



TRINIDAD AND TOBAGO GAZETTE

(EXTRAORDINARY)

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67

APPOINTMENT TO ACT AS PRIME MINISTER

IT IS HEREBY NOTIFIED for general information that His Excellency the President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in him by section 78(1) of the Constitution of the Republic of Trinidad and Tobago, has authorized SENATOR THE HONOURABLE JOAN YUILLE-WILLIAMS, Minister of Community Development, Culture and Gender Affairs, to perform the functions conferred upon the Prime Minister, other than the functions conferred by section 78(2) of the Constitution, with effect from the morning of 10th January, 2006 and continuing during the absence from Trinidad and Tobago of the said the Honourable PATRICK A. M. MANNING, M.P., in addition to the discharge of her normal duties.

H. HEMNATH

*Secretary to His Excellency
the President*

9th January, 2006.

68

APPOINTMENT TO ACT AS MINISTER OF FINANCE

IT IS HEREBY NOTIFIED for general information that His Excellency the President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in him by subsection (2) of section 79 of the Constitution of the Republic of Trinidad and Tobago, has appointed MR. KENNETH VALLEY, a Member of the House of Representatives, to act in the Office of the Honourable PATRICK A. M. MANNING, Minister of Finance, with effect from 10th January, 2006 and continuing during the absence from Trinidad and Tobago of the said the Honourable Patrick A. M. Manning, M.P., in addition to the discharge of his normal duties.

H. HEMNATH

*Secretary to His Excellency
the President*

9th January, 2006.

69

APPOINTMENT TO ACT AS MINISTER OF TRADE AND INDUSTRY

IT IS HEREBY NOTIFIED for general information that His Excellency the President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in him by subsection (2) of section 79 of the Constitution of the Republic of Trinidad and Tobago, has appointed MR. HOWARD CHIN LEE, a Senator, to act in the Office of the Honourable KENNETH VALLEY, Minister of Trade and Industry, with effect from 11th January, 2006 and continuing during the absence from Trinidad and Tobago of the said the Honourable Kenneth Valley, M.P., in addition to the discharge of his normal duties.

H. HEMNATH

*Secretary to His Excellency
the President*

9th January, 2006.

70

APPOINTMENT TO ACT AS MINISTER OF FOREIGN AFFAIRS

IT IS HEREBY NOTIFIED for general information that His Excellency the President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in him by subsection (2) of section 79 of the Constitution of the Republic of Trinidad and Tobago, has appointed MR. DANNY MONTANO, a Senator, to act in the Office of Senator the Honourable KNOWLSON GIFT, Minister of Foreign Affairs, with effect from 11th January, 2006 and continuing during the absence from Trinidad and Tobago of the said Senator the Honourable Knowlson Gift, in addition to the discharge of his normal duties.

H. HEMNATH

*Secretary to His Excellency
the President*

9th January, 2006.

Government of the Republic of Trinidad and Tobago

Public Statement of Penal/Debe Regional Corporation

In Compliance with sections 7, 8 and 9 of

The Freedom of Information Act (FOIA) 1999

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA) the Public Authority is required by law to publish the following statements which list the documents and information generally available to the public.

The Act gives members of the public:

- (1) A legal right for each person to access information held by the Penal/Debe Regional Corporation;
- (2) A legal right for each person to have official information relating to him/herself amended where it is incomplete, incorrect or misleading;
- (3) A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA
- (4) 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.

Section 7 Statements

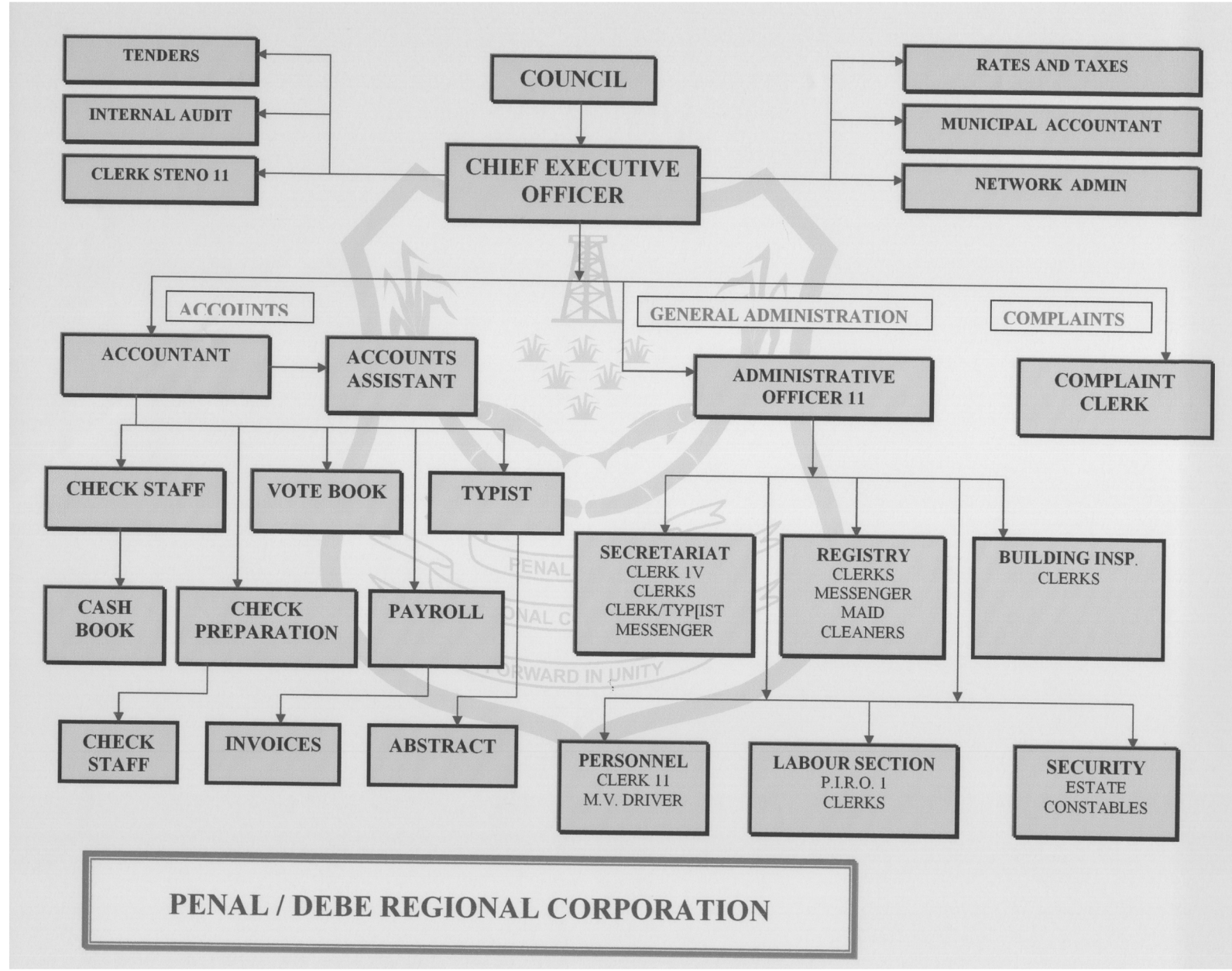
Section 7 (1) (a) (i)

Function and structure of the Public Authority

Mission Statement:

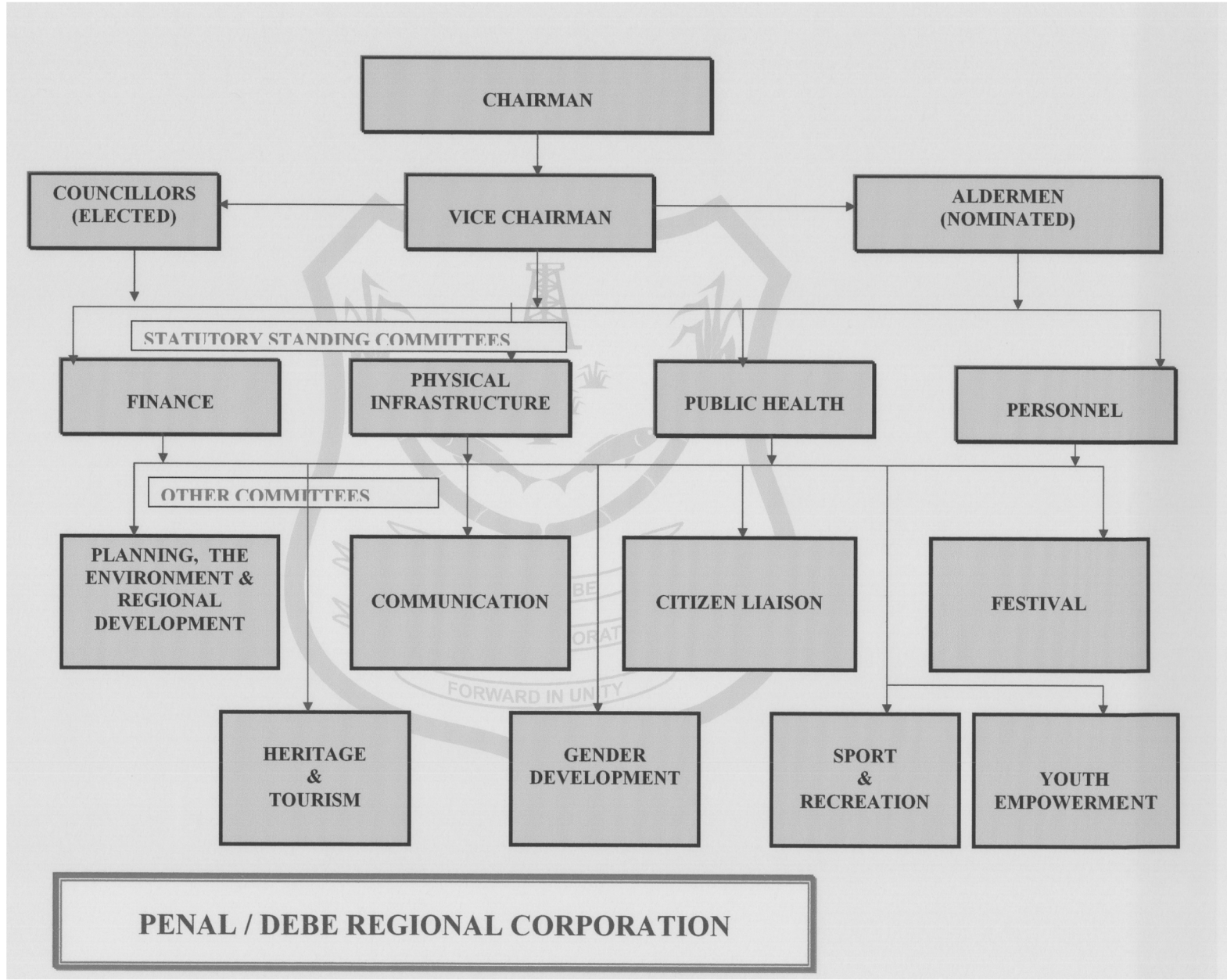
The Penal/Debe Regional Corporation mission is to provide the services that our burgesses require so that it is the best living and working environment to achieve and sustain social and economic prosperity.

The Public Authority is a Statutory Body. The Public Authority was established on 1st October 1991 in accordance with an Act of Parliament, 21 of 1990 in the Revised Laws of the Republic of Trinidad and Tobago/ Continued under section 343 of the Companies Act 1995 etc. It comprises a staff of 402 and is headed by The Chief Executive Officer. The public Authority is divided into 9 responsibility centers:



The above Figure represents the organizational structure of the Penal/Debe Regional Corporation.

Part XV Section 253 of Act 21 of 1990, states that a Regional Co-ordinating Committee must be formed and must meet every month. The Penal/Debe Regional Corporation's Standing Orders 1996 Section 7 states that the chairmen of standing committees must be re-elected every year. The organizational structure of the council of Penal/Debe Regional Corporation can be reflected in the following diagram.



*71—Continued***Effect of functions on members of the public**

The Penal/Debe Regional Corporation is charged with the following responsibilities:

- (a) The distribution of truck borne water subject to the provisions of the Water and Sewerage Act;
- (b) The provision, maintenance and control of all Corporation buildings;
- (c) The maintenance and control of houses for the aged established by the Corporation;
- (d) Subject to any other written law, the maintenance and control of child care centers established by the Corporation;
- (e) The construction and maintenance of all drains and water-courses except main water-courses and highway water-courses;
- (f) The provision, maintenance and control of such parks, recreation grounds, beaches and other public spaces as the President may from time to time by Order prescribe;
- (g) The promotion of development within the Municipality in accordance with plans approved by the Minister with responsibility for physical planning;
- (h) The maintenance of state property including such police stations, health centers and other government buildings as the Minister to whom responsibility for construction and maintenance of buildings as assigned may by order determine;
- (i) The maintenance, control and enhancement of the physical environment including monitoring water-courses, beaches and water-front areas, swamps, forests, game sanctuaries, savannahs, parks and other open spaces;
- (j) The disposal of garbage from public and private property, the development and maintenance of sanitary landfills, chemical treatment for insect and vector control, abatement of public nuisance and dissemination of information for primary health care;
- (k) The development, construction, maintenance and repair of passenger bus and taxi shelters and benches;
- (l) The co-ordination of local and regional trade fairs, athletic events and cultural displays and entertainment;
- (m) The collection and distribution of forms issued by Departments of Government.
- (n) The maintenance and control of burial grounds and crematoria, subject to the provisions of the Public Burial Grounds Act and the Cremation Act;
- (o) The provision, maintenance and control of public pastures and recreation grounds, subject to the provisions of the Recreation Grounds and Pastures Act;
- (p) Such other functions as the President may from time to time by Order Prescribed

71—*Continued*

The stakeholders of the Corporation are the burgesses, the businesses of the area, suppliers of goods and services, contractors, staff, Council, households, homeowners, market vendors, farmers. Central Government is also a critical stakeholder.

The Council comprises eight elected members and two nominated aldermen. The elected members are drawn from the various districts of Penal/Debe. They represent leadership and should have the vision of the region's future. They should represent the aspirations of the people and should have a good understanding of the mechanisms to implement plans and projects. Accordingly it is recommended that Councilors be drawn from the caliber of persons who demonstrate and exemplify these abilities.

The burgesses of the Corporation rely on the Corporation for a reliable and adequate services. These services contribute to the quality of infrastructure in the region and the desire for persons to want to live in the area. Lack of these important services can lead to persons and business leaving the region in favor of those regions where these services and infrastructure are readily available. In some of the rural areas there is a lack of reliable supply of water or no pipe borne water. In these circumstances, water distribution is an important service undertaken by the Corporation.

Businesses rely on the Corporation for timely response to applications for building approvals, for refuse collection, and for good infrastructure. A clean and healthy environment with adequate place for parking is also important.

The PDRC sources goods and services from suppliers and contractors in the region and outside the region. Suppliers rely on the Corporation for prompt and reliable payment. The Corporation is also an important source of employment of labour for some of these contractors.

Households depend on the Corporation for refuse collection, regular spraying for insects/vectors, riddance of stray dogs, and well maintained parks and playgrounds. Homeowners access the service of the Corporation for approval of building plans and for completion certificates. The Corporation also plays a role in ensuring the orderly development of the area. Homeowners rely on the Corporation to keep out spontaneous settlers, and other unauthorized buildings and businesses.

Penal/Debe is an agricultural area and therefore marketing of produce is important. Market vendors rely on the Corporation to provide a clean and healthy environment. The Corporation therefore needs to maintain and upgrade the markets and abattoirs to acceptable levels. This includes the provision of toilet and other sanitary facilities.

In order for farming to be commercially viable it is very important that produce be brought out of the fields and into the market in a timely and cost efficient manner. The access to plots is therefore critical. The Corporation is responsible for the maintenance of agricultural access roads.

Central Government is a critical stakeholder of the Corporation. Central Government will be concerned that the local authority can spend funds efficiently and deliver the quality of services that are required by citizens as a whole.

*71—Continued***Section 7 (1) (a) (ii)****Categories of Documents in the possession of the Public Authority****List as appropriate:**

1. Files dealing with administrative support and General administrative documents for the operations of the Public Authority.
2. Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation etc
3. Files dealing with the accounting and financial management function of the Public Authority.
4. Financial Records (cheques, vouchers, receipts, journals etc)
5. Files dealing with matters relating to the procurement of supplies, services and equipment.
6. Cabinet Documents.
7. Maps/Charts/Photographs/Compact Discs/ Diskettes/ Abstracts/ Tapes/Catalogues
8. News Releases, speeches originating in the Public Authority.
9. Policy and Procedure Documents.
10. Internal and External correspondence files.
11. Customer files.
12. Documents relating to strategic review of the Public Authority, Information Technology Strategy and Training Plans.
13. Legislation and Legal Instruments.
14. Legal Opinions and related matters.
15. Minutes/Agenda of meetings.
16. Files dealing with Circulars, memoranda, notices, bulletins, etc
17. Reports: Statistical, Annual/monthly/quarterly, Audit, Consultants' Technical, Corporate, Valuation, Accident etc.
18. Environmental Impact Assessments
19. Files dealing with official functions, conferences and events hosted and attended by the Public Authority.
20. Inventories
21. Periodicals and publications
22. Complaint/suggestion files
23. Registers

Section 7 (1) (a) (iii)

Material prepared for publication or inspection

The public may inspect and/or obtain copies of the following material between the hours of **8:00 am to 4:00pm** on normal working days at:

Penal/Debe Regional Corporation,
4 Dookie Street,
Penal.
Telephone Number:- 647-6302

- Proposal “To Support the needs of former Caroni (1975) Ltd. Workers and Sugar Cane Farmers” by Mr. Mahadeo Bissoon on May 14th 2004.
- The Penal/Debe Pulse
- Minutes of Statutory Meetings

Section 7 (1) (a) (iv)

Literature available by subscription (Not Applicable)

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from the Public Authority

How to Request Information:

- *General Procedure*

Our policy is to answer all requests, both oral and written, for information. However, in order to have the rights given to you by the FOIA (for example the right to challenge a decision if your request for information is refused), you must make your request in writing. The applicant must, therefore, complete the appropriate form (*Request for Access to Official Documents*) available in our ***Library/Reception/Lobby etc.***, for information that is not readily available to the public.

- *Addressing Requests*

To facilitate prompt handling of your request, please address it to the Designated Officer of the Public authority (**see Section 7 (1) (a) (vi)**).

- *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.

71—*Continued*

Requests not handled under the FOIA

- A request under the FOIA will not be processed to the extent that it asks for information, which is readily available to the public, either from this public authority or from another public authority, for example brochures , pamphlets , reports etc.

Responding to your Request

- *Retrieving Documents*

The public authority is required to furnish copies of documents only when they are in our possession or we can retrieve them from storage. Information stored in the National Archives or another storage center, will be retrieved in order to process your request.

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 in our reply.

Please note we are not compelled to do the following:

- (a) 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.
- (b) Perform research for you.

Time Limits

- *General*

The FOIA sets a time limit of thirty (30) calendar days for determination of your request for access to documents. If we fail to meet this deadline, the FOIA gives you the right to proceed as though your request has been denied. We will try diligently to comply with the time limit. 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 incorrectly addressed or misdirected, you may wish to call or write to confirm that we have received the request and to ascertain its status.

71—Continued

▪ *Time Allowed*

We will determine whether to grant your request for access to information as soon as practicable but no later 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 and/or be provided with copies..

Section 7 (1) (a) (vi)

Officers in the Public Authority responsible for:

- (1) The initial receipt of and action upon notices under section 10,
- (2) Requests for access to documents under section 13 and
- (3) Applications for correction of personal information under section 36 of the FOIA

The Designated Officer(s) is/ are:

Administrative Officer II,
Tara Deodath,
4 Dookie Street,
Penal.
Telephone:- 647-2563.

The Alternate Officer(s) is/ are:

Clerk IV,
Geta Persad,
4 Dookie Street,
Penal.
Telephone:- 647-6302.

Section 7 (1) (a)(vii)

**Advisory Boards, Councils, Committees, and other bodies
(Where meetings/minutes are open to the public)**

Formally adopted Statutory Minutes and meetings are open to the public.

*71—Continued***Section 7 (1) (a) (viii)****Library/Reading Room Facilities**

None- Space does not permit.

Policy of the Public Authority for provision of copies of documents that are readily available to the public

- Charge for Photocopies is 50 cents per page however if you provide your own paper no fee (*optional*) will be charged.
- Provision of documents may be subject to a charge to cover administrative costs. An Index of prices is available in the office.

Section 8 Statements**Section 8 (1) (a) (1)**

Documents containing interpretations or particulars of written laws or schemes administered by the public authority, not being particulars contained in another written law

The Corporation is governed principally by the following legislation:

- The Municipal Corporations Act No. 21 of 1990 along with its amendments and Standing Orders.
- The Representation of the People Act
- The Boundaries Commission Act
- The Industrial Relations Act
- The Town and Country Planning Act
- The Public Health Ordinance
- The Land Acquisition Act
- The Highways Act
- The Regularization of Tenure Act, 1998
- The Public Service Regulations
- The Market Bye-Laws
- The Freedom of Information Act
- The Dangerous Dogs Act
- The Litter Act

Section 8 (1) (a) (ii)

Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the public authority, or similar documents containing rules, policies, guidelines, practices or precedents.

- Standing Orders Penal/Debe Regional Corporation 1996
- Minutes of All Statutory Minutes
- NEMA Disaster Plan
- Strategic Plan
- Corporate and Business Plans

Section 8 (1) (b)

In enforcing written laws or schemes administered by the public authority where a member of the public might be directly affected by that enforcement, being documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of, the written laws or schemes.

- Complaints Forms are available at the complaints desk for members of the public to lodge their dissatisfaction. This form is part of a computerized system, which acts as a database for all complaints in the region of Penal/Debe. Complaints can also be lodged via telephone. The telephone number is 647-6302.
- There are procedures developed by the Building Inspector's office with reference to the approval of building plans. These can be sourced from the building inspector's office located at the Penal market.
- There are also procedures involved in requesting repairs to roads, bridges and drains. This can be sourced at the Technical Section located at the Penal market for Health and Work Supervisor Sections, and Debe Sub Office for Road Repairs.
- There are formats or forms used by the Corporation for preparing estimates. These forms can be obtained from the Technical Section.
- There are procedures involved with respect to Local Health Authorities. This information can be obtained from the Health Section which is located upstairs the Penal market.
- There is a directory for government Social services. This information can be sourced at the administrative building on 4 Dookie Street, Penal.
- There are procedures involved in awarding contracts. This information can be obtained from the Tenders Clerk, who is located at the administrative building on 4 Dookie Street Penal.

Section 9 Statements

Section 9 (1) (a)

A report, or a statement containing the advice or recommendations, of a body or entity established within the public authority.

The Penal/Debe Regional Corporation has prepared a National Emergency Management Authority (NEMA) Disaster Plan. This plan was developed by the Corporation in 2004.

The Penal/Debe Regional Corporation prepared Post Flooding Disease Prevention Emergency Plan. This was developed by the Health Section of the Corporation in January 2005.

71—*Continued***Section 9 (1) (b)**

A report, or a statement containing the advice or recommendations, * (1) of a body or entity established outside the public authority by or under a written law, * (2) or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to the public authority or to the responsible Minister of that public authority.

There are several reports over the year from Statutory Bodies:-

- Recommendations on Local Government Reform, made by Point Fortin, Siparia, Princes Town and Penal/Debe Regional Corporation.
- Recommendation on Historical sites were made to Tourism and Industrial Development Company (TIDCO) within the Penal/Debe Region.

Section 9 (1) (d)

A report, or a statement containing the advice or recommendations, of a committee established within the public authority to submit a report, provide advice or make recommendations to the responsible Minister of that public authority or to another officer of the public authority who is not a member of the committee.

The CEO of the Penal/Debe Regional Corporation is currently a member of two standing committees to develop national policies on Markets and Abattoirs, and, Scavenging. Currently these policies are still in its developmental stages.

Section 9 (1) (f)

A report prepared for the public authority by a consultant who was paid for preparing the report.

- Proposal "To Support the needs of former Caroni (1975) Ltd. Workers and Sugar Cane Farmers" by Mr. Mahadeo Bissoon on May 14th 2004.

Section 9 (1) (g)

A report prepared within the public authority and containing the results of studies, surveys or tests carried out for the purpose of assessing, or making recommendations on, the feasibility of establishing a new or proposed Government policy, programme or project.

Paper presented by Mr. Lauman Espinoza (Chief Executive Officer) and Dr. Allen Sammy (Chairman) of the Penal/Debe Regional Corporation on Local Government Reform for the Ministry of Local Government.

Section 9 (1) (h)

A report on the performance or efficiency of the public authority, or of an office, division or branch of the public authority, whether the report is of a general nature or concerns a particular policy, programme or project administered by the public authority.

The Annual Administrative Report prepared by the Penal/Debe Regional Corporation.

Section 9 (1) (b)

A report, or a statement containing the advice or recommendations, * (1) of a body or entity established outside the public authority by or under a written law, * (2) or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to the public authority or to the responsible Minister of that public authority.

There are several reports over the year from Statutory Bodies:-

- Recommendations on Local Government Reform, made by Point Fortin, Siparia, Princes Town and Penal/Debe Regional Corporation.
- Recommendation on Historical sites were made to Tourism and Industrial Development Company (TIDCO) within the Penal/Debe Region.

Section 9 (1) (d)

A report, or a statement containing the advice or recommendations, of a committee established within the public authority to submit a report, provide advice or make recommendations to the responsible Minister of that public authority or to another officer of the public authority who is not a member of the committee.

The CEO of the Penal/Debe Regional Corporation is currently a member of two standing committees to develop national policies on Markets and Abattoirs, and, Scavenging. Currently these policies are still in its developmental stages.

Section 9 (1) (f)

A report prepared for the public authority by a consultant who was paid for preparing the report.

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A report on the performance or efficiency of the public authority, or of an office, division or branch of the public authority, whether the report is of a general nature or concerns a particular policy, programme or project administered by the public authority.

The Annual Administrative Report prepared by the Penal/Debe Regional Corporation.

71—*Continued*

Section 9 (1) (i)

A report containing *(1) final plans or proposals for the re-organization of the functions of the public authority, *(2) the establishment of a new policy, programme or project to be administered by the public authority, or *(3) the alteration of an existing policy programme or project administered by the public authority, whether or not the plans or proposals are subject to approval by an officer of the public authority, another public authority, the responsible Minister of the public authority or Cabinet.

(1): Strategic Plans

Section 9 (1) (l)

An environmental impact statement prepared within the public authority. (Not Applicable)

Section 9 (1) (m)

A valuation report prepared for the public authority by a valuator, whether or not the valuator is an officer of the public authority.

- Public Service Evaluation Forms to be submitted to the Ministry by the Personnel Officer of the Penal/Debe Regional Corporation.
- Evaluation Form developed by the Penal/Debe Regional Corporation to Evaluate Work Performance of On the Job Trainees.

LICENSING SESSIONS

SIPARIA-ERIN

RETURN of Application for Licensing Committee's Certificate for the issue of Licences in the St. Patrick, Siparia-Erin Area, under the provisions of the Liquor Licences Act, Chap. 84:10, to be considered by the Licensing Committee at the Licensing Session, to be held at the Siparia Magistrate's Court on THURSDAY THE 22ND DAY OF DECEMBER, 2005, at 9.00 o'clock in the forenoon.

<i>Name of Applicant</i>	<i>Occupation</i>	<i>Abode of Applicant</i>	<i>Premises where Situate</i>	<i>Term of Licence</i>
Kalmeo Heralal	...	32, St. John Trace Avocat	12, Ramataly Park Fyzabad	22nd December, 2005 to 31st March, 2006

Dated this 22nd day of December, 2005 at the Siparia Magistrate's Court.

R. GOPAUL
*Secretary, Licensing Committee,
Siparia*

RETURN of Applications for Licensing Committee's Certificates for the issue of Licences in the St. Patrick, Siparia-Erin Area, granted and transferred under the provisions of the Liquor Licences Act, Chap. 84:10, to be considered by the Licensing Committee at the Licensing Session, to be held at the Siparia Magistrate's Court on THURSDAY THE 28TH DAY OF DECEMBER, 2005, at 9.00 o'clock in the forenoon.

<i>Name of Applicant</i>	<i>Occupation</i>	<i>Abode of Applicant</i>	<i>Premises where Situate</i>	<i>Term of Licence</i>
Sintra Dianna Manbodi	—	698, Erin Road Santa Flora	698, Erin Road Santa Flora	28th December, 2005 to 31st March, 2006

Spirit Retailer's**Restaurant**

Sterlin Thomas	Mulchan Trace Siparia Road	Oropouche Road Siparia	1st January, 2006 to 31st March, 2006
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Dated this 28th day of December, 2005 at the Siparia Magistrate's Court.

R. GOPAUL
*Secretary, Licensing Committee,
Siparia*

RETURN OF CLUBS ENTERED IN THE REGISTER

RETURN OF CLUBS ENTERED IN THE REGISTER OF CLUBS ON 28TH DAY OF DECEMBER, 2005 AT THE SIPARIA MAGISTRATE'S COURT

<i>Name of Club</i>	<i>Address</i>	<i>Name of Secretary</i>	<i>Type of Club</i>
Clarke Road United Sports Club	Wilson Road Clarke Road Penal	Davanand Roopnarine	Members

Dated this 28th day of December, 2005 at the Siparia Magistrate's Court.

R. GOPAUL
*Secretary, Licensing Committee,
Siparia*