



SERVICE COMMISSIONS DEPARTMENT
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Circular Memorandum

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E/017/2022

FROM: Director of Personnel Administration
TO: Permanent Secretaries and Heads of Department
DATE: ^A29 March, 2022

SUBJECT: Release of Officer for Appointment/Promotion/Acting Appointment

By Circular Memoranda No. E/22/07 of 2007 dated 19th April, 2007 and No. E/78/11 dated 28th October, 2011, Permanent Secretaries and Heads of Department were informed that the Public Service Commission had noted that there were a number of requests for cancellation of appointments, promotion and acting appointments owing to non-release of officers by Permanent Secretaries and Heads of Department to enable them to take up these appointments.

On both occasions, Permanent Secretaries and Heads of Department were also directed to release officers immediately to take up the appointments upon receipt of the Commission's decision.

Notwithstanding these directives however, the Commission has again noted with grave concern that there continues to be a number of requests for cancellation of appointments and promotions due to the non-release of officers by Permanent Secretaries and Heads of Department to assume in the offices and Ministries, Departments and Agencies to which they have been appointed/promoted.

The Commission once again directs, that when in accordance to its constitutional functions, it appoints/promotes/appoints to act any officer, he/she must be released immediately, that is, within one (1) month to assume duty in the appointment. Further, whenever an officer cannot be released due to extenuating circumstances, such cases should be submitted immediately, that is, within two (2) weeks for the consideration of the Commission. In such cases, those extenuating circumstances must be clearly articulated.

The Commission directs that Permanent Secretaries and Heads of Department should ensure that this Circular Memorandum is given the widest circulation possible within your Ministries/Departments.

Please be guided accordingly.

A handwritten signature in blue ink, consisting of stylized cursive letters, likely representing the Director of Personnel Administration.

Director of Personnel Administration (Ag.)