

STATUTORY AUTHORITIES ACT

CHAPTER 24:01

Act

16 of 1966

Amended by

45 of 1979

8 of 1983

19 of 1987

*21 of 1990

*See Note on page 2

Current Authorised Pages

<i>Pages</i>	<i>Authorised</i>
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LAWS OF TRINIDAD AND TOBAGO

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Note on Act No. 21 of 1990

Section 35 of the Municipal Corporations Act, 1990 (Act No. 21 of 1990) provides as follows:

“Appointment of Officers. Ch. 24:01. 35. The Statutory Authorities Service Commission established under the Statutory Authorities Act shall appoint, remove, transfer and exercise disciplinary control over the officers of each Corporation.”.

*The amendment made to regulation 93 of these Regulations by Act No. 47 of 1980 (Schedule C) was retrospective and has already been incorporated in the Regulations. A marginal amendment reference to “47 of 1980” should be inserted accordingly.

CHAPTER 24:01

STATUTORY AUTHORITIES ACT

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CHAPTER 24:01

STATUTORY AUTHORITIES ACT

An Act relating to Statutory Authorities.

16 of 1966.

[1ST JANUARY 1967]

Commencement.
151/1966.

1. This Act may be cited as the Statutory Authorities Act.

Short title.

PRELIMINARY

2. In this Act—

Interpretation.
[21 of 1990].

“allowance” means compensation payable—

- (a) in respect of a grade, or in respect of some offices in a grade by reason of duties of a special nature;
- (b) for duties that an officer is required to perform in addition to the duties of his grade, where those duties relate to an office in the same grade or a higher grade;

“appropriate recognised association” means a trade union or other organisation recognised in accordance with this Act by a statutory authority as the bargaining body for any category or categories of officers;

“Civil Service” means the Civil Service established under the Civil Service Act;

Ch. 23:01.

“Commission” means the Statutory Authorities Service Commission established under section 4;

“dispute” means any matter respecting the service of a statutory authority upon which agreement has not been reached between the Personnel Organisation and the appropriate recognised association and which is deemed to be a dispute under section 19 or 20;

“local authority” means the council of a Municipal Corporation continued or established under the Municipal Corporations Act;

Ch. 25:04.

“Minister” means the Minister responsible for Finance;

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“officer” means a person who is appointed to hold or to act in a pensionable office in the service of a statutory authority and whose remuneration is paid on a monthly basis;

“pay” means the rate of pay assigned to an office in a grade in accordance with this Act and the Regulations;

Ch. 23:01. “Personnel Department” or “Department” means the Personnel Department established under section 13 of the Civil Service Act;

“Personnel Organisation” means the Personnel Organisation established pursuant to section 14;

“public officer” has the meaning assigned to it in section 3 of the Constitution;

“Public Service Commission” means the Public Service Commission established by section 120 of the Constitution;

“remuneration” includes pay and allowances;

Ch. 81:01. “Statutory Authority” means a local authority and any commission, board, committee, council or body (whether corporate or unincorporated) established by or under an Act other than the Companies Act declared by the President under section 3 to be subject to the provisions of this Act;

Ch. 88:02. “trade union” means a trade union registered under the Trade Unions Act.

Application of Act.

3. (1) Subject to this section, this Act shall be construed as applying to a statutory authority notwithstanding any general or special power or authority vested in such statutory authority by any written law or by virtue of its incorporation.

(2) The President may by Order declare that any statutory authority or any specified class of statutory authority named in the Order is subject to the provisions of this Act.

ESTABLISHMENT OF COMMISSION AND PERSONNEL ORGANISATION

Establishment of Statutory Authorities Commission. [45 of 1979].

4. (1) There is hereby established for the purposes of this Act a Statutory Authorities Service Commission which shall consist of a Chairman, a Deputy Chairman and no fewer than three nor more than five other members.

(2) The members of the Commission shall be appointed by the President.

(3) A person shall not be qualified to be appointed to or to hold the office of a member of the Commission if he holds or is acting in any public office or any office under a statutory authority or if he has held a public office or an office under a statutory authority within a period of three years preceding his proposed appointment.

(4) A person who has held office or acted as a member of the Commission shall not, within a period of three years commencing with the date on which he last so held office or acted, be eligible for appointment as an officer.

(5) The office of a member of the Commission shall become vacant at the expiration of five years from the date of his appointment or such shorter period as may be specified at the time of his appointment.

(6) A member of the Commission may at any time resign his office by instrument in writing addressed to the Chairman who shall forthwith cause it to be forwarded to the President.

(7) A member of the Commission shall be paid in respect of his office such remuneration and allowances as the President thinks fit and the payment of such remuneration shall be a charge on the Consolidated Fund.

5. (1) The Commission shall have power to appoint persons to be or act as officers and to transfer, promote, remove and exercise disciplinary control over persons so appointed. Appointment of officers.

(2) The powers conferred on the Commission may with the approval of the Prime Minister be delegated by directions in writing to any other person or authority.

6. The Commission may with the consent of the Prime Minister by Regulations or otherwise regulate its own procedure, including the procedure for appointment, promotion, transfer and removal from office of officers of statutory authorities and for the exercise of disciplinary control over such officers. Procedure of Commission.

Quorum of
Commission.
[8 of 1983].

7. At any meeting of the Commission, a quorum is constituted if at least three members are present and, if a quorum is present, the Commission shall not be disqualified from the transaction of the business by reason of any vacancy amongst its members, and any proceeding of the Commission shall be valid notwithstanding that some person who was not entitled to do so took part therein.

Transfer and
secondment of
staff.
[8 of 1983].

8. (1) An officer in the Civil Service may, with the approval of the appropriate Service Commission, be transferred from the Civil Service to the service of a statutory authority; and an officer in the service of a statutory authority may, with the approval of the Commission, be transferred to the Civil Service.

(2) Where an officer in the Civil Service is transferred to the service of a statutory authority he shall be treated as a member of the Pension Scheme, if any, and the provisions thereof with respect to the superannuation benefits and liabilities shall apply accordingly, save that where no Pension Scheme is established or authorised to be established the President shall by Regulations make such arrangements to protect the superannuation rights of the officer as is considered fit and proper.

(3) An officer in the Civil Service may, with the approval of the Commission and the appropriate Service Commission, be seconded to the service of a statutory authority and an officer in the service of a statutory authority may, with the like approval be seconded to the Civil Service.

(4) Where a secondment is effected, the President, or the statutory authority concerned, as the case may require, shall make such arrangements as may be necessary to preserve the rights of the officers so seconded to any pension, gratuity, allowance or other superannuation benefit for which he would have been eligible had he remained in the service of the Government or of the statutory authority, as the case may be.

(5) Except with the approval of the President, a period of secondment shall not in any case exceed five years.

(6) An officer in the service of a statutory authority may, whenever the Commission considers it appropriate or the Minister so recommends, be transferred to the service of another statutory authority, and upon such transfer the officer shall be treated as a member of a Pension Scheme, if any, and the provisions of the Pension Scheme with respect to the superannuation benefits and liabilities shall apply accordingly, save that where no Pension Scheme is established or authorised to be established, the President shall by Regulations make such arrangements to protect the superannuation rights of the officer as is considered fit and proper.

(7) In this section “Pension Scheme” means a superannuation plan established by a statutory authority under the provisions of any written law so authorising the statutory authority or otherwise.

STATUTORY AUTHORITIES APPEAL BOARD

9. (1) There shall be a Statutory Authorities Appeal Board (hereinafter referred to as the “Appeal Board”) to which appeals shall lie from such decisions against any officer as are specified in section 9B.

Constitution of
Appeal Board.
[8 of 1983].

(2) The Appeal Board shall consist of—

- (a) the Chairman and members of the Public Service Appeal Board; and
- (b) two other persons each of whom has experience in matters relating to industrial relations management, the Public Service or the statutory authorities.

(3) The Chairman referred to in subsection (2)(a) shall be the Chairman of the Appeal Board.

(4) The persons referred to in subsection (2)(b) shall be appointed to the Appeal Board by the President after consultation with the Prime Minister and the Leader of the Opposition and on such terms and conditions as the President may determine.

(5) Three members of the Appeal Board of whom one shall be the Chairman and another a person referred to in subsection (2)(b) shall hear and determine appeals under section 9B.

Oath of Office.
[8 of 1983].

First Schedule.

Appeals in
disciplinary
cases.
[8 of 1983
19 of 1987].

9A. Before entering upon the duties of his office a member of the Appeal Board shall take and subscribe the oath of office set out in the First Schedule.

9B. (1) An appeal shall lie to the Appeal Board from any decision of the Commission as a result of disciplinary proceedings brought against an officer and notwithstanding the provisions of any other written law, the Appeal Board shall have jurisdiction to hear and determine all such appeals filed on or after the 1st day of August 1976.

(2) An appeal under subsection (1) shall lie to the Appeal Board at the instance of the officer in respect of whom the decision is made.

(3) The Appeal Board may, where it considers it necessary that further evidence be adduced—

- (a) order such evidence to be adduced either before the Board or by affidavit;
- (b) refer the matter back to the Commission to take such evidence and—
 - (i) to adjudicate upon the matter afresh; or
 - (ii) to report for the information of the Appeal Board specific findings of fact.

(4) Where a matter is referred to the Commission under paragraph (b) of subsection (3), the matter, so far as may be practicable or necessary, shall be dealt with as if it were being heard at first instance.

(5) Upon the conclusion of the hearing of an appeal under this section, the Appeal Board may—

- (a) affirm, modify or amend the decision appealed against;
- (b) set aside the decision;
- (c) substitute any other decision which the Commission could have made;
- (d) refer the matter back to the Commission with directions to rehear it.

(6) Every decision of the Appeal Board shall require the concurrence of the majority of its members.

(7) No decision, order, direction, declaration, ruling or other determination of the Appeal Board shall be questioned in any proceedings whatsoever.

(8) The Appeal Board may by Regulations make provision for—

- (a) procedure of its own;
- (b) the procedure in appeals under this section.

(9) With the consent of the Prime Minister, the Appeal Board may by Regulations or otherwise confer powers and impose duties on any officer or any authority of the Government for the purpose of the exercise of the functions of the Appeal Board.

(10) This section and sections 9 and 9A shall be in addition to and not in derogation of any other provisions for review of the decision of the Commission.

TERMS AND CONDITIONS OF EMPLOYMENT

10. An officer shall, subject to the provisions of this Act or any other written law hold office upon such terms and conditions as may be prescribed or as are agreed to in the manner provided below. Terms and conditions of employment.

11. Officers who hold office in a statutory authority at the commencement of this Act shall be deemed to have been appointed under and subject to the provisions of this Act. Existing officers.

12. An officer who intends to resign his office in the service of a statutory authority shall give such period of notice as may be prescribed. Resignation.

13. The modes by which the service of an officer of a statutory authority may be terminated are as follows: Manner of termination of employment.

- (a) on dismissal or removal in consequence of disciplinary proceedings;
- (b) on compulsory retirement;

- (c) on voluntary retirement;
- (d) on retirement for medical reasons;
- (e) on resignation;
- (f) on the expiry or on the termination of an appointment—
 - (i) for a specified period;
 - (ii) on probation;
- (g) on the abolition of office;
- (h) on such other grounds as the Commission may determine.

PERSONNEL ORGANISATION

Power to
establish
Personnel
Organisation.

14. (1) The President may establish a Personnel Organisation for the purpose of performing such duties and exercising such powers as are imposed or conferred on it by this Act.

(2) The Personnel Organisation shall comprise a Chief Personnel Officer whose office shall be an office in the Civil Service and such other officers and servants (whether members of the civil service or not) as the Commission may consider necessary to appoint.

Ch. 23:01.

(3) Until the Personnel Organisation is established, the Personnel Department established under section 13 of the Civil Service Act shall be responsible for the exercise and performance of the powers and duties of the Personnel Organisation.

Powers and
duties of
Personnel
Organisation.
[45 of 1979].

- 15.** (1) The Personnel Organisation shall be responsible for—
- (a) establishing and maintaining a classification of the offices in the service of the several statutory authorities;
 - (b) keeping under review the remuneration payable to officers;
 - (c) administering the regulations respecting the service of the statutory authorities;

(d) providing for and establishing procedures for consultation and negotiation between the statutory authority concerned and the appropriate recognised association in respect of—

- (i) the classification of offices;
- (ii) any grievances;
- (iii) remuneration;
- (iv) the terms and conditions of employment.

(2) The Minister may from time to time make recommendations with regard to remuneration to be paid to officers and employees.

(3) The Minister shall, before making recommendations on remuneration under subsection (2)—

- (a) consider the requirements of the statutory authorities;
- (b) take into account the rates of pay and other terms and conditions of employment prevailing in Trinidad and Tobago for similar work outside the service of the statutory authorities, and the relationship of the duties of the various classes and grades within the service of the statutory authorities; and
- (c) be guided by the considerations set out in section 20(2)(a) to (f) of the Industrial Relations Act.

Ch. 88:01.

CONSULTATION, NEGOTIATION AND THE SETTLEMENT OF DISPUTES

16. Prior to formulating any recommendations under section 15(1), the Minister may require the Personnel Organisation to consult with representatives of the appropriate recognised associations with respect to the matters specified in that subsection.

Consultation with organisation.

17. In the exercise of its duties and functions under sections 19 and 20 and section 21(1), the Personnel Organisation shall be subject to the direction of the Minister.

Personnel Organisation in negotiations subject to direction of Minister.

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Consultation
with association.

18. The Personnel Organisation shall on behalf of the statutory authority concerned, consult with representatives of the appropriate recognised association with respect to the matters specified in section 15, at the request of such representatives or whenever in the opinion of the Minister such consultation is necessary or desirable.

Where no
agreement
reached on
proposals of
association.

19. Where the Personnel Organisation consults and negotiates with representatives of the appropriate recognised association with respect to matters specified in section 15, at the request of such representatives, and the Personnel Organisation and the appropriate recognised association are within twenty-one days of the commencement of such consultation and negotiation, or within such further period as may be agreed upon, unable to reach agreement on any matters, the Personnel Organisation or the appropriate recognised association shall report the matter on which no agreement has been reached to the Minister, and on such report being made a dispute shall be deemed to exist as to such matter.

Personnel
Organisation to
submit
proposals to
association for
approval.

20. Where the Personnel Organisation before making proposals with respect to matters specified in section 15 does not consult with representatives of the appropriate recognised association, the Personnel Organisation shall submit the proposals to the appropriate recognised association for consideration and agreement, but where the Personnel Organisation and the appropriate recognised association are, within twenty-one days of the submission of the proposals as mentioned above, or within such further period as may be agreed upon, unable to reach agreement on any of the matters, the Personnel Organisation or the appropriate recognised association shall report the matter on which no agreement has been reached to the Minister and on such report being made a dispute shall be deemed to exist as to such matter.

Agreement
reached with
Personnel
Organisation.

21. (1) Where the Personnel Organisation and the appropriate recognised association reach agreement on any of the matters specified in section 15 after consultation and negotiation, the agreement shall be recorded in writing and shall be signed by the Chief Personnel Officer on behalf of the statutory authority concerned and by a person designated by the appropriate recognised association on behalf of the association.

(2) Any agreement recorded and signed in accordance with subsection (1) shall be binding upon the statutory authority and the officers to whom the agreement relates.

22. For the purposes of this Act the parties to a dispute shall be the Chief Personnel Officer and the appropriate recognised association and any dispute under this Act shall be dealt with in accordance with the provisions of the Industrial Relations Act.

Parties to disputes.

Ch. 88:01.

23. (1) An award made by the Industrial Court on any dispute under this Act shall be binding on the parties to the dispute and on all officers to whom the award relates, and shall continue to be binding for a period to be specified in the award, not less than five years from the date upon which the award takes effect.

Awards to be binding on parties for fixed period.

(2) The Industrial Court may with the agreement of the parties to an award review such award at any time after the expiry of the third year.

(3) In this section “Industrial Court” means the Industrial Court established under the Industrial Relations Act.

Ch. 88:01.

ASSOCIATIONS OF OFFICERS OR EMPLOYEES

24. In this section and in sections 25 and 26—
“class” means the division into which an office is assigned by Regulations made by the President under section 28, and includes any category or categories of offices assigned to a division;
“existing association” means any trade union or other association recognised as the bargaining body for any class or classes of officers immediately before the commencement of this Act.

Definitions.

25. (1) Subject to any other written law to the contrary, every existing association may continue to represent any class or classes of officers and, subject to the provisions of this Act, shall be recognised by the statutory authority as the appropriate association for the purpose of consultation and negotiation in respect of any of the matters specified in section 15 and any other matters concerning such officers other than officers who are holders of prescribed offices.

Representation of officers.

(2) Officers may form associations, and such associations shall, subject to this Act and the Regulations, be recognised by the statutory authority as appropriate associations for consultation and negotiation in respect of any of the matters specified in section 15 and any other matters concerning such officers.

(3) For the purposes of recognition by the statutory authority an association formed pursuant to subsection (2) or, subject to subsection (1), an existing association, may be representative of any class or classes of officers but may not be representative of any class or classes of such officers already represented by an appropriate recognised association; and an association formed pursuant to subsection (2) or an existing association may not admit to its membership an officer who is a member of an appropriate recognised association.

(4) The statutory authority shall withdraw recognition from an appropriate recognised association that contravenes any of the requirements of subsection (3).

(5) An association formed pursuant to subsection (2) may not be registered as a trade union.

Rules governing recognition.

26. The President may make Regulations setting out the conditions to be satisfied and the procedure to be adopted for the recognition by the statutory authority of existing associations and of associations formed pursuant to section 25(2).

Association to make Rules. [8 of 1983]

27. (1) An appropriate recognised association shall make Rules providing for the good government of the association and for carrying out the objects of the association and with respect to such Rules the following provisions shall have effect:

Second Schedule.

- (a) the Rules shall contain provisions in respect of the several matters mentioned in the Second Schedule;
- (b) a copy of the Rules and of every amendment thereof shall be delivered by the association to every officer who is a member of that association on demand on payment of the prescribed sum.

(2) The Rules of the association shall be filed with the Registrar General.

(3) Amendments to the Rules of an association shall be filed with the Registrar General and shall have effect from the date of such filing unless some later date is specified from which they shall have effect.

MISCELLANEOUS AND GENERAL

28. The President may make Regulations generally for carrying this Act into effect and, subject to this Act, for prescribing all matters which are required or permitted to be prescribed and in particular for the following: Regulations generally.

- (a) for prescribing the terms and conditions of employment in the service of a statutory authority;
- (b) for prescribing remuneration;
- (c) for prescribing the probationary period on first appointment and for the reduction of such period in appropriate cases;
- (d) for prescribing conditions for the termination of first appointments on probation;
- (e) for prescribing the procedure for the recovery of any penalties from an officer;
- (f) for regulating the hours of attendance of officers and the keeping and signing of records of attendance or for prescribing other methods of recording attendance;
- (g) for regulating the granting of leave to officers;
- (h) for prescribing arrangements and procedures for providing, assisting in or co-ordinating staff development programmes;
- (i) for prescribing and providing for the use of powers under this Act and the Regulations;
- (j) for regulating generally the terms and conditions of temporary employment.

Section 9A.
[8 of 1983].

FIRST SCHEDULE

OATH OF OFFICE

I, A.B., having been appointed

of Trinidad and Tobago do swear by
(solely affirm) that I will bear true faith and allegiance to Trinidad and Tobago
and will uphold the Constitution and the law, that I will conscientiously,
impartially and to the best of my knowledge, judgment and ability discharge the
functions of my office and do right to all manner of people after the laws and
usages of Trinidad and Tobago without fear or favour, affection or ill-will.

Section 27.
[8 of 1983].

SECOND SCHEDULE

**MATTERS TO BE PROVIDED FOR BY THE RULES OF
AN ASSOCIATION REGISTERED UNDER THIS ACT**

1. The name of the Association and the place of meeting for its business.
2. The whole of the objects for which the Association is to be established,
the purposes for which its funds shall be applicable, and the conditions under
which any member may become entitled to any benefit assured thereby, and the
fines and forfeitures to be imposed on any member of the Association.
3. The manner of making, altering, amending and rescinding rules.
4. A provision for the appointment and removal of a general committee
of management, a trustee, treasurer and other officers.
5. A provision for the investment of the funds and for an annual or
periodical audit of accounts.
6. The inspection of the books and names of members of the
Association by every person having an interest in its funds.
7. The manner of dissolution.
8. The protection of voting rights of members of the Association and
general conduct of elections.

9. The powers, duties and functions of the Executive Committee of the Association.

10. Disputes between members of the Association and the Executive Committee thereof.

11. A prohibition against admission to membership with respect to an officer who is a member of an appropriate registered association.

SUBSIDIARY LEGISLATION

**STATUTORY AUTHORITIES SERVICE
COMMISSION REGULATIONS**

ARRANGEMENT OF REGULATIONS

REGULATION

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Statutory Authorities

[Subsidiary]

Statutory Authorities Service Commission Regulations

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- 125. Saving of existing Union Agreements.

**FIRST SCHEDULE.
SECOND SCHEDULE.**

61/1968.
[174/1973
191/1977
45 of 1979
46 of 1979
47 of 1980
260/2006].

STATUTORY AUTHORITIES SERVICE COMMISSION REGULATIONS

made under section 6

PART I

PRELIMINARY

Citation.

1. These Regulations may be cited as the Statutory Authorities Service Commission Regulations.

Interpretation.
[260/2006].

2. In these Regulations—

“acting appointment” means the temporary appointment of an officer to a higher office whether that office is vacant or not;

“appointment” means the placing of a person in the service of a Statutory Authority and includes service in the public service;

“the Chairman” means the Chairman of the Commission;

“Chief Officer” means the Departmental Head of any Division of a Statutory Authority;

Ch. 23:01.

“Civil Service” means the Civil Service established by the Civil Service Act;

“the Commission” means the Statutory Authorities Service Commission established under section 4 of the Act;

“Director” means the Director of Personnel Administration;

“Executive Officer” means the most senior officer in grade of the Statutory Authorities Service Commission Department;

“Head of the Statutory Authority” means—

(a) in respect of a Statutory Authority, other than a local authority, the General Manager, or Manager, or the Chief Executive Director or Officer of a Commission, Board, Committee, Council or body as the case may be;

(b) in respect of a Local Authority that is a Municipal Corporation, the Chief Executive Officer or in the case of a Council, the Chief Executive Officer;

“officer” means a person who is appointed to hold or to act in an office in the service of a Statutory Authority, and whose remuneration is paid on a monthly basis;

“prescribed form” means the appropriate form as may from time to time be prescribed by the Commission;

“promotion” means the appointment of an officer to an office in a grade carrying a higher remuneration whether such office is in the same statutory authority or not;

“public service” has the meaning assigned to it by section 3 of the Constitution;

“Review Board” means the authority referred to under section 7 of the Act and authorised under that section to review the findings of the Commission in disciplinary cases;

“secondment” means the transfer of an officer in a particular service to serve for a period in an office in another service or in an office in the Public Service or in an office under another Government or under a statutory board or organisation approved by the President;

“Statutory Authority” means a local authority as defined in the Act and any Commission, Board, Committee, Council or Body (whether incorporated or incorporated) established by or under an Act other than the Companies Act and declared by the President to be subject to the provisions of the Act. Ch. 81:01.

PART II

THE STATUTORY AUTHORITIES’ SERVICE COMMISSION

3. (1) The Chairman and other members of the Commission shall, as soon as possible after appointment, take the oath or make the affirmation in the form set out as Form 1 in the First Schedule. Oath of Office. First Schedule. Form 1.

(2) Every person appointed a member of the staff of the Commission shall, as soon as possible after appointment, take the oath or make the affirmation in the form set out as Form 2 in the First Schedule. Form 2.

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Statutory Authorities

[Subsidiary]

Statutory Authorities Service Commission Regulations

Meetings.

4. (1) The Commission shall meet as often as may be necessary for the purpose of performing its functions and such meetings shall be held on such days and at such time and place as the Chairman shall determine.

(2) Where a member fails to attend at least four meetings in any one month over a period of three months without reasonable excuse, the Commission shall make a report to the President.

Procedure, quorum and voting.

5. (1) The Chairman, or in his absence the Deputy Chairman, shall preside at meetings of the Commission, and in the absence of the Chairman and the Deputy Chairman from any meeting, the members present shall elect one of their number to preside at that meeting.

(2) At any meeting of the Commission three members shall constitute a quorum.

(3) All questions for discussion at a meeting of the Commission shall be decided by a majority of the votes of the members present and voting.

(4) The Chairman or other member presiding at a meeting shall have an original vote, and in the event of an equality of votes, he shall have as well a second or casting vote.

Decisions other than at meetings.

6. (1) Notwithstanding regulation 5 but subject to subregulation (2) if the Chairman directs it or considers it necessary, questions may also be decided by the Commission without a meeting by circulation of the relevant papers among the members and the expression of their views in writing and in such case the decision shall be the view of the majority of members expressing a view.

(2) If any member requires that a matter or question being dealt with by circulation of the relevant papers shall be reserved for consideration at the next following meeting of the Commission, no decision shall be made on that matter or question except at a meeting of the Commission.

7. (1) The Executive Officer shall ensure that Minutes of all meetings of the Commission and of all decisions arrived at under regulation 6, shall be duly recorded and kept and that the same be presented for confirmation by the Commission as soon as practicable at a subsequent meeting or by individual members on circulation thereof.

Record of meetings and decisions.

(2) Any member of the Commission who dissents from a decision may require that his dissent and reasons for dissenting be recorded in the Minutes.

Dissents.

8. The Commission in considering any matter or question may consult with any officer or other person as the Commission may consider proper and desirable and may require any officer to attend for the purpose of assisting the Commission in its deliberations and producing any official documents relating to such matter or question.

Consultation with other persons.

9. Any officer who without reasonable cause or excuse fails to appear before the Commission when required to do so, or, who fails to comply with any request made by the Commission or with any requirement of these Regulations shall be guilty of misconduct.

Non-compliance.

10. (1) Whenever the Commission delegates any of its powers to any other person or authority in accordance with section 5(2) of the Act, the Executive Officer shall cause notice of such delegation to be published in the *Gazette*.

Instrument of delegation to be published.

(2) A notice published under subregulation (1) shall contain the following information:

- (a) the powers delegated;
- (b) the person or authority to whom such delegation is made;
- (c) the extent of such delegation;
- (d) the terms and conditions of such delegation and the manner in which matters dealt with under such delegated authority may reach the Commission.

(3) Any power so delegated shall be exercised in such manner as the Commission may direct.

(4) Every delegation under this regulation shall be revocable.

PART III

APPOINTMENTS, PROMOTIONS AND TRANSFERS

- Application for appointment.
- 11.** Every application for first appointment to the Service of a Statutory Authority shall be addressed to the Executive Officer on the prescribed form.
- Selection for appointment on basis of competitive examination.
- 12.** (1) Candidates for permanent appointment to offices in the clerical or secretarial classes and to such other classes in the service of a Statutory Authority as the Commission may from time to time specify, shall be selected on the basis of written competitive examinations and/or interviews.
- (2) A candidate who fails the examination for entry into the service of a Statutory Authority in the class or classes specified in subregulation (1) in any year, shall, if he wishes to be considered for a permanent appointment, reapply and resubmit himself for the examination in any following year, notwithstanding that he may have held an acting appointment in the meantime.
- Filling of vacancies.
- 13.** (1) As soon as it is known that a vacancy will occur the Head of the Statutory Authority shall communicate to the Executive Officer in writing and shall make his recommendations regarding the filling of the vacancy.
- (2) The Executive Officer shall, from time to time by Circular Memorandum or by publication in the *Gazette*, give notice of vacancies which exist in the particular service and any officer may make application for appointment to any such vacancy. Such application shall be forwarded through the appropriate Head of the Statutory Authority to the Executive Officer but the failure to apply shall not prejudice the consideration of the claims of all eligible officers.
- Appointments to be by competition within the particular service.
- 14.** Whenever in the opinion of the Commission it is possible to do so and it is in the best interest of the particular service within the service, appointments shall be made from within the particular service by competition.

15. Where the Commission considers either that there is no suitable candidate already in the particular service available for the filling of any vacancy or that having regard to qualifications, experience and merit, it would be advantageous and in the best interest of the particular service that the services of a person not already in that service be secured, the Commission may authorise the advertisement of such vacancy.

Advertisement of vacancies.

16. (1) The Commission may from time to time appoint one or more Selection Boards to assist in the selection of candidates for appointment to the service and the composition of any such Board and the form in which its reports are to be submitted shall be in the discretion of the Commission.

Selection Boards.

(2) On consideration of any report of a Selection Board, the Commission may, in its discretion, summon for interview any of the candidates recommended by such Board.

17. (1) All examinations to be held under these Regulations shall be set and the papers marked by such Examination Board as may be appointed for the purpose.

Examination Board.

(2) The Executive Officer shall be responsible for the conduct of examinations set under subregulation (1).

18. (1) In considering the eligibility of officers for promotion, the Commission shall take into account the seniority, experience, educational qualifications, merit and ability, together with relative efficiency of such officers, and, in the event of an equality of efficiency of two or more officers, shall give consideration to the relative seniority of the officers available for promotion to the vacancy.

Principle of selection for promotion.

(2) The Commission in considering the eligibility of officers under subregulation (1) for an appointment on promotion shall attach greater weight to—

- (a) seniority, where promotion is to an office that involves work of a routine nature; or

(b) merit and ability where promotion is to an office that involves work of progressively greater and higher responsibility and initiative than is required for an office specified in subregulation (a).

(3) In the performance of its functions under subregulations (1) and (2), the Commission shall take into account as respects each officer—

- (a) his general fitness;
- (b) the position of his name on the seniority list;
- (c) any special qualifications;
- (d) any special courses of training that he may have undergone (whether at the expense of Government or otherwise);
- (e) the evaluation of his overall performance as reflected in annual staff reports by the Head of the Statutory Authority or other senior officer under whom the officer worked during his service;
- (f) any letters of commendation or special reports in respect of any special work done by the officer;
- (g) the duties of which he has had knowledge;
- (h) the duties of the office for which he is a candidate;
- (i) any specific recommendation of the Head of the Statutory Authority for filling the particular office;
- (j) any previous employment of his in any public service, Statutory Authority or otherwise;
- (k) any special reports for which the Commission may call;
- (l) his devotion to duty.

(4) In addition to the requirements prescribed in subregulations (1), (2) and (3), the Commission shall consider any specifications that may be required from time to time for appointment to the particular office.

19. Promotion to the Administrative Class shall be determined by the order of merit in an examination fixed for the purpose and such examination shall be open to all officers in the service of a Statutory Authority holding an office not lower than that of Principal Officer or other comparable office.

Promotion to Administrative Class.

20. (1) The Executive Officer shall keep up-to-date seniority lists of all officers holding offices in the several grades in the Service of a Statutory Authority.

Seniority lists to be kept up-to-date.

(2) The Head of a Statutory Authority shall keep in the prescribed form, up-to-date seniority lists of all officers holding offices in the several grades in his Department, for the purpose of making recommendations for promotion and acting appointments.

(3) The seniority of an officer shall be determined by the date of his appointment to the particular grade within the range in which he is serving. The seniority of officers promoted to the same grade from the same date shall be determined by their seniority in their former grade.

(4) Where officers have entered the particular service within the service by competitive examination and are appointed to the same grade in a range with effect from the same date, the relative seniority of such officers shall be determined according to their performance in such examination.

21. The seniority of an officer who voluntarily resigns from the service of a Statutory Authority and is subsequently reappointed to it shall be reckoned from the date of his reappointment.

Seniority of officer to be reckoned from date of appointment or reappointment.

22. In any case not covered by regulations 20 and 21, the Commission shall determine the seniority of the officer.

Commission to determine seniority.

23. The Commission may authorise payment to an officer of a commencing pay at an incremental point higher than the minimum in the scale attaching to the office to which he is appointed or promoted.

Commencing pay.

Principles of selection for acting appointment as prelude to appointment.

24. (1) The Head of a Statutory Authority shall ensure that any recommendation made in relation to an acting appointment as a prelude to a substantive appointment shall be based on the principles prescribed in regulation 18.

(2) Where, in the exigencies of the particular service, it has not been practicable to apply the principles prescribed in regulation 18, an officer selected for an acting appointment in consequence of a recommendation made under subregulation (1) shall not thereby have any special claim to the substantive appointment.

(3) In considering the claims of eligible candidates for a substantive appointment, the Commission shall take into account the claims of all eligible officers.

Head of Statutory Authority to notify eligible officers of vacancy.

25. (1) Where an acting appointment falls to be made whether as a prelude to a substantive appointment or not, the Head of the Statutory Authority shall notify those officers within the Department who are eligible for consideration.

(2) The Head of the Statutory Authority shall, after notification as required by subregulation (1), allow a period of seven days to elapse before forwarding any recommendations in relation to such acting appointment, for the purpose of allowing the officers of the Statutory Authority to make representations on the filling of such vacancy.

(3) Where representations have been made by or on behalf of an officer in the Statutory Authority, the Head of the Statutory Authority shall forward such representations in their original form to the Executive Officer.

(4) Where a vacancy occurs in an office and an acting appointment falls to be made for a period not likely to exceed twenty-eight days as a result of sudden illness or other very special circumstances the Head of the Statutory Authority may appoint an officer to act for such period and subregulations (1), (2) and (3) shall not apply to such acting appointment.

26. (1) Where an acting appointment falls to be made otherwise than as a prelude to a substantive appointment, the officer appointed shall—

Principles of selection for acting appointment not as prelude to appointment.

- (a) as a general rule be the senior officer in the Department eligible for such acting appointment;
- (b) assume and discharge the duties and responsibilities of the office to which he is appointed to act.

(2) In submitting any recommendations for an acting appointment, the Commission shall examine whether the exigencies of the particular service would best be served by transferring an officer from another Authority or district next in line of seniority to act where there is an officer in the same Authority or district who is capable of performing the duties of the higher grade, and in such examination the question of additional expenditure for travelling and subsistence allowances and other expenditure payable by the Statutory Authority shall be borne in mind.

27. The Head of the Statutory Authority shall submit, well in advance, recommendations for acting appointments to permit of their consideration by the Commission before the date on which the acting appointment is intended to become effective, but the Commission may waive the provisions of this regulation where the necessity to submit recommendations has been occasioned by sudden illness, or very special circumstances or in any other circumstances where the Commission may consider appropriate.

Head of Statutory Authority to submit recommendation in advance.

28. In submitting recommendations for acting appointments, Heads of Statutory Authorities shall state the reasons why officers, if any, are being passed over.

Head of Statutory Authority to state reasons for passing over officers.

29. (1) Where the Commission proposes to transfer an officer, the Commission shall, except where the exigencies of the particular service do not permit, make an order of transfer in writing and shall give not less than one month's notice to an officer who is to be transferred.

Transfers.

(2) An officer who is aggrieved by an order under subregulation (1) may make representation to the Commission for a review of the order in accordance with subregulation (3).

(3) Where an officer desires to make representation to the Commission for a review of an order made under subregulation (1), he shall give notice in writing to the Head of the Statutory Authority within seven days of the receipt of such order and shall submit, with the notice, his representations in writing.

(4) The Head of a Statutory Authority shall, within seven days, forward any representations made to him in writing under subregulation (3), together with his comments thereon to the Commission.

(5) The Commission shall consider the representations of the officer and Head of the Statutory Authority submitted to it under subregulations (2) and (3) and shall communicate its decision in writing.

Officer to
assume duties
pending review
of transfer order.

30. (1) Notwithstanding that an officer in respect of whom an order has been made under regulation 29(1) has made representation under subregulations (2) and (3) of the said regulation, the officer shall assume his duties on transfer pending the review of the order by the Commission.

(2) Where the order of transfer involves the exchange of officers in an office in a grade to another office in the same grade, the officer shall not assume his duties on transfer pending the review of the order by the Commission.

Date of
appointment.

31. (1) The date of appointment to an office in a particular service within the service of an Authority shall normally be the date on which the officer assumes substantively the duties of the office to which he has been appointed.

(2) The date of appointment on promotion shall be such date as the Commission shall specify.

(3) If an officer is selected for appointment from outside Trinidad and Tobago, the date of appointment shall be the date specified in the letter of appointment.

32. (1) A candidate selected for appointment shall undergo a medical examination by a Medical Officer and shall not be confirmed in his appointment unless and until he has been passed as medically fit.

Medical examination on appointment. [*174/1973].

(2) The Head of a Statutory Authority to which the candidate has been assigned, shall make appropriate arrangements for the new appointee to be medically examined as soon as practicable after his notification of appointment.

(3) The Medical Officer who examines the new appointee shall submit his medical report on the prescribed form to the Executive Officer under confidential cover as soon as practicable after the examination.

(4) The Executive Officer shall inform the new appointee whether the medical report is favourable or unfavourable.

(5) All communications relating to the medical report on a new appointee shall be strictly confidential and any officer who communicates the details of any such medical report to any other person, except for the purpose of and as provided for in this regulation, shall be guilty of misconduct and be liable to dismissal from the service.

(6) For the purposes of subregulation (1), a candidate shall be deemed to have been passed as medically fit if, without any default or neglect on his part, he retires before being medically examined.

33. An officer selected for appointment to an office in a service within the service of the Statutory Authority, other than the particular service in which he holds an office, and who has undergone a medical examination by a medical officer in the public service and/or the service of a Statutory Authority for appointment to that particular service, may be exempted from further medical examination as a candidate on appointment to any other service in the Statutory Authority.

Exemption from medical examination.

*This amendment is deemed to have come into operation on 1st April 1968.

PART IV

STAFF REPORTS

Staff reports.

34. (1) A head of a Statutory Authority shall forward to the Executive Officer in each year—

- (a) in respect of all officers who are within the scale of pay, a staff report not later than sixty days before an increment is due to an officer; and
- (b) in respect of all officers who are at the maximum in the scale of pay or who receive a fixed pay, a staff report not later than the anniversary of the date of appointment of an officer to the office.

(2) A staff report shall relate to the period of service during the immediately preceding twelve months.

(3) In the preparation of a staff report, the Head of a Statutory Authority shall be guided by his own deliberate judgment and shall in such report—

- (a) make an unbiased assessment of the officer's performance and conduct over the past twelve months; and
- (b) give an indication of the future prospects of the officer.

(4) A staff report shall be in such form as may from time to time be prescribed by the Commission and shall be made in respect of every officer whether he holds an acting appointment, a temporary appointment or is employed for a specified period.

Officer to be informed of adverse report.

35. In order that an officer may be given every opportunity to correct any shortcomings which he might evince during the course of the twelve months' period of service to be reported on, the Head of a Statutory Authority shall—

- (a) as and when such shortcomings are noticed, cause the officer to be informed in writing thereof;
- (b) when adverse markings are included in the staff report, cause the officer to be informed in writing thereof before he submits the report to the Executive Officer.

36. (Revoked by LN 260/2006).

PART V

PROBATIONARY APPOINTMENTS

37. Except as otherwise provided, an officer on first appointment to the service of a Statutory Authority shall be required to serve on probation for a period of two years.

Period of probation on first appointment.

38. (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 39, the officer shall not be required to serve on probation.

Period of probation on appointment.

(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 39, 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 Commission shall determine the period of probation to be served.

39. (1) Subject to regulation 38, 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.

Period of probation on promotion.

(2) Subject to subregulation (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 subregulation (2), only continuous service of three months or more shall count.

(4) Where an officer is transferred from one Statutory Authority to another, the Head of the Authority shall take immediate steps to ensure the release of such officer to assume duties in his new office on the date fixed by the Commission.

(5) Where an officer is promoted and transferred from one Statutory Authority to another and the exigencies of the service precludes his assumption of duties in his new office on the date fixed by the Commission, the period of probation shall be deemed to commence from such date.

Waiver of portion of period of probation.

40. 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.

Principles to be observed while officer on probation.

41. 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 Head of the Statutory Authority and he shall be given such assistance as may be possible to enable him to correct his faults.

42. (1) In the case of an officer serving a two-year period of probation, the Head of the Statutory Authority shall submit to the Executive Officer three confidential reports as follows:

Confidential reports on officer on probation.

- (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 Executive Officer shall report to the Commission whenever the Head of a Statutory Authority 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 Head of the Statutory Authority 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 Head of a Statutory Authority under this regulation shall not be seen by the officer on probation, but any adverse comments on his work shall be in specified 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 Head of the Statutory Authority for the record.

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[Subsidiary]

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Officer may make representation on recommendation of Head of Statutory Authority.

43. (1) Before any recommendation is made to the Commission for the extension of the period of probation of an officer or for the termination of his appointment, the Head of the Authority shall inform the officer of this recommendation and of the specific reasons therefor and he shall invite the officer to submit any representations he may wish to make.

(2) Subject to these Regulations, the first appointment on probation of an officer may, at anytime during the period of probation, be terminated by the Commission.

Commission to confirm appointment.

44. (1) If, after consideration of the final report of the Head of the Authority, the 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.

Incremental date when period of probation extended.

45. Where the period of probation of an officer has been extended and he is subsequently confirmed in his appointment, the 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.

Head of Statutory Authority to keep record.

46. The head of a Statutory Authority shall keep a record of every officer who has been appointed on probation to an office in his Authority.

The Head of Statutory Authority not to allow payment out of public funds in certain circumstances.

47. The Head of a Statutory Authority shall ensure that no payment shall be made out of public funds in respect of any matter requiring the approval of the Commission until such approval has been obtained.

PART VI

RESIGNATIONS, RETIREMENTS AND
TERMINATION OF APPOINTMENTS

48. (1) An officer who wishes to resign shall give to the Commission notice in writing of his intention at least one month before the date on which he wishes to relinquish his appointment, but the Commission may waive the requirement of notice in whole or in part if it thinks fit. Resignation.

(2) Notwithstanding any regulation respecting the non-forfeiture of leave, an officer who fails without reasonable cause to comply with subregulation (1), may forfeit all leave and the benefits and privileges accruing to him in respect of leave.

(3) An officer is not entitled to withdraw his notice of resignation before such resignation becomes effective, but the Commission may accept such withdrawal if tendered in writing at any time before the effective date of the resignation.

49. An officer who is absent from duty without leave for a period of one month may be declared by the Commission to have resigned his office and thereupon the office becomes vacant and the officer ceases to be an officer. Abandonment.

50. Unless otherwise provided, the services of an officer may be terminated by the Commission only for the reasons stated hereafter— Reasons for termination of appointment.

- (a) where the officer holds a permanent appointment—
- (i) on dismissal or removal in consequence of disciplinary proceedings;
 - (ii) on compulsory retirement;
 - (iii) on voluntary retirement;
 - (iv) on retirement for medical reasons;
 - (v) on resignation;

- (vi) on the expiry or the termination of appointment—
 - (A) for a specified period;
 - (B) on probation;
- (vii) on the abolition of office;
- (viii) on such other grounds as the Commission may determine;
- (b) where the officer holds a temporary appointment—
 - (i) on the expiry or other termination of an appointment for a specified period;
 - (ii) where the office itself is of a temporary nature and is no longer necessary;
 - (iii) on the termination of appointment in the case of an officer on probation;
 - (iv) on dismissal or removal in consequence of disciplinary proceedings;
 - (v) ill health;
- (c) where the officer is on contract his services shall be terminated in accordance with the terms of the contract.

Superannuation benefits.

51. Subject to section 9 of the Act, provisions thereof with respect to the superannuation benefits and of liabilities of the officers including pension schemes already established or authorised to be established shall apply until such time as other provisions have been made.

Compulsory and voluntary retirement. [46 of 1979].

52. An officer—

- (a) shall be required to retire on attaining the age of sixty years; or
- (b) may retire voluntarily at the age of fifty-five years; or

(c) may at any time after he attains the age of fifty years and before attaining the age of fifty-five years, apply to the Commission for permission to retire pursuant to section 15(1) of the Pensions Act and shall in his application state the grounds on which it is based. Ch. 23:52.

53. A Head of a Statutory Authority shall inform the Executive Officer of all officers in his Authority who are within one year of the compulsory retirement age.

Head of Statutory Authority to notify Officer of officers aged 60 years compulsory.

54. (1) If it appears to the Commission that pursuant to any Act, Rule or Regulation in respect of the retiring age of an officer that he ought to be called upon to retire from the service of an Authority, the Commission shall advise the officer accordingly.

Premature retirement.

(2) Any such officer shall be afforded an opportunity of submitting to the Commission any representations he may wish to make regarding his proposed retirement.

(3) If the Commission, after considering the representations, if any, made by the officer, is of the opinion that, having regard to all the circumstances of the case, the officer should be retired in the public interest, the Commission shall require the officer to retire on such date as the Commission shall determine, and the officer shall be retired accordingly.

55. (1) Where it is represented to the Commission or the Commission considers it desirable in the public interest that any officer should be required to retire on grounds which cannot suitably be dealt with under any of these Regulations, it shall call for a full report on the officer from the Head of the Statutory Authority in which he is serving and shall take into account the officer's previous record during the last preceding ten years.

Retirement in the public interest.

(2) If after considering such report and such record and giving the officer an opportunity of submitting a reply to the grounds on which his retirement is contemplated, and having regard to the conditions of the particular service of which the officer is a

member, the usefulness of the officer thereto, and all the other circumstances of the case, the Commission is satisfied that it is desirable in the public interest to do so, it shall require the officer to retire on such date as the Commission shall determine, and he shall be retired accordingly.

Termination of appointment on abolition of office or for facilitating improvement in the organisation of a Statutory Authority.

56. (1) Where an office, being one of a number of like offices, has been abolished but one or more than one such office remains, the Head of the Statutory Authority shall make a report thereon to the Executive Officer for consideration by the Commission, and shall recommend with his reasons therefor, which officer shall be retired or removed from the service of the Statutory Authority in consequence of such abolition.

(2) Where it is necessary to retire or remove an officer from the service of the Statutory Authority for the purpose of facilitating improvement in the organisation of the Authority in order to effect greater efficiency or economy, the Head of the Authority shall make a report thereon to the Executive Officer for consideration by the Commission, and shall recommend with his reasons therefor, which officer shall be retired or removed from the public service in consequence of such reorganisation.

(3) Where the Head of the Statutory Authority makes any recommendation under subregulation (1) or (2), the Head of the Authority shall, at the same time, notify the officer concerned in writing of his recommendations, and such officer may, within seven days of the receipt of the notification, make representations thereon.

(4) Where an officer makes representation in respect of recommendations under subregulation (1) or (2), the representations shall be forwarded in the original form to the Commission by the Head of the Authority together with such comments as the Head of the Statutory Authority thinks fit.

(5) Notwithstanding subregulation (1) or (2), and after consideration of the representations of the officer, the Commission may, instead of retiring or removing the officer from the service of such Authority transfer the officer concerned to another office not lower in status than that which he held.

57. (1) The Commission may terminate the appointment of an officer on grounds of inefficiency.

Termination of appointment on grounds of inefficiency.

(2) Where a Head of a Statutory Authority makes a recommendation in writing that the appointment of an officer should be terminated on grounds of inefficiency, the officer shall be informed in writing of such recommendation and shall be given an opportunity to make representations thereon.

(3) Where an officer makes representations under subregulation (2), the representations shall be forwarded in their original form to the Commission by the Head of the Authority with such comments as the Head of the Statutory Authority thinks fit.

58. (*Revoked by LN 260/2006*).

59. (1) A Medical Board shall be held whenever it is necessary for an officer to be examined with a view to ascertaining whether or not the officer should be retired on grounds of ill health, or in any case or class of case in which the Commission directs.

Medical Boards.

(2) An officer may be required by the Commission to undergo a medical examination at any time.

(3) An officer who is required to undergo a medical examination shall submit to be examined by a Medical Board at such time and place as the Head of the Statutory Authority may direct on behalf of the Medical Board.

(4) Where an officer, through refusal or neglect to obtain specialist advice or to obtain treatment when so recommended by the Medical Board, falls sick and in consequence is unable to perform his duties the Commission may direct that the period during which he is unable to perform his duties shall be counted as leave without pay.

(5) Whenever it is considered necessary for an officer to be examined with a view to ascertaining whether or not he should

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be retired on grounds of ill health, the Head of the Statutory Authority shall make a recommendation to this effect to the Commission and where there is a medical record of the officer, the record shall be made available to the Medical Board.

(6) Where a deterioration in the work of the officer is the reason or one of the reasons for requesting that the officer undergo a medical examination, the Head of the Statutory Authority shall submit, with his recommendation under subregulation (5), a detailed report on any change in the quality of the officer's work in order to assist the Medical Board in carrying out the medical examination of the officer concerned.

Unfit officers.

60. An officer who is medically boarded and found unfit for further service shall not be allowed to remain on duty after receipt of the Medical Board's report, and shall be granted such annual leave and accumulated annual leave for which he is eligible or two months' leave, whichever is the greater, as from the date on which he is notified of his unfitness for further duty.

PART VII

CONDUCT

General conduct.

61. An officer shall conduct himself at all times in such a manner that he does not bring the service of which he is a member into disrepute.

Duties of officer.

62. (1) An officer shall discharge the usual duties of the office to which he is appointed and any other related duties that the Head of the Statutory Authority may, at any time, call upon him to discharge.

(2) In the discharge of his duties, an officer shall be courteous and polite both to members of the staff and to members of the public.

Discourtesy.

63. An officer who is discourteous or impolite to members of the staff or to members of the public shall be guilty of misconduct.

64. (1) An officer shall not be absent from duty without leave or reasonable excuse. Absence without leave.

(2) An officer shall not leave the country without the permission in writing of the Head of the Statutory Authority or in cases of emergency, of a superior officer who shall report forthwith, in writing to the Head of the Statutory Authority.

(3) An officer who contravenes this regulation is guilty of misconduct and shall be liable to summary dismissal.

65. An officer who wilfully refuses to perform his duties, or who wilfully omits to perform his duties, shall be guilty of misconduct. Misconduct.

66. (1) Except in the case of part-time officers, an officer's whole time is at the disposal of Government. Accordingly— Activities outside the service. [46 of 1979].

(a) an officer may not at any time engage in any activity which would in any way tend to impair his usefulness as an officer nor may he engage in any occupation or undertaking which might in any way conflict with the interests of his Ministry or Department or be inconsistent with his position as an officer;

(b) an officer shall not engage in any trade or any professional, commercial, agricultural or industrial undertaking or undertake private work for remuneration without the prior approval of the Commission;

(c) notwithstanding that prior approval may have been given, the Commission may at any time after notice to the officer and after holding an inquiry prohibit an officer from—

(i) engaging in any trade, professional, commercial, agricultural or industrial undertaking;

(ii) regularly undertaking private work for remuneration, if the Commission is of the

opinion that the officer's activity tends to impair his usefulness as an officer or conflicts with the interests of his Ministry or Department or is inconsistent with his position as an officer;

- (d) within a period of thirty days after his first appointment to an office in the public service, an officer shall disclose in writing to the Commission particulars of any investment or shareholding which he possesses in any company carrying on business in or outside of Trinidad and Tobago and also of any direct interest which he has in any professional, commercial, agricultural or industrial undertaking in or outside of Trinidad and Tobago;
- (e) an officer who invests in or acquires shares in any company carrying on business in or outside of Trinidad and Tobago or who acquires any direct interest in any professional, commercial, agricultural or industrial undertaking in or outside of Trinidad and Tobago, shall within a period of thirty days thereafter inform the Commission;
- (f) whenever the Commission is of the opinion that an officer's performance of his duties is likely to be influenced by the fact that he owns shares or investments in any company or he has direct interest in any professional, commercial, agricultural or industrial undertaking, the Commission may require the officer to dispose of such shares, investment or interest within such period as the Commission may specify or may transfer the officer to other duties. If the officer, on being required to dispose of such shares, investment or interest fails to do so within the specified period, he shall be guilty of misconduct;

(g) an officer while he is on accumulated annual leave shall not accept any paid employment or engage in any trade or any professional, commercial, agricultural or industrial undertaking, or undertake regular private work for remuneration; the Commission may, however, grant to an officer who is on leave prior to resignation or retirement permission to engage in the activities mentioned above. Such permission shall not be conditional on the curtailment of any period of leave to which the officer is entitled.

(2) An officer who is engaged in any of the activities that are described in subregulation (1) shall within sixty days of the coming into operation of these Regulations apply for approval to the Commission to continue to engage in such activities.

(3) An officer who makes an application under subregulation (2) may continue to engage in such activities until he is notified of the decision of the Commission with respect to his application.

67. An officer may not call a public meeting to consider any action of the Government or the Statutory Authority or actively participate in the proceedings of a meeting called for such purpose or procure signatures to any public petition regarding the actions of the Government or the Statutory Authority. Nothing in these Regulations shall affect an officer's right to participate actively in any meeting called, or sign any petition prepared by his staff association on matters with which the staff association of a particular service is competent to deal.

Officer not to call public meeting or participate in certain public meetings.

68. (1) An officer shall not declare himself to be a candidate or be nominated as a candidate at an election to serve in the House of Representatives or a City or Borough.

Officer not to be candidate at election under Representation of the People Act.

(2) In this regulation the expressions "candidate", "election", "House of Representatives", and "City or Borough" have the meanings respectively assigned to them under the Representation of the People Act.

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(3) An officer who contravenes this regulation is guilty of misconduct and shall be liable to summary dismissal.

Officer not to publish information.

69. (1) An officer shall not make public communication to the Press or to an individual, or make private copies of documents, papers or information of which he may have become possessed in his official capacity, unless his duties require him to do so.

(2) An officer who commits a breach of this regulation shall be guilty of misconduct.

(3) An officer who contravenes any of the provisions of any written law relating to official secrets shall be guilty of misconduct notwithstanding that he may be charged with an offence under any such enactment.

Officer not to allow interview on questions of public policy.

70. An officer, whether on duty or on leave of absence, shall not allow himself to be interviewed on questions of public policy or on matters affecting the defence or military resources of Trinidad and Tobago or of any other country unless his official duties require him to do so.

Officer not to publish comment on national or local matter.

71. (1) An officer shall not, without permission of the Head of the Statutory Authority, broadcast on the radio or television or publish in any other manner any statement which may reasonably be regarded as being in the nature of a personal comment on any national or local political or administrative matter unless his official duties require him to do so.

(2) An officer may, with the permission of the Head of the Statutory Authority, publish in writing, articles relating to other subjects of general interest or give broadcast talks on the radio or television on such matters.

Reference to Head of Statutory Authority.

(3) In any case of doubt as to the propriety of any proposed publication or broadcast, an officer shall refer the matter to the Head of the Statutory Authority.

72. Except in the case of the official organs of staff associations or professional associations, an officer shall not, without express permission in writing of the Commission, act as editor of any newspaper or take part directly or indirectly in the management of a newspaper, or contribute anonymously thereto any statement or article which may reasonably be regarded as a commentary on the politics of the country or the administration of the Statutory Authority.

Officer not to contribute, edit or manage newspaper.

73. (1) An officer who incurs indebtedness to the extent that it impairs his efficiency or that it has brought or is likely to bring the service of which he is a member into disrepute, shall be guilty of misconduct.

Indebtedness.

(2) In the month of January in each year every officer who has incurred indebtedness shall be required to render to the Head of the Statutory Authority on the form set out in the Second Schedule, a full statement of his indebtedness including indebtedness to the Government. The Head of the Statutory Authority shall forward such a statement to the Executive Officer.

Return of debts.

Second Schedule. Form.

(3) In the month of January in each year, a Head of a Statutory Authority shall render to the Executive Officer on the form set out in the Second Schedule, a full statement of his indebtedness including indebtedness to Government and the Statutory Authority.

Second Schedule. Form.

(4) An officer shall not be a party to an accommodation bill.

Accommodation bill.

(5) The Commission may require an officer to authorise deductions from his pay for the repayment of any debt to Government or to the Authority.

74. (1) An officer against whom bankruptcy proceedings have been taken or who becomes insolvent or who has been declared a bankrupt shall within seven days report that fact to the Commission.

Bankruptcy.

(2) An officer who fails to report under subregulation (1) shall be guilty of misconduct.

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Officer not to solicit intervention.

75. An officer shall not solicit the intervention or influence of members of Parliament, Ministers, members of the Commission or prominent members of the community to support or advance his individual claims in the service of a Statutory Authority.

Gifts, rewards.

76. Except with the permission of the Commission, an officer shall not accept any gifts or rewards from any member of the public or from any organisation for services rendered in the course of his official duties.

Exceptions.

77. Notwithstanding regulation 76, an officer may accept a present offered by—

- (a) a representative of a foreign Government, on the occasion of an official visit to that country;
- (b) a community organisation, on a social occasion where the gift represents the work or achievement of that organisation;
- (c) other officers in his Department on the occasion of his marriage, or on retirement, or on transfer.

Bribery.

78. An officer who is offered a bribe shall immediately inform the Head of the Statutory Authority who shall report the matter to the Police and advise the Commission.

Legal proceedings.

79. An officer who desires to initiate legal proceedings on his own behalf against another officer or against a member of the public with respect to any matter which arose out of and in the course of the execution of his duty, shall apply to the Commission for permission so to proceed.

Application to initiate legal proceedings to be in writing.

80. An application under regulation 79 shall be in writing and shall be addressed to the Executive Officer for transmission to the Commission and forwarded through the Head of the Statutory Authority to which the officer is assigned, or if the Head is the applicant, directly to the Commission.

81. The Commission may refuse the application under regulation 79, if the Commission is of the opinion that the proceedings would be—

Grounds for refusal of application.

- (a) contrary to the best interest of public policy;
- (b) detrimental to discipline and the good reputation of the particular service of which the officer is a member.

82. (1) An officer who is charged by a member of the public with a criminal offence shall report the matter forthwith to the Head of the Statutory Authority for the information of the Commission.

Officer to report criminal charge.

(2) Where an officer is charged by the Police with a criminal offence the Commissioner of Police shall report the matter to the Head of the Statutory Authority concerned for the information of the Commission.

(3) An officer who fails to comply with this regulation shall be guilty of misconduct.

(4) Where an officer who is charged by the Police with a criminal offence fails without reasonable excuse to attend Court on the date fixed for hearing; the Commission may direct that such officer shall not receive any pay or allowance.

83. (1) An officer who without reasonable excuse does an act which—

Misconduct defined.

- (a) amounts to failure to perform in a proper manner any duty imposed upon him as such; or
- (b) contravenes any of these Regulations; or
- (c) contravenes any written law relating to the particular service of which he is a member; or
- (d) is otherwise prejudicial to the efficient conduct of the particular service of which he is a member or tends to bring that service into disrepute,

shall be guilty of misconduct and is liable to such punishment as is prescribed in regulation 110.

(2) Without prejudice to the generality of subregulation (1), an officer who—

- (a) is persistently unpunctual; or
- (b) wilfully disobeys or disregards any lawful order made or given by any person having authority to make or give the order; or
- (c) is drunk on duty; or
- (d) is inefficient or incompetent through causes which appear to be within his own control; or
- (e) is guilty of any immoral or obscene or disorderly conduct in office; or
- (f) performs his duties in a negligent manner; or
- (g) having made or subscribed an oath of affirmation for the purposes of his office does or says anything in violation of that oath or affirmation; or
- (h) engages in any gainful occupation outside the service of which he is a member without the consent of the Commission; or
- (i) uses, without the consent given personally, of the Head of the Statutory Authority, any property or facilities provided for the purposes of the service of which he is a member for some purpose not connected with his official duties; or
- (j) is convicted of any criminal charge involving dishonesty, fraud, moral turpitude or is convicted of a criminal charge and sentenced to imprisonment without the option of a fine,

is guilty of misconduct and liable to such punishment as is prescribed by regulation 110 or by any other regulation.

PART VIII

DISCIPLINE

GENERAL

Officer liable to disciplinary proceedings.

84. An officer who is alleged to be guilty of misconduct or who is alleged to be guilty of indiscipline by failing to comply with any regulation, order or directive for the time being in force

in the Statutory Authority in which he is employed, shall be liable to disciplinary proceedings in accordance with the procedure prescribed in these Regulations.

85. (1) Where an officer is alleged to be guilty of misconduct or indiscipline, the Head of the Statutory Authority shall forthwith report the matter to the Executive Officer for the information of the Commission.

Head of
Statutory
Authority to
report
misconduct or
indiscipline.

(2) Subject to subregulation (3), the Commission, after considering the report made under subregulation (1), may institute disciplinary proceedings against the officer.

(3) Where an offence against any law appears to have been committed, the Commission, before acting under subregulation (2), shall ascertain from the Director of Public Prosecutions whether he contemplates criminal proceedings against the officer concerned; and, if the Director of Public Prosecutions advises that criminal proceedings are contemplated, the Commission shall not institute disciplinary proceedings before the determination of the criminal proceedings.

(4) Where the Commission under section 5(2) of the Act has delegated to an officer or Authority its powers of exercising disciplinary control in a particular service in a Statutory Authority, subregulation (1) shall not have effect and the reference in subregulations (2) and (3) to the Commission shall be construed as a reference to that officer or Authority.

86. Nothing in these Regulations shall be deemed to restrict the Head of a Statutory Authority from reporting to the Police directly where an offence against any law appears to have been committed by an officer.

Head of
Statutory
Authority may
inform Police of
offence.

87. The Head of a Statutory Authority shall report any case not covered by these Regulations to the Executive Officer and the Commission may issue instructions as to how the case shall be dealt with and the case shall be dealt with accordingly.

Commission to
issue
instructions in
certain cases.

87A. (1) Where the Commission becomes aware of an allegation of indiscipline or misconduct of an officer being a Head of a Statutory Authority, the Commission shall appoint an officer to investigate the allegation.

Commission to
exercise
disciplinary
control of Head
of a Statutory
Authority.
[260/2006].

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(2) Regulation 90(3) to 90(6) shall apply in respect of an investigation referred to in subregulation (1).

Suspension by
Commission.

88. (1) When the Commission becomes aware of any act of indiscipline or misconduct and the Commission is of the opinion that the public interest or the repute of the Statutory Authority requires it, the Commission may direct the officer in writing to cease to report for duty until further notice from the Commission, and an officer so directed shall cease to perform the functions of his office forthwith.

(2) An officer directed to cease to perform the duties of his office in accordance with subregulation (1) shall continue to draw full salary until notice is given to him by the Commission under regulation 89.

Interdiction.
[260/2006].

89. (1) Where there have been or are about to be instituted against an officer—

- (a) disciplinary proceedings for his dismissal; or
- (b) criminal proceedings,

and where the Commission is of opinion that the public interest require that that officer should forthwith cease to perform the functions of his office, the Commission shall interdict him from such performance.

(2) The effective date of interdiction shall be—

- (a) where an officer has continued to perform the duties of his office, the date of receipt by him of the notification of his interdiction;
- (b) where in accordance with regulation 88, an officer has ceased to perform the duties of his office, such date as the Commission may direct.

(3) An officer so interdicted shall, subject to regulation 114 be permitted to receive such proportion of the pay of his office, not being less than one-half, as the Commission may determine, after taking into consideration the amounts being deducted per month from the pay of the officer.

(4) If disciplinary proceedings against any such officer result in his exoneration, he shall be entitled to the full amount of the remuneration which he would have received if he had not been interdicted, but if the proceedings result in any punishment other than dismissal, the officer shall be allowed such pay as the Commission may in the circumstances determine.

(5) An officer who is under interdiction from duty shall not leave the country without the permission of the Commission; and such officer who leaves the country without such permission shall be liable to summary dismissal.

90. (1) Where a report or allegation of indiscipline or misconduct is made, from which it appears that an officer may have committed an offence, the Head of the Statutory Authority shall, in addition to making a report as required by regulation 85, concurrently warn the officer in writing, of such report or allegation and shall forthwith refer the matter to an investigating officer appointed by him.

Investigation of charges.
[191/1977
260/2006].

(2) The investigating officer shall be appointed from the Authority in which the officer is employed and shall be of a grade higher than that of the officer against whom the report or allegation has been made, so however that where there is no officer of such a higher grade or where no such officer is available to act as investigating officer, the Commission may appoint any other person it considers suitable to be the investigating officer.

(3) The investigating officer shall, within three days of his appointment, give the officer a written notice specifying the time, not exceeding seven days from the date of the receipt of such notice, within which he may, in writing, give an explanation concerning the report or allegation to the investigating officer.

(4) The investigating officer shall require those persons who have direct knowledge of the alleged indiscipline or misconduct to make written statements within seven days for the information of the Commission.

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(5) The investigating officer shall with all possible despatch, but not later than thirty days from the date of his appointment, forward to the Commission, for the information of the Commission, the original statements and all relevant documents, together with his own report on the particular act.

(6) The Commission after considering the report of the investigating officer and any explanation given under subregulation (3) shall decide whether the officer should be charged with an offence and if the Commission decides that the officer should be so charged, the Commission shall, as soon as possible cause the officer to be informed in writing of the charge together with such particulars as will leave the officer under no misapprehensions as to the precise nature of the allegations on which the charge is based.

(7) Where in the explanations given under subregulation (3), the officer makes an admission of guilt, the Commission may determine the penalty to be awarded without further inquiry.

(8) Where the Commission, under section 5 of the Act has delegated to an officer or Authority its duty of deciding under subregulation (6) whether an officer shall be charged and of charging such officer with an offence, the reference in subregulations (4), (5), (6) and (7) to the Commission shall be construed as a reference to that officer or Authority.

Documents to be supplied to accused.

91. Where an officer is charged with an alleged act of indiscipline or misconduct he shall, as soon as possible, be given a copy of any written explanation he may have made under regulation 90(3).

Officer to admit or deny charge in writing and may include explanation.

92. (1) Where an officer is charged with indiscipline or misconduct the officer shall be requested to state in writing within a specified period whether he admits or denies the charge and shall be allowed to give to the disciplinary tribunal or the Commission any explanation he may wish.

(2) Where an officer admits the charge under subregulation (1) he shall be allowed to include in his explanation any extenuating circumstances in mitigation.

93. Where an officer—

- (a) fails to give an explanation under regulation 90(3); or
- (b) fails to admit or deny the charge under regulation 92(1); or
- (c) gives an explanation under regulation 90(3), or under regulation 92(1), that—
 - (i) places the facts in dispute; or
 - (ii) does not exculpate him,the hearing shall proceed as though the officer denied the charge.

Hearing on failure to admit or deny charge. [47 of 1980].

94. (1) The officer shall be allowed to state the name and addresses of any witness to relevant facts whom he may desire to give evidence at the hearing of the case.

Witnesses.

(2) Any such witness who is an officer shall be ordered to attend at the hearing of the case and any other witness shall be given due notice that his attendance is desired and of the time and place of the hearing.

95. (1) Where the Commission, pursuant to regulation 90(6) charges—

Appointment of disciplinary tribunal. [260/2006].

- (a) an officer; or
- (b) an officer being a Head of a Statutory Authority,

respecting an alleged act of indiscipline or misconduct and the provisions of regulation 93 apply, the Commission may, subject to this regulation, appoint a disciplinary tribunal to hear evidence and find the facts.

(2) A tribunal appointed under subregulation (1) may be constituted of—

- (a) one officer; or
- (b) an uneven number of officers not being less than three.

(3) For the purposes of subregulation (2), a reference to “officer” includes a reference to a retired officer.

- (4) An officer selected under subregulation (2)—
- (a) shall be, or in the case of a retired officer shall have been, of a grade higher than that of the officer charged; or
 - (b) shall in no case be of a grade lower than Clerk IV, or in the case of a retired officer shall not have retired at a grade lower than Clerk IV.

(5) Where there is no officer meeting the requirements of subregulation (4) available to be appointed to the tribunal to which this regulation refers, the Commission may appoint a tribunal consisting of such other persons as it may consider suitable.

Duty of officers appointed to disciplinary tribunal. [191/1977].

96. (1) It shall be the duty of every officer or other person appointed under regulation 95 to hear the evidence, find the facts and make a report to the Commission in accordance with regulations 98 and 102 as soon as possible, and such officer may not be permitted any leave, other than sick leave or maternity leave, until the report is made to the Commission.

(2) Where an officer is granted sick leave for an indefinite period, the disciplinary tribunal of which he is a member may notwithstanding regulation 95(2)(b) continue to hear the case and make a report in the absence of that officer, but such a tribunal shall not be constituted of less than two members.

Officer on charge not to be permitted leave.

97. An officer who is charged with an alleged act of indiscipline or misconduct shall not be permitted to take leave other than sick leave or maternity leave until the determination of the case.

Procedure at hearing. [191/1977].

98. (1) The following procedure shall apply to the hearing by a disciplinary tribunal:

- (a) the officer shall be summoned to appear at the hearing and shall be given full opportunity to defend himself;
- (b) the case against the officer may be presented by an officer of the Statutory Authority in which the officer is employed, but such officer shall be the holder of an office in a grade higher than that of the officer charged, so however that where there is

no officer of such a higher grade or where no such officer is available to present the case against such officer, the Commission may appoint any other person it considers suitable to present the case against the officer;

- (c) before the case against the officer is presented, the officer may submit that the facts alleged in the charge are not such as to constitute the offence with which he is charged, and the disciplinary tribunal shall make a report of the submission to the Commission for its decision;
- (d) at the hearing before a disciplinary tribunal, the officer may conduct his defence either in person or may be represented by an officer of his choice who is a member of the service, or by his staff association or by an Attorney-at-law; and if the officer is represented by such member or by his staff association or by an Attorney-at-law, the officer or his representative may cross-examine the witnesses called in support of the case against him, but where the hearing is before a disciplinary tribunal constituted of one officer, the officer charged shall not be represented by an Attorney-at-law;
- (e) a true record of the proceedings at the hearing of the case shall be taken and a copy of the record shall be made if the officer desires to make application for a review.

(2) Nothing in this regulation shall be construed so as to deprive the officer at any time from making a submission that the facts disclosed in the evidence do not support the charge.

99. The hearing of any case may be adjourned from time to time as may appear necessary for due hearing of the case.

Adjournment of hearing.

100. (1) If the officer does not attend the hearing of the charge without good reason, the hearing may be proceeded with and concluded in his absence but if good reason is given to the

Hearing in absence of accused officer.

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disciplinary tribunal by or on behalf of the officer why the officer is unable to attend the hearing the hearing shall be postponed or adjourned as the case may be.

(2) Where, owing to the absence of the officer, it is impossible to comply with the procedure described in regulation 90(3), regulations 88, 89, 91 and 95(1) shall be dispensed with.

Standard of proof. [46 of 1979 260/2006].

101. (1) The standard of proof in any proceedings under this Part shall be that required in a Court of law in civil cases.

(2) The rules governing the admissibility of evidence shall be observed but the rules relating to the proof of documents may be waived except where a particular document is an issue in the proceedings.

(3) No documentary evidence shall be used against the officer unless he has previously been supplied with a copy thereof or given access thereto.

(4) Any explanation given by an officer in accordance with regulation 90(3) shall be admissible at the relevant hearing.

Tribunal to report.

102. (1) The disciplinary tribunal shall make a report to the Commission, and the report shall contain its findings of fact and an expression of its opinion as to the meaning and value of the facts found, together with the record of the proceedings required by regulation 98(1)(e).

Report confidential.

(2) The disciplinary tribunal shall not disclose the contents of the report made under subregulation (1) to the officer charged, or to any officer not authorised to receive such report.

Misconduct.

(3) An officer who contravenes this regulation is guilty of misconduct.

Disciplinary tribunal may adjourn and report to Commission.

103. (1) Where during the course of the hearing of a case and before the hearing is concluded by the disciplinary tribunal constituted of one officer, it appears to the disciplinary tribunal that there are grounds disclosed which could form the basis of a charge for which the penalty that could be imposed could be any one of the penalties specified in regulation 110(1)(a) to (e), the

disciplinary tribunal shall adjourn the hearing for a period not exceeding fourteen days and shall forthwith report its findings of fact with a report of the proceedings up to date to the Commission.

In this subregulation, a reference to the Commission shall be construed as a reference to the person or Authority to whom the Commission has delegated its powers under section 5 of the Act.

(2) Where such officer received a report of the proceedings, he shall submit that report to the Commission, and if in the opinion of the Commission—

(a) the officer should be charged with an alleged act of indiscipline or misconduct, the Commission shall cause the officer to be so charged and the proceedings before the disciplinary tribunal shall cease; or

(b) the officer, on the findings of fact submitted, may be liable to any one of the penalties specified in regulation 110(1)(b) to (e), the Commission may direct the disciplinary tribunal to continue the hearing of the evidence, find the facts and make a report to the Commission.

(3) On consideration of the report of the disciplinary tribunal the Commission may impose any one of the penalties specified in regulation 110(1)(b) to (e).

104. (1) Where the disciplinary tribunal constituted of three officers in hearing the evidence finds that the evidence is insufficient to support the charge or charges, the disciplinary tribunal shall report to the Commission its findings of fact together with the record of the proceedings as required by regulation 98(1)(e) without calling on the officer for his defence.

Disciplinary tribunal to report where evidence insufficient.

(2) If on receipt of the report and record of the proceedings under subregulation (1), the Commission is of the opinion that the report should be amplified in any respect or that further inquiry is desirable it may refer the case back to the disciplinary tribunal for further enquiry or report accordingly.

Disciplinary tribunal to report evidence of other misconduct or indiscipline disclosed at hearing of charges.

105. Where the disciplinary tribunal constituted under regulation 95(2)(b) in hearing the evidence is of the opinion that such evidence disclosed other misconduct or indiscipline, the disciplinary tribunal shall report the matter to the Commission and if the Commission thinks fit to proceed against the officer on such misconduct or indiscipline, it shall cause the officer to be informed in writing of any further charges and the procedure prescribed in these Regulations in respect of the original charge shall apply in respect of such charge.

Penalties that may be awarded under delegated authority. [260/2006].

106. (1) The Commission on consideration of the report under regulation 102 may either exonerate the officer or impose the penalty specified in regulation 110(1)(f) or (g).

(2) The Commission shall, as soon as possible after the hearing of charge, inform the officer in writing—

- (a) of its findings and of the penalty imposed on him;
- (b) of his right to apply for an appeal to the Statutory Authorities Appeal Board; and
- (c) of the time specified in the Statutory Authorities Appeal Board Regulations for making an application under paragraph (b).

(3) Where the officer—

- (a) makes application for an appeal to the Statutory Authorities Appeal Board within the time referred to in subregulation (2)(c), the penalty shall not take effect pending the determination of the appeal by the said Appeal Board; or
- (b) does not make an application for an appeal to the Statutory Authorities Appeal Board within the time referred to in subregulation (2)(c), the penalty shall take effect at the expiry of the time specified in the Statutory Authorities Appeal Board Regulations for making the application.

(4) In this regulation a reference to the Commission shall be construed as a reference to the person or Authority to whom the Commission has delegated its powers under section 5 of the Act.

- 107.** (1) Where on consideration of the report of the findings of fact by a disciplinary tribunal the Commission is of the opinion that—
- (a) the officer should be exonerated, the Commission shall exonerate the officer;
 - (b) the officer should be dismissed, the Commission shall dismiss the officer; or
 - (c) some penalty other than dismissal should be imposed on the officer, the Commission may impose any of the penalties specified in regulation 110(1)(b) to (g).
- (2) The Commission shall, as soon as possible after the hearing of charge, inform the officer in writing—
- (a) of its findings and of the penalty imposed on him;
 - (b) of his right to apply for an appeal to the Statutory Authorities Appeal Board; and
 - (c) of the time specified in the Statutory Authorities Appeal Board Regulations for making an application under paragraph (b).
- (3) Where the officer—
- (a) makes application for an appeal to the Statutory Authorities Appeal Board within the time referred to in subregulation (2)(c), the penalty shall not take effect pending the determination of the appeal by the said Appeal Board; or
 - (b) does not make an application for an appeal to the Statutory Authorities Appeal Board within the time referred to in subregulation (2)(c), the penalty shall take effect at the expiry of the time specified in the Statutory Authorities Appeal Board Regulations for making the application.
- (4) Where the Commission under subregulation (1) informs the officer that it proposes to impose the penalty of dismissal, the officer, notwithstanding that he gives notice of appeal within the time specified in the Statutory Authorities Appeal Board Regulations, shall not receive any pay or allowance from the date of the expiration of such time.

Commission to inform officer of penalty imposed and of his right to apply for review. [260/2006].

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[Subsidiary]

Statutory Authorities Service Commission Regulations

Commission may remove officer in public interest.

108. Where on a consideration of the report of the findings of fact of a disciplinary tribunal as defined in regulation 95(2)(b), the Commission is of the opinion that the officer does not deserve to be dismissed by reason of the charges alleged but that the proceedings disclose other grounds for removing him from the service of a Statutory Authority in the public interest, the Commission may make an order for the removal of such officer without recourse to the procedure prescribed by regulation 54.

Proceedings in private.

109. The proceedings before a disciplinary tribunal shall be held in private.

Penalties.

110. (1) The following are the penalties that may be imposed by the Commission by disciplinary proceedings brought against an officer in respect of misconduct, indiscipline or unsatisfactory service:

- (a) dismissal, that is termination of appointment;
- (b) reduction in rank, that is removal to another grade with an immediate reduction in salary;
- (c) reduction of remuneration, that is, an immediate adjustment of remuneration to a lower point on the scale of remuneration attached to the particular office;
- (d) deferment of increment, that is, a postponement of the date on which the next increment is due, with corresponding postponements in subsequent years;
- (e) stoppage of increment, that is, no payment for a specified period of an increment otherwise due;
- (f) reprimand;
- (g) fine.

(2) Where a fine is imposed the amount of such fine shall be deducted from the pay of the officer in such manner as may be specified at the time the penalty is imposed.

No disciplinary action while criminal proceedings pending.

111. (1) Where criminal proceedings have been instituted in any Court against an officer, the Commission shall not take proceedings against the officer upon any grounds arising out of

the criminal charge until after the Court has determined the matter and the time allowed for an appeal from the decision of the Court has expired; but where an officer, on conviction, has appealed, the Commission may commence proceedings after the withdrawal or determination of the appeal.

(2) Nothing in this regulation shall prevent the officer being interdicted from duty under regulation 89.

112. An officer acquitted of a criminal charge in any Court shall not be dismissed or otherwise punished in respect of any charge of which he has been acquitted, but nothing in this regulation shall prevent his being dismissed or otherwise punished in respect of any other charge arising out of his conduct in the matter unless such other charge is substantially the same as that in respect of which he has been acquitted.

Disciplinary action after acquittal of a criminal charge.

113. If an officer is found guilty in any Court of a criminal charge, the Commission may consider the relevant proceedings on such charge and if it is of opinion that the officer ought to be dismissed or subjected to some lesser punishment in respect of the offence of which he has been convicted, the Commission may thereupon dismiss or otherwise punish the officer without the institution of any disciplinary proceedings under these Regulations.

Officer convicted of criminal charge. [46 of 1979].

114. An officer convicted of a criminal charge and sentenced to imprisonment without the option of a fine or convicted of a criminal charge involving—

Non-payment of remuneration on conviction of a criminal charge.

- (a) dishonesty;
- (b) fraud; or
- (c) moral turpitude,

shall not receive any pay or allowance after the date of conviction pending consideration of his case by the Commission.

PART IX
REVIEWS

115. }
to } (Revoked by LN 260/2006)
121. }

PART X
MISCELLANEOUS

Saving.

122. (1) Notwithstanding anything contained in these Regulations, where an investigation was being made, or an enquiry was pending, or was being conducted in respect of a charge of alleged indiscipline or misconduct of an officer before the date on which the Act came into force, or before the date on which a Statutory Authority was declared under section 3 of the Act to be subject to the provisions of the Act, such investigation or enquiry shall be continued and shall be determined in accordance with the disciplinary proceedings in force in respect of the Statutory Authority and, subject to subregulation (2), the provisions of Part IX of these Regulations shall apply.

(2) In its application to an officer to whom this regulation applies, regulation 115(4) shall be construed as if the reference therein to fourteen days were a reference to twenty-eight days.

Application of Regulations.

123. Part VIII of these Regulations shall not apply to any person appointed to act or appointed temporarily to an office in a Statutory Authority or engaged on contract for a specified term and on specified conditions, but where the termination of such an appointment is contemplated on grounds of misconduct or unsatisfactory work or conduct, the person holding the appointment shall be given an opportunity to show cause why his appointment shall not be terminated.

Commission facsimile signatures.

124. Where in the performance of his duties, the Chairman, the Deputy Chairman or a member of the Commission is required

to sign any document, the Chairman, the Deputy Chairman or a member of the Commission, as the case may be, may sign such document by imprinting thereon a facsimile of his signature.

125. Notwithstanding anything contained in these Regulations, where there is an existing agreement in writing between a Statutory Authority and a Trade Union relating to officers of the Statutory Authority who are members of such Union and the agreement contains provisions respecting the appointment, transfer, promotion, removal from office and the exercise of disciplinary control of such officers, those provisions shall continue to apply to such officers until the expiration of the period specified in the agreement.

Saving of existing Union Agreements.

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Statutory Authorities

[Subsidiary]

Statutory Authorities Service Commission Regulations

FIRST SCHEDULE

Regulation 3(1).

FORM 1

OATH OF AFFIRMATION OF OFFICE

I, do swear/solemnly declare and affirm, that I will without fear, favour, affection or ill-will, well and truly perform my duties in the office of Chairman, member of the Statutory Authorities Service Commission in the exercise of the powers vested in the Statutory Authorities Service Commission under the Statutory Authorities Act, and that I will not directly or indirectly reveal any information to any unauthorised person or otherwise than in the course of duty. So help me God.

Sworn/Declared before me this day of, 20.....

Judge of High Court

Regulation 3(2).

FORM 2

OATH OR AFFIRMATION OF OFFICER OF THE COMMISSION

I, do swear/solemnly declare and affirm that I will not directly or indirectly reveal to any unauthorised person or persons or otherwise than in the course of duty any information in connection with the business of the Commission which may come to my knowledge in the course of my duties as Secretary/..... to the said Commission. So help me God.

Sworn/Declared before me this day of, 20.....

Judge of High Court

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[Subsidiary]

131/1969.
132/1969.
133/1969.
134/1969.
176/1970.
258/1971.
23/1980.
24/1980.

**STATUTORY AUTHORITIES
(DELEGATION OF POWERS) ORDER**

made under section 5(2)

Citation.

1. This Order may be cited as the Statutory Authorities (Delegation of Powers) Order.

Delegations.

2. The Statutory Authorities Service Commission (hereinafter called “the Commission”), with the approval of the Prime Minister, hereby delegates to the authorities designated in the Schedules the powers set out in the said Schedules, respectively, subject to the provisions of the said Schedules.

131/1969.

FIRST SCHEDULE

PORT AUTHORITY OF TRINIDAD AND TOBAGO

Powers delegated.

1. The powers delegated to the Port Authority of Trinidad and Tobago are as follows:

Appointments.

(a) the power to make appointments (including acting appointments), to promote and to confirm appointments of persons to offices in the Authority;

Transfer and secondment.

(b) the power to approve of the transfer or secondment of an officer in the service of the Authority to the service of another Authority, Body or Organisation with which the Authority has contractual relations in respect of the performance of functions vested in the Authority.

Regulations to apply.

2. In the exercise of the powers hereby delegated, the Authority shall be guided by the regulations set out in Parts III and V of the Statutory Authorities Service Commission Regulations in so far as they are applicable.

Report to Commission.

3. The Authority shall submit to the Statutory Authorities Service Commission once in every quarter, a report of the exercise of any of the powers hereby delegated.

SECOND SCHEDULE

134/1969.

GENERAL MANAGER OF THE PORT AUTHORITY OF
TRINIDAD AND TOBAGO

1. The power delegated to the General Manager of the Port Authority is as follows: Delegation of power.

The power to exercise disciplinary control in respect of any alleged act of misconduct or indiscipline prescribed in regulations 63 and 65 and in regulation 83(2)(a), (b), (c), (d), (e), (f) and (i) of the Statutory Authorities Service Commission Regulations to the extent that the General Manager may charge an officer of the Authority with any offence prescribed as mentioned above and may impose, in respect of such misconduct or indiscipline, the penalty of a fine under regulation 110(1)(g) or of a reprimand under regulation 110(1)(f) of the said Regulations.

2. In the exercise of the power delegated by paragraph 1, the General Manager shall— Mode of exercise of power.

- (a) exercise the powers of the Commission under regulation 88(1) and regulation 90(6) and (7) of the Statutory Authorities Service Commission Regulations; and
- (b) assign an officer of a grade higher than that of the officer charged with misconduct or indiscipline to be a disciplinary tribunal and that officer shall hear the evidence, find the facts and make a report thereon to the General Manager in accordance with the provisions respecting the functions and duties of a disciplinary tribunal as prescribed in the Statutory Authorities Service Commission Regulations.

3. Any fine which the General Manager imposes under paragraph 1 shall not exceed an amount calculated on four days monthly to a maximum of three months. Fines.

4. The powers hereby delegated are in respect of officers in the Port Authority of Trinidad and Tobago. Officers affected.

5. The General Manager shall submit to the Commission once in every quarter, a report of the exercise of any of the powers hereby delegated. Report to Commission.

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Statutory Authorities

[Subsidiary]

Statutory Authorities (Delegation of Powers) Order

132/1969.

THIRD SCHEDULE

TRINIDAD AND TOBAGO ELECTRICITY COMMISSION

Powers delegated.

1. The powers delegated to the Trinidad and Tobago Electricity Commission are as follows:

Appointments.

(a) the power to make appointments (including acting appointments), to promote and to confirm appointments of persons to offices in the Commission;

Transfer and secondment.

(b) the power to approve of the transfer or secondment of an officer in the service of the Commission to the service of another Authority, Body or Organisation with which the Commission has contractual relations in respect of the performance of functions vested in the Commission.

Regulations to apply.

2. In the exercise of the powers hereby delegated, the Commission shall be guided by the Regulations set out in Parts III and V of the Statutory Authorities Service Commission Regulations, in so far as they are applicable.

Report to Commission.

3. The Commission shall submit to the Statutory Authorities Service Commission once in every quarter, a report of the exercise of any of the powers hereby delegated.

133/1969.

FOURTH SCHEDULE

GENERAL MANAGER OF THE TRINIDAD AND TOBAGO ELECTRICITY COMMISSION

Delegation of power.

1. The power delegated to the General Manager of the Trinidad and Tobago Electricity Commission is as follows:

The power to exercise disciplinary control in respect of any alleged act of misconduct or indiscipline prescribed in regulations 63 and 65 and in regulation 83(2)(a), (b), (c), (d), (e), (f) and (i) of the Statutory Authorities Service Commission Regulations, to the extent that the General Manager may charge an officer of the Trinidad and Tobago Electricity Commission with any offence prescribed as mentioned above and may impose, in respect of such misconduct or indiscipline, the penalty of a fine under regulation 110(1)(g) or of a reprimand under regulation 110(1)(f) of the said Regulations.

2. In the exercise of the power delegated by paragraph 1, the General Manager shall—

Mode of exercise of power.

- (a) exercise the powers of the Commission under regulation 88(1) and regulation 90(6) and (7) of the Statutory Authorities Service Commission Regulations; and
- (b) assign an officer of a grade higher than that of the officer charged with misconduct or indiscipline to be a disciplinary tribunal and that officer shall hear the evidence, find the facts and make a report thereon to the General Manager in accordance with the provisions respecting the functions and duties of a disciplinary tribunal as prescribed in the Statutory Authorities Service Commission Regulations.

3. Any fine which the General Manager imposes under paragraph 1 shall not exceed an amount calculated on four days monthly to a maximum of three months.

Fines.

4. The powers hereby delegated are in respect of officers in the Trinidad and Tobago Electricity Commission.

Officers affected.

5. The General Manager shall submit to the Commission once in every quarter, a report of the exercise of any of the powers hereby delegated.

Report to Commission.

FIFTH SCHEDULE

258/1971.

BOARD OF THE WATER AND SEWERAGE AUTHORITY

1. The powers delegated to the Board of the Water and Sewerage Authority are as follows:

Delegation of powers.

- (a) (i) the power to appoint persons to act as officers or servants of the Authority whether or not any such acting appointment is a prelude to a substantive appointment;
- (ii) in the exercise of the power delegated by this subparagraph, the Authority shall apply the provisions of regulation 25 of the Statutory Authorities Service Commission Regulations and the provisions of regulation 24 or regulation 26 of the said Regulations, as may be appropriate;

Acting appointments.

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- Appointments. (b) (i) the power to appoint persons to be officers or servants of the Authority and to confirm such persons in their appointments;
- (ii) in the exercise of the power delegated by this subparagraph, the Authority shall apply the provisions of regulation 14 of the Statutory Authorities Service Commission Regulations and the provisions of regulation 12 or regulation 15 of the said Regulations, as may be appropriate;
- Promotion. (c) (i) the power to promote the officers and servants of the Authority;
- (ii) in the exercise of the power delegated by this subparagraph, the Authority shall apply the provisions of regulation 18 of the Statutory Authorities Service Commission Regulations and, where appropriate, regulation 19 of the said Regulations;
- Transfer and secondment. (d) the power to approve of the transfer or secondment of an officer in the service of the Authority to the service of another Authority, Body or Organisation with which the Authority has contractual relations in respect of the performance of functions vested in the Authority;
- Granting of increments. Discipline. (e) the power to grant annual increments;
- (f) the power to exercise disciplinary control in respect of any alleged act of misconduct or indiscipline prescribed in regulations 63 and 65 and in regulation 83(2)(a), (b), (c), (d), (e), (f) and (i) of the Statutory Authorities Service Commission Regulations, to the extent that the Authority may charge an officer or servant of the Water and Sewerage Authority with any offence prescribed as mentioned above and may impose in respect of such misconduct or indiscipline, any of the penalties specified in regulation 110(1)(d), (e), (f) or (g) of the said Regulations.
- Mode of exercise of powers. 2. (1) In the exercise of the powers delegated by paragraph 1(a), (b), (c), (d) and (e), the Authority shall be guided by the regulations set out in Parts III, IV and V of the Statutory Authorities Service Commission Regulations in so far as they are applicable.
- (2) In the exercise of the power delegated by paragraph 1(f), the Authority shall—
- (a) exercise the power of the Commission under regulation 88(1) and regulation 90(6) and (7) of the Statutory Authorities Service Commission Regulations; and

- (b) appoint a disciplinary tribunal comprising one or more officers of a grade higher than the officer charged with misconduct or indiscipline, to hear the evidence, find the facts and make a report thereon to the Authority in accordance with the provisions respecting the functions and duties of a disciplinary tribunal as prescribed in the Statutory Authorities Service Commission Regulations.

3. The Authority shall submit to the Commission once in every quarter a report on the exercise of any powers hereby delegated. Report to Commission.

SIXTH SCHEDULE

176/1970.

INDUSTRIAL DEVELOPMENT CORPORATION

1. The powers delegated to the Industrial Development Corporation are as follows: Delegation of powers.

- (a) (i) the power to appoint persons to act as officers or servants of the Corporation whether or not any such acting appointment is a prelude to a substantive appointment; Acting appointments.
- (ii) in the exercise of the power delegated by this subparagraph, the Corporation shall apply the provisions of regulation 25 of the Statutory Authorities Service Commission Regulations and the provisions of regulation 24 or regulation 26 of the said Regulations, as may be appropriate;
- (b) (i) the power to appoint persons to be officers or servants of the Corporation and to confirm such persons in their appointments; Appointments.
- (ii) in the exercise of the power delegated by this subparagraph, the Corporation shall apply the provisions of regulation 14 of the Statutory Authorities Service Commission Regulations and the provisions of regulation 12 or regulation 15 of the said Regulations, as may be appropriate;
- (c) (i) the power to promote the officers and servants of the Corporation; Promotions.

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- (ii) in the exercise of the power delegated by this subparagraph, the Corporation shall apply the provisions of regulation 18 of the Statutory Authorities Service Commission Regulations and, where appropriate, regulation 19 of the said Regulations;
- Transfer. (d) the power to transfer an officer or servant of the Corporation from an office in a grade to a similar office in the same grade with no alteration in his remuneration and this power shall be exercised subject to the provisions of regulation 29 of the Statutory Authorities Service Commission Regulations that require notice to be given to such officer or servant and whereby such officer or servant may make representations to the Commission;
- Discipline. (e) (i) the power to exercise disciplinary control in respect of any alleged act of misconduct prescribed in regulations 63, 65 and 83 of the Statutory Authorities Service Commission Regulations or indiscipline, to the extent that the Corporation may charge an officer or servant with any offence as mentioned above and may impose in respect of such misconduct or indiscipline any of the penalties specified in regulation 110 of the said Regulations;
- (ii) in the exercise of the power delegated by this subparagraph, the Corporation shall exercise the powers of the Commission under regulation 88(1) and regulation 90(6) and (7) of the Statutory Authorities Service Commission Regulations and shall appoint a disciplinary tribunal comprising one or more officers of a grade higher than that of the officer charged with misconduct or indiscipline to hear the evidence, find the facts and make a report thereon to the Corporation in accordance with the provisions respecting the functions and duties of a disciplinary tribunal as prescribed in the Statutory Authorities Service Commission Regulations.
- Report to Commission. 2. The Corporation shall submit to the Commission once in every quarter a report on the exercise of any of the powers hereby delegated.
- Officers affected. 3. The powers hereby delegated are in respect of all the officers and servants of the Corporation.
-

SEVENTH SCHEDULE

23/1980.

PUBLIC TRANSPORT SERVICE CORPORATION

1. The power delegated to the Public Service Transport Corporation is as follows:

Delegation of power.

The power to invite applications for appointments to vacant posts, to interview applicants and to submit a short list with firm recommendations to the Commission.

Applications for appointment.

2. The exercise of the power hereby delegated to the Corporation shall be guided by the regulations set out in Parts III and V of the Statutory Authorities Service Commission Regulations in so far as they are applicable.

Regulations to apply.

EIGHTH SCHEDULE

24/1980.

**GENERAL MANAGER OF THE PUBLIC
TRANSPORT SERVICE CORPORATION**

1. The power delegated to the General Manager of the Public Transport Service Corporation is as follows:

Delegation of power.

The power to exercise disciplinary control in respect of any alleged act of misconduct or indiscipline prescribed, in regulations 63 and 65 and in regulation 83(2)(a), (b), (c), (d), (e), (f) and (i) of the Statutory Authorities Service Commission Regulations to the extent that the General Manager may charge an officer of the Authority with any offence prescribed as aforesaid and may impose, in respect of such misconduct or indiscipline, the penalty of a fine under subregulation (g) or of a reprimand under regulation 110(1)(f) of the said Regulations.

Discipline.

2. In the exercise of the power delegated under paragraph 1, the General Manager shall—

Mode of exercise of powers.

(a) exercise the powers of the Commission under regulation 88(1) and regulation 90(6) and (7) of the Statutory Authorities Service Commission Regulations;

(b) assign an officer of a grade higher than that of the officer charged with misconduct or indiscipline to be a disciplinary tribunal and that officer shall hear the evidence, find the facts and make a report thereon to the General Manager in accordance with the provisions respecting the functions and duties of a disciplinary tribunal as prescribed in the Statutory Authorities Service Commission Regulations.

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Fines.

3. Any fine which the General Manager imposes under paragraph 1 shall not exceed an amount calculated on four days per month to a maximum of three months.

Officers affected.

4. The powers hereby delegated are in respect of officers in the Public Transport Service Corporation.

Report to Commission.

5. The General Manager shall submit to the Commission once in every quarter, a report of the exercise of any of the powers hereby delegated.

STATUTORY AUTHORITIES (DECLARATION) ORDER

*29/1967.

made under section 3(2)

1. This Order may be cited as the Statutory Authorities (Declaration) Order. Citation.

2. The Statutory Authorities named in the Schedule are hereby declared to be subject to the provisions of the Act. Authorities declared subject to the Act.

SCHEDULE

The National Housing Authority.
The Sugar Industry Labour Welfare Fund Committee.
The Cocoa and Coffee Industry Board.
The Sugar Industry Control Board.
The Agricultural Society of Trinidad and Tobago.
The Zoological Society of Trinidad and Tobago.
The Management Development Centre.
The National Lotteries Control Board.
†The Public Library of Trinidad.
†The San Fernando Carnegie Free Library.
St. Michael's School for Boys.
St. Dominic's Children's Home.
St. Mary's Children's Home.
St. Jude's School for Girls.
Point Fortin Corporation.

*This Order has been amended by the following: 142/1967, 54/1967, 81/1967, 128/1968, 154/1970, 60/1974, 100/1977, 45 of 1979, 21/1980, 155/1980, 156/1980, 73/1983, 85/1983, 83/1987, 2 of 1989, 78/1989, 50/1991 and 107/1992.

†See section 37 of Act No. 18 of 1998 which repealed Ch. 40:01 and Ch. 40:03 which established the above Authority.

**STATUTORY AUTHORITIES APPEAL BOARD
REGULATIONS**

ARRANGEMENT OF REGULATIONS

REGULATION

1. Citation.
2. Interpretation.
3. Meetings and procedure of Board.
4. Secretary.
5. Notice of appeal.
6. Time for appeal.
7. Service of appeal notice.
8. Copy of affidavit of service to be filed with Secretary.
9. Record of disciplinary proceedings to be filed by respondent.
10. Procedure on withdrawing appeal.
11. Officer entitled to an Attorney-at-law.
12. Appeal Board may require production of exhibit.
13. Power of Appeal Board to dismiss appeal.
14. Procedure where respondent fails to appear at hearing.
15. Fees.

FIRST SCHEDULE.

SECOND SCHEDULE.

**STATUTORY AUTHORITIES APPEAL
BOARD REGULATIONS**

161/1984.
[122/1986].

made under section 9B(8)

1. These Regulations may be cited as the Statutory Authorities Appeal Board Regulations. Citation.

2. (1) In these Regulations— Interpretation.

“appellant” means the officer in respect of whom the Commission makes a decision as a result of disciplinary proceedings brought against such officer;

“the Commission” means the Statutory Authorities Service Commission established under section 4 of the Statutory Authorities Act; Ch. 24:01.

“the Constitution” means the Constitution set out in the Schedule to the Constitution of the Republic of Trinidad and Tobago Act; Ch. 1:01.

“Executive Officer” means the most senior officer in the grade in the Statutory Authorities Service Commission Department;

“exhibits” includes all papers, reports, records and other documents, matters and things used or prepared in connection with disciplinary proceedings;

“public officer” has the meaning assigned to it by section 3 of the Constitution;

“respondent” means the Executive Officer;

“Secretary” means the Secretary to the Statutory Authorities Appeal Board;

“the Statutory Authorities Appeal Board” or “the Appeal Board” means the Statutory Authorities Appeal Board constituted under section 9 of the Statutory Authorities Act.

3. (1) The Appeal Board shall meet at such times as may be necessary for the purpose of performing its functions. Meetings and procedure of Board.

(2) Meetings shall be held on such days and at such time and place as the Chairman may determine.

(3) The Chairman shall preside at all meetings of the Appeal Board.

(4) In this regulation “meetings” includes the hearing of an appeal.

Secretary.

4. (1) The Appeal Board shall have a Secretary who shall be a public officer.

(2) The Secretary shall keep proper records of all proceedings before the Appeal Board.

(3) The Secretary shall, not less than seven days before the date fixed for the hearing of an appeal, notify both the appellant and the Commission of such date in the form set out as Form 2 in the First Schedule.

First Schedule.
Form 2.

Notice of
appeal.
[122/1986].

First Schedule.
Form 1.

5. (1) Every appeal to the Appeal Board shall be by way of rehearing and shall be brought by a notice in the form set out as Form 1 in the First Schedule.

(2) A notice under paragraph (1) shall—

- (a) set forth the grounds of appeal;
- (b) state whether the appeal is against the whole or part only of the decision of the Commission, and where it is against part only, specify which part;
- (c) state the nature of the relief sought; and
- (d) be signed by the appellant or his legal representative.

(3) Where the grounds of appeal allege misdirection or error in law, particulars of the misdirection or error shall be clearly stated.

(4) The grounds of appeal upon which the appellant intends to rely at the hearing of the appeal shall be set out concisely and under distinct heads, without any argument or narrative and shall be numbered consecutively.

(5) No ground which is vague or general in terms or which discloses no reasonable grounds of appeal shall be permitted, save the general ground that the judgment is against the weight of the evidence, and any ground of appeal or any part thereof which is not permitted under this regulation may be struck out by the Appeal Board of its own motion or on application by the respondent.

(6) No appellant may, without the leave of the Appeal Board, urge or be heard in support of any ground of objection not mentioned in the notice of appeal but the Appeal Board may in its discretion and upon such conditions as it considers just, allow an appellant to amend the grounds of appeal specified in the notice.

(7) Notwithstanding the provisions of this regulation, the Appeal Board in deciding the appeal—

- (a) shall not be confined to the grounds set forth by the appellant;
- (b) shall not rest its decision on any ground not set forth by the appellant unless the respondent has had sufficient opportunity of contesting the matter on that ground.

6. (1) A notice of appeal shall be filed with the Secretary within fourteen days of the receipt by the appellant of the decision, in writing, of the Commission. Time for appeal. [122/1986].

(2) The Secretary shall keep a record of and assign a number to each notice of appeal which is filed.

(3) Notwithstanding paragraph (1) the Appeal Board may extend the period specified in that paragraph if an application for an extension of time is made within one month of the expiration of that period.

(4) An application under paragraph (3) shall be made in the form set out as Form 3 in the First Schedule and shall be supported by an affidavit as to the facts contained in the application. First Schedule. Form 3.

7. A true copy of the notice of appeal shall be served upon the respondent within seven days after the original notice has been filed. Service of appeal notice.

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[Subsidiary]

Statutory Authorities Appeal Board Regulations

Copy of affidavit of service to be filed with Secretary. [122/1986].

First Schedule. Form 4.

Record of disciplinary proceedings to be filed by respondent.

First Schedule. Form 5. [122/1986].

Procedure on withdrawing appeal.

First Schedule. Form 6.

Officer entitled to an Attorney-at-law.

8. An appellant shall within three weeks of the filing of his notice of appeal or within such extended time as may be granted by the Appeal Board under paragraph (3) of regulation 6 file with the Secretary an affidavit of service of the notice of appeal in the form set out as Form 4 in the First Schedule.

9. (1) Where an appeal against the decision of the Commission has been filed, the respondent shall within three weeks of the service of notice of appeal or within such extended time as may be granted by the Appeal Board, file with the Secretary five copies (or such greater number as the Secretary may require) of the record of the disciplinary proceedings upon which the decision of the Commission was based.

(2) When the provisions of paragraph (1) have been complied with, the Secretary shall—

- (a) give to the appellant notice of the filing of the record in the form set out as Form 5 in the First Schedule together with a copy of that record; and
- (b) keep for the use of the Appeal Board three copies (or such greater number as may be required) of the record and of any notice or other document received by him after the record has been filed.

10. An appellant who desires to withdraw his appeal shall—

- (a) file with the Secretary a notice in the form set out as Form 6 in the First Schedule;
- (b) serve on the respondent a copy of the notice of withdrawal.

11. (1) An officer is entitled on an appeal to be represented—

- (a) by an Attorney-at-law or an officer of the Statutory Authority of which he is a member, selected by him; or
- (b) by a member of his staff association.

(2) On an appeal the respondent may appear in person or may be represented by a legal or other representative.

12. On an appeal the Appeal Board may at any time require the production of any exhibit which in its opinion is relevant to the proceedings before it.

Appeal Board may require production of exhibit.

13. (1) Where after filing a notice of appeal, an appellant—
- (a) fails to comply further with any other requirement of these Regulations; or
 - (b) fails to appear on the date of the hearing, the Appeal Board may dismiss the appeal.

Power of Appeal Board to dismiss appeal. [122/1986].

(2) An appellant whose appeal has been dismissed under paragraph (1) may apply for the restoration of his appeal in the form set out as Form 7 in the First Schedule, supporting such application by an affidavit as to the facts contained therein.

First Schedule. Form 7.

(3) Where an application is made pursuant to paragraph (2), the Appeal Board may, if it is satisfied that the justice of the case so demands, order that the appeal should be restored on such terms as it thinks fit.

(4) No application may be made under this regulation after the expiration of twenty-one days from the date of the dismissal of the appeal.

14. (1) Where the respondent fails to appear on the date of the hearing of an appeal, the Appeal Board may proceed to hear the matter *ex parte*.

Procedure where respondent fails to appear at hearing. [122/1986].

(2) The respondent may, where an appeal is heard *ex parte* apply by notice, in the form set out as Form 8 in the First Schedule to the Appeal Board to set aside its decision.

First Schedule. Form 8.

(3) The Appeal Board may where an application is made pursuant to paragraph (2), and if it is satisfied that the justice of the case so demands, order a rehearing of the appeal.

(4) No application may be made under this regulation after the expiration of twenty-one days from the date when the appeal was heard *ex parte*.

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Fees. [122/1986].

Second Schedule.

15. (1) Every person whether or not a party to an appeal before the Appeal Board shall, upon payment of the prescribed fee, be entitled to a copy of any judgment, order or other document set out in the Second Schedule.

(2) The fees referred to in this regulation shall be taken by adhesive stamps, which stamps shall be defaced and cancelled in indelible ink by an officer duly authorised by the Statutory Authorities Appeal Board.

FIRST SCHEDULE

(Regulation 5).

FORM 1

BEFORE THE STATUTORY AUTHORITIES APPEAL BOARD

NOTICE OF APPEAL

Appeal No. of 20.....

Between

..... Appellant

and

..... Respondent

TAKE NOTICE that the Appellant being dissatisfied with the decision or part thereof of the Commission given on theday of, 20..... and more particularly stated in paragraph 2 hereby appeals against such decision or part thereof to the Statutory Authorities Appeal Board on the grounds set forth in paragraph 3 and will at the hearing of the appeal seek the relief set out in paragraph 4.

2.

(Insert here the decision or the part thereof against which the notice of appeal is filed)

3. State grounds of appeal and particulars of the misdirection or error in law on which the decision was based:

(a)

(b)

(c)

(d)

4.

.....
(Insert here the relief sought from the Statutory Authorities Appeal Board)

Dated this day of, 20.....

.....
*Appellant or his
Legal Representative*

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[Subsidiary]

Statutory Authorities Appeal Board Regulations

(Regulation 4).

FORM 2

BEFORE THE STATUTORY AUTHORITIES APPEAL BOARD

NOTICE OF HEARING OF APPEAL

Appeal No. of 20.....

Between

..... Appellant

and

..... Respondent

TAKE NOTICE that the above-mentioned Appeal will come on for hearing before the Statutory Authorities Appeal Board at (Address)

on the day of, 20..... at a.m./p.m. and continuing thereafter as the Appeal Board may direct.

Dated this day of, 20.....

..... Secretary, Statutory Authorities Appeal Board

To:

.....

.....

FORM 3

(Regulation 6).

BEFORE THE STATUTORY AUTHORITIES APPEAL BOARD

APPLICATION FOR EXTENSION OF TIME TO
FILE APPEAL

Appeal No.of 20.....

In the Matter of

(Applicant to insert name here)

and

THE STATUTORY AUTHORITIES' SERVICE COMMISSION

and

In the Matter of an Application for an Extension of Time to file an Appeal

I, of

Occupation hereby apply for an extension of time to file an appeal
against the decision of the Statutory Authorities Service Commission given on the
..... day of, 20..... I was unable to file the appeal within the
period specified by the Statutory Authorities Appeal Board Regulations because

.....

.....

(State reason why appeal was not filed within the specified period)

Dated this day of, 20.....

.....

Applicant

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[Subsidiary]

Statutory Authorities Appeal Board Regulations

(Regulation 8).

FORM 4

BEFORE THE STATUTORY AUTHORITIES APPEAL BOARD

AFFIDAVIT OF SERVICE OF NOTICE OF APPEAL

Appeal No. of 20.....

Between

..... Appellant

and

..... Respondent

I, of

Occupation do make oath and say:

That Notice of Appeal in the above-named appeal filed on the day of, 20..... was served upon the Executive Director, Statutory Authorities Service Commission, the Respondent on the (here state mode of service)

..... day of 20..... in accordance with regulation 7 of the Statutory Authorities Appeal Board Regulations.

Sworn to at (Address)

on the day of, 20.....

Before me

..... Commissioner of Affidavits

This affidavit is filed on behalf of

..... (to be completed where service is effected on behalf of the Appellant)

FORM 5

(Regulation 9).

BEFORE THE STATUTORY AUTHORITIES APPEAL BOARD

TAKE NOTICE THAT RECORD HAS BEEN FILED

Appeal No. of 20.....

Between

..... Appellant

and

..... Respondent

TAKE NOTICE that the Respondent has filed the record of proceedings (a copy of which is enclosed) pursuant to regulation 9 of the Statutory Authorities Appeal Board Regulations.

Dated this day of, 20.....

.....
*Secretary, Statutory Authorities
Appeal Board*

To: The Appellant

.....
.....
.....

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[Subsidiary]

Statutory Authorities Appeal Board Regulations

(Regulation 10).

FORM 6

BEFORE THE STATUTORY AUTHORITIES APPEAL BOARD

NOTICE OF WITHDRAWAL OF APPEAL

Appeal No. of 20.....

Between

..... Appellant

and

..... Respondent

TAKE NOTICE that the Appellant hereby withdraws his appeal against the Respondent in the above-named appeal.

Dated this day of, 20.....

.....
Appellant

FORM 7

(Regulation 13).

BEFORE THE STATUTORY AUTHORITIES APPEAL BOARD

NOTICE OF APPLICATION FOR RESTORATION
OF APPEAL

Appeal No. of 20.....

Between

..... Appellant

and

..... Respondent

TAKE NOTICE that I, the Appellant in the above-named
appeal which was dismissed on the day of, 20.....
hereby apply for the restoration of the said appeal on the grounds that—

- (a)
- (b)
- (c)
- (d)
- (e)

(State grounds on which application is based)

Dated this day of, 20.....

.....
Applicant/Appellant

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[Subsidiary]

Statutory Authorities Appeal Board Regulations

(Regulation 14).

FORM 8

BEFORE THE STATUTORY AUTHORITIES APPEAL BOARD

NOTICE OF APPLICATION FOR SETTING ASIDE
DECISION IN APPEAL TAKEN *EX PARTE*

Appeal No.of 20.....

Between

..... Appellant

and

..... Respondent

TAKE NOTICE that the Executive Officer, Statutory Authorities Service Commission, the Respondent in the above-named appeal which was decided *ex parte* on the day of, 20..... hereby applies for a setting aside of that decision on the grounds that—

(a)

(b)

(c)

(d)

(State grounds on which application is based)

Dated this day of, 20.....

.....
Appellant/Respondent

SECOND SCHEDULE

[Regulation
15(1)].
[122/1986].

	<i>Documents</i>	<i>Fees</i>	
		\$	¢.
1.	For a copy of a judgment after trial	2	50
2.	For a copy of a judgment by default of appearance or defence ...	1	50
3.	For a copy of reasons for judgment of a Court per each page or part thereof	1	00
	but not to exceed	25	00
4.	For a photographic copy of all or any part of any document whether or not issued as an office copy—for each photographic sheet ...	1	25
5.	For a typewritten copy of any document per folio of 100 words or part thereof		25
6.	For each folio of 100 words or part thereof of any additional carbon copy, bespoken		15

[Subsidiary]

147/1992.
[212/2005].

**PUBLIC HEALTH INSPECTORS (STATUTORY
AUTHORITIES) (OVERTIME ALLOWANCE)
REGULATIONS**

made under section 28

Citation. **1.** These Regulations may be cited as the Public Health Inspectors (Statutory Authorities) (Overtime Allowance) Regulations.

Interpretation. **2.** In these Regulations—
 “City Treasurer” means the City Treasurer of the Port-of-Spain Corporation or the City Treasurer/Accountant of the San Fernando Corporation;
 “Medical Officer of Health” means the City Medical Officer of Health in the respective city in which the particular Public Health Inspector is stationed;
 “normal hours of duty” means that period from Monday to Friday inclusive other than public holidays, between the hours of 8.00 a.m. and 5.00 p.m. except that period of one hour which is allowed for lunch, between the hours of 11.00 a.m. and 1.00 p.m.;
 “Public Health Inspector” means a Public Health Inspector of the Port-of-Spain Corporation or the San Fernando Corporation.

Inspection. [212/2005]. **3.** (1) Every person who requires the services of a Public Health Inspector in excess of his normal hours of duty or on his off-day for the inspection of containerised foodstuff shall—

Schedule. (a) apply for his services to the Medical Officer of Health on the relevant application form set out in the Schedule;
 (b) pay to the City Treasurer of the respective city in which the particular Public Health Inspector is stationed, a fee at the rate of \$45.51 per hour for the first eight hours of overtime and \$60.68 per hour thereafter;

- (c) pay to the City Treasurer for or provide suitable transportation, claimed by the Medical Officer of Health, in respect of a Public Health Inspector to and from the location of the containerised cargo where there is no Public Health Inspector permanently stationed at the site of such cargo; and
- (d) pay to the City Treasurer any reasonable charge claimed by the Medical Officer of Health in respect of meal allowance of a Public Health Inspector.

(2) All charges claimed by the City Treasurer shall be set out on the relevant form set out in the Schedule.

Schedule.

4. The Public Health Inspector performing overtime work as required under regulation 3 shall be paid meal allowance at the rate applicable to eligible public officers and an overtime allowance for his services at the rate of \$41.37 per hour for the first eight hours of overtime and \$55.16 per hour thereafter.

Overtime and meal allowance. [212/2005].

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[Subsidiary]

Public Health Inspectors (Statutory Authorities) (Overtime Allowance) Regulations

[212/2005].

SCHEDULE

FORM 1

STATUTORY AUTHORITIES ACT, CH. 24:01

**THE PUBLIC HEALTH INSPECTORS
(STATUTORY AUTHORITIES) (OVERTIME ALLOWANCE)
REGULATIONS**

PORT-OF-SPAIN CORPORATION

APPLICATION FOR OVERTIME SERVICES

To: City Medical Officer of Health (Port-of-Spain)

From:

of:

We hereby request the services of a Public Health Inspector for the inspection of
..... container(s) located at—

.....
.....
.....

outside of normal working hours on:

..... at a.m./p.m.
Day Month Year Time

We the consignees agree to honour all charges involved.

Date Consignee/Agent

FOR OFFICIAL USE ONLY

Public Health Inspector assigned

Date and Time of beginning of Inspection
Year Month Day a.m./p.m.

Date and Time of end of Inspection
Year Month Day a.m./p.m.

Time Elapsed hours minutes

Cost of Inspection:

(i) hrs. mins. at \$45.51 per hour \$

(ii) hrs. mins. at \$60.68 per hour \$

(iii) Meal Allowance \$

(iv) Travelling Allowance km at per km \$

Total Cost (i) + (ii) + (iii) + (iv) \$

PARTICULARS OF PAYMENT

Amount Paid:

Date of Payment:

.....
Day Month Year

Receipt No.

Head

Sub-Head

Item

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Statutory Authorities

[Subsidiary]

Public Health Inspectors (Statutory Authorities) (Overtime Allowance) Regulations

FORM 2

STATUTORY AUTHORITIES ACT, CH. 24:01

THE PUBLIC HEALTH INSPECTORS (STATUTORY AUTHORITIES) (OVERTIME ALLOWANCE) REGULATIONS

PORT-OF-SPAIN CORPORATION

NOTICE OF CHARGES TO BE MET FOR OVERTIME SERVICES

Name of Consignee

Address (Business)

Address (Mailing)

(if different from Business).....

Take notice that the undermentioned sums of money are due by you for services of () Public Health Inspector(s) who performed functions outside of normal working hours as detailed hereunder:

Location of container(s)

(please specify as accurately as possible) (No. of Street, etc.)

Date of Inspection

Day Month Year

Time of commencement of Inspection a.m. p.m.

Time of termination of Inspection a.m. p.m.

Total duration of Inspection exercise hrs. mins.

Cost of Inspection:

(i) hrs. mins. at \$45.51 per hour \$

(ii) hrs. mins. at \$60.68 per hour \$

(iii) Meal Allowance \$

(iv) Travelling Allowance km at per km \$

Total Cost (i) + (ii) + (iii) + (iv) \$

PLEASE PRESENT THIS BILL TO THE CITY TREASURER WHEN PAYMENT IS BEING EFFECTED.

Address of City Treasurer:

City Treasurer, Port-of-Spain Corporation

FORM 3

STATUTORY AUTHORITIES ACT, CH. 24:01

THE PUBLIC HEALTH INSPECTORS
(STATUTORY AUTHORITIES) (OVERTIME ALLOWANCE)
REGULATIONS

SAN FERNANDO CORPORATION

APPLICATION FOR OVERTIME SERVICES

To: City Medical Officer of Health (San Fernando)

From:

of:

We hereby request the services of a Public Health Inspector for the inspection of
..... container(s) located at—

.....
.....
.....

outside of normal working hours on:

..... at a.m./p.m.
Day Month Year Time

We the consignees agree to honour all charges involved.

Date Consignee/Agent

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[Subsidiary]

Public Health Inspectors (Statutory Authorities) (Overtime Allowance) Regulations

FOR OFFICIAL USE ONLY

Public Health Inspector assigned

Date and Time of beginning of Inspection Year Month Day a.m./p.m.

Date and Time of end of Inspection Year Month Day a.m./p.m.

Time Elapsed hours minutes

Cost of Inspection:

(i) hrs. mins. at \$45.51 per hour \$

(ii) hrs. mins. at \$60.68 per hour \$

(iii) Meal Allowance \$

(iv) Travelling Allowance km at per km \$

Total Cost (i) + (ii) + (iii) + (iv) \$

PARTICULARS OF PAYMENT

Amount Paid:

Date of Payment:

..... Day Month Year

Receipt No.

Head

Sub-Head

Item

FORM 4

STATUTORY AUTHORITIES ACT, CH. 24:01

THE PUBLIC HEALTH INSPECTORS
(STATUTORY AUTHORITIES) (OVERTIME ALLOWANCE)
REGULATIONS

SAN FERNANDO CORPORATION

NOTICE OF CHARGES TO BE MET FOR
OVERTIME SERVICES

Name of Consignee

Address (Business)

Address (Mailing)

(if different from Business)

Take notice that the undermentioned sums of money are due by you for services of () Public Health Inspector(s) who performed functions outside of normal working hours as detailed hereunder:

Location of container(s)

(please specify as accurately as possible) (No. of Street, etc.)

Date of Inspection

Day Month Year

Time of commencement of Inspection a.m. p.m.

Time of termination of Inspection a.m. p.m.

Total duration of Inspection exercise hrs. mins.

Cost of Inspection:

(i) hrs. mins. at \$45.51 per hour \$

(ii) hrs. mins. at \$60.68 per hour \$

(iii) Meal Allowance \$

(iv) Travelling Allowance km at per km \$

Total Cost (i) + (ii) + (iii) + (iv) \$

PARTICULARS OF PAYMENT

PLEASE PRESENT THIS BILL TO THE CITY TREASURER/ACCOUNTANT WHEN PAYMENT IS BEING EFFECTED.

Address of City Treasurer/Accountant:

City Treasurer/Accountant,
San Fernando Corporation