

DUTIES OF OFFICERS IN CHARGE OF STORES.

19. Officers in charge of stores shall be responsible to the permanent head or such other officer as the permanent head may direct.

20. Officers in charge of stores shall be responsible for—

- (a.) The efficient management and economical control of the Stores Branch.
- (b.) The purchase, receipt, inspection, custody, issue, disposal of stores, and all other matters relating thereto.
- (c.) The discipline, good conduct, and effective work of the staff under their control.
- (d.) Seeing that, in every division of the work, system and good order prevail.
- (e.) Seeing that all acts, regulations, and instructions are carefully observed, and that copies of such are registered and kept in the Stores Office, and that members of the branch who should possess an intimate knowledge of any contracts in existence, or any other business affecting the purchase, receipt, inspection, custody, issue, and disposal of stores, are supplied with such particulars as will enable them to possess a full and complete understanding thereof.

21. Officers in charge of stores must not permit any wasteful, improper, or extravagant practice.

22. Officers in charge of stores shall be responsible for seeing that a sufficient quantity of stores of the required description and quality is on hand for the efficient and economical working of the Department. The greatest care must be exercised to prevent overstocking.

23. In cases where a sub-store or a district store becomes a necessity it shall, wherever practicable, be placed under the supervision of the officer in charge of stores. The number of sub-stores shall be kept at a minimum, and shall be established only on the approval of the permanent head of the Department.

24. Officers in charge of stores will be responsible for seeing that the respective contracts entered into with the Department are faithfully carried out.

25. The shipping and transport arrangements in connection with stores shall be under the control of the officers in charge of the stores, and whenever practicable shall be carried out by tender.

26. Officers in charge of stores will be responsible for seeing that all documents in connection with stores transactions are carefully preserved.

27. All persons connected with the purchase, inspection, custody, and handling of stores in any manner whatsoever should be impressed with the necessity of viewing and caring for such stores from the standpoint of the value they represent.

28. Officers in charge of stores shall prepare and forward to the permanent head at the close of each financial year a report upon the working of the Stores Branch for the year closed.

PURCHASE OF STORES.

29. Before stores are purchased, permanent heads of Departments, or such officers as may be authorized from time to time, shall, on the prescribed form, issue purchase orders, numbered consecutively, for the supplies required, but no order shall be issued or any liability created in respect thereto unless funds are available.

30. The purchase of stores must be governed by actual requirements; a contingency of a remote character is not sufficient warrant for the purchase of material.

31. Officers in charge of stores will be responsible for seeing that their Department receives the full benefit in respect to discounts and rebates for stores purchased where no contracts exist, and competitive quotations have not been called for.

32. No order shall be made out in excess of the approved requisition.

33. The necessity of rendering statements of accounts at such periods as may be prescribed to the proper authorities should be impressed upon contractors and others from whom purchases are made.

34. In the event of a contractor failing to fulfil the terms and conditions of any accepted tender, the officer in charge of stores shall notify the permanent head of the Department of such failure, with a full statement of the case, accompanied by the necessary recommendations to meet the case.