

Duties of Staff posted in Stores.

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4. Radio Maintenance Officer (Stores) -

Scope and nature of work:

The Radio Maintenance Officer(Stores) will work directly under the Quartermaster (R.I.Stores) and will be responsible to him.

He will be the second-in-command to the QM and will be required to take over the current duties of the QM in his absence.

He will be personally responsible for the safe custody of records and keys and generally responsible for the safe custody and upkeep of the Stores.

Duties :

The R.M.O.(Stores) will assist the Quartermaster in performing his routine duties and in supervising the work of technical storemen. For this purpose, he will:-

1. (a) open the Stores every day at scheduled hours after the same has been allowed by the QM and after the QM has obtained the keys of the double lock from ARO(T);
(b) open the Stores in an emergency in accordance with specific orders of a gazetted officer and in his presence.
2. Inspect the locks of the key cupboard and stockbook cupboard and satisfy himself that they have not been tampered with.
3. Inspect the precincts of stores before opening and will ensure that all locks are intact and that everything is in the same condition in which it was left when stores were closed on the previous day. Any defects or cases of tampering of locks will be immediately brought to the notice of the Quartermaster in writing.
4. Muster Storemen and Labourers who will initial attendance register against their names.
5. Will issue keys and stock-books only to their authorised holders after obtaining their signatures in the prescribed register.
6. Put up attendance register before Quartermaster with a report of late comers, absentees and personnel who have reported sick.
7. Be responsible for sanitation and cleanliness of stores, proper upkeep of fire fighting equipment and allotment of duties to labourers.
8. Be responsible for maintenance, stock-taking and accounting of articles-in-use in the stores.
9. Verify Issue Vouchers against stock book entries.
10. Periodically inspect outstanding indents in groups and will minutely investigate a few items.
11. See that all payments to personnel are made in his presence, except in cases where another officer is detailed to assist him in this duty.
12. Be responsible for discipline and welfare of personnel working in the stores.
13. Be responsible for safe custody of all cash committed to his charge.

14. Do such other miscellaneous work which may be given to him by the Quartermaster.
15. Ensure that I/C Groups deposit their keys and stock books in the cupboard at closing time and initial the entry in the relevant register. If keys or stock books are not returned to the cupboard at the closing time, he will immediately call the explanation of the I/C Group concerned and forward the same to Quartermaster with his forwarding remark.
16. Close the stores after the storemen and labourers have passed out, at the closing hour, and stock books and keys have been duly deposited.

B. Technical Storemen In-charge of Groups -

Nature and scope of duties:

- (a) Some Head Radio Operators will be appointed as Technical Storemen in-charge of Groups in the Technical Stores of the Police Radio Section. They will work under the control and supervision of the Quartermaster (Radio Inspector, Sores) and will be responsible to him.
- (b) These Technical Storemen in-charge of Groups will be personally responsible for the safe custody, proper accounting and good upkeep of stores entrusted to their care and they will furnish such security as may be considered proper.
- (c) They will be required to exhibit a high sense of integrity, a meticulous regard for rules and procedure and a vigilant and methodical approach towards problems.

Duties -

- *. The Technical Storeman in-charge of a Group will:-
 1. Formally take over all stores entrusted to his care. (At the time of taking over, he will check the stock against the stock books and vouchers and will satisfy himself about the correctness of all the entries.) He will report shortages and excesses, if any, and will also report on the extraordinary condition of any item of stores. After taking over, he will be fully and personally responsible for the stores and store account, in as much as it relates to him.
 2. Periodically do physical verification of stores committed to his charge and immediately report shortages, if any.
 3. Arrange for security of stores by locking and otherwise. In particular, at the time of opening and closing, he will carefully examine all locks and openings and report if any tampering is observed.)
 4. Not allow unauthorised persons to enter the stores and not allow any person except his direct subordinates to remain there in his absence. (Authorised persons will be visiting Gazetted Officers of the Radio Section and other Officers and men authorized, to search for stores, by the QM)
 5. Visit every part of his stores at least once a day and arrange for proper cleanliness and cursory inspection.
 6. Count and inspect his keys and stock books every day and will deposit them in the evening with the RMO Stores. During the day, he will not allow any unauthorised person to have access to the keys and books.
 7. Ensure that only properly tested stores are taken over in stock.

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8. Ensure that all stores received in his branch are correctly and regularly brought to account, in the proper quantities, in the relevant stock book and are stored under proper classification.
9. Ensure that stores sent out from his group are duly authorized for issue, that they are properly covered and packed and that no undue delay occurs in the packing and despatch of stores. (Orders of the Quartermaster will be obtained in cases where the urgency of the case does not permit delay in obtaining the orders of a Gazetted Officer.)
10. Ensure that a proper watch is kept on the return of receipted copies of vouchers by consignees.
11. Ensure that outstanding demands are periodically brought to the notice of the Quartermaster and that necessary provision action is taken well in time.
12. Scrutinize indents and demands received from Range R.M.Os, R.S.Os, Workshops and other branches of the Radio HQs. against past issues and bring to the notice of the Quartermaster obviously abnormal demands.
13. Ensure that indents and issue orders are not delayed and the Inspection Reports and correspondence are dealt with systematically and expeditiously. (He will organize the branch in such a way as will facilitate the checking of stores and fixing of responsibility in case of loss or damage. Indents will normally be disposed off within THREE DAYS of their receipt.)
14. Promptly and thoroughly investigate all losses and discrepancies in stock, whether discovered at the time of Stock-taking or otherwise and ensure that they are reported to the proper authority and will be responsible for the varacity of explanation offered on loss statements and will see to it that they are borne out by stock records.
15. Bring to the notice of the Quartermaster any case of apparent waste, exchange or misappropriation of stores on the part of Range R.M.Os, Workshops and any other branch of the Radio Section or any outside agency which come to his notice. (He will particularly look out for the return of non-standard, non-government pattern stores which should not be accepted.)
16. Ensure that economy is observed in all tenders, bills and estimates submitted to S.R.O. and see that excessive rates are not being paid and that they are correct in every respect.
17. Ensure that orders regarding his charge are clearly understood by him and that they are correctly and reasonably interpreted with due regard to the expeditious disposal of Govt. work.
18. Supervise the work of the Storemen (H.O. or A.O.) posted under him, who will be responsible to him.
19. Report to Quartermaster whether subordinates working under him are honest and competent to perform the duties allotted to them. And where necessary, to delegate definite responsibilities to his subordinates, ensuring that such responsibilities are understood and are properly discharged.
20. To bring to the notice of superior authorities stores which can be put into commission after repairs and stores which need condemnation or write off.
21. Take steps to safeguard the stores and records against Fire, burglary, misappropriation, fraud, white ants, corrosion, wetting and exposure to sunlight.

C. Assistant Storemen -

Nature and scope of duties:

(a) Assistant Storemen will be posted in various groups of the Technical Stores for assisting the Technical Storemen In-charge of Groups. They will work directly under the Technical Storemen In-charge of the Groups and will be responsible to them.

(b) These Assistant Storemen will be jointly responsible with their Technical Storeman Incharge of Group for the safe custody, proper accounting and good upkeep of stores entrusted to their care and they will furnish such security as may be considered proper.

(c) They will be required to exhibit a high sense of integrity, a meticulous regard for rules and strict obedience of their immediate superior officers.

Duties -

The Assistant Storeman posted to a Group will:-

1. perform such duties connected with store-keeping which may be assigned to him by the Technical Storeman In-charge of his Group;
2. perform such other duties which may be assigned to him by the Quartermaster from time to time;
3. perform the current duties of the Technical Storeman In-charge of a Group in his absence;
4. maintain store records like deployment sheets, room ledgers, price lists, copies of vouchers, quotations and miscellaneous correspondence;
5. check all stores received at the time of their arrival and at the time of their despatch and prepare such documents which may have to be prepared for their proper accounting;
6. thoroughly familiarise himself with the description and nomenclature of stores so that they can be issued without any waste of time;
7. issue stores after they have been duly authorised to be issued and after all the records have been completed, and account for all transaction conducted by him;
8. check stock held in his personal custody and cursorily check stock in his group every day;
9. not allow any unauthorised persons to have access to the stores, records & or keys;
10. actively assist the Storeman In-charge of his group and perform his duties, as given in the duties of Technical Storemen In-charge of Groups, while acting for him;
11. arrange for safe custody of stores and their proper upkeep, cleanliness etc.;
12. take steps to safeguard the stores and records against fire, burglary, misappropriation, fraud, white ants, corrosion, wetting and exposure to sunlight.

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