



**ANGUILLA**

Department of Public Administration  
P O Box 60  
The Valley  
ANGUILLA

**EMPLOYEE ID NO:** \_\_\_\_\_

**REF NO: PF/** \_\_\_\_\_

**Date** \_\_\_\_\_

**FROM:** ~~Deputy Governor/~~  
Permanent Secretary, Public Administration

**TO:** \_\_\_\_\_ (Head of Department)

**ACCOUNTANT GENERAL, AUDIT, ADMINISTRATOR PSPB & INCUMBENT:-**

The following appointment/~~transfer~~ has been approved:-

**NAME:** \_\_\_\_\_

Present Class or Post \_\_\_\_\_

Appointed as/~~Transferred~~ \_\_\_\_\_

- On probation for one year
- On a permanent basis
- On temporary month-to-month/day-to-day terms
- On contract for one year
- On acting appointment
- On transfer
- On promotion

With effect from \_\_\_\_\_

**Salary \$** \_\_\_\_\_ **per annum**    **Salary Grade/Range** \_\_\_\_\_ **Point** \_\_\_\_\_

**Progression** (                    )

Allowances \_\_\_\_\_

Incremental date \_\_\_\_\_

Head of Estimates \_\_\_\_\_

\_\_\_\_\_  
~~Deputy Governor~~

\_\_\_\_\_  
Permanent Secretary,  
Public Administration