



PALO SECO AGRICULTURAL ENTERPRISES LIMITED

Annual Administrative Report 2013/2014

Submitted by

Palo Seco Agricultural Enterprises Limited

No. 31 Castuarina Avenue

Pointe-a-Pierre



PALO SECO AGRICULTURAL ENTERPRISES LIMITED

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PALO SECO AGRICULTURAL ENTERPRISES LIMITED
ANNUAL ADMINISTRATIVE REPORT 2013/2014

I. VISION, MISSION, PHILOSOPHY AND THE STRATEGIC OBJECTIVES

VISION STATEMENT

“A profitable organization benchmarked for quality service and supported by competent and motivated employees.”

Profitable: Sustainable; successful; money making.

Benchmarked for Quality Service: Highest Standard; Leader; effective; well-known; positive image; reputable.

Competent: Technically sound; trained; capable; reliable; professional

Motivated: Passionate; dynamic; committed; clarity of purpose

MISSION STATEMENT

“Transforming communities by providing quality service in the development and implementation of infrastructure and property management solutions.”

Core Values:

- Integrity
- Customer centered
- Health Safety and Environmentally responsible
- Quality
- Business Performance
- Innovative

PHILOSOPHY – N/A

STRATEGIC OBJECTIVES –

- To achieve sustainable commercial viability by 2015
- To enhance customer value in order to increase customer satisfaction and obtain market share.
- To achieve operational excellence in order to deliver superior customer and shareholder value.
- To mobilise the organisation’s human, information and organizational resources to achieve the company’s strategic objectives

2. ORGANISATIONAL STRUCTURE

(a) Organisational Profile:

Palo Seco Agricultural Enterprises Ltd. (PSAEL) is one of the *earliest* and *most experienced* project and estate management companies in Trinidad and Tobago. The company is a former subsidiary of PETROTRIN and was incorporated in October, 1956. From inception to the mid-nineties the focus of the company was on agriculture. In 1995 PSAEL’s core function became the provision of project management services to PETROTRIN. Then, in 2005 it became a Special Purpose State Enterprise with key functions in the area of project management.

PSAEL falls under the purview of the Ministry of Works and Infrastructure. The primary focus of the organization is to upgrade and develop communities as well as to assist Ministries in the implementation of large-scale physical infrastructure works, particularly in the areas of procurement, designs, construction and project management.

(b) Corporate Structure – Departments, Divisions, Units, Etc.

Attached as Appendix 1 is the organization structure 2013/2014 for the Departments listed hereunder:

- Office of the Chief Executive Officer
- Finance
- Human Resource and Corporate Services
- Project Engineering and Maintenance
- Legal and Estate Services
- Corporate Secretariat

(c) Services/Products provided and “Special projects” embarked upon:

- a. Project Management Services
- b. Overseeing Project Execution and Completion
- c. Contract Tendering & Management Services
- d. Agents for Rent Collection and Utility Payments for Petrotrin and Trintoc
- e. Certification of contractor Payments

- (d) Delegated Levels of Authority – Refer to Organisational Structure at 2 (b) above.
- (e) Legislative and Regulatory Framework;
 - a. State Enterprises Performance Monitoring Manual
 - b. Ministry of Finance Call Circulars
- (f) Reporting Functions – Departmental Reports, Reports to Ministries, President/Parliament
 - Departmental Reports:
 - Departmental Reports are submitted on a monthly basis by all Managers. These reports are submitted to the Board of Directors:
 - Reports to Ministries, President/Parliament:
 - Quarterly Reports – (MOF)
 - Monthly Cash Statement of Operation (MOF)
 - PSAEL’s Annual Budget – (MOF)
 - Monthly Project Reports – (MOLG)

3. **POLICIES AND DEVELOPMENT INITIATIVES**

- (a) Short, medium and long term plans:
Refer to Strategic Objectives above.
- (b) Performance objectives and accomplishments. Remedial plans, if any, as it concerns performance gaps:

Major, Special and other projects were commenced during the year 2013 and continued on a timely basis into the next financial year.

4. **FINANCIAL OPERATIONS:**

(a) **Budget Formulation**

- The budgeting process begins by using the information from the Draft Estimates.
- Draft Estimates are prepared in March of the current fiscal year for the next fiscal year for submission to the Ministry of Finance and the other relevant Line Ministries.
- Draft estimates relates to projected income to be generated for existing and forthcoming projects reserved for commencement by the Line Ministry.
- The Draft Estimate is approved by the Ministry of Finance in their budget preparation.

- Budget preparation for fiscal 2013/2014 commenced in August 2013. The late start was due to staffing changes.
- The estimated Departmental expenses were prepared and these were finalized in consultations between the Heads of Departments and the Finance Department. A zero based budgeting approach is taken with regards to revenue and expenses directly related to revenue. All other expenses are budgeted based on an operational budget.
 - Staff costs are based on the organizational chart (staff positions) and the current staff contracts. Unfilled vacancies are budgeted on the mid staff grade
 - Office Expenses are based on the previous year's expenses and a concerted effort is made to reduce costs as much as possible.
- Revenue was budgeted based on previous year's activities and commitments for new projects from the Ministry of Local Government and other agencies.
- The budget was reviewed at various points during preparation with the management team before the preparation of a first draft
- The first draft was submitted for review to the Audit and Finance & Investment Committee and then taken to the BOD for approval
- The Budget was submitted to the BOD and approved on 12th March 2014.

(b) Expenditure vs Budget

The table below shows the comparative expenditure vs revised budget for the 2013-14 fiscal year

INCOME & EXPENSE VARIANCE REPORT FOR THE YEAR ENDED 30TH SEPTEMBER, 2014

	ACTUAL	BUDGET	BUDGET		
	YTD	YTD	VARIANCE		<i>Reason for Variance</i>
	\$	\$	\$		
Revenues					
Contract Fees	1,467,676	4,732,790	(3,265,114)	(-69)%	Decreased work shown in this area as amounts budgeted was based on maintenance of prior year's level of activity and costs.
Petrotrin- Building					
Repairs & Maintenance					
Contract Fees	1,335,223	2,415,659	(1,080,436)	(-45)%	The amounts budgeted were for operating cost reimbursements based on 75% of a full staff complement for LESD for the year. The management agreement was officially terminated in June 1st 2014.
Petrotrin Operating					
Costs					
Contract Fees	67,004,262	241,071,569	(174,067,307)	(-72)%	The significant shortfall represents new works budgeted for the MOIG not started due to delays with approvals.
Other - MOIG					
Contract Fees Other -	82,206,193		82,206,193	100%	These projects were not estimated in the budget
NGC					
Contract Fees Other -	578,888		578,888	100%	These projects were not estimated in the budget
MOLSMED					
Contract Fees Other -	6,367,301		6,367,301	100%	These projects were not estimated in the budget
MOWI					
Other Revenue	2,936,232	2,761,039	175,193	6%	Other Revenue comprises of land & building rents and other fees budgeted for the year. An increase in collection of land and building rents was received during the year.
Total Revenues	161,895,775	250,981,057	(89,085,282)	(35)%	

Less Expenses					
Staff Related Costs	13,168,269	14,658,577	(1,490,308)	(-10)%	This represents several vacancies that have been budgeted for in 2014 but not filled plus vacancies that arose during the year.
Office Costs	4,313,472	5,685,393	(1,371,921)	(-24)%	The savings in office costs were due to general cost containment efforts.
Petrotrin Repairs & Maintenance	1,919,557	4,161,841	(2,242,284)	(-54)%	Decreased works in this area than anticipated have contributed to this variance.
Other Project Costs - MOLG	62,495,321	221,689,019	(159,193,698)	(-72)%	The significant shortfall represents new works budgeted for the MOLG not started due to delays with approvals.
Other Project Costs - NGC	74,732,903		74,732,903	100%	
Other Project Costs - MOLS MED	538,500		538,500	100%	
Other Project Costs - MOWI	5,586,104		5,586,104	100%	
MOWI - Off. SAND QUARRY	1,600		1,600	100%	
Total Expenses	162,755,726	246,194,830	(89,565,308)	(36)%	
Net Profit/(Loss) Before Taxation	(859,951)	4,786,227	(5,646,178)	(118)%	
Net Margin Ratio	(-1)%	2%			

- o The above report is prepared monthly and submitted to the BOD via the monthly Financial Highlights explaining revenue and expenditure variances and corrective action where applicable.

(c) Debt Policy

- PSAEL currently has no Debt Policy.
- PSAEL had no overdraft/ loan facility with any Financial Institution during the fiscal year.
- PSAEL has a standard 30 day payment period to its contractors/ suppliers which the company attempts to abide by pending the availability of funds.
- PSAEL has a standard 60 day collection period from its clients which the company urges its customers/clients to adhere to.
- Outstanding debts are reviewed on an annual basis and provided for on a case by case basis based on the nature and aging of the debt.
- There was no Bad Debt written off during the fiscal year.

(d) Investment Policy

- PSAEL has an Investment Policy (PLCEO 001/10) which was approved by the Board of Directors on April 29th, 2010
- In keeping with the strategic objectives, PSAEL seeks to maximize the return on its assets to achieve sustainability and to protect the investment of its shareholders.
- Any temporary surplus of funds would be managed through a diversified portfolio during the fiscal year.

(e) Internal Audit Functions

- The Internal Audit function is an independent and objective assurance activity that is guided by a philosophy of adding value to improve the operations of the company. It assists the company in accomplishing its objectives by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of the organization's governance, risk management and internal controls.
- The internal audit activity is established by the Board of Directors, Audit Committee. The internal audit responsibilities are defined by the Board as part of their oversight role.
- Part of the mandate of the Board appointed Audit Committee, as stated in the State Enterprises Performance Monitoring Manual, is to assist in monitoring *"The Company's systems of internal controls regarding finance, accounting, legal, compliance and ethics that management and the Board have established"*.
- The Board of Directors have previously attempted to establish an Internal Audit Department at PSAEL but have been unable to acquire appropriate, qualified personnel to undertake these tasks for various reasons. As a result the Internal Audit function has been continuously outsourced in order to enhance the effectiveness of PSAEL's operations and to ensure compliance to the mandate of the Audit Committee.

5. **HUMAN RESOURCE DEVELOPMENT PLAN**

a) **Organizational Establishment**

Detailed Establishment as at September 2012 is attached at **Appendix 2.**

b) **Category of Employees**

One hundred percent (100%) of the staff at PSAEL comprise of contracted employees. Contract period varying from three (3) years to two (2) years.

c) **Career Path Systems**

No Career path systems established by Board/Management.

d) **Performance Assessment/Management Strategies**

A Comprehensive Performance Assessment System for employees is established.

The system allows for:

- Performance Planning
- Mid-Year Review
- Year End Review
- Areas of Improvement

e) **Promotion – Selection Procedures**

No provision made for promotions within contract environment.

f) **Employee Support Services**

Employee Assistance Program:

- The system provides for Manager/Supervisor referral, as well as individual request.

Employee Group Health and Life:

- PSAEL contributes sixty (60%) percent whilst the employee contributes forty (40%) percent.

6. PROCUREMENT PROCEDURES

Forms of Tendering

- (a) Open Tender
- (b) Select Tender
- (c) Exemption or Merit Awards

(a) Tendering Procedures:

PSAEL's procurement of goods and services has been conducted in accordance with its approved Contracts and Tenders for Works and Services Policy and Procedures dated September 30, 2010 and revised and approved on April 03, 2014 by PSAEL's Board of Directors.

The said Policy provides for the procurement of goods and services by Open Tender, Selective Tender and Exemption/Merit Awards as indicated below:

(b) Selective Tendering

This process begins upon PSAEL's issuance of Invitations to Bid ("ITB") to prequalified contractors (and/or where applicable from a list of contractors that responded to advertisements to express interest in performing/providing specified goods or services). These groups of contractors invited to bid are rotated to ensure that all prequalified contractors are invited to bid for jobs with even frequency.

ITB and supporting tender documents are issued to a maximum of 10 and the minimum shall be as indicated below:

- (a) Tenders greater than \$350,000.00 - a minimum of 7 contractors
- (b) Tenders less than \$350,000.00 - a minimum of 5 contractors

These documents are provided at least 24 hours before the first scheduled site visit. Thereafter, bidders may deposit their sealed bids in the designated tender box at PSAEL's head office. All tender boxes are secured using two independent locks. The key for one lock is held by the Corporate Secretary and the other is held by the Head of the Finance Department.

Upon closure of the tender, the opening committee unlocks the tender box, records the bids received and immediately sends them to the evaluation committee for evaluation based upon pre-approved criteria.

The opening committee is comprised as follows:

- For Tenders less than five (5) million dollars:
 - The Procurement and Contracts Administrator (Chairman) or a designate approved by the CEO;
 - The Chief Executive Officer;
 - A representative from the Finance Department
 - A representative from the Project Engineering and Maintenance Department

- For Tenders greater than five (5) million dollars, there must be a public opening. The Chief Executive Officer (Chairman) together with one (1) of the following or their designate shall constitute the opening committee in the presence of the applicants and the members of the public who were invited to witness same. The Corporate Secretary shall be the Secretary.
 - Manager, Legal and Estates Services Department
 - Finance Department
 - Project Engineering and Maintenance Department.

(c) Exemption/Merit Award

This procedure is used to facilitate requests that are deemed to be emergencies when the deadline for completion or commencement of the work does not allow for selective tendering procedure (as indicated above) to be employed. In such cases, the permission of the Tenders Committee of the Board must be obtained before the selected contractor is asked to proceed with the job in question. The selected contractor is usually chosen upon recommendation by the Procurement & Contracts Administrator based on “fit for purpose for the job and any other reason the contractor may have been chosen”.

A site visit is conducted and within four (4) hours thereof the selected contractor is required to provide a quotation or bid for the works. If the contractor’s quotation/ bid is significantly higher than the company’s estimate PSAEL would negotiate with the contractor to reduce its price. Once there is agreement on price (whether as a result of negotiation or if the original bid price is satisfactory) the contractor is authorized to commence the works immediately. Contract documents are prepared for execution before the works are completed.

Contractual Procedures

The approval of the Tenders Committee must be obtained prior to inviting contractors to bid for works and awarding contracts to successful bidders. Once the Tenders Committee approves the award of a contract, the successful contractor is notified of the approval to award by PSAEL's issuance of a Letter of Award. Upon acceptance of the Letter of Award, the following process ensues:

➤ For Petrotrin

A one page contract is issued to engage the contractor. This contract refers to the general terms and conditions of the contract issued at time of Prequalification, as well as a copy of the tender document (including the scope of works and rate sheet)

➤ For all other clients

A formal contract agreement is executed by the parties. Annexed to the said contract are:

- the general conditions of contract;
- contract specifications;
- scopes of works (including all applicable drawings); and
- the contractors bid (including bill of quantities and rate sheets).

Note that all contractors are required to provide performance security in the form of performance bonds and or retention fees and public liability and workmen's compensation insurance.

7. PUBLIC AND COMMUNITY RELATIONS

- (a) Client and Public Access to Services/Services Delivery Systems (see Table 2 below)
- (b) Community and Stakeholder Relations (see Table 2 below)
- (c) Strategic Partnerships (Local, Regional and International) (see Table 2 below)

TABLE 2

NO.	STAKEHOLDERS	STAKEHOLDERS EXPECTATIONS
1.	Ministry of Works and Infrastructure	<ul style="list-style-type: none">• Execution of work within agreed timeline, specification and budget.
2.	Ministry of Local Government	<ul style="list-style-type: none">• Execution of work within agreed timeline, specification and budget• Ongoing liaison re: Work plan
3.	Ministry of Finance	<ul style="list-style-type: none">• Execution of Business in a manner that maintains transparency accountability and value for money• Strict adherence to Government's Policy and Procedures

NO.	STAKEHOLDERS	STAKEHOLDERS EXPECTATIONS
4.	Petrotrin	<p>Civil & Maintenance Work</p> <ul style="list-style-type: none"> • Execution of work within timeframe, specification and budget. <p>Estate Management</p> <ul style="list-style-type: none"> • Squatter containment • Continuous liaison between Petrotrin and Tenants.
5.	Employees	<ul style="list-style-type: none"> • Job Security • Periodic salary increases • Payment of Salaries • Exposure to training and development opportunities • Recognition of contributions
6.	Contractors	<ul style="list-style-type: none"> • Prompt processing of claims and payments • Prompt resolution of all issues affecting contract execution • Transparency in the invitation and selection process
7.	Tenants/Occupiers of Land	<ul style="list-style-type: none"> • Regularization of Tenancy • Prompt response to issues/complaints
8.	Community	<ul style="list-style-type: none"> • High quality infrastructural projects • Continuous liaison • Environmental responsibility.

APPENDIX I
ORGANISATION STRUCTURE



CEO'S Office

Organisation Chart

Assistant Clerk	1
Chief Executive Officer	1
Administrative Assistant II	1
Business Development Officer	1
Communications Officer	1
Procurement & Contracts Administrator	1
HSE Supervisor	1
HSE Assistant	1
Procurement Clerk	2
Post Office	2
Total	15

Board of Directors

Chief Executive Officer (1)

Administrative Assistant II (1)

Business Development Officer (1)

HSE Supervisor (1)

Communications Officer (1)

Procurement & Contracts Administrator (1)

HSE Assistant (1)

Communications Assistant (2)

Procurement & Contracts Officer (2)

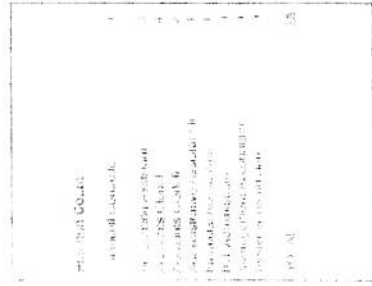
Procurement Clerk (2)

Dated: _____

Board Secretary Board Note _____



Finance Department Organisation Chart



Board of Directors

Chief Executive Officer

Financial Controller (1)

ADMINISTRATIVE ASSISTANT II (1)

Management Accountant (Accounts Receivable) (1)

Financial Accountant (Accounts Payable) (1)

ICT Administrators (1)

Accounting Assistant (1)

Accounting Assistant (2)

Systems Technicians (1)

Accounts Clerk II (1)

Accounts Clerk II (1)

Accounts Clerk I (1)

Accounts Clerk I (2)

Page 1

Human Resource & Corporate Services Organisation Chart

Board of Directors

Chief Executive Officer

Manager,
Human Resource & Corporate Services
(1)

Administrative Assistant II
(1)

Receptionist
(1)

Senior Human Resource Officer
(1)

Administrative Services Coordinator
(1)

Human Resource Officer
(1)

Human Resource Officer
(1)

Driver/Messenger
(3)

Driver

Organisation Chart as of September 19, 2014, prepared by a consultant





Projects, Engineering and Maintenance Organisation Chart

Board of Directors	1
Chief Executive Officer	1
Manager Project Engineering & Maintenance	1
Administrative Assistant I	1
Civil Engineer	1
Structural Engineer	1
Project Engineer	1
Head of Maintenance	1
Facilities Superintendent	1
Maintenance Technicians	3
Civil Engineering Technician III	5
Civil Engineering Technician II	5
Civil Engineering Technician I	5
Administrative Assistant I	1
TOTAL	36

Board of Directors

Chief Executive Officer

1

Manager Project Engineering & Maintenance

1

Administrative Assistant I

(1)

Civil Engineer

(1)

Structural Engineer

(1)

Project Engineer

(1)

Administrative Assistant I

(1)

Head of Maintenance

(1)

Facilities Superintendent

(1)

Civil Engineering Technician III

(5)

Civil Engineering Technician II

(5)

Civil Engineering Technician I

(5)

Approved: _____

Date: _____



Legal & Estate Services Organisation Chart



Board of Directors

Chief Executive Office

Manager,
Legal & Estate Services
(11)

Barbara Legler, Clerk
(1)

Administrative Assistant I
(1)

Administrative Assistant II
(1)

Records Management Specialist
(1)

Frances Salsbery, II
(1)

Frances Salsbery, I
(1)

Frances Salsbery, III
(1)

Frances Salsbery, IV
(1)

Frances Salsbery, V
(1)

Frances Salsbery, VI
(1)

Frances Salsbery, VII
(1)

Frances Salsbery, VIII
(1)

Frances Salsbery, IX
(1)

Frances Salsbery, X
(1)

Frances Salsbery, XI
(1)

Frances Salsbery, XII
(1)

Frances Salsbery, XIII
(1)

Frances Salsbery, XIV
(1)

Frances Salsbery, XV
(1)

Frances Salsbery, XVI
(1)

Frances Salsbery, XVII
(1)

Frances Salsbery, XVIII
(1)

Frances Salsbery, XIX
(1)

Frances Salsbery, XX
(1)

Frances Salsbery, XXI
(1)

Frances Salsbery, XXII
(1)

Frances Salsbery, XXIII
(1)

Frances Salsbery, XXIV
(1)

Frances Salsbery, XXV
(1)

Frances Salsbery, XXVI
(1)

Frances Salsbery, XXVII
(1)

Frances Salsbery, XXVIII
(1)

Frances Salsbery, XXIX
(1)

Frances Salsbery, XXX
(1)

Frances Salsbery, XXXI
(1)

Frances Salsbery, XXXII
(1)

Frances Salsbery, XXXIII
(1)

Frances Salsbery, XXXIV
(1)

Frances Salsbery, XXXV
(1)

Frances Salsbery, XXXVI
(1)

Frances Salsbery, XXXVII
(1)

Frances Salsbery, XXXVIII
(1)

Frances Salsbery, XXXIX
(1)

Frances Salsbery, LXXXX
(1)

Frances Salsbery, LXXXXI
(1)

Frances Salsbery, LXXXXII
(1)

Frances Salsbery, LXXXXIII
(1)

Frances Salsbery, LXXXXIV
(1)

Frances Salsbery, LXXXXV
(1)

Frances Salsbery, LXXXXVI
(1)

Frances Salsbery, LXXXXVII
(1)

Frances Salsbery, LXXXXVIII
(1)

Frances Salsbery, LXXXXIX
(1)

Frances Salsbery, LXXXXX
(1)

Administrative Assistant
(1)

Administrative Assistant
(1)

Assistant Estates Supervisor
(1)

Records Management Office
(1)

Legal Clerk
(1)

Estates Officer
(3)

Records Management Assistant
(1)

Assistant Estates Officer
(3)

Records Management Clerk
(1)

Total

65211 Organization Structure as of December 30, 2014



Corporate Secretariat Organisation Chart

Assistant Chair	1
Corporate Secretary	1
Administrative Assistant	1
TOTAL	3

Board of Directors

Corporate Secretary
(1)

Administrative Assistant II
(1)

Authorisation Board Audit _____ Dated _____

PS&L Organisation Structure as at September 30, 2014 (and of Subsidiaries)

APPENDIX 2

ORGANIZATIONAL ESTABLISHMENT

**ESTABLISHMENT FOR THE OFFICE OF THE CHIEF EXECUTIVE OFFICER
as at September 30, 2014**

NO OF POSTS	POSITION	GRADE	DEPARTMENT	UNIT / AREA	NAME OF OFFICER		BADGE #	PERIOD OF PRESENT EXPIRATION		VACANCY	REMARKS
					LAST NAME	FIRST NAME & OTHER NAMES		START	EXPIRATION		
1	Chief Executive Officer		Office of the CEO		Manaraj	Danny	PS0357	27-May-13	26-May-16	Post confirmed by Board Note PSBN#005/10 effective January 28, 2010.	Termination of contract of Mr Mirra Manabar wef March 25, 2013.
1	Administrative Assistant III	5	Office of the CEO		Srinansingh	Shanli	PS0137	01-Oct-12	30-Sep-15	Post confirmed by Board Note PSBN#005/10 effective January 28, 2010.	Expiration of contract of Ms Sharon Seales on September 30, 2012.
1	Business Development Officer	7	Office of the CEO		VACANT					Post confirmed by Board Note PSBN#005/10 effective January 28, 2010.	Resignation of Ms Zaudita Mason-Andrews wef March 18, 2014.
1	Communications Assistant	4	Office of the CEO		Commsieng	Kahil	PS0362	29-Jul-13	28-Jul-16	Post created by Board Note PSBN#09/2012 effective March 15, 2012.	
2	Communications Assistant	4	Office of the CEO		Gragg	Nakita	PS0280	19-Aug-13	18-Aug-16	Post created by Board Note PSBN#09/2012 effective March 15, 2012.	
1	Communications Officer	7	Office of the CEO		VACANT					Post created by Board Note PSBN#09/2012 effective March 15, 2012.	
1	Health, Safety & Environmental Assistant	3	Office of the CEO	Health, Safety & Environment	VACANT					Post confirmed by Board Note PSBN#005/10 effective January 28, 2010.	Resignation of Ms Ruth Miguel Alleyne wef February 13, 2013.
1	Health, Safety & Environmental Supervisor	8	Office of the CEO	Health, Safety & Environment	Archibald	Rennie	PS0371	01-Oct-13	30-Sep-16	Post confirmed by Board Note PSBN#005/10 effective January 28, 2010.	Resignation of Ms Nataile Ramdass wef February 27, 2012.
1	Procurement & Contracts Administrator	9	Office of the CEO	Procurement & Contracts	VACANT					Post created by Board Note PSBN#09/2012.	Resignation of Ms Esha Maraj-Khan wef February 1, 2014.

NO OF POSTS	POSITION	GRADE	DEPARTMENT	UNIT / AREA	NAME OF OFFICER		BADGE #	PERIOD OF PRESENT		VACANCY	REMARKS
					LAST NAME	FIRST NAME & OTHER NAMES		START	EXPIRATION		
1	Procurement & Contracts Clerk	2	Office of the CEO	Procurement & Contracts	Sagran	Ameeke	PS0346	17-Jul-13	16-Jul-16	Post created effective July 30, 2012.	
2	Procurement & Contracts Clerk	2	Office of the CEO	Procurement & Contracts	Matabeck	Lisa	PS0373	02-Apr-14	01-Apr-17	Post created by Board Note PSBN#49/2012 effective December 3, 2012.	
1	Procurement & Contracts Officer	5	Office of the CEO	Procurement & Contracts	Mendoza	Alicia	PS0037	14-May-12	13-May-15	Post created by Board Note PSBN#09/2012	
2	Procurement & Contracts Officer	5	Office of the CEO	Procurement & Contracts	Deonanne	Venode	PS0330	02-Jul-12	01-Jul-15	Post created by Board Note PSBN#09/2012	

ESTABLISHMENT FOR THE CORPORATE SECRETARIAT
as at September 30, 2014

NO OF POSTS	POSITION	GRADE	DEPARTMENT	UNIT / AREA	NAME OF OFFICER		BADGE #	PERIOD OF PRESENT		VACANCY	REMARKS
					LAST NAME	FIRST NAME & OTHER NAMES		START	EXPIRATION		
1	Corporate Secretary	9	Corporate Secretariat		Rampersad	Crystal	PS0372	03-Jan-14	02-Jan-17	Post confirmed by Board Note PSBN#005/10 effective January 28, 2010. Job title changed, position reclassified and moved from LESD effective January 19, 2012.	Resignation of Mr Dorwin Manzano wef August 16, 2013
1	Administrative Assistant II	4	Corporate Secretariat		Jegnanthe	Sharlene	PS0318	05-Mar-12	04-Mar-15	Post confirmed by Board Note PSBN#005/10 effective January 28, 2010.	Termination of nth-10-mth contract of Ms Ramona Butler wef March 5, 2012.

ESTABLISHMENT FOR THE FINANCE DEPARTMENT
as at September 30, 2014

NO OF POSTS	POSITION	GRADE	DEPARTMENT	UNIT / AREA	NAME OF OFFICER		BADGE #	PERIOD OF PRESENT		VACANCY	REMARKS
					LAST NAME	FIRST NAME & OTHER NAMES		START	EXPIRATION		
1	Financial Controller		Finance		Reaze	Rambharat	PS0327	04-Jun-12	03-Jun-15	Job Title changed by Board Note PSBN#01/2012 effective January 19, 2012	
1	Accounting Assistant	4	Finance	Receivables	Rodriguez	Indraneel	PS0002	01-Mar-12	28-Feb-15	Post confirmed by Board Note PSBN#005/10 effective January 28, 2010	
2	Accounting Assistant	4	Finance	Payables	Hypolite	Antonia	PS0006	02-Apr-12	01-Apr-15	Post confirmed by Board Note PSBN#005/10 effective January 28, 2010	
3	Accounting Assistant	4	Finance	Payables	Lewis-Haddad	Sherena	PS0062	12-Jun-13	11-Jun-16	Post confirmed by Board Note PSBN#005/10 effective January 28, 2010	Resignation of Ms Farisha Mohammed Taylor wef March 1, 2013
1	Accounts Clerk I	2	Finance	Payables	V A C A N T					Post confirmed by Board Note PSBN#005/10 effective January 28, 2010.	Termination of contract of Ms Stephanie Boodoo wef July 17, 2013. Ms Boodoo assumed duty as Accounts Clerk II wef July 17, 2013.
2	Accounts Clerk I	2	Finance	Payables	V A C A N T					Post confirmed by Board Note PSBN#005/10 effective January 28, 2010.	Termination of contract of Ms Sherene Lewis wef January 4, 2012. Ms Lewis assumed duty as Accounts Clerk II wef January 4, 2012.
3	Accounts Clerk I	2	Finance	Payables	Thomas	Kennelia	PS0363	29-Jul-13	28-Jul-16	Post confirmed by Board Note PSBN#005/10 effective January 28, 2010	Expiration of contract of Ms Giovanna Neemah on January 1, 2012
4	Accounts Clerk I	2	Finance	Receivables	Balliram	Anuradha	PS0321	17-Jul-13	16-Jul-16	Post confirmed by Board Note PSBN#005/10 effective January 28, 2010	Resignation of Ms Candice James wef May 11, 2013.
1	Accounts Clerk II	3	Finance	Receivables	Hospedales-Cain	Candice	PS0359	02-Jul-13	01-Jul-16	Post confirmed by Board Note PSBN#005/10 effective January 28, 2010	Termination of contract of Ms Sherene Lewis wef June 12, 2013. Ms Lewis assumed duty as Accounting Assistant wef June 12, 2013

NO OF POSTS	POSITION	GRADE	DEPARTMENT	UNIT / AREA	NAME OF OFFICER		BADGE #	PERIOD OF PRESENT		VACANCY	REMARKS
					LAST NAME	FIRST NAME & OTHER NAMES		START	EXPIRATION		
2	Accounts Clerk II	3	Finance	Payables	Bocoo	Stephanie	PS0308	17-Jul-13	16-Jul-16	Post confirmed by Board Note PSBN#05/10 effective January 28, 2010.	Resignation of Ms Celeste Eustache wef May 11, 2013
1	Administrative Assistant II	4	Finance		Watson	Cynthia	PS0368	12-Nov-12	11-Nov-15	Post confirmed by Board Note PSBN#05/10 effective January 28, 2010.	
1	Financial Accountant	8	Finance	Payables	Ramsey	Tshanda	PS0358	17-Jun-13	16-Jun-16	Post confirmed and title changed by Board Note PSBN#05/10 effective January 28, 2010. Position reclassified to Grade 8 wef April 19, 2012.	Resignation of Mr Rory Jira wef February 16, 2013.
1	Management Accountant	8	Finance	Receivables	Rampersad	Trica	PS0356	05-Aug-13	04-Aug-16	Post confirmed and title changed by Board Note PSBN#05/10 effective January 28, 2010. Position reclassified to Grade 8 wef April 19, 2012.	Resignation of Ms Dianne Nehora Arjoon wef May 29, 2013.
1	ICT Administrator	8	Finance	ICT	Thomas	Arnold	PS0355	03-Aug-12	02-Aug-15	Post created by Board Note PSBN#05/2010.	Expiration of contract of Mr Vishal Dube on June 30, 2012.
1	Systems Technician	6	Finance	ICT	Houlier	Mark	PS0334	02-Aug-12	01-Aug-15	Post created	

ESTABLISHMENT FOR THE HUMAN RESOURCE & CORPORATE SERVICES DEPARTMENT
as at September 30, 2014

NO OF POSTS	POSITION	GRADE	DEPARTMENT	UNIT / AREA	NAME OF OFFICER		BADGE #	PERIOD OF PRESENT		VACANCY	REMARKS
					LAST NAME	FIRST NAME & OTHER NAMES		START	EXPIRATION		
1	Manager, Human Resource & Corporate Services		Human Resource & Corporate Services		Hope-McDonald	Loretta	PS0258	08-Jun-12	07-Jun-15	Post confirmed by Board Note PSBN#005/10 effective January 28, 2010	
1	Administrative Assistant II	4	Human Resource & Corporate Services		Edwards - Mc Givlery	Candice	PS0348	26-Nov-12	25-Nov-15	Post confirmed by Board Note PSBN#005/10 effective January 28, 2010	Termination of contract of Ms Shanti Sinanansingh wef October 1, 2012. Ms Sinanansingh assumed duty as Admin Asst III wef 1/10/12.
1	Administrative Services Coordinator	4	Human Resource & Corporate Services		Taylor	Jasper	PS0005	04-Jan-12	03-Jan-15	Post confirmed by Board Note PSBN#005/10 effective January 28, 2010.	
1	Driver/Messenger	1	Human Resource & Corporate Services		Saun	Dave	PS0046	01-Feb-12	31-Jan-15	Post confirmed by Board Note PSBN#005/10 effective January 28, 2010.	
2	Driver/Messenger	1	Human Resource & Corporate Services		Morris	Anthony	PS0364	05-Aug-13	04-Aug-16	Post confirmed by Board Note PSBN#005/10 effective January 28, 2010.	Resignation of Mr Dinesh Ramdass wef January 11, 2012 and consequent on the Resignation of Richard Figaro wef July 31, 2013.
3	Driver/Messenger	1	Human Resource & Corporate Services		Marcano	Marion	PS0148	02-Jul-12	01-Jul-15	Post confirmed by Board Note PSBN#005/10 effective January 28, 2010.	
1	Human Resource Assistant	3	Human Resource & Corporate Services		Massiah	Julianne	PS0087	01-Mar-13	29-Feb-15	Post confirmed by Board Note PSBN#005/10 effective January 28, 2010.	Termination of contract of Ms Sarah Paul-Cedeno wef February 1, 2013. Ms Paul-Cedeno assumed duty as HR Officer wef February 1, 2013.
1	Human Resource Officer	5	Human Resource & Corporate Services		Paul-Cedeno	Sarah	PS0103	01-Feb-13	31-Jan-16	Post confirmed by Board Note PSBN#005/10 effective January 28, 2010.	Resignation of Ms Giselle Fongene wef August 6, 2012.

NO OF POSTS	POSITION	GRADE	DEPARTMENT	UNIT / AREA	NAME OF OFFICER		BADGE #	PERIOD OF PRESENT		VACANCY	REMARKS
					LAST NAME	FIRST NAME & OTHER NAMES		START	EXPIRATION		
1	Receptionist	2	Human Resource & Corporate Services		Rampersad	Lauren	PS0361	09-Jul-14	08-Jul-17	Post confirmed by Board Note PSBN#005/10 effective January 28, 2010.	Termination of contract of Ms. Juliana Massiah wef March 1, 2013. Ms. Massiah assumed duty as HR Assistant wef March 1, 2013.
1	Senior Human Resource Officer	7	Human Resource & Corporate Services		Brown	Analisa	PS0268	02-Sep-14	01-Sep-17	Post confirmed by Board Note PSBN#005/10 effective January 28, 2010.	Expiration of contract of Ms. Analisa Brown on September 6, 2012.

ESTABLISHMENT FOR THE LEGAL & ESTATE SERVICES DEPARTMENT
as at September 30, 2014

NO OF POSTS	POSITION	GRADE	DEPARTMENT	UNIT / AREA	NAME OF OFFICER		BADGE #	PERIOD OF PRESENT		VACANCY	REMARKS
					LAST NAME	FIRST NAME & OTHER NAMES		START	EXPIRATION		
1	Manager, Legal & Estates		Legal & Estate Services		Harripersad	Ranraj	PS0329	12-Jun-12	11-Jun-15	Post confirmed by Board Note PSBN#005/10 effective January 28, 2010.	Expiration of contract of Ms Nirmala Mahanaj on March 09, 2012
1	Administrative Assistant I	2	Legal & Estate Services		VACANT					Post confirmed by Board Note PSBN#005/10 effective January 28, 2010.	Termination of contract of Ms Maryam Mohammed wef April 2, 2014. Ms Mohammed assumed duty as Administrative Assistant II wef April 2, 2014.
2	Administrative Assistant I	2	Legal & Estate Services		Persad - Kadan	Surita	PS0019	19-Nov-12	18-Nov-15	Post confirmed by Board Note PSBN#005/10 effective January 28, 2010.	Resignation of Ms Lovem Silonitis wef October 26, 2012
1	Administrative Assistant II	4	Legal & Estate Services		Mohammed	Maryem	PS0354	02-Apr-14	01-Apr-17	Post confirmed by Board Note PSBN#005/10 effective January 28, 2010.	Resignation of Ms Kamine Bholan wef May 1, 2013.
1	Assistant Estates Officer	4	Legal & Estate Services	Estates	Charles	Lenore	PS0022	08-Oct-12	07-Oct-15	Post created effective July 30, 2012.	
2	Assistant Estates Officer	4	Legal & Estate Services	Estates	Sammy	Raphael	PS0193	01-Nov-12	31-Oct-15	Post created effective July 30, 2012.	
3	Assistant Estates Officer	4	Legal & Estate Services	Estates	Surju	Clifton	PS0341	02-Oct-12	01-Oct-15	Post created effective July 30, 2012.	
4	Assistant Estates Officer	4	Legal & Estate Services	Estates	VACANT					Post created effective July 30, 2012.	
5	Assistant Estates Officer	4	Legal & Estate Services	Estates	VACANT					Post created effective July 30, 2012.	

NO OF POSTS	POSITION	GRADE	DEPARTMENT	UNIT / AREA	NAME OF OFFICER		BADGE #	PERIOD OF PRESENT		VACANCY	REMARKS
					LAST NAME	FIRST NAME & OTHER NAMES		START	EXPIRATION		
5	Assistant Estates Officer	4	Legal & Estate Services	Estates	VACANT					Post created effective July 30, 2012	
1	Assistant Estates Supervisor	5	Legal & Estate Services	Estates	Rajaram	Rikki	PS0338	05-Sep-12	04-Sep-15	Post created effective July 30, 2012	
1	Attorney-at-Law	9	Legal & Estate Services	Legal	Ajene	Abayomi	PS0300	01-Nov-11	31-Oct-14	Post confirmed by Board Note PSBN005/10 effective January 28, 2010	
2	Attorney-at-Law	10	Legal & Estate Services	Legal	Pandey	Nicola	PS0303	16-Jul-12	15-Jul-15	Post created effective January 19, 2012.	
1	Estates Officer	5	Legal & Estate Services	Estates	Maharaj	Khemraj	PS0114	01-Oct-12	31-Oct-15	Post created effective July 30, 2012	
2	Estates Officer	5	Legal & Estate Services	Estates	Jeremiah	Roger	PS0003	01-Oct-12	30-Sep-15	Post created effective July 30, 2012.	
3	Estates Officer	5	Legal & Estate Services	Estates	Roopchand	Denzil	PS0344	01-Nov-12	31-Oct-15	Post created effective July 30, 2012.	
1	Estates Supervisor	7	Legal & Estate Services	Estates	Mohammed	Farouk	PS0399	21-Sep-12	20-Sep-14	Post confirmed by Board Note PSBN005/10 effective January 28, 2010.	Expiration of contract of Mr Dave Singh on September 12, 2012.
1	Legal Clerk	4	Legal & Estate Services	Legal	Elcock	Duane	PS0152	06-Nov-12	05-Nov-15	Post created effective January 19, 2012.	
1	Legal Clerk	4	Legal & Estate Services	Legal	VACANT					Post created effective January 19, 2012.	

NO OF POSTS	POSITION	GRADE	DEPARTMENT	UNIT / AREA	NAME OF OFFICER		BADGE #	PERIOD OF PRESENT		VACANCY	REMARKS
					LAST NAME	FIRST NAME & OTHER NAMES		START	EXPIRATION		
1	Records Management Assistant	3	Legal & Estate Services	Records	VACANT					Post confirmed by Board Note PSBN#005/10 effective January 28, 2010	Termination of contract of Ms Stacey Valdez wef September 1, 2012
1	Records Management Clerk	2	Legal & Estate Services	Records	Ciprian	Dion	PS0072	14-May-12	13-May-15	Post confirmed by Board Note PSBN#005/10 effective January 28, 2010.	
1	Records Management Officer	5	Legal & Estate Services	Records	VACANT					Post confirmed by Board Note PSBN#005/10 effective January 28, 2010.	Expiration of contract of Ms Giselle Alexander on October 6, 2012
1	Records Management Supervisor	6	Legal & Estate Services	Records	Indar-Persad	Michael	PS0374	02-Jun-14	01-Jun-17	Post confirmed by Board Note PSBN#005/10 effective January 28, 2010.	Expiration of contract of Ms Cheryl Frilz on April 12 2010
1	Senior Legal Clerk	5	Legal & Estate Services	Legal	Cave	Fadia	PS0738	03-Dec-12	02-Dec-15	Post confirmed by Board Note PSBN#005/10 effective January 28, 2010.	Resignation of Ms Sita Ramncoop wef April 27, 2012.

**ESTABLISHMENT FOR THE PROJECTS, ENGINEERING & MAINTENANCE DEPARTMENT
as at September 30, 2014**

NO OF POSTS	POSITION	GRADE	DEPARTMENT	UNIT / AREA	NAME OF OFFICER		BADGE #	PERIOD OF PRESENT		VACANCY	REMARKS
					LAST NAME	FIRST NAME & OTHER NAMES		START	EXPIRATION		
1	Manager, Projects, Engineering & Maintenance		Projects, Engineering & Maintenance		Lal	Jeevan	PS0353	17-Jun-13	16-Jul-16	Post confirmed by Board Note PSBN#005/10 effective January 28, 2010.	Resignation of Mr Clayton Rammath wef December 13, 2012
1	Administrative Assistant I	2	Projects, Engineering & Maintenance		Griffith	Peaches	PS0154	01-Mar-12	28-Feb-15	Post confirmed by Board Note PSBN#005/10 effective January 28, 2010.	
1	Administrative Assistant II	4	Projects, Engineering & Maintenance		Carty	Nicole	PS0317	12-Mar-12	11-Mar-15	Post confirmed by Board Note PSBN#005/10 effective January 28, 2010.	Resignation of Ms Laurencia Sutherland wef March 01, 2012
1	Civil Engineer	8	Projects, Engineering & Maintenance		Mohammed	Saleem	PS0366	05-Aug-13	04-Aug-16	Post created by Board Note PSBN#036/2013	Termination of contract of Mr Jeevan Lal wef June 17, 2013. Mr Lal assumed duty as Manager PEM wef June 17, 2013
1	Civil Engineering Technician I	4	Projects, Engineering & Maintenance		Mohammed	Farzan	PS0316	21-May-12	20-May-15	Post confirmed by Board Note PSBN#005/10 effective January 28, 2010.	Termination of contract of Mr Kyle Mitchell wef March 5, 2012.
2	Civil Engineering Technician I	4	Projects, Engineering & Maintenance		Mohammed	Nuranna	PS0282	22-May-12	21-May-15	Post confirmed by Board Note PSBN#005/10 effective January 28, 2010.	Termination of contract of Ms Jewel Joseph wef March 01, 2012. Ms Joseph assumed duty as CET II wef March 01, 2012
3	Civil Engineering Technician I	4	Projects, Engineering & Maintenance		Wallace	Moylan	PS0283	25-Jun-12	24-Jun-15	Post confirmed by Board Note PSBN#005/10 effective January 28, 2010.	Termination of contract of Ms Nabla Rammath wef May 1, 2012. Ms Rammath assumed duty as CET II wef May 1, 2012.
4	Civil Engineering Technician I	4	Projects, Engineering & Maintenance		Mchintosh	Kirt	PS0303	24-Feb-14	23-Feb-17	Post confirmed by Board Note PSBN#005/10 effective January 28, 2010.	Resignation of Ms Lydia Mathura wef March 15, 2014
5	Civil Engineering Technician I	4	Projects, Engineering & Maintenance		VACANT					Post confirmed by Board Note PSBN#005/10 effective January 28, 2010.	

NO OF POSTS	POSITION	GRADE	DEPARTMENT	UNIT / AREA	NAME OF OFFICER		BADGE #	PERIOD OF PRESENT		VACANCY	REMARKS
					LAST NAME	FIRST NAME & OTHER NAMES		START	EXPIRATION		
1	Civil Engineering Technician II	5	Projects, Engineering & Maintenance	Singh	Larry	PS0396	19-Dec-11	18-Dec-14	Post confirmed by Board Note PSBN#005/10 effective January 28, 2010.	Termination of Contract of Nicholas Somanan wef February 09, 2011.	
2	Civil Engineering Technician II	5	Projects, Engineering & Maintenance	Leacock	Shenalle	PS0255	03-Jan-12	02-Jan-15	Post confirmed by Board Note PSBN#005/10 effective January 28, 2010.		
3	Civil Engineering Technician II	5	Projects, Engineering & Maintenance	Williams	Darryl	PS0324	23-Apr-12	22-Apr-15	Post confirmed by Board Note PSBN#005/10 effective January 28, 2010.		
4	Civil Engineering Technician II	5	Projects, Engineering & Maintenance	Ramnath	Nadia	PS0274	01-May-12	30-Apr-15	Post confirmed by Board Note PSBN#005/10 effective January 28, 2010.	Termination of nth-to-nth contract of Anderson de France wef May 1, 2012.	
5	Civil Engineering Technician II	5	Projects, Engineering & Maintenance	VACANT					Post confirmed by Board Note PSBN#005/10 effective January 28, 2010.	Resignation of Ms. Jewel Joseph wef May 25, 2013.	
1	Civil Engineering Technician III	6	Projects, Engineering & Maintenance	Tomas	Learie	PS0305	12-Dec-11	11-Dec-14	Post confirmed by Board Note PSBN#005/10 effective January 28, 2010.		
2	Civil Engineering Technician III	6	Projects, Engineering & Maintenance	Bedeau	Jamil	PS0311	03-Jan-12	02-Jan-15	Post confirmed by Board Note PSBN#005/10 effective January 28, 2010.		
3	Civil Engineering Technician III	6	Projects, Engineering & Maintenance	VACANT					Post confirmed by Board Note PSBN#005/10 effective January 28, 2010.	Resignation of Mr Anthony Welcome Jr wef October 1, 2013.	
4	Civil Engineering Technician III	6	Projects, Engineering & Maintenance	Sobrian	Ronnie	PS0326	07-May-12	06-May-15	Post confirmed by Board Note PSBN#005/10 effective January 28, 2010.	Termination of nth-to-nth contract of Mr Farrell Philbert wef May 01, 2012.	
5	Civil Engineering Technician III	6	Projects, Engineering & Maintenance	VACANT					Post confirmed by Board Note PSBN#005/10 effective January 28, 2010.	Resignation of Mr Laughlin Louison wef August 7, 2013.	
1	Electrical Engineering Technician II	5	Projects, Engineering & Maintenance	Ross	David	PS0021	09-Jan-12	08-Jan-15	Post confirmed by Board Note PSBN#005/10 effective January 28, 2010.		

NO OF POSTS	POSITION	GRADE	DEPARTMENT	UNIT / AREA	NAME OF OFFICER		BADGE #	PERIOD OF PRESENT		VACANCY	REMARKS
					LAST NAME	FIRST NAME & OTHER NAMES		START	EXPIRATION		
1	Facilities Superintendent	6	Projects, Engineering & Maintenance		VACANT					Post created by Board Note PSBN#29/2011 effective August 8, 2011.	Non-renewal of Contract of Mr. Errol Waitte wef December 11, 2013.
2	Facilities Superintendent	8	Projects, Engineering & Maintenance		Budri	Selvon	PS0352	01-Feb-13	31-Jan-16	Post created by Board Note PSBN#36/2012 effective September 10, 2012.	
1	Handyman / Craftsman	2	Projects, Engineering & Maintenance		VACANT					Post created by Board Note PSBN#29/2011 effective August 8, 2011.	Termination of Contract of Mr. Baliram Maharaj wef June 9, 2014.
1	Head of Maintenance	8	Projects, Engineering & Maintenance		VACANT					Post created by Board Note PSBN#036/2012 effective September 10, 2012.	Expiration of Contract of Mr. Rudolph Rambaran on November 18, 2013
1	Maintenance Technician I	4	Projects, Engineering & Maintenance		Mitchell-Khan	Patricia	PS0291	01-Nov-11	31-Oct-14	Post created by Board Note PSBN#29/2011 effective August 8, 2011.	
2	Maintenance Technician I	4	Projects, Engineering & Maintenance		Raphael	Stephanie	PS0282	05-Dec-11	04-Dec-14	Post created by Board Note PSBN#29/2011 effective August 8, 2011.	
3	Maintenance Technician I	4	Projects, Engineering & Maintenance		Lorent	Joseph	PS0226	19-Dec-11	18-Dec-14	Post created by Board Note PSBN#29/2011 effective August 8, 2011.	
1	Project Engineer	8	Projects, Engineering & Maintenance		Gadjader	Adesh	PS0367	21-Aug-13	20-Aug-16	Post confirmed by Board Note PSBN#005/10 effective January 28, 2010.	Resignation of Mr. Colin Jack wef May 04 2013.
1	Quantity Surveyor	8	Projects, Engineering & Maintenance		Ranjitan-Balroop	Roshini	PS0349	02-Jan-13	01-Jan-16	Post created by Board Note PSBN#036/2012 effective September 10, 2012.	
1	Structural Engineer	8	Projects, Engineering & Maintenance		VACANT					Post created by Board Note PSBN#036/2012 effective September 10, 2012.	



PALO SECO AGRICULTURAL ENTERPRISES LIMITED
ANNUAL ADMINISTRATIVE REPORT 2013/2014

2 (c) SPECIAL PROJECTS / ACHIEVEMENTS (for the period 2013/2014)

PSAEL executes projects granted by the MOWI and other State Agencies. A summary of our major achievements for the period are as follows:

Stakeholder	Project
Ministry of Works and Infrastructure	Repair of landslips and construction of Retaining Walls at: <ul style="list-style-type: none"> • No. 33, Iere Village, Naparima Mayaro Road, Princes Town • Upper Christian Drive, Plaisance Park, Pointe-a-Pierre
Ministry of Local Government	<ol style="list-style-type: none"> 1. Outfitting of One Alexandra Place, Port of Spain 2. Construction of 12 pavilions across south Trinidad 3. Rehabilitation of 173 Roads across south Trinidad 4. 9 Drainage Upgrade projects 5. Stabilization of 5 Landslips 6. Construction of 9 Bridges 7. Outfitting of Chaguanas Borough Corporation Administrative Complex 8. Rehabilitation of M1 Ring Road , Princes Town 9. Designs for the Penal Debe Administrative Complex
National Gas Company (NGC)	<ol style="list-style-type: none"> 1. Rehabilitation of the Rochard Douglas Road, Barrackpore 2. Rehabilitation of Wilson Road, Penal
Petrotrin	Provision of Land Management Services and Project Management Services for Civil Works.

