



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

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APPOINTMENT OF COMMISSIONERS OF THE REGULATED INDUSTRIES COMMISSION (RIC)

IN ACCORDANCE with section 8(3) of the Regulated Industries Commission Act Chap. 54:73 the following persons have been appointed Commissioners to the RIC.

<i>Name</i>	<i>Date of Appointment</i>
Ms. ANNE-MARIE MOHAMMED	8th February, 2011
MR. RAWLE RAPHAEL	8th February, 2011
MR. MARK SEEPERSAD	8th February, 2011
MR. NIEGEL SUBIAH	8th February, 2011
MR. WILLIAM RAJNAUTH	8th February, 2011
MS. SUNITA GANPAT	8th February, 2011
MR. BRIAN NEDD	8th February, 2011

J. GANTEAUME-FARRELL
Permanent Secretary
Ministry of Public Utilities

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FORM 178

THE BANKRUPTCY ACT

FIRST MEETING AND PUBLIC EXAMINATION

Debtor's Name	Address	Description	Court	Number	Date of First Meeting	Hour	Place
Vishwanath Bobby Marajh	Light Pole No. 4 St. Helena Village Piarco		Hall of Justice Port-of-Spain	C.V. 2006-02524	14th March, 2011	1.00 p.m.	Conference Room Ministry of the Attorney General Chief State Solicitor's Department, 1st Floor Cabildo Chambers 23-27, St. Vincent Street, Port-of-Spain

K. OLIVERIE
for Official Receiver



**PUBLIC STATEMENT
OF
THE SERVICE COMMISSIONS DEPARTMENT**

**IN COMPLIANCE WITH SECTIONS 7, 8, AND 9
OF THE FREEDOM OF INFORMATION ACT, 1999 (FOIA)**

In accordance with Sections 7, 8, and 9 of the Freedom of Information Act, 1999 (FOIA) the Service Commissions Department is required by law to publish the following statement which lists the documents and information generally available to the public.

The Act gives members of the public:

- A legal right for each person to access information held by the Service Commissions Department
- A legal right for each person to have official information relating to him/herself amended where it is incomplete, incorrect or misleading.
- A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA.
- A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

FUNCTIONS OF THE SERVICE COMMISSIONS

The Service Commissions are constitutional bodies established under the Constitution Chapter 1:01 of the Laws of the Republic of Trinidad and Tobago

- The Public Service Commission – The Civil, Fire and Prison Services (Sections 120 and 121)
- The Police Service Commission – The Police Service (Sections 122 and 123) as amended by Act #6 of 2000
- The Teaching Service Commission – The Teaching Service (Sections 124 and 125)
- The Judicial and Legal Service Commission – The Judicial and Legal Service other than the office of a Judge (Sections 110 and 111)

The powers of the Commissions are as follows:

- To Appoint;
- To Promote;
- To Transfer;
- To Confirm
- To Remove; and
- To exercise Disciplinary Control

The Members of the Commissions are appointed by the President after consultation with the Prime Minister and the Leader of the Opposition. They are appointed for a fixed term of not less than three (3) years and not more than five (5) years.

**Section 7(1) (a) (i)
FUNCTION AND STRUCTURE OF THE SERVICE COMMISSIONS DEPARTMENT**

The primary function of the Service Commissions Department is to provide supporting services to enable the Service Commissions to discharge their constitutional responsibilities of staffing and exercising disciplinary control over the Public Service.

Mission Statement:

To be the premier HR organization delivering timely, quality, professional HR services to the satisfaction of the Service Commissions, Public Officers and the General Public.

Vision Statement:

To be a caring high performance organization, driven by innovation and technology influencing and responding to the changing HR Environment.

The Service Commissions Department is located at Cipriani Plaza, 52-58 Woodford Street, Port of Spain

**Section 7(1) (a) (ii)
CATEGORIES OF DOCUMENTS HELD BY THE SERVICE COMMISSIONS DEPARTMENT**

1. Confidential Personnel files for each officer in the Service (birth certificates, qualifications, personal data, staff reports, medical reports).
2. Notes and Commissions' Minutes of meetings (record of discussions by Commissioners at meetings and Commissions' decisions).
3. **Documents required for decision-making in the various functional areas: -**
 - a) Appointments (application forms, academic certificates, birth certificates, examination results, character references, evaluation forms, advertisements of vacancies, job specifications, security vetting reports, interview results).

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- b) Confirmation of appointments (progress reports, recommendations).
- c) Promotions (staff reports, recommendations, merit lists, examination results, evaluation forms).
- d) Transfers (notices of transfer, representations).
- e) Discipline (investigating officers' reports, disciplinary tribunal reports, record of evidence before tribunals, recommendations).
- f) Retirements/Resignations (staff reports, medical reports, recommendations)

These documents pertain to:

- The operations of the Commissions with respect to the services under its administration.
 - The administration of the Service Commissions Department.
4. Documents relating to the administration of the Service Commissions Department.
- Files dealing with administrative support and general administrative documents for the operations of the Service Commissions Department.
 - Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation etc.
 - Files dealing with the accounting and financial management function of the Service Commissions Department.
 - Financial Records (cheques, vouchers, receipts, journals etc.)
 - Files dealing with matters relating to the procurement of supplies, services and equipment.
 - Internal and external correspondence files.
 - Legislation and legal instruments.
 - Files dealing with circulars, memoranda, notices, bulletins etc.
5. Policy Documents:
- Annual Commission reports
 - Procedure manuals and handbooks for staff.
 - Strategic plans
 - Re-structuring proposals.
 - Working papers.

- 6. Legal Documents (legal opinions, instructions for amendments to regulations and delegation orders, court matters involving the Commissions, Public Service Appeal Board proceedings, laws, legal notices, judgment, law reports, legal text, working papers).
- 7. Official Publications (Regulations, Delegation Orders, circulars, brochures, periodicals, training materials including videos).
- 8. Reference Materials (texts, periodicals, newspapers, research materials).

DOCUMENTS EXEMPT FROM INSPECTION

- Internal working documents
- Documents subject to legal privilege
- Documents affecting personal privacy
- Documents containing material obtained in confidence
- Documents to which secrecy provisions apply

The Judicial and Legal Service Commission is exempted from the Act.

PROCEDURE TO ACCESS DOCUMENTS

The Service Commissions Department is willing to answer all requests both oral and written for information. However, applicants must make their request in writing by completing the prescribed "Request for Information" form available in the Reception area of the Service Commissions Department. These forms must only be completed for information that is not readily available in the public domain or from another public authority.

ADDRESSING REQUESTS

To facilitate the prompt handling of requests, please address them to the Designated Officer of the Service Commissions Department.

DETAILS IN THE REQUEST

Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided clarification will be sought from the applicant. If you are not sure how to write your request or what details to include, communicate with our Designated Officer.

REQUESTS NOT HANDLED UNDER FOIA

A request under the FOIA will not be processed to the extent that it asks for information, which is currently available in the public domain, either from the Service Commissions Department or from another public authority, for example brochures and pamphlets etc.

**RESPONDING TO YOUR REQUEST
RETRIEVING DOCUMENTS:**

The Service Commissions Department is required to furnish copies of documents only when they are in its possession or where it can be retrieved from storage. Information stored in the National Archives or another storage center, will be retrieved in order to process your request.

Note: Prior to the commencement of the Freedom of Information Act, 1999 old records may have been destroyed. The granting of a request for such documents may therefore be impossible. Various laws, regulations and manuals give the time periods for keeping records before they may be destroyed. For example, the Exchequer and Audit Act, Chap. 69:01.

FURNISHING DOCUMENTS

An applicant is entitled to copies of information we have in our possession, custody or power. We are required to furnish only one copy of a document. If we cannot make a legible copy of a document to be released, we may not attempt to reconstruct it. Instead, we will furnish the best copy possible and note its quality.

**PLEASE NOTE WE ARE NOT COMPELLED
TO DO THE FOLLOWING:**

- ◆ Create new documents. For example, we are not required to write a new program so that a computer will print information in the format you prefer.
- ◆ Perform research for you.

TIME LIMITS

GENERAL

The FOIA sets certain time limits for us to decide whether to disclose the documents you have requested. If we fail to meet the deadlines, the FOIA gives you the right to proceed as if your request has been denied. We will try diligently to comply with the time limits, but if it appears that processing your request may take longer than the statutory limit, we will acknowledge your request and advise you of its status. Since there is a possibility that requests may be misaddressed or misrouted, you may wish to call or write to confirm that we have received the request.

TIME ALLOWED

We will determine whether to grant your request for access to information as soon as practicable but no longer than 30 days as required by Section 15 of the FOIA. If a decision is taken to grant access to the information requested, you will be permitted to inspect the documents or be provided with copies, if you so request.

THE DESIGNATED OFFICER IS:

Mrs. Roshani Hamid

Service Commissions Department
Cipriani Plaza
52-58 Woodford Street
Port of Spain
Tel: 623-2991-6 Ext. 160

THE ALTERNATE OFFICER IS:

Ms. Anastasius Creed

Service Commissions Department
Cipriani Plaza
52-58 Woodford Street
Port of Spain
Tel: 624-8571/623-2991-6 Ext. 132

Mrs. Gloria Edwards-Joseph

Director of Personnel Administration

Service Commissions Department
Cipriani Plaza, 52-58 Woodford Street,
Port of Spain