



# TRINIDAD AND TOBAGO GAZETTE

## (EXTRAORDINARY)

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REPUBLIC OF TRINIDAD AND TOBAGO

IN THE HIGH COURT OF JUSTICE IN BANKRUPTCY

No. CV2007–1861.

Re: LOCHAN MOOSAI

EX PARTE TECHNOVISION INVESTMENTS INCORPORATED, A CREDITOR AND ACTING HEREIN BY ITS DULY CONSTITUTED ATTORNEY INTERCOMMERCIAL BANK LIMITED

And

In the Matter of

A BANKRUPTCY PETITION

Filed on the 18th day of September, 2007 by Intercommercial Bank Limited against the said Lochan Moosai

ON THE PETITION dated the 18th day of September, 2007 and numbered CV 2007–1861 of intercommercial Bank Limited of DSM Plaza, Southern Main Road, Chaguanas the duly constituted Attorney of Technovision Investments Incorporated, a Creditor, filed the 18th day of September, 2007 and on reading the affidavit of Elangadu Sadagopan Mohan filed 18th day of September, 2007, the Authority of Technovision Investments Incorporated dated 17th September, 2007 and filed 18th September, 2007, the affidavit of Elangadu Sadagopan Mohan filed 13th December, 2007, the Order of Madam Justice Carol Gobin dated 13th December, 2007 and hearing Attorney-at-law for the Creditor, Attorney-at-law for the Debtor and the Debtor, Lochan Moosai appearing personally and it appearing to the Court that the following act of Bankruptcy has been committed, viz:

That the said Lochan Moosai failed before 18th June, 2007 and such further time as allowed by the Court to comply with the requirements of a Bankruptcy Notice filed on the 1st June, 2007 and duly served on him on the 6th day of June, 2007.

A Receiving Order is hereby made against Lochan Moosai, Contractor, of No. 10, Target Road, El Dorado and Mr. Christophe Grant the official Receiver is hereby constituted Receiver of the estate of the said debtor.

And it is Further Ordered that the Debtor shall pay the whole of the costs of the Creditor in prosecuting the receiving order.

And it is Further Ordered that the costs of the Creditor including the costs of the Bankruptcy Notice be taxed certified fit for Senior Counsel and Junior Counsel and be payable out of the Estate of the said Debtor.

And it is Further Ordered that the costs necessarily incurred by the Official Receiver be paid out of the proceeds of the said Estate and where the proceeds are insufficient to satisfy such costs there be liberty to the Receiver to apply to the Court for such costs to be paid by the Creditor.

Dated the 15th day of April, 2008.

J. RODRIGUEZ  
*Assistant Registrar, Supreme Court*

Note: The above-named debtor is required immediately after service of this Order upon him to attend the Receiver appointed by the Court at his offices at The Chief State Solicitor's Department, Cabildo Chambers, 23–27, St. Vincent Street, Port-of-Spain. The Receiver's offices are open (except on holidays) every week-day from 8.00 a.m. to 4.00 p.m.

The name and address of the Attorneys-at-law to the petitioning creditor are Daltons, Attorneys-at-law, Liberty House, No. 8 Irving Street (North), San Fernando.



**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 DEPARTMENT**

- The Service Commissions are constitutional bodies established under the constitution Chapter 1:011
- 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)
- The Teaching Service Commission – The Teaching Service (Sections 124 and 125)
- The Judicial and Legal Service – The Judicial and Legal Service Commission 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 over public offices

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) (1) (1)  
FUNCTION AND STRUCTURE OF THE  
SERVICE COMMISSIONS DEPARTMENT**

The functions of the Commissions are discharged with the assistance of the staff of the Service Commissions Department who conducts research, provides information and advice and liaises with clients on their behalf to enable them to carry out their constitutional responsibilities.

**Mission Statement:**

We strive 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.

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.

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 meeting and Commission's 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,

## PUBLIC STATEMENT OF THE SERVICE COMMISSIONS DEPARTMENT—CONTINUED

job specifications, security vetting reports, interview results).

- 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 on functions areas:**

- 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 AVAILABLE FOR INSPECTION**

Official Publications (Regulations, Delegation Orders, Circulars, Brochures).  
Reference Materials (Newspapers, Research Materials, Texts). Policy Documents (Handbook for Staff, Annual Commission Reports).

**Documents available for inspection upon request**

1.) 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.
- b) Confirmation of appointments (progress reports, recommendations).
- c) Promotions (staff reports, recommendations evaluation forms).
- d) Transfers (notices of transfer, representations).
- e) Retirements/Resignations (staff reports, medical reports, recommendations).
- f) Seniority List.
- g) Establishments Records.
- h) Job Specifications.
- i) Examination Scripts.

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

**DOCUMENTS EXEMPT FROM INSPECTION**

- Internal working documents
- Documents subject to legal privilege
- Documents affecting personal privacy

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## PUBLIC STATEMENT OF THE SERVICE COMMISSIONS DEPARTMENT—CONTINUED

- Documents containing material obtained in confidence
- Documents to which secrecy provisions apply

**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 "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:**

Miss Anastasius Creed  
Service Commissions Department  
Cipriani Plaza  
52-58 Woodford Street  
Port of Spain  
Tel: 623-2744/623-2991-6 Ext, 132

**The Alternate Officer is:**

Miss Ingrid Seerattan  
Service Commissions Department  
Cipriani Plaza  
52-58 Woodford Street  
Port of Spain  
Tel: 623-2991-6 Ext, 153

**Mrs. Gloria Edwards-Joseph**  
**Director of Personnel Administration**  
Service Commissions Department  
Cipriani Plaza  
52-58 Woodford Street  
Port of Spain