



SERVICE COMMISSIONS DEPARTMENT

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CIRCULAR MEMORANDUM

P: 15/1/51 Vol. 1 Temp. 25

No. E/22/17

FROM : Director of Personnel Administration

TO : Permanent Secretaries and Heads of Department

DATE : 29th March 2017

SUBJECT : **Guidelines for recommendations for acting appointments in the Public Service in accordance with the provisions of Regulations 18, 24, and 26**

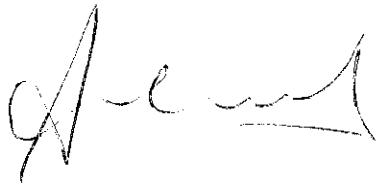
By Circular Memorandum No. E/79/15 of 12th October 2015 Permanent Secretaries and Heads of Department were reminded that:

“ In instances where acting appointments are of a short duration, that is 3 months or less, acting appointments can be made in accordance with Regulation 26 of the Public Service Commission Regulations.”

Notwithstanding the application of Regulation 26 for an acting appointment which is not a prelude to an appointment the undermentioned guidelines should be followed when considering an officer for an acting appointment:

- (i) **The general rule for acting appointments under Regulations 26 requires that the most senior officer capable of assuming and discharging the duties of the office be appointed;**
- (ii) **The general rule is not an absolute rule but can only be displaced by some valid justification such as where the most senior officer does not have the expertise/capability to carry out the duties of the office;**
- (iii) **The term “eligible” in Regulation 26 means capable of discharging the duties of the office and does not mean satisfying the training and experience requirements for the office; and**
- (iv) **The term “eligible” in Regulation 18 and 24 carries a different meaning and is to be interpreted as having satisfied the training and experience requirements for the office.**

Please bring this Circular Memorandum to the attention of the staff in your Human Resource Management Unit in your Ministry/Department and be guided accordingly.



Director of Personnel Department