

S.G. CIRCULAR NO. 4/1954
Notes For The Guidance Of Store Keepers

Store keeping involves the receipt, storage, care and maintenance, and issue of instruments, books, equipment and materials. These notes are written for the guidance of Divisional Storekeepers, but apply equally to District Survey Office Storekeepers. Chief Surveyors will, immediately after receipt of this Circular, take personal steps to see that its provisions are put into effect at once and will submit a report to this Headquarters on the present position regarding stores and equipment in their custody.

The Stock Book

2. The Stock Book is the key factor in the control of stores. All stores received, either from Central Store or from local purchase, should be entered at once in the Stock Book . In a very few cases certain consumable or perishable items obtained by local purchase and required for immediate use need not be entered in the Stock Book but in each such case the Chief Surveyor's permission should be obtained to omit entering the item.
3. Each item should have a separate page in the Stock Book, and should be correctly described. Moreover care should be taken to have sufficient separate entries for different types of the same instruments, e.g. separate pages should be kept for (a) Theodolites, Tavistock, (b) Theodolites, Micrometer, and (c) Theodolites, Vernier, or for (a) Protractors, semicircular, celluloid and (b) Protractors, cardboard, etc.
4. The Central Store issue Vaucher Number or the Local Order Number should be quoted against each entry of receipt of stores in the Stock Book, and whenever possible the cost of each item should be shown.

Store from Central Store

5. Stores received from Central Store will be accompanied by Store Issue Voucher Gen. 36A. The duplicate copy of the voucher will be signed by the receiving storekeeper and returned to Central Store, the quadruplicate copy will be retained by the receiving storekeeper.

Local Purchase

6. Local purchase of articles costing more than \$25.00 should be made on Form Gen. 75 (Order on Local Tradesmen) and the prior sanction of the Controller of Finance and supply must be obtained, through the Surveyor General, for the local

purchase of stores amounting to or exceeding \$200.00 on any occasion . F.G.O. 323 – 327 refer. When the articles are received the Local Order must be certified "Received correct and entered in Stock Book page No " or "Received correct and issued for immediate use".

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| Issue | 7. | All issues to individuals will be on store issue voucher Gen. 36A, and must be recorded at once in the Stock Book, Gen. 36A is at present printed in quadruplicate, but the triplicate copy is not required. The original copy is kept by the issuing storekeeper, the duplicate copy, as above, is signed by the recipient and returned to the storekeeper and the quadruplicate is retained by the recipient. The same procedure applies to stores returned to Central Stores from Division. |
| Authority for Issue | 8. | No stores will be issued by the Store Keeper without the written authority of the Chief Surveyor or of an officer deputed by him |
| Individual Issue Lists | 9. | In addition to the entry of issue in the Stock Book , and to the making out of Form Gen. 36A, Store Issue Voucher, the issue of non-consumable items to individual officers must be recorded on a card or an Individual Issues list for each officer. These cards or lists should be made out and maintained in duplicate, one for the individual, the other for the Storekeeper. They are invaluable to both the storekeeper and the officer concerned in checking details of equipment etc. for which individual officers are responsible. |
| Receipts | 10. | When stores are returned by individuals the storekeeper will issue a receipt on Form Gen. 85, will delete the items from the officer's card or Individual Issue list, and will enter the items as received in the Stock Book. The importance of carrying out these operations at once is stressed. |
| Lost Stores | 11. | Equipment lost or broken should be reported immediately to the Chief Surveyor. The circumstances under which the equipment was lost or damaged should be investigated. The Chief Surveyor should assess whether the officers responsible for the equipment should be charged for the loss or damage. If it is decided that the officer should be so charged, the amount should be collected and sent to Headquarters, and the Financial Assistant's receipt should be quoted in the Stock Book as authority for writing off the item. If no payment is involved, the Surveyor General's correspondance number authorising the write off should be |

quoted.

12. Divisions are not generally aware of the cost of stores issued to them from Central Store, but should keep a record of this information if and when they obtain it. If it is required to ascertain the cost of any item, Central Store can generally advise. It is proposed to produce a list of the standard prices of stores and equipment in common use, with appropriate tables of depreciation, from which the value at the time of loss can be determined. The amount chargeable to the loser will be the value at the time of loss, or a proportion of that value should there be mitigating circumstances, or no charge at all should the circumstances, of the loss be beyond the loser's control, e.g. sudden bandit action.
13. Assessment of the degree of carelessness involved resulting in the loss or damage of stores, and of the amount the officer responsible is required to pay, is primarily the concern of the Chief Surveyors, but confirmation and authorization to write off the items should be obtained from the Surveyor General. The Surveyor General's authority to write off is limited to articles to the value of \$100.00, under F.G.O. 320(d). (It should be noted that this value is the value at the time of loss, not the replacement value, Try. 1347/51/20 refers). If the amount involved exceeds \$100.00, very full details of the case must be supplied to the Surveyor General with a minimum of delay.
14. When an officer is transferred from, say, field to office, all stores no longer required by him should immediately be returned to store, receipts issued (Form Gen. 85) and the items taken onto stock in the Stock Book.
15. When an officer is transferred from one Division to another, all stores on issue to him must be received back in store, receipts issued, and the items taken onto stock in the Stock Book. If it is required that he takes certain items with him in transfer, these items should be issued to the Chief Surveyor of his new Division, using Stores Issue Vouchers Form Gen. 36A. The Chief surveyor of his new Division will then take these items onto his stock, and will issue them to the officer concerned, again using Form Gen. 36A.
16. A similar procedure applies when an officer transfers from one Survey District to another in the same Division, except that the transaction will be as between the two District Surveyors concerned instead of as between Chief Surveyors.

Transfers

17. If it is proposed to transfer stores to another Department, the authority of the Surveyor General must be obtained before any transaction or agreement for a transaction is entered into. When authority has been obtained, the stores concerned should be issued to Central Store, using Form Gen. 36A, and remove from the Divisional Stock Book. Central Store will then issue them, on payment or otherwise, as decided, to the other Department. Whether the physical movement of the stores from the Division to Kuala Lumpur and back to the other Department actually takes place depends on circumstances, but the book entries of the transfer to Central Store and thence to the other Department must be carried out every time.

Retirement etc.

18. When an officer retires or otherwise leaves the service it is essential that he returns all stores and equipment on issue to him before his service ends. The non-liability certificate put up by Chief Surveyors under such circumstances will not be a purely formal document but will definitely state the extent of liability incurred for lost or damaged stores, based on the officer's individual issue card. In the case of death while in service every care must be taken to trace and collect all stores on issue to the deceased.

19. All equipment held in stores should be in serviceable condition and fit for re-issue. It is the duty of any member of the Department returning to store equipment which is defective or incomplete to report the matter to the Storekeeper. The Storekeeper shall thereupon either return the defective equipment to the Instrument Repairer or indent on Central Store for replacement of the deficiencies.

Surplus Stores

20. All Storekeepers, both at Divisional Headquarters and at District Survey Offices, must ensure that they are not holding in their stores equipment which is surplus to their requirements. An example would be a Divisional store holding six prismatic binoculars when not more than one or two are ever in use at any one time., or a District store holding one dumpy level and eight levelling staves (obviously not more than two staves would be repaired with only one level). After consultation with the Chief Surveyor, such surplus stores should be returned to Central Store. They may be urgently required by other Divisions, and even if they are not Central Store has facilities for storing them and keeping them in good condition which are generally lacking in Divisional stores.

**Annual Stores
Indent**

21. Until a pool of instruments, books etc. is built up – a slow process under the present financial circumstances – Divisions should not except to be supplied with items not included in their indent for the years. The Annual Stores indent for the following year will be compiled by the Divisional staff on Form 534 in duplicate. This Indent should reach Central Store by 31st. January annually. It may be amended from time to time, by letter, up to 31st. December. Both copies of the completed form should be sent to Central Store. One copy will be returned by the following February showing the stores that will be supplied against that indent during the year. Note that Form 534 should not be folded.

**Maintenance of
Equipment on Store**

22. It is the duty of every Storekeeper to protect the equipment under his control from deterioration or damage while it is in his store, and the following suggestions may assist.

23. Combustible or inflammable stores should be kept separate from other stores and watched carefully.

24. No smoking should be allowed in stores.

25. In big stores it is advisable to have a location diagram to show the exact position of items, and in all stores it is most useful to have a bin card or shelf ticket indicating each item, attached to the bin or shelf where the item is stored.

26. Optical Scale Instruments (Tavistock Theodolites, Geodetic Levels etc.) and Binoculars need particular attention when they are received into stores. Remove them at once from the canvas or leather cases, dry these thoroughly, dust lightly with Gammexane powder and store them separately.

27. Instruments in wooden boxes should be thoroughly examined for fungus growth and if in order should be replaced in the case with a linen bag containing active Silica Gel. The box should then be sealed completely with Cellotape, including the keyhole. A piece of paper showing the date of sealing should be taped to the box and the box then placed on a rack in a dry store. All sealed boxes should be reopened once a month and the instrument examined and if in order and the Silica Gel or crystals are still blue the box is resealed and the date of resealing shown.

28. Binoculars should be removed from their cases and stored in a sealed tin or box containing silica gel and examined periodically as in the preceding paragraph. Always examined

binoculars or telescopes for fungus by looking into them from object glass to eyepiece.

29. Silica gel, when pink, white or brown in wet and inactive, it should be changed for active crystals (which are deep blue) when it is in this condition. Quantities of half a pound of spent Silica Gel may be sent to the Instrument Repairer for re-activation.
- 30.. Used canvas equipment (tents, tarpaulines, haversacks, plane Table Covers, Strapping, Camp Stretchers etc.) should be thoroughly dried in hot sun and lightly dusted with Gammexene before storing.
31. Used canvas, rope, blankets, pullovers etc. should always be stored away from books, plans or records as they tend to attract and breed boring beetles.
32. Plastic Set Squares and Protractors should be stored in close proximity to moth balls or they may disintegrate
33. Artists Brushes should always be stored with moth balls.
34. Link Bands, Etched Bands, Plain Chains etc. should always be wiped over with an oily rag before storage.
35. Reflex Papers, Sunprinting Papers, Photostat Papers, Tracing Films and Papers and all chemicals should never be stored indefinitely, old stocks should be used up before new stock is issued.
36. Tropical Umbrellas are not complete if the extension rod and/or the brass attachments for fitting it are missing.
37. Telescopic Levelling Staves are more frequently damaged by tripods etc. being thrown or falling upon them in store than they are when in use in the field. Staves should either be stored flat on a rack or stood up on the floor and tied in position.
38. Tripods, whenever possible should be stored vertically.

L.S. HIMLEY,
For Surveyor General,
Malaya.

Dated: 16th. August, 1954.

