



Appendix V

Ref #
Address of Ministry/Department
In replying, the above
number and date of
this letter should be
quoted.

LETTER OF ACTING APPOINTMENT TO OFFICER

Mr/Mrs/Miss/Ms
ufs *Permanent Secretary, Office of the Prime Minister
(Central Administrative Services Tobago)/
*Chief Administrator, Tobago House of Assembly
(*delete as appropriate)

Dear Sir/Madam

In accordance with the powers delegated to me by the Public Service Commission,
(Delegation of Powers) (Amendment) Order, 2006, Legal Notice No.105 dated 24th May,
2006, I have appointed you to act as
(Salary Range), Central Administrative Services Tobago/Tobago House of
Assembly
from.....to.....

This appointment to act gives you no claim to a *substantive appointment/*promotion to
the office
of.....

Yours faithfully

.../signed/.....
*Permanent Secretary, Office of the Prime Minister (CAST)/
*Chief Administrator, Tobago House of Assembly
(*delete as appropriate)

- c Compt. of Accts
- Aud.Gen'l
- D.P.A
- Officer's Personal File
- Accounting Unit
- Internal Audit