## THE OFFICIAL GAZETTE 30TH JUNE 1993 LEGAL SUPPLEMENT - B

GUYANA

No.

REGULATIONS

Made Under

THE FINANCIAL ADMINISTRATION AND AUDIT

(Cap. 73:01)

IN EXERCISE OF THE POWERS CONF

MINISTER BY SECTION 5 0.

ADMINISTRATION AND AUDIT ACT

THE FOLLOWING REGULATIONS:-

Citation.

1. These Regulations may

Stores Regulations 1993.

Interpretation. 2. (1) In these Regulations

(a) "consumable st stores which

including s

as expend

and spare pa

current expe

of which

- Schedule
- (b) "Form" means Form in the Schedule;
- (c) "permanent stores" means stores

  which are purchased as

  fixed assets including

  buildings, equipment,

  machinery and vehicles, the

  cost of which is met from

  capital expenditure;
- (d) "stores" means any article,

  merchandise or commodity,

  including equipment re
  quired for use by a

  Department;
- (e) "storekeeper" means every officer who under the Act or these Regulations has Government stores in his charge, other than small quantities of expendable stores sufficient for current use.

(2) References in these Regulations
Ministry include reference to a department
local democratic organ and references
Permanent Secretary include references
Head of Department or clerk of a
democratic organ.

General
responsibility of
storekeeper.

3. A storekeeper is personally pecuniarily responsible for the safe contains and maintenance in good condition of all in his charge and is liable to be surchainfor any loss or damage resulting from failure to carry out his duties properly.

Duties of storekeeper.

- 4. The duties of a storekeeper inclu
  - (i) observing the Act and the Regulations and supplementary instruction issued by the Secretary the Treasury, Account General or Permanent Secretary;

- (ii) ensuring that no unauthorised person has access to the store or keys to the store;
- (iii) ensuring that the store is
   kept clean, well venti lated, waterproof and
   secure;
  - (iv) arranging the stores in a
     manner that makes them easy
     of access and check;
  - (v) keeping unserviceable and serviceable stores separate;
- (vi) keeping inflammable stores
   in a safe place apart from
   other stores;

- (viii) reporting at once to the
   supervising officer any
   loss or irregularity that
   may be discovered or any
   defect that may occur in
   the condition of the
   stores;
  - (ix) reporting to the supervisting officer the existence of any unserviceable stores; and
  - (x) keeping all records und his control up-to-date.

Responsible lity of Permanent Secretary.

Every Permanent Secretary is directly 5. and pecuniarily responsible for the supervision, control and security of the stores and stores records in his Ministry and for ensuring that the members of the storekeeping accounting staff perform their and stores duties satisfactorily and he shall be responsible for instituting and maintaining an adequate system of internal control CIVEY stores, including internal checks and prope segregation of duties.

Stores records. Forms 1,2,3 4,5,6,7 6.(1) Every storekeeper shall keep Bin Cards in Form 1 to record the receipt and issue of stores. In addition, he shall retain the original copies of Goods Received Notes in Form 2 and Internal Stores Requisitions in Form 3 duly filed away in date and numerical sequence. A Goods received Book in Form 4, a Permanent Stores Register in Form 5 and a Register of Short Received Goods in Form 6 shall also be maintained by the storekeeper.

ş.

that a Stores Ledger in Form 7 is maintained and kept up-to-date by the Accounting Department. Copies of Goods Received Notes in Form 2 and Internal Stores Requisitions in Form 3 shall also be retained in the Accounting Department duly filed away in date and numerical sequence.

Entries and correct-

Forms 2,3

7.(1) All entries by the storekeeper and by the stores ledger clerk shall be made and initialled in ink. Goods Received Notes in Form 2, Internal Stores Requisitions in Form 3 and all other related documents shall also be prepared in ink.

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shall be made by ruling out the wrong figure or word and inserting the correct figure or word above it. All corrections shall be initialled by the storekeeper or other person making such corrections; corrections made by the stores ledger clerk shall in addition be initialled by his supervising officer.

Stock levels. 8. The storekeeper shall be responsible for ensuring that adequate stocks are main tained to meet the day to day requirements of the Ministry. Stock and re-order level shall be determined after due consultation with the Permanent Secretary and taking into account the pattern of usage. Care shall be exercised to ensure that there is no over-stocking and any resultant incidence of obsolescence.

Ordering and purchasing.

Form 8

9. In respect of consumable stores, when the re-order level is reached the storekeeper shall prepare a pre-numbered and pre-printed Purchase Requisition in Form 8 in quadruplicate, the original of which shall be sent to the Purchases Section of the Ministry, the

duplicate copy to its Accounts Section and the triplicate copy retained by the storekeeper and filed in date and numerical sequence.

Permanent stores.

Form 8

10. In respect of permanent stores, upon the request of the Permanent Secretary the storekeeper shall initiate the preparation of a Purchase Requisition in Form 8 which shall be duly approved by the Permanent Secretary who shall ensure that all purchases of permanent stores are in accordance with the capital programme of the Ministry and are met out of capital expenditure.

Quotation of prices; purchases from non-Government agencies.

shall arrange for quotations to be obtained, and in consultation with the Permanent Secretary select the most reliable supplier of quality stores at reasonable prices. Where goods are available from Government agencies purchases shall be made from those agencies. Where goods are not available from Government Agencies a certificate to that effect (a non-availability certificate) shall be obtained before purchases may be effected from other

reliable suppliers of quality stores on the application of a three quote system (quotations from three suppliers). Purchases from any other supplier other than those mentioned in this paragraph shall require the specific authority of the Secretary to the Treasury.

Observance of tender board procedures. 12. The applicable current tender board procedures as issued from time to time by the Secretary to the Treasury shall be followed in respect of purchases and such purchases shall not be sub-divided to bring them below the limits of the applicable tender board procedures.

Purchase of specialised stores. 13. Purchases of stores of a specialised or technical nature shall be made only on the recommendations in writing of a competent technical officer, approved by the Secretary to the Treasury.

Purchase orders. Forms 9 and 10 14. Upon selection of the supplier, the Purchases Section of the Ministry shall prepare a pre-numbered and pre-printed Purchase Order in Form 9 in quadruplicate.

The original copy of the Purchase Order shall be sent to the supplier, the duplicate copy to the Accounts Department and the triplicate copy to the storekeeper. The Permanent shall ensure that a register of Secretary Form 10 is Requisitions in Purchase columns maintained with appropriate ta status of Purchase each monitor the Requisition.

Receipt of goods; delivery of goods to storekeeper.

15. The Purchases Section of the Ministry shall arrange to take delivery of all purchases and shall deliver such goods to the storekeeper. The storekeeper shall not be involved in making purchases.

Verification of goods.

16. The storekeeper shall examine the goods to ensure that the quantities and types received are in accordance with the particulars stated in the supplier's invoice, purchase order and purchase requisition. Any discrepancies shall be immediately brought to the attention of the Purchases Section of the Ministry and the Permanent Secretary, and appropriate entries shall be made in the Register of Short Received Goods in Form 6.

Form 6

The

17.

quoting the

Goods Received Note.

> quadruplicate a pre-numbered and pre-prints Goods Received Note in Form 2 to recor the goods received. Th details of duplicate and triplicate copies of the Good Received Note shall be submitted to th Department, one copy to t affixed to the payment voucher and th other copy for updating the Stores Ledge in Form 7. The storekeeper shall als make entries in the Goods Received Book Form 4 in respect of the goods received a sign the supplier's invoic shall

> > Goods

Number, as evidence of receipt of goods.

storekeeper shall prepare i

Received Note (Form &

Forms 2, 4, 7

Purchased goods subject to Storekeeping procedures. 18. All goods purchased shall be taken to the store and shall be subject to storekeeping procedures outlined in these Regulations. Where, however, it would be impracticable for goods such as boulders, sand, lumber to be taken physically to the store, then it shall be the duty of the storekeepen to verify the receipt of goods at site at the time of delivery. The storekeepen shall make entries in the Goods Received Book in Form 4 and

Forms 2, 3, 4

shall prepare Goods Received Notes in Form 2 with appropriate remarks. Simultaneously, the relevant Section of the Ministry shall cause an Internal Stores Requisition in Form 3 to be prepared in order to issue the goods to site. The supervisory officer of the site shall maintain a record of receipt and utilisation of goods taken to site.

Entry of goods on Bin Cards and Permanent Stores Register 19. Upon receipt of goods the storekeeper shall immediately take steps to bring to account in the Bin Cards in Form 1 the goods received and shall arrange to have them placed in their respective bins, where applicable. In respect of permanent stores entries shall also be made in the Permanent Stores Register in Form 5.

1)

Forms 1,5

Issues

Form 3

20. The storekeeper shall only issue items of stores on the strength of duly authorised internal stores requisitions. Permanent Secretaries shall authorise pre-numbered and pre-printed Internal Stores Requisitions in Form 3 to be prepared in triplicate. Quantities shall be written in both number and words, and requisitions shall

The original copy of the Purchase Order shall be sent to the supplier, the duplicate copy to the Accounts Department and the triplicate copy to the storekeeper. The Permanent Secretary shall ensure that a register of Requisitions in Form 10 Furchase maintained with appropriate columns to monitor the status of each Purchase Requisition.

Receipt of goods; delivery of goods to storekeeper.

15. The Purchases Section of the Ministry shall arrange to take delivery of all purchases and shall deliver such goods to the storekeeper. The storekeeper shall not be involved in making purchases.

Verification of goods.

16. The storekeeper shall examine the goods to ensure that the quantities and types received are in accordance with the particulars stated in the supplier's invoice, purchase order and purchase requisition. Any discrepancies shall be immediately brought to the attention of the Purchases Section of the Ministry and the Permanent Secretary, and appropriate entries shall be made in the Register of Short Received Goods in Form 6.

Form 6

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Observance of tender board procedures. procedures as issued from time to time by the Secretary to the Treasury shall be followed respect of purchases and such purchases shall be sub-divided to bring them below the limits of the applicable tender board procedures.

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Purchase orders. Forms 9 and 14. Upon selection of the supplier, the Purchases Section of the Ministry shall prepare a pre-numbered and pre-printed Purchase Order in Form 9 in quadruplicate.

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be closed off by drawing a line immediately below the last item followed by a line across to the bottom of the requisition. The storekeeper shall not have access to unused Internal Stores Requisitions in Form 3.

Issue of new spare parts. 21. All used spare parts shall be returned to the Store before any issue of new spare parts is made. All used spare parts shall be stored separately and a Register of Used Spare Parts in Form 12 maintained of them.

Form 12

Procedure on issue.

Forms 1, 3, 7

of the Internal Stores Requisition in Form 3 shall be submitted to the storekeeper who shall insert the quantities issued. The recipient shall sign both copies of the Internal Stores Requisitions acknowledging receipt of goods while the storekeeper shall similarly sign evidencing delivery. In addition, the storekeeper shall affix the delivery stamp on the Internal Stores Requisition and shall initial and date it.

original copies of the Internal Stores Requisition in Form 3 and shall send the duplicate copies to the Accounts Department for updating the Stores Ledger in Form 7. He shall immediately take steps to update the Bin Cards in Form 1 based on issues made and shall file the Internal Stores Requisition in date and numerical sequence.

Issues of permanent stores.

Form 5

23. In respect of permanent stores, in addition to the procedures outlined in regulations 20 to 22 inclusive, the storekeeper shall make appropriate entries in the Permanent Stores Register in Form 5 indicating clearly the location to which the stores are sent and the custodian thereof.

Master and sectional inventories.

Forms 11,13

24. The Permanent Secretary shall ensure that Master and Sectional Inventories in Forms 11 and 13 of permanent stores are kept and are properly maintained and that quarterly physical inspections and reconciliations are carried out. All discrepancies shall be reported to the Secretary to the Treasury and the Auditor General.

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Register of Government buildings.

Forms 14, 15

25. The Permanent Secretary shall ensure that Registers in Forms 14 and 15 of Government buildings under his control is maintained.

Historical records.

Form 16

26. The Permanent Secretary shall ensure that historical records of vehicles, plant and equipment in Form 16 are maintained.

Transfer of permanent stores.

- 27. (1) All transfers of permanent stores from one location to another shall be authorised by the Permanent Secretary and the Sectional Inventories shall be adjusted accordingly.
- (2) All transfers of permanent stores from one Ministry to another shall require the authority of the Secretary to the Treasury who shall inform the Auditor General of all such transfers.

Marking of permanent stores.

28. The Permanent Secretary shall ensure that all permanent stores are properly marked so as to readily identify them as Government property.

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Log books.

Form 17

29. Log books in Form 17 shall be maintained for all motor vehicles, plant, machinery and equipment, except motor vehicles assigned to Ministers of the Government, holders of Constitutional offices and persons of similar status.

Issues of consumable stores to Ministry.

30. Issues of stores to another Ministry shall not be made without the exprss authority of the Permanent Secretary and upon the written request of the Permanent Secretary of the other Ministry who shall cause payment for the cost of the stores so issued to be effected. All issues to other Ministries shall be treated in a similar to purchases by the mariner receiving Ministries. Upon receipt of payment the Permanent Secretary shall ensure that the relevant sub-head from which the stores were purchased, or revenue is credited.

Dietary issues.

31. Dietary issues shall be made according to the approved diet scale or on the written order of the relevant officer in charge.

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Medical issues.

32. Medicines and medical comforts shall only be issued on the written order Medical Officer.

Returned stores.

33. Stores which have been issued but not used shall be returned to the store, and the procedure set out in regulations 16 to 19 inclusive shall apply.

Gifts received.

> normal storekeeping and stores accounting procedure and the procedure set out in

> regulations 16 to 19 inclusive shall apply. A

34. All gifts received shall be subject to

Form 18

Gift Register in Form 18 of gifts shall be maintained by the storekeeper, and the

Permanent Secretary shall furnish the

Secretary to the Treasury, the Accountant

General and the Auditor General information

relating to all gifts received from time

to time.

of stores on loan.

Register 35. A Loan Register in Form 19 of all stores issued on loan shall be kept to indicate the article, date of issue, period of loam, and

Form 19

date of return. The signature of the borrower

shall be obtained and the authority for the loan quoted. Loans of stores to another Ministry shall not be made without the authority of the Permanent Secretary. No stores shall be issued on loan to private individuals or institutions.

Change of storekeeper.

36. When there is a change of storekeeper the Permanent Secretary shall ensure that a physical inventory of the store is taken in the presence of both storekeepers. A11 discrepancies based on the physical inventory shall be reported to the Secretary to the Treasury. All surpluses shall be written back immediately to the Bin Cards in Form 1 Stores Ledger in Form 7. Shortages and shall only be written off upon instructions of the Secretary to the Treasury after a loss report is submitted to him and an investigation carried out by the Losses Board.

Forms 1,7

Handing or taking over certificates.

Form 20

37. A handing or taking-over statement in Form 20 which shall include details of any discrepancies, shall be prepared in triplicate and shall be signed by the incoming and outgoing storekeepers. The

by the original copy shall be kept incoming storekeeper and the duplicate CODY shall be kept by the outgoing The triplicate copy shall be storekeeper. forwarded by the incoming storekeeper to the Permanent Secretary together with a written explanation by the outgoing storekeeper of any discrepancies discovered during the check.

Permanent Secretary to report discrepancies. 38. The Permanent Secretary shall report to the Secretary to the Treasury any discrepancies found, with his recommendations, which shall include his opinion as to whether the outgoing storekeeper shall be surcharged for any deficiencies. A copy of this report shall be forwarded to the Auditor General.

Stock verification.

39. It shall be the duty of the Permanent Secretary to ensure that each item of stores is checked at least once a year. All shortages or other discrepancies shall be investigated immediately and a report submitted to the Secretary to the Treasury, copied to the Auditor General. All surpluses shall be written back to the Bin Cards in Form 1 and to the Stores Ledger in Form 7.

Forms 1,7

Loss of stores and accidents.

- 40. (1) Losses of Government stores and accidents involving Government vehicles and equipment shall at once be reported in writing to the Permanent Secretary by the officer who discovers or suffers the loss or sustains the accident.
- investigate and report to the Secretary to the Treasury, on any loss of public stores or accident involving a Government vehicle or equipment, and shall submit recommendations as to the fixing of responsibility for the loss or accident and as to the measures for preventing a recurrence. Copies of the report shall be forwarded to the Auditor General.

Survey of stores at year end.

41. (1) Stores shall be surveyed at the end of each year by a Board of Survey appointed by the Secretary to the Treasury for this purpose. The Board of Survey shall check the stock with the balances shown in the Bin Cards in Form 1 and Stores Ledgers in Form 7 and shall sign the Bin Cards and Stores Ledgers as evidence of such checks.

Forms 1,7

- (2) If the Board of Survey finds that there are excesses or deficiencies in the stores, the Board of Survey shall forthwith report the matter to the Permanent Secretary who shall inform the Secretary to the Treasury. All stores which appear or are represented to be unserviceable shall be examined by the Board of Survey and reported upon to the Permanent Secretary.
- (3) Except in the case of minor articles of a perishable nature, which may be condemned at the discretion of the Permanent Secretary concerned, articles shall only be condemned as unserviceable by a Board of Survey. A report shall be submitted to the Permanent Secretary in either case. Reports by Boards of Survey on unserviceable stores shall include a recommendation as to the responsibility of the storekeeper or other persons for the condition of the unserviceable stores.

Disposal of serviceable and uneconomical stores.

42. (1) No serviceable stores shall be disposed of without the authority of the Secretary to the Treasury who shall ensure that such stores are not only surplus to the requirement of the concerned Ministry but are

also surplus to the requirements of serviceable stores which are no longer economical to maintain.

which are uneconomical to maintain shall be disposed of by public auction. Notice of sale shall be published in the daily newspapers and in the Gazette. A copy of the list of items so disposed of, the person or agency to whom stores have been disposed of and the proceeds from the disposal shall be submitted to the Secretary to the Treasury and the Auditor General along with a copy of the auctioneer's report.

Disposal of unserviceable stores.

43. Except for unserviceable items of a minor nature which may be disposed of on the personal responsibility of the Permanent Secretary with the approval of the Secretary to the Treasury, all unserviceable items shall be disposed of by public auction and the procedure outlined in regulation 42 shall apply.

Receipts of moneys from disposal of stores.

44. Any receipts of monies consequent upon the disposal of serviceable and unserviceable stores shall be credited to revenue. All receipt vouchers for sums realised by sales of Government property shall be supported either by the auctioneer's account or by a detailed account of the sale showing the rates and quantities of each article sold.

Main and sub-store.

45. Where a Ministry has a main store and a sub-store, all purchases shall be effected from the main store. Transfers to a sub-store shall be made as the need arises.

Register forms.

Form 21

46. The Permanent Secretary shall ensure of that all forms and other documents relating to storekeeping and stores accounting are properly safeguarded. A Register of Forms in Form 21 shall be maintained and issues shall be made in numerical sequence based on the pattern of usage. Care shall be taken to ensure that the minimum number of forms are issued. Forms shall be issued on the authority of the Permanent Secretary.

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			FOR	M 1 Regs	6,19,22,3	56,39,41
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FORM 3 Regs. 6,7,18,20,22

#### INTERNAL STORES REQUISITION

NAME OF MINISTRY/DEP ADDRESS						DATE.	
DESCRIPTION OF ITEM	PART NO.	QTY. REQ'D	QTY. ISSUED	UNIT	VALUE	BIN CARD REF.	STORES LEDGER REF.
					and the state of t		
Prepared by			*				rekeeper

Regs. 6,12,18

#### GOODS RECEIVED BOOK

DATE	PR REF	PO REF	GRN REF	NAME OF SUPPLIER	DESCRIPTION OF GOODS	INVOICE REF	REMARKS
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FORM 5

Regs. 6,19,23

#### PERMANENT STORES REGISTER

DATE	PR REF.	PO REF.	GRN REF.	DESCRIPTION OF ASSET	ISR REF.	TO WHOM ISSUED	LOCATION	SIGNATURE OF RECIPIENT	REMARKS

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FORM 6

Regs. 6,18

REGISTER OF SHORT RECEIVED GOODS

DATE	FIR REF		GRN REF	INVOICE REF.	DESCRIPTION OF	GOODS	QTY.		GRN REF.	ату.	REMARKS
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FORM 7 Regs. 6,17,22,36,39,41

#### STORES LEDGER

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# FORM 9 Reg. 14

#### PURCHASE ORDER

NAME OF MINISTRY/DEPT ADDRESS		
O (SUPPLIER'S NAME):  ADDRESS  Please supply the items list	eservariarias e e e e especiaria la é e aciaciaria	 
Prepared by Che	ecked byAp Accounts Dept	

FORM 10 Reg.14

#### REGISTER OF PURCHASE REQUISITIONS

DATE	PR REF.	DESCRIPTION OF GOODS	PO REF.	GRN REF.	REMARKS

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EBRM 11 Reg 24

MASTER/SECTIONAL INVENTORY

(CONTROL SHEET)

Ī	ASSET REF. NO.	DESCRIPTION OF ASSET	LOCATION	REMARKS	
	a short retail, where there exist retain that	And the course of the course o			
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N.B: THE FORMAT FOR THE MASTER AND SECTIONAL INVENTORIES IS THE SAME

FORM 12 Regs. 21

REGISTER OF USED SPARE PARTS

DATE	ISR REF	DESCRIPTION OF USED PART	NO.	DISPOSAL DATE	MANNER OF DISPOSAL	REMARKS
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other pater past other	the state and the state of the	come many data washe made color one come color con come come con con come con con con con con come come color come color con	ter make the shake make of	. Quer equer roman deque amajas jumas dadini pipida primija dalete labita	rafo symma franco passar stano en estato estato altrico amento amento amento amento amento amento amento amento	THE STATE AND ADDRESS AND ADDR
	100		— s. — «» again shee.	A car from reduce which shapes appear adhum paties weaps come of the	ness elder uppn stare rett ment hans skall — base tepn den — t	The cost of the co

## 86 THE OFFICIAL GAZETTE LEGAL SUPPLEMENT — B 30TH JUNE, 1993

FORM 13 Reg. 24

MASTER INVENTORY

(INDIVIDUAL ASSET)

DESCRIPTION OF ASSET	ASSET REF	. NO	INVOICE NO
DATE OF ACQUISITIONNAME OF SUPPLIER			. COST

#### QUARTERLY INSPECTIONS

	1ST QU	ARTER	2ND QUARTER				3RD QUAR	TER	4TH QUARTER			
DATE	CHECKED	REMARKS	DATE	CHECKED	REMARKS	DATE	CHECKED	REMARKS	DATE	CHECKED	RE.	
						<u> </u>					E	

N. B: THE FORMAT FOR THE MASTER AND SECTIONAL INVENTORIES IS THE SAME

FORM 14 Reg. 25

REGISTER OF GOVERNMENT BUILDINGS

(CONTROL SHEET)

ASSET REF. NO.	DESCRIPTION OF BUILDING	LOCATION	NATURE OF USE	REMARKS
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			- Admin (1970 1980) 1987 1987 1988 1988 1988 1988 1988 1988	place filter glove from some norm value grow one; these from some
	the case and the case that the case ages ages the case th			
	and the control of th		in what was the time and man was again the good the time and the time and	

#### FORM 15 Reg. 25

#### REGISTER OF GOVERNMENT BUILDINGS

#### (INDIVIDUAL BUILDINGS)

DESCRIPTION OF BUILDING	SSET REF. NOLOCATION
DATE OF CONSTRUCTION/PURCHASE	NSTRUCTION/PURCHASE PRICE

#### QUARTERLY INSPECTIONS

	1ST QUAR	TER		2ND QUART	ER		3RD QUARTER	4TH QUARTER			
DATE	INSPECTED BY	REMARKS	DATE	INSPECTED BY	REMARKS	DATE	INSPECTED BY	REMARKS	DATE	INSPEC.	

FORM 16 Reg. 26

#### HISTORICAL RECORD OF VEHICLES/PLANT/EQUIPMENT

DESCRIPTION......IDENTIFICATION/REGISTRATION NO...

SERIAL/CHASSIS NO.......ENGINE TYPE......ENGINE NO......

							REPAIRS AND MAINTENANCE							
	DATE	ISR NO.	FUEL LUBRICANTS									TOTAL	REMARKS	
		No.	QTY.	AMT.	QTY.	AMT.	QTY.	AMT.	QTY.	AMT.	QTY.	AMT.		
F														
F														
F														<u> </u>
F														
F														VC 220
F														No.

N.B: ADDITIONAL COLUMNS MAY BE DRAWN UP AS CONSIDERED NECESSARY

FORM 17 Reg. 29

LOG BOOK -

## LAND AND WATER TRANSPORT GENERAL NO.

Fuel - End of month. of month..... Vehicle/Craft No or Name: Fuel in tank start Fuel & Odometer REMARKS (including-Lubricants Odometer Reading Driver's No. of Travelling Time Lost through Breakdowns, Minor Repairs, Oil Changes etc.) JOURNEY Purpose of journey and work order No. TIME Supplied Signature of Officer Reading Miles Che DATE Captain's Fuel Oil run authorising Signature Return journey (if any) FROM TO Gallons Pints Departure

FORM 18 Reg. 34

GIFT REGISTER

DATE	GRN REF	ARTICLE DESCRIPTION	QTY.	DONATED BY	RECEIVED ON BEHALF OF GOVERNMENT BY		REMARKS				
							and allow dating people under horses with subject factors				
					which were with more more more more made made made topic counts and the more copic made have place out of						
-				THE WORLD NAME OF PERSONS ASSESS ASSE	a life care seem that the high black and made who the thing and whose relations which has been been all		- the same and same and same and same and				
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				1	The same and the s						
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				The same many many many mine there were store many other many of the same of t							
					as Station officer shadon orbits follow manages profess to these delicates and the orbits of the orb		and when where there were been made and the service and				
				And your takes the street with the same when the same of the same			the down when many many pages have down diller made their				
				:	The second secon						
			A	The same and the same same same same same same same sam							

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## 92 THE OFFICIAL GAZETTE LEGAL SUPPLEMENT - B 30TH JUNE, 1993

FORM 19

Reg. 35

LOAN REGISTER

DATE	DESCRIPTION OF ARTICLE	QTY.	TO WHOM LOANED		SIGNATURE OF BORROWER	RECEIVED BY	REMAR
							110

## 30TH JUNE, 1993 THE OFFICIAL GAZETTE LEGAL SUPPLEMENT — B 93

FORM 20 Reg. 37

#### STORES HANDING OVER STATEMENT

Ministry/Department
Division/District
Name of Officer Witnessing Handing Over  (BLOCK LETTERS)
Name of Officer Taking Over(BLOCK LETTERS)
Date of Handing/Taking Over
We hereby certify that a physical check of all stores and inventories has been made and found to be correct as per ledger and bin card balances, with the exception of the discrepancies shown on the certified list attached.
Signature of Officer Handing OverDesignationDate
Signature of Officer Taking OverDesignationDate
I hereby certify that the Handing/Taking Over of the above stores was done in my presence and the results indicated above are true and correct.  Signature of officer witnessing the
handing/taking over

# FORM. ... Reg. 46

#### REGISTER OF CONTROLLED FORMS

R	R						
DATE I	NVOICE NO.	SERIAL NOS.	DATE	ISR NO.	SERIAL NOS.	SIGNATURE OF RECIPIENT	REMARKS
			•====				

Made this day of June, 1993