

SAFE CUSTODY AND PROPER ACCOUNTING OF GOVT. PROPERTY.

It will be the duty of all Officers and men of the Radio Section to arrange for the safe custody, proper upkeep and correct accounting of Government property entrusted to their care, either permanently or temporarily.

2. The following officers of the Radio Section and such others who may be nominated from time to time will hold charge of government property:-

- (i) Radio Inspector - Govt. property of a branch or section.
- (ii) Radio Maintenance Officer - Govt. property of a Range Workshop, a PAC Battalion or a Control Room.
- (iii) Radio Station Officer or Head Operator I/C of a station - Govt. property of a radio station.

3. These officers will be personally responsible for the safe custody and proper accounting of the stores and for maintaining such records which may be prescribed for this purpose and for furnishing such reports and returns, which may be called for from HQ. They will ensure that there are no unauthorized movements of stores and that their own authorized holdings remain intact.

4. The authorized holding of a station will be determined by the S.R.O. A.R.Os. may move equipment for purposes of maintenance or overhaul.

5. Stock Books -

(i) The Stock Book is a permanent record of government property and it will be maintained at the site of the holdings, by the officer responsible for the property.

(ii) Stock books of non-consumable and consumable property shall be maintained separately.

(iii) The Stock book will be maintained in accordance with the proforma given in appendix 'A' and deviations and alterations from this proforma will not be allowed. The stock book will be written in ink only.

(iv) All stock books will be issued from Radio HQ. They will be machine-numbered and will bear the initials of a gazetted officer on the first page. No one is authorized to start a new stock book and transfer entries from the old.

(v) All articles which are received from HQ or elsewhere or are purchased locally will be immediately entered in the relevant stock books before a receipt is issued or payment is made. Similarly all articles which are transferred, issued or written off should be struck off, if authority exists to do so. All such entries will be initialled by the Officer in-charge of the stock.

(vi) Stock books will always be kept under lock and key and the Officer in-charge will be personally responsible for its safety.

(vii) The balances in the stock book should invariably tally with the stock in hand.

(viii) Stock books will be maintained only in branches, workshops and static radio stations. Mobile stations will maintain property lists only, except those which are specifically asked to maintain stock books.

(ix) At the time of transfer, each page of the stock book must be signed by the relieving and relieved officer in token of proper handing over.

(x) The stock must be annually verified in the first week of April by the holder and a certificate of annual verification must be given on the first page of the stock book.

(xi) The entries in the stock books will be got checked by A.R.O.'M' against vouchers and actual utilization, once every year.

(xii) Complete change of stock books will only be done under the specific orders of S.R.O. and the initials of a gazetted officer, in token of complete transfer of entries.

6. Property List -

(i) In addition to the stock book, every branch, workshop and station will make out a list of non-consumable Govt. property in the prescribed form. This list will be prepared by mobile stations also.

(ii) The government property list will be sent to the Quartermaster of the Radio Section on the first day of January, April, July and October. One copy of the list will be sent to the R.M.O. by the Radio Station Officer and one copy will be prominently displayed at the radio station.

(iii) The Radio Maintenance Officers, in turn, will check the government property lists and send consolidated statements of property in their range to the Quartermaster on the 21st day of January, April, July and October for the quarter ending on the 31st of the previous months.

(iv) The property lists must be prepared only after physical verification of the equipment and property held. It should never be prepared by copying of old property lists. The list should give complete information regarding the equipment and stores held, but it should not include superfluous comments and remarks regarding the condition etc. of the equipment.

(v) Every property list should contain at the bottom a note regarding additions and subtractions after the list of previous quarter was made.

(vi) All Supervising Officers will tally the property against the government property list displayed at a radio station.

(vii) A fresh property list will be prepared at the time of the transfer of the Officer in-charge of the establishment. One copy of this will be sent to the QM, one each will be retained at the station and by the relieving and relieved officers. Once this has been done, the relieving officer will become wholly responsible for the entire property.

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7. Periodical Statement regarding the Consumable Items -

(i) Monthly returns regarding the utilization of petrol, mobil oil, distilled water, kerosine and the electrical energy should be sent to R.M.O. These should be despatched along with the monthly apparatus report by 7th of every month. The R.M.O. will scrutinize these and will send consolidated statements to ARO(M) latest by 21st of that month.

(ii) R.M.Os, R.S.Os and Inspectors will carry out physical verifications of consumables and will also check the account of consumption. A certificate to this effect should be sent to A.R.O.(M).

8. Local Purchase of Stores -

(i) Local purchase of stores, without proper authority from Radio Headquarters, is strictly prohibited. In case it is absolutely essential to purchase an item locally, the matter should be referred to A.R.O.'M' for sanction. While asking for the sanction, at least 3 quotations from local firms should be sent in respect of articles which is required to be purchased.

(ii) Consumable articles, required for day to day use, may, however, be purchased locally in accordance with the procedure given below:-

(a) A requisition, in writing, must be made to the Police Officer who exercises local control over the station and his purchase order must be obtained on the same.

(b) Competitive tendering should be done and at least 3 quotations must be obtained from reputable dealers. The purchase should be made only from the firm giving the lowest quotation. However, competitive tendering need not be done in respect of items like petrol, mobil oil for which the prices are either controlled or previously fixed by the Police Department.

(iii) The items purchased locally should immediately be entered in the relevant stock book and the entry should be initialled and dated. The balance in hand should be altered accordingly.

(iv) As soon as the bill is received, a certificate should be given regarding the entry of the material in the stock book giving clearly the page number of the consumable/non-consumable stock book. After this, the bill and the stock book should be presented before the Police Officer concerned for his payment orders.

(v) The payment of bills should be done promptly so that it does not become a pre-audit case. The payment should be made from the proper sub-head of the Radio Section grant placed at the disposal of the Superintendent of Police or the Police Officer concerned.

(vi) In respect of non-consumable articles, the bill and connected papers should be sent to the Quartermaster for necessary action.

9. Demand and Issue of Stores -

(i) Demanding of stores in excess of requirement is strictly prohibited. As such, indents should be placed only

after a careful scrutiny of the stock in hand.

(ii) All surplus articles should be returned to the RMO or the Radio Headquarters as soon as it is discovered that they are not likely to serve any purpose at the place where they are held.

(iii) Demands should be placed well in advance so that work does not suffer during the period when provision action is being taken.

(iv) The demands of stations will be sent to and will be met by the Radio Maintenance Officers, who are responsible for the maintenance of the stations concerned.

(v) If the RMO is unable to meet the demand and the matter is urgent, then he will contact ARO 'M', who will either rush the stores to him or give him authority for local purchase.

(vi) The urgency of supply of stores will be determined by its effect on communication. If any supply is vital for establishing communication, it will be made by the fastest available means of transportation.

(vii) Radio Inspectors I/C of Sections and Radio Maintenance Officers will submit their annual indents, in triplicate, in the prescribed proforma, in accordance with the time-table given below:-

	Date of submission of indent to ARO	Date of indent reaching GM	Dates of supply
a) Range R.M.O.	7th March	7th Apl.	20th Apl. to 21st July.
b) R.I., SPT	7th Jany.	21st Jany.	7th Feby. to 15th Feby.
c) R.I., Uttarkhand & RMOs India Reserve Bns.	15th Jany.	31st Jany.	15th Feby. to 28th Feby.
d) R.I. Workshop/ SICO/RI Mobiles	31st July	15th Aug.	1st Septr. to 15th Septr.

Supplementary and piece-meal indents must be avoided as far as possible.

(viii) All surplus stores should be returned at the time of asking for the annual indent. Spare parts for sets not held in the range should be returned as and when this matter is discovered. All stores should be tested for serviceability before their issue. Those receiving stores should sign the vouchers only when they are satisfied about their serviceability.

(ix) Issue vouchers will be prepared in quadruplicate by the Quartermaster and in triplicate by the R.M.Os. Whenever stores are issued, two copies of the issue voucher will be given and one of these copies will be returned to the Issuing Officer after the entry has been made on it to the effect that it has been properly entered in the relevant stock book.

10. Disposal of Stores -

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- (i) Unserviceable stores should be returned to the authority who has supplied the replacement.
- (ii) No unserviceable stores will be disposed off without the orders of a Gazetted Officer of the Radio Section. They will be disposed off in the manner prescribed.
- (iii) Unserviceable stores, which are condemned by the competent authority, will be written off from the stock book.
- (iv) A return of unserviceable stores in every range will be sent by the RMOs to A.R.O.(M) alongwith the quarterly property list.

11. Loss of Stores -

Loss of signal stores is a very serious matter and must be promptly reported by signal to the S.R.O. At the same time, information should be given to the Police Officer who is responsible for local control and a report should also be lodged at the nearest Police Station, after obtaining the advice of the Police Officer concerned. In case of loss by fire or natural calamity, the local Police Officer should be requested to immediately convene a Committee of Officers to enquire and report on the matter.

12. All the major equipment of radio stations is deployed from Radio Headquarters. It is, therefore, necessary that a complete record of deployment is available there at all times. With this thing in view, movement of equipment from one station to another should be promptly intimated to the Quartermaster by the R.M.O. Movement of equipment from one range to another should not be done without obtaining specific orders from A.R.O.(M).

C.P. Joshi

(C.P. Joshi)
DIG of Police,
State Radio Officer,
U.P. Police Radio HQs.

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