



Government of the Republic of Trinidad and Tobago
Ministry of Public Utilities
Office of the Permanent Secretary

MPU 1/13/18
PS/ASF/lp

June 30th, 2017

Ms. Keiba Jacob

Secretary

Public Administration and Appropriations Committee
Parliament of the Republic of Trinidad and Tobago
Level G-8, Tower D
Port of Spain Waterfront Centre
#1A Wrightson Road
PORT OF SPAIN

Dear Ms. Jacob,

**Re: 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**

Reference is made to the matter at caption. Kindly be informed that the Ministry is in receipt of the Public Administration and Appropriations Committee's report in respect of the subject matter. The recommendations made by the Committee have been noted and for ease of reference are as follows:

Proper maintenance of the Inventory Register

- Owing to the relocation of the Ministry of Public Utilities in September, 2016 an inventory has not been completed for the new building located at One Alexandra Street.

The inventory exercise was expected to commence mid-January, 2017 and be completed mid-June 2017.

Tagging of the Ministry's Inventory

- Owing to the re-alignment of the Ministry in September 2015 followed by the relocation in August –September 2016, the Ministry was in the process of updating its inventory and as such not all items were tagged. The Ministry assured that the tagging of all assets would be completed by June 2017.

Recommendations:

- ***The Ministry shall provide a Status Report to the Committee on:***
 - ***The progress of the inventory exercise by June 30, 2017***
 - ***The progress made in the tagging of all inventory by June 30, 2017***

Kindly be informed that the Status Report on the matters detailed above is as follows:

- ***The progress of the inventory exercise by June 30, 2017; and***

The Inventory exercise on the assets of the Ministry of Public Utilities located at our new location #1 Alexandra Street, St. Clair was conducted during the period January to mid-June, 2017 from ground level to sixth floor. The exercise has been completed and the Inventory Register is prepared for binding before submission to the Internal Audit Department for auditing.

○ ***The progress made in the tagging of all inventory by June 30, 2017***

The quality of the labels provided posed a challenge and Stocks tagged had to be redone with a better quality as the previous label brand was easily pulled off. Due to this delay, the group assigned realized that an extension will be required to successfully complete the labelling process. Discussions were held with the Administrative Officer II (Asset and Stores Management and we now target July 10, 2017 to complete the tagging of the assets.)

I trust that the above information answers the queries raised in the Committee's report. However, in the event that you require additional information and/or clarification on the issues raised herein please feel free to contact Ms. Anika Sarah Farmer, Director, Legal Services.

Yours faithfully,


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Mrs. Vashti Shrikrisen Singh
Permanent Secretary (Ag)
Ministry of Public Utilities