

PD(bm): 12/2/1 Temp. 2

PERSONNEL DEPARTMENT CIRCULAR NO.4 OF 2017

FROM : Chief Personnel Officer

TO : Permanent Secretaries, Heads of Department,
Chief Administrator, Tobago House of Assembly
and Heads of Statutory Authorities subject to the
Statutory Authorities Act, Chapter 24:01

DATE : September 1st 2017

SUBJECT : *Revised remuneration for positions, on contract, in the
Clerical/Secretarial, Manipulative, Human Resource and
Communications streams in the Public Service*

You will recall that in Personnel Department Circular Memorandum dated January 18, 2013, on the subject, 'Changes in administrative arrangements in respect of contract employment in the Public Service', salaries and other terms and conditions applicable to positions in the Clerical/Secretarial, Manipulative, Human Resource Management and Communications streams were determined for the periods February 15, 2013 to December 31, 2013 and January 1, 2014 to December 31, 2016.

Clarification has been sought by some Ministries/Departments on the salaries and other terms and conditions that should apply to persons whose contracts extend beyond December 31, 2016 or are with effect from 2017. In that connection, I am to advise that the approved salaries and other terms and conditions existing as at December 31, 2016, shall continue to apply, without prejudice, until further notice.

Kindly bring this Circular to the attention of all officers/employees who are involved in the administration of contract employment.


Chief Personnel Officer

*Clerk Sec ID
CPR Circulate
05/09/17*

