers, sisters, who are living with and are dependent on him.

Conditions of payment of separation allowances.

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

- (a) it shall not exceed the maximum amount set out in the Schedule hereunder;
- (b) it shall normally be paid for a period not exceeding three (3) months in the case of a permanent appointment, posting or transfer. Where, however, the appointment, 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 Permanent Secretary, Ministry of Finance;
- (d) no allowance shall be paid where the period of separation is less than one month;

- (e) the teacher 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 payable in the Schedule hereunder;
- (f) all teachers whether on permanent or on temporary appointment shall be eligible to receive a temporary separation allowance;
- (g) a teacher claiming the allowance must certify that he is in fact separated in accordance with the definition set out at regulation 31;
- (h) a teacher shall not receive both the temporary separation and subsistence allowance in respect of the same period.

34. All claims for a temporary separation allowance must 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 must be submitted through the Permanent Secretary to the Permanent Secretary in the Ministry of Finance. Claims for temporary separation allowance.

35. Notwithstanding regulation 33, where in the opinion of the Minister the appointment, posting or transfer of a teacher causes such teacher undue hardship, the Minister may approve of the payment of such allowances for such further period during the continuance of such appointment, posting or transfer as he may think fit. Hardship.

36. The rate of allowance having been approved, it shall be payable through the whole period for which the allowance has been approved. Duration of allowance.

SCHEDULE OF PAYMENT OF TEMPORARY SEPARATION ALLOWANCE

Officers whose remuneration does not exceed	\$	per annum.
Officers whose remuneration does not exceed	\$	per annum.

PART II—SPECIAL TRAVEL ALLOWANCES

37. A temporary teacher (that is, an officer who does not hold a substantive appointment in the Teaching Service) who is not a travelling officer who lives more than eight (8) miles from his station of duty shall be paid an allowance at the rate of eight dollars (\$8.00) per month for travelling, provided that the officer travels between his home and station each working day of the month. Allowances for temporary teachers.

38. A teacher who is required to travel abroad on official business shall be entitled to receive:— Teachers travelling abroad.

- (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.

Power of Ministry of Finance. 39. The Permanent Secretary in the Ministry of Finance shall issue appropriate instructions which will determine by what class an officer shall travel.

Clothing allowance 40. (1) Teachers 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) Teachers who are required to travel outside Trinidad and Tobago on official business, shall, unless otherwise permitted, travel by the national airline.

Subsistence. 41. A teacher 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 rate; approved by the Minister of Finance.

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.

Travelling expenses. 42. 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.

PART III—LEAVE, PASSAGE GRANTS, ETC.

Definitions. 43. In this Part—
“school vacation” means any period prescribed as a vacation for public schools under the Education Act, 1966.

“leave” means occasional leave, sick leave or maternity leave.

Teacher may be recalled to duty during vacation. 44. A teacher may during a school vacation be required to perform such duties of his office as the exigencies of the Teaching Service may require. Where a teacher is required to perform duties during the school vacation, he may be granted special leave in compensation for the time during which he performed such duties.

Occasional leave from duty. 45. (1) A teacher shall be entitled to 14 days occasional leave per year on full pay for the purpose of attending to urgent private affairs: provided that not more than seven days may be taken on any one occasion.

(2) The Supervisor may grant occasional leave for not more than two days. Such leave shall be entered in the Leave Book kept for that purpose.

(3) Application for more than two days' occasional leave shall be made in writing to the Minister through the Principal and the Supervisor who may attach their comments to such applications.

46. (1) Sick leave on full-pay may be granted by the Minister to teachers Sick leave. for a period not exceeding 14 days annually. Each application shall be supported by a medical certificate signed by a registered medical practitioner.

(2) The Minister may grant extended sick leave after the expiration of sick leave granted under paragraph (1) on full or half pay, as he may think fit, to teachers for such period as the Minister may approve if—

(a) the application for sick leave is supported by the certificate of a Government Medical Officer or a Medical Board; or

(b) where the applicant is outside Trinidad and Tobago, the application is supported by the certificate of a medical practitioner approved by an accredited diplomatic consular officer acting on behalf of the Government of Trinidad and Tobago.

(3) Notwithstanding anything contained in this regulation, a teacher who in the opinion of a Government Medical Officer is suffering from or exposed to a communicable disease shall not be permitted to resume duty until such medical officer certifies to the Minister that such teacher is free from the said disease and is not likely to communicate the disease to any person with whom he may come into contact. Any period in excess of twenty-eight days during which a teacher is absent from duty for the reasons set out in this paragraph shall be treated as special sick leave.

(4) In this regulation—

“Government Medical Officer” means a medical practitioner registered under the Medical Board Ordinance and employed on a full or part-time basis by the Government;

“Medical Board” means a Board of medical practitioners registered under the Medical Board Ordinance and appointed by the Minister to examine and report upon the physical or mental condition of teachers.

47. Three months' maternity leave, the first month on full-pay and the Maternity succeeding two months on half-pay commencing approximately one month leave. before the expected date of confinement shall be granted and must be taken by married female teachers who become pregnant.

48. Applications for occasional leave for a period greater than two days Application or for sick leave shall be made on the prescribed form and shall be forwarded for to the Minister through the Manager and the Supervisor who may make such occasional comments thereon as they may consider necessary. or sick leave.

49. Any teacher who desires to leave the country during such leave as Permission he may be granted or during a school vacation shall obtain the prior approval to leave the of the Minister. country.

50. (1) A teacher who is required to undertake a course of study or attach- Passage ment abroad shall be granted the cost of passage of his dependants if the grants. Minister of Finance so determines on the merits of each case.

(2) Whenever possible a teacher to whom the cost of passage abroad has been granted under paragraph (1) shall be required to travel by “National Carrier”.

PART IV—RESIGNATION

51. A teacher may resign his office in the Teaching Service by giving to the Minister two months notice in writing terminating at the end of a school term.

CHAPTER VII

QUARTERS

52. Quarters may be made available for rent to teachers in Government schools who reside in districts where there is difficulty in obtaining housing accommodation.

53. (1) Teachers occupying Government quarters shall be required to pay rent at the rate of 10 per cent. of salary.

(2) 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 other heavy furniture at the rate of 5 per cent. per annum of their value.

54. The Permanent Secretary in the Ministry of Education and Culture shall be responsible for the allocation of quarters to teachers in Government schools.

55. (1) In the case of teachers transferred in an acting capacity for a period not exceeding nine months from districts where they reside (either in their house or in rented houses) to districts where quarters are provided, the rent for use of the official quarters in the new district may be waived for the duration of the acting appointment provided that the teacher continues to pay rent for his former residence, or, where it is his own house, it is not rented whilst he is in occupation of Government quarters free of rent.

(2) In the case of a teacher who resides in Government quarters and is temporarily transferred to a new district where Government quarters are also provided the teacher shall occupy the new quarters with his family and pay the appropriate rental. If with Government's permission the teacher's family continue to reside in the former quarters, he shall be required to pay the rent for both quarters, unless he can put forward strong and sufficient reasons for not removing his family and provided the quarters are not required for some other officer temporarily.

(3) A teacher who by reason of a transfer suffers hardship in respect of housing accommodation in that he is forced to maintain two separate establishments may be accorded rent free use of Government quarters if such quarters are available in the district to which he is transferred.

56. Teachers who occupy Government quarters, whether in a permanent or acting capacity, shall be required to maintain at their own expense such quarters as well as the grounds and pathways leading thereto in a proper manner. Before vacating such quarters, teachers shall ensure that they are clean and fit for occupation.

57. (1) During the period of his occupation of Government quarters, a teacher shall be responsible for— Damage, &c.
to Quarters.

(a) any damage done to such quarters;

(b) any neglect of the grounds or the pathways leading to such quarters;

(c) any breakage or loss of furniture and fixtures, and shall make good any such damage, neglect or breakage to the satisfaction of the Permanent Secretary, Ministry of Works.

(2) Where a teacher fails or refuses to make good any such damage, neglect or breakage to the satisfaction of the Permanent Secretary, Ministry of Works, an account of the charges for making good such damage, neglect or breakage shall be rendered to such teacher by the Permanent Secretary, Ministry of Works through the Permanent Secretary in the Ministry of Education, and the amount of such account shall be paid by such teacher to the Comptroller of Accounts, or failing such payment, shall on the order of the Minister, be deducted from the pay falling due to such teacher.

58. A teacher occupying Government quarters where an official telephone is installed shall keep a record of all official long distance calls put through his telephone and certify and submit this record to the Ministry of Education at the end of each month, and shall 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. Telephones
in Govern-
ment
Quarters.

59. A teacher may authorize the Accounting Officer of the Ministry of Education and Culture to make monthly deductions from his salary payable to the appropriate recognized association to which he belongs. Payment of
dues to
Staff Asso-
ciation by
salary
deduction.

Dated this 14th day of August, 1967.

G. L. BOWEN
Secretary to the Cabinet