

*Stores Regulations (Departmental Property) under the Public Service Act, 1912.*

WHEREAS by section thirty-four of the Public Service Act, 1912 (hereinafter called "the said Act"), the Commissioner, with the approval of the Governor in Council, is authorized to make regulations for the carrying-out of the provisions of the said Act :

Now, therefore, the Commissioner, in pursuance and exercise of the said authority, and with the approval of the Governor in Council, DOTH HEREBY make the Stores Regulations (Departmental Property) set forth in the Schedule hereto, and DOTH order that such regulations shall come into force on the first date of publication thereof in the *New Zealand Gazette*.

SCHEDULE.

1. THESE regulations shall be referred to as "Stores Regulations (Departmental Property)".
2. For the purpose of these regulations "departmental property" means articles which form the working equipment of departmental offices, institutions, workshops, dwellings, ships, boats, farms, works under construction, &c., including the equipment of premises set apart for the occupation of officers. "Departmental property" includes live-stock kept for breeding or fattening purposes, but not consumable articles such as stationery, fuel, cotton-waste, hay, corn, fodder, medicine, or any articles of food. "Departmental property" also includes any articles not further required in the management of any Department or branch of a Department, and which may have been placed in charge of an officer for safe custody.
3. Articles which remain in the custody of an officer pending issue shall not be treated for record purposes and for the purposes of these regulations as "departmental property," this term being applied only to articles which have been issued for use: e.g., a coir mat or a typewriter whilst in the custody of an officer awaiting issue shall be treated as "stores," but immediately it is issued for use becomes "departmental property" in so far as these regulations are concerned.
4. Each Permanent Head shall, where necessary, issue detailed instructions affecting his own Department, and a copy of such instructions shall be forwarded to the Commissioner.
5. In case of doubt the decision as to whether an article shall be recorded as departmental property shall rest with the Permanent Head.
6. The record of departmental property shall be kept in a register or by means of a card system, whichever may be prescribed by the Permanent Head. In special cases, and with the approval of the Permanent Head, special loose sheets may be adopted. The form of all such registers, card systems, or loose sheets shall be as approved by the Commissioner.
7. The record of departmental property shall in every case, where practicable, be kept in the building where the property exists, and the original or a copy thereof shall be furnished annually to the controlling officer or officers designated by the Permanent Head when so directed by him.
8. All registers in use which are markedly different from the forms prescribed shall be superseded as soon as practicable; but in cases where the registers now kept comply generally with the new form they may be continued in use, and the prescribed form introduced as fresh registers become necessary.
9. The Permanent Head shall designate an officer or officers in each place who shall be responsible for the safe keeping of departmental property, and the records thereof.
10. Whenever such an officer is relieved arrangements shall be made for some other officer to take up the duty, and before doing so he shall, wherever practicable, satisfy himself that the property agrees with the records.
11. The Permanent Head shall arrange for an officer or officers of his Department to examine all departmental property, and check the records thereof, at least once in every twelve months. Such officer shall, if practicable, be neither the officer in charge of the property nor the one responsible for keeping the records thereof.
12. When goods are to be despatched to an officer the official designation of the officer shall appear in the address. The name should only be added where there are special reasons for doing so.