



## SERVICE COMMISSIONS DEPARTMENT

### CIRCULAR MEMORANDUM

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P: 15/1/51 Vol. 2 Temp. 35

E: 39/18

**FROM:** Director of Personnel Administration

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

**DATE:** October 25, 2018

**SUBJECT:** **Public Officers Seeking the Intervention of the Chairman and Members of the Public Service Commission on Matters**

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By previous Circular Memoranda Nos. E 62/10 and E 41/16 dated October 07, 2010 and July 25, 2016 respectively, the Public Service Commission noted its concern that public officers had been soliciting the help of the Chairman and members of the Commission to expedite their outstanding matters which were receiving the attention of the Director of Personnel Administration.

Notwithstanding, the number of public officers seeking its assistance continues to increase.

Permanent Secretaries and Heads of Department are reminded of Regulation 143 of the Civil Service (Amendment) Regulations 1996 which states:

**“An officer shall not solicit the intervention or influence of members of Parliament, Minister, members of the Commission, or prominent members of the community to support or advance his individual claims in the Service.”**

In addition, it has been noted that letters of representation from officers are being submitted directly to the Director of Personnel Administration and not through Permanent Secretaries/Heads of Department as provided for in the Public Service Regulations.

In this regard, the proper procedure to be adopted by aggrieved officers when seeking the intervention of the Public Service Commission is reiterated as follows:-

**“An officer who is aggrieved by a decision or order made by the Commission, a Permanent Secretary or a Head of Department, may make representation in writing to the Commission, for a review of the decision. However, letters of representation must be submitted to the Director of Personnel Administration through his/her Permanent Secretary or Head of Department for the consideration of the Commission.**

**Alternatively, letters of representation may also be submitted on the officer’s behalf by a Recognized Majority Union, the Ombudsman of Trinidad and Tobago or an Attorney-at-Law.”**

In the circumstances, all public officers are advised that any act which contravenes Regulation 143 and the procedure outlined above is considered a breach of the Code of Conduct and can lead to disciplinary action.

Please be guided accordingly and ensure that this Circular is brought to the attention of all officers.



**Director of Personnel Administration (Ag)**