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ARMY SERVICE CORPS REGULATIONS

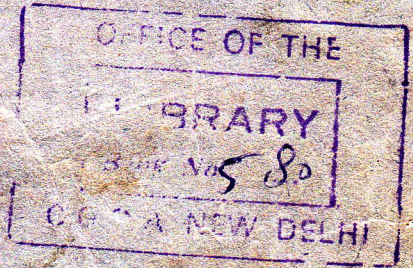
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PREFACE C.G.D.A NEW DELHI

1. This volume is intended primarily for the use of officers belonging to the Army Service Corps, and to units and establishments to which Government transport is permanently attached.
2. These regulations must be read in conjunction with Mechanical Vehicle Regulations, India, as far as the maintenance and employment of mechanical transport is concerned, with RAI and other Regulations published by the Government of India.
3. Such subsidiary instructions as may be necessary for the efficiency of the Corps will be framed in accordance with the spirit of these orders and issued by the Quartermaster General.
4. Officers are expected to interpret these regulations reasonably and intelligently, with due regard to the interests of the service.
5. No attempt has been made to provide for necessary but self-evident exceptions, not for such matters of detail as should be provided for by the Quartermaster General.
6. Royal Indian Army Service Corps Regulations, India, 1941, are hereby cancelled.

NEW DELHI :

H. M. PATEL,
*Secretary to the Government of India,
Ministry of Defence.*

(K. B. LALL)

*Secretary to the Government of India,
Ministry of Defence.*

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ARMY SERVICE CORPS REGULATIONS.

PART I.

ORGANISATION AND FUNCTIONS.

Organisation.—

1. The organisation of the Army Service Corps comprises :—

(a) A Directorate at Army Headquarters consisting of :—

(i) a Director

(ii) a Deputy Director and Inspector ASC

(iii) ST 1 (Plans and co-ordination)

(iv) ST 2 (POL)

(v) ST 3 (Transport)

(vi) ST 4 (Revision of Publications)

(vii) ST 5 (Personnel)

(viii) ST 6 (Supplies)

(ix) ST 7 (Food Inspection).

Note.—ST 4 is only set up periodically.

(b) Brigadiers ASC and their staffs at Command Headquarters.

(c) Cs ASC in command of Division|Area Regiments ASC.

(d) DADs ST Independent Brigades|Independent Sub Areas and
Brigades|Sub Areas.

(e) ASC School.

(f) ASC Centre (South).

(g) ASC Centre (North).

(h) ASC Records (MT).

(i) ASC Records (SUP).

(j) ASC Records (AT).

Note 1.—Staff at levels lower than Army Headquarters conform to the organisation of the ASC Directorate as regards 1 (a), (iii), (iv), (v), (vii) and (viii) above except that certain duties are combined. This tendency culminates at the lowest ASC staff level.

Note 2.—ST4|ST7 are only represented at Army Headquarters level.

Note 3.—A separate appointment of Inspector ASC may be authorised to increase the efficiency of the Corps.

23/X/71

Army Service Corps Regulations 1950 as amended from time to time is further amended. See amendment No. of 1970

Case No. 58156/Q/ST6/9042/D(QS)
M of F (Def) u. o. No. 6564/QB of 1970.

Amendment No. of 1970 to Army Service Corps
Regulations 1950.

Page 35, Para 74(d), Line 1

For "One pound" read "454 grams"

Case No. 58156/Q/ST6/9042/D(QS)
M of F (Def) u. o. No. 6564/QB of 1970.

Administration and control.—

2. The Army Service Corps is administered and controlled by the DST in accordance with the policy of the Commander-in-Chief, which is communicated to the DST by the QMG.

3. In accordance with the policy of their respective commanders, administration and control is vested at command and lower levels, as follows:—

- (a) In Commands—Brigadiers ASC
- (b) In Divisions|Areas—CsASC.
- (c) Independent Sub Areas|Independent Brigades. }
Sub Areas and certain brigades when specially } DADsST
authorised.

4. The ASC is responsible for:—

- (a) the operation of the supply and transport services of the Army.
- (b) catering and food inspection.
- (c) the supply services of the Air Force.
- (d) Policy matters connected with the supply services of the Navy.

5. Except for matters concerning local administration and discipline, the following ASC units and establishments are controlled by Army Headquarters:—

- (a) ASC School
- (b) ASC Centre (South)
- (c) ASC Centre (North)
- (d) ASC Records (MT)
- (e) ASC Records (SUP)
- (f) ASC Records (AT)
- (g) Reserve Supply|Petroleum depots
- (h) Petroleum Contract Platoons
- (i) Composite Food Laboratories
- (j) Ghee Testing Laboratories
- (k) Food Inspection Units.

Note.—Ghee Heating Centres and the Military Grain Depot come under the direct administrative control of the Chief Director of Purchases, Ministry of Food.

Establishments.—

6. The peace establishments sanctioned by the Government of India for the supply and transport services are laid down in Peace Establishments. War Establishments of the various supply and transport units are contained in War Establishments.

Functions of the DST.--

7. The DST under the orders of the C.-in-C. as communicated by the QMG is responsible for:—

- (a) The specifications and provision of articles other than those arranged by the Ministry of Food or Military Farms Department, etc.
 - (b) The holding and issue of supplies, forage, fuel, POL and hygiene chemicals.
 - (c) The operation and administration of supply, petroleum, MT, AT and air despatch units of the ASC.
 - (d) Control of the ASC Catering, Food Inspection Organisation and Clerks ASC (GD) (SD).
 - (e) The holding of reserves of articles of ASC supply as laid down by the QMG.
 - (f) The organisation in detail and the functions of the ASC in accordance with the general policy approved by the QMG.
 - (g) General administration and control within the ASC and appropriations for the various branches of the Corps.
 - (h) The general morale, esprit de corps and postings and transfers of all ASC personnel:
8. In addition he will advise:—
- (a) The QMG on all technical matters connected with his service.
 - (b) The MS regarding officers of the ASC.
 - (c) The AG regarding terms and conditions of services of all ASC personnel.
 - (d) The CGS regarding technical training of ASC personnel.

Functions of the DDST.—

9. He is responsible:—

- (a) To co-ordinate the work of all sections of the S. & T. Directorate.
- (b) To represent the DST at important conferences and meetings at which he cannot be present and to officiate in his absence.
- (c) To liaise with the DMT in matters concerning ASC Training.
- (d) To liaise with ~~and control~~ Brigadiers ASC in commands.
- (e) To liaise with and exercise such control over Comds. of A.S.C. Centres and the A.S.C. School as is compatible with the provisions of A.O. 9/S/49.
- (f) To carry out specific duties delegated to him by the D.S.T.

Functions of the Inspector ASC.—

10. His functions are:—

- (a) To inspect all units of the ASC and to report to the DST on their standard of technical efficiency, accounting and state of training, etc.

a 13
2157

Delhi the 1st October, 1957

13/X/57

Para 7—Page 3—

After serial (h), add serial (j) as under :—
The technical control over the Brigadiers ASC in
Commands.'

Para 9—Page 3—

In serial (d), delete the words 'and control'.

Ministry of Fin. (Def) Case No. 56305/Q/ST1.
Min. of Def. (D/QS) uo No. 2181/QC of 1957.
uo No. 2846/D(QS) of 1957.

- (b) To ensure that uniformity in organisation, equipment, and ASC procedure is maintained throughout the Corps.
- (c) To keep the DST and his staff in direct touch with all aspects of the work and administration of ASC units and installations.
- (d) To bring to light all serious irregularities, errors and omission, etc., particularly as regards Corps matters.
- (e) To advise units on methods of organising training and to ensure on his tours that units are devoting sufficient time to both basic and technical training.
- (f) To liaise with local commanders in stations where ASC units are located and to render them such advice and assistance as they may require on Corps matters.
- (g) To ensure that ASC units are suitably equipped and prepared in the event of mobilisation and that mobilisation orders have been complied with.

Note.—The roles of the DDST and the Inspector ASC may be combined into a single appointment such as “DDST and Inspector ASC.”

Functions of the BASC in a command.—

11. (a) He is the technical adviser to the GOC.-in-C. of the command on all ASC matters.

(b) He supervises and administers all ASC units and establishments (except those directly under Army Headquarters) through his CsASC.

(c) He will ensure that ASC units and establishments carry out regular and systematic training.

(d) He will inspect ASC units and establishments (less those directly under Army Headquarters) to ensure that good administration and maximum efficiency is attained; that equipment and preparations for mobilisation are satisfactory; and that orders and instructions concerning the above are adhered to.

(e) He is responsible for the maintenance of authorised stocks of supplies and POL within the Command; for estimating and demanding his requirements of supplies and POL, fuel, fodder, grain and hygiene chemicals in accordance with current orders on these subjects.

(f) He will also advise Area Commanders on their ASC Regiments.

Functions of the CASC in an area.—

12. (a) He is in executive control of the area ASC Regiment and is responsible to the GOC of the Area for the efficiency, training and fitness for war of all ASC units in his Regiment. He is also responsible to supervise the general supply, POL, transport and catering arrangements in the area.

(b) The Area ASC Regiment embraces all supply, petroleum, AD, AT and MF units in the area, except those directly under Army Headquarters: each of the units being considered as a sub unit of the Regiment. The CASC is in executive control of all these sub units, but for the purposes of discipline is not the commanding officer of the personnel of such units, and has no powers of summary punishment under the Indian Army Act except over personnel serving at the Headquarters of the Regiment.

(c) He is responsible for the maintenance of the authorised stocks of supplies and POL within his area, for estimating his requirements and for demanding in accordance with the current orders on the subject.

(d) He will see that there is no over stocking or undue transfer of supplies etc., between depots.

(e) He will conclude such station and sub area level contracts as contracts, other than those which may be delegated to sub area commanders by his GOC.

(f) He will inspect all ASC units in his area, excluding Army Headquarters units. He will, however, pay liaison visits to all Army Headquarters units.

Functions of the DADST in an Independent Sub Area.

13. The functions of a DADST in an Independent Brigade|Sub Area are analogous to those of the CASC of an area. Unless specifically mentioned otherwise all references to a CASC in these Regulations will apply to the DADST of an Independent Brigade|Sub Area also.

Functions of the DADST in a Sub Area.—

14. The functions of the DADST in a Sub Area are:—

- (a) He is the S. & T. representative at Sub Area HQ and adviser to Sub Area Commander on all S. & T. matters. For departmental matters he is under the CASC of the area and carries out his orders.
- (b) He is responsible to his commander for the efficient working of all ASC units in the sub area (excluding Army Headquarters units) and co-ordinating their activity.
- (c) He ensures that the orders of his sub-area commander on matters of local administration and discipline are carried out by all ASC units.
- (d) He will inspect all ASC units (less Army HQ units) located in the sub area. He will check their administration in detail and report both to his commander and CASC.
- (e) He will conclude such station and sub area level contracts as ordered by his commander or his CASC.
- (f) He will closely watch the operation of all contracts in his sub area and ensure that they are run to the best advantage of the State.

- (g) He will supervise catering work and attend Station Mess meetings whenever possible. He will make every effort to improve the standard of catering in the sub area.
- (h) He will maintain up-to-date information of local supply and transport resources.
- (j) He will take effective action to reduce transit and other losses to negligible proportions occurring in depots within the sub area.
- (k) He will ensure that ASC units in the sub area maintain a high standard of technical efficiency.
- (l) He is responsible for supervising the training of sub area ASC units.

Functions of the Commandant, ASC School.—

15. The commandant is the commanding officer of all officers, JCOs and other ranks undergoing instruction at the school. His chief functions are:—

- (a) To impart instruction to:—
 - (i) ASC officers (senior and junior) in technical subjects and tactical handling of ASC units and installations.
 - (ii) ASC JCOs and senior MT NCOs to fit them for advancement in rank.
 - (iii) ASC JCOs and NCOs in A and Q duties.
 - (iv) ASC Officers, JCOs, NCOs and ORs in catering duties.
 - (v) Supply NCOs.
 - (vi) Junior MT NCOs.
 - (vii) AT NCOs in "Q" Duties.
 - (viii) ASC Officers, JCOs and NCOs in AT.
 - (ix) Officers and JCOs of all arms and services in messing duties.
 - (x) Cooks (unit) of all arms and services for upgrading.
- (b) To submit to Army Headquarters at the conclusion of courses of instruction his reports on the conduct of and the proficiency obtained by the students on the courses. Particulars and details of courses held at the ASC School are issued by the CGS through the DMT at Army Headquarters.

Functions of ASC Centre (South).—

16. The functions of the ASC Centre (South) are:—

- (a) To act as a nucleus organisation on which expansion can be readily based if necessity arises.
- (b) To deal with supply personnel of all classes and South Indian MT personnel including any overflow of North Indian MT personnel.

- (c) To impart basic training to recruits selected for branches of the corps mentioned in (b) above and bring them upto the standard of trained soldiers prior to attestation.
- (d) To impart technical training to all categories of personnel dependent on this centre and to make them fit to take their posts in regular units.

(Functions performed by HQ Battalion).

- (e) To receive personnel ordered by the ASC Records (Sup) for release, settle their accounts and despatch them to their homes.
- (f) To receive and hold trained recruits pending posting to active units
- (g) To receive and dispose of families, rear parties, personal effects or personnel proceeding to and/or returning from units serving in an operational area, or administered by Second Echelon.
- (h) To receive and dispose of personnel of units in operational areas on discharge from hospitals in India, who for any reason cannot be returned to their units.
- (j) To take over:—
 - (i) absentees of units in operational areas.
 - (ii) deserters falling into any of the undermentioned categories and dispose of them:—
 - Those who deserted during or in order to avoid, active operations.
 - Those who deserted with arms or lethal weapons.
 - Those guilty of misconduct while "prisoners-of-war".
 - Those who may have deserted after recovery from enemy hands.
 - Those whose desertions are coupled with other serious offences, e.g., theft.
- (k) To receive and despatch personnel eligible for rehabilitation centres in accordance with the existing orders, when such centres exist.
- (l) To hold ERE personnel on strength and to publish all casualties in Daily Orders Pt II.
- (m) To hold on paper strength all individuals whose whereabouts are not known.

Functions of ASC Centre (North).—

17. The functions of the ASC Centre (North) are identical with those of the ASC Centre (South) except that:—

- (a) This centre trains all ASC AT personnel and North Indian MT personnel.

- (b) As regards catering, it is only responsible for training cooks (unit) of all arms/services.
- (c) In cases of necessity an overflow of South Indian MT personnel can be accepted.
- (d) This centre is responsible for training beyond "the quiet to handle stage" of transport animals (received from the Remount Depot) before they are issued to AT units.

Functions of ASC Records MT.—

18. Under the direction of Army Headquarters the functions of the ASC Records (MT) in respect of all MT personnel, including JCOs, are:—

- (a) Correct documentation, including safe custody and proper maintenance of records of service and scrutiny of Unit Part II Orders connected therewith.
- (b) Promotions and up-gradings.
- (c) Postings and transfers.
- (d) Release and retirements.
- (e) Courses of instructions.
- (f) War medals.
- (g) Administration and control of reservists.
- (h) Supervisory checks to ensure that units maintain their establishments in so far as MT personnel only are concerned, within the authorised war/peace establishments.
- (i) Check of monthly strength returns rendered by units holding MT personnel on strength.
- (j) Appeals from non-effective personnel.
- (k) Nomination for admission to military colleges.
- (l) Corrections to the Army List in so far as JCOs are concerned.
- (m) Duties of a CO in respect of non-effective personnel.
- (n) Safe custody of records of disbanded units and their eventual destruction.

(Functions of the Depot Wing).

- (o) Receive short service enrolled personnel for discharge and regular and war enrolled personnel for release on medical, compassionate and disciplinary grounds, documentation, settlement of their accounts and despatch to their homes with release benefits wherever due.
- (p) Produce records of disbanded units for completion of Medical Boards for old injuries.
- (q) Send escorts to take over deserters apprehended by the Civil Police, take disciplinary action and dispose them of and also take over absentees of units in operational areas.

- (r) Account for personnel on paper strength, who have become casualties and are evacuated out of an operational area for a period over 28 days. Wherever recommended by the medical authorities, leave is to be granted before they become ordinary reinforcements.
- (s) Deal with ex-Servicemen who may report in person in connection with the settlement of their outstanding accounts etc.

Functions of ASC Records (A) (Sup)

19. The functions of the ASC Records (Sup) are analogous to those of ASC Records (MT) in respect of all personnel of the:—

- (a) Supply branch, including JCOs and permanent temporary civilian clerks of the ASC.
- (b) Personnel of the Catering Corps.
- (c) Personnel of the late IACC now designated (GD) (SD), and
- (d) Personnel of the Canteens.

Functions of ASC Records (AT).—

20. The functions of the ASC Records (AT) are analogous to those of the ASC Records (MT) in respect of all AT personnel.

Functions of various ASC Officers.—

21. Duties of various ASC Officers are contained in Regimental Standing Orders of the ASC.

CHAPTER 2.

APPOINTMENTS AND PROMOTIONS.

Administrative and Executive Appointments.

22. (a) The authorities competent to sanction the appointment of officers to administrative and executive posts and qualifications required from officers so appointed are contained in RAI.

(b) The selection of officers to officiate during the absence of permanent incumbents follows the above, except that the selection of officers to officiate in appointments vested in Army Headquarters and Commands is delegated in the following circumstances:—

Officiating ASC appointments	Upto 10 days	Upto 28 days
<i>Vested in Army HQ</i>		
In Commands	By formation commander concerned (GOC-in-C to be informed).	By the GOC-in-C Command concerned (QMG Army HQ to be informed).
In ASC School	By Comd. ASC School	By Comd. ASC School (QMG Army HQ to be informed).
In ASC centre (South and North).	By Comd. ASC Centre concerned.	By Comd. ASC Centre concerned (QMG Army HQ to be informed).
In ASC Records	By O i/c ASC Records	By O i/c ASC Records (QMG Army HQ to be informed).
<i>Vested in Commands</i>		
Area or Independent Sub Areas.	By formation commander concerned.	By formation commander concerned (GOC-in-C to be informed).

Posting of Officers.—

23. (a) Except in the case of appointments filled by Army Headquarters of officers of the ranks of Major and above, officers are posted by Army Headquarters to commands for general duty. Specific duties are then allotted by the BsASC of commands concerned.

(b) Transfers from one command to another are only carried out under the orders of the DST.

(c) Postings of officers of and above the rank of Colonel are carried out by the Military Secretary, Army Headquarters.

'Appointments and Promotions of JCOs.—

24. (a) The general rules regarding the appointment and promotion of JCOs contained in RAI are applicable to the ASC.

(b) JCOs of the ASC, with the prior approval of the DST, are appointed and promoted by the following authorities:—

- | | | | | | |
|--------------------|----|----|-----------------------|-----|-----|
| (i) MT Branch | .. | .. | The Officer-in-Charge | ASC | Re- |
| | | | ords (MT). | | |
| (ii) Supply Branch | .. | .. | The Officer-in-Charge | ASC | Re- |
| | | | ords (Sup). | | |
| (iii) AT Branch | .. | .. | The Officer-in-Charge | ASC | Re- |
| | | | ords (AT). | | |

Terms and Conditions.—

25. (a) Terms and conditions of military personnel of the ASC are contained in RAI as amended by Army Instructions from time to time

(b) Terms and conditions of civilians employed permanently with the ASC are governed by the CSR as amended from time to time.

26—28. Blank.

ASC REGULATIONS.

CHAPTER 3.

ADMINISTRATIVE INSTRUCTIONS.

29. *General.*—Rules applicable to the ASC on the matters referred to below are contained in the following Regulations/Manuals:—

- | | |
|--|--|
| (a) Appointment and promotion of ASC Officers. | RAI. |
| (b) Custody of stores and equipment. | RAI, Equipment Regulations, and Manual of Harness, saddlery and pack saddlery in use in India. |
| (c) Enlistment and terms of service of other ranks. | RAI as modified by Army Instructions issued from time to time. |
| (d) Engagement of temporary establishments in excess of authorised peace establishments. | Financial Regulations, Part I. |
| (e) Fire precautions. | RAI, Regimental Standing Orders of the ASC. |
| (f) Handing over charge. | RAI. Instructions, Regimental Standing Orders of the ASC |
| (g) ASC Reserves (i.e. Colour and Combined Colour and Reserve Service). | RAI as modified by Army Instructions issued from time to time. |
| (h) Scale of equipment for ASC units and establishments. | Equipment Regulations. |
| (i) Pay and Allowances of ASC personnel (other than civilians). | Pay and Allowances Regulations as modified by Army Instructions issued from time to time. |
| (j) Technical/trade tests. | Army Instructions issued from time to time, Regimental Standing Orders of the ASC. |

30. *Leave.*—(a) The rules governing the grant of leave to military personnel are contained in Military Leave Rules as modified by Army Instructions issued from time to time.

(b) Leave with pay, upto a limit of two days is admissible to personnel employed on daily rates of pay, when they are inoculated under the orders of the competent authority owing to prevalence of plague only. This leave does not affect the individuals' normal leave entitlement.

(c) The grant of leave to civilian personnel is governed by the Civil Service Regulations and Army Instructions issued from time to time.

31. *Deserters.*—Instructions for the action to be taken on desertion viz., submission of reports, apprehension and collection etc., are contained in RAI, Army Orders, issued from time to time and MIML.

32. *Disciplinary powers in respect of enrolled non-combatant clerks, storekeepers and checkers.*—(a) The OC unit or detachment to which enrolled non-combatant clerks, store-keepers and checkers belong, or are attached, will exercise the powers of a CO. The equivalent ranks these personnel hold will determine the authority by whom they may be discharged under Rule 13 (B) item (iv) IAA.

(b) Enrolled non-combatant clerks, store-keepers and checkers will be dealt with under the IAA and Rules made thereunder as persons of the ranks to which their positions have been declared to be equivalent. For minor punishments awardable to these personnel, see RAI Instructions 406.

(c) The powers of an appointing authority under the Civil Service Regulations or any other appropriate orders are vested in the Officer-in-Charge.

ASC Records (Sup), in respect of unenrolled clerks, store-keepers and checkers. He is, therefore, empowered to dismiss, remove, reduce or suspend these personnel.

An appeal against his decision in such matters can, however, be made to the DST., Army HQ., whose ruling in such matters will be final.

33. *Officers Messes.*—(a) The general rules regarding officers messes are contained in RAI.

(b) Rules regarding the organisation and administration of ASC Officers' Messes are contained in "General Rules of ASC Officers' Messes".

34. *Scale audit check.*—The Military Accountant General in peace (excluding any transitional period) will exercise scale audit check on the establishment of the ASC as a whole i.e., on the basis of the combined establishment of the various categories of the branches of the corps and NOT on the establishment of each branch separately, subject to such exceptions that may be agreed to from time to time.

35. *Contracts and tenders.*—The general rules concerning the making of contracts and the calling for tenders for this purpose are contained in Financial Regulations and ASC Training Volume II.

36. *Legal proceedings in respect of ASC Contracts.*—(a) The rules laid down in RAI Rules and Instructions; Financial Regulations, Part I. and in "Manual for the guidance of ASC Officers in their relations with contractors" will be followed.

(b) Section 80 of the Civil Procedure Code states *inter alia*:—

"No suit shall be instituted against the Government or against a public officer in respect of any act purporting to be done by

such public officer in his official capacity, until the expiration of two months next after notice in writing has been delivered to or left at the office of in case of a suit against the Central Government, a Secretary to that Government and in case of a public officer delivered to him or left at his office, stating the cause of action, the name, description and place of residence of the plaintiff and the relief which he claims; and the plaint shall contain a statement that such notice has been so delivered or left."

When a notice of this kind is received by a Secretary to Government, or the Collector of a district, it is at once forwarded to the Adjutant General's Branch (PS 1), Army Headquarters, who in turn will transfer the same to the DST. The latter will then send the original copy of such notice to the Area Headquarters concerned endorsing a copy to the BASC concerned and CASC Area or DADST Independent Sub Area concerned and retain a copy for his record.

(c) On receipt of a notice of suit, the CASC Area or DADST Independent Sub Area will give it immediate and careful attention and will prepare a report for submission to the 'A' Branch of his Headquarters for orders as to whether a suit should be defended. Every effort will be made to submit the report in time to reach 'A' Branch a month before the statutory period of notice expires.

The report will include:—

- (i) a full and detailed statement of:—
 - (A) The circumstances that led to the suit ;
 - (B) The course it is proposed to adopt, namely whether to admit, compromise or defend the suit and the reasons for the same; and
 - (C) If it is proposed to defend the suit, the grounds on which it is proposed to base the defence and the evidence to be adduced.
- (ii) If the suit devolves on documentary evidence, the originals, (or true copies, of the documents relied on by the complainant (if procurable) and the defence.
- (iii) Any legal opinion obtained in the case:—
Copies of such reports along with enclosures will also be forwarded to the DST and the Adjutant General's Branch (PS 1) at Army Headquarters.

(d) When a suit has been instituted the report in sub para (c) above will be followed by a further report on the following points:—

- (i) the number of the suit;
- (ii) the date on which and the court in which it has been instituted;
- (iii) the names of the parties;
- (iv) the amount or value of the claim;

- (v) Relief claimed;
- (vi) the date on which the notice of the suit was received;
- (vii) Name and designation of the officer detailed for the defence of the suit.

(e) When the defence of the suit is sanctioned by the Area Commander, the documents relative to it will be returned to the officer detailed for the defence of the suit. The officer handling the case will then require the local Government Pleader to prepare a defence and give him such assistance as may be required. The defence thus prepared will be submitted for approval of Area Headquarters and will then be signed and verified by the formation/station commander and presented in the court by the officer who is authorised to do so on behalf of the Government through the Government Pleader. True copies of the defence, of any written statement filed by the plaintiff and the issues framed will be obtained from the Government Pleader and submitted to the CASC Area or DADST Independent Sub Area, who in turn will forward copies of the same without delay to 'A' Branch of his headquarters; the BASC concerned, the DST and the Adjutant General's Branch (PS 1) of Army Headquarters for information.

(f) The responsibility for the conduct of the suit, defence of which has been sanctioned by the Government of India/Area Commander, rests with the local Government Pleader.

(g) It is the duty of the officer detailed under sub para (d) (vii) to see that the Government Pleader is thoroughly acquainted with the facts of the case and with the evidence to be adduced in connection therewith. It is impossible to overstate the importance of securing at once, in one form or another, clear proof of every fact material to the course of a suit and of safeguarding these facts when secured.

(h) As soon as the court has given its decision on the case the officer detailed for the defence of the suit will communicate the findings of the court by the fastest means to Area or Independent Sub Area Headquarters who in turn will communicate the same to the DST and the Adjutant General's Branch (PS 1) at Army Headquarters by signal. He will also obtain two copies (one certified and one uncertified) of the Court's judgement and of its decree, and forward them to Area or Independent Sub Area Headquarters by the fastest means. Such Headquarters will forward the uncertified copy to the Adjutant General's Branch (PS 1), Army Headquarters.

(i) Should a judgement be adverse the officer detailed for the defence of the suit will obtain the views of the Government Pleader who should be requested to give reasons for his views and submit his own views also when forwarding the copies of the same to Area/Independent Sub Area Headquarters. In case the Area/Independent Sub Area commander does not sanction an appeal under Rule 380 RAI, he will forward his comments along with the opinion of the Government Pleader to the Adjutant General's Branch (PS 1), Army, Headquarters, so that latter can obtain the opinion of the Ministry of Law.

(j) If an appeal is lodged by the opposition party against a decision either entirely or partly in favour of Government, the officer detailed for the defence of the suit, in consultation with the Government Pleader, will immediately obtain an uncertified copy of the memorandum of appeal and submit it to Area|Independent Sub Area Headquarters with his own opinion and that of the Government Pleader as to whether the appeal should be defended or not. Area|Independent Sub Area HQ will adopt the procedure laid down in sub para (i) above.

(k) Area|Independent Sub Area Headquarters will send monthly progress reports about all civil suits for the defence of which sanction has been accorded by it to Headquarters Command and the Adjutant General's Branch (PS 1) Army, Headquarters, along with their comments.

37. *Inspections, ASC Units.*—Inspection reports of past years will be produced for the information of inspecting officers, in order that their attention may be directed to any defects mentioned therein. A copy of the remarks of inspecting officers will be retained with the confidential documents of the unit or establishment. The rules for the disposal of inspection reports are contained in RAI.

38. *Cash Accounts.*—The system and method of keeping accounts in all branches of ASC and of providing necessary safeguards against loss by theft and fraud are laid down in—

- (a) RAI.
- (b) FRI.
- (c) Notes on the prevention of fraud.
- (d) Regimental Accounts—Indian Units.

The instructions contained in the above will be strictly adhered to.
39—42. Blank.

ARMY SERVICE CORPS REGULATIONS.
THE SUPPLY SERVICES.

CHAPTER 4.

ORGANISATION OF THE SUPPLY SERVICES AND GENERAL PRINCIPLES OF SUPPLY.

43. *Organisation of the Supply Services.*—The following units exist in peace :—

- (a) Base or Advance Base supply depots (when set up for specific purposes).
- (b) Supply Depots.

The above units are composed of a supply platoon or a number of such platoons with the addition of a transit platoon as necessary. Consuming units deal with supply depots direct in the matter of indenting for and drawing supplies.

N.B.—Composite platoons exist only when field formations are kept on the order of battle of the peace time army. The supply depot is the basic unit of the supply services.

44. *Functions of the OC of a Supply Depot.*—The Supply Depot is the basic organisation of the supply services. The functions of its OC are as follows :—

- (a) Command and administration, under the orders of the Commander Area Regiment ASC, through the DADST Sub Area, of the supply depot and its component supply units, and co-ordination of work concerning supplies in his area.
- (b) Initiation of schemes to ensure the rapid mobilization of supply units to be raised in his supply area on mobilization.
- (c) Maintenance, as directed, of reserves of equipment for supply units to be raised on mobilization, and the formation and training of these units when raised.
- (d) Training of all personnel under his command.
- (e) Maintenance of stocks at the authorised complement.
- (f) Rationing of all troops in and passing through his supply area.
- (g) The duties of station transport officer when detailed to carry out these duties. (see Chapter 11).
- (h) Action to ensure that all stores are carefully examined on receipt.
- (i) Scrutiny of indents for supplies submitted by units, prior to issue being made.
- (j) Prompt attention to all complaints regarding rations. Complaints regarding contractors' supplies must be obtained in writing and all orders to contractors resulting from these

complaints will also be made in writing or, if verbal, confirmed in writing subsequently.

- (k) Ensure small units in a station are grouped together to form a ration drawing unit and prevention of uneconomical despatch of small consignments.
- (l) Scrutiny under the orders of the Area|Sub Area Commanders, of stocks of ASC supply articles on unit charge.
- (m) Advise Sub Area or Station Commander on supply matters.
- (n) Responsibility for proper storage, turnover and sampling of supplies held by the Depot.
- (o) Responsibility for taking effective measures to prevent|reduce infestations of supplies.

N.B.—Detailed duties are contained in Regimental Standing Orders of the ASC.

45. *Groups of a Supply Depot.*—(a) Supply depots will be divided into groups each holding a given number of days supplies pertaining to that group. The number of groups must be dependent on the holding capacity, authorised stocks, construction and layout of each depot.

(b) Articles of ASC supply are divided into the following categories:—

(I) **BASIC GROUP.**—

Atta	Baisan
Flour	Bajra
Rice	Jowar
Dals	Gur
Sugar	Dal whole (for germinating)
Suji	.Peas Dried (for germinating).
Salt Rock evaporated	

(II) **NECESSARIES GROUP.**—

Ghi Vegetable	Marmalade	Cheese Tinned
Milk Tinned	Syrup Golden	Butter Tinned
Jam Tinned	Honey	Vegetable Tinned
Fruit Tinned		Meat Tinned (Mutton)
Potatoes Tinned		Meat Dehydrated (mutton)
Cigarettes		Fish Tinned
Matches Safety		Potatoes Dried
Tea		Beans Dried
Biscuits Shakapara		Vegetable Dehydrated
Rum		Compound Vitamin Tablets.
Coffee		Onions Dehydrated
Fruit Dried		Ascorbic Acid Tablets
Fruit (Briquetted Almonds Raisins).		

*Substituted
by as. 19
620*

(III) FRESH SUPPLIES GROUP.—

Aerated Water	Meat Freso
Vegetable Fresh	Eggs
Fruit Fresh	Ice
Onions Fresh	Chickens
Potatoes Fresh	Poultry (other than chickens)
Bread	Fish Fresh
Butter Fresh	Live Stock—Sheep and Goats
Cream Fresh	

(IV) GRAIN GROUP.—

Barley Crushed Whole	Linseed Crushed Whole
Gram "	Oats
Maize "	Millet
Bran	Grit

(V) FODDER GROUP.—

Hay Baled	Bedding baled
Hay Loose	Bedding Loose
Bhoosa White Baled	Paddy Straw
Bhoosa White Loose	
Bhoosa Missa Baled	
Bhoosa Missa Loose	

(VI) FUEL GROUP.—

Coal Steam	Coal Rubble Screened Large
Coke Soft	Coal Rubble Screened Smithy
Coke Hard..	Coal Slack
Charcoal	Coal Dust
Firewood	

(VII) HOSPITAL GROUP.—

Sago	Whisky (Scotch)
Tapioca	Whisky (Indigenous)
Custard Powder	Dalia
Macaroni	Vegemite
Arrowroot	Essences
Cornflour	Lime Juice Cordial
Grape Nuts	Fruit Juice Cordial
Force	Biscuits Fancy
Vermicilli	Barley Pearl
Cocoa	Achar
Ovaltine	Herbs Dried
Jelly chicken	Capers

Include. sup. 25 - 29
x 174

AMENDMENTS TO ARMY SERVICE CORPS
REGULATIONS, 1950

19/IV/62.

Amendment No. 1 of 1961

Pages 18—22

For the existing para 45, substitute the following:—

“45 Groups of Supply Depot :—

- (a) Supply Depots will be divided into groups each holding a given number of group days supplies pertaining to that group. The number of groups must be dependent on the holding capacity, authorised stocks, construction and layout of each depot: Subject to this stipulation, the items of ASC supplies will be grouped as under :—

(I) BASIC GROUP

Sugar	Dal Masoor
Atta	Dal Moong]
Wheat	Dal Urd
Rice	Dal Arhar
Gur	Dal Chana
Flour	Baisan
Peas dried	Salt Rock
Suji	Salt Evaporated
Bajra	Salt Refined
Jawar	Oil Hydrogenated
Masoorwhole	Beans dried
Moong whole	Beans Harricot dried
Urd whole	

Force
Vermicelli
Cocoa
Ovaltine
Jelly chicken

Biscuits Fancy
Barley Pearl
Achar
Herbs Dried
Capers

Include. sup.

25 - 29
x/14

24/X/71

Para 45, substituted by amendment No 1 of 1961 is further amended as under:—

Include the following items in para 45(a) (VII) under 'hospital group':—

Jam Tinned

Bournvita

Vinegar

Gelatine sheet/powder

Cornflakes

Semolina

Orange Squash

Drinking chocolate

Case No. 80136/Q/ST6/2143-S/D (QS)
M of F (D) u.o. No. 860-S/QB of 1971.

Tin Sprinkler for Foot Powder
 Barium Carbonate
 Lip Salve
 Cyenogas 'A' Dust

(b) In addition all depots have a **Receipt and Despatch Section** which deals with all receipts into, and issues out of, the depot by rail and road, and also local issues of dry supplies, and receipt of fresh supplies from contractors.

There is also a **Detail Issue Section** which deals with the issue of fresh supplies to local units, and a **Detail Issue Depot Retail Issue Shop** for the issue on payment of dry and fresh supplies to entitled personnel.

In depots which have no rail facilities at or near the depot a **Railway Section (Part of the R and D Section)** is formed to act as the extra link required between the **Receipt and Despatch Section** of the depot and the **Railway Station**. The **Railway Section** is established at the railway station and in the case of receipts by rail takes over stores from the railway authorities and despatches them to the **Receipt and Despatch Section** at the depot. The **R and D Section** sends stores for despatch by rail to the **Railway Section** which then takes all action necessary with the railway authorities for despatching stores.

(c) Neither the **Receipt and Despatch Section** nor the **Railway Section** holds any stores on charge. They are merely transacting agencies.

Case No. 80136/Q/ST6/D/D(QS)
M. of D. u. o. No. 2163/QC of 196

P. V. R. RAO,

*Secretary to the Government of
 India, Ministry of Defence*

Jelly Crystals (Fruit)	Chocolate
Marmite	Skimmed Milk Powder
Horlicks Malted Milk	Full Cream (Glaxo, Cow and Gate or other well known brands).
Champagne	Half Cream (do).
Brandy	Half Cream Acidified (Lacidas, Cow and Gate or Eledon Nestles).
Whisky (Imported)	
Alergilac (Cow and Gate for Eczema cases)	

(VIII) (A) *PACKING MATERIAL GROUP.*—

Bags 1 maund size.
Bags 2 maunds size.
Tins Ghi.
Boxes Ghi.

(B) *PACKING MATERIAL (POL).*

4 IG Jerricans.
34 IG Barrels.

These are manufactured by Ordnance Factories under the control of the DGOF, CALCUTTA.

NOTE.—Other Miscellaneous Trade Type Lubricating Oil containers will also be used until wasted out.

(IX) *MISCELLANEOUS GROUP.*—

Hexamine Cookers	Garlic
Quick Lime	Turmeric
Tommy Cookers	Ginger
Hops	Chillies
Malt	Corriander Seed
Groundnuts Roasted	Cummin Seed
Oil Cooking	Vinegar
Spices	Mustard
Margarine	Pepper Ground
Fuel for Tommy cookers.	Fuel for Hexamine Cookers.

(X) *POL GROUP (when NO petroleum platoon or depot is located in the same station as the supply depot.*

Aviation Gasoline 100|130.
Gasoline (No lead) 73 Octane.
Aviation Turbine Fuel.
MT Gasoline 80 Octane.
MT Gasoline 70 Octane.
Oil, Kerosene, Superior quality.
Oil, Kerosene, Inferior quality.

Diesel Fuel High Pour Point.

Diesel Fuel Low Pour Point.

Diesel Fuel Light.

Furnace Fuel Oil.

Oil, Aero Engine, Grade 34A|32-1100, Type 'X'.

Aviation Turbine Oil, 9 Centistokes Viscosity.

Oil, Aero Engine, Grade 34A|116-1100 Type 'Z'.

Oil, Engine, 10 HD.

Oil, Engine, 30 HD.

Oil, Engine, 50 HD.

Oil, C-600.

Oil, Hypoid 90.

Oil, Open Gear.

Oil, M-700.

Oil, M-1000.

Grease No. 1 (Chassis).

Grease No. 3 (Wheel Bearing).

Grease No. 4 (Water Pump).

Grease Gasoline Resistant.

Flame Thrower Fuel, Heavy No. 1.

Flame Thrower Fuel, Heavy No. 2.

Ethlene Glycol, Treated.

(XI) *HYGIENE CHEMICAL.*

(A) *Water Purification.*—

Powder Filter (Kieselguhr)

Taste Remover Tablets

Outfit Water Sterilising

Alumina Sulphate (Ferric)

Powder Water Clarifying*

Powder Water Sterilising (in 4 oz containers only).

*For bulk supply, bleaching powder 30 percent (Super Tropical) in 2, 7 and 28 lbs. tins will be demanded by units direct from IAOC.

(B) *Treatment of Sullage Water.*—

Ferrous Sulphate.

Lime Slaked (Calcium Hydroxide).

(C) *Insecticides and Repellents.*—

DDT Emulsion Concentrate

DDT Powder

Shell Oil P. 31 Pyrethrum

Spray.

} For issue to Anti-Malaria units,
Field Hygiene Sections and
SEMOS who will issue spray
solution to units.

} For issue to Supply Depots for
pest control purpose.

Malarial.

Paris Green

Soap Stone Powder

Anti Louse Powder

Formaldehyde

Sodium Arsenite

DMP Insect Repellent
(Dimethyl Phthalate)DBF Mite Repellent
(Debotyl Phthalate).(D) *Disinfectants.*—

Cresoli liquid (Disinfectant fluid black).

White Cyllin (IZAL) (Disinfectant fluid white)

(E) *Miscellaneous.*—

Foot Powder

Barium Carbonate

Ammonium Sulphate—for

Bulk Engineer requirements

Resin

Foot Powder, sprinklers.

For issue to Anti-Malaria units.
Fd. Hygiene Sections and
SEMOs.

NOTE.—Commodities shown under the various groups are subject to variations, additions and alterations from time to time.

(e) In addition, all depots have a Receipt and Despatch Section, which deals with all receipts into, and issues out of, the depot by rail and road, and also local issues of dry supplies, and receipt of fresh supplies from contractors.

There is also a Detail Issue Section which deals with the issue of fresh supplies to local units and a Detail Issue Depot/Retail Issue Shop for the issue on payment of dry and fresh supplies to entitled personnel.

In depots which have no rail facilities at or near the depot, a Railway Section (part of the R and D Section) is formed to act as the extra link required between the Receipt and Despatch Section of the depot and the railway station. The Railway Section is established at the railway station and, in the case of receipts by rail, takes over stores from the railway authorities and despatches them to the R and D Section at the depot. The R and D Section sends stores for despatch by rail to the Railway Section, which then takes all action necessary with the railway authorities for despatching stores.

(d) Neither the Receipt and Despatch Section nor the Railway Section holds any stores on charge. They are merely transit agencies.

45. *Hours of work.*—The periods during which supply depots are for the purpose of local receipt and issue of stores will be notified in orders.

Except in emergency, receipts and issues will not take place outside periods as notified.

47. *List of articles and specifications.*—The list of articles for the purpose of which the ASC is responsible and the specifications for those articles are contained in the "List of articles supplied by the ASC with specifications."

48. *Classification of supplies.*—Articles of ASC supply are divided into the following categories:—

- (a) Central purchase (Paragraph 49).
- (b) Local contract articles (paragraph 50).
- (c) Local purchase articles (paragraph 51).
- (d) Feed, Fodder, etc.

49. *Central Purchase Supplies.*—(A) *Supplies.*—Articles supplied by central purchase are divided into:—

(a) Articles which are arranged/purchased and delivered by the Chief Director of Purchase, Ministry of Food, in accordance with periodical indents placed by the DST, Army Headquarters.

(i) *Basic Group.*—Atta, Dals Flour, Baisan Salt Rock. Evaporated, Rice, Suji, Bajra, Jowar, Gur, Dal whole (for germinating) and Peas dried (for germinating).

(ii) *Necessaries Group.*—Hydrogenated Oil, Milk Td., Jam Td., Marmalade, Syrup, Golden Honey, Cheese Td., Butter Td., Veg. Td., Fruit Td., Potatoes Td., Matches Safety, Tea, Cigarette, Rum, Biscuits Shakapara, Coffee, Fruit dried, Fruit Briquetted Almonds Raisins, Meat Td., (Mutton), Meat Dehyd (Mutton). Fish Td., Potatoes Dried, Beans Dried, Beans Harrirot, Veg. Dehy, Compound Vitamin Tablets, Onions Dehy and Ascorbic Acid Tablets.

(iii) *Grain Group.*—Barley Cr|Whole, Gram Cr|Whole, Maize Cr|Whole Linseed Cr|Whole. Oats Cr|Whole, Bran, Millet, Grit.

(iv) *PM Group.*—Tins Ghi, Boxes Ghi, POL Containers (4 IG Jerricans and 34 IG barrels). Bags of all kinds.

NOTE 1.—Matches are arranged by the Director General of Industry and Supply.

NOTE 2.—POL containers are manufactured in Ordnance Factories under the control of the Director General of Ordnance Factories, CALCUTTA, see Chapter 13 et seq.

(b) Articles for which contracts are centrally arranged by the Chief Director of Purchase, but which are distributed to Command Depots after inspection by officers of the CFLs:—

(i) *Basic Group.*—Sugar.

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Subscribed
by es.20
4/62

Delhi, the 1st October 1960.

47—Page 23

At the end of para, add the following :—

“Before any amendment or [revision of the specifications is notified, the Ministry of Defence and the Ministry of Finance (Defence) will be consulted and their approval obtained.”

Case No. 31525/Q/ST7

Min of Fin (Def) u.o. No 321-S/QC of 1960

Min of Def/D (QS) u.o. No 640/Sec/D (QS) of 1960

(C) Coal and coke

These are arranged by the Ministry of Steel, Mines and Fuel (Department of Mines and Fuel) against demands placed by BsASC Commands direct on the Deputy Coal Controller (Distribution) CALCUTTA, under advice to DST, Army HQ.

Allocations are made by the Ministry of Steel, Mines and Fuel (Department of Mines and Fuel) and the sanction orders issued by the Deputy Coal Controller (Distribution), CALCUTTA, on the basis of separate monthly basic quotas for summer and winter months. The despatches are made direct to consignees by the Collieries under the authority of these orders.

(D) Petrol, oils and lubricants

All the items of petrol, oils and lubricants required by the Defence Services, except for Naval ships and certain specialised items for the Air Force, are procured through the Ministry of Works, Housing and Supply (Directorate General of Supplies and Disposals) against demands/indents placed by the DST, Army HQ. The Directorate General of Supplies and Disposals arrange supplies on a competitive basis by concluding contracts as under for every financial year with the various oil companies, who in turn arrange stocks by imports and/or by manufacture in the various refineries in the country :—

- (a) For lubricating oils and greases .. Acceptance of Tenders.
 (b) For all other greases Rate Contracts.

Case No. 91897/Q/ST6A/427/D(QS)

Min. of Fin. (Defence) U.O. No. 473/QC of 1961.

L6DMR&F/62—4-12-62—GIPF.

AMENDMENT TO ASC REGULATIONS 1950

Dated the 1st April, 1962.

No. 20/IV/62

Pages 23-24

For the existing para 49, substitute the following:—

“49. Central Purchase articles (A) Supplies—Articles which are arranged/purchased centrally in accordance with periodical indents placed by the DST, Army Headquarters. These are divided into:—

- (a) *Basic Group*—Sugar, atta, wheat whole, rice, flour, suji, bajra, jawar, dals, baisan, salt rock, salt evaporated, salt refined, oil hydrogenated, beans dried, beans Harricot dried, gram whole white kabli.
- (b) *Necessaries Group*—Biscuits service, tea, milk (separated) spray dried tinned, milk (full cream) dried tinned, milk tinned condensed (sweetened), milk tinned evaporated (unsweetened), butter tinned, honey, rum, fruit dried/briquetted, raisins, meat/mutton (Goat) precooked minced dehydrated, meat canned curried, matches safety, fish dried and smoked, vegetable canned in brine, vegetable canned curried, fruit canned (in syrup), jam tinned, cheese tinned, potatoes canned in brine, potatoes dehydrated, marmalade, cigarettes, coffee ground, almonds with/without shell, walnuts with/without shell, vegetable dehydrated, onions dehydrated, fish canned in oil.
- (c) *Grain Group*—Barley, gram crushed/whole, maize crushed/whole, linseed crushed/whole, oats crushed/whole, barley crushed, bran and millet.

- (d) *Hospital Group*—See note 9 below.
- (e) *Packing Material Group*—Bags 1 maund size 'A' twill, tea chests, rags, tins ghi 16.5 Kg/36 pounds, lead/aluminium lining tea, drums, bags 2 maund size 'A'/'B' twills, bottles of sorts, fibre board cases, miscellaneous tins 4 IG, bags coal, wooden cases, 4 IG jerricans, 34 IG barrels, 44 IG barrels, 4 gallon drums sprinset, 40/45 IG Lub oil barrels, grease containers of different capacities, different packages for DDT powder/50 per cent DDT water dispersible powder.
- (f) *Miscellaneous Group*—Hexamine cookers, malt, groundnuts roasted/unroasted, oil cooking, hops, fuel solidified for hexamine cookers, yeast dried.

NOTES :

1. Atta, flour, suji and bran are arranged from the Controlled Flour Mills through the Chief Director of Purchase, Ministry of Food and Agriculture. Wheat whole is also procured through that Ministry.
2. Dals and grains for animals are tendered by the contractors at Military Grain Depot, LUCKNOW, against contracts concluded by the Chief Director of Purchase, Ministry of Food and Agriculture. Dals are cleaned, repacked and fumigated (if necessary) and despatched to supply depots by varieties and percentages laid down. Grains for animals are crushed when necessary.
3. Tea, sugar, rice and indigenous tinned substitutes are arranged by the Chief Director of Purchase, Ministry of Food and Agriculture, in bulk during their respective seasons in accordance with the indents placed by the DST, Army Headquarters.

4. Salt evaporated is arranged through the Salt Commissioner from Government Salt Factories or through local contracts.
5. Matches safety are arranged by BsASC Commands by placing Supply Orders on private firms against Rate Running Contracts concluded by the Director General, Supplies and Disposals.
6. Milk tinned (separated) spray dried, milk (full cream) dried tinned, milk tinned condensed (sweetened), milk evaporated (unsweetened), yeast dried and hops are imported and may continue to be imported until they are available through indigenous sources.
7. Malt is purchased locally by BsASC Commands under orders from DST, Army Headquarters.
8. All other basic items and necessaries group are arranged by the Chief Director of Purchase, Ministry of Food and Agriculture against indents placed by DST, Army HQ. *When available*
9. Hospital comforts are purchased locally through Canteen Stores Department (INDIA). In case of non-availability of an item with that Department, Supply Officers may purchase it in the market at prevailing market rates *vide* last sub-para of Para 51. No financial powers are necessary for making such purchases but the purchases will be limited to those actually required for issue.

(B) Hygiene chemicals

Hygiene chemicals except lime slaked (calcium hydroxide) required for water purification, pest control and anti-fly/mosquito measures are arranged by the Director General of Supplies and Disposals on receipt of demands from DST, Army HQ. Sulphate of alumina and Disinfectant Fluid Black are arranged by BsASC Commands by placing supply orders against Rate Running Contracts concluded by Director General of Supplies and Disposals.

(ii) *Necessaries Group*.—Biscuits Shakapara Tea. Veg. Ghi, Cigarettes.

(iii) *Hospital Group*.—See Note 2 below.

Note 1.—The annual requirements of Tea and Sugar are purchased by the Chief Director of Purchase during their respective seasons in accordance with indents placed by the DST Army HQ but despatched direct to Command Depots after inspection by officers of the Command Food Laboratories.

Note 2.—Hospital comforts are obtained through Canteen Stores Department. In case of non-availability of an item with canteens, supply officers may arrange through local purchase.

(e) Items of Tinned Foodstuffs are obtained by the Chief Director of Purchase from indigenous sources:—

Necessary Group.—Skimmed Milk Powder, Milk Td., Veg. Td., Fruit Td., Jam Td., Cheese Td., Butter Td., Potatoes Td.

Note.—*Milk Td.*—Milk Td. is still an imported item and will continue to be so until indigenous factories to manufacture this item are established in the country.

(B) *Hygiene Chemicals.*—Articles of Hygiene Chemicals required for water purification, pest control and anti-fly/mosquito, etc. measures are arranged by the Director General of Industry and Supply. Demands for these items are submitted by the DST, Army Headquarters.

(C) *Coal and Coke.*—These are arranged by the Ministry of Industry and Supply on monthly demands placed by BsASC Commands direct to the Deputy Coal Commissioner (Distribution), CALCUTTA, with a copy to the DST Army HQ.

Allocations are made monthly by the Ministry of Industry and Supply and despatches are made direct to Commands by Collieries under the orders of the Deputy Coal Commissioner (Distribution), CALCUTTA.

50. *Local Contract Supplies.*—Local contracts are made and sanctioned by authorities mentioned in Financial Regulations, Part I, for:—

(a) All articles of ASC supply as given in the "List of articles supplied by the ASC with specifications", other than those enumerated in para. 49.

Note.—The following reservations should be noted:—

Fresh butter, cream and milk; Only at places where the supply cannot be made by the Military Farms.
Fodder, straw and bedding.

Bread.

Only at places where the supply cannot be made by an Army Bakery.

Ice.

Only at places where there are no MES installations.

12/IV/57

Para 49 (B)

In line 1, after "Articles of Hygiene Chemicals"
Insert "except lime siaked (Calcium Hydroxide),"

Case No. 68394/Q. ST6B

Min. of Fin. (Def.) u.o., No. 5628-Q/OD of 1956.

Min of Def. (D/QS) u.o. No. 8610 D/QS of 1956.

- (b) Supply and Transport Service—labour, hire of transport, sale of ASC stores and Government animals including hides, skins and offals, except those belonging to the Remounts, Veterinary and Farms department, and ASC supplies required at Gyantse and Yatung which cannot be economically sent from India.

51. *Local Purchase Articles*.—Local purchases include:—

- (a) Purchases of articles of central supply, made under the direct delegation of the CDP (Ministry of Food) in view of a temporary and unexpected shortage.
- (b) Purchases of articles of central supply, when the stock of any such article and its substitutes has been completely exhausted.
- (c) Purchases from time to time of articles for which the demand is so spasmodic that neither central nor local contracts have been and can be made.
- (d) Purchases for troops on the line of march, camps, etc.
- (e) Purchases of articles the demand for which is so small that it is not economical or desirable to obtain requirements from the normal source of supply.
- (f) Purchases at the risk and expense of contractors when they fail to supply the demand placed upon them in accordance with the terms of the contracts.
- (g) Purchases made when no tenders are received or the tenders are unacceptable.
- (h) Purchases made in an emergency when supplies have to be delivered to troops at out of the way places which cannot be supplied by rail, or road or where procurement by contract informal agreement is impracticable.

As regards (a), such purchase must be strictly limited to the sanctioned amounts.

As regards (b), every effort must be made by transfers from proximate supply depots, etc., to avoid such purchases. In any case, they will seldom be necessary and must invariably be limited to the ~~amounts~~ ^{amounts actually} required for issue to units. On no account will purchases be made to complete authorised stocks. A report of such purchases will be made to the DST monthly.

Before purchases under (a) and (b) above are made, sanction of the DST Army Headquarters, will be obtained and the purchases will be restricted to meet day to day requirements.

As regards (c) this is the normal form of local purchase but care must be taken to see that the demands are duly covered by the authorised list of articles of ASC supply.

As regards (d) such purchases are governed by the rules contained in Financial Regulations, Part II.

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Para 51—Pages 25 and 26—

- (a) In line 24 of this para, *for* the word 'amounts' substitute 'quantities'
- (b) In line 27 of this para, *for* the word 'amounts' substitute 'quantities'
- (c) In line 39 of this para, *delete* '(b)'.

Case No. 58260/Q/ST6B.

Min. of Fin. (Def) no No. 5005/QC of 1957.

Min. of Def (D/QS) no No. 4909/D(QS) of 1957.

Monetary limits within which purchases mentioned in (b), (c), (d), (e), (g) and (h) can be made are laid down from time to time.

As regards (f) no financial powers are necessary.

Purchases will be made at the prevailing market rates as notified by the civil authorities. If due to exceptional circumstances this is not possible purchases may be made at the lowest rate available provided prior approval of the next higher authority is obtained as to the rates to be paid. In such cases, a certificate to that effect will be furnished by the officer making the purchases.

52. *Vegetables*.—When available fresh vegetables required for issue as ration will be procured from Government farms or from soldiers' gardens. Vegetables obtained from the Military farms will be paid for at Military Farm production rates and those obtained from the soldiers' gardens will be paid for either at the current local contract rates or at military farms production rates, whichever is cheaper.

53. *Aerated Waters*.—(a) Contracts will be concluded with Canteen Contractors without calling for tenders at rates fixed by the station commander in accordance with Institute Rules, India. In stations where there are several canteen contractors, the supply officer may conclude a contract with any one of them, whom he considers most suitable.

(b) At stations where canteen contractors are not available, contracts will be made by calling for tenders from registered ASC contractors who own suitable factories, which must be approved by a medical officer and a written statement to the effect that the proposed arrangements are suitable from a medical point of view will be obtained from him.

54. *Ice*.—At stations where ice factories controlled by the MES exist, the ASC will draw their requirements of ice from these factories in bulk daily for distribution to the Army.

When ice is not obtainable from the MES the ASC is responsible for its provision by local contract and, in such cases, the responsible supply officer will obtain from the local medical authorities concerned a written statement to the effect that the proposed arrangements are suitable from a medical point of view.

55. *Water*.—Rules governing the supply of water to troops are laid down in Regulations for the Military Engineering Services.

At stations in which piped water supply does not exist, units will draw their requirements from water points under their own arrangements in the same manner as they would draw supplies and POL.

Units that have no transport, will apply in the normal manner to the STO.

56. *Weights and measures*.—(a) (i) Government weights and measures will be used in connection with the receipt and issue of stores.

(ii) The use of contractor's weights, measures and weighing machines is prohibited.

(iii) Copper scales will be used for weighing groceries.

(b) All articles of ASC supply will be indented for, issued and accounted for according to the measure adopted in Stock Book Rate Lists *i.e.*, by weight volume or numbers.

(c) Indents, stock returns, etc., will be prepared as under :—

Articles to be dealt with by weight.—In pounds, except, flour, atta, rice sugar, tea, dal, ghi, salt, grains, bran, coal and coke which will be shown in tons and pounds.

Articles to be dealt with by volume.—In gallons and fluid ounces.

The only permissible exception to this rule is in the case of reputed quart bottles or pint bottles, which will be recorded as containing, in the case of the reputed quart, six bottles to the imperial gallon of one hundred and sixty fluid ounces, or twelve reputed pint bottles to the imperial gallon.

57. *Testing of weights and scales.*—(a) A set of test weights and scales will be maintained in one supply depot in each Area and Independent Sub Area.

(b) These sets of test weights will be sent periodically to the nearest Command Ordnance Depot for check. If correctly used they will only require occasional test.

(c) All scales and weights on charge of supply units will be tested annually. To do this each supply depot will send one or two sets of weights for test each month to the depot holding the test weights and scales. When weights have been tested and corrected, scales will be tested and adjusted accordingly.

(d) Each scale and set of weights will be allotted a distinguishing number. A form (in manuscript) will be maintained showing each scale and set of weights on charge and the distinguishing number allotted. This form will record the dates the scales and weights were tested, repaired, etc., and these entries will be initialled and dated by the officer-in-charge of supplies.

(e) The weights which have been tested, *vide* (c) above may be loaned to units in the station to enable them to test their ration stand scales and weights.

58. *Contracts.*—(a) The rules regarding the conclusion, the conduct and the completion of contracts are given in Financial Regulations, Part I and II. A general outline of the duties of ASC officers in such matters is contained in ASC Training Volume II.

All agreements and understandings with commercial and non-government concerns will be recorded in writing and a copy signed by both contracting parties will be carefully filed and kept under lock and key for future reference.

No contractor will be allowed into an office except in the presence of an officer nor will he be given access to official documents. Should it

be desirable to impart official information to a contractor, such information will be communicated by the senior officer present, who is responsible for deciding the nature and extent of the information to be imparted. A record kept of all such information imparted. In no circumstances may contractors be interviewed at the private residences of officers or of others holding appointments in the corps.

(b) All tenders (and not only the recommended tenders), for local contracts for supplies and services, irrespective of value, nature and period of the proposed contracts, will be submitted to the CMA concerned, in his capacity of financial adviser to the GOC for scrutiny together with the comparative statement of tenders before sanction by the competent financial authority.

The CMA concerned will then submit the tenders with his remarks to the sanctioning authority, with whom the final sanction will rest.

Should the sanctioning authority not accept the opinion of his financial adviser, his reasons will be recorded.

(c) (i) *Dairy produce (Milk, butter and Cream)*.—At stations where Military Farms function, supplies will be made by them. At other stations prior enquiries will be made for Military Farms if supply can be taken over by them. If not, ASC will make necessary arrangements for procurement and supply in consultation with the representative of Military Farms at Area Command H.Q.

(ii) *Fodder*.—The Military Farms are responsible for the supply of all dry fodder required by the Armed Forces.

The responsibility for the procurement and supply of fodder in operational areas will be that of the ASC.

59. *Procedure for the submission of contractors' bills for ASC supplies arranged locally*.—(a) Contract supplies are delivered as follows :—

(i) Delivery to units through supply depots.

(ii) Delivery to units direct by contractors.

(iii) As ordered by officers in charge supplies, in the case of occasional demands, such as charcoal. These orders are conveyed on a Supply Order, IAFZ 2135.

(b) The methods of accounting for the three forms of delivery are as follows :—

(i) After the supplies have been inspected and passed by the officer in charge supplies or his representative and entered by R and D Section in IAFZ 2112 the officer in charge supplies or his representative initials the contractor's portion of IAFS 1520 and the contractor initials the officer in charge supplies' portion showing the description and quantity of articles accepted. If unable to inspect deliveries daily, the officer in charge supplies attests each week the initials of his representative. This is done in ink in the column for remarks.

The storekeeper concerned takes over the articles from the Section, and prepares a Daily Statement, showing the quantities received from the contractor. He submits the original to Stocks section, the latter crediting the stores in the central ledger.

At the end of the month, the IAFS 1520 is totalled, and the total quantities are entered in words in the summary at the foot of the form. After comparison with the total receipts for the month as shown in the central ledger, the officer in charge supplies signs the contractor's copy and the contractor signs the depot copy, which later supports the credit entries in the central ledger.

The contractor submits his completed portion of IAFS 1520 with his bill to the Controller of Military Accounts direct for payment.

- (ii) When supplies are delivered direct by a contractor to a unit, they will be accounted for on IAFS 1520. Units inform the contractors of their requirements and when supplies are accepted, the OC unit or his representative will initial the contractor's portion of IAFS 1520 and the contractor will initial the unit portion.

At the end of the month, the OC unit signs the contractor's portion of IAFS 1520, showing in words the total quantity of each article supplied in the summary at the foot of the form. The month's ledger or ration return, in which the articles supplied have been credited is also shown.

The unit's portion of IAFS 1520 is similarly completed by the contractor and forms a voucher in support of the ration return.

The contractor submits his completed portion of the form (IAFS 1520), with his bill, to the Controller of Military Accounts direct for payment.

Supply officers, at their periodical visits to ration stands will, in addition to their normal duties, compare the unit's copy with the contractor's copy of IAFS 1520. These comparisons are particularly useful at the end of each month.

Note.—At certain stations, e.g., hill stations, where points of delivery are at a considerable distance from the contractor's main depot, the strict observance of the above rule may be waived, and the procedure indicated therein may be permitted to take place weekly or monthly, as circumstances demand, instead of daily.

- (iii) In the case of occasional demands,—units submit an indent in the ordinary way to the officer in charge supplies.

A supply order IAFZ 2135, in triplicate, is then prepared in the supply depot office, and signed by the officer in charge supplies except the office copy (Triplicate copy) which is

note
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Para 59(b) (iii)—Page 30.

Delete the last sentence "The use of temporary receipts is forbidden." and insert the following :—

"Supply Order IAFZ—2135 is invariably required to be issued in advance. However, when issue of belated supply order is unavoidable, the following procedure will be adopted :—

(aa) *At places where supply depots/supply detachments exist*

Each case of the issue of belated supply order will be reported to the BASC Command through normal channel. The BASC, if satisfied that the issue of belated supply order was unavoidable, will accord *ex-post-facto* sanction for the same, provided the value of the supply order does not exceed his local purchase powers.

(bb) *At places where supply depots/supply detachments do not exist*

(c) Day to day demand will be placed on the supplier on an ordinary memo form.

- (ii) Receipt for the supplies delivered by the supplier will be granted by the receiving officer on the demand memo. These will be signed by an officer in full and office stamp affixed.
- (iii) At the end of 7/8 days, the consumer unit will forward the above receipts to the OC Supply Depot on which the unit is dependent intimating at the same time the rate of purchase and the name of the supplier.
- (iv) OC Supply Depot will issue covering supply order (IAFZ—2135) for the supplies received during the previous 7/8 days. Details of such purchases will be notified in the rate list (IAFA—555) for the corresponding fortnight
- (v) The contractor's bill for the supplies made will be supported by the original receipted supply order and the daily receipts, *vide* (ii) above."

Case No 99084/Q/ST6B

Min of. Fin (Def) u.o. No 1622/QC of 1960

Min of. Def/D (QS) u.o. No. 1925/D(QS) of 1960

only initialed. The words "Original", "Duplicate", "Triplicate", which are printed at the top of the form will not be attested by the officer in charge supplies, unless the headings are changed. The original is sent to the contractor, and shows him the articles and quantities required, and when and where deliverable. The duplicate goes to the unit and informs them of the arrangements made for the supply. The triplicate is kept by the officer in charge supplies as his office copy.

The contractor supplies the articles direct to the unit, and after supply presents his copy of IAFZ 2135 to the OC unit for receipting and for stating the return in which the supplies will be found credited. The contractor, having certified on this that the supply has been made, attaches it to support his bill which he submits direct to the Controller of Military Accounts concerned.

Similar entries on the unit's copy are made both by the OC unit and the contractor, and the unit copy is kept by the OC unit in support of his account.

The use of temporary receipts is forbidden.

(c) The rules regarding the signing of Supply Orders at outposts where no ASC officer is present are contained in Financial Regulations, Part II.

(d) The responsibilities of the various officers concerned are as follows :—

(i) The CASC as to the quality of articles supplied and the continuance of supply. An occasional surprise check between the unit and the contractor is needed to see that the correct quantities, as actually received, are shown on IAFZ 2135, and IAFS 1520.

(ii) The Commanding officer of the unit as regards the authority for supplies accepted ; the giving of correct receipts and accounting for the same and also for making adequate arrangements to enable the duties of the CASC, as outlined above, to be efficiently carried out.

(e) Contractors will submit one bill for all ASC supplies made under one contract to several units in a station during a month supported by IAFS 1520 and/or IAFZ 2135. In cases where contractors, for some reason or other, are not able to obtain IAFS 1520 or IAFZ 2135, in time, from officers commanding units, they will be allowed to submit a supplementary bill, if necessary.

No payment will be made except when supported by the original copy of IAFS 1520 or IAFZ 2135. The contractor who loses his copy will prefer a claim on the CMA supported by the following certificates :—

A certificate from the unit concerned for supply made, and a certificate signed by himself to the effect that payment has not

been obtained by him previously and that he will not again prefer a claim if the lost voucher is subsequently found.

The CMA will then subject the bill to the usual audit acting on the certificate and the unit's copy.

(7) 60. Procedure for the inspection and acceptance of centrally purchased articles.—Demand for centrally purchased items of food-stuffs is placed with the Ministry of Food, who in turn conclude contracts with the firms on their approved list. C13
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The Food Inspection Organisation, on behalf of the DST is responsible for the inspection and acceptance of such foodstuffs tendered against such contracts.

Inspection Notes—FD(M)-60.

If the consignment is accepted, the supplier will be issued with inspection Notes—FD(M)-60.

Seven copies are prepared and distributed as under :—

Copy No. 1 to be clearly marked "Accounts Office Copy No. 1" in red ink and attested by the issuing officer with his full signature—handed over to contractor for submission with his bill.

Copy No. 2 to be clearly marked "Accounts Office Copy No. 2" in red ink and attested by the issuing officer with his full signature—handed over to contractor for submission with his bill.

Copy No.3 handed to contractor for his office use.

Copy No. 4 to ST/7, Army Headquarters, New Delhi.

Copy No. 5 Additional copy for the Accounts Officer handed to the contractor for submission with his bill.

Copy No.6 Forwarded to the Purchase Officer concerned i.e., Ministry of Food.

Copy No. 7 Inspector's Office copy.

The contractor will submit his bill for payment on FD(M)—58 duly supported by Inspection Notes to the Deputy Accountant General (Food and Relief) New Delhi.

Insert the following as a fresh sub-para (f) to para 59 :—

“(f) To enable CsDA to check the rates shown on I. A. Fs. Z- 213 accompanying suppliers' bills in connection with purchases made under paragraph 51, the supply officers will submit Rate Lists to the CDA/JCDA concerned, with copies to service representatives at Area and Sub-Area Headquarters, punctually on the 15th and the last day of each month. Certificates to the following effect will be endorsed on all such Rate Lists :—

- (i) Purchases were made at the lowest rates available.
- (ii) Sanction of the competent authority to make the purchases was obtained.
- (iii) All purchases made during the fortnight have been included in the Rate List.

A certificate to the effect that rates allowed in the Supply Orders (IAFZ—2135) shall be found in the particular Rate List, will also be endorsed on the Supply Orders.”

Case No. 58260/Q/ST6B

Ministry of Finance (Defence) U. O.

No. 176 Q/CD

CHAPTER 5.

ISSUES OF SUPPLIES TO UNITS AND FORMATIONS

66. *Scales of issues of rations and forage.*—The scales of issues of articles of ASC supply are contained in “Scales of Rations and Supplies, issued by the ASC” as amended by Army Instructions published from time to time.

67. *Submission of indents by units.*—(a) Units will prepare indents on IAFZ 2184-B and will submit four copies to the Supply Depot on which dependent, seven days before supplies are required. After the indent has been checked, the supply depot will complete the column “Issue sanctioned” and return one copy to the unit to receipt and bring back on the ration drawing day. On completion of issues, the unit will be given one copy by the R and D Section endorsed with the certificate of issue to support its ration return (IAFS 1519).

(b) In the case of units at out-posts, two copies of the indents will be sent with the stores. One of these endorsed with the certificate of issue will be retained by the unit and the other returned to the supply depot duly receipted.

(c) The MES, IAF and non-military departments will submit five copies of the indent to the supply depot. The supply depot will return three copies, endorsed with the certificate of issue, to the indenter, who will retain one and return two, duly receipted, to the supply depot.

(d) The A.S.C is responsible for the provision of all A.S.C. supplies to the (Indian) Navy. Supplies are issued in bulk.

(e) At ports where no Navy victualling organization exists, the ship or naval establishment will draw supplies from the nearest A.S.C. Depot.

(f) At ports where there is no A.S.C. Depot or Navy victualling organization supplies will be obtained by ships or other Naval Establishments as directed by Naval Headquarters.

(g) Demands will be submitted on IAFZ 2184-B, in quintuplicate, which will be disposed of as under :—

All 5 copies will be returned by O.C. Supply Depot with a certificate of issue. The Naval Establishment will return four copies to the supply depot duly receipted at the time of drawing rations.

(h) Fresh supplies will be issued daily on I.A.F.S 1555. At the end of the month the O.C. Supply Depot will prepare I.A.F.Z. 2096, in quintuplicate, for the total quantity supplied during the month. Four copies will be returned by the Naval Establishment to the O.C. Supply Depot duly receipted.

(i) Two copies each of the receipted I.A.F.Z. 2184-(b) and/or I.A.F.Z. 2096 will be forwarded by the O.C. Supply Depot to the L.A.O. for book adjustment (debit). The remaining two copies will be disposed of as in the usual manner.

68. *Check of units indents.*—(a) The responsibility of supply officers in checking units' indents are contained in RAI.

(b) Supply depots must check units' indents accurately before compliance both arithmetically and with reference to past issues. Any obvious errors or abnormal variations must be pointed out to indenting officers and, if necessary, to superior commanders.

(c) Restrictions on the number of petty indents received from units will be strictly enforced. With good management and reasonable foresight, it will not be necessary to submit indents more than once weekly.

69. *Bulk issues.*—(a) Issues of stores to meet demands submitted by units will be made in complete packs from supply depots at fixed intervals of seven days, as a general rule.

(b) All issues of supplies will be made in full bags or cases, broken quantities demanded being met to the nearest bag or case.

(c) All despatches by rail should, as far as possible, be in full truck or wagon loads and, to facilitate such despatches, quantities slightly in excess of demands may be sent where necessary.

(d) The principle of the utilization of the supply services as a wholesale and not as a retail sale agency must be understood. Variations from this principle are at the root of many difficulties, losses and irregularities, and are forbidden.

(e) Despatches to outstations will normally be made only on fixed days of the week as notified in Station Orders.

(f) When consignments of coal are taken over at railway stations units' requirements may be conveyed direct from railway stations to their barracks provided that storage accommodation is available and such a course is considered economical and desirable.

Not more than six months' requirements of a unit will be so stored at one time. Where coal is delivered at railway sidings in supply depots issues to units will be made in accordance with indents received.

70. *Units estimates and drawings of grain.*—(a) Units send their monthly statistical return (IAFS 1586) to the supply depots on which dependant and a copy to the CASC by the 4th of each month. This return gives the anticipated average daily ration strength of men and animals for the current and the following three months and also estimated quantities of grains and bran which units wish to draw in the fourth month.

(b) The stock book rates for the free issue of grains as shown in the annual Stock Book Rate List published by the Deputy Financial Adviser

(Q), will hold good for the whole year and will be adopted in valuing credits and debits in the forage accounts (IAFS 1519) throughout the financial year and not the amended rates, if any, subsequently published during the course of the financial year.

(c) For this purpose Stock Book rates for grains (only) will be signalled by the QMG to Commands with copy to areas and sub areas on or before 15 January each year. These formations will repeat this information by express letter the same day to OsC Stations and the latter to all units. The rates will be produced in Sub Area and Station Orders.

(d) On receipt of this information units will signal to the CASC by 27 January their firm estimates for grains (only) for the month of April. The CASC in turn will signal consolidated figures to the BASC by 15 February and he in turn will signal the DST at Army HQ by 1 March.

(e) Loss is caused to the State by units estimating for approximate quantities of particular grains and then, after the approximate quantities have been ordered, demanding smaller quantities of one grain and correspondingly large amounts of others. This also applies when units estimate for a grain not usually stocked, e.g., oats, and then fail to indent for it. Officers commanding units must draw quantities and descriptions of grain estimated for and no variations from estimates will be allowed, unless the stocks of grain in supply charge permit of modifications being made.

71. *Complaints by units.*—(a) Complaints by units may normally be classified under three heads :—

- (i) Supplies already on unit charge.
- (ii) Supplies about to be issued from a supply depot to a unit.
- (iii) Contractors' supplies, issuable either at a ration stand or direct to a unit.

In the case of (i) the matter is one for the unit itself to adjust, as their acceptance of supplies at the time of drawing is final.

In the case of (ii) and (iii) the supply officer or his representative will attend and if he upholds the complaint, the supply officer is responsible for taking such steps as are necessary for the replacement of the supply.

If the supply officer does not uphold the complaint the matter is one for decision by the Sub Area or Station Comd., either with or without the assistance of a board of officers. In the case of non-perishable supplies, the Sub Area or Station Comd. may, if he desires, obtain the advice of the OC Composite Food Laboratory of the Comd. concerned.

(b) Units are strictly forbidden to accept money value in lieu of authorised stores from a contractor.

(c) Steps will be taken to make good any deficiency due to failure of supply on each day, as it occurs, under Financial Regulations, Part I. Units are, in the case of failure, when contractors are ordered to deliver supplies direct to units, responsible for giving the supply officer the

earliest possible notice of such failure, to enable him to take the action required. Such reports will be made in writing and shall be treated as "immediate".

(d) If the particular article or articles of ration cannot be purchased in the market, authorised substitutes will be issued.

72. *Return of stores to the Supply Depot.*—Supplies once issued to a unit are not normally returnable to a supply depot. The orders as regards return of packing material are contained in para 143.

73. *Inspection of stores before issue to units.*—In the case of local issues, supplies will be inspected prior to their issue by the responsible supply officer or his representative to ensure good quality, correct quantity, and the elimination of broken amounts.

74. *Issue of Bread.*—(a) The bread produce in ASC bakeries throughout India will be uniform in quality. Strict supervision over the baking of bread will be exercised to ensure proper output, standard quality and correct weight. The daily receipts of bread stuffs and firewood and issues thereof and of loaves of bread will be shown on IAFS 1554. IAFS 1555 shows the issue of loaves of bread to Military Hospitals and their receipts. A summary of these receipts will be made at the end of each month on IAFS 1557 and will be submitted to the CMA through the Supply Officer concerned.

(b) Bread issued from ASC bakeries to Military Hospitals to meet their demands and which, owing to decrease in strength or for other reasons, may become surplus to their requirements, must be retained by them towards meeting their requirements for the next day, instead of being returned to ASC bakeries.

(c) In addition to one and two pound loaves, the manufacture of different varieties of loaves such as cottage and sandwich may be authorised by the local Commandant. The baking of 4 ounce rolls in lieu of not more than 10 per cent. of the daily bread requirements is permissible.

(d) One sample loaf of one pound bread will be supplied daily free to each officer in charge of supplies of a bakery.

75. *Issue of meat.*—Meat prior to its despatch to the ration stands will be marked by means of metal seals attached to one of the hind legs of each carcass in the case of sheep or goat.

Meat cuttings not issued as part of the soldiers' ration will be offered for sale to the troops as laid down in the contract agreement.

76. *Supply and issue of fodder.*—(a) The Military Farms are responsible for :—

- Substitute by C.S.U. 195*
- (i) The purchase of all fodder requirements including operational demands (except green fodder) for the armed forces. Purchases will, however, not be made in operational areas. See sub para (b) (ii) below.
 - (ii) All baling of such fodder purchased.

Page 35—

For the existing para 76 substitute the following :—

76. Supply and issue of fodder :—

(a) The Military Farms will be responsible for—

(i) The maintenance and turnover of mobilization reserves of fodder.

Note.—At such stations or posts where mobilization reserves of fodder are held but where there is NO representative of the Military Farms, such reserves will be held by the Army Service Corps. At places where neither the Military Farms nor the Army Service Corps have representatives, the reserves will be in charge of the officer commanding the station or post, who will be responsible for their safe custody and turnover, reporting any issues made to the Army Service Corps officer concerned, to enable the latter officer to submit the necessary indents for replacement to the Military Farms for compliance.

(ii) The maintenance of stocks of fodder required for issue to the Army other than :—

(A) to a remount depot located at a station where the Military Farms do NOT function,

(B) at stations at and in front of all railheads where NO production farm of the Military Farms exists.

(iii) The issue of fodder direct to units at stations where the ASC do NOT function.

(iv) Scrutiny and technical advice regarding contracts for fodder at stations where contracts are made by the ASC.

Note.—Except at stations referred to at (a) above, the Military Farms will be considered as a contracting firm to the ASC and will have NO administrative function in connection with troops.

(v) In an emergency when ASC personnel are withdrawn, the Military Farms will issue fodder direct to units in peace stations until ASC personnel become available again.

(b) The general responsibilities of the ASC as regards fodder will be—

(i) The issue of fodder to units from the stackyards of the Military Farms and from Military Farms lands in stations where issues are made direct from the land.

(ii) The maintenance of stocks at and in front of railheads where NO military production farms exist.

(iii) Provision of fodder by contract or local purchase at stations where the Military Farms have NO representative. (Tenders/quotations with the comparative statements and recommendations of the ASC officer concerned will be submitted to the



ADVR&F concerned for scrutiny and technical advice prior to their submission to the CDA concerned and acceptance. The ADVR&F will be responsible for advising whether the supply could be made more economically by the despatch of baled fodder).

- (iv) Purchases of any fodder which may be offered for sale by local inhabitants at posts beyond railheads, may be resorted to by the ASC after consultation with the ADVR&F concerned so as to preclude the possibility of fodder being imported from any area in which the Military Farms make purchases.
- (v) The requirements of fodder for forces in the field will be intimated by the ASC to the Military Farms. Despatches will be controlled by the DST or his representative. The responsibility of the Military Farms will cease when quantities ordered to be despatched have been loaded into trucks.
- (vi) At places where ASC are called upon to hold stocks of fodder, a minimum of 2 months' requirement will be held by them at all times. This quantity will, however, NOT exceed 1 year's requirements at any time.

(c) The ASC representative will issue fodder to units and will sign the Military Farms issue register for the total quantities issued daily.

(d) The ASC representative will prepare a "Daily Statement of Balances" showing receipts and issues and will forward the same daily to the ASC Officer concerned.

(e) At the time of issue, the units will sign an "Issue Book" which will be kept in the possession of the ASC representative. The ASC officer concerned will prepare vouchers on IAFZ-2096 monthly, vouchering the fodder to units.

(f) The Military Farms will prepare vouchers (IAFZ-2096) on the first day of each month to include all issues during the previous month. These will be forwarded in duplicate for receipt to the supply officer concerned, the accounting supply officer retaining one copy to support his account for fodder and returning the original copy duly receipted to the supplying Military Farms concerned.

(g) When despatches by rail are necessary from a production farm or baling depot to a supply depot or supply representative, despatches will be made in accordance with RAI Rule 631 and Instruction 907 *et seq*, the Military Farms being responsible for despatches.

(h) When despatches are made by road on hired transport, the transport contractor will be responsible for delivery, when it is inconvenient or uneconomical for a supply representative to be present to take over. When despatches are made by Government transport, the ASC will be responsible for taking over at the Military Farms depot for delivery.

(i) The supply of fodder to units in training camps or on the line of march will be made as follows :—

- (i) The ASC will make all contracts for fodder required in training camps or on the line of march. (Tenders will be submitted for these supplies in the same manner as that outlined in para 3(e) above).

- (ii) The ASC may, however, call upon the Military Farms to supply fodder from the nearest production farm for such supplies, if this method is found to be the most suitable arrangement.
- (iii) When large concentration camps or manoeuvres take place, which entail special arrangements being made, the ASC will consult the Military Farms concerning the method of supply, as it may be possible to arrange for baled fodder to be despatched from a production farm.
- (iv) If fodder has to be moved by road from the production farm to a place of issue, the ASC will supply the transport and will be responsible for taking over the fodder in the Military Farms stack-yard and subsequent issue to the troops.
- (v) If it is necessary to despatch fodder by rail, the Military Farms, in the case of complete wagon loads, will make the necessary arrangements and debit the cost to the ASC.
- (vi) In the case of small consignments of fodder which can be more economically transported by rail with other supplies, the ASC will take over such fodder from the farm or depot of the Military Farms concerned and transport it under their own arrangements.

In both the cases—(e) and (f) above—the ASC will be responsible for the subsequent disposal of the fodder.

(j) All issues of fodder on payment will be made by the ASC. Repayment issues will be governed by RAI. Recovery rates will be intimated to CsASC by ADsRVF through CsDA concerned periodically. CsASC will arrange for these rates to be published in Area Orders with those of local purchase items for information of units.

At stations where a Military Farm exists but where NO ASC supply unit functions, the Military Farms will issue fodder direct to units on demand on Receipt and Issue vouchers.

Case No. 62531|Q|ST6B
 Ministry of Finance (Defence) u.o. No. 7021-Q-CD of 1952
 Ministry of Defence (D-Q&Eng) u.o. No. 15924|D(Q&Eng) of 1952

H. M. PATEL,
 Secretary to the Government of India,
 Ministry of Defence.

(b) The responsibilities of the ASC are :-

(i) to hold all stocks including authorised reserves and make all issues. Stocks to be held will be based on a minimum of two months requirements being in stock when stocks are lowest, *i.e.*, immediately before the bhoosa/hay purchasing season. Replacement of stocks will be made annually in accordance with a programme of deliveries to be arranged by HQ areas with the ADsRVF concerned;

(ii) the local purchase of fodder in operational areas, where it cannot be economically supplied from a peace area.

(c) (i) The MF will be provided by the ASC with firm demands for annual requirements, in accordance with instructions to be issued by the MF. These stocks will be despatched under arrangements to be made by the MF f.o.r. delivery stations.

(ii) For all local issues, the supply will be loose, bhoosa/hay while for all reserve requirements or any despatches by rail, sea or air the supply will be baled. Local issues of baled bhoosa/hay will only be resorted to, to effect turnover of reserve stocks. Reserves will be held in selected stations in commands.

(d) Stacking and thatching will be the responsibility of the ASC. The work will be carried out by contract or by local labour as may be more economical and practicable. The local MF authorities will give any advice required.

(e) *Fodder supplied on payment*—All issues of fodder on payment will be made by the ASC. Repayment issues will be governed by RAI. Recovery rates will be intimated to CsASC by ADsRVF through CsMA concerned periodically. CsASC will arrange for these rates to be published in Area Orders with those of local purchase items for information of units.

(f) If any station where a Military Farm exists, but where no ASC Supply Units function, the Military Farm will issue fodder direct to units on demand on receipt and issue vouchers.

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77. *Stores on payment*.—(a) Issues of articles of ASC supply on repayment will be governed by the rules laid down in Regulations for the Army in India, as further amplified in Army Instructions.

(b) A percentage of loss of $1\frac{1}{2}$ per cent. is permissible on all bagged supplies issued on payment, to cover losses which will occur when making retail sales to customers.

(c) Normal loss statements will in all cases be prepared for such losses.

78. *Recovery rates for bread issued on payment*.—Recovery for bread issued on payment will be effected at the rate fixed by the CsMA.

79—82. (Blank).

including sugar
Authy. CsMA 25/11/73

CHAPTER 6.

ESTIMATES, STOCKS AND STORAGE IN SUPPLY DEPOTS

83. *Preparation of budget estimates for supplies.*—Rules regarding the preparation and submission of budget estimates are contained in Financial Regulations, Part I. The annual estimates for ASC supplies will be prepared on IAFS 1597, Parts I and II and IAFS 1598.

The rates adopted in valuing of requirements of local purchase articles will be the average of latest local contract or purchase rates, modified with reference to the latest available information regarding the trend of prices.

The annual estimates for ASC supplies will be accompanied by separate statements showing requirements of :—

- (a) Bags of various kinds for use in supply depots excluding those required for the controlled mills and the Grain Crushing Depot at LUCKNOW.
- (b) Special packing material.
- (c) Any other miscellaneous articles for use in supply depots excluding those which are met from depot contingencies.
- (d) Extra issues in special localities *i.e.*, those areas where troops suffer extreme hardships.

84. *Maintenance of authorised stocks.*—(a) The quantity and location of stocks are prescribed by Army Headquarters. The supply officers concerned are responsible that :—

- (i) stocks allotted are complete.
 - (ii) articles liable to deterioration are turned over before such deterioration takes place.
- (b) rules relating to supplies to be maintained in units charge are contained in RAI.

85. *Upkeep and turnover of stocks.*—(a) GOsC-in-C Comds and GOsC Areas are held responsible for :—

- (i) The upkeep and turnover of all articles of ASC supply held in the areas under their command.
- (ii) Ensuring that no stocks of unauthorised articles are held, except when stocking is incidental to normal system of supply.
- (iii) Ensuring that the quantities of articles authorised to be held are not exceeded throughout the year except by temporary increases to meet local requirements for manoeuvres, unforeseen emergencies and due to forward purchases and deliveries made by the CDP.

(b) The only articles of which stocks may be held are those notified by the QMG from time to time.

(i) In order to keep stocks as small as possible and to save excessive influxes monthly, the CDP will arrange for decade deliveries to be made to supply depots whenever complete wagon loads can be sent by rail. Exceptions will be Gyantse and Yatung for which special arrangements are made.

(ii) *Requirements of hospital comforts.*—Demands for such supplies will be placed by the Officers in charge Supply Depots on the local station canteen contractor one month prior to supplies being required. The canteen contractor will place the demand on the Canteen Stores Depot, Bombay. If supplies are not available through the Canteen Stores Department, Officers in Charge Supply Depots will obtain such requirements locally as required.

(iii) All items will be periodically resampled. In this connection the correct procedure to be followed is contained in the "List of articles supplied by the ASC with specifications". In all cases, items of the shortest life will be consumed in preference to items of longer life, with the exception of atta flour which will be consumed in accordance with their milling date, *i.e.*, the oldest milling will be consumed first. As a rule atta flour will be consumed before the last day of the fifth month after the month of milling. As an example, atta flour on which the date of milling is "23 Jan. 50" will be consumed by "30 Jun. 50". Samples will normally be submitted after 3 months from the date of milling, but when on visual inspection or for some other reasons doubt arises that the stock is or will not keep fit till the specified date, a sample will be sent immediately to the CCFL and the stocks turned over as recommended.

(iv) With careful estimation, surpluses should not accrue and with a quick turnover, the rapid consumption of supplies to avoid deterioration should not be necessary.

If cases, however, occur commands will endeavour to consume the stock by inter area transfers and only when this is not possible, will they report it to Army Headquarters for disposal, subject to conditions laid down in Appendix I.

86. *Authorised stock of flour.*—All flour held in bakeries is considered as part of the authorised stock of flour.

The flour required for bakeries should, if accommodation exists, be sent direct from railway stations to bakeries and not to the supply depots, thus avoiding double transport, stacking and unstacking charges.

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Para 85 (b) (iii)

For sentence commencing from "As a ruleas recommended" substitute the following :—

"As a rule, atta/flour will be consumed before the last day of the fifth month from the date of milling, unless a longer life is recommended. As an example, atta/flour on which the date of milling is "23 January" will be consumed by "30 June" the same year.

Atta, especially in warm damp climates, tends to develop abnormal acidity, becomes rancid and is prone to become infested with insect pests. It is for this reason that 3 months ESL is assigned to freshly milled atta, *i.e.*, in order to ensure that stocks are turned over early and samples sent to Food Laboratories for re-examination one month before the expiry of the current ESL. In addition to the normal sampling, whenever there are signs of deterioration on visual inspection, or doubt arises as to whether the stocks will keep fit until the specified date, samples will be sent immediately to the Food Laboratories, for further instructions as to the disposal of the stocks."

87. *Estimating and avoidance of over-stocking.*—Over stocking is often due to wrong estimating of future needs and is most frequently due to failure to provide for the modifications caused by :—

- (a) Move of units.
- (b) Men going on furlough and leave.
- (c) Fluctuations in the number of sick in hospitals.

CsASC of areas and DADsST of Independent Sub Areas will base their estimates on the units' monthly statistical returns.

Instructions for the preparation of the monthly demand statement are contained in ASC Training Volume II and on the forms on which the demands submitted.

88. *Storage of Supplies.*—(a) The method of storage of articles of ASC supply is dependent on :—

- (i) The local climatic conditions:
- (ii) The periodical turnover of the articles and the systematic arrangement of stores to ensure turnover in rotation *i.e.*, oldest stocks first.
- (iii) The pre-arranged disposal of articles on mobilization being ordered.
- (iv) The tendency to deterioration of the articles. //

(b) The essential factors to be remembered in arranging storage accommodation are :—

- (i) That stores must be maintained in a thoroughly serviceable condition.
- (ii) That the annual cost of the upkeep must be minimised.
- (iii) That articles must be stored so as to admit a rapid and accurate issue.
- (iv) Maximum dispersion in the location of stores, as protection against air attack and gas.

89. *Stacking supplies.*—Instructions for the stacking of the various articles of ASC supply are contained in ASC Training Volume II.

The methods prescribed therein are intended to admit of the ready verification of stocks, the rapid issues of supplies and the provision of the necessary ventilation.

90. *Test and examination of stores.*—Stores will be examined and tested in accordance with instructions given in the "List of articles supplied by the ASC with Specifications" by an officer responsible for the stores and the storekeeper to ensure that they are in a serviceable condition. The greatest care will be exercised to ensure that perishable stores are consumed before they become unfit for consumption through deterioration.

91. *Markings.*—(a) The distinguishing marks on articles of ASC Supply are given in the "List of articles supplied by the ASC with Specifications".

(b) Articles of equipment or of fixed dead stock will be marked with a broad arrow and the letters ASC, and the date of issue where practicable. When articles are acquired or original markings obliterated correct marking will immediately be carried out.

(c) Stencil plates and stamps will be cleaned immediately after use. When not in use they will be kept under lock and key.

(d) Pads for use with stencils and stamps should be made of three thicknesses of blanketing and covered with mattress cloth. Their size should approximate to six inches by four inches. Bowman's or similar stencil tar or paint should be smeared on separate pads as required.

(e) Bowman's or similar stencil ink should be used for marking cotton, linen or woollen articles ; tar and paint should be used for other articles.

(f) Any condemned articles, where retention has been sanctioned, will be marked with the letter " R ".

92. *Cleaning of platforms.*—When stocks are cleared, the platforms on which they must be overhauled and cleaned before fresh stocks are placed upon them, in order to prevent the new stocks becoming infested from old stocks.

93. *Care of equipment.*—(a) All metal equipment when lying in stores will be painted with kerosene oil and coal tar in the proportion of one pint of oil to one gallon of tar the mixture being applied when hot.

Bolts will be stored without the nuts threaded on.

(b) Standard test measures and hydrometers will never be used for other than testing purposes.

94. *Handing over of stock and procedure on relief.*—(a) An individual appointed to the charge of stores or livestock must verify in detail, and in the presence of the individual handing over charge the stocks for which he is responsible. He will also submit a verification report on IAFS 1608 showing the correctness or otherwise of the stores in quality and quantity, to the officer under whom he is to serve.

(b) Packages which do not show signs of having been tampered with need not be opened but a note must be made on the verification report to this effect.

(c) Supply personnel in charge of stores must at all times be prepared to hand over their charge at short notice for which purpose verification reports of stores, equipment and official publications will always be kept ready, with headings filled in. The above instructions are not applicable in the case of ordnance equipment which will be accounted for in accordance with Equipment Regulations.

95. *Stock taking.*—The rules regarding stock taking are contained in RAI. When taking stock of stores contained in bags or packages of a supposed uniform weight the procedure will be similar to that described in para 105 in order to ascertain that the stock in hand is what it is represented to be in the accounts. Bags or packages which appear to have been tampered with will be weighed and opened to satisfy the requirements of stock verification.

96. *Food Inspection Organisation.*—(a) The responsibility for analysis, testing and acceptance of food supplies, in accordance with ASC specifications and terms of contract as laid down by the Ministry of Food, lies with the Food Inspection Organisation.

The Assistant Director of Supplies, in charge of the Food Inspection, forms part of the S. & T. Directorate at Army Headquarters. His functions are :—

- (i) Policy and procedure about food inspection.
- (ii) Inspection (both technical and bulk) and despatch of all centrally purchased items of foodstuffs other than those which are purchased at and shipped from overseas stations the responsibility for the distribution of which lies with the Embarkation Commandant at the Indian port concerned.
- (iii) Framing and revision of specifications for all items of ASC supply including Hygiene Chemicals but excepting POL.
- (iv) Categorisation of all QMG's stocks as regards storage life.
- (v) Operation of all contracts for centrally purchased items placed by the Ministry of Food.
- (vi) Advice on all matters of nutrition and ration scales.
- (vii) Research on food problems.

Note.—Certain functions are, however, further delegated to OsC, Command Composite Food Laboratories|OsC Ghee Testing Laboratories and their functions are :—

- (A) To act as advisers on all food inspection and storage matters to their BsASC.
- (B) To operate contracts within their command of centrally purchased items placed by the Ministry of Food.
- (C) To carry out inspection of foodstuffs tendered under (B) by contractors and accept it if found to be up to specifications as laid down by the Ministry of Food in their contract.
- (D) To arrange despatch of accepted stores, in accordance with delivery instructions issued by Army H.Q.
- (E) To categorise command stocks. In this connection see the "List of articles supplied by the ASC with specifications" which deals with warranty periods and principles of resampling.
- (F) To advise on pest control.

(b) The advice of the officer commanding a CFL is at the disposal of any officer charged with the responsibility for the provision and storage of supplies, but he cannot be detailed as a member of a court of Inquiry or summoned to give his advice in person except under the orders of Army

Headquarters. A disposal board convened for the disposal of any item of rations costing Rs. 2500 or above should, however, have an officer from the CFL concerned as a member.

(c) The fact that foodstuffs have been previously examined, and passed fit for issue by a CFL in no way prevents units or formations from sending further samples for analysis, if in the opinion of the latter an out of turn sampling is warranted. In such cases reasons should be fully stated for the information of the CFL concerned.

(d) When consignees have cause to complain regarding any consignments directly received from any officer of the Food Inspection Organisation, a thoroughly representative sample will be taken from the consignment complained of, and will be sent to OC, Central Composite Food Laboratory, giving details of the R and I vouchers and the despatching officer. The sample must be taken immediately on receipt of the consignment and not after it has been in store for some time.

(e) Rules governing the submission of samples to the CCFL are contained in the publication "List of articles supplied by the ASC with Specifications".

97. *Analysis of articles other than foodstuffs.*—The analysis and testing of the undermentioned articles is carried out as shown below:—

Hygiene Chemicals—

All Hygiene Chemicals including By the Technical Development spray insecticides and aerosol bombs. Establishment Laboratory Stores KANPUR.

The analysis is carried out in accordance with the instructions of the Director General of Industry and Supply, contained on the Supply Orders furnished by that officer.

The periodic examination of all Hygiene Chemicals except spray insecticides is carried out by the CFL concerned.

The advice of the TDELS and the CFL is at the disposal of officers who are charged with the responsibility for the provision or storage of such articles.

98. *Meat Fresh—Sheep and Goats.—General.*—Meat for troops, whether dressed or on hoof is arranged by the ASC through contracts which cater for meat being drawn either on hoof or dressed or both. It will be issued to units as under:—

(a) *Where ASC Butcheries function.*—Units will, normally, draw their requirements of meat from the ASC butchery in their own transport.

(b) If the OC Station decides that meat will be issued from a Central Ration Stand (which should preferably be in the Supply Depot premises) the contractor will be ordered by the OC Supply Depot to deliver meat at the Central Ration Stand and units will draw their requirements, as for other ASC supplies, from the Central Ration Stand in their own transport.

- (c) If the OC Station decides that the meat should be delivered direct to units, the OC Supply Depot will order the contractor to deliver supplies direct to units in units' lines in his (contractor's) own transport. See also paras (i) & (j).
- (d) *Where ASC Butcheries do not function.*—Meat will be delivered as in (b) and (c) above, as may be decided by the OC Station.
- (e) The transport used by the contractor for the carriage of meat to the Central Ration Stand or to the units' lines will be fly and dust proof and shall be subject to the approval of the Supply and Medical Officers concerned. All expenditure in this connection will be borne by the contractor.
- (f) Units, when ordered to draw dressed meat from the ASC Butchery|Central Ration Stand will provide their own transport and containers.
- (g) When units draw meat on hoof slaughtering of animals will be done under units' own arrangements. The skins of animals will be disposed of as directed by the OC Supply Depot either through a station contract or by sale to the best advantage of the State and the amount so realised will be credited to Government.
- (h) Where requirements of dressed meat do not justify the slaughtering of an animal, such small requirements may be obtained by the contractor from the local market. The source of supply will be subject to the approval of the Supply and Medical Officers concerned.
- (i) The daily issues and receipts of meat will be accounted for by the OC Supply Depot on IAFS 1558.
- (j) When dressed meat is delivered to units in their lines, meat lorries|carts will be locked and an ASC representative will accompany such transport for issues being made under his supervision. An invoice (IAFS 1555) will be sent to each unit and the contractor will be paid according to the receipted invoices signed by units and which bear out entries in IAFS 1558.
- (k) Slaughtering of animals will normally take place in the evening. After the carcasses have been dressed they will be weighed by the JCO|NCO i/c Butchery and hung up for drying until the next morning when, after inspection, they will be again weighed and this weight will be adopted for purposes of "receipts" by the ASC.

99. *Supply of meat through Government agency.*—Where meat is not supplied through contracts or if at any time it may be decided that live stock owing to the prevalence of favourable rates may be purchased and the sanction of the Government of India is obtained to such a course, the supply of meat will be undertaken by the ASC.

- (a) In such cases, ewes in excess of one third of the stock of sheep and goats will NOT be purchased or slaughtered. Slaughter

animals which are condemned on account of injuries received accidentally will be inspected and passed by a Veterinary Officer prior to being slaughtered with a view to their issue as rations. Meat condemned as being of inferior quality will not be destroyed but will be disposed of to the best advantage of the Government under arrangements to be made by the OC Supply Depot.

- (b) Hides, skins and offals of slaughtered Government animals will be disposed of to the best advantage of the State, under arrangements to be made by the OC Supply Depot.
- (c) No animal which has not been branded, will be kept in pens in the Government Butchery or will be kept on charge or brought into or near the slaughter premises.
- (d) Animals, which become unfit for slaughter, will be disposed of to the best advantage of the State.
- (e) Slaughter animals, the property of Government, will be fed at Government expense at the scale laid down in SRS.

CHAPTER 7.

RECEIPTS AND DESPATCHES OF STORES

105. *Accounting for bagged supplies.*—(a) As losses on bagged supplies of grain, dal, wheat products and rice are due more to climatic conditions, loss of natural moisture, etc., than to short weight at despatching stations, the following procedure will be adopted for adjustment of losses :—

- (i) On receipt of a consignment of grains, dals, wheat products and rice, the bags will be examined to see whether they have been damaged or show signs of having been tampered with. All such bags will be placed on one side.
- (ii) From the remainder of the consignment, or from the whole of the consignment, if no damaged bags are found, a percentage will be taken and weighed. If the variation is one and a quarter per cent. or less from the invoiced weight this portion of the consignment or the whole consignment, as the case may be, will be taken over, accounted for and issued at the invoiced weight, e.g., eighty, one hundred or one hundred and sixty pounds, as the case may be. The damaged bags will be brought up to their invoiced weight and a loss statement made out for the actual number of pounds required to do this.
- (iii) If the percentage weighment of the consignment shows a difference of over 1½ per cent. the whole consignment will be weighed. Bags which show a difference of one and a quarter per cent. or less will be taken over as before but all bags showing a difference of more than 1½ per cent. will be reconditioned, i.e., made up to their invoiced weight and a loss statement made out for the weight thus expended.

(iv) Loss statements for short weights will be made out and dealt by the consignee in accordance with Financial Regulations for the in India, Part II, 1942, para. 483 and RAI Instructions 915, 918, 919 and 920.

(c) Sugar will be accounted for and issued to units at actual weights.

106. *Railway wagons.*—(a) All wagons containing only military stores will be sealed with military, as well as, railway seals. Lead seals will be used and will be affixed on both sides of each wagon. As an additional precaution, where necessary, the cottor pins of wagon doors may be rivetted.

(b) Losses are sometimes due to the bags near the doors of a wagon being cut open by the insertion of a long sharp instrument between the

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Page 45, Para 105

Under sub para "ACCOUNTING FOR BAGGED SUPPLIES". Below Para 105 (a) (iii) the following be inserted as new para on page 45:—

"(iv) Loss upto 1.5 per cent while grinding dal chana into baison by the ASC Supply Depots or Supply Points engaged in grinding dal chana into baison".

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M of F(D) u.o. No. 2798/QB of 1978

Secretary to the Govt. of India, Ministry of Defence

hinges of the door and the floor of the wagon. By this means, the contents of the bags are either partially or totally emptied and stolen. Small consignments of bags in complete wagon loads will not, therefore, be stacked immediately opposite the doors of the wagon, and, when wagons are loaded to their limit, boards from old packing cases etc., will be placed on the inside of each door of the wagon.

(e) Any delays in the removal of empty wagons or trucks from supply depot sidings will be brought to the notice of the railway authorities concerned by the supply officer responsible.

107. *Railway Receipts and Demurrage.*—(a) Military credit notes will be handed over to the railway authorities in exchange for railway receipts. If this is not done at the time of despatch of stores, the railway may claim public tariff rates.

Any alterations to railway receipts or vouchers must be initialled by the officer who issues them. The railway administration must give a receipt specifying number of articles loaded.

(b) In order to obviate the risk of incurring demurrage charges, railway receipts for stores despatched by rail will be forwarded to the consignee on the day on which they are obtained from the railway authorities.

(c) Every effort will be made to avoid demurrage charges by prompt clearance of stores from railway charge and by the strict observance of the rules of the railway company concerned. Where such charges have been incurred, they will be accounted for on separate credit notes, marked "Demurrage".

108. *Authorization and record of receipts and issues.*—(a) Issue from store will be made only on the authority of an Issue Order (IAFS 1619) signed by a responsible officer or JCO when the OC Supply Depot is not present. The names of officers or JCOs authorised to sign issue orders for the OC Supply Depot will be published in the Supply Depot Part I Orders. All transactions, whether receipts or issues, will be entered without delay in the Daily Statement (IAFS 1531) which each store holder submits daily to the Stocks Section. The totals of transactions shown in the Daily Statement are then posted by the ledger subsection of the Stock Section in the central ledgers.

(b) Each transaction affecting stores must be complete in itself and be supported by a receipt, issue, or other voucher, as prescribed.

109. *Stores delayed, lost or damaged in railway charge.*—(a) Rules for the action to be taken when stores are delayed, lost or damaged in railway charge are laid down in RAI Instruction 918.

(b) If stores do not arrive within a reasonable time, which in no case will exceed two months from the date of despatch, the consignee will take all necessary steps to trace them. By such inquiries, the railway administration will be given early opportunity of tracing and expediting the delivery of the stores.

(c) Any claim against the railway for loss or damage must be preferred to the correct official within six months of the date the consignment was handed over to the railway charge.

110. *Responsibility for receipt and despatch.*—(a) RAI Instruction 930, contains the rules for observance when articles are first received into store or despatched. These are generally applicable to ASC articles of supply.

(b) In each supply depot, there will be a receipt and despatch section (R and D Section), which is responsible for all receipts and despatches, either by road or rail. Receipts include local contract and local purchase articles delivered in a supply depot.

111. *Stores at ports for shipment and distribution.*—(a) Articles received at ports for shipment or distribution in India, will not be included in the ordinary returns of the Embarkation Commandant, but will be shown in separate store and shipping returns.

(b) Whenever stores are shipped by any Embarkation Commandant, he will post the same day to the Embarkation Commandant or military shipping representative at the port of disembarkation all vouchers, invoices, etc., giving full particulars and value of the contents of each package separately. This information is essential to enable him to claim on the shipping company concerned for shortages, or defective packages.

(c) An Embarkation Commandant, receiving supplies in bulk from overseas for distribution under orders of the Chief Director of Purchases or the Director General of Industry and Supply will receive and voucher onwards all intact packages at their invoices weights.

(d) Packages which show signs of having been damaged, or tampered with, will be examined by the Embarkation Commandant and any loss from these causes or short landing will be adjusted at the port.

112. *Receipts.*—(a) Receipt vouchers (IAFZ 2096) will be receipted by the consignee and returned to the consignor immediately after the receipt of stores.

(b) All stores received by road or rail will be recorded in IAFS 1584.

(c) Should there be any shortage in a consignment the consignee will take action to adjust his accounts and those of the consignor by the procedure described in Financial Regulations Part II, for dealing with losses.

(d) The necessity for immediate investigation and report to the competent authority, in the case of loss of Government property, must always be the first consideration.

113. *Stores received from the Chief Director of Purchase Director General of Industry and Supply.*—(a) Instructions governing the procedure to be observed in the supply of the various articles for the provision

of which they are responsible are issued by the Chief Director of Purchase, or the Director General of Industry and Supply as the case may be. The object of these instructions is to ensure that full value accrues to the State from the arrangements made by these officers and it is essential, therefore, that ASC officers concerned adhere carefully to them.

Failure to act upon the instructions issued by the Chief Director of Purchase|Director General of Industry and Supply may result in avoidable loss to the State, by depriving those officers of legitimate means of enforcing their claims against agents or controlled mills.

(b) Agents of the CDP are not his contractors in the generally accepted sense of the term, but are representatives acting entirely on his behalf.

(c) Supplies delivered to the ASC by controlled flour mills|military grain depots working under the administrative control of the CDP will be receipted for on the standard R&I Voucher (IAFZ 2096) received in duplicate from the consignor for the quantity actually invoiced. One copy of the R&I Voucher will be retained by the consignee to support the credit in his accounts, the other copy duly receipted will be returned direct to the consignor.

(d) Deficiencies noted on receipt of a consignment from controlled mills, ghi centres and the Grain Depot, LUCKNOW, working under the CDP will be dealt with by the consignees in accordance with the procedure laid down in FRI Part II, Rule 483(i) and RAI Instructions 915, 918, 919 and 920.

(e) Grain and other articles supplied by the CDP either through his agents or from controlled mills are subject to the usual tests for quality and suitability but, being public property, will not be rejected unless obviously unfit for acceptance. The fact that the percentage of refraction, namely dirt, etc., in consignments of grain is too great does not constitute a cause for rejection, provided that the grain be of acceptable quality, but is a matter for the adjustment of prices between the CDP and his agents.

Similarly, wheat products supplied by controlled mills, which are received in a damaged condition, will not be rejected but reconditioned. Cases of this nature are to be reported without delay to the CDP.

114. *Receipts from local contractors.*—The procedure for dealing with receipts of stores delivered by local contractors is laid down in paragraph 59.

115. *Despatch of stores.*—(a) The rules governing the despatch of stores are contained in RAI. Stores will be despatched in unbroken packages, bags, boxes, cases, etc., and in the case of those despatched by rail, in full wagon loads whenever possible. When stores are despatched by rail, in full wagon loads, a Packing Note (AFG 1028) signed by the officer responsible for despatch, will be pasted on the inside of each door of the wagon, so that one or other of the slips will be visible irrespective of the side on which the wagon is opened.

The number, weight and contents of each package in the wagon will be shown on each packing note to permit of the contents of the wagon being correctly verified by the consignee in the event of the R and I Voucher (IAFZ 2096) having miscarried.

Despatches of stores by rail will be limited to fixed days in each week, except in cases of emergency.

(b) It is the duty of the indenting officer to inform the despatching officer of the date on which supplies are required to arrive. The despatching officer is then responsible for making the necessary arrangements and for informing the consignee accordingly. Thereafter, all questions regarding delays in transit, etc., will be raised by the consignee.

(c) In the case of stores for despatch overseas the name of the station at which the stores have been packed originally will be marked on the outside of each package. The overseas demand number and date, as ascertained from Army H. Q. will be endorsed on the invoice. Unless definite orders to the contrary are issued by Army H. Q. the number and date of the Army H. Q. order authorising despatch will not be quoted on the invoice or in correspondence with the consignee.

The authority for the despatch of stores will be quoted in vouchers consigning stores to ports for despatch overseas and in correspondence in connection therewith. Solids despatched overseas will be vouchered by weight and liquids by measure.

(d) In all cases in which stores are despatched, consignments will be inspected prior to despatch by the responsible supply officer to ensure correctness of despatch and sound packing.

116. *Inspection and records of despatches.*—(a) The store holder is responsible that stores for despatch are made over, ready in all respects for despatch, to the R and D Section of the depot, together with R and I vouchers (see para. 118).

(b) Before despatch, stores will be inspected carefully by the officer responsible, who will acknowledge their receipt on the office copy of the R and I vouchers (see paragraph 118).

After the stores have been packed a packing note detailing the contents will be placed inside each package. This is, however, necessary only in cases where varieties of articles are packed in one package, otherwise one packing note per package/wagon is sufficient. The R and D section officer will then inspect each package to ensure that the contents are secure and protected adequately from injury or loss.

(c) The R and D section officer will maintain a record of despatches (IAFS 1583) and of the numbers of wagons utilised for despatches by rail.

He will despatch railway receipts the same day, as laid down in paragraph 107 together with R and I vouchers.

117. *Transfer of stores.*—In order to avoid the cost of freight charges and the possibility of loss or damage in transit, the transfer of stores between supply depots will be avoided, more especially when the store in question can be consumed locally without the risk of deterioration and when the transfer involves transit over long distances or back-loading to any extent.

118. *Methods of packing various stores.*—When despatching stores the following precautions will be observed :—

- (a) *Wines and spirits.*—Cases containing wines and spirits will be secured by wire and protected by seals in countersunk recesses, so as to render it impossible for the case to be opened unless the seals are broken or the wires cut.
- (b) *Fragile articles.*—Packages containing fragile articles will be marked accordingly.
- (c) *Bags for packing.*—Unless otherwise ordered, single bags will be used for packing purposes.

Note.—For POL see Part IV.

119. *Despatches by goods or passenger train.*—(a) Military stores will ordinarily be despatched by goods train, but when, of necessity, they are despatched by ordinary train (*i.e.*, mail, passenger or mixed), the difference in rates will be ascertained from the local railway authorities, with a view to the sanction of the competent financial authority being obtained for the extra expense involved as laid down in RAI.

(b) An officer despatching or causing stores to be despatched by passenger train must record his reasons in writing.

120. *Receipt and despatch of ghi.*—(a) There is no necessity to open ghi boxes received in a supply depot from the Ghi Heating Centre, provided that the weights are correct, so long as there are no signs of leakage of the contents, or of the boxes having been tampered with.

(b) Ghi for distribution to other supply depots and stations will be despatched in the original cases in which received from the Ghi Heating Centre.

121. *Despatches by road.*—(a) When stores are despatched by Government transport or hired transport, the convoy commander or the contractor's representative will be given a list of the packages handed over to him for delivery.

Army Book 158 will be used for this purpose. In addition a load tally sheet (IAFZ 2600), in duplicate, detailing the contents of each vehicle, will be handed over to the drivers of the respective Government vehicles.

(b) The R and D section is responsible for road despatches as well as for despatches by rail.

CHAPTER 8.

DISPOSAL, LOSSES AND SALES OF STORES.

125. *Disposal of surplus, obsolete and waste stores.*—Instructions regarding disposal of "Surplus" and "obsolete and waste" stores are contained in Appendix I.

126. *Sales.*—No contract for the sale of stores will be entered into without prior authority from the DGD. If sales are locally authorised by the DGD, the widest publicity will be given and particular information as to forthcoming sales will be afforded to firms or likely individual purchasers. Amounts realised by the sales of stores will be paid to the nearest treasury at an early date and without fail, in the same month in which the sales are made. Copies of sale accounts (IAFA 58) will be sent to the Director General of Disposals.

Should it be necessary to dispose of wines, spirits, beer, tobacco or cigarettes by sale, these articles must be disposed of through the agency of a licensed vendor. The direct sale of these articles by the ASC is illegal and strictly prohibited.

127. *Losses.*—The general rules regarding losses are contained in RAI and Financial Regulations.

In all cases, where there are appearances of fraud, theft, or culpable neglect, the supply officer in charge, under the orders of the station or brigade commander, will take immediate action to have the circumstances enquired into. He will, meanwhile, take precautions that all existing data, whether of stocks or of documents, is safeguarded and that any immediate disciplinary action necessary is taken.

The preparation of loss statements will be initiated by the individual in charge of a group. The depot office will maintain a consolidated register of losses on IAFZ 2161 and will carry out the instructions on this form regarding submission of IAFZ 2162.

128. *Losses on packing material or other stores in use in depots.*—Loss statements (IAFsA 498) are necessary when losses are due to change in the condition of stores while in charge of a store depot, *i.e.*, on the transfer of articles from the serviceable to the repairable category.

No loss statements are necessary when change in condition is due to fair wear and tear or when losses are due to the sale of unserviceable stores *i.e.*, the difference between their value and the amount realised by sale.

129. *Courts of Enquiry.*—(a) On an application by the supply officer concerned to the brigade or station commander, a board of officers will be appointed to examine any supplies on charge which may be considered unfit for issue and to report on the nature and extent of the damage and the cause thereof.

(b) Where the circumstances of a loss are due to normal and unavoidable causes, the supply officer need not ask for a board to be convened, unless the amount of the loss is heavy, when he will consult the brigade or station commander.

(c) Condemnation of supplies in bulk should not be carried out unless it is clearly proved that the whole of the supplies in question are unfit for issue.

(d) When a board of officers recommend the destruction of a large quantity of supplies the procedure laid down in Appendix I will be adopted.

(e) The normal course, which should be followed whenever practicable, is to examine the supplies as they are being issued to the troops and to set aside any that may be found bad, with a view to their being brought before a board of officers for condemnation if their value amounts to Rs. 200 and upwards.

(f) Boards detailed for the inspection of supplies, in accordance with the foregoing regulations should be composed of officers of experience, who should be instructed to submit the supplies to very careful examination before condemning them.

(g) When provisions are ascertained to be partly damaged, the good will be separated from the damaged whenever it may appear that such separation may be made with advantage to the public interest. The good provisions will be issued to the troops and the remainder will be disposed of under the orders of the competent financial authority.

(h) Condemned articles will be disposed of with the least possible delay. Supplies which have been condemned as unfit for issue to troops or animals on account of deterioration will not be sold, but destroyed. An officer will certify in all such cases that he has seen the destruction carried out and this certificate will be appended to the board proceedings or other documents supporting the write-off in the accounts.

(i) In the inspection of wines and spirits bottles should not be opened unless, from the appearance of the corks, or from receipt of complaints from hospitals, there may be reason to suspect the condition of the contents.

(j) To prevent larger losses than have actually occurred being charged off, it is essential that surveying officers should personally ascertain the exact extent of the loss by weighing the whole or a considerable part of the supply affected. Where the quantities are very large, the weighing of five to ten per cent. of the total will enable a fair approximation of the loss to be arrived at. In this case, the amounts to be weighed should be extracted from different parts of the bulk, in order to avoid basing such a calculation on a sample which, otherwise, might be far from representative of the whole bulk.

(k) When condemning articles, surveying officers will take care to avoid accepting portions of articles in mistake for whole ones. Articles

condemned but not destroyed should be at once marked accordingly in the presence of surveying officers, who should make themselves acquainted with other branches and departments' requirements of such things.

130. *Disposal, losses and sale of stores.*—The following will be classified as "Waste" and not "Surplus" stores.

(a) Coal dust passing through a screen of $\frac{1}{2}$ " square mesh, which is in excess of normal issue.

(b) Refractions obtained from (a) wheat at Controlled Flour Mills, and (b) grains at Grain Crushing Depots.

131—134—Blank.

CHAPTER 9.

CONTINGENCIES, HIRED LABOUR AND CASH TRANSACTIONS

135. *Contingencies.*—(a) Store depot, bakery, butchery and other contingent expenditure will be charged in the Monthly Return of Contingencies (IAFA 173) and will be governed by the rules contained in Financial Regulations and sanctioned by the competent financial authority. The following will be attached to bear out the entries in IAFA 173 :—

Priced Issue Vouchers (IAFZ 2096).

Received duplicate copy of Supply Order (IAFZ 2135).

Contingent Bill (IAFA 115).

for articles purchased according to the source from which the various items are received.

(b) Contingent expenditure may be incurred by supply officers up to the limit of the financial powers conferred on them in Financial Regulations, Part I, as under.

(i) Expenses on account of repairing bags and picking and cleaning grains.

(ii) Labour for loading and stacking stores received and despatched.

(iii) Hire of labour engaged for station duties in connection with

(iv) the working of supply depots.

(v) ~~(iv)~~ Stores required in the working of supply depots, bakeries and butcheries or for the preservation or despatch of stores and equipment.

(vi) Expenditure incurred in the receipt and despatch of stores or dead stock.

Any stores required for the above purpose which are obtainable from military supplying departments will be obtained from them on an "as required" basis and no inter-departmental adjustment will be made for the cost thereof in the financial account. Indents for such stores will be submitted quarterly and will be endorsed "Required for Contingent Purposes". Stores not obtainable from military supplying departments will be purchased. In all cases where budget allotments are distributed to lower formations such as in respect of temporary labour, hired transport, incidental and miscellaneous expenses, expenditure on such items should be kept within the sanctioned budget allotment.

(c) Contingent bills will be signed by the OC Supply Depot, or JASC as the case may be. Where the countersignature of higher financial authority is required, they will be submitted through the audit

Reconstituted
vide by es 5 of 52

Para. 135(b):—

Insert the following as item (iv) and *re-number* the existing items (iv) and (v) as (v) and (vi) respectively:

“(iv) Labour for stores preservation work/pest control duties”.

2. This will have retrospective effect from 27th July 1951.

Case No. 56665/Q/ST3

M. of F. (Def.) u.o. No. 8160 of 1951.

to the GOC area for such further action as may be necessary to
 ther with vouchers for all items of expenditure exceeding rupees twenty-
 e and a certificate in the following forms :—

“ I certify that the expenditure charged in this bill could not, with due regard to the interest of the public service, be avoided. I have satisfied myself that the charges entered in this bill have been really paid or have been submitted to the CMA concerned for payment or adjustment. Vouchers for all items of expenditure above rupees twenty-five in amount and all work bills are attached to the bill. I have, as far as possible, obtained vouchers for other sums and I am responsible that they have been destroyed or so defaced or mutilated that they cannot be used ”.

Countersigning officers will satisfy themselves that the charges made on a contingent bill are of obvious necessity and are at fair and reasonable rates ; that previous sanction for any item requiring it is attached ; that the requisite vouchers are all received and in order ; that the calculations are correct ; and, particularly, that the expenditure does not exceed, and, at the current rate of progress, is not likely to exceed, the annual grant of the particular supply depot concerned. If, in any month, the monthly proportion of the budget allotment has been exceeded, a short explanation of the special circumstances which rendered the excess necessary must be submitted along with the contingent bill.

136. *Hired labour.*—(a) CASC is responsible for the provision of labour required by the Supply and Transport services. Such labour requirements will, as far as possible, be obtained directly. When, however, it is not possible to obtain labour directly, requirements will be met by local contracts.

(b) An officer not below the status of JCO will be appointed by the OC Supply Depot as in charge of all labour and hired transport in the depot and it will be his responsibility to maintain such records as may be ordered for this purpose. Each group and the R and D section will maintain records, as may be ordered, to show how the labour and transport allotted has been utilised.

137. *Instructions regarding keeping of cash accounts in supply depots.*—Instructions regarding the maintenance of cash accounts in supply depots are contained in para 38.

138. *Custody of cash.*—Rules relating to the custody of cash and responsibility for cash and funds are contained in RAI Rule 466 *et seq.*

Names of civilian personnel including semi-permanent labour or other labour paid on monthly rates of pay working in supply depots will be shown in the acquittance rolls. Such personnel will always be paid in the presence of an officer and each man will either sign on the acquittance roll or affix his thumb impression which will be initialled by the officer making payment.

AMENDMENT TO ARMY SERVICE COR S REGULATIONS

1950

Amendment No. 5

Para 135

Sub para (c) is reconstructed as follows :—

Contingent returns will be signed by the Officer-in-charge Supplies. All returns requiring the counter-signature of higher authority will be routed through the audit officer to the appropriate CFA for such further action as may be necessary together with vouchers for all items of expenditure exceeding rupees twenty five and a certificate in the following form :—

* I certify that the expenditure charged in this return could not, with due regard to the interest of the public service, be avoided. I have satisfied myself that the charges entered in this return have been really paid or have been submitted to the CDA concerned for payment or adjustment. Vouchers for all items of expenditure above rupees twenty five and all work bills are attached to the return. I have obtained vouchers for other sums and I am responsible for their preservation for the specified period and for their production to the local audit authorities when required. I have also so defaced or mutilated the vouchers that they cannot be used as supporting vouchers to another return.

Countersigning officers will satisfy themselves that the charges made in a contingent return are of obvious necessity and are at fair and reasonable rates ; that previous sanction for any item requiring it is attached ; that the requisite vouchers are all received and in order ; that the calculations are correct ; and, particularly, that the expenditure does not exceed, and, at the current rate of progress, is not likely to exceed the annual grants of the particular supply depot concerned. If, in any month, the monthly proportion of the budget allotment has been exceeded a short explanation of the special circumstances which rendered the excess necessary must be submitted along with the contingent return.

Inst. (cb)

Case No. 44015/Q/ST6A.

M. of F. (D.) u.o. No. 5542/Q/CD of 1953.

M. K. VELLODI,

Secretary to the Govt. of India.

AMENDMENT No. 6

Para 135

Insert the following as sub para (d):—

“(d) Separate contingent returns for bakeries and butcheries need not be prepared, provided that statements showing expenditure on account or of contingencies incurred in each bakery and butchery, separately, are prepared and attached to the contingent return of the Supply Depot concerned.”

Case No. 58657/Q/ST6B/8694/DQ
Ministry of Finance (Defence) u.o.No.3788/Q/CD of 54

139. *Cash transactions at outposts.*—(a) Junior commissioned, warrant and non-commissioned officers of the ASC in charge of supplies at outposts, which it is not convenient for an ASC officer to visit regularly, will be permitted to carry out petty cash transactions, other than disbursements of pay. For this purpose, they may be allowed a small imprest up to a maximum of rupees one hundred, to be allotted at the discretion of the area or independent sub-area commander, whose specific sanction will be obtained in each case and who will fix the amount of the imprest so that it will not exceed two months' cash requirements limited to the above maximum.

(b) The procedure for recouping the imprest and accounting for it will be laid down for each outpost in local orders by the area or independent sub-area commander in consultation with the CMA.

(c) The annual acknowledgement to the controller of military accounts of the cash in hand on the imprest at the end of the financial year will be countersigned by the officer commanding the outpost station and submitted to the controller of military accounts through the officer commanding the parent supply depot.

140 and 141—Blank.

CHAPTER 10.

PACKING MATERIAL AND EQUIPMENT.

142. *Packing material (Supply Branch).*—(a) The markings on used packing material will be obliterated when such material is again used for despatches. Used materials will be inspected prior to its return to depots to ensure that unnecessary expense is not incurred by the despatch of un-serviceable material.

(b) Trade bags and other trade non-returnable containers in which supplies are delivered to the ASC become Government property on receipt, as their value is included in the cost of the supplies. These bags and other containers will be credited in the appropriate accounts and will be utilised for local issue of stores.

(c) Both Government and trade packing material when no longer fit* for their original purpose, will be used, after reconditioning, if necessary, for articles of a less fragile or perishable nature.

(d) Containers unsuitable for further use by the ASC will be disposed of by the ASC Supply Depot to the best advantage of the State unless otherwise provided for in Appendix I to these Regulations. Copies of sale accounts will be endorsed to the Director General (Disposals).

(e) Packing material used for the issue or despatch of stores will be entered on R and I vouchers (IAFZ 2096).

Ledger Accounts of packing materials will be maintained with as much care as ledger accounts of ration articles.

143. *Return of packing material by units.*—The procedure for accounting for and dealing with ASC packing material in charge of units will be as follows :—

- (a) Units will hold on charge a fixed allotment of packing material to be determined by brigade or station commanders. In the case of units situated in out stations the district or brigade commander may dispense with a fixed allotment of packing material and such units will retain packing material until full wagon loads can be returned to the parent supply depot. In such cases packing material will be included in the demand for supplies (IAFZ 2184B) and a unit account maintained by the parent supply depot.
- (b) When drawing rations, units will hand over direct to the packing material group of the supply depot from which rations are drawn, a quantity of packing material as nearly as possible equivalent to that in which the rations will be issued. This group will then make a preliminary survey of the packing material returned by units, with a view to ascertaining whether any damage done is due to fair wear and tear or otherwise,

If it is apparent that the damage to packing material returned cannot be attributed to fair wear and tear, the supervising officer will at once proceed to reclassify the consignment in question in the presence of the unit representative and record the result on a loss statement. The final survey to reclassify and recondition the packing material will be carried out subsequently by decades. When this is done, articles will be transferred from one head to another *e.g.* serviceable to repairable or unserviceable, and the necessary adjustment on expense vouchers will be made accordingly.

- (c) Any short receipt of empty packing material from units will be reported to the R & D Section of the supply depot and packing material to the equivalent amount vouchered to units on their indents. Any surplus received will be acknowledged on the units' indents or on a separate voucher.
- (d) When serviceable packing material is required for free issue to units for miscellaneous purposes, *e.g.*, anti-frost and sanitary measures, anti-fire precautions, etc., or on payment for training purposes, it will be authorised by Station Commanders in Station Orders. The OsC Units will place indents on the local supply depots quoting the Station Order concerned as an authority; the supply depot will issue on indent. In the meanwhile units may expend the articles from the units' fixed allotments.
- (e) Supply depots and ASC bakeries will keep their packing material accounts on IAFZ 2109 and IAFS 1557 respectively, while units will use their ration return (IAFS 1519) for this purpose.
- (f) Baling material issued with baled fodder will be accounted for as laid down above except that the packing material group when surveying such packing material will ensure that the percentage of serviceable material is not less than :—

Wire ties	85 per cent.
Hoop iron ties	90 per cent.
Hessian covers	90 per cent.

The same percentage will also be applicable when baling material is returned by the ASC to the Military Farms.

In regard to packing material issued with articles on payment, the procedure will be as follows.

- (g) Ordinary packing material issued with articles supplied on payment becomes the property of the purchaser who is at liberty to dispose of it in any manner he likes. Such packing material will be brought on the books of the unit and struck off when issued on payment.
- (h) In case the purchaser elects to return the empty packing material to its source, it will be treated as surplus and no credit will be afforded to him.

144. *Accounting for packing material.*—(a) The accounting for packing material and equipment is of as much importance as that of the supplies stored and issued by a depot.

One store-holder will always be detailed in charge of this group.

Detailed orders clearly laying down the system of accounting for packing material in store, receipt and issue, are contained in ASC Training Volume II.

(b) The articles of packing material will be accounted for as follows.

- (i) Serviceable.
- (ii) Repairable.
- (iii) Unserviceable.

All packing material issued with a consignment of stores will be shown at the foot of the R and I vouchers. Transactions in packing material between store-holders and the PM Group in the depot will be carried out on vouchers.

Note :—Ghi shooks will be accounted for under three separate heads, viz., (i) Sides; (ii) Ends and (iii) Tops and bottoms—See Appendix I, Section 5.

(c) *Stock taking.*—The verification of packing material in groups will be carried out in the same manner as that of other stores. Record of each verification will be made in the packing material ledger.

145. *Accounting for lead and aluminium in tea chests.*—Supply depots and units will account for the “tea chests with lining” as one item when they are received or issued with their contents, but after the issue of tea from the chests for consumption, they will be accounted for separately, i.e., tea chests in numbers and lining in weight.

~~146—157—Blank.~~

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On page 59, para 145

*For the existing para 145 substitute the following :-
"145 Accounting for lead and aluminium in tea chests :-*

Supply Depots and Units will account for the "tea chests with lining" as one item when they are received or issued with their contents. After the issue of the contents for consumption, tea chests and lining will be accounted for as one item".

Case No. 63472/Q/ST6/4573/D(QS)

M of F(D) u.o. No. 3636/QB of 1969.

CHAPTER 11.

PART III.

TRANSPORT SERVICES.

GENERAL.

158. *Organisation of transport.*—(a) *Animal Transport.*—The following transport units and establishments exist in peace. Details of their organisation and functions are contained in peace establishments and ASC Training Volume III :—

- (i) ASC Training Centre (North) (AT Wing).
- (ii) Animal Transport Regiments comprising of Regimental HQ and AT Companies.
- (iii) Independent AT Companies.
- (iv) ASC Records (AT).

(b) *Mechanical Transport.*—The following type of mechanical transport units and establishments exist in peace. Details regarding their organisation and functions are contained in peace establishments and ASC Training Volume III.

Formation Transport.—

- (i) Company ASC (Armoured Divisional Troops).
- (ii) Company ASC (Armoured Divisional Troop Carrying).
- (iii) Company ASC (Divisional Troops).
- (iv) Company ASC (Armoured Brigade).
- (v) Company ASC (Lorried Brigade).
- (vi) Company ASC (Brigade Group).
- (vii) Company ASC (Brigade).
- (viii) Company ASC (Airborne Light).

N.B.—Serials (i)-(vii) are generally equipped with three ton load carriers.

Non formation Transport.—

- (ix) Company ASC (Jeep) may be allotted to formations for specific roles.
- (x) Company ASC (15 cwt) may be allotted to formations for specific roles.
- (xi) Company ASC (General transport) this type operates 3 ton vehicles as load carriers.
- (xii) Company ASC (5 ton).

(xiii) Company ASC (10 ton).

(xiv) Company ASC (Tipper).

(xv) Company ASC (3 ton petrol 800 gallons).

N.B.—Units holding other types of task vehicles may be introduced from time to time.

Specialist Transport.—

(xvi) Company ASC (Bridge).

(xvii) Company ASC (Tank Transporter).

(xviii) Company ASC (Amphibian).

Training establishments and Record Offices.—

(xix) ASC Training Centre (South) (MT Wing).

(xx) ASC Training Centre (North) (MT Wing).

(xxi) ASC Records MT.

Miscellaneous.—

(xxii) Army Headquarters Transport Company.

(xxiii) Independent Transport Platoon ASC.

(xxiv) Ambulance Platoon ASC.

159. *Provision of transport and authorised loads.*—(a) The ASO depending on circumstances will provide transport to the army from the following sources :—

(i) ASC Mechanical and Animal Transport units.

(ii) All units whose vehicles|animals are pooled under STOs by order of local commanders.

(iii) Hired transport *i.e.*, AT, MT, IWT, porter, etc.

(iv) Requisitioned Transport.

(b) Government transport will be provided either “free” or on payment. Recovery rates for transport supplied on payment are laid down in Army Instructions from time to time.

(c) The authorised loads for ASC Transport will be as follows :—

(i) Mule (Pack) — 185 lbs. less saddlery etc.

(ii) AT Cart — 10 mds. (drawn by two mules in draught).

(iii) Porter — 40 to 50 lbs.

(iv) Other mechanically propelled vehicles and trailers. — In accordance with the official maundage|tonnage laid down by the manufacturers, which will invariably be stated in the specification data given in all vehicle log books.

- N. B.* :—(A) Authorised loads do NOT apply to bulky stores.
 (B) The loads mentioned above will NOT be exceeded.
 (C) In certain circumstances, however, it may be necessary to underload vehicles on considerations such as lack of power or when vehicles are operating at high altitudes or on steep gradients, etc. Reduction of the authorised load will NOT, therefore, be made as a rule but only if considered necessary in consultation with the EME representative on the staff of the formation concerned. Such exceptions will be applicable for specified routes only.

160. *Station Transport Officers.*—(a) A station (or area) transport officer will be appointed in every locality where government load carrying transport is maintained and or where hired load carrying transport contracts are in operation. The appointment will be made by the CASC concerned. In stations where the duties are heavy, separate establishments for STOs normally exist. In other cases, the CASC will order STO's work to be performed by a selected unit with its existing establishment in addition to its normal duties. The station (or area) transport officer is responsible for the economical allotment of the lifting power of the transport agencies at his disposal, both government and contract. All indents for such transport will be placed on him. He will decide on the type of transport to be supplied and whether it is to be found from government or hired sources. In certain cases, indents for road transport for military passenger traffic will be placed on him.

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In stations where there is no CASC the station (or area) transport officer is the responsible adviser to the local commander on all subjects connected with allotment of transport.

Details regarding the duties of station transport officers are contained in Regimental Standing Orders, ASC.

161. *Control of Expenditure.*—Each STO will report to the CASC area or DADST Independent Sub Area concerned by the 5th of each month, the total expenditure incurred by him during the previous month (irrespective of whether or not paid by the CMA) on hired transport for all services. In this statement he will show in detail amounts debited to various departments *e.g.*, Army, MES, Military Farms, Ordnance Factories and IAF|IN as relevant. For further details of action required at end above Independent Sub Area|Area level as regards :—

- (a) Watching expenditure against allotments,
- (b) Reappropriation,
- (c) Periodical estimates and returns relating to expenditure, see FRI Part I para 104 as further amplified by Army Orders issued from time to time.

162. *Transport indents and orders.*—The following will be the procedure for indenting for transport and complying with transport indents :—

- (a) (i) For normal army transport work the indenting party will submit IAFZ 2150 (Transport Indent and Order Form)

completed as to Part I, in duplicate, to the station transport officer (STO) forty-eight hours before the transport is required.

- (ii) In the case of work for the MES, Military Farms, IAF, Ordnance Factories and the Civil and other Public Departments (non-military departments) for which special government sanction is necessary, IAFZ 2150 will also be submitted in duplicate, forty-eight hours before the transport is required.
- (iii) In cases of urgent military necessity the transport may be demanded over the telephone. In such cases, covering indents will be submitted by the indenting unit of the STO within forty-eight hours.

Note.—Suitable transport may be hired for the Chief of the Army Staff and C-in-C and his staff while on tour. Hired transport may be used both for inspection in and around a station and for road journeys between different stations whether connected by rail or not.

In stations where STOs function they will be responsible for arranging settlement of the bills. In other stations the hire charges incurred by the C-in-C will be claimed from the FCMA, Poona, on a contingent bill.

(b) On receipt of IAFZ 2150, the STO will :—

- (i) Classify the service as “free”, “book debit” or “cash payment”.
- (ii) Enter up particulars in IAFZ 2152 (Transport Indent Register).
- (iii) Complete Part II of IAFZ 2150.
- (iv) Stamp the copies as “Original” and “Duplicate”.
- (v) Send the original copy of IAFZ 2150 to the transport unit or hired transport contractor and the duplicate copy to the indenting unit.

c) On conclusion of the duty for the representative of the contractor or the unit providing the transport will present Part III of the original copy of IAFZ 2150 to the indenting party or his representative for completion. If the transport indented for is not fully supplied on one day, the indenting party will acknowledge receipt of that actually supplied, and submit a fresh indent to the STO for the balance. The issue of temporary receipts is forbidden (see Appendix VI). In this case the proviso that the indents must reach the STO forty-eight hours before the transport is required, will be waived. In the case of the employment of Government transport, Part IV will be completed by the unit providing the transport. In the case of Government transport the original copy of IAFZ 2150 will then be returned to the STO. In the case of hired transport it will be returned to the STO as in sub paragraph (f) below.

- (d) Part III of the duplicate copy of IAFZ 2150 will be completed by the indenting unit in accordance with the details entered in the original copy.

The duplicate copy of IAFZ 2150 will then be returned to the STO by the indenting unit.

- (e) On return of the two copies of IAFZ 2150 the STO will check the one with the other. He will complete IAFZ 2152 (Transport Indent Register). In the case of the employment of hired transport and Government transport he will complete Part V of IAFZ 2150.

- (f) By the fifth day of each month following that in which the services have been rendered the hired transport contractor will submit his bill on IAFA 68 supported by the original copy of IAFZ 2150 to the STO. The STO having observed the instructions in sub-para (e) above and having verified that the IAFZ 2150, the register and the bill agree, will endorse the following certificate on the bill :—

“Certified correct according to the transport indent register item No. and IAFZ 2150 attached.”

The bill together with the original copy of IAFZ 2150 will then be passed to the CMA for audit and payment. The forwarding memo, showing the numbers of bills forwarded and the amounts, will be sent in duplicate. The STO will retain the duplicate copy of IAFZ 2150.

- (g) The hired transport contractor will be informed that his bill has been passed to the CMA for payment.
- (h) The CMA will return the duplicate covering memo to the STO with intimation as to the payment of each bill. The STO will complete IAFZ 2152 accordingly.
- (i) Payment will only be made on bills supported by IAFZ 2150 “original”.
- (j) The STO will at the end of each day endorse the following certificates on IAFZ 2152 :—

Certified that :—

- (i) government transport was not available for the duties for which hired transport was ordered.
- (ii) entries in the Register have been made in regard to all transport supplied.
- (iii) covering indents have been obtained from units to whom hired transport has been supplied otherwise than in compliance with demands placed on regular indents in advance.

These certificates will be checked by administrative authorities on their inspections and will be made available when required to audit authorities.

(k) When the staging system of convoy is adopted, the IAFF 1046, (Transport Way Bill) will be used in lieu of Part III of IAFZ 2150.

(l) In the event of the contractor losing his copy of IAFZ 2150 completed for voucher purposes, a fresh form will be issued endorsed—

“ Duplicate. Original bearing indent No. stated to have been lost.”

Notes.—1. Indents for government transport supplied to MES will be marked “ debitable to ”.

2. Indents pertaining to Government transport supplied in connection with the tours of the C-in-C, the CGS or GOsC-in-C (when the cost of such tours is debitabte to respective tour grants) will be endorsed “ on payment—debitabte to..... ”.

3. Indents for government transport supplied to civil and other Public Departments (non-military Departments), will be marked “Book Debit” and the cost of services rendered adjusted by book adjustment. For this purpose the STO will forward the original copy of the transport indent, duly verified by the indenting party, to the CMA for costing and disposal.

4. In case of payment indents in respect of AT and MT original copies thereof duly received by the indenting party and supported by the treasury receipts will be sent to the CMA by the STO.

163. *Employment of government transport.*—(a) Government transport will be utilised subject to such restrictions that may be imposed from time to time.

(b) In the case of government mechanical transport restrictions generally ordered are as follows :—

(i) Mileage restrictions per annum per type of vehicle.

(ii) Petrol restrictions.

(iii) A percentage of vehicles are placed in mobilisation reserve.

(c) Whenever possible, trailers held on unit charge will be made full use of to effect maximum economy.

(d) When it is NOT possible to fully utilise government animal transport for the Defence Services, every opportunity will be taken for obtaining economic and remunerative employment. The rules governing such employment are given in Appendix VII.

(e) The rules for hiring of mechanically propelled vehicles are laid down in Appendix IV to MVRI and Army Instructions published from time to time.

164. *Transport for MES.*—(a) Except in the circumstances stated in sub paragraphs (e) and (f) below, transport required by the Military Engineering services will be obtained by indent on the station transport officer, ASC. The Station transport officer will provide government transport if available and suitable ; otherwise he will resort to hiring. The decision as to whether hired transport will be engaged by time, maund mileage or cubic feet mileage, etc., including or excluding loading and unloading, will rest with the station transport officer in consultation with the local military engineer services authorities subject to the provisions of clause 19 of IAFZ 2121A (see para 187).

(b) The station transport officer, if unable to supply transport of the type demanded by the Military Engineer Services authorities, will obtain previous concurrence of these authorities before supplying alternative transport.

(c) The cost of transport (animal or mechanical) services rendered by the ASC will be calculated as under :—

(i) Hired transport—actual cost according to the hired transport contract.

(ii) Government animal or mechanical transport as laid down from time to time in Army Instructions.

(d) Indents will be accompanied by a certificate to the effect that funds are available to meet the cost.

(e) When such an arrangement is desirable the military engineer services authorities may enter into contracts for works under which the contractor arranges for his own transport. Provision will be made in ASC hired transport contracts whereby the ASC contractor has no claim in such cases.

(f) The Military Engineer Services authorities may enter into separate contracts for the transportation of machinery and such other articles as may be mutually decided upon between them and the ASC authorities. Suitable provision will be made in the ASC hired transport contracts whereby the ASC contractor has no claim in such cases.

(g) Copies of all supply orders on contractors for hired transport required for the Military Engineer Services will be endorsed in red ink “Debitable to Main Head 8 MES”.

165. *Transportation of Ammunition and Explosives.*—Instructions for the handling and transportation of ammunition and explosives are given in Appendix VIII.

166. *Transport for miscellaneous duties.*—(a) *For the Military Farms.*—No provision will be made for the Military Farms in hired transport contracts entered into by the ASC authorities. The Military Farms may maintain its own transport and may enter into separate hired transport contracts. Special provision will be made in ASC contracts whereby the contractor has no claim in such cases. When it is desirable and economical to supplement the means at their disposal the Military Farms

authorities will indent upon the station transport officer, ASC, for government transport. Such transport, either animal or mechanical as most convenient and economical, will be supplied, if available, after station transport requirements have been met. The cost of transport services rendered by the ASC will be calculated at the rates laid down from time to time in Army Instructions.

(b) *For the Staff College.*—Available government animal transport may be supplied without payment for employment in connection with staff rides or other instructional exercises, provided that no expense to the State is caused thereby.

(c) *For removal of litter.*—The employment of government transport animals or vehicles for the removal of filth or rubbish, except units' own litter, is forbidden. In stations, however, where no other arrangements can be made, the QMG is authorised to make exceptions to this rule.

In order to protect government carts employed in carrying units' litter, boxes to fit into the insides of these carts will be constructed. The cost of their construction is debitable to the litter fund, where such exists.

On the recommendation of the Station Commander at stations where there is no sale for litter, units may retain for the carriage of litter in AT carts and for the construction and repair of incinerators fifteen per cent of the total quantity of fodder baling material drawn during the month. As far as possible unserviceable baling material will be used for the above purposes.

(d) *For Child Welfare Centres.*—Available AT mules may be supplied, free, for the draught of private tongas for the specific purpose of taking lady sub-assistant surgeons to and from their work in connection with child welfare organised by the military authorities, provided that no extra expense is caused to the State either on account of hired transport or in the use of Government MT.

167. *Responsibility for stores.*—(a) When stores are being transported by the ASC the driver will be responsible that the correct number of packages are handed over at destination as received, and that their condition is the same as when taken over.

(b) Whenever possible, a tally slip should be given to each driver and a convoy note to the officer or NCO in charge of the convoy.

(c) A receipt, will always in these cases, be returned by the Consignee to the officer or NCO in charge of the convoy.

168. *Working hours for transport.*—The working hours for government transport on station duties will be published in station orders. As far as possible all ordinary demands for carriage will be so framed as to admit of adherence to these hours. These orders must make due allowance of time for meals of personnel, stables, watering and feeding of animals and maintenance of vehicles.

169. *Baggage escorts and loading parties for animal transport.*—(a) Whenever stores have to be carried by AT units of the ASC whether in cantonments or on the line of march, the unit whose stores are being carried will detail a loading party.

On the line of march (and, when necessary, in cantonments) baggage escorts will be provided under the orders of the officer commanding the column (or officer commanding the unit).

(b) Although liable, drivers in actual charge of animals or vehicles will not normally be employed to take part in loading of the animals or vehicles. They are, however, responsible that their animals or vehicles do not proceed with bad loads or overloads. In such cases they will draw the attention of the senior transport or unit representative on the spot to the bad loading.

(c) On the line of march, baggage escorts will render any assistance required in the readjustment or retying of loads.

Column commanders will ensure that these orders are brought to the notice of baggage escorts.

170. *Orderly duties.*—The employment of personnel and animals of transport units on orderly duties other than those connected with the interior economy of the unit is forbidden except for very special purposes, when such personnel or animals can be provided without inconveniencing the unit concerned.

171. *Riding on vehicles.*—(a) Except with the written permission of an officer no person other than the driver will ride on any animal transport vehicle nor will arms, equipment or accoutrements be placed on them, unless such are being carried as “stores” or form part of the personal arms/equipment of the driver or the authorised passenger.

(b) Only one person in addition to the driver may ride on the front seat of a mechanical vehicle.

172. *Loading of mechanical vehicles.*—All combatant personnel of the ASC including MT drivers will be required to load supplies, stores, ammunition and baggage on to their vehicles as and whenever necessary.

The first driver of an MT vehicle will NOT be called upon to load in circumstances where the safety of his vehicle is prejudiced.

173. *Transfer of animals.*—(a) Animals transferred from one unit to another will be up to standard in all respects. In the case of transfers involving a change of area or independent sub area ASC animals will be inspected when practical by a veterinary officer and by the CASC before despatch. Descriptive rolls will be endorsed with a certificate to the effect that the animals transferred have not been in contact with any infectious disease, as far as is known.

(b) Prior to their despatch, animals will be verified with the descriptive roll (IAFZ 2148) by the despatching officer, who will sign the descriptive roll after verification. Consignments of animals will be placed in charge of a JCO or responsible NCO and accompanied by an adequate number of drivers AT. Animals over nine years of age will not be transferred.

(c) Unless orders are issued to the contrary, only such line gear which is required for use on the journey will accompany animals transferred from one unit to another. Gear so despatched will not be returned

to the despatching unit, unless it forms part of the authorised scale of equipment of that unit, when its return will be demanded. In other cases, the gear will be struck off charge of the despatching unit and taken on charge of the receiving unit.

For rules regarding handing over animals on relief see RAI Instruction 859.

174. *Cash Accounts—Transport Units.*—References relative to the maintenance of cash accounts in transport units are contained in para 38.

175 *Ration and forage return.*—Grain and fodder is accounted for on IAFS 1519 and full instructions for its maintenance are contained in Financial Regulations for the Army in India, Part II.

In peace, rations are not supplied in fixed quantities in kind, but each unit commander has the control of a running forage account, and is permitted a free choice both in quantity and kind as regards the items of grain and fodder or recognised description he may draw, provided that :—

- (a) the aggregate value of the standard ration of grain and the aggregate value of the standard ration of fodder, taken together are not exceeded during the financial year, except in unavoidable circumstances ; and
- (b) that he has forecast his requirements of each kind of grain.

The account is maintained in a running form and must show all receipts and issues, being so arranged as to admit of credits of forage to be accumulated during periods of light work, thereby enabling feeds to be increased during manoeuvres, or other periods of heavy work.

If transport animals are to derive full benefit from this system, it is essential that the scales of feed be regulated by unit commanders in accordance with the season and the work to be performed by animals.

176. *Labour for loading/unloading.*—Labour required for the loading and unloading of stores for types of units, other than those mentioned in paras 169 and 172 above (*e.g.* Hospitals and Stationery Depots, etc.) whose strengths do not admit of providing their own fatigue parties, should be obtained through the local STO, Supply Depot, or a Military Forwarding Organisation under an existing labour contract.

The units which will be provided with labour under these arrangements will be determined by the Station Commander.

177—185.—*Blank.*

CHAPTER 12.

HIRED TRANSPORT.

186. *Preparation of hired transport contracts.*—(a) The preparation of hired transport contracts is the responsibility of the CASC/DADST of a area/independent sub area. All hired transport contracts will be referred to the controller of military accounts concerned for scrutiny in his capacity as financial adviser before the contracts are sanctioned and finally executed.

(b) The authorities competent to sanction such contracts are laid down in FRI Part I 1940, paragraph 223 and Appendix V, and vary with the duration and value of the contract.

(c) For the preparation of hired transport contracts and the examination of tenders an officer must be acquainted with the actual rates in local civil use and the rates in contiguous military areas. He must also study previous military contracts in the same area.

When such tenders are received they will be scheduled in IAFZ 2125 "Comparative Statement" by serial numbers, *i.e.*, Tender No. 1, Tender No. 2, etc. Remarks will be added giving recommendations, IAFZ 2125 will then be forwarded to the Controller of Military Accounts concerned, together with all tenders in original, who will record his concurrence or otherwise against the recommendations made and will return the form to the CASC concerned. On the return of the IAFZ 2125 the latter officer will enter the contractors' names under their respective serial numbers and submit the comparative statement to the area or independent sub area commander for sanction. If the area or independent sub area commander does not accept the opinion of his financial adviser, his reasons for not doing so will be recorded on the form.

(d) In the wording of the contract brevity and simplicity must be aimed at in the interests both of government and the contractor. To ensure elasticity and economy in meeting varying demands, it is essential that rates for alternative methods of the carriage of stores should be called for from tenderers. Comprehensive special conditions are essential to cover local conditions and to prevent complaints and litigation which may arise out of ambiguity. The intention of the officer making the contract must be so expressed as to admit of no other interpretation than the one intended whether by the officer operating the contract, the contractor or the audit authorities.

(e) In the preparation of the schedule attention must be paid to the following points :—

Heading—The limits within which the contract will be in force must be clearly defined.

Services—Services required will normally fall under various main headings, *e.g.*

- (i) Transportation of military stores (and personnel) within a stated radius of the General Post Office, the Supply Depot, or other central point to suit local conditions. This heading will cover station duties, etc.
- (ii) Transportation of military stores (and personnel) beyond or extending beyond the radius defined in (i) above. The heading will cover camps, line of march, etc.
- (iii) Transport of military personnel and baggage and stores by mechanical transport. Where required, *e.g.*, on a hill road, separate rates may be advisable for regimental baggage and ordinary military stores, as the former, in addition to being bulky, necessitates more detailed loading and unloading and quicker delivery.
- (iv) The various types of transport and services required should be given in detail under each heading as applicable to local conditions, *e.g.* :—

(A) Mile maundage rates.

(B) Rates for various types and sizes of vehicles and animals either by time or distance as suitable to local conditions.

(C) Staging rates for various types of transport where the movement of the transport has to conform to the movement of the troops or the escorts.

(D) Rates for whole vehicles and for seats in vehicles for transportation of personnel by MT, where applicable, either per mile or per specific journey.

(E) Rates for any other particular services required to suit local conditions, *e.g.*, well-duties, transportation of children to and from school, monthly tongas for nursing sisters, etc.

Care will be taken to ensure that a provision is made in the contract to permit other government departments *e.g.*, MES and MFD to hire their own transport when necessary (see paras 146 and 148). Further details regarding the preparation of hired transport contracts are contained in ASC Training, Volume II.

187. *Operation of hired transport contracts.*—(a) The operation of hired transport contracts is the responsibility of station (or area) transport officers. Transport will be demanded under the most economical clause suitable for any particular service.

(b) If the contracts contain clause 19 of IAFZ 2121A notwithstanding the fact that transport was indented for under a particular clause of

the schedule, government may claim the benefit of the item in the schedule of rates most favourable to fit even after the performance of the service by the contractor.

(c) When transport is detained due to reasons beyond the control of the contractor, *e.g.* bulky stores involving considerable labour and time or stores which for good reasons cannot be released as soon as originally anticipated, payment may be made on the hourly basis and not at maund, mileage rates.

(d) In such cases the claim should be supported by a certificate from the STO that the detention of the transport for which charges are claimed was due to unavoidable reasons beyond the control of the contractor.

188. *Demurrage charges.*—(a) When the entertainment of carriage involves the payment of demurrage on such carriage the transport officer concerned will compile a statement of such carriage which will be countersigned by the officer commanding the station as the voucher for any demurrage charges.

(b) Transport officers must draw the attention of officers commanding units and departments when demands preferred by them may involve the payment of demurrage, and are responsible for pointing out any cheaper arrangements when such are feasible.

(c) At times it may be considerably cheaper to incur railway demurrage for a day than to hire transport to meet an emergent demand. Such cases will be considered by transport officers on their merits before hiring is resorted to.

(d) When hired transport has to be engaged on daily rates to supplement government transport, it is the duty of the officer indenting for the transport to see that the hired transport is employed in such a manner as to enable it to carry the maximum possible load during the period for which it is hired.

189—191.—*Blank.*

CHAPTER 13.

PETROLEUM OIL AND LUBRICANTS.

POL SERVICES.

192. *Organisation.*—The following POL Units exist in peace :—

- (a) Reserve Petroleum Depots.
- (b) Petroleum Depots or Petroleum Platoons.
- (c) Petroleum Contract Platoons.

193. *Bulk Petroleum Installations and Kerbside Pump outfits* :—(a) Bulk petroleum installations will be in ASC charge. The ASC will be responsible for carrying out the ordinary running repairs and maintenance of all kerbside pumps, whether in ASC or other unit charge, which are within the capabilities of an ASC petrol mechanic. The cost of material used will be met from the grant for incidental and miscellaneous expenses.

The MES is responsible for—

- (i) provision and installation of equipment;
- (ii) repairs and maintenance beyond the capabilities of the ASC as defined above;
- (iii) the operation and maintenance of any special technical equipment;
- (iv) provision of spares for all types of kerbside pumps;
- (v) the maintenance of all building work in petrol depots.

(b) Kerbside pump outfits will be in charge of the units to which they are allotted.

194. *Functions of OC Petroleum Depot.*—The functions of the OC of a Petroleum Depot are :—

- (a) He will be responsible for the receipt, storage and issue of POL to the Units in his area.
- (b) He will ensure that stocks are held at the authorised level.
- (c) He will ensure that timely action is taken to get POL stocks tested which are either due for sampling or are suspected of going off-specification or getting contaminated and asking for disposal orders for short life stocks.
- (d) He will be responsible for the correct maintenance of depot accounts involving regular periodical audit and ensure that budgetary allotment exists for all expenditure incurred.
- (e) He will be responsible for the safe custody, preservation and protection of all stores.
- (f) He will ensure that losses are kept to the minimum possible and where these occur, will take prompt action for their write off/settlement.

- (g) Scrutiny of indents for POL submitted by units, prior to permitting issue.
- (h) He will take prompt action on all complaints regarding POL.
- (i) He will advise the Sub Area or Station Commander on POL matters.
- (j) He will ensure that adequate arrangements exist for fire fighting.
- (k) He will be responsible for the technical efficiency of the Unit.

195. *Functions of OC., Petroleum Contract Platoon.*—The functions of the OC., of a Petroleum Contract Platoon, ASC., are :—

- (a) To act as Army Headquarters representative in all POL matters at Ports and to ensure that the role of the unit is carried out to the satisfaction of Army Headquarters.
- (b) To maintain liaison with HQ Commands, Areas, Embarkation Commandant and all civil companies, Tank Wagon Controller and any other establishments connected with handling, movement or transportation of POL.
- (c) To operate Industry and Supply Department's contracts for POL with trade.
- (d) To account for receipts and despatches of POL at the port.
- (e) To arrange provisioning of POL to Army Headquarters Depots and Commands ex-Trade Installations at the port.
- (f) To supervise filling at trade installations in accordance with, and to arrange with the oil companies for the implementation of Army HQ monthly filling programme.
- (g) To receive imports of POL shipped on Military account *e.g.*, empty containers, lubricants, transferred from other theatres, POL requirements, etc.
- (h) In case of emergency to supervise military exports of POL by sea, *i.e.*, loading, disposal of "Shut Outs" and leakers, documentation etc.
- (i) To take over from trade all in coming shipments of lubricants in accordance with the terms of the contract, including sampling.
- (j) To receive used containers from Armies|Commands and to distribute them to trade or to repairing installations under the control of the ASC. To arrange refilling of repaired containers.
- (k) To arrange disposal of new containers in accordance with filling requirements as ordered by Army Headquarters.
- (l) To store empty containers as required by Army Headquarters.
- (m) To test and repaint empty POL containers returned by units.

- (n) To check government stocks of POL held on trade charge in accordance with Army Headquarters orders.
- (o) To check and countersign all oil companies' bills in respect of out-of-pocket expenditure incurred by them in the supply of POL to the Defence Services and to dispose of such correspondence as laid down in various Defence Department letters.

196. *Personnel*.—Personnel running POL Units are provided, administered and controlled in the same manner as ASC Supply Units.

197. *Contingencies*.—POL Units' contingent expenditure will be charged in the monthly return of contingencies (IAFA 173) and will be governed by the rules contained in FRI and para 125 of these Regulations. The following expenditure peculiar to POL Units will also be charged in the monthly Contingent Return :—

- (a) Expenses on account of repairs to packing material.
- (b) Labour for handling POL.
- (c) Expenditure incurred in the receipt and despatch of POL or dead stock.
- (d) Expenditure incurred on bulk and kerbside petroleum installations, *viz.*,
 - (i) Stores required and expenses incurred in connection with petty repairs, alterations and improvements.
 - (ii) Cost, including departmental charges, of works and repairs carried out by the MES.
- (e) Expenses at trade installations by officers operating the POL contracts of the DGI and S.

198—199. *Blank*

15/X/57

Para 197—Page 75—

In line 3, after the word 'para', for '121' substitute '135'.

Case No. 61445/Q/ST2.

Min. of Fin. (Def) no No. 2057/QC of 1957.

Min. of Def (D/QS) no No. 2880/D(QS) of 1957.

O. PULLA REDDI,

Secretary to the Government of India

Ministry of Defence.

GIPN—S1—128 Sch. of Inst./57—10-6-58—4,000.

CHAPTER 14.

GENERAL PRINCIPLES OF SUPPLY AND ISSUE TO UNITS AND FORMATIONS.

200. *Central purchase.*—Rate Contracts are concluded by the Director General of Industry and Supply for the undermentioned items of POL supply but these are drawn and distributed or issued by the officers operating contracts at ports or at inland stations where the oil companies undertake to deliver supplies through their local installations.

Aviation Gasoline.

Aviation Turbine Fuel.

MT Gasoline.

Aero Engine Oils.

Motor Oils.

Diesel Fuel.

Fuel Oils.

Kerosene Oils.

Malarial Oil.

Lubricants.

Ethylene Glycol.

Greases.

Certain Hygiene Chemicals.

Flame Thrower Fuel.

For various grades see "List of articles supplied by the ASC with Specifications".

201. *Weights and measures.*—Articles of POL are all accounted for by volume, with the exception of Fuel Oils, Greases and DDT Powder which are accounted for by weight.

Note :—Contracts for lubricating oils normally provide for supply in "gallons of nine pounds to a gallon", excluding packing material.

202. *Submission of indents by units.*—See para 67.

203. *Check of units and procedure for issue.*—See paras 68 and 69.

204. *Instructions regarding supply of POL to the MES.*—The MES will obtain their requirements of petroleum, oil and lubricants as under :—

- (a) *Oil fuel.*—Indents for full tank wagons will be placed on the ASC Officers operating the Director General of Industry and Supply contracts at ports or inland stations, by the tenth of the month preceding that in which supplies are required.

The supply orders issued by operating officers will indicate the consignees to enable the CsMA to raise debits against the MES. Debits will be raised at the Director General of Industry and Supply contract rates current at the time.

Indents for smaller quantities will be placed on the local or nearest petroleum depot by the fourth of the month preceding that in which the supplies are required. Debits will be raised at the stock book rates for free issues.

- (b) *Petroleum, kerosene oils and lubricants.*—All indents will be placed on the local or nearest petroleum depot by the fourth of the month preceding that in which the supplies are required. Debits will be raised at the stock book rates for free issues.

Note :—1. The above applies to indents for oils and lubricants for which rate contracts are concluded by the Director General of Industry and Supply. Indents for items for which rate contracts do not exist will be submitted to the petroleum depot, with a copy to the CASC Area|DADST Independent Sub Area concerned, by the fourth of the third month preceding that in which supplies are required, e.g., indents for the month of August will be submitted by the fourth of May.

2. All indents placed by the MES whether on operating officers or petroleum depots will clearly state that funds are available in their budget to meet the cost of supply and give the head of account to which the cost is debitable. NO arrangements for supply will be made by the ASC without such certificates.

3. All supplies despatched to the MES will be on civil credit notes or "freight to pay".

205. *Disposal of MES indents for POL stores.*—The MES submit five copies of indent (IAFZ 2206) for POL to the Supply|POL Depot. The Supply|POL Depot retains the original copy and returns the duplicate copy to the MES concerned. The remaining 3 copies are forwarded to the Station Local Auditors who, after retaining one copy, dispose of the other 2 copies as under :—

One copy to the CMA concerned for raising a debit against the MES.

One copy to the Station Local Auditor (MES) for linking purpose.

206—208. *Blank.*

CHAPTER 15.

ACCOUNTING, ESTIMATES, STORAGE, HANDLING AND TRANSPORT OF POL.

209. *Accounting.*—POL in pack will be accounted for in gallons except greases and fuel oils which are accounted for by weight. As regards accounting of POL in bulk, instructions are contained in Appendix II.

210. *Preparation of Budget Estimates.*—Budget estimates for POL will be prepared by Army Headquarters based on the total number and types of vehicles on charge of the Army for the financial year for which estimates are required and submitted to the Director General of Industry and Supply. No estimates for POL are, therefore, required to be submitted by Army formations unless called for. IAF and Navy intimate their bulk requirements of POL articles to Army Headquarters for inclusion in their total demand.

211. *Precautions to be observed in the storage, handling and transport of POL.*—The following precautions will be observed in amplification of those contained in RAI, Petroleum Rules and Regimental Standing Orders of the ASC :—

- (a) Petroleum products will be stored in accordance with "The Petroleum Act, 1934" and "Petroleum Rules, 1937" which must be carefully studied by all concerned.
- (b) Buildings containing POL supplies will be inspected weekly, particular attention being paid to the gauze of ventilators.
- (c) The handling of petroleum or kerosene will be carried out under the continuous supervision of a responsible individual.
- (d) The fumes of petroleum even in small quantities are infinitely more dangerous than petroleum itself in large quantities, hence the extreme care which is necessary when dealing with apparently empty barrels (cans or drums in which fumes invariably remain. It is extremely dangerous for a naked light or a hurricane lamp to be placed near a railway wagon loaded with petroleum, owing to the possibility of fumes (due to leakage) escaping, catching fire and igniting the whole wagon or train. Similarly, it is equally dangerous for lights, lighted cigarettes or hurricane lamps to be used near any dump of full or empty petrol containers.
- (e) Care will be exercised to prevent the practice of covering up with paulins, petroleum on carts or other open vehicles, as a protection against rain or dew. Such a practice is dangerous, as the fumes are prevented from escaping freely : strangers do not see that there is petroleum and someone smoking a

cigarette while the vehicle is en route might easily cause an explosion.

- (f) In the case of storage of large quantities of POL supplies in small containers, a passage down the middle should be left to facilitate handling.
- (g) When POL supplies are received packed in cases they will be stored in cases so as to render them less liable to damage.

The best method of stacking is to use trestles standing about 6 in. off the floor, which should be perfectly level ; this allows a free passage of air to pass under the stacks. In stacking cases, they should be stacked alternately, two "stretcher" and the next two "header" on the top of them.

Another good way is with three cases, two placed together running one way, with the third lying across their ends, and on the top of them another three placed similarly in the opposite way.

- (h) The storage of POL should, as far as possible, be always under cover and not in the open. Order of priority for covered accommodation of packed POL is given below for the guidance of all concerned.

Power Alcohol|MT Gasoline Mixtures.

Oils Engine, 10HD, 30HD, 50HD & Hypoid 90.

Aero Engine Oils.

Greases.

MT Gasoline.

Aviation Gasoline.

Flame Thrower Fuels.

Diesel Fuels.

Oil Kerosene.

All other lubricants.

All other petroleum products.

- (j) MT|Aviation gasoline will never be filled into rusty containers, as it will soon force open its way out of any weak spot. In loading railway wagons, no space should be left, the empty space at the curved end of a wagon should if possible, be filled in with unserviceable containers or wooden battens ; this will, in the case of any loose shunting, stop the cases moving up the curve.

If space is unavoidable in the centre of a wagon, suitable wooden battens should be used to keep the small containers in position. When small containers are loaded and only put in a single layer they should be interlaced with rope.

- (k). Where large numbers of cases of POL supplies are either loaded for despatch or received from the railway, the coolies will be made to handle the cases, otherwise the soldering of the tins is weakened and the POL will force its way out from the weakest spot. A system should be arranged by which the same coolies are employed daily and then it will be found that, through continual careful instruction, these men will eventually come to understand the proper method of dealing with and handling such cases.
- (l) Cases will be carefully examined before small containers are put into them, in order to see that no nails have been carelessly hammered through the inner surface, otherwise the containers will be punctured.
- (m) All petroleum containers are made to allow not less than five per cent air space for expansion. In filling them care will be taken to ensure that this air space is allowed, especially where petroleum is filled in a temperate climate; otherwise in the event of petroleum being exposed to considerably higher temperature, the expansion may burst the containers and losses may occur.
- (n) In order to discover whether petroleum jerricans or barrels, etc. are in a leaky condition, they are tested on the can barrel testing machines or with the help of Air Compressors.
- (o) All containers showing leakage on receipt will be set aside and repaired immediately. The storage of leaky containers even for a short time, in a big store house full of sound containers greatly enhances the risk of fire.
- (p) The following precautions will be adopted in all cases during the filling of petroleum tanks and containers to prevent the development of high voltages and the occurrence of sparks during filling operations.
- (a)
- (i) The hose used must either be all metal or internally and externally armoured and care will be taken to ensure that both armoured wires are in metallic contact with the metal end connection.
- (ii) In all cases where metallic contact between the end of the filling hose and the tank is not ensured by the parts being screwed together, a short length of chain will be fitted in metallic contact with metal connection at the delivery end of the filling hose; the other end of the chain being provided with a metal hook which will be hooked into the filling opening in the tank before pumping is started and remain in metallic contact with the tank the whole time that filling is proceeding
- (iii) When chamois leather filters are used the whole of the chamois leather through which the fuel passes must be in

AMENDMENT No. 7

(i) Chapter 15, Para 211

Add the following new clause :—

“(q) Use of nailed boots in the Petroleum Depot/Installation in the vicinity of stored POL is strictly forbidden.”

(ii) Chapter 16, Para 220

Last sub-clause is reconstructed as follows :—

“Rules for drawing and submission of samples of POL are contained in POL Sampling Instructions 1950.”

(iii) Appendix V under POL Containers—Clause 1 (b) (i)

Delete “Gasoline” and insert “fuels”

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Ministry of Defence.

contact with the metallic filling funnel and its gauze and the funnel must be in metallic contact with the fuel tank the whole time the filling is proceeding.

- (q) No coal fired locomotive will be allowed within a distance of one hundred feet from an underground petrol tank while it is being filled or decanted, or from any building wherein dangerous petroleum is handled. In the case of above ground tanks and filling points, however, the same distance will be kept clear of coal fire engines at all times.

212—213. *Blank.*

CHAPTER 16.

DECANTING, LOSSES, SAMPLING AND DESPACHES.

214. *Issue of Lubricating Oils.*—(a) Lubricating oils will not be decanted in Supply|POL Depots, except in the case of leakers or when contaminated. They will be issued in original trade containers. Sufficient number of small trade non-returnable containers will be provided for issue to small units.

(b) In no circumstances will trade non-returnable containers, returned by units, be used for the issue of oils in small packs by decanting from larger containers. Leakers will invariably be decanted in new containers or in containers not previously used for lubricants.

215. *Decanting of petroleum from Rail Tank Cars.*—All RTC on arrival at decanting stations, will be placed on the siding intended for this purpose and allowed to stand for at least one hour, in order that all agitation in the petroleum may cease and all foreign matter which it may happen to contain may sink to the bottom of the RTC.

When the RTC has been unlocked :—

- (a) The dip will be taken to ascertain the depth of the petroleum.
- (b) The temperature of the petroleum will be taken.
- (c) The specific gravity of the petroleum will be obtained by a Hydrometer reading.
- (d) The RTC will be tested for water.

No attempt will be made to repair a defective pump in Supply|POL Depot. The Railway authorities will be called at once and asked to repair it. If they cannot do it, a small auxiliary semi-rotary pump can be inserted and the petroleum thus decanted.

The empty RTC will be returned to the railway with the least possible delay.

Wooden hammers or non-ferrous tools will be used when opening defective fastenings and locks of petroleum wagons. The use of cold chisels, iron hammers or any metal appliances is expressly forbidden as any spark caused thereby may result in an explosion.

Walking on the tops of RTCs with nailed boots while decanting otherwise than by pumps is also forbidden.

Although RTC may be despatched from oil installations in perfect condition, shunting and jolting during transit may often damage pumps, fittings, valves, etc.

Notes on RTCs and storage tanks and losses of petroleum during transit will be found in Appendix V.

216. *Decanting of oil fuel from RTCs.*—(a) Mean dip of the RTC will be registered by means of steel tape or dip rod, showing feet, inches and fractions of an inch.

(b) The dip reading will be converted into gallons by reference to the book of calibration tables for the particular RTC dealt with.

(c) A small sample of the oil will be drawn from the RTC and the specific gravity obtained by hydrometer reading.

(d) The specific gravity multiplied by the gallonage, *vide* (b) above will give the weight of the oil in pounds.

217. *Losses of petroleum in barrels/jerricans.*—Losses of petroleum in small containers is caused through one or more of the following causes :—

(a) Minute leaks in the seams,

(b) Faulty washers placed in the bungs or neck assemblies.

All containers which do not show signs of leakage or obvious shortage will be taken over, accounted for and issued at their normal contents, *e.g.*, jerricans will be taken over as containing four gallons.

218. *Loss Statements for POL.*—ASC Training Volume II, Chapter 5, lays down the general procedure to be followed in dealing with losses in respect of ASC supplies. In view of the peculiar nature of POL the following additional instructions are issued for observance while dealing with losses in such stores :—

(a) The following particulars must always be shown on the Loss Statements :—

(i) Classification of the loss *i.e.* store loss or transit loss.

(ii) Item involved and classification of the stocks, *i.e.* packed or bulk.

(iii) The actual loss.

(iv) Quantity involved.

(v) Percentage of loss.

(vi) Period involved *i.e.*, time taken in transit or period in which the loss in store was sustained.

(vii) A brief logical summary of the events leading to the loss, signed by the store-holder *i/c* Group and countersigned by the O *i/c* Depot or Sub Depot as the case may be.

In case of stores losses it must be certified that there was no previous loss on the same stock in the same period. In the case of transit losses the name of the consignor and number of R & I Voucher should be shown.

(viii) Completion of the certificate at the bottom of the Loss Statement to the effect that the quantity lost has been struck off from the ledger.

(ix) *On reverse of form.*—Explanatory remarks and recommendations by the investigating officer. Recommendations of the CO when he is not the investigating officer.

(b) In case of losses in transit the following details must also be forwarded attached to the Loss Statement.

(i) Copy of the relevant extract of the R & D Section Certificate.

(ii) Copy of the Discrepancy Report and the explanation of the consignor in reply thereto.

219. *Percentages for various classes of POL losses.*—(a) Losses which involve large sums of money and where the percentage of loss is high, must be investigated by a Court of Enquiry. A list of normal and reasonable percentages of various classes of POL losses is given below for guidance :—

(i) *Store Losses.*—

Monthly evaporation in bulk on total stocks held .1 per cent.
 Filling losses on total quantities filled .. .75 per cent.
 Pumping losses on total quantities pumped .. .25 per cent.

When above three losses are amalgamated and only one monthly loss statement is prepared :—

MT Gasoline 1 per cent.
 Aviation Gasoline 6 per cent.
 Monthly leakage and evaporation of packed stocks in stores 1 per cent.

(ii) *Transit Losses.*—

Bulk25 per cent.
 Pack 1 per cent.

(b) All losses exceeding the above figures must be investigated by a Court of Enquiry, unless the Depot|Installation Comd has got sufficient and sound reasons which justify dispensing with a Court of Enquiry. Such additional explanation must be endorsed on the covering note to the Loss Statements ; on receipt of which the CFA will decide whether or not a Court of Enquiry is necessary.

(c) *It is emphasized that the above figures are average percentages given for guidance only and should not be taken as minimum figures.*— In actual practice a lower percentage of losses may be experienced in some depots|installations, depending upon the local climatic conditions and the type of equipment used or accommodation available.

220. *Analysis of POL Products.*—The analysis and testing of POL is carried out as shown below :—

Aviation gasoline, motor gasoline and aviation turbine fuel.	By the Superintendent, Technical Development Establishment, Laboratory (Stores). KANPUR, and fuel Testing Laboratories at BOMBAY and MADRAS, according to the areas assigned to them.
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Para 219 (a) (i)—Page 84

Under "Store Losses", below the entry "Aviation Gasoline 6 per cent"

Add the following :—

"Aviation Turbine Fuel 25 per cent"

The advice of the Superintendent Technical Development Establishment Laboratory (Stores), KANPUR, and the Fuel Testing Laboratories is at the disposal of officers who are charged with the responsibility for the provision or storage of such articles.

Rules for the submission of samples of POL are contained in "List of articles supplied by the ASC with Specifications".

221. *Despatch of POL.*—(a) Unless otherwise stated in this para the general rules for the despatch of POL articles are the same as those for other ASC supplies, contained elsewhere in these Regulations.

(b) *Petroleum and lubricants.*—Petroleum despatch by rail. Despatches of petroleum products by rail will be made in accordance with "Railway Red Tariffs".

(c) *Petroleum despatch by sea.*—Transport of petroleum products by sea will be made in accordance with the "Petroleum Rules, 1937". Special arrangements will be made by Army Headquarters and the Embarkation Authorities in the event of despatches during an emergency.

(d) *Petroleum despatched by air.*—Will be regulated by special instructions issued by Air Army Headquarters as and when such occasion arises.

222 and 223. *Blank.*

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CHAPTER 17.

POL CONTAINERS.

224. *Types of containers.*—The Army POL containers are :—

4 IG Jerricans.

34 IG Barrels.

At present other types of containers are still in circulation and these will be used until wasted out.

225. *Marking and painting of containers.*—(a) All returnable types of POL containers (*i.e.* 34 IG Barrels and Jerricans) will carry an outside coating of Petrol|Benzol Proof Paint Scamic 314.

(b) Instructions for the marking of products on filled containers are issued through Army Orders from time to time.

(c) POL containers, marked for a particular store, will in no circumstances, be used for another until the marking has been altered accordingly.

226. *Cleaning.*—(a) Standard military pattern can cleaning machines have a reservoir divided into two sections. One contains second quality kero and the other water. The can is placed over a spray nozzle, and the oil is forced into the can by operating a semi rotary pump. The pressure causes the nozzle to revolve thus spraying the whole interior of the can. The water acts as an oil cleaner.

(b) Drums and barrels may be cleaned on a similar type of machine.

(c) Existing ASC Bulk Petroleum Installations are provided with rumbling machines for cleaning drums and barrels.

(d) Rumbling machines are supplied with chains. These chains are of two different types, one known as a soft cleaning chain of round sections and the other a hard cutting chain composed of flat links with case hardened cutting edges.

(e) The soft cleaning chain should rarely be needed and the hard cutting chain never used for aviation and motor gasoline containers. If deposits in a container are such that it is necessary to use the hard cutting chain then it should, after cleaning with the chain, be degraded to a kerosene container. The normal cleaning on a rumbling machine should be confined to swirling with a washing solution.

(f) Chains will only be used on the order of an officer. After the use of chains great care must be exercised to ensure that all deposits are extracted from the containers.

227. *Conservation (Care and Maintenance of containers).*—The very heavy demands of the service make the conservation of POL containers a matter of extreme importance. It is essential that they be maintained in good condition for as long as possible. The bung or cap is just as important as the container.

Appendix V deals with handling of POL in containers. With regard to the containers themselves attention to the following points will have an appreciable effect on the length of their useful "lives".

- (a) Use a proper key or suitable substitute, like a spanner, when loosening bungs or caps.
- (b) First break the sealing wire on a barrel to avoid straining or breaking the sealing lug.
- (c) See that the screw-thread is not crossed when replacing caps or bungs.
- (d) Drums should be opened with care to ensure that the shape of the orifice or pourer is not damaged. The further use of a drum often depends on whether it can be resealed satisfactorily or not.
- (e) When containers become empty, have the bungs and caps replaced straightaway. If there are any spare bungs and caps they should be collected and returned to the ASC.
- (f) All empties should be returned to the ASC as soon as there is a convenient load for road/rail despatch available. Should it be necessary to return empty 2 IG cans by open booking, as a "small" by rail, the caps should be sent separately in a wooden box properly sealed. The cans should be stoppered with wooden plugs or whatever is available.
- (g) Rejection of containers is carried out by officers-in-charge of ASC Depots where filling takes place or by the trade when operating under military contract for supply of POL in pack. Rejections will only be made when absolutely necessary.

228. *Disposal of empty containers.*—(a) POL containers are termed as being 'Returnable' or 'Non-returnable'. These terms indicate whether containers can or cannot be used again for refilling with POL. They do not signify that containers when decanted by consuming units, are returnable or not returnable to Supply Depots. Consuming units will return all empty POL containers. ASC is then responsible for classification into "Returnable" and "Non-returnable" and subsequent disposal is explained below.

(b) Returnable and non-returnable containers can be briefly described as follows :—

- (i) Returnable containers are those fitted with types of closures which are not destroyed when opened for decanting *i.e.*, containers fitted with screw type-bungs such as Trisure, Rieke, etc.

(ii) Non-returnable containers are those fitted with closures which are destroyed when opened for decanting contents, *i.e.*, containers fitted with "press on" or "crimped" caps and/or closures which have to be punctured before contents can be decanted.

(c) When containers are returned by consuming units, ASC Depots will take the following action :—

- (i) A preliminary survey will be made in the presence of the unit representative of all containers to ascertain whether any damage done is due to fair wear and tear or otherwise. If damage cannot be attributed to fair wear and tear action will be taken at once to reclassify containers and the result recorded on a Loss Statement.
- (ii) Separate containers classified "returnable" and "non-returnable".
- (iii) A final survey to reclassify "returnable" containers received into the depot will be carried out periodically and transfers from one head to another (*i.e.* serviceable to repairable or unserviceable) made : and necessary adjustment effected on Expense Vouchers.
- (iv) All non-returnable containers, though they may be fit for other purposes, will be considered as unsuitable for POL and will accordingly be classified as unserviceable.

229. *Disposal of reclassified containers.*—When reclassified, containers will be dealt with as follows :—

- (a) *Serviceable.*—These will be utilised for further refilling in accordance with their individual suitability.
- (b) *Repairable.*—Containers which cannot be dealt with by the depot will be set aside for repair by the organisation existing at the time for this purpose. Containers after repair will be reclassified as serviceable and necessary adjustments in accounts made accordingly.
- (c) *Unserviceable.*—Will be disposed of by the stock-holders themselves under local arrangements, after obtaining the approval of Army HQ. In order to safeguard against mal-practices in the stock holding Depots, it is desirable that containers which become unserviceable are examined by a Board of Officers, preferably assembled under orders of the Station Commander, before being disposed of by the stock-holders. All unserviceable containers will be segregated or preferably stored outside the Depot immediately before they are to be auctioned.

N.B.—The form given as Annexure A to Appendix I is applicable in disposing of POL items.

APPENDIX I.

INSTRUCTIONS REGARDING DISPOSAL OF SURPLUS, OBSOLETE AND WASTE STORES.

(See also Part I Section 5 of the "List of articles supplied by the ASC with Specifications").

SECTION 1.

1. *Surplus foodstuffs fit for human consumption.*—With careful estimating and demanding, surpluses of foodstuffs will not accumulate except in very rare cases. To meet such cases the following procedure will be adopted for their disposal.

- (a) Any surpluses must ordinarily be adjusted against future requirements, by the depot or area concerned.
- (b) Failing (a) above, transfers will, if possible, be arranged within the command.
- (c) Failing (a) and (b) above, surpluses of specific items will be sold to entitled personnel in ASC Retail Shops [Units Ration Stands at payment issue, or free issue or concessional rates as may be authorised by Army Headquarters in consultation with the Ministry of Finance (Defence).

When such sale is ordered, adequate publicity will be given to this method of disposal to entitled personnel without, however, incurring any extra expenditure on this account. Bulged tins will NOT be put up for sale to entitled personnel but will be disposed of by other authorised methods although the contents of the tins may be certified by CFLs as fit for human consumption.

- (d) Failing (a), (b) and (c) above, surplus foodstuffs will be disposed of as laid down in the following paragraphs.

2. *Stocks categorised 'A' and 'B'.*—(a) If the book value is Rs. 2,000/- or less, the depot commander will report the stocks, giving full particulars, direct to the RC(D) (Regional Commissioner, Disposal) under the DGD's (Org) concerned, for disposal.

(b) If the book value exceeds Rs. 2,000/- it will be reported to the DST., Army HQ., through the normal channels.

3. *Stocks categorised 'C' and 'D'.*—These stocks will be reported by the depot commander to the RC(D) direct irrespective of value.

SECTION 2.

SURPLUS FOODSTUFFS UNFIT FOR HUMAN CONSUMPTION.

4. *Stocks categorised "E".*—(a) These stocks will be offered in the first instance to Military Farms at 1/10th of the Stock Book Free Issue Rate for feeding animals or poultry after obtaining the permission of the veterinary authorities. It would be advisable to fix a reasonable time limit for their acceptance or otherwise of the offer before alternative disposal is resorted to.

(b) If rejected by Military Farms, these stocks will be disposed of as follows :—

- (i) If the book value is Rs. 2,000|- or less, the stocks will be disposed of locally by the depot commander to the best advantage of the State. Wheat products of this category will be offered to starch manufacturers after rejection by the Military Farms.
- (ii) If the book value exceeds Rs. 2,000|- it will be reported to the RC(D) direct for disposal.

5. *Stocks categorised "F".*—(a) If the book value is Rs. 2,000|- or less these stocks will be disposed of locally by the depot commander to the best advantage of the State. Wheat products of this category will be offered to starch manufacturers also.

(b) If the book value exceeds Rs. 2,000|- it will be reported to the RC(D) direct for disposal.

6. When offers to starch manufacturers, of wheat products categorised "E" and "F", having a book value of Rs. 2,000|- or less, are made a time limit of 20 days will be fixed for acceptance or otherwise of the offer. If no reply is received by the stipulated date, the stocks will be destroyed under the orders of a Board of officers. This Board will also include a representative each of the CFL concerned and the ISSPO (Inter Services Stores Preservation Organisation). It is not, however, essential that the latter should be present at all such Boards. Any officer trained in one of the pest control courses can be co-opted on the board in the absence of a representative of the ISSPO. The time limit quoted above will be made clear in the offer to the starch manufacturers.

7. When sun-drying and sieving of any infested stocks of wheat products are ordered by the CFL a certain amount of infested sievings accrue in Supply Depots after the CFL's instructions are carried out. Such sievings, if retained in the depots, will become a nucleus for the spread of infestation and contamination of sound stocks. Such sievings will, therefore, be destroyed immediately under the orders of a Board of officers similar to that mentioned in para 6 above.

8. *Stocks categorised "G".*—Fresh arisings of Cat "G" stocks will be disposed of as under :—

- (a) If the value of the stock is Rs. 200|- or less, it will be destroyed by the Officer Commanding the ABSD|SSD.
- (b) If the value of the stock exceeds Rs. 200|- the bulk concerned will be thoroughly reconditioned and a second sample, truly representative of the reconditioned lot, will be drawn and sent to the CFL concerned for further report. If the bulk is again categorised "G", it will be destroyed by the Officer Commanding, ABSD|SSD after obtaining the sanction of the appropriate competent authority as indicated below.

(i) *ASO Units administered by Army HQ.*—

	Rs.
QMG for stocks of value up to and including ..	15,000 0 0
DST for stocks of value up to and including ..	5,000 0 0

(ii) *ASC Units other than detailed in class (i) above.*—

	Rs.
GOC-in-C Command up to	15,000 0 0
GOC Area up to	5,000 0 0
Commander Independent Sub Area or Sub Area up to	2,500 0 0

Note :—The greatest care will be taken by supply units that the samples sent to the CFL are really thoroughly representative of the bulk concerned.

9. It is to be clearly understood that the monetary limits mentioned in para 8 above are for purposes of disposal of category "G" stocks only and not for writing off losses; the latter being governed by the appropriate rule in Financial Regulations, Part I.

10. The above instructions do not apply to waste Ghi, *i.e.*, Milk Ghi or Veg Ghi categorised "E" or "F". This will be reported to the DST, Army Headquarters, for disposal irrespective of value.

SURPLUS, OBSOLETE AND WASTE STORES (OTHER THAN FOODSTUFFS, COAL AND COKE AND POL ITEMS).

11. The following procedure will be followed in respect of the above stocks :—

- (a) If the book value of any single category of store is less than Rs. 100|- the depot commander will, acting as an agent of the DGD, dispose of the stocks locally to the best advantage of the State. Results of all such direct sales will be communicated by the depot commander to the Director of Statistics, Directorate General of Disposals, New Delhi, (on the form published as annexure 'A' to this appendix) in duplicate.

This form will be submitted so as to reach the DGD by the 10th of each month in respect of sales concluded during the preceding month. One copy of each statement for surplus stores and salvage items, together with the relevant treasury challans will also be simultaneously forwarded to the Deputy Accountant General (Industry & Supply) for accounts purposes.

- (b) If the book value of any single category of store is Rs. 100|- or above but does not exceed Rs. 5,000|- the stock will be reported with full particulars direct to RC(D) concerned. All such reports will state the present location and condition of the stores and will indicate the site where they would be placed for auction should disposal by that method be finally decided upon by the RC(D).

In cases where the book value is not known, the reporting authority will use his discretion in assessing whether the value exceeds Rs. 5,000|- or not.

- (c) If the book value of any single category of store exceeds Rs. 5,000|- the stock will be reported to the DST, Army Headquarters for disposal.

SECTION 4.

COAL AND COKE.

12. (a) Surpluses in a particular unit will, as far as possible, be adjusted against the future requirements of the same unit.

(b) Failing (a) above, transfer by road, where feasible, will be arranged by the BASC of the command.

(c) Failing (a) and (b) above, coal may be transferred by rail. But re-booking or transfer of coal by rail will on no account be carried out without the prior sanction of the DCC(D) (Deputy Coal Commissioner, Distribution), Ministry of Industry and Supply, Calcutta. The BASC will submit a request for rebooking of surplus coal which can be utilised elsewhere in the command to the DCC(D) with full particulars. Points to note are that rebooking by rail should not involve break of gauge or, in the case of broad-gauge, movement towards the coalfield. Booking and destination stations must be coal booking stations. The quantity to be moved must be in complete wagon loads.

13. Surpluses which cannot be utilised anywhere in the command will be reported by the BASC command concerned to the DCC(D) for disposal on the same form as is used for the declaration of surplus foodstuffs (*viz.* Form DGD-A1) reproduced as annexure B to this appendix. This form completed with full particulars will be submitted to the DCC(D), in duplicate. A copy of this surplus report will be sent to the DST, Army Headquarters and the DGD (Statistics Dte), Ministry of Industry and Supply, New Delhi, for information.

The DCC(D) will then issue disposal orders.

After disposal is carried out as directed by the DCC(D), a sale report will be sent to the DGD (Statistics Dte) with a copy to the DCC(D) and the DST, Army Headquarters. The surplus report must indicate the correct location of the stocks and the nearest coal booking railway station.

SECTION 5.

PACKING MATERIAL.

14. All surplus packing material and empty containers such as wooden cases, tins, bottles, jars, tea chests, rum kegs, etc., will be disposed of by the depot commander locally to the best advantage of the State irrespective of value. Particulars of such direct sales will be reported to the DGD.

15. Unserviceable ghi shooks will be issued in lieu of firewood at the scale of 5 lbs. ghi shooks to 1 lb. firewood. Surplus serviceable ghi shooks will also be issued at this scale in lieu of firewood if such issue is likely to prove more economical to the State than local sale.

Note.—For disposal of POL. containers see Chapter 17 of ASC Regulations.

SECTION 6.

BAGS.

16. *Serviceable 1 md. size bags.*—(a) All bags which are “as good as new” or “thoroughly serviceable” (*i.e.* completely freed from grains and properly cleaned) will be despatched regularly, as available by supply depots to the Military Grain Depot, LUCKNOW.

(b) All bags which are not covered by (a) above, will be reported, as indicated in para 17(a) and (b) below, to the RC(D) or the DST, Army headquarters, as the case may be, for disposal instructions with the following certificate endorsed on the surplus report :—

“ The bags are not fit for packing grains and are definitely for disposal.”

17. *Serviceable 2 md. size bags.*—Unless specially ordered by the DST, Army HQ to be despatched elsewhere, these bags will be disposed of as under :—

(a) If the book value of any single stock is Rs. 5,000/- or below, it will be reported by the depot commander to the RC(D) concerned direct for disposal.

(b) If the book value exceeds Rs. 5,000/- it will be reported to the DST, Army HQ., for disposal.

18. The bags referred to in para 16(a) and para 17(a) above may be used for packing coal without reference to Army Headquarters when the number of unserviceable and repairable bags available is insufficient to meet the full requirements for the purpose.

19. In order to reduce freight charges to the minimum, consignments will be sent in wagon loads as far as possible. To prevent pilferage in transit bags will be made up into bales of twenty by placing nineteen bags in the twentieth bag, after which the mouth of the latter will be sewn up and the bale bound with gerrard wire.

20. *Repairable bags.*—Repairable bags may be used for packing coal if unserviceable bags are not available. The remainder will be disposed of as indicated in para 11 above.

21. *Unserviceable bags.*—Unserviceable bags which are not required for the following purposes in supply depots and consuming units will be sold locally by public auction.

Bayonets targets.
Sandbags
Revetments
Coal issues
Bhoosa troughs
Sheets for drawing loose fodder
Packing for despatches of petrol in drums and cans
Sanitary purposes
Range targets etc. etc.

SECTION 7.

GENERAL INSTRUCTIONS.

22. Surpluses to be offered to the RC(D) or to the DST, Army Headquarters, will be reported on form DGD-A1 (reproduced as annexure B to this appendix). Surpluses reported to the DST, Army HQ, will be submitted through the normal channels. The book value of the stocks for this purpose will be assessed at the free issue rate of the Stock Book Rate List.

23. Surplus reports will give the full and correct nomenclature of the item requiring disposal. They will also include all available details regarding the stock, e.g.

- (a) Location
- (b) Unit of weight
- (c) Quantity
- (d) Rate per unit

- (e) Book value
- (f) ESL or condition with date of the CFL report
- (g) Brand
- (h) Name and address of manufacturer or supplier
- (i) Date of manufacture
- (j) Country of origin
- (k) Pack
- (l) Any other information which may facilitate disposal.

24. Copies of surplus reports submitted by depot commanders direct to the RC(D) under paras. 2 to 5 above will be forwarded to the DGD and the DST, Army Headquarters for record. Such copies, *i.e.* only those intended for the DGD and DST will be marked "FOR RECORD ONLY" in red ink.

25. Surplus Reports submitted to the DST, Army Headquarters, for disposal orders and copies forwarded to the DST, Army Headquarters, of surplus reports submitted by depot commanders as stated in para 24 above, will bear a certificate to the effect that all possibilities of local disposal by consumption or sale in Retail Shops|Unit Ration Stands, where authorised, have been fully explored.

26. The number and date of the surplus report and the DGD or RC(D) number allotted thereto will be quoted in all subsequent correspondence pertaining to it.

27. All stocks reported to the RC(D) direct or to Army Headquarters for disposal through the DGD will be segregated from normal depot stocks and a certificate to this effect will be endorsed on the relative surplus report.

28. Surpluses on offer to the DGD|RC(D) will also be resampled periodically as in the case of normal stocks. The revised ESL resulting therefrom will be communicated to all concerned. The form under which samples in respect of stocks so offered are submitted to the CFL for analysis will, however, be en faced "DISPOSAL STOCKS" in red ink.

29. Surpluses once reported to the DGD|RC(D) will on no account be withdrawn or otherwise disposed of or destroyed even if subsequently categorised 'G' without his prior sanction.

30. Surplus stores once reported to the RC(D)|DGD for disposal will be disposed of as directed by him in the same pack and in the same condition in which they were declared surplus. Reconditioning of such stores will only be carried out if the DGD|RC(D) considers it necessary in the interests of higher sale prices.

31. The following procedure will be adopted in respect of incidental charges incurred on packing, handling, etc. of surplus stores:—

- (a) All surplus stores are sold|transferred by the Directorate General of Disposals on the basis of "as is, where is". In case of transfers to Central|Provincial Government Indentors, packing, handling and despatching of surplus stores is arranged by the stock holders. The same service is rendered to other classes of Priority Indentors if required by them and if the stock holder is able to do so.
- (b) A flat rate of 5 per cent. of the sale value of the stores will be charged by the stock holder from the Priority Indentors concerned for packing, loading and other incidental charges (excluding freight charges) where this is done by the stock holder.
- (c) In the case of sales to private parties the responsibility for packing, loading and despatch of the stores, rests entirely with the party concerned. If, however, for any special reasons, the stock holder is

agreeable to undertake the packing and loading etc. for any private party in any particular case, a flat rate of 2 per cent. of the book value, where available, or 5 per cent. of the sale value where book value is not available, will be charged for packing, handling and other incidental charges (excluding freight charges).

32. All possible facilities will be afforded by the depot commander to prospective purchasers to inspect the stocks under disposal by the RC(D)|DGD.

33. If the whole or any part of stocks already on offer to the RC(D)|DGD is subsequently categorised "G", quantity so categorised will be immediately segregated from sound stocks to prevent the spread of infestation. Application will be made to the RC(D)|DGD for immediate destruction orders for the quantity categorised "G".

34. Category "G" stocks will, after the destruction has been authorised by the RC(D)|DGD, where necessary, be destroyed together with the containers except in the case of stocks in bottles.

Category "G" stocks in bottles will be dealt with as under :

If the depot commander considers that bottles salvaged from Category "G" stocks can be used by his own depot, as many bottles as may be required for use by the depot should be salvaged under their own arrangement and the contents destroyed. The balance of the bottles will, if they are likely to fetch a reasonable price, be sold to the best advantage of the State subject to the following conditions :

- (a) The prospective purchaser of the bottles should be asked as one of the conditions of the acceptance of his offer that the contents will be destroyed by him under the supervision of the Army authorities who should give the purchaser a "clearance certificate" after the actual destruction of the contents. The purchaser will be allowed to remove the bottles from the depot premises only after this "clearance certificate" has been granted.
- (b) In case the stocks in question are already on surplus reports, action as above will only be taken in consultation with the RC(D)|DGD, after his approval to destruction has been received.

35. A monthly return showing particulars of food-stuffs sold locally or destroyed under the depot commander's own authority during a particular month will be forwarded to the DST, Army Headquarters, in triplicate so as to reach him by the 25th of the following month. The return will include the following particulars :—

- (a) Location
- (b) Commodity
- (c) Unit of weight
- (d) Quantity sold|destroyed
- (e) Book value
- (f) Reasons for destruction
- (g) Amount realised, if sold
- (h) Name and address of the purchaser
- (j) Purpose for which sold
- (k) Whether civil health authorities consulted before sale.
- (l) Authority for destruction|sale
- (m) ESL of stocks at the time of sale.
- (n) Remarks, if any.

ANNEXURE 'A'

Statement showing surplus* Stores Military Salvage disposed by the Depot Commanders under their own arrangements by public auction at during the month of 19 .

Name of the Declarer _____ Origin of Stores _____ Surplus Stores Military Salvage Location of the Depot _____

Item No.	Particulars of Stores	Unit	Total Quantity	Rate Per Unit	Total Book Value	Head of Account to which sale proceeds have been credited	Reference No. and date of Challan	Total Sale Value (per Item)	Remarks
1	2	3	4	5	6	7	8	9	10

N.B.—Book value and sale value should be given for each item of store and not for the lot in the case of surplus stores. In the case of salvage book value is not required and sale value only should be given for each lot.

Forwarded to the Director General of Disposals (Statistics Directorate) Shahjahan Road, New Delhi (in duplicate), with reference to Administrative Order No. _____ date _____

Station _____ (Name and Designation of the sender)

N.B.—Separate statements on the above proforma for surplus stores and salvage items should be sent every month to the Director of Statistics, Director General of Disposals, Shahjahan Road, New Delhi, a copy each of the statements together with the relevant treasury challans should be simultaneously forwarded to the DAG(I&S), Akbar Road, New Delhi.

* Cross out what is not required.

ANNEXURE 'B'

Report of Surplus Stores for disposal.

Stock holder and name of office to be contacted.

Location of stores

Owning Authority	Origin of Stores
------------------	------------------

For use in DCC(D)'s Office _____
 DCC(D) Sl No. _____
 Date received _____
 Disposal section to which sent _____
 Date on which sent _____

Item No.	Particulars of stores (for War Department stores enter nom- enclature in vocabulary with section and number	Unit	Quantity	Weight (in tons and decimal of tons)	Rate Per Unit	Book value	Condition	Head of ac- count to which disposal pro- ceeds should be credited	Remarks
1	2	3	4	5	6	7	8	9	10

No. _____ dated _____ For use of Director of Statistics

Classification _____

Posted in D Statt _____

Posted in Stock Ledger _____

Forwarded in triplicate to the DCC(D), New Delhi. This form has been filled in, in accordance with instructions on the reverse

Signature of Reporting Officer _____

INSTRUCTIONS.

1. Separate reports should be prepared for each Depot, covering items of a similar type.

2. This form is to be used only for reporting stores which are declared "true surplus". By true surplus is meant that quantity which is surplus to the total requirements of all the branches of the organisation which reports it, as determined by that organisation. Separate forms have been prescribed for surplus Machine Tools, Installations and hospitals and Capital Assets.

3. Rate and book value should always be reported. If book value is not known then the column should be filled in with either of the following "Not known" or "will be intimated later". This column must not be left blank on any account.

4. In the case of Textiles, in the Column "Condition" must also be stated the nature of packing and the finish of the stores.

5. (A) Owning authority and (B) Origin of stores—At the top of the form there are two cages to be completed one for the "Owning authority" (A) —the other for the "Origin of stores" (B). In filling up these cages one of the following entries should be made in the appropriate cage—and no other.

6. A separate column (No. 5) for weight must show weight in tons or decimal of tons.

(A) *Owning Authority.*

<i>Entry to be made.</i>	<i>Explanation.</i>
1. Central Govt.—Defence.	To be used when the stores are the property of the Defence Services—whether Army, Navy or Air Force. All stores purchased by the Supply Department for Ordnance Factories, H & S and Clothing Factories, Railway Workshops engaged on work for the Defence Services, in fact, all stores the cost of which was debited initially to a Defence Services Head of Account will fall in this category.
2. Central Govt.—Civil.	To be used when the stores are the property of the Central Government but not of the Defence Services.
3. Punjab U.P. Bengal Bomay etc. Govt.	To be used when the stores are the property of a Provincial or Indian State Government of India.
4. Private Party.	To be used when the stores belong to any non-Govt. agency permitted to dispose of surpluses through the DG(D). Full particulars of the owning authority should also be given.

Note.—In the case of Lend|Lease stores the Government or Private party holding the stores should be entered in the cage for "Owning authority" at the top of the Form according to the nomenclature given above.

(B) *Origin of Stores.*

<i>Entry to be made.</i>	<i>Explanation.</i>
1. Lend Lease.	All stores of United States origin should be included in this category unless the store holder has good grounds for believing that the stores were in fact purchased in the USA for cash by the authority which first brought them into India.
2. USA—Cash.	Stores of USA origin should be included in this category only if there is good reason to hold that the authority which originally imported them into India bought them for cash. No entry need be made in cage (B) if the owning authority is US Army.
3. Canadian Mutual Aid.	Stores should be included in this category if they are of Canadian origin and there is good reason to hold that they were supplied originally by the Canadian Government on mutual aid.
3A. Mixed origin (Lend Lease) and others).	Stores obtained partly by Lend Lease and partly by cash purchases within or outside India, which on going into the common stock have lost their identity (also stores which have been built up from Lend Lease and non-Lend Lease components and cannot be broken down for purchases of disposal).
4. Others.	All other categories of surplus stores should be included under this head.

7. Head of account to which the disposal proceeds should be credited. This column need not be filled in by the stock holder in the case of stores reported by Defence Services. In the case of stores reported by other authorities the classification should be shown as given below :—

- (a) *Railways and Posts and Telegraphs.*—The appropriate receipt head.
- (b) *Other Departments of the Central Government.*—The appropriate receipt head. For LL stores reported by these Departments which are non-paying Departments no head of account should be shown.
- (c) *Provincial Governments, Indian States and other authorities.*—No head of account need be given but an entry should be made “credit-able to.....(owning authority).....”. The disposal proceeds will be credited to that authority by the account officer through the normal accounting channel.

APPENDIX II.

INSTRUCTIONS FOR OPERATING THE STANDARD TEMPERATURE (ST) SYSTEM OF ACCOUNTING FOR MT|AVIATION GASOLINE.

SECTION 1.—GENERAL.

The accounting of MT and Aviation Gasolines at a common temperature.

1. All liquids are subject to volumetric changes consequent on alterations in temperature. Some common denominator is necessary if a correct representation of quantities of liquids stocked is to be obtained, and with this in view a STANDARD TEMPERATURE of 85°F has been taken as the basis for calculations.

2. This means that all stocks of liquids are recorded as if their temperature was 85°F. All stocks when being accounted for must be converted to the gallonage they would measure were their temperature 85°F. Thus all stocks are discovered on a common basis and the crediting of stocks found surplus and the debiting (for writing off) of stocks deficient, *i.e.*, APPARENT gains or losses, as opposed to REAL gains or losses, is abolished.

3. Under the system of accounting at a standard temperature there can be NO GAINS, unless by error, *e.g.*, filling machines giving short measure. If there are gains they are subtracted from the losses and the deficit written off at the end of each month. This applies to losses in store only.

4. Transit losses are written off as discovered and are shown in the monthly loss statement as such. Transit losses are separated from storage losses as the former is outside the control of the store-holder.

5. When bulk is broken up into packed stock, *i.e.* into various forms of containers the latter with their contents are accounted for at their natural gallonage; losses sustained in "filling" having been accounted for when in bulk, at standard temperature.

6. The system of recording losses on a common denominator allows losses to be traced accurately to their cause, and the cause removed at the earliest possible moment. The classification of loss records are of value in reviewing the operation of installations and in formulating plans for economics.

SECTION 2.

1. The instructions in the following sections explain at each stage indenting, receiving, issuing and accounting for MT and Aviation Gasolines and their containers.

2. It will be noted that the authority for issue is given by Depot Headquarters and the issue is made direct by the MT|Aviation Gasoline section POL Group. Accordingly all forms consequent thereon are returned direct to Depot Headquarters (Central Ledger Section of Stock Branch) and not through the R & D Section as is the case with normal ASC supplies reported on the Daily Statement. The gate pass, also the documents for issues made "ex-station" by road or rail will be dealt with by R & D Section.

3. Daily Statement (IAFZ 1531) is not rendered for MT|Aviation Gasoline which are dealt with on IAFZ 2255, 2256, 2257 and 2258. IAFZ 1531 applies

only to other POL items not included in the Standard Temperature System and to PM. The term PM does not include serviceable containers for petrols dealt with in the Standard Temperature System.

4. IAFZ 2257 is rendered daily as a stock report ; in it losses should be dissected daily in accordance with the detailed notes issued, and the losses recorded in the Register of Losses. From this register the monthly loss statement is prepared.

5. The register of losses, complete up to date should be available for inspection by the Stocks Officer at the time IAFZ 2258 is checked and intitialled by him.

SECTION 3.

Conversion of natural temperature gallons to their equivalent at Standard Temperature (85°F).

1. As all accounts of bulk MT Aviation Gasoline are to be kept at the standard temperature of 85°F whilst receipts, issues and tank records are kept in terms of natural (physical) gallons, some basis of conversion must be adopted.

2. All liquids expand or contract when subject to change of temperature. Their volume alters accordingly and at a ratio according to their specific gravity.

3. For each point of specific gravity (as recorded by the hydrometer) a co-efficient of expansion has been determined. These co-efficients are given in the Table of Co-efficients (Appendix III) and enable the EXACT measure of alteration of volume to be calculated provided the correct temperature has been accurately recorded.

4. Extreme accuracy in taking readings of thermometers is not possible under normal working conditions therefore the NEAREST WHOLE FIGURE THERMOMETER HEADING will be used in this system.

5. Similarly the work entailed in using the correct co-efficient of expansion (according to the recorded specific gravity) would be out of proportion to the value obtained in dealing with comparatively small quantities. The co-efficient for determining expansion and contraction for an Imperial Gallon, for each degree of temperature, on Fahrenheit scale, rise or fall, from the original recorded temperature will be taken as :—

Aviation Gasoline	.0006
MT - - - Gasoline	.0006

6. The method of working the rate of increase (or decrease) in volume is explained by examples given in these instructions (Section 4). A simple formula for calculating the rate of increase or decrease is ; 3 gallons per 1 degree Fahrenheit per 5,000 gallons of volume represents the expansion or contraction found when using the co-efficient .0006.

7. (a) Calculation of specific gravity or temperature or Dip when one factor is not obtainable by physical methods : The specific gravity of any liquid at its present temperature can be ascertained by calculation by using the Table of Correction Factors (Appendix IV) for obtaining the altered specific gravity when the new temperature and volume is known.

(b) Example of the working of these factors are given in this Appendix.

Amendment No. 9

(i) *Appendix II (Pages 100—111)*

Add the following after MT/Aviation Gasoline wherever it appears:—

“Aviation Turbine Fuel”.

(ii) *Appendix II—Section 3 (Page 101)—Para 5*

After MT Gasoline, add:

“Aviation Turbine Fuel—.0005”.

(iii) *Appendix II—Section 3—(Page 101)—Para 6*

Delete the full stop at the end and add

“an 2.5 gallons when using the co-efficient .0005”.

Case No. 59501/Q/ST2

M. of F. (D) u.o.4795/Q/CD, dated
2nd Aug. 1955.

M. K. VELLODI,

Secretary to the Government of India,
Ministry of Defence.

(c) The correct temperature of a liquid can also be ascertained by calculation when the former temperature and the existing specific gravity is known. This is done by applying the same table ; examples of the working are given in these notes.

(d) The correct dip of liquid in a tank (or what it should be) can also be ascertained by the application of the correct co-efficient of expansion to an accurate temperature reading proved by check of its specific gravity and comparison with the calibration table. Examples of the working are given in these notes.

SECTION 4.

CALCULATIONS IN MT|AVIATION GASOLINE ACCOUNTING.

Example 1.—To find gallonage on arrival when the temperature has changed.

1. A tank wagon holds 5,000 gallons of MT Gasoline which was loaded at temperature of 82°F and specific gravity .7320.

(a) If the temperature on arrival at destination is 85°F., how many gallons should the tank wagon contain assuming no other losses took place?

(b) How many gallons would there be if the temperature was only 72°F ?

2. Dealing with (a) above—

(a) Liquid should have expanded as temperature is higher.

(b) Refer to table of co-efficients ; here co-efficient of expansion of a liquid of specific gravity .732 is given as .00064. For general purposes, .0006 is used.

(c) Difference of temperature is PLUS 3° (85—82).

(d) Multiply co-efficient .0006 by temperature 3 = .0018.

(e) Multiply volume 5000 by .0018 = 9 galls.

(f) Add, as now temperature is greater 5000 + 9 tank should contain 5009 galls.

3. Dealing with 1(b) above.

The same procedure as at 1(a) above, but as the new temperature is less than the original subtract at (2) (f) instead of adding.

10° at .0006 = 30 gallons — tank will contain, 4970 gallons.

Example 2.—To find specific gravity on arrival when temperature has changed.

1. The specific gravity of the MT Gasoline as sent was .732 with its temperature at 82°F. What should the specific gravity be when the temperature is 85°F ?

(a) Find the correction factor for specific gravity from the table. It is .00045 per 1°F.

(b) Ascertain difference of temperature — plus or minus. 85°—82°=3° more.

Note :—As it is more the specific gravity will be less in the new volume.

(c) Multiply correction factor (.00045) by temperature difference (3°) result .00135.

- (d) Subtract this result from the original specific gravity. $.732$ less $.00135$ equals $.73065$, or as near as can be read on hydrometer $.731$.

Note.— $.001$ on hydrometer approximately equals 2°F .

Example 3—To find temperature on arrival when volume has changed.

1. If 5,000 gallons of MT Gasoline despatched at temperature of 82°F and specific gravity of $.732$ proves to have expanded to 5,009 gallons and its specific gravity is found to be $.73065$ ($.731$), what temperature should it register?

- (a) Ascertain difference between old and new specific gravity. $.732 - .73065 = .00135$. Note that it is less, therefore, new temperature should be higher.
 - (b) Look up tables of correction factors for specific gravity of $.732$ —It is $.00045$.
 - (c) Divide difference $.00135$ by $.00045 = 3^{\circ}$.
 - (d) Temperature [vide (a)] must be greater; therefore, add 3 to the original temperature of 82 to give 85°F as the new reading which the thermometer should record.
2. This calculation is of importance in checking thermometer readings, as frequently the reading given on the thermometer may be a degree out. This calculation gives the correct figure.

SECTION 5.

FORMS USED FOR MT AVIATION GASOLINE ACCOUNTING.

1. IAFZ 2255—*Tank Wagon/Lorry Despatch and Discharge Report*.—Six copies to be prepared by consignor for all bulk despatches. They act as R & I vouchers and are treated similarly. They are open to audit. Disposal of the 6 copies is given on the reverse of the form.

2. IAFZ 2256—*Storage Tank Tally Sheet*.—Acts in the same manner as ordinary Stock Tally Sheet and is kept where possible at the tank. Used (or completed) copies are retained for one year.

3. IAFZ 2257—*Daily Stock Report of MT Aviation Gasoline*—Comprises:—

- (a) Daily stock report of bulk storage.
- (b) Daily abstract of issues from bulk storage.
- (c) Packed stock account.
- (d) Container account (serviceable only).

The form is compiled daily in duplicate to include all transactions on that day. Duplicate retained at the Installation. Open to audit. Separate forms should not be used for each type of "spirit" viz., MT, Aviation Gasoline, etc. except when this may lead to confusion in accounting. For instance, normally, one form can be used conveniently for MT Gasoline and the different grades of Aviation Gasoline; spirit in packed stock could also be shown on the same form, a note being made on the form when necessary.

4. IAFZ 2258—*Daily summary of MT Aviation Gasoline stock including containers*.—Acts as a ledger in summary by days. The detail is retained in IAFZ 2257 and 2255. It gives closing balances daily, vide IAFZ 2257 of:—

- (a) Bulk stocks (in standard gallons).
- (b) Packed stocks (in natural gallons).
- (c) Total of all filled and empty containers.

- (d) Total of receipts and issues for month.
- (e) Total of losses—transit and store—detail of this is in Loss Register. It is open to audit and must be initialled by stocks officer daily.
5. *Tank History Book*.—Kept at Installations to show record of each tank. For details see Section 6, para 35 *et seq* of this appendix.
6. Register of Losses (*IAFZ* 2259).—Modified for MT aviation gasoline in which the various losses by categories are recorded as they are classified.

SECTION 6.

DETAILED INSTRUCTIONS FOR TRANSACTIONS IN POL DEPOTS
AND FOR THE USE OF THE FORMS.

1. *IAFZ* 2255.—This form is used for all despatches, in bulk, of MT Aviation Gasoline. It is open to audit. Instructions for its use are printed on the reverse. R & I Vouchers (*IAFZ* 2096) will not be prepared when this form is used.

2. When despatches are made by tank lorry, as the consignee returns one copy after completion of the Discharge Portion, it is necessary to obtain a temporary receipt from the driver of the tank lorry on the office copy at the time of issue, to bridge the gap until the formal receipt is returned.

In rail despatches, the Railway Receipt will act as an interim receipt and proof of despatch.

The CL portion will not be completed by CL Section in respect of the receipted copy returned to consignors.

3. Detailed instructions for receipt and discharge of Railway Tank Wagons—

- (a) The receiving depot will place the tank wagon in position at the discharge point immediately after arrival, and allow it to remain for one hour until all turbulence has subsided.
- (b) During this period all discharging gear will be made ready; receiving tank dipped; all seals and locks on the tank wagon examined and compared with the despatch report. These particulars, where relevant, will be entered in the report.
- (c) Temperature, specified gravity and water test will be taken simultaneously when the wagon has rested undisturbed for one hour. The results will be entered in the discharge portion of the form—lines 12, 13 and 15 (when water has been detected—this will be noted under remarks). Blue chalk will be used for the water test and the depth found will be noted.
- (d) Dip should be taken before the liquid surface has been disturbed by the thermometer and hydrometer. Care must be taken with this as it may be necessary to dip several times before a correct reading is obtained. Line 11 of the report will then be completed; the quantity being filled in after consulting the relevant calibration tables.
- (e) Check dips of receiving tank should be made during the discharge to check flow.
- (f) When tank wagon is empty all pipe lines should be cleared into the receiving tank. If this cannot be done they should be cleared into a convenient tank the dip of which has first been taken.
- (g) The Tank Tally Sheet of each receiving tank will be posted one hour after completion of discharge.

4. IAFZ 2256.—One form will be maintained by the POL Group for each storage tank in use, and will be kept at the tank or battery and entered up at the time each dip or transaction takes place.

5. It will be entered up by the Issuer, checked by the supervisor of the Installation and its date recorded in IAFZ 2257 by the Store-keeper in charge.

6. The current sheet will remain at the tank for daily entry until completed when it will be filed for one year.

7. Losses will NOT be written off when they are discovered, but only when the Loss Statement has been made out.

USE OF IAFZ 2256 (FOR TANKS NOT FITTED WITH MEASURING PUMPS.

8. (a) This form is the actual record, in natural gallons, of stocks kept and all transactions made from the tank it refers to ; it supplies the daily information to the clerk responsible for completion of columns 1 to 8 of the Daily Stock Report (IAFZ 2257).
 - (b) It records all dips taken, issues made and quantities received.
 - (c) It should be clearly marked at the top, in the space provided, with the type of its contents, i.e., MT Gasoline, Aviation Gasoline, grade by grade.
9. (a) All dips will be taken at the start of the day's work, and again at the close of work in those tanks which have been disturbed by any transaction. Tanks which are not being worked will be dipped once a week only instead of daily. These are "verification" dips.
 - (b) The opening dip will be entered at once in column 2 as "verification" or "opening".
 - (c) If dip rods are marked in gallons, column 9 will be used to record the gallonage found ; if not marked in gallons or if tapes are used the actual depth found will be recorded in column 6. In all cases columns 4 and 5 will be completed giving temperature and specific gravity. Temperatures and specific gravity should be taken immediately after dips.
 - (d) The tin containing the thermometer and the hydrometer should be lowered to the centre of the spirit, to give an average reading.
 - (e) As the temperature and specific gravity alter rapidly after the apparatus has been extracted from the tank, readings should be taken as quickly as possible.
 - (f) Dips will be taken before and after each transaction in a tank. They should be taken with extreme care and after all connecting pipes have been cleared.
 - (g) These are "transaction" dips.
 - (h) During filling operations, i.e., into containers, dips will be taken at the beginning of each hour ; the time should be recorded in column 2 and in column 3 the entry should be "during filling".
 - (j) The results of "transaction" dips will be recorded in columns 6 and 8 for issues.
10. During filling operations the timings should coincide with those made in the filling room tallies i.e., at commencement of filling and at the beginning of each hour. The actual number of containers, filled in each period will be entered in the form by the clerk as a note to act as a guide to the capacity and efficiency of the fillers and pipe lines.

11. (a) Pipe line contents, if unable to be cleared into their original tanks, will be recorded as a note for that dip to enable them to be shown in IAFZ 2257 Daily Stock Report. The note will be made in columns 2 and 3 as follows "...gallons in pipe line".

(b) The capacities of all pipe lines connected to a tank will be shown in the tank History Sheet.

12. As losses are not entered in the Tank Tally Sheet until the relevant loss statement has been prepared, the balance shown in column 9 may not always agree with the actual contents of the tank. This will be rectified at the next verification dip.

13. A record of exceptional losses written off in each tank should be made in the Tank History Book.

14. *Receipts into tanks.*—(a) The quantity shown in line 11 of IAFZ 2255 of the tank wagon or tank lorry despatch and discharge report will be entered in IAFZ 2256 as the quantity received in column 7.

(b) When the discharge into the storage tank is complete, i.e., when turbulence has subsided, the closing transaction dip should be entered in the next line, the difference, if any, discloses the decantation loss on the transaction.

15. *Issues from tanks.*—(a) The amount issued to Railway tank wagons will be ascertained by measurement of the wagon by dip and entered in column 8.

(b) Issues to tank lorries or trailers are usually made through measured capacity tanks or meters and the quantity issued will be ascertained from these. The dip sticks of these vehicles cannot for various reasons be accurate and should be used only as a rough check. The closing transaction dip will then be entered in the following line in IAFZ 2256. Thus working losses can be treated at their source.

16. *Issues for filling operations.*—(a) The difference between the opening and closing transaction dips will be entered in column 8 as the quantity issued for filling containers after ensuring that all pipe lines and filling machine pumps have been cleared.

(b) The number of containers filled will be noted by the Store-keeper.

17. *For tanks fitted with predetermined measure meters and pumps for retail issues (kerbside pumps).*—When instructions have been issued that daily verification or transaction dips are to be taken only at certain periods, the completion of the tank tally sheet will be regulated by the meter readings.

(a) The progressive meter reading will be taken as the "dip" and entered under column 2 with the words "by meter" and the quantity in column 6. The store-keeper will complete columns 7, 8 and 9 from that information.

(b) When issues are being made the figure to be entered in column 8 will be that shown by the separate indicator on the pump.

(c) When this system is in operation, daily dips will NOT be made by the Issuer but by the Supervising Officer only and the tank opening will be kept locked.

18. *IAFZ 2257.*—(a) This form is rendered daily by the Installation or Group to the Central Ledger Section as a report of the state of stocks and detail of transactions. Where bulk issues and receipts are not frequent separate forms should not be used. All supporting documents must be attached, and the form, which should be posted as each transaction takes place, will be completed daily at close of work.

(b) It is rendered daily, except when there have been no transactions and no dips have been taken.

(c) All entries are made by POL Group in natural gallons.

(d) It will be countersigned by the supervisor before despatch and is open to audit.

19. *Method of preparation by POL Group.*—(a) The report will be opened each morning with the closing balance of the previous day, in columns 5 to 8 of the bulk portion and in columns 4 to 13 (item 1) of the packed stock account.

(b) Thereafter each entry is made in the form when it is reported as having taken place, e.g., the opening stock of the day will next be entered in columns 2, 3 and 4 from the Tank Tally Sheets as they are brought in.

(c) These tally sheets should be brought in as they are entered by the issuer or dip taker. The work of posting them in IAFZ 2257 and of taking dips will thus be almost a continuous operation.

20. Columns will be entered from information as under :—

Columns 2 to 8.	Tank Tally Sheet
Columns 9 to 12.	By Central Ledger.
Columns 13 to 19.	Tank Tally Sheets and Issue Orders.
Columns 20 and 21.	Filling machine tally slip (mss).
Column 22.	From Tank Tally Sheets.
Column 23.	By Central Ledger only.

Packed Stock Account—

Columns 3 to 13.	By items.
Item 1.	From previous Form (IAFZ 1157).
Item 2.	Totals of columns 20 and 21 of Bulk Issue portion. The alteration, of figures in columns 7 to 12 (containers, empty to filled) is checked at the same time.
Item 3 etc.	Information from inward vouchers. If a number is received a ruled slip may be superimposed for this portion instead of using another form.
Item 11 Issues.	From Issue Orders, Vouchers and Loss Statements.
Item 22.	The closing balance of columns 4 to 12 will be completed at close of work for the day.

Bulk Storage Account—

Columns 5 to 8.	Closing stock in tanks will be entered last. All vouchers will then be attached.
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NOTES ON CONTAINERS AND PACKED STOCK.

21. When containers (full) are decanted into bulk, the transaction will be shown as an issue ex Packed Stock Account. Items 11 to 20. The columns affected will be 4 to 6 as regards the issue and columns 7 to 10 for the transfer entry from filled to empty containers. Columns 11 to 13 are not affected. The receipt into bulk, of the decanted contents, will be shown in IAFZ 2258 (Ledger summary) included in column 7 as invoiced receipts. No voucher is necessary for this transaction, except when filled stock is in separate charge.

22. As containers become unserviceable, they cease to be part of the stock shown in IAFZ 2257. This recognises serviceable containers in which spirits are packed, or are waiting to be filled.

Information of condition will be sent by slip from the reconditioning shed when containers are found unserviceable.

They will be treated as an ISSUE, items 11 to 20 columns 9, 10, 11 and 12; the entry will be supported by a voucher to Packing Material Group.

23. Losses in Packed Stock, i.e., leakage, etc., will be treated as ISSUE, items 11 to 20, columns 4 to 6 with sanctioned Loss Statements as the authority in column 3.

TIMING OF ISSUES TO FILLING MACHINES AND FILLING RULES.

24. Issues ex bulk storage for container filling operations will be shown in Abstract of Issues ex bulk storage as ISSUE at each hour during the filling operations and the time taken shown as a note.

This will correspond with the entries on the TANK TALLY SHEET (IAFZ 2256) and is necessary to enable losses to be worked and apportioned by the Central Ledger Section.

25. Filling machines' pipes and tanks should be checked after completion of filling operations in the same manner as a storage tank.

26. Filling operations should be commenced only on authority from installation office as the operation is an ISSUE from storage.

ACTION BY CENTRAL LEDGER SECTION.

27. Central Ledger Section is responsible for showing the consolidated totals of all IAFZ 2257 in IAFZ 2258 (Ledger) by 0900 hrs on the day following that for which IAFZ 2257 has been submitted. It will take early steps to procure the receipt of the form.

28. It will be responsible for checking the accuracy of the data given in the Daily Report IAFZ 2257 and for making ALL conversions from natural to standard temperature.

When figures are discovered to be inconsistent with facts as disclosed by conversion, etc., the doubt must be settled at once by reference to the OC Depot. Delay or omission in making such references prejudices the accuracy of accounts.

29. IAFZ 2258.—(a) This form will, as far as spirit stocks are concerned, take the place of the Ledger (IAFZ 2109) and will be entered daily by the Central Ledger Section.

(b) All information will be entered as a summary of totals for the day from detailed information supplied daily from IAFZ 2256 and 2257.

(c) This form is open to audit. It will be submitted to the Stocks Officer daily for his initials.

(d) Details of any exceptional losses will be attached to IAFZ 2257.

30. At the end of the month, all totals will be completed and losses supported by the Register of Losses (IAFZ 2259). Both will be signed by the OC Depot.

31. With the exception of Packed Stock which is recorded in natural gallons, all gallonage shown will be in terms of Standard Gallons.

32. This Ledger form should be kept in a separate cover for easy reference, with subsidiary forms in another cover. All supporting documents—vouchers, etc., being kept together by months.

33. This form shows :—

(a) Transit loss in column 8 and

(b) Total bulk stock loss (column 13). The total bulk stock loss on any day is made up of :—

(i) Breathing loss, viz., the difference between the closing balance of previous day and opening balance of current day.

(ii) Working loss, i.e., the difference between balances of columns 11 and 12 of current day.

34. At the end of the month, this form gives, separately, the bulk stock totals of invoiced receipts, transit losses, issues, and bulk stock losses. These totals may be used, with the opening balances to cross check the final balance at the end of the month.

TANK HISTORY BOOK.

35. The Tank History Book contains a permanent record of all tanks. The data included will comprise :—

(a) Details of constructions, fittings, etc.

(b) Record of calibrations and Tables.

(c) Record of inspections, overhauls, painting, repairs, etc.

(d) Such other details as may be relevant to the tank, e.g., record of exceptional losses and their causes.

36. No attempt has been made to standardise the form in which this book should be maintained. Each OC Depot must design his own proforma to accord with the individual idiosyncracies of his depot.

37. The Tank History Book is a most important record and MUST be maintained. A typical example of the necessity for this is quoted below :—

A battery of three connected tanks at a certain depot was supposed to be capable of holding three distinct types of spirit—controlled by valves. The history of the tanks over a period disclosed that one tank had losses whilst the other had gain—the net loss on the battery being normal. Enquiry showed faulty valves and tank settling, allowing this one tank to drain off into the others. Such an occurrence when Aviation Gasoline is involved might produce very serious results when two different grades are mixed unknowingly, but it might never have been detected without a tank history book record of losses.

REGISTER OF LOSSES—IAFZ 2259.

38. The Register of Losses is maintained by the Central Ledger Section. It shows all losses.

39. Losses are sub-divided under various headings in order that the cause of loss may be readily apparent to the CO who can call for detailed reports if he desires.

40. The figures shown opposite "Losses during corresponding month last year", give a basis for comparison.

41. As climatic conditions in India during any month vary but little from the conditions during the same month in the previous year, any increase in percentage of loss should be investigated.

METHOD OF COMPLETING REGISTER OF LOSSES (MT|AVIATION GASOLINE).

42. This form is self-explanatory, but notes showing how the losses are classified under the various headings are given below :—

Transit Loss	--	Vide IAFsZ 2255 and 2258.
Packed Stock Loss	--	As charged off on the last day of the accounting month as an issue in the 'Packed Stock Account' portion of IAFZ 2257.
Breathing Loss	--	Vide Column 10, IAFZ 2257.
Decanting Loss	--	The difference between the amount received by tank, wagon or lorry and the amount received into the storage tank.
Mixing Loss	--	Losses due to inter-tank transfers for the purpose of blending aviation gasoline.
Filling Loss	--	The difference between the quantity taken from bulk and the quantity actually filled into containers. Loss or gain on account of the change in accounting (i.e. ST in bulk to NT in Pack) is not recorded.
Issuing Loss	--	The difference between the amount taken from the storage tank and the amount actually received into the tank lorry.
Other Causes Loss	--	Losses due to leaks, faulty calibration, tests of machinery etc.

ANALYSIS OF LOSSES.

43. The Register of Losses is compiled from Transit and Bulk Stock Losses as shown on IAFZ 2258, and Packed Stock Losses as charged off on IAFZ 2257.

44. Losses are classified as Transit Losses and Store Losses.

Store Losses are reclassified under several headings for the purpose of examination and comparison.

45. Losses subject to individual loss statement : Transit Losses—these are shown in column 8 of IAFZ 2258 and in line 17 of IAFZ 2255 (the equivalent at NT is also shown in line 14, IAFZ 2255).

46. Losses subject to collective loss statement at end of month—Store Losses, viz.,

- (a) Packed Stock Losses, and
- (b) Bulk Stock Losses (Breathing, Decanting, Filling, Mixing, Issuing and other causes).

47. (a) Packed Stock Losses (through leakage, etc.) are charged off at the end of the month as an issue (items 11 to 20, columns 4 to 6 IAFZ 2257) and included in the total store loss.

(b) Containers should be thoroughly tested before use.

(c) Variation in volume of the contents owing to changes of temperature, strains containers severely and they should, therefore, be turned "over" regularly.

BULK STOCK LOSSES.

48. (a) Breathing losses are losses caused through tanks exhaling spirit in the form of vapour; losses due to vapourisation of spirit in tanks are also included under this heading (the equivalent in gallons of 5,000 gallons of spirit vapour at 3 lb. pressure is approximately 11 gallons).

(b) As breathing increases in proportion to air space tanks should be kept full. Tanks should be disturbed as seldom as possible and should be protected from heat by (i) shade, (ii) whitewash or (iii) white or aluminium paint.

Excessive loss may be traced to wrongly adjusted breathing valves, or to leaks in tanks.

49. *Decanting loss.*—(a) Decanting loss should be carried out in the early morning when losses due to evaporation are lower.

(b) Tank wagons should be carefully examined to ascertain that they have been fully decanted.

(c) Care should be taken to ensure that pipe lines are completely emptied.

50. *Mixing loss.*—In the case of aviation gasoline blending operations, tank transfers between widely separated tanks should be avoided.

51. *Filling loss.*—Filling should be done from the battery nearest to the filling machine in order to decrease friction losses. Excessive losses may be due to over measurement or careless handling.

52. *Issuing loss.*—To minimise loss, issues should be confined to one tank on any one day.

53. *"Other Causes" Losses.*—(a) Losses which cannot be classified under the above headings such as through leakage, faulty calibration of tank wagons and tanks, tests of machinery, etc.

(b) Tank transfers to empty tanks for maintenance should be avoided. Issues, should be regulated so that tanks are empty when required.

(c) Operations should be combined as much as possible, e.g., filling on the same day as issuing.

(d) Tank lorries should be dipped and containers counted by R & D Section on exit from the depot.

(e) Containers should also be checked to see that Bungs/faucet caps are tight and seals so fixed that MT Aviation Gasoline cannot be extracted from the containers without breaking the seal.

APPENDIX III.

CO-EFFICIENT OF EXPANSION OF VOLUME.

The table below is based upon Table 2 of the USA Bureau of Standards Circular No. 154, which has been adopted as the recognised means of adjusting volume for change, in temperature. The abbreviated table below will be found more convenient for use by installations, etc., than the full Bureau of Standards Table. The latter is, however, the final authority.

Specific Gravity at observed temperature	Co-efficient of expansion of vol.		Specific Gravity at observed temperature	Co-efficient of expansion of vol.	
	per deg F	per deg C		per deg F	per deg C
600—609	00096	00173	700—709	00069	00123
610—619	00092	00165	710—719	00067	00120
620—629	00088	00159	720—729	00065	00117
630—639	00085	00153	730—739	00063	00113
640—649	00082	00148	740—749	00061	00110
650—659	00079	00143	750—759	00059	00106
660—669	00077	00139	760—769	00057	00102
670—679	00075	00134	770—779	00055	00099
680—689	00073	00130	780—789	00053	00096
690—699	00071	00127	790—799	00052	00093

APPENDIX IV.

SPECIFIC GRAVITY CORRECTION FACTORS.

The table below is based upon Table 3 of the USA Bureau of Standards Circular No. 154, which has been adopted as the recognised means of adjusting Specific Gravity for change in temperature. The abbreviated table below will be found more convenient for installations, etc., than the full Bureau of Standard Table.

Specific Gravity at observed temperature	Specific Gravity correction factor		Specific Gravity at observed temperature	Specific Gravity correction factor	
	Per deg. F	Per deg. C		Per deg. F	Per deg. C
600—609	00056	00101	700—709	00047	00085
610—619	00055	00099	710—719	00047	00084
620—629	00054	00097	720—729	00046	00083
630—639	00053	00095	730—739	00045	00081
640—649	00052	00093	740—749	00044	00080
650—659	00051	00092	750—759	00043	00088
660—669	00051	00091	760—769	00043	00076
670—679	00050	00089	770—779	00042	00075
680—689	00049	00088	780—789	00041	00073
690—699	00048	00086	790—799	00040	00072

APPENDIX V.

NOTES ON PETROL TANK WAGONS. STORAGE TANKS AND POL CONTAINERS.

(Referred to in para. 215)

TANK WAGONS.

1. *Description.*—Tank wagons on the broad gauge are normally of 5000 gallons capacity. There are four types which are likely to be met with and a brief description of each type is given below:—

- (a) Has two manholes with dip holes and release valves at either end. A semi-rotary pump on the top; in the centre. Discharge pipe on top.
- (b) Has one manhole with dip hole and release valve in the centre. Semi-rotary pump at the end between the buffers. Is constructed for siphoning. Discharge pipe behind buffers.
- (c) Has one manhole with dip hole and release valve in the centre. Semi-rotary pump on top; at the end. Discharge pipe behind the buffers.
- (d) Has one manhole with dip hole and release valve in centre. Rotary pump situated as in (b) above, but enclosed in an iron cupboard fitted with a lock. Is constructed for siphoning. Discharge pipe behind the buffers.

Instructions for siphoning from (b) and (d) above are painted on the tank wagons.

2. *Inner painting.*—Tank wagons are painted inside with a petrol resisting mixture to prevent sweating. They are fitted with sumps below the foot valve on the suction pipe in which dirt and water are trapped, thus preventing them being carried into the storage tank.

RECEIPT OF TANK WAGONS.

3. Before taking delivery of tank wagons from the railway authorities, the wagon will be thoroughly inspected, with particular reference to the following points:—

- (a) That the wagon shows no signs of leakage.
- (b) That all seals are intact.
- (c) That the locks (in the case of the types at para. 1 (a), (b) and (c) above are "locked" and show no signs of having been tampered with. In the case of type (d) above, that the cupboard is secure.
- (d) That the manhole is properly bolted, and fitted with an asbestos washer.

4. *Railway Receipt.*—The railway receipt should not be handed over until it has been ascertained that the pump is in proper working order. Repairs to defective tank wagon pumps will not be carried out in supply depots. Should any of the foregoing defects be apparent they will be noted on the railway receipt, and also on the Discharge Report.

5. *Manhandling Tank Wagons.*—The tank wagon will be manhandled to the place where decanting is to take place. (The railway engine will, on no account be allowed within 100 feet of an underground petrol tank).

DECANTING.

6. Before decanting operations are commenced the following procedure will be adopted :—

- (a) Take the dip.
- (b) Take the temperature of the petrol.
- (c) Ascertain the specific gravity of the petrol.
- (d) Make the test for water.
- (e) Take the dip temperature and specific gravity of the storage tank into which the petrol is to be decanted.

Note.—(a), (b) and (c) will be recorded on the Discharge Report.

7. The decanting hose is bolted to the flange of the tank wagon discharge pipe, and to the flange on the storage tank filling pipe, cardboard washers previously soaked in water will be inserted between the flanges to ensure a perfect joint when the bolt nuts are tightened. Bolt nuts must be tightened alternately to avoid distortion. It is important that the copper tape on the decanting hose is intact, flowing petrol may produce charges of static electricity which if not properly earthed by means of the copper tape, may cause a spark, and an explosion. The dip hole should be left open during decanting operations to allow air to enter the tank wagon. If this is not done a vacuum will be caused in the tank wagon which will make decanting very difficult. Decanting can now be started; in the case of the types at para 1 (a) and (c), pumping is necessary during the whole operation, but in the case of (b) and (d) practically the whole of the petrol can be siphoned once "suction" is obtained with the pump. It is recommended that in the case of the latter types pumping should be resorted to when approximately two hundred gallons remain in the tank wagon in order that the whole of the petrol can be extracted with the tank wagon pump. If this is not done it will be found that siphoning will cease when twenty to thirty gallons remain, such a quantity will have to be extracted by means of the emergency pump.

8. When the whole of the petrol from the tank wagon has been decanted, the flange plates will be replaced on the discharge pipe of the tank wagon and also on the filling pipe of the storage tank, and the tank wagon dip hole plug will be returned to the consignor separately. The tank wagon will then be manhandled, relocked and in the case of the other types the padlocks will be retained and returned to the consignor separately. The tank wagon will then be manhandled outside the installation, and the railway authorities informed that the wagon is available for removal.

LOSSES IN TANK WAGONS.

9. Losses of petrol in tank wagons are due to:—

- (a) *Faulty calibration.*—When an appreciable loss occurs which cannot be attributed to any of the causes below, this is most probably the explanation. Such a loss must be recorded on the discharge report so that action can be taken by the consignor to have the tank wagon recalibrated on return. Calibration of tanks is the responsibility of the ASC. Any technical assistance that may be required in abnormal circumstances may be obtained from the M.E.S.

- (b) *Evaporation*.—Losses are due mainly to evaporation, which is caused by the surge and turbulence of the spirit and the ambient temperature. Losses due to leakages are very rare with the improved types of tank wagon now in use. Apart from real losses apparent losses, due to decrease of temperature which causes contraction of the spirit, may occur or conversely apparent gains due to increase of temperature. Careful checking of the temperature and specific gravity at the time of despatch, as shown on the tank wagon discharge report, against those recorded on arrival will reveal the extent of real loss. In carrying out this check it may be taken that petrol expands or contracts, at a rate of approximately 0006 of its volume for each degree Fahrenheit of the variation between two temperatures. The specific gravity will be found to vary accordingly.

Care must be exercised that the correct tank wagon conversion table is used.

STORAGE OF TANKS.

10 (a) Storage tanks are now electrically welded so that leaks are a very rare occurrence. They are fitted with either one or two manholes, with dip hole and release valve. They are painted inside with petrol resisting paint to prevent sweating. Storage tanks are usually placed in the ground, it is, therefore, important that the manhole covers are watertight. A foot valve is fitted to the suction pipe, this ensures that the suction pipe remains full, thus avoiding the necessity of a priming line. It is, therefore, important that the foot valve is efficient. The pressure release valve is also very important and will be inspected and cleaned at regular intervals. Head and agitation (when decanting is in progress) cause the petrol to vapourise, when this vapour reaches a given pressure in the tank, the valve lifts and allows the vapour to escape.

(b) The presence of water in the storage tanks may be attributable to the following:—

- (i) Not completely emptied after calibration or cleaning.
- (ii) Badly fitting manhole cover; in wet weather water percolates between the cover and the tank proper.

(c) To the suction pipe between the storage tank and the pumping apparatus, on the newer installations, water and dirt traps are fitted. The petrol enters the trap at a lower level to that which it leaves, thus dirt and water, having a greater specific gravity sink to the bottom of the trap. Such traps require regular cleaning and are fitted with a draw off tap at the bottom. They are kept also fitted with a cover plate which is kept in position by butterfly nuts to facilitate easy removal for cleaning.

(d) Losses of petrol in storage tanks are due to the same causes as experienced with tank wagons.

PUMPING APPARATUS.

11. Difficulty is sometimes experienced in obtaining the maximum delivery from the pumping apparatus. This may be due to either, or all of the following defects:—

- (a) *Faulty pump*.—In the case of semi-rotary pumps the shoes may be worn and thus do not make proper contact. In the case of the Rees Roturbo centrifugal electric pump a worn expeller may be the cause, of insufficient lubrication of the spindle with soft soap.

- (b) *Air leaks.*—This is the most common cause of low output. Air is sucked into the suction pipe by the pump, it is, therefore, important that the suction pipe is kept absolutely airtight or air locks will occur in the pipe which will retard the output. Special attention will, therefore, be paid to the following points:—
- (i) *Valves or cocks.*—These will be regularly inspected and repacked if necessary with asbestos string which has been previously dipped in a mixture of tallow and graphite.
 - (ii) *Suction pipe joints.*—Regular inspection of the suction pipe for small leaks. Such leaks can be remedied by opening the pipe and retreating the threads with petrol resisting mixture before re-joining.
 - (iii) *Water and dirt trap covers.*—After cleaning a new Hermatite washer which has been treated with petrol resisting mixture should be fitted before the cover is replaced to ensure an airtight joint.
- (c) *Foot valves.*—These sometimes become stuck through dirt, thus the pump is unable to lift it. Petrol cannot, therefore, be drawn out. In this case it is necessary to remove the manhole and that portion of the suction pipe to which the foot valve is attached.
- (d) The internal examination, cleaning and painting of storage tanks is done by the MES. Technical instructions for this work are issued by the Engineer-in-Chief, Army HQ.

POL CONTAINERS.

1. (a) *Prevention of losses.*—The following steps will be taken to prevent losses of POL in containers:—

- (i) Petrol containers will be examined for rust before filling. Any found rusty will be degraded.
- (ii) All containers will be examined for leaks. If possible they will be subjected to the air test. All containers found with leaks will be immediately withdrawn from use until repaired.
- (iii) Rusty containers will not be used for Aviation and MT Gasoline, as they can never be cleaned except barrels for which special cleaning machinery is required.
- (iv) Containers prior to filling should be examined with an electric torch for signs of rust and corrosion.

(b) *Categorising containers under examination.*—POL containers when under examination may be divided into the following categories:—

- (i) Those that are fit to hold aviation ~~gasoline~~ *Fuels*.
- (ii) Those that will hold MT Gasoline.
- (iii) Those that will hold kerosene oil and not MT Gasoline.
- (iv) Those that are fit to contain and hold liquid fuel only.

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APPENDIX VI.

**MAINTENANCE OF ACCOUNTS OF ASC STORES AND
TRANSPORT INDENTS.**

(Referred to in paras 59 and 162).

1. The giving of temporary receipts on indents and other order forms for the supply of ASC stores, POL and transport is strictly forbidden as it may lead to abuse in accounting.

2. *ASC Stores|POL.*—If an indent|order form, IAFZ 2184-B|2206 cannot be complied with in full immediately, it will be altered to the actual quantity issued, the alternation being attested with full signatures by both parties.

3. *Supply Orders.*—Actual quantities as received will only be entered on the reverse of IAFZ 2135 and signed for. If the supply is spread over a number of days, quantities received daily will be separately entered and signed for. When the order has been fully complied with, entries at the bottom of the front page will be completed and signed.

4. *Transport.*—If the transport indented for is not fully supplied on one day the indenting party will acknowledge receipt of that actually supplied on IAFZ 2150, Part III and submit a fresh indent on IAFZ 2150 to the STO for the balance. In this case the proviso that the indents must reach the STO forty-eight hours before the transport is required, will be waived. (See para 162(c)).

APPENDIX VII.

RULES FOR HIRING OUT GOVERNMENT ANIMAL TRANSPORT.

(Note.—Rules for the hiring out of Government Mechanical Transport are contained in Mechanical Vehicle Regulations, India).

1. Government animal transport which is not required for its normal duties may, with the approval of the CASC or in his absence, the station commander, be hired:—

(a) By departments of Government and individual Government servants, and Government institutions, at rates fixed by the Government.

(b) By private firms and contractors, by contract.

2. The rates for hire will be as laid down from time to time in Army Instructions or other orders.

3. In all cases of hiring, hire for more than ten days will be charged at monthly rates. As a rule, pack mules will be hired in multiples of three animals but transport officers have discretion to relax this rule and modify charges proportionately.

When carriage is discharged away from the place at which supplied, half hire is charged for the return journey, on the basis of fifteen miles per diem. No charge for return journey will be made when transport is hired out to Government military departments. If relief of transport is arranged during the course of employment, no charges will be made on this account.

4. The authorised loads are:—

For a pack mule 185 lbs. (excluding saddlery, etc.)

For a mule cart 10 maunds.

5. Persons who hire transport animals and vehicles are expected to exercise over them general care and supervision. All incidental matters connected with the hire of Government transport, such as distances to be travelled, relief of carriage, designation of the officer to whom the payment will be made, etc., will be settled between the hirer and the transport officer before the carriage is supplied. The cost of all supplies purchased by the hirer of animals for their maintenance will be deducted from the hire due. Upon discharging the transport, the hirer will furnish to the transport officer a certificate of the sums so paid. Transport officers will arrange for the payment of personnel.

6. Percentages on earnings are payable to the transport unit when employed by civil departments, private firms and by individuals.

7. The percentages on earnings will be calculated on the gross receipts and are payable at the rate of thirty-three and one third per cent. The amounts so earned will be credited to the regimental funds of the unit concerned and applied to the general advantage of the men. Charges for any hired labour employed to load and unload will be paid out of these earnings. Cal
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8. The transport officer by whom a contract for carriage is concluded, or by whose order carriage is supplied on hire to individuals, is responsible for reporting to his CASC., all sums recoverable and, in the case of hire for each, for recovering the sums due, (see also paragraph 12).

9. Payments due to military by civil and other public departments will be made by book transfer.

10. All individuals will pay in cash for the transport hired by them under the rule in paragraph 2. The cost of supplies purchased by them (see para 5) will be shown on a certificate which, when it has been countersigned by the transport officer, will be accepted by the Military Accounts Department as a sufficient voucher for the sum deducted from the hire.

11. Sums received in cash will be paid at once into the nearest civil treasury, to credit of Government under the head "Military", less amounts due on account of percentages of earnings and any other authorised charges. In the case of credits adjustable by civil departments through exchange accounts, sums due as percentages of earnings and other authorised charges shall be drawn by units and charged in accounts.

12. At the end of each month the CASC will prepare a statement giving particulars of transactions in hiring out Government transport which have been completed during the month of account.

The statement will be forwarded to the CMA and will show for each transaction:—

- (a) The name, etc., of the hirer.
- (b) The date of the transaction.
- (c) The gross amount due to Government for hire.
- (d) In the case of cash recoveries, the amount deducted in each instance on account of incidental charges, allowances to personnel, percentages of earnings credited to regimental funds of units, supplies purchased by the hirer, etc. and the net amount paid into the treasury.
- (e) In the case of book adjustments, the amount drawn in each instance from the CMA for incidental charges, percentages of earnings, etc.

13. The CMA will check the details in the statement (of the CASC without question, beyond an arithmetical check) and will take the necessary steps to ensure that credits due to the military by book transfer are duly afforded, through usual channels, and for this purpose a voucher accepted by the hiring department for the amount recoverable on each transaction shall be obtained and submitted with the statement.

14. (a) A Government vehicle hired out to any person, unit, or departments, entitled by regulations to hire such vehicles is in charge of a Government driver who is "on duty". In case of accidents Government is liable for all risks including third party.

(b) Government is the owner of the vehicle and is responsible for the actions of its driver. The hirer of the vehicle will not be liable for any damage to the vehicle or animals or for third party risks, unless he is proved to be criminally responsible for any accident. His position will be the same in a Government vehicle as in any other hired vehicle, e.g., taxi, bus or train.

(c) Entitled hirers of Government vehicles will not insure these vehicles against damage or against third party risks.

15. Rules for the use of Government horses for non-military purposes and for racing Government horses are contained in RAI Rules and Instructions respectively.

16. The word "vehicle" in this appendix only means "AT Carts".

Paragraphs 7 to 13 are reconstructed as follows :—

“ 7. The percentages on earnings will be calculated on the gross receipts and are payable at the rate of thirty three and one third percent. The amounts so earned will be credited to Public Fund Cash Account.

8. The percentage on earnings (i.e. 33-1/3 percent of the total earnings) for distribution to unit personnel will be claimed monthly from the CDA concerned through contingent bills and credited to Regimental Fund Account. Charges, for any hired labour employed to load and unload will also be claimed on contingent bills and credited to Public Fund Accounts.

9. The transport officer by whom a contract for carriage is concluded or by whose order carriage is supplied on hire to individual, is responsible for reporting to his CASC all sums recoverable, and in the case of hire for cash, for recovering the sums due (see also paragraph 12).

10. Payments due to military by civil and other public departments will be made by book transfer.

11. All individuals will pay in cash for the transport hired by them under the rule in paragraph 2. The cost of supplies purchased by them (See paragraph 5) will be shown on a certificate which, when it has been countersigned by the transport officer, will be accepted by the Military Accounts Department as a sufficient voucher for the sum deducted from the hire.

All sums received in cash will be paid into the nearest Treasury to the credit of Government under the head “ Military ” without any deduction.

12. At the end of each month, the CASC will prepare a Statement giving particulars of transactions in hiring out Government transport which have been completed during the month of account.

The statement will be forwarded to the CDA and will show for each transaction :

- (a) The name, etc., of the hirer.
- (b) The date of the transaction.
- (c) The gross amount due to the Government for hire.

(d) In the case of cash recoveries, the amount deducted in each instance on account of supplies purchased by the hirer, etc., and reference to contingent bills in which percentages have been claimed.

(e) In the case of book adjustments, the amount drawn in each instance from the CDA for percentages of earnings and hired labour.

13. The C.D.A. will check the details in the statement (of the C.A.S.C. without question, beyond any arithmetical check) and will take the necessary steps to ensure that credits due to the military by book transfer are duly afforded, through usual channels and for this purpose a voucher accepted by the hiring department for the amount recoverable on each transaction shall be obtained and submitted with the statement.”

APPENDIX VIII.

INSTRUCTIONS FOR THE CONVEYANCE OF GOVERNMENT EXPLOSIVES AND/OR AMMUNITION BY ROAD.

1. *General.*—(a) These instructions have been framed to govern the conveyance of Government explosives and/or ammunition by road.

(b) The term "Explosives" mentioned hereinafter will cover bulk explosives and/or filled ammunition or both.

(c) When deviations from these instructions become inescapable in any particular consignment/consignments, a full report will be submitted to formation HQ. concerned for sanction.

(d) The grouping of the various classes of ammunition and explosives, referred to in the following paragraphs, is given in Magazine Regulations Part I, 1941, (Indian Reprint 1948) Appendix II.

2. *Vehicles.*—(a) NO road vehicle driven by steam or producer gas and NO trailer other than an articulated one will be used for transport of explosives.

(b) The fuel tank of the vehicle will be carried under the driver's seat only.

Note.—Where service vehicles do not comply with the requirements of para 2(b) the formation HQ may grant necessary relaxations.

(c) Vehicles will not be re-fuelled within an enclosed explosive area.

(d) No mechanically driven vehicles except those specifically approved for the purpose will be allowed within magazines.

(e) Covered vehicles will normally be used. If these are NOT available, open vehicles may be used and ammunition/explosives adequately covered with tarpaulins to protect them from rain and direct exposure to sun.

(f) The vehicles used for the conveyance of explosives of Groups I to IV must comply with the following:—

(i) The vehicle will be of covered type.

(ii) Should be fitted with a quick action cut off to the fuel feed pipe as near the driver's seat as possible, but not so close as to be involved in a fire therein.

(iii) Floor board and other wooden structure of the body should be rendered fireproof. If such vehicles are NOT available only vehicles with metal bodies and floor boards should be used for the conveyance of ammunition and explosives by road.

(iv) The cab should be separated from the body of the vehicle by a fire resisting screen carried down to within 12" of the ground, a clear space of about six inches being provided between the screen and the body; the whole of the exhaust pipe will be carried in front of the screen.

(v) There is to be no opening in the body of the vehicle except the door at back which is to fit closely.

(vi) If covered type vehicles are not available, a portable magazine may be used. The vehicles are to comply with (ii), (iii) and (iv) above.

(vii) Trailers will comply with relevant requirements referred to in this paragraph.

(g) The officer supervising the vehicle or responsible for obtaining it from the authorised contractor will ensure that:—

(i) The vehicle supplied is in good mechanical condition and has its electric wiring, lights, fuel system etc. in good working order; the engine is clean of dust and oil and free from accumulation of dirt and grease; that there is no accumulation of trash or of oily and dirty cotton waste anywhere. The vehicle should be equipped with a metal box painted red for depositing smoking materials.

(ii) An efficient chemical fire extinguisher of suitable type and size and capable of dealing with petroleum spirit fire, is fitted in the cab.

(iii) The vehicle is neither fitted with nor carries any lamp other than electric lamps.

(iv) NO fuel is carried in or on the vehicle excepting in the tank.

3. *Maximum Explosive Load.*—The net explosive weight of the load to be carried on a vehicle must not exceed 8,000 lbs. subject to the condition that the gross weight of the load in NO case exceeds the authorised load to be carried in the vehicle.

4. *Mixing of Groups.*—The load of a vehicle will normally consist of explosives of one group only. When a full load can NOT be made from one group, the ammunition of other groups may be loaded to complete the load from Groups, I, II, III, IV, V, VI, VII, VIII, IX, X, XI or small quantities (20,000 rounds) of incendiary S.A.A. of group XII. Explosive of group VIIA, XII (except as provided above) XIII or XV must NOT be carried in mixed loads. Explosives of group X when carried with other permissible groups in the same vehicle will be transported in cases. Detonators will be segregated by a suitable improvised partition.

5. *Security and Administrative Arrangements.*—(a) Necessary escort to vehicle|vehicles carrying explosives will always be provided by the despatching unit in accordance with current regulations.

(b) The driver will be fully instructed as to his responsibility and conduct during the journey as laid down in Note 2. A copy of these instructions will always be handed over to the driver for strict compliance.

(c) For any continuous trip longer than 6 hours a spare driver (i.e. one in addition to the driver) will be provided.

(d) The driver and the escort will always be provided with one copy of the relevant extracts as given in note 3 for guidance and immediate action in case of a fire involving the vehicle or load. These instructions will be fully explained to them before the commencement of the journey.

Note.—Translations of these instructions will be made in Hindi or local language and a copy handed over to person|s concerned.

6. *Safety Precautions.*—(a) Instructions for loading and unloading of vehicles used for the conveyance of explosives, incorporated in Note 1 will be strictly complied with.

(b) NO explosives will be carried in the cab.

(c) As far as possible all journeys will be completed during the hours of daylight.

(d) The journey will be routed to avoid, as far as possible, passing through thickly populated areas.

(e) The speed of the vehicle will NOT exceed 20 mph. In the case of vehicles upto 3 ton capacity, the speed of the vehicle outside the depots may, however, be increased to 25 mph on metalled or tarred roads subject to the permissible speed limits, as laid down in formation orders.

(f) A vehicle loaded with explosives will under NO circumstances be left unattended.

(g) When explosives/ammunition are carried in a convoy the distance between any two vehicles will not be less than 75 yards, but in case of fire on any vehicle the distance will not be less than 300 yds.

(h) During loading, unloading or transport of explosives all personnel will observe all necessary precautions for the prevention of accidents by fire or explosions.

(i) When transporting unboxed ammunition all projectiles will be laid on their sides and not on their bases.

(j) NO unauthorised person will be permitted access to the explosives being carried or to act in a manner which is likely to cause fire or explosion.

(k) When WP Ammunition is transported, adequate quantities of sand and water will also be carried in suitable containers.

7. *Special instructions for transport of IAF ammunition.*—(a) IAF, HE A/C BOMBS may be loaded to the normal weight capacity of the vehicle. Bombs upto 1000 lbs. weight will be loaded crosswise and will be securely choked and roped. Bombs exceeding 1000 lbs. in weight will be loaded lengthwise and choked and roped.

(b) During handling and stacking stores like Shells HE 60 pound SAP which are fitted with thermal initiators special precautions are necessary. For this purpose they should be loaded transversely to the line of movement of the vehicle. They should be placed base to base or nose to nose each row being securely scotched to prevent movement during transport.

8. *Special instructions for transport of CW Weapons.*—(a) Chemical Warfare agents whether in chemical warfare weapons or in storage drums will be classified as group XIII for storage and transport. The appropriate labelling will be applied. They will NOT be transported in the same vehicle with any other materials. On no account will CW Weapons be loaded with bleaching powder.

(b) Chemical warfare weapons shall be conveyed in open vehicles, well sheeted and covered with tarpaulins. Trucks with metal bodies and floors should be normally used for the conveyance of CWW.

(c) The transport of chemical weapons should preferably be confined to Government vehicles in good mechanical condition and provided with a cut-off valve in the fuel supply system.

(d) When light cased weapons "charged" "Y" are carried unboxed, the floor of the vehicle will be covered by tarpaulins or a layer of sand/saw dust. The consignee will remove these at the completion of the journey, and carry out necessary decontamination.

(e) Transport of light case weapons through thickly populated areas must be avoided. The route should be carefully planned in advance to avoid such areas even to the extent of making a considerable detour.

(f) Vehicles loaded with light case weapons will NOT be parked by road side, particularly at night. If parking becomes necessary, it should be done in a field.

(g) Chemical warfare weapons will always be accompanied by a conductor or conducting party. The structure of the escort will be in accordance with the instructions in force.

(h) Personnel forming a conducting party will be trained in the handling of C.W. Weapons, detection and disposal of leakages, first aid in case of gas casualties, etc. and given instructions in writing as to their duties. They will be provided with decontamination equipment and protective clothing to the appropriate scale (ER Pt. I 1942, Appx. 65, table 4). In addition they will have the following items:—

(i) Bags for contaminated clothing.

(ii) Spare clothing as necessary.

(iii) Alarm signals.

(iv) Ammonia spray for detection of leakage of G1.

(i) The decontamination equipment will be carried in a separate vehicle and care must be taken to ensure that this vehicle keeps in close touch with the loaded vehicles during the whole of the journey.

(j) Consignments should be arranged in the largest possible groups of vehicles so as to prevent uneconomical use of conducting personnel.

(k) Decontamination of vehicles will be carried out as laid down in RAOS Volume 3, Pamphlet No. 7.

(l) Only one type of Charging will be loaded in one vehicle.

(m) Vehicles will be inspected and conducting party will ensure that vehicles are free from contamination, before the vehicles are returned to garages, vehicle parks, etc.

(n) Vehicles which have been contaminated will be decontaminated thoroughly and it will be ensured by suitable marking that such vehicles are NOT used for the carriage of foodstuffs for three months.

NOTE 1.—INSTRUCTIONS REGARDING LOADING|UNLOADING OF VEHICLES.

(a) Loading|unloading will be carried out under the direct supervision of a responsible person.

(b) Before loading is commenced, the interiors of vehicles will be thoroughly cleaned from grit, oily rags, waste and other combustible material. On NO account will explosives be loaded into a vehicle which is contaminated with tar, oil paint or other substance which might stick to the explosive packages or unboxed ammunition or might confuse the markings on them.

(c) The person in charge will ensure that the provisions of paras 2(g) and 3 of the instructions are complied with.

(d) NO smoking, will be permitted within 30 yds. of the vehicle and no fire or naked light will be allowed within 100 yds. of the vehicle.

(e) Explosives and ammunition will not be unloaded or piled immediately behind the exhaust of a vehicle.

(f) After loading/unloading has commenced, the work will be completed without interruption as far as possible. If the work is interrupted, the vehicle will NOT be left unattended.

(g) Explosives will be protected from rain or prolonged direct exposure to sun during loading/unloading.

(h) Whilst loading/unloading is being carried out engine will be switched off and NO re-filling of the fuel tanks will be allowed.

(i) All packages in the vehicle will be well secured and effectively protected against the risk of pilfering and sabotage.

(j) At the time of unloading, the packages will be examined for any evidence of pilferage/sabotage. Broken, damaged, or doubtful packages found will be set aside for examination. The attention of the driver and/or escort will be drawn to these and any statement by them/him will be recorded.

(k) After unloading the inside of the vehicle will be thoroughly cleaned and decontaminated, if necessary, in case of vehicles carrying chemical warfare weapons.

NOTE 2.—INSTRUCTIONS TO DRIVERS OF ROAD VEHICLES TRANSPORTING GOVT. EXPLOSIVES.

The driver of a vehicle carrying Government Explosives will ensure that—

- (a) the vehicle and load are examined before the journey begins to see that the vehicle is in a serviceable condition and the load is properly secured and evenly distributed.
- (b) his lighter, matches and smoking materials, if any, and those of the escort are placed in the metal box supplied which is to be carried unopened in a safe position within the cab of the vehicle.
- (c) A suitable fire extinguisher is carried in the vehicle and placed in a handy position.
- (d) Adequate quantities of sand and water are carried in suitable containers when WP Ammunition is transported.
- (e) red flags are displayed on both sides of the cab and at the rear of the vehicle, *Red flags on both sides of the cab and at the rear of the vehicle* *Aug 65* 22
- (f) no explosives are carried in the driver's cab. 1/66
- (g) when the vehicle is loaded or unloaded or during re-fuelling, the electric ignition system should be switched off and if the engine is provided with magneto ignition, it should be grounded,
- (h) no fuel is carried in or on the vehicle except in the fuel tank,
- (i) the speed limit of 20 miles per hour is strictly observed. It may, however, be increased to 25 miles per hour for vehicles upto 3 tons capacity in case of metalled or tarred roads, subject to permissible speed limit as laid down in formation orders,
- (j) the vehicle is stopped before passing any unguarded level crossings and started only after ascertaining that it is safe to proceed further,
- (k) the vehicle is stopped as soon as possible in open country after covering approximately 10 miles and is also stopped thereafter in open country at intervals of one hour and inspected to see that:—
 - (i) the vehicle is generally in a serviceable condition,
 - (ii) the load remains adequately secure and intact.

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On page 125, Note 2—

For the existing sub-para 2(e) substitute the following:—

“A red flag as under is displayed on the vehicle:—

- (i) The flag is made of strong cloth, red in colour, of size 90 cm × 60 cm with a loop for passing a pole 3 cm in diameter.
- (ii) The pole used for fixing the flag is of hard-wood about 140 cm, of which 10 cm will be for fixing, 60 cm for the flag and the remaining 70 cm as free pole which is in the cab region, thus allowing about 54 cm of the flag to remain over the cab of the vehicle.
- (iii) The flag is positioned on the side of the drivers' cab i.e., on the right side towards the rear between the cab and the body. The position of the flag is slightly raised so that it shows above the cab and body of the vehicle.”

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- (iii) no undue heat is being generated through movement of the load, rubbing of the tyres on the chassis, deflation of the tyres, faulty brake adjustment or other cause,
- (l) any defect found on inspection is remedied before he proceeds further on the journey.
- (m) if an accident or breakdown occurs enroute he informs the consignee or consignor as quickly as possible. Police and the nearest military commander should also be notified. In the event of mechanical breakdown, he will notify the local military commander and will take orders from him regarding action to be taken.
- (n) in case of an accident all unbroken packages and as much of any broken packages as possible will be carefully gathered and removed to a place of safety in order to prevent explosion. In the event of a vehicle being entangled with another or with any object or structure, no attempt will be made to disentangle the same, until the load is removed to a place 100 yds. away from the vehicle or any habitation. Inhabitants and other vehicles will be warned of the danger.
- (o) neither he nor the escort nor any other person smokes on or within 30 yds. of the vehicle,
- (p) the vehicle is NOT at any time left unattended (i.e. either the driver or the escort is on the vehicle or close to it) and that no person other than the driver or the escort is allowed on the vehicle except for the purpose of unloading,
- (q) the journey is completed without unnecessary halts and the vehicle is NOT put up in any building or stopped in any populated area except when absolutely necessary,
- (r) NO garage or major repair is carried out while the vehicle is carrying explosives,
- (s) the vehicle is NOT brought within 75 yards of another vehicle of the same convoy unless this prevents the vehicle from remaining in the convoy,
- (t) the escort will normally travel in the cabin of the vehicle in addition to the driver. When, however, ammunition and explosives are transported in vehicles outside ordnance depots, one person only may ride in the back of the vehicle to prevent pilferage etc.

NOTE.—This, however, will NOT apply to personnel riding on the body of the vehicle carrying small quantities of ammunition in the ordinary course of duty.

- (u) in the event of a fire on the vehicle he will take action in accordance with the instructions contained in Note 3 (copy of relevant extracts of which will be given to him and the escort) with particular attention to the risk involved as referred to in the extracts and explained to him before commencement of the journey.

NOTE 3.—INSTRUCTIONS TO DRIVERS|ESCORT COMMANDERS OF ROAD VEHICLES CARRYING GOVERNMENT EXPLOSIVES.

- (a) You have a load of explosives. If a fire breaks out on the vehicle **YOU MUST ACT QUICKLY.**

(b) **PREVENTION IS BETTER THAN CURE.** Before driving off, obtain a fire extinguisher. See that it is filled, ready to your hand and in good working order. See your vehicle is clear of combustible materials.

(c) Keep clear of any other vehicle on fire by 70 yards. If the vehicle on fire contains explosives do NOT get your vehicle nearer than 300 yards.

(d) If your engine, petrol or oil system, catches fire, get busy with the fire extinguisher, first closing the cut-off, if fitted. If your vehicle catches fire, get busy with your fire extinguisher and any water you can get,

(e) If fire is detected early the prompt application of the fire extinguisher may prevent the development of a serious fire and consequent explosion|detonation.

(f) Should you succeed in extinguishing the fire, examine the vehicle and load carefully, to see that there is NO smouldering before proceeding on your journey.

(g) If you can NOT put out the fire, **YOU HAVE TO THINK AND ACT QUICKLY.** Send the escort to alarm the area and to get the news to the police and any Fire Service as quickly as possible. With the help of passers by, stop traffic and keep the road and houses clear for 300 yds. from the vehicle. If you are in a town or village and can drive the vehicle into open country safely, do so.

(h) So long as the fire is NOT actually affecting the packages or loose weapons there is NO immediate danger.

(i) When the Police or fire brigade arrive, give them the copy of extracts from this note which detail the group number of explosives carried and fire action to be taken.

(j) Action to be taken in case of fire on different groups of explosives is detailed below:—

(i) *GROUPS, I II and X.*—If fire reaches explosives of these groups, an explosion or a detonation is inevitable and may be expected in a few minutes. In this case the fire should NOT be fought, the vehicle will be abandoned all personnel evacuated from the vicinity and action will be confined to preventing the fire involving surrounding places and protecting them from the effects of an explosion|fire. The roofs and walls of buildings sufficiently near the burning vehicle likely to be affected by the burning debris or sparks should be thoroughly sprayed with water from the outset.

(ii) *Groups IV, V, VI, VII, VII-A, VIII.*—If fire reaches the packages or weapons containing these explosives groups, the whole lot may explode, though there is likely to be some time interval, depending on the fierceness of the fire. The fire can, therefore, be fought in the early stages. If unsuccessful, attention should be directed to protect surrounding places from the effects of an explosion|fire. All non-essential personnel will be evacuated from the vicinity.

Fire fighting services on arrival can attack the fire even after the explosives have become involved in the fire with a reasonable hope of success but the operation should be carried out from a protected position to guard against the risk of explosion|detonation.

NOTE.—In the case of Group VI there are certain items of explosives which carry only a fire risk as described in (iii) below. In the case of such types of explosives of Group VI being transported,

the loading authority will give clear instructions to the driver/escort that the load carries only a fire risk and action be taken in accordance with (iii) below. Otherwise all explosives of Group VI will be considered to bear an explosion risk as detailed above.

(iii) *Groups III, IX, XI and XV.*—There is NO likelihood of mass explosion. Only a fierce fire, with in some instances, toxic effects, may be expected when fire reaches the explosives. The application of the fire extinguisher will be useful only upto the stage of fire reaching the explosives in the packages after which the Fire Fighting First Aid measures are unlikely to be effective. Fire fighting services, on arrival will fight the fire from a distance with a view to subduing the fire.

(iv) *Group XII.*—There is NO risk of mass explosion, but a fierce fire with dense smoke may be expected. To avoid effects of smoke the fire should be fought from the windward side.

The Fire should be fought with water and sand carried specially for the purpose.

Special precaution are necessary in disposing of the residues as loose phosphorus will ignite spontaneously when it dries out. The residues should be carefully collected and destroyed by burning at a safe place.

Phosphorus causes severe flesh burns which require medical treatment. Special care should, therefore, be exercised to avoid contact between phosphorus and fire fighting equipment or clothing or person.

(v) *Group XIII.*—There will NOT be an explosion but serious gas effects may be expected. The bursting charges of weapons of this group are liable to explode in a fire and scatter the toxic fillings. The Police will be warned. Antigas equipment will be necessary. The fire must be fought from the windward side.

cs. no 21
X/62. Add Appendix 18
Duties of STO.

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No 21/X/62

On page 62, para 160

For the existing sub-para 3 substitute the following:—

“Details regarding the duties of Station Transport Officers are contained in Appendix IX.”

Case No 17033/Q/ST1/2968/D(QS) of 1962.

Min of Fin (Def) no No 2578/QA of 1962

(O. PULLA REDDI)

*Secretary to the Government of India
Ministry of Defence*

APPENDIX IX

DUTIES OF STATION TRANSPORT OFFICER

He will be responsible for the following duties:—

- (a) Control of all the transport in a station other than of units/formations exempted from pooling of transport under orders issued by Army Headquarters from time to time.
- (b) Pool unit transport whenever possible on a station basis, under orders of the station commander, so as to supplement ASC resources.
- (c) Ensure that the CARTER PATTERSON system for the collection/delivery of supplies and stores and for various other purposes is adopted in the station to the maximum extent possible.
- (d) Ensure that transport detailed is against demands for authorised purposes.
- (e) Allotment of control numbers to all demands for transport whether free or on payment.
- (f) Maintenance of up-to-date statistics as to the availability of the transport in a station other than that of units/formations exempted from pooling of transport under orders issued by Army Headquarters from time to time.
- (g) Ensure maximum use of—
 - (i) Government animal transport for all station duties, if available and suitable;
and
 - (ii) motor cycles, trailers and bicycles if available and suitable, in preference to vehicles.

- (h) Ensure that the appropriate columns of transport indents are correctly filled in by user units and promptly disposed of.
- (j) Ensure that vehicles for which hire charges are not laid down are not normally hired out except as separately provided for or on specific orders issued by Army Headquarters from time to time.
- (k) Ensure that transport on payment is not detailed without having first received sufficient cash in advance to cover use of such transport on payments.
- (l) Operate all hired transport contracts in the station under direct instructions of the station commander.
- (m) Ensure that hired transport is used to the barest minimum and to the best advantage of the State and that the bills are submitted to the CDA for payment without any undue delay.
- (n) Early settlement of audit objections.
- (o) Maintenance of the following documents:—
- (i) Free transport indent register.
 - (ii) Free amenity transport register.
 - (iii) Payment transport register.
 - (iv) Book debit transport register.
 - (v) Audit objection register.
 - (vi) Cash register showing amount deposited/disposal of MROs and so on.
 - (vii) Local resources diary—AT and MT.
 - (viii) Hired transport register—MT.
 - (ix) Hired transport register—AT.