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41. In Article 146 (the words «through the Control Officers» and returns (j) to (m) are deleted.
42. Article 161 (1) is amended to read:—
«The Magistrate of Accounts shall exercise a prior control on the legitimacy of Government contracts.»
43. Article 167 is deleted.

Article 2

This Decree shall enter into force on the date of its publication in the Official Bulletin.

Mogadishu, 27th December, 1971.

Maj. Gen. Mohamed Siad Barre
PRESIDENT
of the Supreme Revolutionary Council

(Jaalle M. Y. Weirah)
Secretary of State for Finance

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Stores Regulations

CHAPTER I

CLASSIFICATION OF STORES

Article 1

Classes of Stores

- (1) For accounting purposes stores are of two classes, namely:
 - (a) General Stores;
 - (b) Central Stores.
- (2) These classes are each divided into three categories, namely:
 - (a) Consumable Stores;
 - (b) Expendable Stores;
 - (c) Non-expendable Stores.

Article 2

General

General stores are stores the cost of which is charged direct to the appropriate sub-head of final expenditure. They are held on charge and accounted for by number only.

Article 3

Central

- (1) Central stores are stores the cost of which is charged in the first place to the Central Stores suspense account. They are held on financial as well as numerical charge.
- (2) Central stores consist mainly of stocks of materials required for carrying out Government works and services and articles in general use by Ministries.

(3) When Central stores are issued for use, their cost is charged to the appropriate sub-head of expenditure in the Estimates of the Ministry or Office concerned and the Central Stores account is correspondingly credited.

Article 4

Consumable Stores

Consumable stores are stores which are issued for immediate consumption, e.g. drugs, paint, soap, rations, etc..

Article 5

Expendable Stores

Expendable stores are stores which have a short life once they are put into use, and are listed at Appendix A to these Regulations.

Article 6

Non-expendable Stores

Non-expendable stores are stores which have a long life e.g. furniture, machinery, motor vehicles, typewriters, etc..

Article 7

Plant and

(1) The term «plant» includes all fixed and moveable machinery which does not become a part of the building in which it is used. It covers such items as pumps, concrete-mixers, tractors, but not motor vehicles.

(2) «Tools» comprises all small hand equipment which may be used for public works or services in work-shops or on vehicles, but not consumable articles such as files, hacksaw blades, etc..

Article 8

Power to classify

The Magistrate of Accounts has the power to direct that any particular stores shall be included in a particular class or category.

CHAPTER II

SUPERVISION AND CONTROL OF STORES

Article 9

General Responsibility

Every officer of the State is personally and pecuniarily responsible for State property under his control or in his custody.

Article 10

Responsibility Director General and Heads of Departments

(1) The Director General has overall responsibility for ensuring that these regulations are observed.

(2) Each Head of Department is responsible to the Director General for the general supervision and control of the stores accounts of his Department and for the allocation and proper performance of stores duties by his staff. He shall cause quarterly inspections of each store under his control to be held.

Article 11

Responsibility of subordinate officers

At both the main stores and branch stores the officer expressly delegated by the Head of Department shall be directly responsible for the supervision and control of the stores of their department. This delegation does not absolve the Director General or Head of Department from the obligation imposed by regulation 10 above.

Article 12

Responsibility and duties of Stores-keepers

The store-keeper in charge of a store or a section of a store is personally responsible for the safe custody of the stores in his charge and for seeing that they are properly sheltered and protected. This includes:

- (a) Checking, handling and storage of stores received.
- (b) Checking and packing of stores issued.

- (c) Maintenance of stocks.
- (d) Preventing waste and irregular issues.
- (e) Periodical verification of stock balances with tally cards and ledger balances.
- (f) Ensuring that no article is removed from the store without his knowledge.

Article 13

Inspection of Stores

(1) The officer delegated by the Head of Department (S.R. 11) shall hold quarterly inspections of each store under his control. These inspections shall include:

- (a) A test verification of the additions in the stores ledger and a test comparison of the ledger entries with the receipt and issue vouchers.
- (b) A test comparison of the ledger balances with the actual stock and tally cards.
- (c) An inspection of the condition of the goods in stock and the manner in which they are stored.
- (d) An inspection of the condition of the store-rooms and yards, locks and fastenings.

(2) The delegated officer shall submit to the Head of his Department, with a copy to the Magistrate of accounts, a report on his inspection. This shall state:

- (a) The results of the findings in respect of (1) above.
- (b) Whether the ledgers and tally cards are properly kept and entered up to date.
- (c) Whether vouchers, invoices and requisitions are properly filed.
- (d) Whether any stores are held in excess of requirements or are obsolete.
- (e) as a result of the inspection.
- (f) Necessary recommendations.

Article 14

Checks of plant and tools

Officers to whom plant and tools have been issued checks that such plant and tools are present and for current use shall satisfy themselves by monthly correct.

Article 15

Security of store-rooms

The store-keeper shall remain present when store-rooms are open, shall be solely responsible for the keys and shall not delegate the duty of locking up the store-rooms to any other person. He shall examine locks and fastenings frequently.

Article 16

Care and arrangement of store-rooms

The store-keeper shall see that the store-rooms and yards are kept clean and tidy, the store-rooms properly ventilated, and the stores well arranged and easy of access.

Article 17

Storage of goods

- (1) Clothing and other stores subject to deterioration by damp or damage by insects should be raised off the ground and examined frequently.
- (2) Fluids contained in drums, tins or casks should, where possible, be stored off the ground to enable leakage to be readily detected.
- (3) Kerosene, petrol, explosives and other highly inflammable stores shall be stored in a separate building as far away as possible from the main store-rooms.
- (4) Cement should, if possible, be stacked not more than ten bags high nor remain in store for more than four months.
- (5) New Stocks shall so far as possible be stored, behind or beneath old stocks in order to ensure that issues are not made from fresh consignment whilst balances of old consignments are still on and (See S.R. 74 (2)).
- (6) Part worn and obsolete stores and stores condemned by a Board of Survey should be kept separate from unused stores.

Article 18

Precautions against fire

Adequate fire fighting appliances shall be provided and maintained in a servicable condition readily available for use in all State stores.

Article 19

Issues on loan

- (1) On no account may an article be issued on loan from a central store.
- (2) General stores may only be issued on loan with the approval of the Director General.

Article 20

Control of empty containers

Empty petrol, kerosene, etc., drums, tins and other saleable containers should be returned to the contractors, or if not required for State service, sold and the proceeds credited to Revenue Head Miscellaneous, sub-head Unclassified Receipts. Department shall maintain such control of other empty containers and will ensure that the State does not suffer avoidable loss.

Article 21

Reporting Losses, etc.

Stores-keepers shall report to their Head of Department without delay any case of loss, damage or deterioration, or any difference between the ledger balance and the actual stock. Such losses shall also be reported to the Minister of Finance and the Magistrate of Accounts. (See also Chapter X).

CHAPTER III

BOOKS AND FORM OF ACCOUNT

Article 22

Store Accounts

Every officer having in his charge or custody any State stores shall keep a store ledger or such other form of records as is approved by the Minister of Finance, after consultation with the Magistrate of Accounts. This regulation is subject to the exception in S.R. 23 (1) below.

Article 23

Consumables

- (1) Consumable stores bought locally or obtained from General or Central stores in small quantities for immediate use need not be taken on charge. A certificate should be inserted on the voucher to the effect that the stores were put to immediate use.
- (2) Bulk purchases of consumable stores in such places as hospital and schools shall be taken on charge in a ration ledger or other suitable record. They may be written off charge when they are issued for use.

Article 24

Expendables

Expendable stores shall be taken on charge in a stores ledger in the same way as non-expendable stores. They may be written off, however, when unserviceable on the authority of the Minister without a Board of Survey provided that the total value does not exceed Sh. So. 1,000.

Article 25

Non-expendable Central

- (1) Non-expendable Central stores shall be recorded in a Central Stores ledger as described in Chapter XVI.
- (2) Non-expendable general stores shall be recorded in a General Stores ledger. This will be in book form and will be ruled as in Stores Form unless the approval of the Minister of Finance has been obtained for the use of a loose leaf or card system or for a different ruling.
- (3) Regulation 25 (2) above shall not be applied to stores systems already in operation at the date of promulgation of these regulations.

Article 26

Obsolete and unserviceable stores

Stores which have become obsolete or unserviceable but which it is necessary to retain on charge should be entered in a separate ledger.

Article 27

Arrangement of ledgers.

(1) Separate ledgers shall be maintained for each store or sub-store. So far as possible records of articles of the same class shall be kept in one ledger and items shall be entered in alphabetical order.

The unit of quantity shall be shown at the head of the folio and articles shall be taken on charge in that unit.

(2) Separate folios, shall be allocated to the various articles in stock, and the description of each article shall agree with that on the tally card (see S.R. 32). All bound ledger folios shall be numbered consecutively. Looseleaf ledger sheets shall be given the same number on front and back. When new loose leaf sheets are inserted to continue the record of any item, they shall be given the same number as the first sheet of that article, followed by a further number in brackets, e.g. 5 (1), 5 (2), etc.. Completed sheets, when taken out of a looseleaf ledger, shall be filed in numerical order in a separate binder.

Article 28

Indexing

A complete index arranged in alphabetical order shall be kept in each ledger, except that where more than one ledger is in use or looseleaf ledgers are used, a separate index may be kept. The folio numbers in the index shall be amended whenever the totals on one folio are carried forward to another.

Article 29

Entries in ledgers

A complete record of the receipt and issue of all articles of accountable State property and stores, including livestock, shall be kept in the stores ledgers. These shall be posted daily and each entry shall be supported by a receipt of issue voucher, the number of which shall be quoted against the entry.

(2) All entries shall be made in ink.

(3) In the case of Central stores and, whenever possible, in the case of General stores, the ledgers should be posted by some officer other than the store-keeper.

Article 30.

Balancing of ledgers.

- (1) In ledgers where there is a separate column for the purpose, the balance shall be inserted after each transaction.
- (2) At the end of the financial year the ledgers shall be balanced by ruling a line in red ink under the last entry on each folio.

Article 31

New ledgers.

- (1) A new ledger should only be opened when the old one has either been filled or become unserviceable. The old one shall be carefully preserved for audit.
- (2) Errors in classification and arrangement shall be corrected when a new ledger is opened.
- (3) The opening balances in the new ledger shall be cross-referenced to the closing balances in the old ledger and vice versa.

Article 32

Tally cards

A separate tally card (S. F. 4) shall be kept for each kind of article in the store, where desirable. It shall be cross-referenced to the corresponding ledger folio; it shall be posted immediately stores are received or issued; and each entry shall be initialed by the storekeeper. The tally cards should be placed with the article to which it relates unless the nature of the stores makes this impracticable.

Article 33

Distribution ledgers and inventories

Where necessary, distribution registers and or inventories shall be maintained in order to show the location of all non-expendable stores in daily use, and what articles are in the custody of any individual officer.

Article 34

Claims Register

Each Ministry which imports stores shall keep a claims register for recording stores which are shortlanded, missing or damaged (See Chapter XII).

Article 35

Loan Register

A register shall be kept to record the issue of stores on loan and their return. A record of loans may be kept in the stores ledger if suitable.

Article 36

Stores voucher

A register shall be kept to record the issue of stores shall be filed together and given consecutive numbers. Issue vouchers and requisition issue vouchers shall be in books of serially numbered forms:

(2) The serial number of stores vouchers shall be recorded against entries in the stores ledger, and the ledger folio to which receipt or issues have been posted shall be noted on the vouchers against each item.

(3) Vouchers shall be ruled off after the last entry, which shall be initialled by the responsible officer.

(4) If it is necessary to cancel a voucher, all copies shall be marked «cancelled», initialled by the responsible officer and retained in the book.

(5) Vouchers shall be prepared in ink or indelible pencil.

Article 37

No erasures or alterations

Erasures or alterations shall not be made in any ledgers, registers, inventories, requisitions, or vouchers. Corrections should be made by drawing a line in red ink through the incorred entry and writing in the correct figures or words above it. Corrections shall be initialled by the responsible officer. In the case of issue vouchers, this shall include both the issuing officer and the recipient. The recipient of stores, however, may not make corrections to an issue voucher.

CHAPTER IV
METHODS OF OBTAINING STORES

Article 38

Stores to be obtained from Central Stores

As a general rule all stores should be obtained from the Central Stores. Where it is necessary to obtain stores direct from abroad they should be ordered through the Stores Officer.

Article 39

Local Purchases

Local purchases may only be made if the articles are urgently required and are certified as not being available in the Central Stores.

Article 40

Authorities for local purchases

(1) A Minister may authorise local purchase as in S. R. 39 above provided the value of any one order is not more than Sh. So. 1,500.

(2) Repeated purchases of the same article in order to avoid exceeding the above limit is not permitted.

(3) Local purchases over Sh. So. 1,500 in value must be submitted to the Tender Board for the placing of contracts after public tender (See Chapter V).

Article 41

Accountant General and Magistrate of Accounts may challenge,
local purchases Excessive stocks

The Accountant General and the Magistrate of Accounts may challenge a Minister on his use of the authority in S. R. 40. If it is shown that the use of local purchases could have been avoided by the exercise of proper foresight, or that public funds have suffered a loss through misuse of the powers of local purchase, the responsible officer shall be liable.

Article 42

Stores shall not be purchased, requisitioned or indented for in excess of requirements. The responsible officer may be held liable for any loss that may result from the holding of excessive stocks.

Article 43

Financial responsibility

The responsible officer shall satisfy himself that proper financial authority exists before ordering any stores or asking the Tender Board to call for tenders. He shall also ensure that the cost of the stores when supplied will not cause an excess over the authorised provision in the vote.

Article 44

Requisitions on the Central Stores

Officers wishing to obtain stores from the Central Stores shall submit a serially numbered requisition on the approved form (Stores Form 13). (See S. R. 75).

Article 45

Indents on the State Agents

- (1) Indents for Stores to be obtained through the Agents of the State shall be prepared in quintuplicate on Stores Form 28.
- (2) Indents should be numbered consecutively by each Ministry a fresh series being started each financial year, and only one series being used by each Ministry.
- (3) The stores ordered should so far as possible be standard and uniform. Urgent indents should be clearly marked so, and if inspection is unnecessary, this should be stated.
- (4) Particular firms or special brands of articles should not be specified in indents unless good reasons exist for so doing. Where such reasons exist they should be fully stated.
- (5) Indents should show clearly any special instructions e.g. regarding packing in a particular manner.

- (6) After registration by the Magistrate of Accounts indents should be forwarded to the Stores Officer for onward transmission.

Article 46

Date of submission of indents

- (1) In order that the cost of the stores may be met within the year for which provision for the expenditure is made, indents shall be submitted as soon as possible after the Estimates are approved.
- (2) In cases where it is impracticable to postpone the submission of an indent until after the Estimates have been approved, application may be made to the Minister of Finance to submit an indent in advance.

Article 47

Estimate cost to be entered in indent and in Vote Book

The estimated cost of each item, including freight and other charges should be inserted in the indent. The total estimated cost of the indent shall be entered in the Vote Book as a commitment.

Article 48

Clearing and forwarding of Stores

Stores arriving from abroad shall be cleared by the Stores Officer and forwarded to the Ministry concerned. The Stores Officer, however, may make such other arrangements as may be suitable.

Article 49

Disposal of shipping documents

- The Stores Officer normally receives the original invoice and the bill of lading. If these should be sent to the Ministry concerned, they should be forwarded to the Stores Officer so that the stores may be cleared.
- (2) The duplicate invoice, together with any other communication regarding an indent from the Agents should be forwarded to the Ministry concerned for retention and necessary action.

Article 50

Local purchases

(1) For each Ministry headquarters, region or district the relevant Minister shall nominate, by decree an officer of not less than grade A-7 as purchasing officer. This officer shall be responsible for the purchase of all stores in his area.

(2) For stores bought locally a combined Requisition/Payment voucher (Finance Form 4) in quadruplicate may be used. The original and duplicate shall be handed to the supplier, who shall return the original to the Ministry with his bill. The original, with the bill attached, and the triplicate shall be forwarded to the Control Officer for payment in the normal manner. The quadruplicate copy, with the payment voucher number duly added shall support the entry in the stores records.

(3) Where stores purchased are normally available from the Central Stores, the Central Stores requisition marked «not available» by the Stores Officer shall be attached to the payment voucher.

Article 51

Preparation of requisitions

No space shall be left before the first item entered on a requisition. A line shall be ruled under the last item and a diagonal line ruled across the space that remains.

CHAPTER V

CONTRACTS AND TENDERS

Article 52

Classes of contracts

- (1) State contracts fall into four classes, namely:
 - (a) contracts for works;
 - (b) contracts for the supply of stores at fixed rates and in specified quantities;
 - (c) contracts for services;
 - (d) contracts for the supply of stores at fixed rates in unknown quantities for a period.

(2) The first two classes of contracts shall be entered into as the need arises. The Last two classes shall normally be for a period of twelve months starting from the 1st of January.

Article 53

Placing of contracts

(1) Ministers may enter into contracts for the carrying out of works and for the supply of stores and services up to a total cost of Sh. So. 1,500,—. The conditions governing the local purchase of stores are set out in Chapter IV.

(2) The Minister shall, whenever possible, obtain quotations on a comparative basis.

(3) Contracts costing more than Sh. So. 1,500,— shall be made through the Tender Board. In the case of classes (a) and (b) above Ministries shall notify the Tender Board of their requirements three months clause (c) & (d) above they shall furnish a list of their probable requirements for the following financial year before the 1st of December.

(4) The issue of a requisition in the approved form, duly registered by the Magistrate of Accounts, shall be a contract for single purchases of stores. Formal contracts are required only when it is intended to make more than one purchase of the same item during a financial year.

(5) Contracts affecting more than one Ministry be entered into by the Minister of Finance.

Article 54

Summary of contracts to be notified

A summary of general State contracts with priced lists of articles to be supplied by each contractor shall be notified by the Tender Board to all Ministries, and Ministries shall obtain their requirements of these articles from the contractors specified.

Article 55

Contract's inability to supply or default

If any articles are not available from the State contractors the Board shall be notified and may authorize their purchases elsewhere. Unsatisfactory services by a contractor should be reported to the Board.

Article 56
Tender Board

The Tender Board shall be composed of the following members:

- Chairman — a member of the Ministry of Finance;
- Members — a senior member of each of the other Ministries;
- Members shall not be purchasing officers of Ministries (See Regulation 50).

- (1) A quorum shall consist of the Chairman and four members.
- (2) The Tender Board may delegate its powers, either generally or specifically, to regions or districts where circumstances make it more appropriate for Tenders to be so handled or to the State Agents.
- (3) The Tender Board is empowered to call upon or invite any officer to assist them with technical advice.
- (4) The Board shall meet, in private, as and when necessary.

Article 57

Calling for tenders

- (1) The Secretary to the Tender Board shall advertise Tenders immediately he receives notification of the requirements of Ministries. Tenders shall be advertised in the local press, on the Radio, through the State Agents for world-wide Tenders, and by direct approach to likely Tenderers, as is most appropriate.
- (2) Where a deposit is required as a guarantee of the tenderer's bona fides the advertisement shall state the amount of the deposit and specify the method of payment. The deposits shall be refunded on the signature of the contract. In the case of the successful tenderer this shall only be done after he has given the necessary security, if any.
- (3) Where it is desirable to call for tenders abroad, the Secretary to the Tender Board shall inform the State Agents of all details relating to the tender. The Agents of all details relating to the tender. The State Agents shall normally forward the best tender from each country involved to the Tender Board for award.
- (4) The State reserves the right to reject lowest or any tender.

(5) The Tender Board may authorise purchases without advertising tenders where:

- (a) the articles required have been standardised;
- (b) there is only one supplier; or
- (c) in the opinion of the Board, no useful purpose would be served by advertising.

In the case of (c), the reasons of the Board for approving the purchase without a tender shall be made available to the Magistrate of Accounts in writing.

Article 58

Procedure for dealing with tenders

The following procedure shall be observed for dealing with tenders of any description:

- (a) Tenderers shall submit tenders in plain sealed envelopes marked with the tender number.
- (b) The envelopes containing the Tenders shall be date stamped with an official stamp immediately they are received and initialled by the Secretary to the Board.
- (c) They shall then be put into the box provided by the Secretary to the Board if the tenders have come by post, or by the representative of the tendered if delivered by hand. This box shall be fitted with two locks, the keys of which shall be held by two officers detailed by the Board.
- (d) Except in the case of small tenders, which shall be opened in the presence of the Board, all tenders shall be opened and listed at one time in the presence of the Secretary to the Board and both key holders shall initial and date each tender. In no circumstances may a tender be opened before the advertised closing time. The envelopes shall be retained after the tenders have been opened, and shall be attached to be relevant tenders.
- (e) Until tenders have been finally disposed of by the Tender Board they shall be kept under lock and key by the Secretary and only communicated to those officers responsible for dealing with them.
- (f) As soon as the Boards has made its decision, the Minister concerned shall submit all the papers to the Magistrate of Accounting, Procedure legislative decree.

in accordance with the procedure

Article 59

Forms and particulars

The necessary forms and general conditions of contracts can be obtained on application to the Secretary, Tender Board, Ministry of Finance, Mogadishu, unless otherwise stipulated in the tender advertisement.

Article 60

Acceptance of Stores

(1) For stores purchased locally under an award by the Tender Board, the stores shall be examined before being accepted from the contractor by the Stores Officers of the Ministry concerned. A certificate of acceptance shall be signed by all three officers and shall be attached to the relevant payment voucher. The Tender Board may appoint members to assist the acceptance committee.

(2) In regions or Districts where this is not possible, the Regional Governor or District Commission shall appoint an acceptance committee.

Article 61

Internal Procedure

Tender Board procedures may be issued by decree of the Prime Minister, on the proposal of the Chairman of the Tender Board.

CHAPTER VI

RECEIPT OF STORES

Article 62

Source of receipt

Stores receipts may be classified as follows:

- (a) direct imports;
- (b) stores obtained from Central Stores;
- (c) transfers from other stores;

- (d) local purchases;
- (e) returned stores;
- (f) conversion or manufacture;
- (g) excesses found by Board of Survey or on stocktaking.

Article 63

Vouchers supporting receipts

Entries in the stores shall be supported as follows:

- (a) by duplicate invoices;
- (b) by the triplicate copy of the requisition/issue voucher;
- (c) by the duplicate issue voucher of the store from which the transfer is made;
- (d) by the quadruplicate copy of the requisition/payment voucher;
- (e), (f) and (g) by a receipt voucher, where necessary.

Article 64

Store receipt voucher

Store receipt vouchers (S.R. 17) shall be prepared in duplicate. They shall be signed by the officer and by the storekeeper. The duplicate shall be retained by the store-keeper, and the original handed to the officer depositing the stores.

Article 65

Packages from abroad to be checked carefully

- (1) On receipt of stores from abroad packages shall be carefully checked against the shipping documents and examined for outward signs of damage or theft. Special attention should be given to packages containing breakable stores or to material liable to damage by seawater.
- (2) Whenever practicable, packages should be weighed before delivery and the weight checked with the particulars on the packages or invoices.

Article 66

Damaged packages to be opened and examined

If packages show signs of damage or of having been tampered with, they shall be opened and the contents examined in detail with the invoice (s) in the presence of the ship's agent or representative before delivery is taken.

Article 67

Certificate and report of loss or damage

If it is found that stores are missing or damaged, a certificate of loss or damage shall be obtained from the insurance or the ship's agent, giving full particulars of the shortage. This certificate, together with a report in triplicate, shall be submitted to the Head of Department of the consignee Ministry. The report shall state:

- (a) the names of the persons present when the stores were examined;
- (b) the name of the ship and the date of arrival;
- (c) particulars of outward signs of damage;
- (d) the method used to open the package;
- (e) particulars of shortage or damage;
- (f) the probable cause.

Article 68

Submission of claims

The Ministry concerned shall arrange for a claim to be made on the Insurance or Shipping Company or State Agent.

Article 69

Endorsement of Bill of Lading

If the goods are received in good order the officer taking delivery shall give a clean receipt on the bill of lading. If, however, any are lost, short landed or damaged, the bill of lading shall be endorsed accordingly.

Article 70

Removal of stores

Stores shall be removed from the landing place as soon as possible after delivery has been taken. Proper safeguards shall be provided against loss or damage. Officer who fail to obey these rules shall be liable to be surcharged for any loss sustained or warehouse rent unnecessarily incurred.

Article 71

Stores to be checked on receipt

All stores shall be checked with the covering documents immediately they are received.

Article 72

- (1) When stores are received short or damaged, the full quantities shown on the vouchers shall be taken on charge.
- (2) In cases of stores received from abroad the storekeeper shall inform the Head of Department, who shall cause an entry to be made in the Claims Register (S.R. 34). A claim shall be submitted as in S.R. 63.
- (3) In the case of stores obtained locally, a claim shall be forwarded to the person from whom the stores are received.
- (4) If the claim is not met, the shortage shall be dealt with as laid down in Chapter X.

Article 73

Stores to be taken on charge at once

Accountable stores shall be taken on charge on the day they are received into store.

CHAPTER VII
ISSUE OF STORES

Article 74

Issue of Stores

(1) Stores may be issued for any of the following purposes :

- (a) Works or other State services;
- (b) transfers to other stores;
- (c) on repayment;
- (d) on loan;
- (e) conversion into manufactured articles;
- (f) destruction or sale «write-off».

(2) Issues shall be made from stocks which have been longest in store. Where suitable used stores are available, they shall be issued before new stocks are withdrawn.

Article 75

Requisitions for Stores

(1) Stores should normally only be issued against requisitions on the approved forms, signed by a responsible officer of the Ministry concerned.

(2) Requisitions for general stores shall be prepared in quadruplicate. The original and two copies shall be sent to the store from which the articles are requisitioned; the fourth copy shall remain as a record in the book.

(3) Requisitions for central stores shall be prepared in quintuplicate. The original and three copies shall be sent to the stores from which the articles are requisitioned; the fifth shall remain in the book. The vote of charge shall be shown on the body of the requisition.

Article 76

Stores issue vouchers

(1) Every issue of general stores shall be supported by a serially numbered stores issue voucher, signed by the store-keeper. The issuing storekeeper shall fill in the details of the stores issued, insert and issue voucher number, sign the voucher and dis-

tribution shown at the foot of the form. The receiving officer shall certify on the relevant copies that the stores have been received and either taken on charge, quoting the stores ledger, etc., folio number, or have been issued for use, and shall return the relevant copy to the issuing store for filing as in issue voucher. The receiving officer shall retain the remaining copy as a receipt voucher. (See S.R. 63).

(2) The same general procedure shall be followed for central stores, but in this case there are five copies of the voucher. These shall be distributed as shown at the foot of the voucher.

(3) Where no requisition is submitted, e.g., in cases (c), (d) and (f) of S.R. 74 (1) above, a stores issue voucher shall be prepared and distributed as shown at the foot of the voucher. (See S.R. 63 (c)).

Article 77

Preparations stores vouchers

Stores requisition/issue vouchers and stores issue vouchers and stores issue vouchers shall be made out in ink or indelible pencil. Quantities shall be written in words and in figures. No blank space shall be left between the first item of stores entered and the top of the column headed «Description», nor between the items on the voucher and a line shall be drawn immediately beneath the last item. The total number of items should be inserted in words.

Article 78

Issue vouchers not to be altered

Stores issue vouchers shown not be altered in any way by the recipient. If there is any difference between the particulars on the voucher and the stores received, the recipient shall return the voucher to the issuing officer under cover of a memorandum pointing out the difference.

Article 79

Store-keeper to ensure the return of completed S.I.V.

It is the duty of the issuing storekeeper to ensure that the relevant copies of all stores issue vouchers are returned to him duly receipted. He shall report any undue delay to the Head of his Department.

Article 80

Stores issued for conversion

When stores are issued for conversion into manufactured articles, the storekeeper shall quote on the stores issue voucher the number of the stores receipt voucher on which the manufactured articles are received into store.

Article 81

Issue of central stores on repayment

- (1) Central stores may be sold to members of the public or to officers in their private capacity on the authority of the Minister concerned, provided that he is satisfied they can be spared and are not otherwise obtainable locally.
- (2) No sale shall exceed Sh. So. 2,000 in value without the prior authority of the Minister of Finance in writing.
- (3) Sales to members of the public shall be made only in the interest of the State.

Article 82

Issue price of central stores

- (1) Central stores shall be issued at a price to be laid down in a price list, based on the invoice cost plus freight, packing, handling charges and local transport, where applicable.
- (2) Issues to Ministries shall be charged at the price referred to above.
- (3) Other sales shall be charged at the issue price, plus customs duty and 20% departmental charges, excepts where otherwise authorised by the Minister of Finance.

Article 83

Sales of general Stores

General stores shall not normally be sold unless they have been declared surplus or unserviceable by a Board of Survey. In certain cases, however, such as medical supplies, the sale of stores may be authorised generally or specifically by the Minister of Finance. The price shall be based on the principles laid down in S.R. 82 (1) and 82 (3) above.

Article 84

Sales of surplus or unserviceable Stores

Sales of surplus or unserviceable stores shall be either by public auction or by tender after public advertisement, unless otherwise authorised by the Minister of Finance.

Article 85

Payment for sales of Stores

Payment shall be made for stores sold before they are issued. The number and date of the revenue receipt shall be recorded on the stores issue voucher. The proceeds shall be credited to the appropriate revenue item.

Article 86

Loan of Stores

- (1) Central stores may not be issued on loan.
- (2) General stores shall only be issued on loan on the authority of the Minister concerned. In such cases a stores issue voucher shall be made out, clearly marked «issued on loan for (period)», and signed by the borrower. The issue of tools for current use is dealt with in Chapter XIV.

Loans should be recorded in an appropriate register, which should show the name of the borrower, date, stores issue voucher number, articles lent, length of loan and date of return. This register should be reviewed by the Head of Department from time to time to see that borrowed stores are returned. (See S.R. 35).

CHAPTER VIII
RETURNED STORES

Article 87

Unused stores: expendable or consumable

Expendable or consumable stores which have been issued but not used shall, if not required, be returned to store and taken back on charge. In the case of central stores they shall be taken on charge in the stores ledger at the current issue price. The central stores account shall be debited with the stores were issued

in the same financial year or for development, the vote for the work or service shall be correspondingly credited. If the stores are returned in a year later than the one in which they were issued, the credit shall go to revenue. No adjustments is required in the case of general stores.

Article 88

Unused stores : Non-expendable

Non-expendable stores which have been issued and charged to a special or extraordinary work but not used shall either :

- (a) be issued for other works, if required immediately, or
- (b) be returned to the departmental general store and taken on charge.

In either case the necessary financial adjustment shall be made between the votes concerned.

Article 89

Part worn Stores

Officers in charge of works are required to ensure that, as soon as the work is completed, all part worn general stores are returned to the departmental general store, taken on charge in a separate ledger and stored separately. If, however, the stores are required for other works, they need not be returned to store. This applies to both expendable and non-expendable stores, except as provided in S.R. 91.

Article 90

Recovered Stores

Recovered stores shall be dealt with in the same way as part worn stores.

Article 91

Plant in use

Items of large plant issued and charged to a special or extraordinary work need not necessarily be returned to store when the work is completed provided that the plant ledger shows clearly where the plant is located.

Article 92

Returned stores to be issued before new stocks

Care should be taken to issue returned stores from stock before new stocks.

CHAPTER IX HANDING OVER STORES

Article 93

General procedure for handing over stores

When an officer hands over control of stores to another Officer, he and the incoming officer shall verify that the balances shown in the ledger are actually in stock and recorded on the tally cards. Both officers shall sign a certificate to this effect in duplicate. One copy of the certificate shall be forwarded to the Head of Department and the other shall be filed by the incoming officer.

Article 94

Reporting differences

Any excesses and deficiencies shall be listed, and the list signed by both officers shall be attached to the certificate together with an explanation of the differences by the outgoing officer. Excesses shall be taken on charge in the usual manner. Deficiencies shall be referred, if necessary, by the Minister concerned to the Minister of Finance for a decision.

Article 95

Board of Survey in absence of outgoing officer

If the outgoing officer is unable to hand over personally, his successor shall apply to the Head of Department for the appointment of a Board of Survey to check and hand over the stores. The incoming officer shall be present throughout the proceedings of the Board and he and the members of the Board shall sign the handing over certificate and the list of differences, in any. These shall be disposed of as in S.R. 93.

Article 96

Responsibility for deficiencies

The outgoing officer shall be responsible for all deficiencies reported, while the incoming officer shall be liable to be held responsible for any deficiencies not reported but later discovered.

Article 97

Handing over furniture

The handing over of furniture in Government quarters is dealt with in Chapter XIII.

Article 98

Handing over Stores Regulations

When an officer hands over stores, he shall at the same time hand over to the incoming officer his copy of Stores Regulations.

CHAPTER X

LOSSES OF STORES AND WRITE-OFFS

Article 99

Liability

If at any time a loss occurs by reason of the neglect or fault of any officer, the officer shall normally be required to make good the value of the stores involved.

Similarly, any officer who has supervisory duties in regard to such stores may also be liable to make good the value of the loss sustained in whole or in part, if it is shown that the loss was facilitated by his failure or neglect to carry out his duties.

Article 100

Losses to be reported - Authority to deal with losses below Sh. So. 100

All losses or suspected losses shall be reported immediately to the officer's immediate superior with copies to the Minister concerned, the Minister of Finance and the Magistrate of Accounts.

counts. Where the loss does not exceed Sh. So. 100, in value it may be dealt with by the Minister concerned as seems appropriate in each case; the decision of the Minister in such cases shall be communicated to the Minister of Finance and the Magistrate of Accounts.

Article 101

Police to be informed

The Police shall be informed immediately in all cases where theft or fraud has been committed or is suspected of having been committed.

Article 102

Reports may not be with-held

No officer shall have discretion to with hold a report on any loss, even if restitution has already been made. Reports shall not be deferred to enable restitution to be made.

Article 103

Full report to be submitted

After submission of the report referred to in S.R. 100 above, investigations shall be carried out and a full and complete report on the loss, (Finance Form 41), shall be submitted within two weeks to the Ministry concerned, with copies to the Minister of Finance and the Magistrate of Accounts. Where the above procedure is not possible, an interim report shall be submitted within that period.

Article 104

Responsibility for loss

It shall be the duty of the Minister to decide on which officer or officers the responsibility for the loss lay and, where more than one officer is held responsible, the individual degree of neglect or fault on the part of any officer. Where it is decided that there was in fact neglect or fault, the Minister shall call upon the responsible officer to make good the loss, reporting the action taken to the Minister of Finance and the Magistrate of Accounts.

CHAPTER XI
BOARDS OF SURVEY

Article 110
Appointment of Boards of Survey

- (1) Boards of Survey shall be appointed by the Minister of Finance, or by such other officers as he may appoint in writing, once a year, and at such other times as may be necessary to inspect and report on State Stores.
- (2) Copies of the letters of appointment shall be sent to the Magistrate of Accounts.
- (3) Boards are of three kinds:
 - (a) Annual;
 - (b) Surprise;
 - (c) Emergency.

Article 111
Constitution of Boards

Boards shall consist of a president and at least two members. They shall not include the storekeeper of the store to be surveyed, nor more than one member from the Ministry in charge of the store. The President shall not be an officer of the Ministry concerned. The Magistrate of Accounts and Audit officers may not be appointed to serve on a Board of Survey.

Article 112
Members of Board to report inability to serve

Officers appointed to a Board of Survey shall report immediately to the convening officer if they are unable to serve.

Article 113
Date of Annual Survey

Annual Boards of Survey should be held early in the financial year.

Article 114
Suspension of Issues

Stores shall be closed while a Board is being held and no issue shall be made except with the sanction of the President, nor shall any stores be taken on ledger charge.

Article 115
Store-keeper to be present

The store-keeper shall be present during the survey

Article 116
Procedure — General Stores

In the case of General Stores the ledger shall be entered up to date and balanced by the store-keeper before the Board begins its duties. The Board shall then check the stock of every item with the ledger balance, verifying at the same time, where appropriate, that the tally cards are correct. If the stock of an item agrees with the ledger balance, the Board shall initial the ledger against a small line to be drawn immediately beneath the last entry.

Central Stores

- (2) In the case of Central Stores the Board shall check the stocks with the tally cards, which shall be subsequently verified or reconciled with the ledger balances. Where the stock agrees with the tally card the Board shall initial the tally card.

Article 117
Excesses and Deficiencies

- (1) If there is a difference between the actual stock and the ledger/tally card balance, the correct balance shall be entered in the ledger/tally card in red ink and initialed by the Board. In the case of surpluses a receipt entry will be made by the store-keeper with the narration: «Found surplus by Board of Survey». Shortages shall be entered as: «Written off by Board of Survey» and in due course the date of approval to write-off shall be quoted.

(2) The board shall list all differences on a Schedule of Differences (S.F. 21) giving any explanation they can in the «Remark» column and showing the value (i.e. replacement cost) of deficiencies. In the case of central stores, the value shall be the current list price and the value of surpluses shall also be shown.

(3) Any article found in store but not on charge shall be entered by the store-keeper on the ledger and shown by the Board on the Schedule of Difference as a surplus.

Article 118

Unserviceable

(1) Unserviceable stores shall be listed on a Report of Board of Survey upon Unserviceable Stores (S.F. 22) with a recommendation regarding their disposal. This recommendation should take one of the following forms:

- (a) sale by public auction;
- (b) sale by tender after public advertisement;
- (c) use for some other public service than that for which the stores were purchased;
- (d) transfer to an institution or organisation;
- (e) destruction.

(2) The Board should record its opinion whether the stores have become unserviceable through fair wear and tear or otherwise.

(3) Where possible the date of purchase and replacement cost of general stores shall be given on Stores Form 22. In the case of central stores the current issue value and the date of receipt shall be given.

(4) The Board shall cause all unserviceable stores to be removed to a separate place, where they shall be kept until directions are received for their disposal. (See also S.R. 26). Serviceable articles needing repair shall be kept separate.

Article 119

Report by Board of Survey

(1) On completing the survey, the Board shall prepare a report on Stores Form 20 in quadruplicate. The report shall include comment on the following:

- (a) accommodation in and general condition of the stores;
- (b) security of the stores;

- (c) manner in which the store records have been kept;
- (d) whether any difficulties were encountered;
- (e) whether, in the opinion of the Board, in the case of discrepancies any offices has been negligent.
- (f) whether any stores appear to be obsolete or over-stocked.

(2) All four copies of the Report together with four copies of the Schedule of Differences and of Unserviceable Stores and the comments of the store-keeper thereon shall be forwarded without delay to the convening office, who shall send them to the Minister concerned.

Article 120

Action on Report by Minister

(1) On receipt of the Board of Survey Report, the Minister shall investigate the deficiencies, if any, and shall attach the Schedule of Differences to a Finance Form 42 recording thereon the results of his investigation. In the case of unserviceable stores, he may approve their disposal and direct that they be written-off charge, if within his powers under S.R. 109.

(2) All copies of the Report shall be forwarded to the Minister of Finance.

Article 121

Action by Minister of Finance

(1) The Minister of Finance shall circulate the Report to the Accountant General and to the Magistrate of Accounts for comment. He shall then record his decision on the Report.

(2) The copies of the Report form shall be distributed to the Ministry concerned, the Accountant General and the Magistrate of Accounts.

(3) The Finance Form 42, if any shall also be circulated to the Accountant General and the Magistrate of Accounts for comments. The Minister of Finance shall then record his decision on the form, or take such action as is required by S.R. 105.

(4) The Minister of Finance shall also record his decision, if necessary, on the Schedule of Unserviceable Stores.

Article 122

Disposal of unserviceable stores

Unserviceable stores condemned by a Board of Survey shall remain on charge in the ledger until the Minister of Finance or appropriate Minister, as the case may be, has authorised their disposal. They shall then be struck off ledger charge supported by a reference to the Stores Form 22. In the case of central stores the issue value shall be that of the current price list.

Article 123

Responsible officer stock check stock

Heads of Departments are not relieved by Annual Boards of Survey from their responsibility for satisfying themselves by occasional stocktaking that the balances of stores on charge are actually in stock.

Article 124

Emergency Boards

(1) When a Head of Department is of the opinion that certain stores should be condemned and disposed of without further delay, he shall ask his Minister to request the Minister of Finance to appoint an Emergency Board of Survey.

(2) The procedure laid down for Annual Boards shall be followed so far as it is applicable.

Article 125

Surprise Boards

The Minister of Finance shall appoint from time to time such Surprise Boards of Survey as he thinks fit.

Article 126

Stock Verifier

The duties of Boards of Survey in connection with the checking of stores may be carried out by a duly appointed Stock Verifier.

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CHAPTER XII
CLAIMS AND INSURANCE

Article 127

Procedure for making claims on the State Agents

(1) Claims for breakages or shortages of stores ordered through the State Agents shall be made in accordance with the instructions contained in the State Agents' printed memorandum (S-231-4). This memorandum must be carefully studied to avoid any action or omission which might prejudice a claim either on the supplier of the goods or on the ship or on the lighterage company. Claims should not be made on the State Agents' Marine Insurance Fund if the loss is due to the fault of some other party.

(2) No claim shall be made on the Marine Insurance Fund for amounts of less than Sh. So. 20.

(3) Claims shall be submitted at once.

Article 128

Claims Register

(1) A Claims Register shall be maintained by each Ministry ordering stores from abroad. In this register shall be entered the quantity and value of breakages or deficiencies noted on the receipt of any goods; and the relevant issue voucher number shall be quoted (S.F. 72).

(2) The Claims Register shall be inspected at regular intervals by the Head of Department to ensure that positive action is taken to follow up and clear all claims.

Article 129

Claim Account

Ministries with central stores shall maintain a separate Claims Account in respect of shortages or breakages of stores on first purchase. The value of the stores should be transferred from the central stores account to an advance account.

Article 130

Settlements claims

(1) No claim shall be considered settled until either the value has been recovered in full, the stores replaced or a write-off has been authorised.

(2) Amounts received in settlement of a claim in respect of central stores shall be credited to the advance account. In the case of general stores the credit will normally go to revenue.

Article 131

Stores written-off

Where the value of central stores received short or damaged has to be written-off, the loss shall be charged to the appropriate expenditure vote for losses of State funds and stores, and the advance account correspondingly credited. In the case of general stores no financial adjustment is necessary.

CHAPTER XIII

FURNITURE, OFFICE EQUIPMENT

Article 132

Furniture and office equipment to be obtained from Stores Officer

All furniture and office equipment for offices, quarters and other State buildings shall be obtained from the Stores Officer.

Article 133

Responsibility furniture, etc.

- (1) Director General shall be responsible for the safe-keeping and recording of office furniture, equipment etc.
- (2) Responsibility for the general control and the maintenance of a reserve store of furniture for quarters rests with the Stores Officer, or his representative. Elsewhere the senior Administrative Officer of the station shall be responsible.

Article 134

Recording of furniture etc.

- (1) Where reserve stores of furniture, office equipment, medical stores, Police and Prison stores, are maintained, they shall be recorded in stores ledgers.
- (2) Office furniture, equipment, etc., which is in use shall be recorded in stores ledgers and inventories shall be used to record the distribution.

Article 135

Annual check

At least once a year the Director General shall appoint an officer to check the ledger balances against stock on hand. Any differences shall be reported at once to the Minister.

Article 136

Furniture ledger

The main stock of furniture for quarters shall be recorded in a furniture ledger. In this shall be entered all new furniture (whether received into store or issued direct to quarters), issues to quarters and furniture returned to store, written-off, etc.

Article 137

Inventories (quarters)

- (1) The distribution of furniture to quarters shall be shown on inventories, one copy of which, signed by the person occupying the quarter, shall be kept by the Stores Officer. Another copy shall remain in the quarter.
- (2) Inventories shall be numbered and the Stores officer's copies shall be filed in order of quarters. The numbers shall be quoted in the furniture ledger.
- (3) The Stores Officer is responsible for seeing that issues do not exceed the authorised scale.

Article 138

Checking of quarters inventories

Whenever an officer vacates a State quarter, he is responsible for arranging with the Stores Officer for the inventory to be checked. Whenever an officer takes over a quarter he should, in his own interests, check the inventory before he signs it, since he shall be held responsible for any shortage subsequently discovered.

Article 139

Deficiencies and surcharges

If any furniture or equipment is lost, broken or removed irregularly, or is submitted to undue depreciation, an explanation

shall be obtained from the officer responsible for the custody of the articles. If the explanation is unsatisfactory he may be surcharged with the value of any loss incurred.

Article 140

Purchase from officials

In no circumstances whatsoever may furniture or any other property be purchased by or on behalf of the State from an officer without the prior approval of the Tender Board.

CHAPTER XIV PLANT AND TOOLS

Article 141

Purchase of plant and tools

- (1) Plant (See S.R. 7 (1) may only be bought from a special vote provided for the purpose.
- (2) Tools (including wheelbarrows, etc.) shall normally be obtained from the central stores.

Article 142

Plant ledgers

- (1) All plant shall be taken on charge in a Plant Ledger, which shall also contain a detailed inventory of all tools and equipment associated with each particular item of plant.
- (2) A separate ledger shall be maintained for each workshop, garage, etc.
- (3) Full details shall be recorded in the ledger of the serial number type and specifications of each item of plant.
- (4) Items of plant shall remain on charge till written-off under proper authority or until transferred to another department or workshop.

Article 143

Receipts for movable plant

For movable plant a receipt shall be taken from the officer to whom it is issued for use. If an item is transferred from one officer to another, a fresh receipt shall be obtained. The plant shall remain, however, on charge in the issuing office.

Article 144

Hire of plant

Plant may be hired to non-State bodies and individuals at the discretion of the Minister concerned, subject to the overriding priority of State requirements.

- (2) Hire charges shall be levied in accordance with rates laid down by the Minister of Finance.

Article 145

Tools stores and ledgers

Tools shall be held, wherever possible, in a centralised tool store and issued each day on loan to workmen. They shall be taken on charge in a Tools Ledger and shall remain on charge till written-off transferred.

Article 146

Tools Registers

- (1) Tools issued for current use shall, unless the Head of Department otherwise directs, be entered in a Tools Register, which shall also record their return to store. The balance in the Register shall be the number of tools on issue at the time and these balances taken away from the ledger balances will give the number of tools in stock.
- (2) Entries shall be supported by stores issue and receipt vouchers, or by signatures in the register.

Article 147

Tools inventories

Officers to whom tools are issued shall keep an inventory (S.F. 6), which shall be amended to show issues or withdrawals. Receipt and issue vouchers shall be quoted on the inventories where applicable.

Article 148

Responsibility for plant and tools

(1) Officers to whom plant and tools have been issued are personally responsible for them until they are returned to store.

(2) Supervising officers should, however, satisfy themselves by monthly checks that articles are correctly held by their subordinates.

Article 149

Return of plant and tools

All plant and tools issued shall be returned to store before an officer proceeds on leave, transfer, etc.

Article 150

Write-off of unserviceable expendable tools

Expendable tools which have become unserviceable may be written-off charge by the Minister concerned. He will in every case obtain from the supervising officer in charge a certificate in the following form:

«I certify that I have personally inspected the undermentioned expendable tools in the custody of which have become unserviceable through fair wear and tear and have been condemned and destroyed by me».

Article 151

Write-off non-expendable tools

Non-expendable tools may only be written-off on the recommendation of a Board of Survey (See S.R. 111).

CHAPTER XV
STATIONERY

Article 152

Stationery to be obtained from the Stores Officer

Except where other arrangements, approved by the Minister of Finance, exist, all stationery and office requisites shall be obtained from the Stores Officer. Stationery for the purpose of this regulation includes printed forms.

Article 153

Requisitions for stationery

Requisitions for stationery shall be made on the approved form and shall comply with any instructions given by the Stores Officer.

Article 154

Main Stocks

In Ministries where stocks of stationery and office requisites are kept for issue to branch offices, they shall be recorded in a stores ledger. Receipts and issues shall be vouched for as general stores.

Article 155

Security of office stocks

All stocks of stationery shall be kept under lock and key in charge of a responsible officer.

Article 156

Economy

The utmost economy shall be applied in the use of stationery.

CHAPTER XVI
CENTRAL STORES ACCOUNTS

Article 157

Authority for Central Stores

- (1) The prior approval of the Minister of Finance is required before Central Stores may be opened.
- (2) The Minister of Finance shall lay down the maximum balance that may be held.

Article 158
Maximum stocks

Ministers authorised to maintain central stores shall take every precaution to ensure that the value of stocks is kept within the limit approved. When it appears that the limit is insufficient, the circumstances should be reported to the Minister of Finance.

Article 159
Standard stocks

The size of standard stocks shall be based on the estimated requirements for such periods as may be necessary to replenish stocks from overseas. The figures shall be recorded in the stores ledgers as well as on the tally cards.

Article 160
Financial ledgers

Ministries holding central stores shall keep a financial ledger in which the value of stores taken on charge shall be debited and the value of stores issued shall be credited. The ledger shall be balanced monthly.

Article 161
Monthly accounts

- (1) A monthly statement embracing all debits and credits entered in the financial ledger during the previous month shall be prepared on the Stores Form 26, and shall be sent to the Accountant

tant General within two weeks of the end of that month. The statement shall be supported by schedules of charges to the various votes and by priced copies of the stores issue vouchers. It shall be signed by the Stores Officer.

- (2) If the monthly statement reveals any excess over the authorised maximum stock, an explanation shall be furnished to the Minister of Finance.

Article 162
Monthly reconciliation

Monthly reconciliations shall be made between the closing balances in the financial ledger and the balances in the corresponding account with the Accountant General.

Article 163
Annual Balance Sheet (Tabular Summary)

- (1) As soon as possible after the close of a year's accounts an Annual Balance Sheet (Tabular Summary) shall be prepared in respect of each central store. It shall be compiled as follows:

1. Value of opening balance of stocks.
2. Debit in the financial ledger in respect of:
 - (a) Purchases;
 - (b) transfers from other stores;
 - (c) adjustments;
 - (d) surpluses.
3. Credits in the financial ledger in respect of:
 - (a) Issue (to votes);
 - (b) sales;
 - (c) adjustments;
 - (d) Write-offs.
4. Loss or gain on standard prices (Price Fluctuation Account).
5. Value of closing balance of stocks at the end of the financial year.

(2) The Annual Balance Sheet shall be accompanied by a statement reconciling the debits and credits with the corresponding account with the Accountant General. It shall be signed by the Minister of Finance, and copied to the Magistrate of Accounts.

Article 164

Stocks valuation return

The Annual Balance Sheet shall be supported by a Stock Valuation Return prepared from the stores ledgers. The Return shall show the ledger folios, the numerical balances and the stores ledger values. Any differences between the total value shown and the closing balance of the Annual Balance Sheet should be fully explained.

Article 165

Costing of Central Stores

The costing of central stores shall be recorded in a Prime Cost Ledger and shall include all charges relating to the particular purchase, i.e., invoice price, the cost of freight, packing, handling charges, local transport, etc.

Issue price of Stores

- (1) The issue price per unit of quantity for each item shall be fixed and shall be published in catalogue form, subject to yearly review. Alterations to the fixed price at other times shall only be made in cases where the cost price has varied appreciably from the catalogue price.
- (2) The catalogue price may be revised by the Stores Officer at any time he considers a revision to be necessary.
- (3) Any difference of more than 5% between cost and catalogue price shall be brought to the notice of the Stores Officer.
- (4) Where stores are issued before the price is known, issue vouchers shall be endorsed 'Price to follow'. As soon as the price is known, the receiving officer should be advised.

Article 167

Price fluctuation account

When a consignment is received, it shall be taken on charge at catalogue price. The difference between the catalogue price and the cost price, as determined in S.R. 165, shall be credited or debited to a price fluctuation account. This account shall be cleared at the close of the financial year to revenue or expenditure as the case may be.

Article 168

Central Stores ledger

- (1) The receipt and issue of central stores shall be recorded both in quantity and value in a Central Stores Ledger. Entries in this ledger shall be supported by receipt and issue vouchers in the same manner as for allocated stores.
- (2) When any stores are received before the cost is known, they shall be taken on numerical charge at once in the ledger at list price. Entries relating to the price will be completed as soon as the cost is known.

CHAPTER XVII MISCELLANEOUS

Art. 169

Departmental stores

Ministers may issue such additional instructions regarding stores accounting as may be necessary to suit their particular purposes, provided they conform to the principles laid down in these Regulations. Copies of such additional instructions should be sent to the Minister of Finance and the Magistrate of Accounts for information.

Article 170

Stores forms

The standard Stores Forms, listed at Appendix B, supplied by the Stores Officer shall be used whenever possible. Ministers with large stores responsibilities may, however, with the approval of the Accountant General, design ledger forms to suit their particular needs.

Article 171

New accounting systems

Before introducing a new accounting system or revising an existing one the approval of the Minister of Finance and the concurrence of the Accountant General should be obtained.

Article 172

Preservation of accounting records

Stores ledgers should not be destroyed. Stores vouchers and similar accounting records may be destroyed after seven years.

Article 173

Amendments to Stores Regulations

All officers possessing copies of these regulations shall keep them amended up to date.

Article 174

Libraries

The accounting for and issue of books from State libraries is excluded from these regulations. Each Ministry should devise a system suitable to its requirements in accordance with S.R. 171.

Article 175

Surcharge

Any surcharge, or other recovery, levied under these regulations may be deducted from the salary of the responsible officer.

APPENDIX A

EXPENDABLE STORES

1. Brushes, all types
2. Thermometers clinical
3. Thermometers clinical
4. Crockery
5. Limen
6. Tyres
7. Uniforms
8. Spades
9. Shovels
10. Picks
11. Wheelbarrows
12. Earthenware
13. Cooking equipment
14. Lamps
15. Torches
16. Ward equipment, EI & SS & aluminium
17. Padlocks
18. Syringes
19. Surgical instruments of under Sh. So. 200 each item in value
20. Thermos flasks
21. Test types
22. Rope over 1 1/2 circumference
23. Empty tins and containers which are not returnable
24. ET/LT dry batteries for receivers
25. Inert cells for telephones

APPENDIX B

STORE REGULATIONS

LIST OF FORMS

1. Allocated Stores Ledger — Bound
2. Allocated Stores Ledger — Loose Leaf
3. Unallocated Stores Ledger Sheet
4. Tally Card
5. Furniture Inventory
6. Tools Inventory
9. Decree/Requisition
10. Requisition — P.O.L.
11. Requisition/Issue Voucher-Stationery
12. Requisition/Issue Voucher — Allocated Stores
13. Requisition/Issue Voucher — Unallocated Stores
14. Issue Voucher
15. Issue Voucher — P.O.L.
16. Issue Voucher — On Repayment
17. Receipt Voucher
20. Board of Survey, Stores — Report
21. Board of Survey, Stores — Schedule of Difference
22. Board of Survey, Stores — Unserviceable Stores
25. Unallocated Stores — Summary of Issues
26. Unallocated Stores — Monthly Abstract
27. Ration Account
28. Indent
29. Indent — Continuation Sheet.

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