



GOVERNMENT HEADQUARTERS  
ST. KITTS

Number .....

From: **GOVERNOR GENERAL**

To: **PERMANENT SECRETARY, JUSTICE AND LEGAL AFFAIRS**

**ACCOUNTANT GENERAL**

**DIRECTOR OF AUDIT**

Name .....

Present Class or Post -----

Appointed as ..... CROWN COUNSEL (K35-K42)

- \* { ~~On probation for ..... years,~~
  - ~~On non-pensionable basis,~~
  - ~~On acting appointment,~~
  - ~~On promotion,~~
  - ~~Transferred from .....~~
  - ~~Seconded from .....~~
- 1 NOVEMBER 2012

With effect from .....

Salary \$ ..... 52,260 per annum ..... Salary Scale \$ ..... 52,70 - 71,760

Allowances .....

Incremental date ..... 1 NOVEMBER ..... Head of Estimates ..... E18092071/01234

.....  
*Governor-General*

*\*Delete words which are not applicable*



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**SAINT CHRISTOPHER AND NEVIS**

Number: PF

Government Headquarters  
Church Street  
Basseterre

6<sup>th</sup> January, 2017.

Sir/Madam,

Subject to your being passed as physically fit, it is proposed to select you for appointment as **Coordinator, School Meals in the Primary School with effect from 1<sup>st</sup> April, 2016 in the Ministry of Education** of the Government of St. Kitts and Nevis on the following terms and conditions:-

- (a) Your appointment will be on probation in the first instance for a period of two years;
- (b) You will receive salary at the rate of (K26) \$41, 400 per annum in the scale (K25 – K30) \$39, 720 - \$48, 360.**

(c) Your appointment will be during pleasure and will be subject to all laws and to the

Statutory Rules and Orders and General Orders in force in the Federation from time to time.

2. I am to ask you to inform me as soon as possible whether you are prepared to accept appointment on the above conditions. If so, you should make arrangements through the Chief Medical Officer for examination by Government Medical Officer. You are also required to complete your medical examination within three (3) months of this offer.
3. A further communication will be addressed to you on the receipt of the report on your medical examination.
4. During your appointment, you will be covered under the new Contributory Pension Plan which requires on your part a contribution of 3% of your salary. You will be informed in due course regarding the deductions to be made from your salary.

Yours faithfully

Mr.  
c/o Education Department

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for Governor-General

ufs Permanent Secretary, Ministry of Education  
Chief Education Officer