

POLICE ORDER No. 207

Care and
Maintenance
of Governm-
ent
ment
property.

- 1 (a) It has come to my notice that proper care is not taken regarding receipt and distribution of Government property and regarding their maintenance, and instructions contained in this respect in P. M. Rule 1045 are not properly followed.
- (b) Proper particulars of the property with its marks of identification are not mentioned in the Registers as well as in the authenticated list and property is not marked by punch or by painting which gives scope for its unauthorised replacement.
- (c) Whenever any defect or irregularity comes to notice from charge reports, inspection notes or otherwise prompt action is not taken to fix the responsibility and for realisation of costs and infliction of other penalties.
- (d) Arms and bayonets are not marked according to the abbreviations contained in P. M. Rule 1102 and all sorts of unauthorised abbreviations are used. Authenticated lists of arms, ammunition and ordnance stores are not issued to the different posts or when issued they are not up to date.
- (e) Equipments are not marked with hot iron or indelible ink as per instruction contained in P. M. Rule 1120.
- (f) Tents and tarpaulins are not marked with committee reference, date and district in abbreviation in accordance with the existing instructions on the subject.
- (g) Periodical check of the Government property is not done nor steps taken to ensure its proper maintenance and repairs.
- (h) Issues of Government property are not supported by orders of competent authority and receipts of, constables on whom no responsibility can be fixed are generally taken in Col. 11 of the stock and store register.
- (i) Articles condemned by S. Ps. during inspections are sent to the R. O. where they are mixed up with other properties in the G. P. stores resulting in confusion and loss of identity of the articles which were condemned. At times some articles are condemned more than once.
- (j) Cycle register is not properly maintained nor cycles periodically inspected as per the existing instructions on the subject resulting in pilferage of parts.
- (k) No authenticated list of law books is maintained at the Police posts and the stock and distribution register of law books are also not properly maintained. This results in loss or misappropriation of law books supplied at Government cost.

2. The serious attention of all officers is directed to the above defects which are by no means exhaustive. During the year 1964-65 a large number of items of Government property has been purchased involving several lakhs of rupees. These items are intended for efficient performance of duty and it is strictly enjoined that proper care of all these as well as other Government property must be taken.

3. For the proper accounting, care and maintenance the following instructions must be rigidly carried out:—

(1) *Care and maintenance*—(a) Care and maintenance of costly equipments like projector refrigerators, tape recorder, cameras, power mike etc. should be the personal responsibility of the S. P./ Head of Establishments who must ensure about their proper maintenance and handling. In case of any defect suitable technical advice and assistance should be taken. The cost of such repairs should be met from the appropriate grant. If there be any damage due to improper care and maintenance, the cost of repairs or replacement will be recoverable from the officer at fault. It shall be the responsibility of the S. P. and the Head of Establishments to inspect these equipments atleast once a month and ensure that they are being properly used, maintained and stored.

(b) For other items of Government property like bicycles, clocks, time-pieces, stop watches petromax lights, typewriters, band equipments, steel helmets, etc. The Sergeant-in-charge/R. I. shall be held personally responsible for their proper maintenance while in the G. P. stores. The Reserve Inspector shall inspect the stores atleast once a month and see that the G. P. store is properly maintained and the equipments are properly cleaned, dusted and oiled. The cost of any item which becomes unserviceable before the normal period of life will be recoverable from the store Sergeant if he is found negligent. Proportionate cost would also be recoverable from the Reserve Inspector if it is found that his supervision was inadequate or perfunctory.

(c) As regards items of Government property issued to different Police post, C. Is. and S. D. P. Os. offices it shall be the responsibility of the Officers-in-charge of those posts and offices to ensure that they are maintained properly and they shall be held responsible for any damage or loss.

(d) For the items issued to the D. P. O. Reserve Office and other Office at headquarters it will be the responsibility of the Sergeant-in-charge to check periodically and satisfy himself that the care and maintenance of the items are satisfactory and that there is no shortage. No one shall remove the articles supplied to these offices without the knowledge of Sergeant-in-charge.

(e) All inspecting officers during inspection shall leave a note on the care and maintenance of Government property and report if any recovery is to be made from any one for loss, damage or misappropriation of any item.

Since the extracts of the inspection notes are sent to the Reserve Office with considerable delay, it is hereby directed that an extract of the note relating to Government property shall be sent to the Reserve Office by the inspecting officers immediately as it is done from the spot.

The Sergeant-in-charge and the R. I. shall be responsible to ensure that prompt action is taken on all such notice immediately on their receipt.

Accounting—(a) The Sergeant-in-charge and the R. I. shall be responsible that all items of Government property excepting log books are immediately entered in the Committee Book and as soon as their acceptance is passed by the Committee are entered in the stock and store register.

(b) The Distribution Register shall always be up to date and the entries therein must always tally with the authenticated list supplied and maintained at all posts and offices wherever any item of Government property is supplied. All entries and corrections in the distribution register shall be initialled by a gazetted officer after proper verification. All issues to the Police posts-offices will be done in issue form No.1 appended to this order. This issue form should be filled in duplicate by the store Sergeant or the R. I. and sent along with the Government property to the post. The O.I.C. of the post will sign both the copies of the forms, keep one copy in his correspondence file on Government property and return the other to the reserve office who will keep all these receipted issue forms in files post/offices wise and put up the distribution Register the A. S. P. or S. P. for initials of the items issued.

S. P. or Additional S. P. while going on inspection tours will carry the Distribution Register and the reserve office file on that post/office and initial the last entry in the authenticated list after comparison with the Distribution Register and the correspondence file on the Government property.

When any item of Government property is sent from any post or office to R. O. for condemnation, repairs, etc., issue form No. II appended to the Order will be used by the officer who sends the property with an extract of the inspection note/order as authority on which the property is so sent. The store Sergeant or the R. I. who receives the property will sign both issue forms, return one to the P.-S. and keep one in his file relating to the post/office and shall put up before the S. P. or the D. S. P. for orders regarding repair or condemnation. These articles should be kept separately and never mixed up with other articles.

As far as possible, property ordered to be condemned shall be destroyed at the spot by competent office and property ordered to be repaired shall be done locally.

(c) No item of Government property shall be issued to any one whomever without written authority of the gazetted officer specially entrusted to ensure control over the Government property stores or S. P. and without filling up issue forms. Acknowledgement of only the officer or officer-in-charge of the post/office for whom the articles supplied shall be accepted and acknowledgement given by any other person shall never be accepted.

(d) Requests for temporary loan of Government property will be honoured by the R.O. only on the written orders of the Gazetted Officer entrusted for the purpose. In such cases also issue forms will be used and the issues entered in a temporary loan register to be maintained for the purpose. When the property is returned after use, the R.I. will examine it carefully to see if there has been any damage and enter the return of the property in the Temporary Loan Register.

(e) To the uniformity in all districts and establishments, stock and store register shall be maintained in the following ten parts:—

Part I—Motor vehicles, motor cycles, spares of motors like tyre, tube, battery, etc. and bicycles.

Part II—Web equipments, steel helmets, handcuffs, long and short lathis, tear smoke equipments, etc.

Part III—Tentage, shamina, tarpauline, durry, camp furniture, etc.

Part IV—Furniture (Excluding camp furniture)

Part V—P. T. equipments, sports and athletic goods

Part VI— Armourer's workshop equipments, tools and target materials

Part VII— Hospital equipment and furniture

Part VIII— Miscellaneous clocks time pieces, stop watch petromax lights' cooking utensils, lanterns, commode, typewriters, duplicating machines, buckets, fingerprint slabs and rollers, cameras crime investigation boxes, projectors with equipments, tape recorders, refrigerators band equipments, educational films, loud speakers, microphones, torchlights, leather dak bags, door and window screens, etc.

Part IX— Expendable articles—Kerosene, spirit, match box, brooms, baskets, photo film, phenyl, D.D.T., Anti malarial drugs, torch light cells, mantles, etc.

Part X— Petrol and Lubricants—petrol, diesel, brake oil, gear oil, grease, etc.

(f) With regard to books including law books and periodicals purchased from Government funds a separate stock and store register with index shall be maintained at the D.P.O. There should be a separate Distribution Register for books and periodicals. Each police

post is to be issued with a separate authenticated list of books and periodical. The same procedure as in the case of Government property should be followed for maintaining the list up-to-date. All books and periodicals purchased shall be entered in the Committee Books as in the case of any other Government property and then entered in the Stock and Store Register of books and periodicals. A senior clerk should be detaild by issue of a District Order for the proper maintenance of Registers relating to books and periodicals under the direct supervision and control of the Head Clerk and one of the G.Os. shall be made responsible to ensure the proper accounting of the books and maintenance of registers.

(3) *Prevention of replacement*—To obviate any chance of replacement of any property correct particulars and description of each item should be entered in the Registers and the list and the serial number of the Distribution Register marked by painting or by purchase. No item of property should go out of Government property store unless it has been so marked.

(4) *Check of Government Property*—The following instructions should be followed for the checking of Government property :—

- (a) In every district the S.P. shall pass a D.O. entrusting a G.O. to ensure by frequent check that the R.I. and Sergeant-in-charge are not neglecting their duty regarding care and maintenance of Government property.

A separate file shall be opened for the purpose wherein the G. O. should note his observation and it should be put up to the S.P. for persual and passing necessary orders as deems proper. Any neglect notice in respect of the R.I. and Sergeant-in-charge shall be dealt with suitable and promptly. This will not, however, absolve the general control and responsibility of the District S.P. in this respect.

- (b) In every district where there are two sergeants, one sergeant will be made responsibility for the Government property store by the issue of a D.O. and subject to the general control and supervision of the R. I. it shall be his duty to keep proper account of the Government property and ensure their proper care and maintenance. It shall be the duty of the R.I. to exercise proper supervision over the work of the sergeant and see that the accounting and maintenance of Government property is done properly. He should promptly bring all the lapses to the notice of the G.O. entrusted by the S.P. for the purpose. In case of any loss, damage arising out of improper according or bad care or maintenance. S.P. will apportion the cost for repair or replacement in such ratio as he thinks fit between the R.I. and the store sergeant in consideration of their individual responsibility in the particular matter.

- (c) At the district or establishment headquarters physical check of the Government property in the store shall be conducted by the G. O. entrusted for the purpose, who will verify the entries in the stock and store register committee book and the distribution register once a halfyear and report the discrepancy, if any, to the S.P./ Head of establishment. S.P./ Head of establishment will physically check each item of Government property at neadquarters once a year before the submission of the annual certificate to the D.I.-G.

This supersedes Police Circular No.2 of 1951

5. Within 2 months of the issue of this order, the S.Ps./Heads of Establishments should open new stock and store registers as indicated in Paras. 3 (2) (e) and (f) above wherein all entries with reference to the old registers and all articles/books held in stock should be entered. Within a month thereafter, new Distribution Registrers for Government property and law books should be opened and brought absolutely up-to-date and up-to-date authenticated lists under the signatures of the S.P./Head of Establishments should be issued to all post offices and full compliance reported to me by the 31st July 1965 at the latest. The change over should be done under the general supervision of a G.O. to ensure there are no omissions and commissions and that all items under charge are properly accounted for. Till these registers and lists are brought up-to-date no property/book should be issued to any post office. The old Stock and Store and Distribution Registers and authenticated lists should be kept under

proper custody of the Sergeant-in-charge/Clerk-in-charge for future reference and these should be passed over to the successors-in-charge and mentioned in the charge reports. The S.P./Head of Establishment will please ensure for the proper and timely compliance of this Order.

Manual reference

.. Rules 1045 and 1125

ISSUE FORM I

Police Order No...../65

(For use of Reserve Office)

No.....

Date.....

To

.....

.....

Items of Government property as enumerated below are sent herewith for the Police post under your charge. Please put your signature on the duplicate copy in token of acknowledgement and return:

Signature of R. I./Store Sgt.

Serial No.	Date of issue	Name of article with description	Reference to entry in stock and store Register	Initials of Superintendent	Date and manner of disposal	Value realised	Initial of Superintendent
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
45	9-4-1965	Steel folding chair Godrej.	S B P Part IV, Vol. I, Page 96.				
46	9-4-1965	Padlock, Brass Godrej 3" size.	SBP Part VIII, Vol. I, Page 137.				
47	9-4-1965	Galvanised Iron bucket 12 inches.	S B P Part VIII, Vol. I, Page 112.				

The above items of Government property have been received by me

Date.....

Signature of the Receiving Officer

ISSUE FORM II

Police Order No. _____/65

(For use of others sending Government property to R. O.)

No.....

Date

To

The Reserve Inspector

.....District

Items of Government property as enumerated below are sent herewith for condemnation/exchange/repairs, etc., as noted against each. Please sign the duplicate copy in token of acknowledgment of the property and return:

Signature of the O. I. C. of the P.-S.
Name of the post

Serial No.	Date of issue	Name of the articles and description	Authority under which sent	Remarks of the inspecting officer
(1)	(2)	(3)	(4)	(5)
23	3-4-1962	Wooden table 4'X3"	S. Ps. inspection remarks on.....datedvide A. S. 4.	Condemned
35	11-2-1941	Handcuff with key No. 126	Ditto	To be exchanged and sent for repair.
61	26-11-1958	Timepiece Zaz	Ditto	To be repaired

The above items of Government property have been received by me and action is being taken according to S. P's. order.

Date.....

Signature of R. I./Store Sgt.