



## SERVICE COMMISSIONS DEPARTMENT

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## CIRCULAR MEMORANDUM

*P: 15/1/51 Vol. 2 Temp. 4*

**No. E/32/17**

**FROM** : Director of Personnel Administration

**TO** : Permanent Secretaries and Heads of Departments

**DATE** : 16 ~~th~~ May 2017

**SUBJECT** : **Appointment of officers to act in accordance with Public Service Commission Regulation 26**

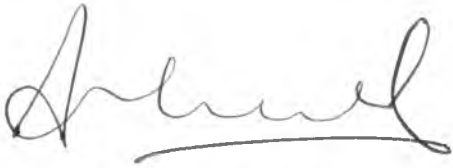
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By Circular Memorandum No. E/22/17 dated 29<sup>th</sup> March 2017, Permanent Secretaries and Heads of Departments were given guidelines with respect to the application of Regulations 18, 24 and 26 of the Public Service Commission Regulations for an acting appointment which is not a prelude to an appointment.

The Public Service Commission has noted that there were several matters for its consideration with regard to recommendations from Permanent Secretaries/Heads of Departments for officers to act in a higher office in accordance with Regulation 26 of the Public Service Commission Regulations.

The Commission directs, that in submitting recommendations for an officer to act in the higher office in accordance with Regulation 26 of the Public Service Commission Regulations, the recommendations should state whether “**the officer can assume and discharge the duties of the respective office.**”

Permanent Secretaries and Heads of Departments are asked to bring this Circular Memorandum to the attention of the staff in their Human Resource Management Unit or the officer responsible for the staffing function in their Ministry /Department and be guided accordingly.

A handwritten signature in black ink, appearing to read 'Ahmed', with a horizontal line underneath the signature.

***Director of Personnel Administration***