



OFFICE OF THE PRIME MINISTER
(TOBAGO AFFAIRS)
CENTRAL ADMINISTRATIVE SERVICES TOBAGO
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June 21, 2017

Ms. Jacqui Sampson-Meiguel
Clerk of the House
Parliament
Republic of Trinidad and Tobago
Levels G - 8, Tower D
The Port-of-Spain International Waterfront Centre
IA Wrightson Road, Port-of-Spain

Dear Ms. Sampson-Meiguel

The Third Report of the Public Administration and Appropriations Committee, Second Session, Eleventh Parliament, on an Examination of the System of Inventory Control within the Public Service

With reference to the above subject, I wish to report as follows:-

Head 16 - Central Administrative Services Tobago (CAST)

I. Proper maintenance of the Inventory Register

- The requisite training will be sourced for the personnel involved in the updating of the Inventory Register. The Human Resource Department will liaise with Ministry of Public Administration and Communication for training for the Officer. The Human Resource Department will also liaise with the Service Commissions Department to fill the vacancy of Stock Verifier.
- The Internal Audit and Planning and Monitoring Unit has been assigned to check and ensure that the information is accurate and up to date by June 30th, 2017.

II. Tagging of Department's Inventory

- The Office of the Prime Minister, Central Administrative Services Tobago has made provision in the Estimates of 2017 under Head 16/09/005/06A Computerization and Networking of Central Administrative Services re Asset Management, Stores Inventory Management, and Registry File Tracking System to purchase and implement an electronic tracking and tagging of its inventory.

The Department is working along with iGOVTT who has been contracted to oversee the Project.

Assets would be tagged and electronically tracked through an Asset Management System, thus providing a common repository for all assets and inventory items within the office and its relevant branches that is, Meteorological Office and Registrar General. The System that will be purchased will identify and track all assets and inventory items via a centralized system, improve the decision-making process as well as reporting capabilities and reduce losses via theft, obsolescence and wastage. The Request for Proposal for the Asset/Inventory Management will be advertised shortly.

III. Policy for the Acquisition of Motor Vehicles

- The Department will develop and implement a policy in conjunction with Office of the Prime Minister, Trinidad for the acquisition of Motor Vehicles in the event that the need arises.

Permanent Secretary
Office of the Prime Minister
Central Administrative Services Tobago

Bernadette Solomon-Ahorne
Permanent Secretary