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PROVISIONING MANUAL

FOR

CENTRAL RESERVE POLICE FORCE

1974

CORRECTED UPTO 31 JULY 2006



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PREFACE

The CRPF Provisioning Manual was compiled in the year 1974 and issued under the authority of Govt. of India, MHA UO No. 7627/JSP (74) dated 3/8/1974. Over the years, there have been numerous changes in the organizational setup as well as amendment in the provisions contained in the Manual. It was therefore, felt necessary to review the existing edition to incorporate the changes/amendments. The revised Provisioning Manual contains orders/instructions issued by the Government from time to time to regulate the functioning of the force with regard to equipments, uniforms, arms/ammunitions and motor transport etc.

Various sections of the Provisioning Branch have extended valuable support in updating the draft. The officers and staff in Provisioning branch who associated with the exercise did a commendable job.

I hope the revised & updated edition of Provisioning Manual will be useful for the Force personnel.

(J.K.Sinha)
Director General, CRPF

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CHAPTER – 1

ORGANISATION AND PROCEDURE

Organisation

1.1 The subject of Provisioning can, broadly speaking be divided into the following four categories:-

- (i) Procurement;
- (ii) Distribution;
- (iii) Maintenance and
- (iv) Condemnation and Disposal.

1.2 (i) Essentially, these functions are discharged by the under mentioned officers of the Force: -

- (a) Provisioning Branch of the Directorate;
- (b) Group Centre;
- (c) Unattached/Attached Battalions/Training Institutions/Signal Battalions. Etc.

This should, however, not be construed to mean that the offices of the Sector IsG and Range DIsg do not have a role to play in this regard. While their offices may not be directly and physically involved in the tasks mentioned above it will very much be their responsibility to ensure during the course of their inspections and visits to the Group Centres/ Bns/Training Institutions/Signal Bns, etc. that procurement distribution, maintenance, condemnation and disposal of stores are strictly in accordance with the authorised scale and various instructions issued from time to time. Even normally it will be their responsibility to ensure effective and efficient functioning of provisioning within their spheres. In the discharge of this responsibility of theirs they will be competent to transfer stores from one unit to another within their Jurisdictions. Similarly, within their financial competence they may authorise local purchase of items urgently required. Recourse to this measure should not be taken very frequently or in a routine manner.

(ii) Duties and functions of the various functionaries with regard to the Provisioning have been defined in the following paragraphs.

These can, however, be revised by the Director General from time to time.

Similar authority with regard to the non-gazetted staff will vest with the Sector IGP or as hereinafter provided in the Manual

Organization and Duties of the Provisioning Branch

1.3 The Provisioning Branch of the Directorate General C.R.P.F. is a separate and compact establishment responsible for provisioning of Arms, Ammunition, Vehicles, Clothing, Equipment, Furniture and other Miscellaneous Stores. In addition to the provisioning of the stores this Branch also passes instructions and lays down policies regarding scales, transfer, allocation, maintenance, disposal and other allied matters pertaining to stores from time to time. All issues relating to Rations are also the responsibility of the Provisioning Branch.

- 1.4 The Provisioning Branch is further sub-divided into the following sections:-
- (i) Ordnance Section
 - (ii) Clothing Section
 - (iii) M.T. Section and
 - (iv) Rations and Miscellaneous Section
 - (v) Procurement Cell

Ordnance Section

1.5 This Section is responsible for procurement and allocation of arms and ammunition and other stores of ordnance origin. Policy matters regarding inspection, condemnation and disposal of arms and ammunition and other ancillary stores will also be dealt with by this Section.

Clothing Section

1.6 This Section deals with procurement, equitable distribution, transfer, maintenance,

disposal and allied matters of clothing items, equipment, tentage, barrack furniture etc. and items on Rate Contract. Guidelines and policy decisions on relevant issues relating to these items is the responsibility of this Section.

M.T. Section

1.7 This Section will deal with the procurement and allocation of vehicles centrally for the Force and operate the budget for the same. In addition to this, this Section will also lay down policies on Condemnation, Disposal, maintenance, Scale of M.T. Spare Parts and Tools for vehicles, etc. Matters relating to the Static and Mobile Workshop will also be dealt with by this Section.

Ration and Miscellaneous Section

1.8. The Section will be dealing with all matters pertaining to rations. Moreover, whatever has not been covered by the other three Sections will also be dealt with by this Section.

Staff

1.9 (i) The strength of the Branch will keep varying from time to time as sanctioned by the Government. The Branch will function under the control of a IG (Prov.) assisted by such number of DIG/ADIG/Dy Comdt. as may be sanctioned from time to time. He will be incharge of the Branch at the Directorate and will be directly responsible to the Director General for all matters pertaining to the provisioning of the Force.

(ii) ADIG (M.T) will be incharge of the MT Section in the Branch. (In addition, he will keep a watch over the functioning of the Static and Mobile Workshop.)

(iii) The ADIG will be directly responsible to the IGP (Provisioning) for the efficient functioning of all the remaining Sections in the Branch over which he will exercise general control. ADIG will also function as the general assistant to the IGP (Provisioning).

1.10 The duties and responsibilities of the other members of the Branch will be as laid down by the IGP (Prov.) from time to time.

Group Centre

1.11 The Group Centre will not only function as a 'house keeping' Centre but it will also have to procure and regulate supplies of stores for the Bns. It will be the prime responsibility of the Group Centre to ensure timely indenting of stores through the Provisioning Branch of Directorate, placing of supply orders on rate contract firms and making local purchases so authorised for the Group Centre as well as its attached Bns. The provisioning organization of the GC is classified as under:-

ADIG-1

Second in Commandant. (Accounts and Quarter Master-)-1.

Dy. Commandant (Store)-1

Asstt Commandant (MT)-1.

1.12 In addition to the above the Group Centre is staffed with QMSIs, QMCs and store men for providing assistance to respective branches. All this may, of course, change from time to time.

Duties

1.13 (i) **ADIG**

In addition to administrative control and discipline of the Group Centre, the GCO will be primarily responsible for the procurement, maintenance, and distribution; condemnation, disposal and security of all types stores. He will ensure to regulate timely supplies to the Group Centre and its attached Bns.

The main duties of the ADIG Group Centre are enumerated as under:-

(a) He will ensure correct and timely indenting of all stores required for the Group Centre and its attached Bns.

(b) He will directly procure items of stores borne on R/C being direct demanding officer.

(c) He will ensure timely/correct submission of all reports and returns to higher formations.

(d) He will be responsible for the security and proper keeping of the stores, M.T., Arms, Ammunition, etc. He will issue Standing Orders for security, Stocking, Maintenance, Accounting of stores, MT, Arms, Ammunitions etc

(e) To regulate supplies with the Group Centre and its attached Bns.

(f) He will exercise financial powers for local purchases of stores in accordance with GFR and instructions issued from time to time from higher formations.

(g) Provision of Budget and control of Expenditure thereof will also be his responsibility.

(h) He will carry out formal inspection of QM Branch once a year including MT, Magazines, Kotes, Arms and Ammunition. This will include physical verification of arms, ammunitions and other Stores.

(ii) Second-in-Commandant (A & Q)

He will be responsible to the ADIG Group Centre for the following provisioning duties assisted by DC (Store) and AC (MT) and staff: -

- (a) Close supervision of all 'Q' and provisioning matters.
- (b) Timely submission of indents reports and returns.
- (c) Supervisions and control of M.T. and tradesmen workshops.
- (d) Security, maintenance and safety of all stores including M.T. and Ordnance.
- (e) Control of Budget and expenditure pertaining to the provisioning.
- (f) Appointment, discharge, resignation, etc. of enrolled and CN Paid Followers and maintenance of their service records.
- (g) He will ensure that the stock taking-cum-audit board, condemnation/Auction board of all Govt. stores are carried out timely.
- (h) He will also ensure, quarterly inspection of arms by the unit Armourer, and yearly inspection by the AIA team. Timely inspection of ammunition and other Ordnance stores will be his responsibility.
- (i) He will keep all duplicate keys/master keys of all the clothing and MT stores, kotes, QM Armoury and Magazine.
- (j) Periodical inspection and surprise checking of stores.
- (k) Any other duty entrusted by the ADIG Group Centre.

(iii) Dy Commandant (Store)

He will function as Officer-in-Charge of the clothing, barrack furniture, tentage and equipment, arms amn explosive, other stores of ordnance origin etc. and will work under the supervision of the Second-in-Command ('A' & 'Q'). He will perform the following duties: -

- (a) Preparation of indents in respect of all items of clothing, barrack furniture, tentage and equipment, Arms Amn. Explosives, Armourer tools, tear smoke munitions, other ordnance stores and their timely submission after thorough checking.
- (b) Preparation of reports and returns
- (c) Formulation of Budget Estimates and Control of Expenditure.
- (d) Procurement of items of clothing, etc. through local purchase if so authorised.
- (e) Procurement of tools, and equipment etc. for tradesmen and followers working in store/ordnance section.

(f) Procurement of Stores through R/C pertaining to clothing, barrack furniture and equipment.

(g) He will be responsible for procurement, distribution and maintenance of Cycles, Petromax, Cookers, Oil and Stoves as per authorisation. Formulation of budget estimates and control of expenditure towards the above as well as local purchase of Ordnance Stores, Tools etc. for the QM's branch will also be his responsibility.

(h) Procurement of Ordnance Store through local purchase when so authorised.

(i) To ensure safety precautions of stores against theft, pilferage and fire, etc. and also their proper maintenance to safeguard against climatic elements and insects.

(j) Maintenance of all records and correspondence pertaining to clothing barrack furniture equipment, tentage, arms, amn, explosive, Tear smoke munitions ordnance store etc.

(k) Supervision and control over tradesmen/followers Armourers washer men, barbers, cooks, safai Karamchari, malis, tailors, carpenters and mochis.

(l) Timely holding of condemnation and Stock Taking-cum-audit Boards and expeditious disposal of condemned articles.

(m) Ensure proper and timely distribution of stores to the various constituents.

(n) He will ensure that all consignments are received in tact from Railway authorities, etc. against credit notes (in case of freight to pay) or he will arrange to obtain open delivery of the stores, received where suspicion of tampering the package exists.

(o) Consignments received from suppliers or procured through local purchase will be taken on stock charge after their verification and acceptance by the Line Committee. Any deficiency or damage or deviation, etc. from accepted samples/specifications, etc. should be brought to the notice of the Line Committee. In such cases, specific order of the ADIG should be obtained for suitable necessary action.

(p) He will be responsible for initiation of ACRs and assessment in respect of all executive staff, Tradesmen followers working under him.

(q) He will ensure yearly verification of the store ledgers of the Bns. with those of the GC.

(r) He will carry out physical checking of all stores Arms/Amns. on his charge once in every quarter and endorse a certificate to this effect on each register.

(s) To ensure safety precautions and security measures against theft, pilferage, fire, climatic conditions, etc, of all Ordnance stores. He will ensure that inflammables and explosives are properly stacked and preserved for prevention of any accidents, etc. as per Rules.

(t) Maintenance of records and correspondence pertaining to Ordnance Section.

(u) Proper issue and distribution of arms, ammunition and Ordnance stores and to initiate action to meet deficiencies.

(v) Will keep the keys of the Magazine in his personal custody. The duplicate keys of the QM Armoury and Magazine will be kept by the Second-in-Command "A & Q". He will

ensure that the oldest ammunition is issued/expended first. All the transaction in regard to QM Armoury and Magazine would be personally entered in the QM Armoury and Magazine Register by him.

(w) He will personally inspect all arms, ammunition and other controlled stores before dispatch and will have them packed and sealed in his presence. Packages of Arms and Ammunition received either from Ordnance or units, etc. are never to be opened except in his presence. Any deficiency, damage or deviation will be reported to the ADIG. In the event of any package containing Arms/Ammunition found short weight on arrival or suspected to have been tampered with, then he will arrange to take open delivery at the Railway Station. Any discrepancy detected should be got vouch-safed from the Railways.

(x) He will carry out physical check of the arms, ammunition and other controlled stores held in the Armoury and magazine once in a month, ensure their correctness as per ledger balances and render a certificate to this effect. Discrepancies, if any, will immediately be brought to the notice of the Second-in-Command and ADIG.

(y) He will personally keep the key of the Box/cupboards containing Pistols/revolvers.

(z) He will ensure yearly verification of all ledgers pertaining to arms, ammunitions and other Ordnance Stores of the Battalions with those of the GC.

(z-1) He will also ensure quarterly inspection of all arms by the unit Armourer and yearly inspection by the AIA. Timely inspection of ammunition and other Ordnance Store will be his responsibility.

(z-2) Any other duties assigned either by the ADIG or Second-in-Command.

(iv) **Asstt Commandant (MT)**

He will function under the supervision of Second-in-Command (A & Q) for all matters pertaining to Motor Transport. His main functions will be as under: -

(a) He will be responsible for proper and correct indenting of MT spare parts. Tools, and other stores required for the running of MT and workshop of the Group Centre and its attached Bns.

(b) Correct preparation of reports/returns and their timely submission.

(c) Formulation of Budget estimates and control of expenditure pertaining to MT.

(d) He will also arrange proper distribution of MT parts/Tools and ensure correct storage and maintenance.

(e) He will be responsible for efficient functioning of the MT Branch as a whole and ensure prompt execution of repairs of off road vehicles.

(f) He will ensure all security measures against pilferage, theft and fire, etc.

- (g) He will also arrange procurement and stocking of POL.
- (h) He will be responsible for local purchase of MT parts and various other connected stores.
- (i) He will ensure an accurate accounting and maintenance of all records pertaining to MT.
- (j) He will be responsible for detailing of vehicles for duties and maintenance of all records relating to running of the same.
- (k) He will ensure yearly verification of the store ledgers of the battalions with those of the Group Centre. Condemnation,, stock taking-cum-audit board and disposal of all stores pertaining to M.T. will be his responsibility.
- (l) He will be responsible for administration, control and discipline of the MT Staff and disposal of their leave cases.
- (m) Initiation of ACRs and assessment in respect of all executive staff followers working under him.
- (n) He will carry out any other duties assigned to him either by the ADIG or the Second-in-Command (A & Q).

(v) **QM SI (Clothing)**

He will function under the supervision and control of DC Stores and will be responsible for all matters pertaining to clothing items and stores. His main duties are enumerated as under: -

- (a) He will keep correct accounting of clothing stores and maintain all concerned records.
- (b) He will put up data required for consolidation of indents, reports and returns to DC Stores.
- (c) Receipt and issue of clothing store to GC and attached Bns will be done by him.
- (d) Consolidation of demands of the clothing items received from attached Bns and the GC.
- (e) He will ensure that after the transaction, stores are properly secured. The keys of the stores will be personally kept by him.
- (f) He will be responsible for care and preservation of stores and ensure against losses, damages, shortages of the stores in his custody.
- (g) He will deposit kits of the discharged personnel of the attached Bns reporting to GC.
- (h) Issue of clothing items on payment and maintenance of connected records.

- (i) Putting up papers for condemnation and disposal of stores.
- (j) He will maintain proper records of all the samples and will keep such samples till their disposal is ordered.
- (k) Any other duties assigned to him by DC stores.

(vi) **QM SI (Equipment, Stores and Barrack Furniture)**

He will also function under the supervision and control of DC Stores and will assist him in all matters pertaining to stores, equipment, barrack furniture etc. His main duties are outlined as under: -

- (a) He will assist DC Stores with required data in preparation of indents, reports and returns.
- (b) He will be responsible for correct accounting of stores on his charge and maintenance of connected records.
- (c) He will be responsible for proper care and preservation of stores.
- (d) He will issue stores to GC and attached duty Bns against their demands.
- (e) He will also ensure security / safety against losses/damages/shortages of stores under his charge.
- (f) All stores will be in his personal custody and keys will be kept by him.
- (g) Timely action for condemnation and disposal of stores.
- (h) He will maintain proper records of all the samples and will keep such sample till their disposal is ordered
- (i) Any other duties entrusted to him by DC (Stores.).

(vii) **QM SI(Arms, Ammunition and other Ordnance Stores)**

He will work under the supervision and control of DC (Store.) His main duties will be as under: -

- (a) He will prepare details for consolidation of indents, reports and returns in respect of Arms, Ammunition, Tear Smoke Munitions and other Ordnance Store.
- (b) He will keep correct accounting of stores and maintain all concerned records.
- (c) He will ensure correct receipt and issue of all Ordnance Stores to duty Bns and the GC as per the demand.
- (d) He will ensure proper care and preservation of stores.

(e) He will be responsible for losses/damages/shortages, etc. in the stores.

(f) He will be in charge of the QMs. Armoury and will be responsible for all stores held therein except Pistols/revolvers. He will lock and seal the Armoury at close of work and deposit the Key in the inner box of the "Armoury Key box" at the Quarter Guard. He will personally hold the Key of the inner-box.

(g) Any other duties entrusted to him by DC (Store.)

Note.--In a four Bn Group Centre 4 QM SIs are authorised. The duties of the three QM SIs will be in line with those enumerated above. However, the fourth QM SIs may be entrusted with supervision work of the management of Regimental Police and Hygienic/Sanitary arrangements. The personnel earmarked for these duties will work under the supervision of QM SIs (Line Police and Hygiene). Other miscellaneous duties can always be assigned to him depending on the discretion of the ADIG.

(viii) QM Writers

(a) As the nomenclature shown the QMW's are meant to do the writing work in the offices of DC Stores, and Asstt Commandant MT under their personal direction and supervision and will carry out all duties assigned to them by the DC/ AC

(b) The QMWs will assist the DC Stores, and Asstt Commandant MT in all official correspondence connected with the procurement and supply of stores.

(c) They will also do the necessary filing and dispatch of the dak.

(d) They will prepare all reports and returns based on the data provided by the QM SIs and put up before the respective DC/Asstt Commandant for scrutiny and onward transmission to higher authorities concerned.

(e) They will maintain sanction books.

(f) They will do all the typing work for respective Sections.

(g) Particular duties of various QMWs will be allocated by respective DC/AC under whom they are working.

Note.-- The QMWs authorised to attached/unattached duty Bns will perform the same duties as enumerated above under the personal direction of the Bn QM.

(ix) QM HC.

Since only one QM Hav is authorised in the QM Platoon of the GC he can be used in any section depending upon the volume of work and discretion of the ADIG /Second-in- Command.

(x) Store men

They are meant to assist the QM SIs in the proper care and upkeep of stores. Particular of their duties will be outlined by the respective DC/Asstt Comdt./QM SIs under whom they will work.

(xii) SI Tailor

(a) He will function under the supervision and control of DC Store and will be responsible for fabrication of all uniform articles required for the Force.

(b) He will obtain the cloth and other expendable sewing materials from the QM SIs clothing for fabrication and maintain correct accounting

(c) Fabricated items of clothing will be returned to QM SIs clothing by SI Tailor on proper issue/receipt voucher.

(d) He will maintain proper accounting of the savings and will put up monthly account of the same to the DC Store.

(e) He will be personally responsible for security and care of the cloth and expendable items received for fabrication.

(f) He will also be responsible for execution of repairs/fittings.

(g) He will be responsible for discipline and control of the staff and CN Paid tailor working in the fabrication centre.

(xiii) HC Tailors

(a) He is an assistant to the SI Tailor in all his duties and will carry out the duties on order.

(b) Distribution of work between the tailors will be done every morning by the Senior HC Tailor who will ensure that the tailors execute their work as per prescribed output.

(c) His further duties and responsibilities will be fixed by issue of a Standing Order.

(xiii) HC and Constable Tailors

They will work under the supervision and control of Senior Most HC Tailor who in turn will be responsible to the SI Tailor for all matters. Their duties and responsibilities will be fixed by issue of a Standing Order.

(xiv) HC Carpenter

He will work under the supervision and control of QM SIs (Stores & Equipment and Barrack Furniture) and will be responsible for the upkeep of the furniture stores and all such duties as assigned to him by the QM SIs.

(xv) HC Mochi

He will be responsible to undertake manufacture and repair of all leather and canvas items required for the Force and will carry out all jobs entrusted to him by QM SIs .

(xvi) Constable Gardener

They will work under the supervision of DC (Store)/ QM SIs (Ord) and carry out duties assigned to them by the DC (Store)/ QM SIs (Arms/Amn/other ordinance store).

(xvii) Line Police and Hygiene H.C.

He will be responsible for the general supervision and co-ordination of all security and hygienic measures under Second-in-Command (A & Q) and DC Store and will carry out their instructions. His duties may be fixed under a unit order.

(xviii) Duties of the DIG/ ADIG Commandant/Principal/Signal Group Centre/Unattached Bn/Signal Battalion/CTC/RTC.

Over and above the administrative and disciplinary Control, the DIG CTC/ ADIG of GC/Signal Group Centre/RTCs/Comdt Unattached Battalion/Signal Battalion will be responsible for the procurement and provisioning of stores to cater for the requirement of his unit. His main duties are laid down as under:

(a) He will ensure correct and timely indenting and procurement of all stores required for his unit.

(b) He will directly procure items of stores borne on rate contract being direct demanding officer.

(c) He will ensure timely and correct submission of all reports and returns to higher formations.

(d) He will be responsible for security and proper stocking maintenance and accounting of stores, MT Arms and Amn etc.

(e) He will exercise financial powers for the local purchase of the stores in accordance with the GFR and instructions issued from time to time from higher formations.

(f) Provision of Budget and control of expenditure will also be his responsibility.

(g) He will issue standing orders for the security/stocking and maintenance of stores, MT, Arms and Ammunition etc.

(h) He will carry out formal inspection of the QM Branch once a year including MT, Magazine,, Kote, Arms and Ammunition; This will include physical verification of arms, ammunition and other stores.

Note-- The Commandant of attached duty Bn will perform similar duties relating to provisioning as far as these may be applicable to him.

(xix) Duties of Deputy Commandant / Vice Principal/Signal Group Centre/Unattached Battalion/Signal Bn/CTC/RTC.

He will be responsible to their respective Comdt/Principal for the following provisioning duties in addition to other duties and will be duly assisted by the respective QM/Asstt. Principal.

- (a) Close supervision of all provisioning matters.
- (b) Timely submission of indents, reports and returns and their thorough scrutiny.
- (c) Budget Provision and control of expenditure relating to Provisioning.
- (d) Proper scrutiny of all documents pertaining to local purchase of stores.
- (e) He will also ensure that the stock taking-cum-audit, condemnation and auction Boards of all Govt. Stores are carried out timely.
- (f) He will ensure quarterly inspection of Arms by the Armourer and yearly inspection by the AIA. Timely Inspection of Amn and other controlled ordnance stores will also be ensured.
- (g) Security and safety of all stores.
- (h) Supervision and control of MT tradesmen and their training.
- (i) Appointment, discharge, resignation, and disciplinary control of enrolled and CN paid followers and maintenance of their records etc. including their output registers.
- (j) Duplicate keys of the QM Armoury, and magazine and kote will be kept under his personal custody.
- (k) Any other duties entrusted by the Comdt/Principal.

Note-- Deputy Commandant (2 1/C) of the attached duty Bn will perform similar duties as far as these may be applicable to him.

(xx) Duties of Deputy Commandant (QM)/Asstt Principal-Signal Group Centre/Unattached Bn/Signal Battalion/CTC/RTC.

The Deputy Commandant /Assistant Principal responsible for the Q.M. functions is hereafter designated as Quarter Master who will function under the supervision of the DC,/Vice Principal.

(a) He will be responsible for procurement, stocking, security maintenance, accounting, distribution and condemnation auction etc. of Clothing, equipment, furniture tentage; Trg stores, Tear Smoke, Arms amn, stores for trades-men (such as required by Armourer, Carpenter, tailor, Mochi etc.) and other allied stores to meet the requirements of the units in accordance with the scales laid down.

(b) He will be responsible for the Budget provision and control of expenditure and maintenance of connected records.

(c) He will ensure correct receipt of consignments received through the Rly/Transport agencies.

(d) Stores received from firms/factories or procured through local purchase will be taken on charge by the Quarter Master after their verification and acceptance by the Line Committee. Any deviations or damages recorded by the line committee will be brought to the notice of the Commandant and orders obtained.

(e) He will carry out physical checking of all stores on his charge once in every quarter and endorse a certificate to this effect on each register.

(f) He will be responsible for procurement of stores through local purchase so authorised and will ensure observance of all purchase formalities in accordance with instructions as laid down in the GFRs and instructions issued from higher formations from time to time. Sanction book and other related records will be maintained by him.

(g) Procurement of stores borne on rate contract will also be his responsibility.

(h) He will ensure yearly verification of stores and records of the Coys with the HQrs records.

(i) He will ensure that condemnation, auction, stock taking-cum-audit boards of all stores on charge, are carried out timely.

(j) He will have the charge of the unit QM's Armoury and Magazine and will keep the key of the magazine under his personal custody.

(k) He will be responsible for the correct receipt/issue of Arms/Ammunition. He will ensure that the oldest Amn is issued/expended first.

(l) All transactions regarding Arms and Ammunition and corresponding entries in the ledgers will be done under his personal supervision.

(m) He will ensure quarterly inspection of all arms by the unit Armourer and yearly inspection by the AIA. Timely inspection of amn and disposal of unserviceable Amn and other controlled stores of ordnance will be his responsibility.

(n) He will personally inspect all arms and ammunition before dispatch and will have them packed and sealed before dispatch in his presence.

(o) He will be responsible for the up-keep; maintenance, repairs and sound performance of the Motor Transport held on charge of the unit and will ensure proper maintenance of the running account of the vehicles.

(p) He will be responsible for the administration and discipline of the M.T. Staff.

(q) He will ensure correct indenting and procurement of Motor parts, workshop tools, accessories/POL, etc. maintenance of their records. Proper storage of POL and precaution against fire and pilferage etc. will be his responsibility.

(r) Initiation of ACRs and assessment in respect of all executive staff and followers working under him.

(s) He will carry out physical check of the arms, ammunition and other controlled stores held in the Armoury and magazine once in a month to ensure their correctness as per ledger balances and render a certificate to this effect. Discrepancies, if any, will immediately be brought to the notice of the Deputy Commandant 'A & Q' and the Commandant.

(t) He will keep the key of the box/cupboard containing Pistols/revolvers.

(u) Any other duties assigned by the Comdt/Principal/Asstt. Comdt/Vice Principal.

Note--In case of an attached duty Bn the Coy commander detailed to function as QM will perform similar duties as far as these may be applicable to him.

(xxi) Duties of the QM SIs

In case of the institutions like signal group Centre, duty Bns, Signal Bns and training institutions, the person detailed to function as QM SI, will perform the following provisioning duties as far as these may be applicable to them under the direct supervision of the Q.M.

(a) He will prepare datas for consolidation of indents, reports and returns in respect of clothing, Barrack furniture, tentage and other stores including arm-ammunition etc.

(b) He will assist the Q.M. in preparation of budget for various items relating to provisioning.

(c) He will be responsible for correct accounting of all stores on charge and maintenance of connected records.

(d) He will be responsible for proper care and preservation of stores and will keep the keys under his personal custody.

(e) Correct dispatch and receipt of all stores will be his responsibility.

(f) He will maintain proper records of all samples received and will keep such samples till their disposal is ordered.

(g) He will be present when the line committee inspects store.

(h) He will ensure prompt clearance of all consignments from the railways/transport agencies.

(i) He will assist Q.M. in the supervision of tradesmen's shops and their work.

(j) He will ensure against losses/damages/shortages of stores under his charge.

(k) Issue of clothing items on payment will also be done by him after obtaining orders from the Q.M. He will ensure that proper records to this effect are maintained and money deposited immediately.

(l) Consolidation of demands received from various constituents of the unit and prompt issue of stores to them.

(m) He will supervise the work of the unit Q.M. HC and store men and bring irregularities if any to the notice of the Q.M.

(n) All followers will function under his supervision and control.

(o) He will be in-charge of the QM's Armoury and will be responsible for all stores held therein except Pistols/revolvers. He will lock and seal the Armoury at close of work and deposit the Key in the inner box of the "Armoury Key Box" kept at the Quarter Guard. He will personally hold the Key of the inner box.

(p) Any other duties entrusted to him either by the Asstt. Comdt/Vice Principal or the QM.

(xxii) Bn QM HC

He will function as an assistant to the QM(SI) in all his duties particularly for the purpose of care and maintenance of the stores. Details of his duties will be laid down by the QM.

(xxiii) Coy Quarter Master HC

(a) The Coy Quarter Master HC is responsible to his Coy Commander for the receipt, maintenance and issue of arms and equipment stores, clothing and other necessities in the Coy.

(b) He is responsible that the rifle roll is kept up to date.

(c) He will collect the government clothing and equipment of all men leaving the unit for any reason, men in confinement and men admitted to hospital.

(d) He is responsible to his Coy commander for the general cleanliness of his Coy area.

(e) He will also ensure correct maintenance of records pertaining to Coy stores, kit inventories and account of expendable stores.

- (f) He is responsible for timely medical examination of the cooks.
- (g) Any other duties assigned to him by the Coy commander.

Note--The duties of other functionaries of these institutions related to the provisioning, such as store man, tailor and Mochi, Carpenter and painter etc. working under the supervision and control of Quarter Master, will be laid down by the QM in consultation with the 2I/C,DC/Vice Principal.

System of Procurement

1.14 In the C.R.P.F. the system of procurement has been decentralized and procurement is made at many levels. This arrangement can be classified into the following categories:-

- (i) Procurement through Ordnance Factory Board,
- (ii) Procurement through MHA Procurement wing;
- (iii) Procurement through DGS&D Rate Contract;
- (iv) Direct procurement through Prov. Branch (Procurement Cell)
- (v) Procurement through Local Purchase

Note--Procurement through OFB has been dealt with separately under chapter of Ordnance Stores of the Manual.

Procurement through MHA Procurement wing:

1.15 (i) Procurement of stores through the MHA Procurement wing is the responsibility of Provisioning Branch at the Directorate. Stores excluding CTS items that are worth Rs.4 Crores and above will be purchased by the MHA Procurement Wing. Provisioning Directorate will place Indent for such stores alongwith the vetted specification to MHA Procurement Wing after obtaining authorization cum Provisioning sanction from MHA. On receipt of the Indent the MHA procurement Wing will finalise the A/T (Acceptance of Tender) after completion of purchase formalities. It must, however, be noted that the stores for which demand has been placed by Prov. DTE on MHA Procurement wing should not be purchased locally by the units/ GC except with the prior approval of the Provisioning DTE.

Procurement through DGS&D Rate Contract

1.16 (i) In order to facilitate purchases, the DGS&D enters into contracts for certain specified items with manufacturers / suppliers. The DGS&D finalises the rates, other terms and conditions of supply for a specific period. The details regarding names of the firms, items, terms and conditions, rates, period of validity, etc. are published in DGS&D Booklet / Monthly Bulletin. The above information can also be accessed from DGS&D Web Site www.dgsnd.gov.in. These Booklet also list the details of Direct Demanding Officers who are authorised to purchase the stores directly by placing supply orders on the firms in DGS&D Form No. 131. All Direct Demanding Officers (DDOs) can place supply order on the R/C holding firms after obtaining sanction from the competent authority. However, in case of centrally

procured items (Appendix 1A), the DDOs place supply orders on the firms as per the directions issued by Prov. Directorate.

(ii) It must, however, be noted that procurement through the R/C holding firms does not vest full powers of purchase which will remain restricted to the financial competence of each functionary. Moreover, maximum and minimum financial limits laid down in the contract and other terms therein, have also to be adhered to.

(iii) Any item which is on R/C should invariably be purchased from the firm so nominated. However, as per Rule 147(1) of GFR-2005, in case a Ministry or Department directly procures rate contract goods from suppliers, the prices to be paid for such goods shall not exceed those stipulated in the Rate Contract and the other salient terms and condition of the purchase should be in line with those specified in the Rate Contract. The Ministry / Department make its own arrangements for inspection and testing of such goods, where required.

Direct procurement through Prov. Branch (Procurement Cell)

Para 1.17 (i) Centralized Stores worth below Rs.2 Crores, which are not borne on DGS&D Rate Contract will be purchased by the Provisioning Branch (Procurement Cell) of Directorate General.

(ii) Centralized CTS Stores, which are not borne on DGS&D Rate Contract will be purchased by the Provisioning Branch (Procurement Cell) of Directorate General. However, prior approval from MHA is required for purchase of single CTS item worth Rs.4 crores and above.

Local Purchase

1.18 (i) Purchase of goods without quotations (Rule 145 of GFR-2005)

Purchase of goods up to the value of Rs.15,000/- only on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by the competent authority in the following format:-

“ I , , am personally satisfied that these goods purchase are of the requisite quality and specifications and have been purchased from a reliable supplier at a reasonable price.”

(ii) Purchase of goods by Purchase Committee (Rule 146 of GFR-2005)

Purchase of goods costing above Rs.15,000/- only and upto Rs.one lac only on each occasion may be made on the recommendation of a duly constituted local purchase committee consisting of three members of an appropriate level as decided by the Head of the Department. The Committee will survey the market to ascertain the reasonableness of the rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order , the members of the Committee will jointly record a certificate as under :-

“ Certified that we..... , members of the Purchase Committee are jointly and individually satisfied that the goods recommended for purchase are of requisite specifications and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question.”

(iii) Purchase of goods by obtaining bids:-

Following shall be the standard method of obtaining bids in purchase of goods.

- a) Advertised Tender Enquiry
- b) Limited Tender Enquiry
- c) Single Tender Enquiry

a) **Advertised Tender Enquiry**

Procurement of goods of estimated value of Rs.25 lakhs and above shall be made through Advertised Tender Enquiry as per the procedure stipulated in Rule 150 of GFR 2005 and other instructions issued by the Ministry from time to time.

b) **Limited Tender Enquiry**

Procurement of goods of estimated value up to Rs.25 lakhs shall be made through Limited Tender Enquiry as per the procedure stipulated in Rule 151 of GFR 2005 and other instructions issued by the Ministry from time to time.

Two bid system

For purchasing high value plant , machinery etc of a complex and technical nature two bid system of procurement may be adopted as stipulated in Rule 152 of GFR-2005.

c) **Single Tender Enquiry**

Procurement from a single source may be resorted to in the following circumstances:-

- i) It is in the knowledge of the user department that only a particular firm is the manufacturer of the required goods.
- ii) In a case of emergency , the required goods are necessarily to be purchased from a particular source and the reason for such decision is to be recorded and approval of competent authority obtained.
- iii) For standardization of machinery or spare parts to be compatible to the existing sets of equipment (on the advice of a competent technical expert and approved by the competent authority), the required item is to be purchased only from a selected firm.

Note: Proprietary Article Certificate in the following form is to be provided buy the Ministry / Department before procuring the goods from a single source under the provision of (i) and (iii) above as applicable.

- i) The indented goods are manufactured by M/S
- ii) No other make or model is acceptable for the following reasons :-
.....
.....
- iii) Concurrence of Finance wing to the proposal vide
- iv) Approval of the competent authority vide

(Signature with date and designation of the procuring officer)

Para 1.19 Advance payment to supplier

Ordinarily, payment for the services rendered or supplies made should be released only after the services have been rendered or supplies made. However, in case of making advance payment to the supplier, conditions stipulated in Rule 159(1) of GFR-2005 may be adhered to.

Working out of demands

1.20 In order to restrict surplus and shortages it will be worthwhile to follow a rationalize system of calculating demands. Authorisation, serviceability, existing stocks, supplies outstanding, and previous issues have to be considered when working out the demand of a particular item. The following working formula for calculating the demands for uniform articles should be kept in mind. According to this formula :-

$$\text{Demand for uniform X} = \text{Auth. of 'X' item} \left\{ \begin{array}{l} \text{Existing Stock Holding of 'X'} \\ + \text{Supplies of X Out-standing against previous demand} \\ + \text{Previous issues of 'X' during (N-1) year where N=period of serviceability of} \end{array} \right.$$

Some examples of the application of the above formula are given below for purposes of illustration.

(a) Demand for Boots ankle black for the year 1971 of Bn 'A' in which the strength of personnel entitled to free uniform is 1,000. The authorisation of boots is say 2 pairs for 3 years. Authorisation= 1,000 x 2 = 2000 for 3 years.
Stock holding = say 200.
Supplies outstanding against previous demands= any 300.

Issues during N-1 years i.e. years= say 200 in 1969 and 300 in 1970.

The demand of this item for 1971 would therefore, be:-

$$2,000 - \left(\begin{array}{cc} 1969 & 1970 \\ \text{-----} & \text{-----} \\ 200 & 300 \end{array} + 200 + 300 \right) = 1,000$$

Now presuming that during 1971 outstanding demand materializes and previous stocks are also issued. The demand for 1972 worked out in 1971 would be as follows: -

$$2,000 - \left(\begin{array}{ccc} 1970 & 1971 & 1972 \\ \text{-----} & \text{-----} & \\ \text{Nil} & \text{Nil} & 300 \end{array} + 1,000 + 300 \right) = 200$$

Now let us presume that there is a stock holding of 30 pair boots in stores when working out the demand for 1973. We, therefore, have the following calculation: -

1973

$$2,000 - \left(\begin{array}{cc} 1971 & 1971 \\ \text{-----} & \text{-----} \\ 30 & \text{Nil} \end{array} + 1,500 + 170 \right) = 300$$

The demand for the 3 years thus works out to be: -

1971	1,000
1972	200

1973	300

				1,500

To this we add--				
Stock held in 1970		200
Previous demand which materialized		..		300

Total		<u>2,000</u>

We thus see that our indents for the three years equal the authorisation.

(b) Bn 'A's demand for mosquito nets. The authorisation is one per man for four years--Authorisation-1,000 for 4 years.

Stock holding =say 100.

Out Standing

against pervious demand=100.

Issues during (N-1) years =say 100 in 1968, 50 in 1969 and 100 in 1970.

The demand for the various years will, therefore be: -

1971

$$1000 - \left(\frac{1968}{100+100+100} + \frac{1969}{+50} + \frac{1970}{+100} \right) = 550$$

Now presuming that pervious demand materials in 1971 and no stock holding is available the demand for 1972 will be as follows: -

1972

$$1000 - \left(\frac{1969}{\text{Nil}+\text{Nil}+50} + \frac{1970}{+100} + \frac{1971}{+750} \right) = 100$$

If previous demand materializes in 1972 and no stock holding is available the demand for 1973 would be: -

1973

$$1000 - \left(\frac{1970}{\text{Nil}+\text{Nil}+100} + \frac{1971}{+750} + \frac{1972}{+100} \right) = 50$$

Now presuming that a stock holding of 20 nets is available the demand for 1974 would be: -

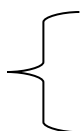
1974

$$1000 - (20 + \text{Nil} + 750 + 100 + 30) = 100$$

The demand for 4 years has thus been: -

1971	550
1972	100
1973	50
1974	100

					800



<i>Add</i>	Stock holding ..	=100
	Outstanding demand which materialized in 1971.	=100
	Total	<u>1,000</u>

Here also we find that the four years' demand of the item totals up to the net authorisation.

1.21 This formula may present certain practical problems, as the variables are many. However it is for the staff of the 'Q' Branch to consider all the factors and give due weightage to each. A scrutiny by the ADIG and the Second-in-Command and test checks by them in respect of some of the items would suffice to ensure that the demand have been worked out on correct lines and the chances of future surpluses and deficiencies minimized.

1.22 It is to be noted that the formula will apply in respect of such articles only for which a serviceability period has been prescribed. For other items which are needed on as required basis, the yard-stick to work out the demand will be the authorisation minus existing stocks and quantity likely to be received against previous demand before the materialization of the demand.

1.23 Also for articles the serviceability of which is one year or less, the only factors to be taken into consideration will be authorization + service, existing stock likely to be consumed before the commencement of the next year.

CHAPTER –2 FINANCIAL POWER AND BUDGET ALLOCATION

Financial powers and Budget allocation

Financial limitations

2.1 For an efficacious procurement of stores it is essential to have a thorough knowledge of the financial powers of the various functionaries in the department. Similarly an adequate knowledge about the formulation of budget proposals and allocations is also necessary. Detailed instructions about the budget will be found in the Chapter relating to accounts. It will suffice here to mention the offices which will be responsible for preparing and controlling the budget of the various items of stores.

(i) Motor Vehicles

The budget for the purchase of new vehicles will be prepared and operated by the Provisioning Branch. For spare parts, accessories and workshop tools, however, the budgeting will be done by the Group Centres/ unattached Bns/ Training/ Signal Units.

(ii) Arms & Ammunition

Budget estimates under this head will be prepared by the Prov. / Ordnance Branch and will be operated by the CWSs. However, for miscellaneous expenditure budgeting will be done by the Group Centres/ unattached Bns/ Training/ Signal Units

(iii) All other items

The budget estimates will be duly prepared by the respective Group Centres/ Unattached Bns/ Training & Signal Units and forwarded to their Range DIG for onward submission.

2.2 The 'Q' Branch should always maintain a

2.3 All Public Servant entrusted with the responsibility of spending public money have to operate within certain financial limitation. So is our competence with regard to procurement of stores subject to financial limitation, as prescribed by the government from time to time. These financial powers can also be classified into two i.e. "General" and "Specific". By "General" financial powers can be exercised. In other words, this in the "General Financial Rules 2005", issued by the Ministry of Finance. These rules laid down various conditions, which have to be fulfilled before "Specific" financial powers can be exercised. In other words, this is the base on which the specific financial powers rest and as such it is essential that all conditions, etc. laid down in these rules must be fulfilled before any purchase is undertaken. These rules cover not only stores but all other subjects having a bearing on finance. Chapter 6 of these rules contains the general rules regarding procurement of goods and services.

2.4 By "Specific" financial authority is meant the competence of the various CRPF functionaries to enter into various financial transactions as invested in the subsequent to Government or Departmental orders from time to time.

2.5 The financial competent of the Directorate General as well as head of Department and Head of Office has been enumerated in the

liaison with the accounts branch in order to have an up to date knowledge about the availability of funds, etc. and to ensure the correctness of the various calculations.

“Delegation of Financial Powers Rules, 1978”. The financial powers of officers from Commandants to IGP and DG as far as stores are concerned is reproduced below:-

Sl. No	Items of Expenditure	Extent of powers	Authority
1.	Purchase of sanitation and Hosp. Necessity	<p>DG : Rs.1,00,000/- Rs. 50,000/-</p> <p>Non-recurring recurring</p> <p>Head of Department Rs. 60,000/- Rs. 25,000/-</p> <p>Non-recurring recurring</p> <p>Head of Office Rs. 60,000/- Rs. 25,000/-</p> <p>Non-recurring recurring</p>	<p>Table below Schedule V of DFPRs, 1978 read with MHA Letter No. II-27012/52/2001-PF.1 dated 28.2.2002</p> <p>Table below Schedule V of DFPRs, 1978</p> <p>Table below Schedule V of DFPRs, 1978</p>
2.	Contingent Expdr. for items other than those mentioned in Annexure to schedule-V of DFPR or specially delegated by MHA.	<p>DG : Rs. 2,00,000/- Rs. 1,00,000/-</p> <p>Non-recurring* recurring*</p> <p>Head of Department Rs. 60,000/- Rs. 25,000/-</p> <p>Non-recurring* recurring*</p> <p>Head of Office Rs. 5,000/- Non-recurring * Rs. 1,000/- recurring* *per annum in each case.</p>	<p>Table below Schedule V of DFPRs, 1978 read with MHA Letter No. II-27012/29/2005-PF.1 dated 07.10.2005</p> <p>Table below Schedule V of DFPRs, 1978</p> <p>Table below Schedule V of DFPRs, 1978</p>

3.	Fixture & Furniture, purchase and repairs.	DG Head of Department : Full powers.	Item 5 of Annexure to Schedule V of DFPR's 1978
4.	Freight & Demurrage /Wharfage Charges of Stores (i) Freight Charges (ii) Demurrage/ Wharfage Charges	DG Head of Department : Full powers.	Item No.-6 of Annexure to Schedule-V of DFPR 1978. (each case exceeding Rs. 1,000/- should be reported to Ministry/ Department)
5.	Hire of office furniture, electric fans, heaters, coolers, clocks and call bells.	DG Head of Department : Full powers.	Item – 7 of Annexure to Schedule V of DFPR 1978 This power may be exercised by subordinate authorities only in case where the CPWD is unable to supply them.
6.	Legal Charges	DG Head of Department : Full powers.	Item – 9 of Annexure to Schedule V of DFPR 1978. These powers are restricted with the conditions specified therein.
7.	Motor Vehicles (i) Purchase	DG : Full powers	Item No. 10 (i) of Schedule V of DFPR 1978.
	(ii) Replacement	DG : Full powers	Item No. 10 (ii) of Schedule V of DFPR 1978. Full powers for replacement of condemned vehicles. MHA's letter No. II-27012/29/2003-PF-1 dated 25/3/2003.
	For fabrication of vehicle bodies including bullet proofing.	DG : Rs.1 Crore per annum IG(Sector) : Rs. 10 lakhs per annum	MHA order No. IV-17017/12/98-Prov.I dated 25.10.2000.
	Maintenance, upkeep and repairs	DG Head of Department: Full powers.	Item No. 10 (iii) of Schedule V of DFPR 1978.
	Condemnation of vehicle	DG Upto the monetary limit of Rs.4 Lacs as book value	MHA's letter No. II-27012/6/2005-PF-1 dated 19.7.2005.

		IGP DIG	Rs. 25,000/- or less	
	(e) Purchase of petrol and Lubricants.	DG Head of Department	: Full powers.	Item No. 10 (iii) of Schedule V of DFPR 1978. MHA's Ltr. No. IV-17017/25/81-C&Q/FP-IV dated 06/01/82.
		<u>FOR STOCKING PURPOSE ONLY</u>		
		DIG/ADIG /COMDT.	: Full Powers	
8.	<u>Write off losses</u> (i) Irrecoverable losses of stores or public money (including loss of stamps.) (ii) Deficiencies & depreciation in the value of stores included in the stock and other accounts.	DG Head of Department DG Head of Department	: Rs. 50,000/- for losses of stores not due to theft fraud or negligence and Rs.20,000/- for other cases. : Rs. 50,000/- for losses of stores not due to theft fraud or negligence and Rs. 20,000/- for other cases. Rs. 2,500/- to write off (other than a motor vehicle or motor cycle included in the stock and other items)	Table below Schedule VII of DFPR's 1978. Table below Schedule VII of DFPR's 1978 Table below Schedule VII of DFPR's 1978 Rule 35 of CRPF rules 1955.
9.	Powers on Supply / replacement and repairs of Artificial Limbs.	DG	: Rs. 1,500/- in each case in respect of CRPF personnel working under Army Control.	MHA's Ltr. No. 10/4/70-F(P) dated 23/07/70 as extended by their letter No. M-III-2/80-Prov-36/72-FP.II dated 11/01/73.
10.	Purchase of scaled items of CTS.	DG IG	: Full powers : RS. 10,00,000/- in each case	G.I., MHA's letter No. IV-17017/12/98/Prov-I dated 25/10/2000
10.	(a)Arms and Ammunition other than replacement of weapons and their components in accordance with the authorized scale (b) Procurement of Arms Ammunition from sources other than OFB including import from abroad (c)Machinery and	DG DG DG	: Full powers, subject to (i) Budget provision. (ii) Purchase be made through the Army ordnance Depot. upto Rs. I Crore in each case Rs. 1 Crore in each case	MHA Order No.IV.11011 / 2/2002 - prov.II dtd 7/11/02. MHA Order No.IV.11011 / 2/2002 - prov.II dtd 7/11/02. G.I., MHA's letter No. IV-

down various terms and conditions which should be scrupulously observed.

allocation under the appropriate head in the Budget. Without the same all financial powers stand nullified.

CHAPTER – 3 ORDINANCE STORES

Stores of Ordnance Origin

3.1 Small Arms, 2"/51mm Mortars, Binoculars, compasses, Ammunition, Bombs and Explosive authorised to the CRPF are 'Controlled' stores of Ordnance origin. Spare parts, accessories of arms and allied stores required for repairs, care and maintenance, etc. are termed as 'Uncontrolled' stores of Ordnance origin. The various activities connected with procurement, maintenance and disposal of the controlled and uncontrolled stores of Ordnance origin will be carried out as described in this Chapter subject to revision by the D.G from time to time.

Scale

3.2 (i) Peace Scales of controlled and uncontrolled stores for BNs/GCs, Signal Units and Training Institutions are as at Appendix 3-A, 3-B and 3-C respectively.

(ii) Operational scale of arms and ammunition

GOI, MHA letter No. IV-11011/7/92-Prov.II dated 6/4/1999 have conveyed sanction of the president for up gradation of Operational scale of Arms/Amn./Expl./ allied stores to 85% of existing Bns excluding RAF and Mahila Bns.

The following operational scale of arms and ammunition will be authorised to the Battalions deployed in operational areas, in addition to the peace scale mentioned above: -

(a) Arms

Guns Machine Bran.. 7.62mm / 5.56 mm.	42
Rifle G.F. with Discharger Cup/ Projector Grenade.	42
Carbines Machine Sten 9 mm./SAF Carbine 9mm.	91
OML 2"/51 mm Mortar.	22

(b) Ammunition

Carts SA Ball. 7.62mm / 5.56mm CTN.	63,000	
Carts SA Ball. 7.62mm / 5.56mm Bdr.	1,680	
Carts SA Ball. 9 mm.	36,400	
Grenade Rifle 36 M HE.	672	
Grenade hand 36 M HE.	548	Bomb ML 2"/ Mortar 51 mm HE. 1,188
Bomb ML 2" Mortar 51 mm Smoke.	396	
Bomb ML 2" Mortar/51 mm Illuminating.	132	
Bomb ML 2" Mortar /51 mm Red.	66	

Bomb ML 2" Mortar /51 mm Green.	66
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(c) Bombs 2"/51 mm Mortar will be authorised per Bn for practice at the following scale: -

Bombs 2" Mortar /51 mm Mortar HE.	990	Bombs 2" Mortar /51 mm Mortar practice.
105		
Primary Cartridges for practice Bombs.	322	
Bombs 2" Mortar /51 mm Mortar Smoke.	142	
Bombs 2" Mortar/51 mm Mortar Illuminating	110	
Bombs 2" Mortar/51 mm Red.	44	
Bombs 2" Mortar/51 mm Green.	44	

(iii) Following special equipments have been authorised by MHA for the units deployed in International Border and in counter Insurgency operations in J&K and North East.

(A)

- (a) Day Light Telescope 5.56mm INSAS
Rifle - Two (2) per section
- (b) Passive Night Sight 5.56mm INSAS
Rifle - One (1) per section.
- (c) Day Light Telescope 5.56mm INSAS
LMG - 25% of authorisation of Bn.
- (d) Passive Night Sight 5.56mm INSAS
LMG - 25% of authorisation of Bn.
- (e) Passive Night Sight for 84mm CGRL
- One (1) per Rocket Launcher.

These stores should be treated as Sector stores so that these are not moved out with the rotation of Bn.

(Authority: - MHA, letter No. IV-11011/1/97-Prov-II dated 30th April 2002.)

(B)

**Hand Held Search Lights 50
Watt. 12 Volts with
compatible Battery
charger and remote
Control units.**

One per
Section

(Authority: - MHA letter No. VII-4/97-98-Prov. Ord.-II/Dir. Prov. dated 28th January 1998).

(C) AK-47 Rifles:- 25% of Sanctioned executive strength of the force (Auth: MHA order No. VII-1/01/02-Prov-Ord.IV/MHA-Pro.II dated 24.9.2004)

Provisioning of Ordnance Stores

3.3 The entire range of controlled stores and the uncontrolled stores which are peculiar to the armed forces will be centrally procured by the Provisioning Branch of the Directorate. Certain items of uncontrolled stores are items of common use, which can be obtained from the trade. These items will be procured by the units/GCs/C.W.S either through local purchase or through rate contract (RC) The particulars of controlled and uncontrolled stores, which are to be provisioned centrally by the Directorate, are enclosed as Appendix 3-D and 3-E respectively. The general principles for procurement of the controlled and uncontrolled stores will be as follows: -

(i) **Controlled Stores**

Procurement of controlled stores (Appendix 3-D) will be made by means of forecast and firm demands submitted to the Ordnance Factory Board under Ministry of Defence through the Ministry of Home Affairs. Annual demands are to be submitted by the units/GCs/Trg. Institution in accordance with instructions issued by The Directorate from time to time.

(ii) **Uncontrolled Stores**

Uncontrolled stores of Ordnance origin as at Appendix 3-E will be centrally procured by the Directorate through forecast demands and firm indents. The forecast demands will be submitted to the MHA one year ahead, i.e., in the month of March of the year preceding the year of demand. The requirements of uncontrolled stores will be communicated by the units in accordance with the instructions issued by the Directorate.

Supply and Distribution of Stores

3.4 The controlled and uncontrolled stores will be collected/received by the Central Consignee/Central Weapon Stores from the Army Ordnance/DGOF, etc. The controlled stores will be allotted by the Directorate to various GCs/units/institutions. The uncontrolled stores will be distributed by the CWS to various CRPF formations as per policy laid down by the Directorate.

3.5 The responsibility for collection of the stores as per transfer/issue orders rests with the consignee unless clearly stated otherwise. However, the onus for dispatching stores to the CWS will be that of the consignor.

3.6 The stores allotted/transferred should normally be collected within two months. Pending collection/despatch, the quantity allotted/transferred should be reflected in the reports and returns under column 'awaiting collection' or 'awaiting despatch' as the case may be.

3.7 Items in serviceable condition only will be transferred unless stipulated otherwise. Main items will be accompanied with accessories, as applicable.

3.8 Transactions on loan basis should normally be restricted to a period not exceeding six months.

Role of C.W.S.

3.9 Two CWS (Central Weapons Store) have been sanctioned by GOI, MHA vide No. 6/25(vii)/67-P,II(vol,ii) dated 31 July 1968 and No.O-IV-10/2002-(Org)/MHA/PF-III dated 14 Sept' 04 are located at Rampur and Pune respectively. The ordnance stores which each CWS will be handling will be earmarked/decided by Prov. Dte. and may change from time to time. Generally CWSs will be responsible for following tasks connected with provisioning and supply of arms./Amn./allied stores/tear smoke munitions in the Force: -

(i) Collection, receipt, inspection, storage, minor repairs, care and preservation, issue and accounting of all items of Arms, Ammunition, Tear Smoke Materials and allied stores required in the CRPF.

(ii) Provision, review and account keeping of Budget for Arms, Ammunition etc.

- (iii) Maintenance of Price List of Ordnance Stores.
- (iv) Correspondence with Ordnance Factories, Railways and CRPF units on release, conveyance and issue of stores, respectively.
- (v) Raising and processing of discrepancy reports with Ordnance Factories, /Railways, where applicable.
- (vi) Submission of reports and returns as required by the Directorate.
- (vii) Receipt/disposal of obsolete stores.
- (viii) Receipt of unserviceable weapons from all CRPF units, their inspection, accounting, vetting with the despatch documents, raising and pursuing of discrepancies, where applicable.
- (ix) Receipt of unserviceable components from CRPF units and their disposal.
- (x) Conversion/assembling of unserviceable **LMGs/Rifles** into **DP/DPBF**.
- (xi) Retrieval, accounting and issue of serviceable components from unserviceable, unwanted arms.
- (xii) Identification, accounting and disposal of unwanted components after retrieval of serviceable spares.
- (xiii) Clearing of bills raised by **BSF** Workshops in respect of repairs/repair coverage for binoculars, Compasses, etc.
- (xiv) Maintenance of Census record of arms held/received in the Force. Whereabouts of each arms received in the Force will be maintained till their final disposal. This will be possible only after the sanction of the staff required for the purpose.

3.9 (A) 7 Arms Workshops have been sanctioned in C.R.P.F. and are located as under; -

AWS - II	Rampur	A-VII-94/75-Prov. Dated 13-2-75.
AWS - III	Guawhati	- do -
AWS - IV	Bantalab	O-IV-135/87-Org-FP (IV) (MHA). Dated 29-6-95.
AWS - V	Khatkahati	- do -
AWS - VI	Awantipur	13011/5/91-FP.IV Dated 15-04-91
AWS - VII	Imphal	13011/5/90-FP-IV Dated 18-6-91.

These Workshops have been established in the force to provide inspection/repair cover to all C.R.P.F. units / establishments in respect of Arms, Ammunition, Instruments and connected stores in their area of responsibility. The role, and detailed procedure about functioning and duties of staff have been laid down for 3 AWSs vide Directorate General letter No. A.VII-54/79-Prov. dated 01-02-79 as at appendix - 3"F", the same will be applicable to the other AWSs also. The jurisdiction of various workshops can be changed from time to time as per requirement.

Inter-Unit Transfer of Stores

3.10. The authorities empowered to authorise inter unit transfer of stores are as given below: -

Range DIG	--	Between the Group Centre /Bns within the Range.
DIG (Trg)	--	Between Training Institutions.
DIG(Comn)	--	Between Signal Bns/GC.
Sector IGP	--	Between the Range/Units within the Sector.
Directorate	--	Among all the Units / establishments

A copy of such transfer order in respect of Arms/Ammunition will invariably be endorsed to the Directorate (Prov).

Maintenance of records of arms/ammunition

3.11 Uptodate Stock records of the arms and ammunition will be maintained in the Offices of the following authorities in respect of the units/formations noted against each: -

Range DIGP --GCs/Bns of the range.
DIG (Trg)-- Training Institutions.
DIG (Communication) Signal Units/SGC.
Sector IGPs--Ranges of the Sector
IGP (Prov) --Entire Force.

Inspection and maintenance of Arms, Ammunition, etc.

General

3.12 The arms, ammunition and other stores will be inspected at least once in a year by the Commandant. The Quarter Master/Officer-in-charge will inspect all these stores as often as possible but at least thrice in a year and ensure proper storage, repairs and maintenance of arms, ammunition, explosives, accessories, allied stores and tear smoke materials on the charge of the unit.

Armament Inspectors

3.13 Armament Inspectors are officers suitably qualified in technical aspects of arms and connected stores who perform the duties similar to those of the AIsA in the Army. Their duties will, generally, be as follows.

(i) Inspection of Arms and connected stores of the units periodically with a view to appraise the Sector IGP/Range DIGP concerned on the state of serviceability, care and maintenance of the arms and connected stores in the units.

(ii) Guidance to the unit Armourers with regard to modifications to be carried out on the arms/accessories.

(iii) Guidance and assistance to the unit Armourers with regard to repairs/rebrowning of arms, where necessary.

(iv) Declaring arms, which are due for base repairs and modification (involving special processes) by Army Workshop.

Duties of Head Armourers

3.14 The duties of Head Armourers will, generally, be as follows: -

(i) The Head Armourers works under the Quarter Master and is responsible to him for the upkeep of the unit armament, cycles, Petromax, Cooker-oil and Stove.

(ii) He will personally supervise the work of all Armourers working under him in the unit armourer shop and will guide them in their work.

(iii) He along with his armourers must inspect armaments every quarter and remove the defects wherever found.

(iv) He must also arrange to keep the armaments of the unit in a serviceable condition at all times.

(v) He is also responsible for carrying out alterations, modifications and adjustments, etc. in the armaments which can be carried out with the facilities authorised in the Force.

(vi) He is responsible for the cleanliness and proper maintenance of armourer shop, tools, etc. and will see that no tools, gauges, etc are misused and mishandled by the armourers.

(vii) He will arrange to get all the necessary components of small arms, etc. from the QM. Stores and return all unserviceable components.

(viii) He will maintain the Arms History Sheet Register wherein all major alterations, modification and adjustments carried out in a particular arm should be entered as also the AI's Inspection remarks.

(ix) He will maintain proper record of all armourer tools gauge on his charge.

(x) He will ensure that necessary action is taken as required in the report of the AI's inspection regarding repair/maintenance of arms.

(xi) Any other duty assigned by the Quarter Master. The Range DIG may issue orders from time to time to effect necessary changes in these duties.

Kote Head Constable

3.15 A list of Kote Head Constable will be kept by the Sub-Insp (Adjutant). One copy of the list will be kept in the Quarter Guard also. Any change of Kote Head Constable will promptly be notified by the Company concerned to the Adjutant . The list of Kote HCs will be maintained Upto date by the S.I. Adjutant and name be published in the Force Order. Duties of the Kote HCs will be as under:

(i) The Kote HCs will work directly under the Kote. SO. He will be responsible for the Government and Private arms, ammunition as well as Government and Force properties deposited in the Kote (except Pistols and pouch ammunition which will be under the custody of the Kote SO.).

(ii) Any defect/damage to the arms will be promptly recorded and brought to the notice of the Kote SO and Armourers for remedial action.

(iii) He will ensure that the arms of absentees are properly cleaned once a week.

(iv) He will strictly adhere to the procedure laid down for opening and closing of the Kote and ensure that the Kote Key is deposited in the Kote Key Box on completion of his duty in the Kote.

(v) He will not issue or receive any arms, ammunition or other security items without being properly authorised to do so.

(vi) He will ensure that proper entry is made in the Issue/Receipt register and Signature obtained before any arms, ammunition or other security item is issued from or received for deposit in the Kote.

(vii) Any other duties assigned by the Quarter Master.

Repairs/Simple Modifications

3.16 The jobs upto and including field repairs and simple modifications to arms and accessories of unattached Bns/Units will be carried out by the unit Armourers. The field repairs and simple modifications which cannot be carried out by the unit armourers of attached Bns will be undertaken by the Arms Work Shops.

Field Repairs/Modifications involving specialised Process

3.17 The arms inspected by AI and certified to be requiring field repairs/modifications involving welding, machining, etc. will be sent to the nearest Arms Workshop on proper work order in Form No. IAF-O-1370 (Appendix 3-M). The work will be undertaken by the Arms workshop.

Base Repairs

3.18. Arms instruments, Binoculars, Compasses etc requiring Base repairs will be sent to the respective Arms Workshop on proper work order in Form No. IAF-O-1370.

Custody of Arms and Ammunition

3.19 (a) **General**

(i) Every individual is responsible for the safe custody of his arm and ammunition as long as they remain in his charge. No person is relieved of his personal responsibility until he has handed them over in a regular manner to the person authorised to receive them.

(ii) Wherever a Rifle is kept in possession of a man over night, except while on duty, the weapon will be secured to the wrist by rifle chain and kept under the bed covering.

(iii) When arms are outside the kote, they will always be placed in charge of at least one-armed sentry.

(b) **Quarter Master Armoury**

(i) Quarter Master's Armoury is that building/store house/room used exclusively for storage of bulk receipts of arms, connected stores, Binoculars, Compasses etc. The Armoury will always be guarded by armed guards.

(ii) The arms and connected stores, received in the Group Centre/Bns/other institutions will be taken on charge and will be held in the QM's Armoury till distributed to the dependent sub units or otherwise issued under proper authority.

(iii) The QM SI (ordnance) in the Group Centre will perform duties similar to those of the Coy kote SO and kote UO as far as Arms except Pistols/revolvers, connected stores/Binoculars and Compasses held in the QM's Armoury are concerned. In Unattached Bns and other Institutions the QM SI will perform similar duties. In attached Bns where no QM SI is authorised, the SO detailed to perform the duties of QM SI or in the absence of such an SO the BQMH will perform these duties. He will personally enter the receipts and issues of the arms/Binoculars/Compasses in the Stock Register, sign. and ensure that each entry is initialed by the DC (Store)/QM. The Pistols/revolvers will be under the personal Custody of the DC (Store)/QM.

(iv) No person will be allowed to enter the Armoury except on bonafide duties and in the presence of the QM SI.

(v) The duplicate keys of the Pistol box/cupboard and Kote will be with Second-in Command. In case of emergency where the QM SI (Ord) is not available the DC (Store)/QM may draw the duplicate key (s) and open the kote in the presence of the Day Officer/Sub Major.

(c) Explosive Store House/Magazine

(i) The ammunition/explosives on charge of the Group Centre/ Battalion/Other Unit will be stored in the Explosives Store Houses/Magazine hereafter commonly referred to as Magazine. All stores therein will be under the personal custody of the DC (Store)/ Quarter Master.

(ii) The Magazine (s) will remain locked and sealed, except during actual use (for receipt/issue/inspection stock taking etc. of the ammunition/explosives) in the presence of the DC (Store)/ QM.

(iii) The keys of the Magazine (s) will be kept in the personal custody of the DC (Store)/QM.

(iv) The duplicate keys of the Magazine (s) will be with the Second-in-Command.

(d) Custody of keys of QM's Armoury

In addition to the main outer box for keeping the kote keys etc., there will be another key box in the Quarter Guard exclusively for keeping the keys of the QM's Armoury. Only the QM/QM SI will have access to this key box. The procedure for opening/closing to this key box will be similar to that of the kote key box.

**Receipt and Issue of Arms from Kotes and
Custody of Kotes Keys**

3.21. (i) Any SO detailed as kote SO by issue of office order will be responsible for the care of all Arms and Ammunition on Coy charge. This Officer will be changed monthly.

(ii) Any Under Officer detailed in Force Order and known as Kote Head Constable will be responsible to the Kote Subordinate Officer for the issue of weapons other than Revolvers/Pistols.

(iii) A list showing the name of the Kote SOs and Kote Head Constable will be kept at The Quarter Guard.

(iv) Whenever the Kote SO is changed, a certificate of handing over and taking over will be made out and signed with time and date, in the presence of the Kote Head Constable. When the Kote Head Constable is changed, their handing over/taking over certificates will be countersigned by the Kote Subordinate Officer.

(v) The Following keys are to be maintained in connection with the Company Kotes: -

(a) Kote Key

When not in use, the key will be kept in the Kote Key Box at the Quarter Guard. When the Kote is open during the day, the key will be kept by the Kote Head Constable

(b) Inner Box Key

To be kept by the Kote SO from Retreat to Reveille and by the Kote Head Constable from Reveille to Retreat.

(c) Outer Box Key (Key of the Kote Key Box)

To be kept with Day subordinate Officer from Retreat to Reveille and by Quarter Guard Commander from Reveille to Retreat.

(d) Pistols/Revolvers and Pouch Ammunition Box Key.

To be kept with the Kote SO.

(e) All duplicate and Master Keys will remain with the Company Commander at Detachment. At Group Centre and Bn HQrs, these will be with the Second-in-Command.

(f) The Second-in-Command will check and ensure compliance of the above procedure in Group Centres and Bns, respectively and in token thereof they will sign the Kote key register once in a month.

Procedure for Opening and Closing of Kotes

3.22. At Reveille, the Day Subordinate Officer, in the presence of the Quarter Guard Commander, will unlock the Kote Key Box. From Reveille to Retreat the Outer Key of the Kote Key Box can remain with the Quarter Guard Commander. The Kote SO will open the inner box and take out the Kote Key and in the presence of the Kote UO, open and check the Kote. He will then hand over the Kote Key and the Key of the Inner Box to the Kote UO. The Kote UO will retain

the Keys while at work in the Kote. On completion of work, after locking the Kote, he will place the Kote Key in the Inner Box (of the Kote Key Box at the Quarter Guard) and lock the same in the presence of the Quarter Guard Commander. The key of the Inner Box will be kept with the kote UO and as necessary for his work the Kote Key may be drawn again during the day. If not drawn so, he will draw the kote key at Retreat for checking of the Kote by the Kote SO. Each time the Kote Key is drawn from or deposited in the Kote Key Box, suitable entries will be made in the KOTE Key Register maintained for the purpose and signed by the Kote UO/SO and Quarter Guard Commander.

3.23. At Retreat, the Kote SO will, in the presence of the Kote Head Constable check up all arms and ammunition, ensure that the Revolver and the Pouch ammunition box is locked, signed in the register and lock the kote. He will place the Kote Key in the Inner Box and lock the same in the presence of the Quarter Guard Commander/Day Subordinate Officer and keep the Key of the Inner Box in his personal custody.

3.24. The Day Subordinate Officer will lock the outer Box when all the keys are in. The outer key of the kote key box will be kept by him from Retreat to Reveille. If it is necessary to open a kote between Retreat to Reveille, the Kote SO will do so in the presence of the Day Subordinate Officer and Kote Head Constable with the permission of the Subedar Major/Coy Comdr.

3.25. The Quarter Guard Commander is responsible to ensure that no one except Company Kote Subordinate Officer and Company Kote Head Constable has access

to their respective Company Kote key and that no key box is unlocked or locked except in his presence and that the kote key when taken from the box is signed for. The Day Subordinate Officer will ensure that all kote keys are in the kote key box before locking the kote key box at Retreat.

Issue of Arms other than Pistols/Revolvers

3.26. No arms will be issued without prior permission of the QM/Officer-in-charge except for training purposes, which will be returned to the kote on the same day. Personnel drawing arms and ammunition from kote will sign the kote arms issue and receipt register. In case of parties, the party Commanders will sign the total receipts. On deposit the register will be similarly signed. Kote Head Constable will also sign the entry of issue as well as receipt. Kote Head Constable will maintain nominal roll of all personnel showing details of weapons on their charge.

3.27. (i) Pistols/Revolvers will be kept locked in the "Revolver and Pouch Ammunition Box" in the Kote. Their custody will vest with the Kote SO who will keep the box key always with him.

(ii) Pistols/Revolvers will be issued by the Kote SO against signed receipts only. When constantly required on Parade, etc., during the day, the Kote SO will issue the required quantity to the Kote Head Constable against receipt. The Kote Head Constable will then be responsible for Pistols/Revolvers until Retreat when these will be handed over to the Kote SO.

Custody and issue of Pouch Ammunition

3.28. (i) In normal conditions, the pouch ammunition will be kept in the kote under the

custody of the Kote SO. The Pistol/Revolver ammunition will be issued to, signed for and returned individually. The Rifle ammunition will be issued in bulk to the Senior SO or Platoon/Section Commander or the man incharge of the party who will sign for the same. The ammunition will be returned in the same manner.

(ii) Under operational condition, the pouch ammunition will be issued through the Platoon/Section Commanders to the individuals and retained by them.

Custody and issue of Practice Ammunition

3.29. (i) The Kote SO is responsible for the receipt and issue of practice ammunition and for the accounting of the same. Practice ammunition and empty cases will be kept locked until disposed off.

(ii) The Practice ammunition should be issued to a Company immediately before the range is allotted to them or earlier at the discretion of the Commandant. In special cases where the Companies are deployed away from the Bn HQs, the practice ammunition may be issued in advance. The empty cartridge cases, misfired rounds, charger clips, bandoliers etc., will be returned to the QM Quarterly on the last day of March, June, September and December. The Coys deployed away from the Bn HQs may deposit the same half yearly in March and September. The empty cases will be accompanied by the prescribed form, duly certified by the Coy Comdr. The QM will check the empties against the figures given in the form and ensure correctness.

The empty cases, charges clips etc., will be disposed off by the Commandant as per instructions in para 3.44.

(iii) Coy Comdrs will submit to the QM a quarterly statement (in duplicate) of all arms and ammunition on their charge in the proforma at Appendix 3-H and 3-J respectively. The statement will be submitted on the first working day of April, July, October and January and refer to the state of arms/ammunition on the last day of the previous month. One copy of this statement

will be returned duly verified and certified by the QM.

Private Arms

3.30. The private arms of all SOs and men will be kept in Kote. Coy Comdr will furnish the following information to the QM in respect of any private arms held in the Kote whether they be Guns, Rifles, Pistols or Revolvers: -

- (i) Owner;
- (ii) Description of Arms;
- (iii) Number and date of Licence;
- (iv) Date of expiry of Licence;

Care of Arms

3.31. Regarding care of arms the under mentioned instructions will be scrupulously observed: -

(i) Every man will inspect his weapon at the time of taking it from the Kote and returning it thereto and see that no screws, etc., are loose. Any defects noticed will

be reported to the Kote Head Constable who will note them and inform the Coy Comdr.

(ii) Private Arms will be inspected by the Armourer, when these are received for custody or returned to the individual. Defects if any will be reported. The owner will be responsible for maintenance/preservation of the private arms.

(iii) Oil 'A' (Rifle Oil) only will be used for cleaning the arms. The use of abrasive substances such as emery paper and emery cloth is forbidden.

(iv) Coy Comdrs are responsible for seeing the cleanliness of arms on their coy charge and will carry out periodical inspection. One inspection each month will be made and the date noted in the inspection Register.

(v) All arms will be inspected by the Armourer quarterly, if the Coys are in close proximity, during the second half of January, April, July and October. In other cases, the inspection will be carried out half Yearly. Any discrepancies observed during the inspection will be reported to the QM who will intimate the Coy Comdr concerned for taking necessary action to rectify the defects.

(vi) Any damage done to the weapon or loss of components will at once be brought to the notice of the coy Comdr, The Armourer will attend to the damage and if the same is seen and can be set right by him, this will be done at once and an entry made in the weapon roll.

(vii) If the damage is serious or it cannot be repaired by the Armourer, the Coy Comdr will ascertain the cause of the damage and also obtain a report from the

Armourer as to its extent and the probable cost of the repair. The Coy Comdr will then bring the case before the Commandant or in the Orderly Room for disposal.

(viii) All ranks are strictly forbidden to tamper with the mechanism of their weapons in any way. Gauzes will not be used except by the Armourers.

(ix) Coy Comdr will draw the requirement of cleaning material from the Quarter Master quarterly on 1st of January, April, July and October.

Ammunition-Shelf Life

3.32. The prescribed shelf life of Small Arms Ammunition, Mortar Bombs etc. under proper storage conditions shall be as under: -

Sl. No	Nomenclature	Shelf Life
1.	Carts .22 Rim fire long	15 Years
2.	Carts SA 9 MM Ball Cap	05 Years
	Comp. E-1	
3.	Carts SA 9 MM Ball Cap	10 Years
	Comp. A-, A-1	
4.	Carts SA 5.65 Ball Power	20 Years
	Double Base	
5.	Carts SA Ball 7.62 MM Nato	20 Years
	M-80	
6.	Carts SA Tracer 7.62 MM Nato	20 Years
	M-62	
7.	Carts SA Blank 7.62 MM Nato	20 Years
	M-82	
8.	Carts 7.62 MM Tracer	07 Years
9.	Cats SA Ball caps filled with non fulminate containing A-1 Power	15 Years

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GENERATORS

1.	Carts Signal & Illuminating	08 Years
2.	Signal Distress 2 star Red Caps filled E-1 mixture	05 Years
3.	Caps filled A/A-1 mixture	10 Years
4.	Bicat Strips	05 Years
5.	Candle smoke ground	08 Years
6.	Flare Trip Wire	08 Years
7.	Grenade Hand No. 90	08 Years
8.	Grenade HE No. 36 Hand/Rifle	30 Years

MORTAR BOMBS

1. Bomb 2" /51 mm Mortar
HE (Except fuse & Primary Cat. 30 Years
2. Bomb 2" /51mm Smoke with out
primary Cat 12 Years
3. Bomb 2" /51 mm Illuminating -do- 08 Years
4. Bomb 2" /51 mm Signal Red/Green -do- 08 Years
5. Bomb 2"/51 mm Practice -do- 30 Years
6. Carts Primary for Mor. Bomb Cap
comp. filled E-1 05 Years
7. Carts Primary for Mor. Bomb cap comp
filled A-1 10 Years
8. Carts QF 84 MM HE 20 Years
9. Carts QF 84 MM TPT/HEAT 07 Years

FUZES. BOOSTERS

1. Fuze Pern DA No. 161 (with bras body) 18 Years
2. Fuze Pern DA No. 161 (with
mazak body) 10 years

DETONATORS

1. Detonator No. 27 18 Years
2. Detonator. 33 Electric 18 Years
3. Snout Switch capped 05 Years
(for E-1)
4. Switch No. 4 pull MK-1 10 Years (for A-
1)
5. Switch No. 5 pressure 05 Years
(for E-1 caps)
6. Switch No. 6 release 10 Years
(for A-1 caps)

TEAR SMOKE MUNITION

1.	Tear Smoke in service	01 - 03 Years
2.	Tear Smoke in practice	04 - 07 Years
3.	Tear Smoke Unserviceable	07 - 10 Years
4.	Rubber Bullet	06 Years

DEMOLITION STORES

1.	Pellet CE No. 5	30 Years
2.	CE pellet	20 Years
3.	Slab Demolition 450 Grms TNT/CE	20 Years
4.	Fuze safety No. 11, 16 and 20	12 Years
5.	Igniter Safety fuze peach	12 Years
6.	Igniter safety fuze striking and electric	20 Years
7.	Fuze Instantaneous MK-4	15 Years
8.	Cord detonating Cordtex or Prima Cord	23 Years
9.	Matches fuze safety	10 Years
10.	Gun Cotton dry primers field	30 Years
11.	Gun Cotton Wet slabs field	20 Years
12.	PEK-1	15 Years
13.	Gun Powder Bulk	30 Years

3.33. However, no item of ammunition/explosive/components will be sentenced as unserviceable merely because it is overage but should continue to be used till actual failure at proof or its visual condition warrants sentence as unserviceable and sentenced U/S by ATO.

Storage of Ammunition/Explosives in Units

3.34. Storage of ammunition/explosives should be in accordance with the instruction contained in Magazine Regulation (land service) and Indian supplement thereto. At any rate, the ammunition should be stored in such a manner as to protect them from direct sunlight, heat, cold, dampness and other elements. All types of ammunition and explosives should be kept in sealed containers as long as possible.

3.35. The ammunition/explosives are divided into different Groups for storage purposes. Each Group is to be stored separately and segregated from each other by brick walls or concrete walls of minimum thickness 13 1/2" and 9 inches respectively. Where such segregation is not possible these are to be segregated by means of improvised traverses, such as sand bags/empty ammunition boxes filled with sand /earth of adequate thickness. Where separate storage of each Group is not possible, the ammunition/explosives belonging to the Group mentioned under each sub-para below can be stored together in one Explosive store house/Bn Magazine.

Group	Items authorised in CRPF	Storage	condition
1	2	3	
(a) 2.	Gun Cotton dry primer	Magazine	
4.	Gun Cotton wet Slab TNT Slab		
(b) 6.	Cartridges SA Ball	Explosive	

Storehouse

- Cartridges SA Rimfire
 - Cartridges SA Blank
 - Cartridges SA Bulleted Blank
 - Cartridges SA Tracer
 - Fuze Safety
 - 8 Grenades HE
 - Bomb 2" / 51 mm Mortar HE
 - Bomb 2"/51 mm Mortar Practice
 - Carts Primary for Practice Bomb
 - Ballistae Cartridges

 - 10 Detonators Igniter Sets

 - (c) 9 Cartridges 1" Illuminating Explosive
Store/house

 - Cartridges Signal house 1 Red-Green

 - Bombs 2" /51 mm Mortar Illuminating
 - Bombs 2"/51 mm Mortar Signal Red
 - Green

 - 11. Bombs 2" / 51mm Mortar Smoke
 - (c) 12. Grenade Smoke WP Explosive
(White Phosphorus) Storehouse
-

Use of Ammunition/Explosives

3.36. The oldest serviceable ammunition/explosives should be issued and utilised for training and practice purposes. To facilitate easy turn over, the records of ammunition/explosives should include the batch/lot number/year of manufacture. Boxes/containers of ammunition and explosives also should be marked with the year of manufacture.

Disposal of Unwanted Arms, Ammunition and Allied Store

3.37. The procedure for disposal of various types of arms, ammunition and allied stores which are not required in the Force will be as follows.

Obsolete/Obsolescent Arms and their Ammunition/connected Stores

3.38. The obsolete arms and their connected stores which are unfit for use with current arms will be deposited by the units in the Central Weapons Store.

3.39. The ammunition of obsolescent arms will be utilised by the units to the maximum extent possible to carry out the range practices as authorised during the year. Balance, if any, will be returned to the CWS.

3.40. The Central Weapons store will report the stock of obsolete arms, connected stores and ammunition as on 31st March and 30th September to the Directorate.

3.41. The Directorate will forward particulars of all such weapons to MHA for ascertaining the requirements of the other Central/State Police forces, unless disposal instruction exist already.

Unserviceable Arms and Ammunition

3.42. All unserviceable/beyond economical repair arms will be received from the AWSs and despatched by the units to the Central Weapons Store on regular issue vouchers. BER certificate, certificate of unserviceability from the Arms Workshop will also be enclosed with the issue vouchers. The certificate of qualified AI will also be acceptable as competent authority for conditioning arms as unserviceable/BER.

3.43. Removal of serviceable components, if required to replace the unserviceable components of repairable arms, is permissible. However, the unserviceable arms sent to the CWS should be complete with their components irrespective of the components being unserviceable. Where the weapon is incomplete, a loss statement giving particulars of the missing items should accompany.

Disposal of Empty Cartridge Cases

3.44. The empty fired cases of small arms Amn will be disposed of through public auction through MSTC after disfiguring/ mutilating the empty cases and proceeds will be deposited in to Govt. treasury through PAO. (Auth. MHA Memo No-IV-130 18/1/96-(Pers-II GOI Dated 25/6/1998).

Accidents, failures, Defects involving arms, ammunition etc.

3.45. Any accident involving arms, ammunition or explosive will immediately be reported by Signal to the Range DIG under intimation to the IGP (Ops)/Pers Branch, DIG (Adm), and DIG (Ops). This report will indicate the location, date

time, nature of accident and other brief particulars of the accident including measures taken by the unit.

3.46. A detailed report on any accident, failure or defect of arms, ammunition or explosives will be sent as early as possible to the Range DIG. However, in serious cases copies of the report will simultaneously be sent to all the formations mentioned in para 3.45. Appropriate forms for the detailed report are given in Appendices 3-Q to 3-W. Instruction for preparation of the report are as follows: -

(i) It will be seen that the forms which follow are really detailed questionnaires, designed to extract as much information as possible on accidents, failures or defects of each nature with different types of equipment. Officers concerned must include all details considered useful, irrespective of whether they are included in the questions on the form or not. This can be added to the questionnaire if it is felt that it is not covered by the questions contained therein.

(ii) The Form will be prepared as far as possible in typescript. If this is not possible, it may be prepared in manuscript, but care is necessary to ensure that it is prepared neatly and that all details are legible.

(iii) To save time and work the number of the questions only may be entered on the form and the appropriate answer given in full. In such cases, however, caution must be exercised to ensure that the answer is inserted against the correct question number.

(iv) The systematic recording and comparison, by the technical authorities concerned of all reports on premature failures and similar defects in ammunition or weapons, is of the greatest assistance and frequently the only methods, in determining the cause and correct remedial action to be taken. Such records are, however of relatively little value if the Report forms submitted provide incorrect information or insufficient details. It is, therefore, necessary to emphasize that the compilation of report forms must be carried out with care and thoroughness, and no details omitted which are likely to be of assistance. The advice of ATO/AIA/SI Armourers as applicable, should be obtained whenever possible.

(v) In the case of accident, which may have their origin in the projectile, care must be taken to ensure that the stamped marking, which are concerned with the empty manufacture, are fully recorded in addition to these which are stencilled in paint.

(vi) The size and shape of fragments are a good indication of whether the projectile detonated or exploded, as is also the colour of the smoke cloud and, if these points can be positively determined, they should be recorded.

(vii) Weather conditions may have a bearing on the cause of an accident e.g. with mortar or machine guns on very hot day, especially if the charge has been left in a hot gun, the pressure may be considerably above normal; Mortar ammunition exposed to rain, or in packages that have been exposed to damp conditions of storage, may give abnormally short range.

(viii) Sketches or plans are of the greatest value in according details, distances and so on and whenever possible no effort should be spared to provide these as illustrative of the matter of the report.

Tear Smoke Materials

3.47. The scales of Tear Smoke Materials for Tear Smoke Squads and Training Institutions

of CRPF will be as mentioned at Appendix 3-K and 3-L respectively.

Provisioning of Tear Smoke Materials

3.48. The procedure for procurement of TS material will be as under: -

(i) Consolidated demand for the weapons, munitions and equipments of foreign origin will be submitted by the Directorate to the MHA annually or as and when called for.

(ii) Weapons, munitions and equipments which are available from indigenous sources such as Ordnance Factory, BSF etc., will be centrally procured by the Directorate.

(iii) Equipments such as carriers, port phones, etc and spare parts which are available from trade sources will be procured by the units as per instructions issued by the Directorate.

Use of Tear Smoke Munitions

3.49. In order to eliminate the chances of time barred munitions being left over, the oldest munitions in stock should be utilised for practice/demonstration purposes in the first instance. Similarly, the oldest munitions, subject to their being serviceable, should be utilised for riot control purposes also.

Reports and Returns

3.50. (i) Company Commanders will submit to the Quarter Master a quarterly statement (in duplicate) of arms, ammunition on their charge as per proforma at Appendix-3-H and 3-J respectively. The statement will be submitted on the first working day of April, July, October and January and refer to the state of arms/ammunition on the last day of the previous month.

(ii) The attached Bns will submit half yearly statement of arms, ammunition and connected stores as on 31st March and 30th September so as to reach the Group Centres by 10th of the succeeding month.

(iii) All unattached Bns, Signal Bns and Training Institutions will submit half yearly statement of arms, ammunition and connected stores as on 31st March, and 30th September so as to reach the Directorate (Prov) by 10th April and 10th October. Copies of these will be endorsed to the Sector IGP and Ranges DIGP/DIG Communication/DIG (Trg.), as applicable.

(iv) The Group Centres will submit the half yearly statement as on 31st march and 30th Sep. so as to reach the Directorate/Sector IGP/Ranges DIG by 20th April and

20th October. These Statements will indicate the holdings of each attached Bn and Group Centre separately as well as the total holdings in the Group.

(v) The items to be included in the statements mentioned in (ii), (iii) and (iv) above are as in Appendix 3-C and 3-D except Armourer Tools and cleaning/rebrowning materials. The proforma for the statements are at Appendices '3-N' and '3-O'. Detailed instructions for compilation of the statements are given in Appendix '3-P'.

(vi) The Group Centres, Unattached Battalions and Training Institutions will forward half yearly statements of Tear Smoke Materials as on 30th June and 31st December so as to reach the Provisioning Branch of the Directorate and CWS by 15th of the succeeding month. Copies of the Statements will be endorsed to Sector IGP and Range DIG/DIG (Trg) as applicable. Proforma for the statement is given at Appendix 3-G.

CHAPTER – 4 MOTOR TRANSPORT

Rules Regulating the Use of CRPF Vehicles –Controlling Officer.

4.1 The CRPF vehicles will be under the administrative control of Head of the various institutions/Establishment who will have Asstt. Commandant/Dy. Commandant (MT) as controlling Officer in respect of vehicles of that Institution/Establishment. The Institution/Establishment means Training Institutions/GCs /Bns/ Signal Bns or similar offices establishment. The Head of the Institution/Establishment would mean the Director (IGP) ISA, Principal (DIG) CTC/ (Addl DIG) RTC, Addl DIG GC and Unit Commandant of an executive Bn /Signal BN/RAF Bn SDG etc. The Asstt. Commandant/Dy. Commandant (MT) hereafter to be known as Motor Transport Officer (MTO) for this purpose, will be responsible for proper use, care, custody, repairs, maintenance and record keeping of vehicles and would ensure their running in accordance with MT running rules as laid down by the DG CRPF from time to time.

4.2 Duties of MTO, Inspector (MT), MM (SI), MT Havildars and other Ranks posted in the MT platoon/workshop Section of Group Centres, Training Centres, Signal BNs, executive Battalions and other establishments/offices are enumerated in para 4.4. These may be revised from time to time by the officers of and above the rank of a Range DIG.

General Rules for the Working of MT Section in various Institutions/Establishments.

4.3 (i) The two Sections of MT namely Transport and Workshop will work independent of each other. Inspector/SI (MT) will work as Platoon Commander of the MT Platoon.

(ii) Inspector (MT)/MT (SI) will be responsible to look after the running and maintenance of vehicles, storage and issue of POL, receipt and issue of MT stores, maintenance of relevant documents under the direct supervision of Motor Transport Officer.

(iii) MT Workshop Section will function under the control of MM SI under the overall supervision of MTO in the various Institutions/Establishments. In the Group Centre the control of the workshop section will be exercised through Inspector (MT).

(iv) Discipline and leave cases of all the personnel posted to the MT platoon will be put before the MTO/Senior officer for disposal.

(v) Kit Inspection of MT Personnel will be carried out by the MTO as laid down in para 5.22 to 5.30.

(vi) Workshop tools and accessories will be looked after by the MM (SI) under the supervision of Insp (MT)/MTO.

(vii) All repairs carried out will be under the direct supervision of Inspector/SI Motor Mechanic.

(viii) Repair/Workshop procedure for the repairs of defective vehicles will be followed as laid down in para 4.5.

(ix) MT personnel will be put through the MT refresher course once a year. Such refresher course will include proficiency in handling the weapons authorized to them, drill with and without arms, driving maintenance of documents, running repairs, traffic signals and road signs etc.

(x) On monthly technical inspections every vehicle will be:-

- (a) Thoroughly cleaned.
- (b) Lubricated, greased and oil levels checked.
- (c) Tools checked as per tool list.
- (d) All systems checked.
- (e) Documents brought up-to-date.

(xi) Monthly inspection will be carried out in CRPF Form 53. Inspecting officer will inspect the vehicle in all its thoroughness. Defects noticed in the vehicle will be arranged to be repaired expeditiously.

(xii) POL store will be checked by HC (POL) once a week and twice a month by Inspector (MT)/MT (SI). Physical verification of POL will be carried out once in two months by the MTO. The DIG/ADIG/Commandant may also get a physical verification of POL stocks, made by other officers not posted to MT once in three months.

(xiii) Records relating to POL will be maintained as laid down in para 4.8 (v).

(xiv) Inspector (MT)/MT (SI) will ensure that all the records pertaining to POL, Stores, MT vehicles, workshop and MT Platoon are kept up-to-date and maintained properly.

(xv) The MTO will function under the supervision and control of the Second-in-command and approach the head of the Institution/Establishment through him.

Duties of M.T Staff

4.4. (i) **Inspector (MT)**

(a) He will work directly under the order of Dy. Commandant/MTO.

(b) He will assist the MTO in preparing the Annual Indent for procurement of MT stores against the demand of the Group Centre and the Bns attached to it. He will also be responsible for purchase of M.T stores through R/C firms or locally after observing due formalities.

(c) He will supervise the work of Havildar (POL) Havildar (Stores) and Havildar (movement) and will ensure correctness of stores by periodical inspections.

(d) He will supervise maintenance of all connected documents by subordinates, in the prescribed forms.

(e) He will be responsible for the proper running, maintenance, inspection/tests of all vehicles of the Group Centre.

(f) He will scrutinize the running accounts of the vehicles and report any excess consumption of POL either due to defective carburetion system or due to unauthorized use. In the former case, he will ensure necessary repairs at the earliest.

(g) Any damage to the vehicles will be recorded by him in the Damages Register and put up before the MTO for necessary action.

(h) He will prescribe in consultation with the M.T.O. the loading capacity of each type of vehicle for the guidance of drivers.

(i) He will arrange major repairs such as overhauling of vehicles through the workshop and will ensure that defect memo and job card are maintained for all repairs carried out in the M.T. Workshop of the Group Centre.

(j) He will supervise minor repairs of all vehicles on charge and take steps to carry out such repairs

(k) He will be the custodian of all off-road vehicles and will ensure that no pilferage takes place. He will also ensure that these vehicles are repaired and made roadworthy at the earliest.

(l) He will be responsible for the training of MT personnel and also for conducting technical courses as directed from time to time.

(m) He will be the SO I/C Workshop. He will be responsible for the safety of plants, equipments, tools and other

accessories kept in the workshop. Keys of the workshop will be kept by him.

(n) Keys of the M.T and POL stores will also be kept by him.

(o) He will carry out any other duties assigned to him by the MTO and the DIG/ADIG/Commandant.

(p) He will also perform the duties of Platoon Commander in respect of MT Personnel.

(ii) Sub Inspector Motor Mechanic (Group Centre)

(a) He will work under the orders of Inspector MT under the overall supervision of MTO.

(b) He will assist MTO and Inspector (MT) in carrying out the monthly technical inspection of motor vehicles.

(c) He will carry out minor/major repairs after a defect memo has been prepared and fully scrutinized. He will be personally responsible to carryout thorough inspection of defective vehicles reporting to the workshop for repairs and ensure that all the defects are noted in the job card.

(d) He will be responsible to ensure that all plants, machinery, tools and other accessories kept in the workshop are properly maintained and also ensure maintenance of relevant documents.

(e) He will assist Inspector (MT) in running the technical courses like Driving and Maintenance, Auto fitters course, etc.

(f) He will ensure that all the MT spare parts received from the MT Stores for the defective vehicles are fitted in the vehicles and entries made in the job card.

(g) He will carryout any other duties assigned to him by the MTO.

(iii) Sub Inspector (Motor Mechanic) Duty Bn.

(a) He will work directly under the orders of Dy. Commandant./Motor Transport Officer.

(b) He will conduct monthly technical inspection of vehicles and will send his report to the MTO.

(c) He will be responsible for inspection/tests of all vehicles in charge of the Bn.

(d) Any damage to the vehicles will be recorded by him in the “Damage Register” and put up before the MTO for necessary action.

(e) He will carry out carry out major repairs such as overhauling of the vehicles after a defect memo has been prepared and fully scrutinized. He will also see that the job card is maintained for al repairs carried out in the MT workshop.

(f) He will be the custodian of off-road vehicles and will ensure that no pilferage takes place.

(g) He will be responsible for the training of sub-ordinate technical staff so that they maintain a high standard of efficiency.

(h) He will ensure proper upkeep and maintenance of workshop tools and maintain relevant records. He will also keep the keys of the workshop.

(i) He will carry out any other duties assigned to him by the MTO.

(iv) Sub Inspector (MT) Duty Bn.

(a) He will work directly under the orders of Dy. Commandant/MTO.

(b) He will assist the Dy. Commandant/MTO in preparing annual demands for procurement of MT stores through the Group Centre.

© He will be responsible for local purchase of MT stores after observing due formalities.

(d) He will supervise the work of MT havildars I/C of POL/Stores and will ensure correctness of stores by periodical inspections.

(e) He will supervise maintenance of all connected documents by his subordinates in the prescribed forms.

(f) He will be responsible for the proper running maintenance record keeping inspection/tests of all vehicles of the Bn.

(g) He will allot vehicles to the MT drivers and supervise running of vehicles according to MT running rules as contained in paras 4.10 to 4.25.

(h) He will ensure minor repairs of all vehicles on charge through the workshop staff.

(i) He will be responsible for the daily and weekly maintenance of the vehicles.

(j) He will work in close collaboration with the MM (SI) for keeping all vehicles in good condition.

(k) He will not receive and issue MT stores except on the authority of receipt and issue voucher or on the authority of Line Committee Reports.

(l) He will be present at the time of receipt/dispatch of stores and will ensure that all stores received are inspected by the 'Line Committee' before being taken on charge and securely packed before its dispatch.

(m) The keys of the MT and POL stores will be kept by him.

(n) He will perform the duties of platoon Commander in respect of MT personnel as contained in the Adm manual.

(o) He will carry out any other duty assigned to him by the Commandant/MTO.

(v) HC Driver (Store)

(a) He will work under the order of the MTO Inspector (MT)/SI (MT) and will be assisted in his duties by a literate MT Driver (Storeman).

(b) He will maintain the stock books of all spare parts, tyres, tubes, tools, expendable, resumed and condemned part etc and will have all these items duly classified and labelled.

(c) He will assist the MTO in the preparation and consolidation of demand for the unit MT for timely supply and procurement of MT stores including MT workshop tools.

(d) He will receive and issue MT stores only against R/I vouchers after obtaining orders from the MTO.

(e) He will maintain R/I vouchers file pertaining to the MT stores procured and issued to the unit vehicles.

(f) He will ensure that all vehicle under repairs are supplied necessary spare parts without delay, under the order of MTO.

(g) He will be responsible to take the condemned parts and other accessories for auctions, and will account the same in the condemned parts register.

(h) He will carry out any other duty assigned to him by the MTO.

(vi) HC Driver (Maintenance)

(a) He will work directly under the orders of Inspector MT/MT (SI) under the overall supervision of MTO.

(b) He will prepare programmes for the monthly inspection of all vehicles at the unit HQs by the MT Inspector/MT (SI).

(c) He will take steps to repair minor defects noticed in the monthly inspection.

(d) He will maintain a Register for the monthly technical inspection of vehicles by Inspector (MT)/MM (SI).

(e) He will suitably get parked the vehicle not in running condition till they are repaired.

(f) He will maintain the Damage Register and will ensure that each and every damage to the vehicles is entered therein and put up promptly before the MTO for necessary action.

(g) He will ensure performance of daily and weekly maintenance tasks by the MT drivers and maintain its proper record in a register and put up to MTO on the 1st and 15th of each month.

(h) He will ensure timely execution of all running/minor repairs by the MT Workshop staff.

(i) He will supervise the handing/taking over of the vehicle from one driver to the other.

(j) He will ensure that no drives the vehicle without a valid driving licence.

(k) He will carry out any other duty assigned to him by the MTO/Inspector (MT)/MT (SI).

(vii) HC Driver (POL and Running)

(a) He will work under the orders of MTO through Inspector (MT)/MT (SI) and will be assisted by a literate MT driver for maintaining proper records of Movement of vehicles.

(b) He will be responsible to maintain vehicles daily running account, requisition forms and duty slips. They will be put up before the MTO for recheck on 1st of each month.

(c) He will maintain the POL stock register and will be responsible to issue POL to the vehicles on proper R/I voucher and will submit requirement of POL well in advance.

(d) He will ensure proper maintenance of car diaries and up-to-date entries.

(e) He will maintain account of vehicles used for private purposes and will ensure timely submission of bills for effecting recoveries from the personnel using the vehicles as permitted under rules. Amount recovered from users will be deposited to the Accounts Branch same day for further crediting in to Government treasury.

(f) He will carry out any other duty assigned to him by the MTO.

(viii) Havildar (Fitter) in Group Centre/Duty Bn/CTC/Sig Bn.

The Asstt. Commandant (MT) in Group Centre and QM/MTO in other units will nominate the senior most HC fitter as Havildar Fitter whose duties will be as follows :-

(a) He will work directly under the order of SI Motor Mechanic under the overall supervision of MTO. Where MM (SI) is not authorized, he will work under the direct orders of QM/MTO.

(b) He will be in attendance when vehicles are inspected by the MTO, Inspector (MT) and other officers.

(c) He will assist SI (Motor Mechanic) in supervising the work of other fitters.

(d) He will be responsible to conduct test of vehicles requiring minor/major repairs and submit reports to the MTO through MM (SI).

(e) He will be responsible to complete defect memo, work order and prepare job cards.

(f) He will carry out repairs to the vehicles allotted to him and submit demand of spare parts to MM (SI) on job cards.

(g) He will carry out any other duties assigned to him by the Coy Commander MT/QM/MTO/MT (SI) on job cards.

Note :- Constable Fitters will be utilized for repairs and maintenance of vehicles in accordance with the direction given by the Inspector (MT). They will not be permitted to drive any vehicle for road test unless they hold a valid driving licence.

(ix) M.T. Drivers (Head Constable/Constable)

(a) Each Driver will be in charge of a vehicle allotted to him by the MTO for its maintenance and driving.

(b) He will not permit the allotted vehicles under his charge to be driven by any unauthorized person.

(c) He will ensure that the vehicle under his charge is not taken out of the vehicle yard/(MT Park) except under specific indent duly endorsed by the MTO.

(d) He will keep with him the following documents:-

(1) MT indent and order form.

(2) Car diary.

(3) Accident Form.

(4) Driving licence.

(e) He will drive the vehicle on duty only and by the proper route.

(f) He will strictly comply with the provisions of MT running rules.

(g) He will under no circumstances exceed speed limit fixed for different areas.

(h) He is not permitted to smoke in the vehicle. While carrying troops no smoking will be permitted in the vehicle.

(i) While driving a Government vehicle he must be in proper uniform.

(j) The senior most in the vehicle or in his absence the driver of the vehicle will immediately report to the nearest Police Station any motor accident in which life and property is involved or in which and member of the force is killed or seriously injured. He will

simultaneously inform the MTO of the details of the accident. It must be ensured that first preference is given to provide medical aid to injured persons expeditiously and to this extent the arrangements should be made immediately.

(k) The Motor vehicle involved in the accident should not be moved from the scene of accident before inspection by the State Police authorities.

(l) He will carry out daily, weekly and monthly maintenance tasks and get his vehicle inspected by the workshop staff.

(m) He will get the car diary and indent form completed by the indenter immediately after completion of journey.

(n) Before taking out his vehicle on duty, he will ensure that :-

(1) The radiator is full of water/coolant and there is no leakage.

(2) The engine oil is sufficient and in good condition as indicated by oil pressure gauge.

(3) Fuel system is functioning properly and there is sufficient fuel in the tank.

(4) Tyre pressure including that of spare wheel is correct.

(5) Electrical system including light, horn, wiper and self-starter is functioning properly.

(6) Electrolyte level of battery is correct.

(7) Hand and foot brakes are functioning properly.

(8) Transmission system including steering system is functioning properly.

(o) While in snow bound area, he will ensure maintenance of vehicles as contained in para 4.34.

(p) He will ensure that the vehicle is not over loaded at any time and that passengers are not seated in the manner that interferes with his driving.

(q) He will ensure that no unauthorized person travels in the vehicle.

(r) He will carry out any other duty assigned to him by the MTO/Insp (MT)/SI (MT).

Repairs/Workshop Procedure for the Repairs of CRPF Vehicles.

4.5 (i) Any defect noticed by the driver of vehicle during the duties will be brought to the notice of Inspector MT/MT SI through MT Havildar (Running/HC (MT). MT Havildar in the Group

Centre and MT (SI) in the Bn will prepare the work order. Columns of vehicle particulars and the defects noticed in the vehicle will be completed by the MT Havildar/MT (SI) and put up before the MTO for his signature. The work order will then be routed to Insp (MT) MM (SI) through MM Havildar who will thoroughly inspect the vehicle and note the defects noticed and the repairs required to put the vehicle on road. Work order will then be forwarded to HC (Store) to ascertain the availability of parts in the stock. Work order thus completed will be forwarded to MTO for the order of issue of parts from stock or for the procurement action, if the parts are not available in the stores. MTO may issue the essentially required MT spare parts from stock. However, before issuing the major assemblies, tyres, tubes and batteries costing more than Rs. 200/- prior approval of head of the Institution shall be obtained for the issue of said parts. This procedure may also be followed in respect of defects noticed during the monthly inspections.

(ii) Work order will then be forwarded to Insp MT/MM (SI) who will be responsible to prepare the job card. Specific repairs required for the vehicle will be noted in the job card against each defect noticed at the time of inspection. After the repairs are executed in the vehicle, the vehicle will be thoroughly inspected by Insp MT/MM (SI) who will certify on the job card to this effect. Any defect unrepaired will be mentioned on the job card with reasons.

(iii) MT spare parts and expendable parts drawn from the MT stores will be issued to the vehicle on issue, receipt and expense voucher and the signature of the SO I/C Workshop obtained in token of receipt of spare parts from the stores. All such parts thus issued from the stock and fitted on the vehicle will be entered in the log book of the vehicle concerned.

Repairs and Maintenance of vehicles

4.6 At the Group Centre, the MTO and the Inspector MT will alternately inspect the vehicles in CRPF form NO. 53 each month. Similarly, at the HQs of other units this job will be performed by QM /MTO and MM (SI) alternately. However, for vehicles out on Detachment Duty, this test will be carried out once in 2 months by the MT (SI) or MM (SI). The repairs to the vehicles would generally be carried out in the unit workshop and records of spare parts issued to each of the vehicle from the MT stores will be entered in the logbook and in the job card. The spare parts will be issued to the SO I/C of the Workshop who would sign the issue, receipt and expense voucher and enter the same in the log book duly signed by him.

Maintenance of Vehicles

4.7 All general rules of maintenance of vehicles and their driving will be followed as per instructions issued from time to time by officers of and above the rank of Commandant.

Motor Transport Section Documents.

4.8 The following documents will be maintained in the M.T. Section of Group Centre/Bn/CTC/RTC/Signal Bn and other establishments. Inspector (MT) and MM (SI) will be directly responsible for their correct maintenance:-

(i) Car Diary (CRPF Form 131) showing particulars of journeys performed by the vehicle on Government, Regimental and Amenity Payment duty, record of POL drawn will also

be maintained in the Car Diary. Car Diary will always remain with the Driver of the vehicle while on duty.

(ii) Vehicle Log Book to be maintained in IAFZ 2197 should be a complete record of the vehicle missing no details whatsoever.

(iii) Vehicle indent and order form (CRPF 29) should show the purpose of duty, place at which vehicle is to report for duty, order of MTO, record of KMs run, particulars of bills and credit order numbers, if on payment duty.

(iv) Vehicle Daily Running Account Register CRPF-112 showing the details of daily running of all vehicles, POL drawn and consumed. At close of each month a summary will be drawn to know the monthly average consumption (KMPL) of the vehicle.

(v) Petrol/Diesel, Oil and lubricant Register (CRPF-96) showing receipt, issue and balance of POL date wise. All transactions should be signed by HC (POL) duly attested by MTO.

(vi) MT Spare Parts and Expendable Store Register (CRPF-16) showing receipt, issue and balance of the parts. All transactions to be signed by MT Havildar (Store) duly attested by MTO after verification with log book, receipt/issue and expendable voucher, defect memo, job card and condemned spare parts register, etc.

(vii) Condemned Spare Parts Register (CRPF-16). All U/S parts which are not of expendable nature should be received as replacement of serviceable components and taken on ledger charge. All such components should be disposed off through public auction.

(viii) MT Payments Register (CRPF-95) showing rank and name of user, KMs run. amount recovered giving bill No. and credit order No.

(ix) Motor vehicle Stock Register CRPF-99 showing the type and particulars of each vehicle held on charge, date of purchase, cost of vehicle and transfer/issue order.

MT Workshop documents

- (x) Work order giving the particulars of defect and the repairs required.
- (xi) Job Card.
- (xii) Monthly technical inspection report.
- (xiii) Ledger for workshop tools and equipment.
- (xiv) Tyres & leathery change record register to be maintained in Form No. IAFZ-2197 (Log Book).
- (xv) Daily repair output register, (in manuscript form).

Rules for MT Store

4.9 The following procedure will be followed for storing and issuing of MT Stores. The Insp (MT) of a Group and MT SI in Bns will be responsible to supervise the correct maintenance, receipt and issue there of: -

(i) General stock will be maintained in CRPF Form No. 16 for each type of vehicle and stores.

(ii) Ledger in CRPF Form No. 16 will be maintained as laid down in para 5.6.

(iii) All the issues from MT Stores will be made on receipt, issue and expense vouchers on the authority of orders issued by MTO on the defect memo and work order.

(iv) All the MT Spare parts required for the repairs of the vehicle will be issued to the SO I/C Workshop who will sign the receipt, issue and expense vouchers.

(v) MT spare parts issued to the vehicle will be entered in the log book and job card and unserviceable parts received in replacement will be taken on ledger charge in the condemned parts ledger for subsequent auction to the best interest of the Government.

(vi) Havildar (Stores) will carry out the weekly inspection of stores and physically verify the stores once a month. Insp (MT) in Group Centre and SO I/C in other units will carry out casual inspections twice a month and conduct a physical verification of the MT stores including the documents once in three months.

(vii) MTO will carry out informal inspections of MT stores once a month and physically verify the stores once in six months.

(viii) MT spare parts and other connected stores kept in the MT stores will be properly stocked, properly labelled and physical balance entered. Havildar (Stores) will be responsible for the proper maintenance of parts stocked in the MT stores.

(ix) Insp (MT) in Group centre and SO I/C MT section in other units will submit the requirement of spare parts well in advance to the MTO for procurement action.

Use of CRPF Vehicles for Official Purpose.

4.10. All CRPF vehicles will be used for bonafied Government duties unless they are hired on Amenity Payment duties by the authorized members of the Force as laid down in para 4.15.

4.11 Vehicles may generally be detailed for a party of 4 or more on Government duty or for Government stores weighing more than 150 KGs or stores which in the opinion of the commandant should be brought in a vehicle. Prior approval of the Commandant will however, be taken when the vehicle is detailed for a party of less than 4 persons. Gazetted Officers, Subordinate Officers and Ministerial Staff of equivalent rank proceeding on duty would be

provided with vehicles. Other member of the Force may be provided vehicle depending on the nature of the duty under the discretion of the Commandant.

4.12 Water truck will provide water to all members of the Force living in single man barracks and also to the cook house, offices, parade ground, workshop and other CRPF offices where such place are not provided with tap water. Water will be supplied on payment through the CRPF water truck to the members of the Force as laid down in para 4.17.

4.13. (i) Medical Officer of CRPF Hospital may use an Ambulance/Government vehicle for medical attendance of members of the Force and their families at their residences.

(ii) Ambulance will carry sick members of the Force to and from hospital. An emergency demand from the town where the Ambulance is not available, may be met on payment as per the Govt instructions issued from time to time .

4.14 (i) Indents for Government vehicles required for duty will be detailed by the MTO and the duty slip issued for the same. The indenter after having used the vehicle will sign the duty slip checking the kilometer reading entered therein.

(ii) Seating capacity of Driver's cabin in addition to the driver will be 2 persons in case of 1 Ton and 3/5 Ton vehicles provided the seat in the cabin is in single running length; otherwise it will be 1 person. In the case of light vehicles it will be 1 person in addition to the driver.

Use of Government Vehicles on amenity payment duties

4.15 (i) All member of the force can have the vehicle on payment once a month in accordance with the provisions contained in para 4.16.

(ii) The Gazetted and Medical Officer and the internal institutions of the Force like canteen. Co-operative shop, band, Ors' Messes may have the vehicles on payment as per their requirements on rates as laid down in para 4.16.

4.16 (i) A CRPF vehicle may be given on hire to personnel authorized in para 4.15 at rates prescribed by the Government from time to time for use within a radius of 40 Kms of Detachment/Group Centre/ Headquarters. Motor cycles will not be given on payment to any member of the Force.

(ii) No detention charges will be recovered from the members of the Force using a vehicle on payment during the normal duty hours (i.e. from 0900 hrs to 1900 hrs), but if the vehicles are used for private purpose before or after normal duty hours or on Sundays and closed holidays, detention charges of Rs 0.25 per hours or fraction there of subject to minimum of Rs. 0.50 will be charged in addition to the hire charges. Detention charges will only be covered if the vehicle is detailed at a particular place.

(iii) The use of the CRPF vehicles is not permitted for journeys to places of entertainment, public amusement, parties and pleasure trips, etc.

4.17 The water truck will supply water to the Gazetted Officers staying within or outside the CRPF lines at the rate of Rs. 10 per officer per months. Water will be supplied to the subordinate officers and other members of the Force living in the CRPF lines at the rate of Rs 1 P.M. This arrangement will cease as soon as pipe water becomes available.

4.18 Persons other than members of the Force shall not be carried in the CRPF vehicles unless specifically authorized by MTO or officers senior to him.

4.19 The MHA vide their letter No. IV-2420/1/86-Prov.I dated 5/4/1999 with the concurrence of IFD vide their Dy. No 658/99.Fin.III dated 31/3/1999 have conveyed the sanction of the President for transportation of the School going children of para military forces in Govt. vehicles free of cost w.e.f. 1/4/99 subject to the following conditions:-

(a) The concession will be admissible to the children of member of the force who have been provided married accommodation by the Govt. it will also be extended to the children of members of the Force who though not residing in Govt. accommodation are permitted to hire private accommodation provided that is incurable in respect of children of personnel residing in Govt. accommodation.

(b) The transport will be confined to children attending elementary, primary, including Montessori, secondary, high school/higher secondary schools and central schools run by the Ministry of Education for which the concession will be provided and selected with the approval of the DIG concerned.

© The concession of transport in Govt. vehicle will be admissible if necessary educational facilities do not exist in the campus.

(d) The number of school going children for whom transport to school is to be provided in Govt. vehicles is not less than 5 separately for Gazetted officer and Non-Gazetted Officers or 12 of the children of all ranks.

(e) The transport will be provided from the existing establishment of vehicles and personnel.

(f) Govt. will not be responsible for any compensation for the children involved in accident while traveling to and from schools in Govt. transport.

(g) The concession will be limited to one journey each way with no provision for bringing the children for meals.

(h) Transport will be provided only when the distance between the central point in the area where married residential accommodations provided by the Govt. or hired by the members of the Force and the schools exceeds one kilometer in respect of children attending elementary primary including Montessori and secondary schools and three kilometers in the case of children attending higher secondary schools. The central point will be fixed by the concerned DIG and in order to ensure economy and to avoid extra kilometerage the embossing points would be so fixed that the children rendezvous at these points from the residence allotted to their parents by the Govt. alongwith children whose parents have been permitted to hire accommodation under their arrangement are picked up from such points.

(i) The children of the non-combatised staff would be permitted to travel in the School bus already running only when there is spare capacity.

(j) No additional routes or changes in the existing route would be made to suit the convenience of the children of the non-combatised staff.

(k) Prior approval of the MHA is required for allowing the school buses to ply beyond 30 KMs (one way)

(l) Proper control may be exercised so as to ensure that the vehicles used on school duty are adequately employed for Govt. duties.

Classification of Duties

4.20 (i) Training

(a) Training of Drivers and Fitters.

(b) Training of troops giving details of places and authority under which it is done.

© Educational exercises like out-door map reading and test, etc. giving details of place and authority.

(ii) Regimental

(a) To carry Government stores as laid down in para 4.11.

(b) To carry men on troops movements, men proceeding on duty as contained in para 4.11.

© To carry rations to detachments or posts.

(d) To carry sports party.

(e) To collect Government cash exceeding Rs. 2000/-

(f) To purchase or procure Govt. Store.

(g) Inspection of detachments, supervising parade on parade grounds and the inspections of lines etc by Commandant and Inspecting Officers.

(iii) Government (General)

- (a) Patrolling (Authority to be given.
- (b) All operational movements of troops.
- © Inspection of posts.
- (d) Fire and general alarms.
- (e) Maintenance including washing and workshop tests.
- (f) Liaison and administrative duties.
- (g) Pilot and escort.

- (iv) **Amenities**
 - (a) For Gos and other members of the Force as laid down in para 4.15.
 - (b) School bus for children of the members of the Force as per para 4.19
- © Supply of water through water trucks as contained in para 4.17.
 - (d) To carry sick persons.

Rules regulating the use of the CRPF Motor Cycles

(Authy: MHA Memo NO. 10/37/55-Police-II of 12/4/1955).

4.21 The CRPF Motor Cycle will be under the administrative control of the DIG/ADIG/Commandant and the Motor Transport Officer will be responsible for the proper use, care and maintenance of motor cycles and will regulate their running in accordance with the rules. Motor Cycles will be used only by persons holding valid driving licence.

4.22 The Motor Cycles will be used only for the performance of government duties. These will be detailed either for execution of specific duties or for execution of Government duties for any specific period by any individual who may be required to attend to emergent duties during such specific period.

4.23 The Motor cycles will be detailed for execution of following classes of Government duties unless other wise authorized by DIG/ADIG/Commandant for any reason which may be noted on the indent and other from:-

- (i) Inspection and supervision of the Force Sub-Units.
- (ii) Pilot and tail duties.
- (iii) Convoy conducting.
- (iv) Emergent message dispatching.

- (v) Inspection of guards and picquets.
- (vi) Liaison with authorities of Department or Government officials
- (vii) Training of dispatch riders
- (viii) Enforcement of Security orders
- (ix) Reconnaissance of training area
- (x) Workshop and maintenance tests.

4.24. Requisition for a motor cycle will be placed on the MTO in Form No. CRPF-29 giving details of specific nature of duties to be performed by the Indentor.

4.25. Motor cycles will not be detailed for any non official business under any circumstances. However, if any running is performed by any rider which is not classified as Government duty, the duty so performed will be classified as payment duty and he will be required to pay at the rate of Rs. 1 per KM and the detention charges, if any, as laid down in para 4.16 (ii)

Maintenance of documents

4.26. All the documents maintained in respect of other vehicles as specified in para 4.8 will also be maintained for motor cycle.

Maintenance of Motor Cycles

4.27. All general rules of maintenance of vehicles will be followed as per instructions issued from time to time.

4.28. The MTO and the Inspector (MT) will also inspect the motor cycles alternately each month for general fitness and maintenance in Group Centres. In case of other establishments, the motor cycles will be tested alternately by QM and MM (SI).

Consumption of Petrol/Diesel per vehicle

4.29. A limit of petrol, oils and lubricants to be consumed by each vehicle every month has been laid down by the Government and is as under:-

- (a) Motor Cycle—30 Ltrs. Petrol
- (b) Light Vehicle—150 Ltrs Petrol & 155 Ltrs Diesel per month
- © Med Vehicle –180 Ltrs Petrol & 195 Diesel per Month
- (d) Heavy veh—200 ltrs Petral & 210 ltrs Diesel per month

Whenever there is any excess consumption of Petrol/Diesel, approval of the Head of the Department shall be obtained.

Maintenance and storage of tyres and tubes

4.30. (i) Maintenance

(a) Periodic rotation of the tyres is the only known factor for controlling certain types of tyre wear. Tyre rotation will be done at every 2000 miles or 3200 kms as per the maintenance manual of the manufacturer as below:-

(1) Spare wheel to be rear right wheel;

(2) Rear right wheel to be front left wheel

(3) Front left wheel to be rear left wheel

(4) Left rear wheel to be front right wheel

(5) Right front wheel to be spare wheel

(b) The tyres should be remove from the rims once in 6 month or at the time of tyre rotation to avoid corrosion and rust accumulation on the rims, and will be painted with rim paint.

(c) Tyre pressure should be checked every day before proceeding on duty. Tyre pressure will be maintained at the recommended pressure of the manufacturers.

(d) Driving should be smooth at all times. Harsh use of the clutch, accelerator or the brake wears the tyres rapidly

(e) Valve cap should always be tight.

(f) High speed driving causes premature tyre wear. The best tyre life is obtained at optimum speed.

(g) When the vehicle is not going to be used for a longer period or the vehicle is off road, the wheels should be jacked up and tyres should not be allowed to touch the ground.

(h) Tyres and tubes will be condemned by a Board of Officers consisting of one technical expert to be detailed by the head of the Institution/establishment. Normal life of a tyre is as under :-

Type of vehicle	Prescribed KMs		Prescribed KM after retreading	
	Hilly area	Plain area	Hilly area	Plain area

Light Vehicle	35000	45000	15000	20000
Medium Vehicle	35000	45000	15000	20000
Heavy Vehicle	35000	45000	15000	20000
Motor Cycle	22000	28000	Exempted from retreading	
M/Gypsy		24000	Exempted from retreading	

(Authority:

MHA letter No.RC-2203-05-Prov.I dated 7th September 2005.

MHA's letter NO. RC-2/90-Prov(MT)/G&Q dated 8/10/1991)

(ii) **Storage**

(a) Storage piles of tyres should be carefully covered with a tarpaulin or some reasonably heavy fabric for protection against light, Air, dirt, etc.

(b) Storage arrangements should be planned so that stocks are rotated to move the oldest tyres first and avoid accumulation of average stocks.

© The storage warehouse should be as free from moisture as possible.

(d) They should be piled horizontally, one on the other.

(e) Tubes must be carefully folded and stored in the same manner as new tyres. They should not be piled.

Maintenance of Battery

4.31. The Following instructions will be observed for the proper maintenance of the Batteries:-

(i) Keep the level of electrolyte just above the top of the plates.

(ii) Add only distilled water, never tap water.

(iii) Keep the terminals tight and clean and apply a coating of petroleum jelly occasionally to prevent corrosion.

(iv) Keep the top of the Batteries clean and dry

(v) clean the air vent holes and caps.

- (vi) ensure battery is properly fitted in its bracket
- (vii) Keep the battery case clean.
- (viii) Never allow a spark or flame to be brought near the battery vent openings.
- (ix) Use only the correct size of spanner to tight or open the battery terminals.
- (x) Specific gravity of the battery should be checked at least once in a month.
- (xi) Battery charging record should be maintained in the Log Book.

4.32. (i) The batteries will be condemned by a board of officers to be detailed by the DIG/ADIG/Commandant. The normal life of a battery is 2 years.

(ii) Condemned batteries can be returned to the manufacturers or their agents provided they are willing to pay a reasonable price for them. Otherwise, they will be disposed off like other condemned articles.

Vehicle accident procedure

4.33 (i) (a) Whenever a vehicle meets with an accident and the damage caused to it or any other vehicle is less than Rs. 500/- and no physical injuries are caused to any of the occupants in either of the vehicle, no report need be sent to any higher formations by the Commandant. He will hold a court of inquiry as per para 6.2 (b) of Establishment Manual and decide the matter according to his discretion.

(b) Where, however, the damage caused is over Rs. 500/- but less than Rs. 1,000/- the Range/Operational DIG will be duly informed.

© In case where such damage is over Rs. 1000/- but less than Rs. 2000/-, the Sector IG will also be informed in addition to the Range/Operational DIG.

(d) In accidents resulting in damages over Rs. 2000/- the IGP (Prov), will be informed in addition to the others.

(e) Where, as a result of any accident, any injuries are caused howsoever minor, the Range/Operational DIG will always be informed. In case where the nature of injuries call for the hospitalization of the injured persons the Directorate and the Sector IGP will also be informed. This will of course, apply to fatal injuries also. Court of inquiry proceedings in the case of serious and fatal injuries will always be sent to the Directorate General and the Sector IG in addition to the Range/Operational DIGP.

(ii) Action to be taken at the scene of accident

(a) Vehicle involved in an accident should not be allowed to move from the scene of accident.

(b) Nearest Police Station should be informed regarding the accident and damages.

© Injured persons should be removed to the nearest Hospital for first-aid as soon as possible.

(d) Dead bodies should not be allowed to be shifted from the scene of accident without the permission of the local Police.

(e) Commandant be informed through the fastest means.

(f) Accident report form to be completed.

(g) Vehicle should remain under guard for safety, until moved out after the scene inspection by the local Police/Court of Inquiry.

(iii) **Action after the accident**

(a) Detailed report of accident should be sent to the higher authorities concerned as laid down in para 4.33 (i) above.

(b) Court of Inquiry to be ordered by the DIG/ADIG/Commandant concerned.

© Technical inspection of the vehicle by the MM SI/Insp (MT).

(d) Action to be initiated for the repairs of the vehicle subject to the findings of the court of enquiry/decision by the higher authorities.

Maintenance of Motor Vehicle at High Altitude

4.34. In extreme cold climate and at high altitude special care is required to be taken to preserve the life of Motor vehicles. There is every possibility of water freezing in the Radiator causing damage to the engine and other major assemblies. In such cases, care should be taken to make use of anti freeze mixture or water should be drained out every evening and hot water put in the radiator next morning.

Scale of Motor Vehicle

4.35 The scale of vehicles authorized by MHA vide their letters No. M.VI-7/(iv)-99-2000-Prov.MT dated 14/3/2001 and 14/1/2004 for various CRPF offices and units is as mentioned in Appendix 4 'A'.

CRPF M.T. Workshop

4.36. One Basic and 2 field Workshop in addition to the unit workshop are authorized for the expeditious repairs of CRPF vehicle. The nearby units are expected to make the utmost use of these workshops. These workshops will function under the administrative and supervisory control of the Range DIG/Sector IGP in whose area they are located. All policy matters relating to them will be laid down by the Directorate General (Provisioning).

PROVMAN.doc
MAINTENANCE AND PRESERVATION OF
STORES AND RECORDS

5.1 Proper maintenance of stores and records is in- dispensable for the efficient functioning of the 'Q' Branch and proper accounting as also to prevent pilferage, theft, embezzlement, losses on account of damage and negligence. This Chapter, therefore, contains instructions on the subject for the guidance of all having anything to do with the stores. These instructions may be revised by the D.G from time to time through Standing Orders.

Action on Receipt of Stores

5.2 All kinds of stores are received through the following sources :-

- (i) Ordnance Factory Board
- (ii) Firms on Rate running Contracts;
- (iii) Local Purchases;
- (iv) Transfer from other units and departments.

5.3 (i) **Lines Committee.** The Lines Committee will consist of one Gazetted Officer and two Sub-ordinate Officers. A Roster will be maintained by Adjutant/ Deputy Commandant (Adm.). Members will be changed monthly and office order issued.

(ii) The duties of the Committee will be:-

- (a) To inspect all stores purchased locally or received through any other source against indent or supply order of the value of Rs.15,000/- or above and report their opinion on form No. CRPF 35.
- (b) To inspect the Lines' Contractor's Shop and see that the goods are clean, of good quality and are sold at the fixed rates. Any irregularities will be reported to the Commandant through the QM or the Officer-in-charge of Stores.
- (c) Open delivery of stores from Railway/Transport Agencies will be obtained by the Line Committee.
- (iii) The Lines Committee will fill up Form No.CRPF 35 in duplicate and compare the stores with the samples if available and note down deficiencies/ discrepancies, if any, therein. To the extent it is possible it should be ensured that the stores are in conformity with the

specification laid down in A/T/Supply Order. They should be taken on charge and inspection note released within 15 days of the receipt of stores provided there is no discrepancy/ deficiency; or the bills after endorsing verification and stock entry certificate sent to accounts branch for payment. One copy of the Lines Committee report will be attached to the bills/price vouchers while the other will be kept as office copy on file QM SI.

Receipt of Sub-Standard Stores

5.4 If the stores are sub-standard or if there has been some potential loss due to late supplies action should be initiated as follows:-

(i) Para 157 of the DGS&D Manual lays down that it shall be lawful for the consignee of the stores, on behalf of the purchaser, to reject stores which are not in conformity with the terms and conditions of the contract in all respects. Needless to say, however, that rejection based on thorough qualitative and quantitative check, should be done within 30 days from the date of receipt of the stores and the supplying firm notified simultaneously while informing the indenting office and CCA concerned to stop the payment of stores by endorsing the remarks of rejection with reason on inspection notes before releasing the copies of inspection note. supplying firm notified simultaneously while advising the indenting office concerned.

- (i) **(ii) Loss in Transit and Claims---**It is the responsibility of the consignor that the stores reach the consignee in good shape. But the consignee is responsible for verifying at the time of taking delivery from the Railway authorities that the stores have been received intact without loss or damage. When stores are despatched in full wagon load the consignee should verify that seals of the wagon are intact. If the stores are received in packages it should be ensured that they have not been tampered with. If there is evidence of loss or damage necessary certificate should be secured from the appropriate railway/transport agencies before taking delivery. In case of loss, open delivery will be taken. Weight should be recorded and compared with that recorded in the Railway Receipt. Shortage/damages should be mentioned in copies No. 2, 4 and 5 of the inspection note incase of stores received through DGS&D and in other cases firms should be intimated otherwise. Firms should be asked to make good the loss/damage or proportionate deduction made while making payment. It is the responsibility of the firm/consignor to prefer claim with the Railways.

Inspection Note

5.5 Four copies i.e copy numbers 8, 2, 4, & 5 are received by the consignee. Copy number 8 is received earlier while copies No. 2, 4 & 5 are received with the R.R. After the stores have been received and entered in stock book, stock entry certificate will be endorsed on inspection note. Copies number 2 & 5 will be sent to the firm and copies number 4 & 8 retained with the office.

Stock Register

5.6. As soon as the Lines Committee report duly approved by the ADIG/Commandant is received, stores should be taken on charge in the Stock Registers to be maintained by various offices as mentioned at Appendix '5-A' All the entries in the Stock Book will be made by the Store-keeper i.e QMSI/Havildars and attested by DC(Store)/QM. Receipt/Issue Voucher Nos. or inspection note/price voucher/bill Nos. and LCR No. will be mentioned in the remarks column in the stock book.

Receipt and Issue Voucher

5.7. All issues and receipt of stores from Units/Coys will take place against vouchers in **CRPF** Form No. 54. Vouchers will be serially numbered for each type of register for every financial year and entries will be made in the stock register voucher wise by giving serial number. Voucher will be prepared in triplicate and signed by the QM. Signatures of the incharge collection party, if available will be obtained on all the three copies. Two copies will be sent to the consignee who will retain one copy only and send the other duly signed in acknowledgement of receipt of stores. The office copy will be retained by the issuing office for purposes of

reference and record. Where Inter Coy transfer of stores are carried out one copy of the voucher will be sent to the Unit/QM and similarly in case of Inter-Unit transfers a copy of the voucher will be endorsed to the Group Centre QM . Stores received from firms by local purchase or from RC/AT firms through inspection note or from Ordnance Factories through priced vouchers will be brought on stock register without the issue of a receipt/issue vouchers.

E.I Clothing

5.8.Extra issue clothing is authorised for winter seasons in prescribed areas. A separate register in CRPF Form No. 16 will be maintained by the Unit QM and details of distribution will be noted down in the register. The articles of E.I clothing will be withdrawn at the end of season and kept in store duly cleaned. However shirt Angola and trouser BD which after the issue are fitted individually for each man according to his measurements will be allowed to be retained by them for reasons of personal hygiene and to avoid frequent refitting. These items will be withdrawn in case of individual is transferred to an area where EI clothing items are not authorised. At the same time prescribed life of EI clothing will remain unchanged (Authority:- DDP Signal No. U.II-Misc-96/Prov (clo.) dated 15-10-1996.

Uniform for Group-D Staff

5.9 Group-D employees are authorised uniform articles as per scale laid down. Initial issue and replacement after prescribed life is free of cost. A proper record in Kit Individual Ledger in CRPF Form No. 14 will be maintained by the QM.

Hospital Staff

5.10. A separate register for hospital staff will be maintained by the Quarter Master in Form No. 14.

Initial Issue and Replacement of Uniform

5.11 On enlistment a free issue of Uniform will be given to each subordinate officer, other rank and enrolled follower according to scale laid down in Chapter 6. Replacement of unserviceable articles of clothing will be free of cost. Demand for initial issue of clothing will be placed by the Coy. Comdr. in CRPF Form No. 3. Unit QM will endorse issue order on the demand and available stores will be issued on receipt/issue vouchers. Stores so received will be taken on Coy. ledger charge. A distribution list will be prepared by CQMH in CRPF form No. 3 according to availability of stores. Individuals' signatures will be obtained on it and will be attested by Coy Comdr. Articles so issued will be charged off from the Coy ledger. At the same time entries will be made in Kit Individual Uniform Ledger Form No. 14 and Kit inventory Form No. 30 and entries will be attested by Coy Comdr./Pl. Comdr respectively. Signatures of the individual on Form No. 14 will be obtained. CRPF Form No 14 will be kept in Coy records and CRPF Form No. 30 will be kept by the individual. Platoon Comdr will be responsible to ensure that the individual has received the kit correctly. Platoon Comdr and Coy Comdr will ensure that all their men are always in possession of full kit. Replacement will be made whenever an article is condemned or lost. Whenever an article is issued on replacement date of issue will be entered duly signed by the Coy Comdr in Kit Individual Uniform Ledger. On posting to other Coy/unit Kit Individual uniform Ledger Form of individual will be sent to that Coy/unit.

Issue of Kit on Leave

5.12 All under officers and men including enrolled followers will deposit their kit in Coy Stores before proceeding on leave. They may take with them the following items of uniform:-

- (i) Durry blue. 1 No.
- (ii) Slacks KD prs 1 Pr.
- (iii) Shirt Khaki 1 No.
- (iv) P.T. Shoe 1 Pr.
- (v) Mufti kit Complete
- (vi) Socks 1 Pr.
- (vii) Boot ankle1 Pr.
- (viii) Belt Web 1 No.
- (ix) Title shoulder pr and badge cap/Pagri 1 No.
- (x) Beret cap/pagri 1 No.
- (xi) Mosquito Net 1 No
- (xii) Blanket 1No
- (xiii) Towel Hand 2 Nos

5.13. In addition to the above, one short great coat, one jersey and one blanket may be allowed during the period from 15th October to 28th February. In case of personnel hailing from J&K and other hilly areas the date will be 31st of March instead of 28 of February.

Deduction Memo

5.14. Deduction memo for the articles lost or rendered unserviceable before the prescribed life of the article will be furnished by the Coy Comdr on Form No. CRPF- 37 to the Quarter Master in quadruplicate.

Issue of Articles on Payment

5.15. GOs, SOs, Clerk, etc., may be issued clothing articles against cash payment subject to availability and approval of the Commandant. Departmental charges at the rate of 10% will be added to the cost price.

5.16. To check the issues of clothing articles on payment, the QMSI will maintain a register in **CRPF** Form No. 115 for recording/entering therein details of clothing articles issued to each individual on payment. It will be maintained alphabetically allotting one page to each individual for one year. Demand slip for clothing articles on payment will be forwarded to QM who will obtain ADIG's orders for issue of clothing on payment.

5.17. Details of all bills for issue on payment will be entered in CRPF form No. 115 giving annual serial number for each financial year. Copies of such bill/deduction memos will always be sent to accounts branch for effecting recoveries from the personnel concerned.

Kit Inventory

5.18. A Kit Inventory in CRPF Form No. 30 and Kit Individual Uniform Ledger in CRPF Form No. 14 will be maintained for each SO, OR and Follower. Details of each item of uniform issued with date of issue will be entered in these forms. Necessary entries will be made in the above forms with date of issue.

Withdrawal of Uniform

5.19. When a man ceases to be a member of the Force his kit will be examined by the Coy Comdr concerned and shortages, if any, will be noted. He will order for necessary recovery from the individual concerned through a deduction memo and arrange to make good shortages if any. He will forward deduction memo duly priced to Bn QM along with kit individual uniform ledger and clothing articles for further needful. The Coy Comdr will be responsible that no man whose discharge has been sanctioned is paid off and permitted to leave the lines until a clearance certificate is received from QM to the effect that the Kit has been deposited completely and correctly and there is no deficiency. The Bn QM on his part will deposit the kit and arrange to inform the accounts branch at the Group Centre and Unit QM immediately if any recovery is to be made, which may not be effected at unit HQr. Kit so withdrawn should be destroyed as laid down in para 3 of Dte. letter No. U.II-16/2002-Prov(clo) dated 19-11-2003.

5.20. Kit of other ranks on promotion to the rank of SI will be deposited in the Bn stores and be will be issued with uniform as prescribed for SOs. When a SO is promoted to the rank of Asstt

Commandant, his full kit will be deposited in the Bn Stores and he will be entitled to Uniform grant.

Despatch and Delivery of Stores

5.21. As soon as Railway Receipt is received it will be entered in the Railway Receipt Register to be maintained by the store holder concerned in the CRPF Form No. 111. He will immediately contact the Railway authorities to find out whether the stores have arrived. As soon as stores reach the Railway station, delivery should be taken immediately to avoid demurrage charges. While taking delivery of stores the packages will be thoroughly checked with a view to ensure that none of them is tampered with or broken. If any package is found broken or tampered with, open delivery will be taken and a certificate of shortage, if any, will be obtained invariably from Railway authorities by the consignee for putting up a claim on the Railway. After getting shortage certificate a claim will be submitted to Railway authorities by the consignor or the consignee depending upon the terms of the contract. Shortages/damages will always be mentioned in copies No. 2, 4 & 5 of the inspection note.

Procedure for Kit Inspection

5.22. Kit of each individual will be inspected weekly by Platoon Comdr and monthly by Coy Comdr when the latter will also decide about items to be referred to the condemnation board.

5.23. Kit so produced for inspection should be:-

- (i) Clean;
- (ii) Repaired.

5.24. Kit will be laid down as per photograph at **Appendix '5-B'**.

5.25. Platoon Comdrs will ensure that each individual is in possession of complete kit.

Deficiency if any will be noted and demand submitted to Coy HQrs.

5.26. Each item will be checked by the Platoon Comdr. with the help of kit inventory of the individual which should be complete in all respects.

5.27. The Platoon Comdr. will ensure that each article of kit bears the Force number of the individual and this should be done with the help of marking ink.

5.28. Platoon Comdrs when inspecting the kit will also ensure that the individuals are maintaining their kits properly.

Kit Inspection of Personnel received on transfer

5.29. Whenever any individual is received on transfer, the Coy Comdr. will inspect the kit at Coy HQrs and order to make up the deficiencies either on payment or as free replacement. But

for this, it is imperative that the individual should be in possession of kit inventory. If the individual loses the kit inventory he will be liable to disciplinary action.

Kit Inspection of Personnel Proceeding on Course

5.30. Whenever an individual proceeds on a course, the Coy Comdr will ensure that the person is suitably equipped.

Care and Maintenance

5.31. All concerned will be responsible for the proper maintenance of the articles in their respective charges. The loss of or damage to any article will be reported to the Commandant through normal channel, who will issue orders for necessary action.

5.32. In cases where the loss or damage has been over Rs. 100/- a court of inquiry will be held. In other cases the matter may be decided in the orderly room.

5.33. At the end of each half year that is to say, on the last day of the months of March and September, the Officer Commanding Coys/Detachments and Incharge other branches will hold physical checks of all stores on their charge and will submit a certificate to that effect to the Unit HQrs. Discrepancies/shortages if any, will be duly brought about.

5.34. All repairable articles at HQrs will be sent to the QM every Wednesday before 1000 hrs accompanied by a lost showing details and reasons for any breakages or loss duly endorsed on it.

5.35. Repairs at detachments will be arranged by the QM either by sending some technical persons or by getting the repairable articles at the Bn HQrs. Coy Comdr will write to the QM when a reasonable amount of repair work has to be done by giving full details of the work. When major repairs are involved and facilities do not exist at the Bn. HQrs. the repairs will be carried out either by referring the matter to the Group Centre or the Range DIG.

5.36. Whenever any person ceases to be incharge of the Stores a proper handing over and taking over be done and a report thereof will be forwarded to the Commandant through the QM for his information and record duly countersigned by the Officer Commanding Coy/Detachment or Head of Branch as the case may be.

Verification of Store Records

5.37. All records pertaining to Stores of Coys whether posted at Bn HQrs. or away from Bn HQrs shall be verified with Bn store Ledgers/ Stock Books twice a year in the months of /April and October. /Similarly Bn Stores/records shall be verified with Group Centre Ledger/Stock Books yearly in the month of May. The Coys/ Bns will send their Coy/Bn QM Havs with stock books and relevant documents to Bn/Group Centre HQrs for the purpose. The QM and Officers of other branches concerned will verify from main stock books/ledgers if all stores have been properly accounted for and forward their observations to Coy/Bn concerned for reconciliation.

The QM will endorse certificates on Coy/ Bn ledgers to the effect that half yearly/yearly verification has been carried out.

Reports and Returns

5.38. Required reports and returns as prescribed from time to time will be submitted by all officers/branches.

Movement of Stores

5.39. Normally stores should be collected by the units from Group Centres by sending collection parties thrice a year, on 1st January, 1st May and 1st September. Situations will, however, arise where stores may be needed urgently and in such cases they should be collected/dispatched with out any loss of time. Normal procedure for collection of stores will be as under: --

(i) Collection parties will be sent only when the stores are very urgently required or are significantly sizeable in quantity and value or as already mentioned in the preceding Para. In case of inter-unit transfers or movements of stores escort parties will generally be arranged by the consignee units.

(iii) (ii) Collection parties will personally collect the stores from, the QM and pack them in their presence and will accompany the stores till the same are transshipped through any mode of transport.

(iii) The consignor will arrange not only transport for transshipment of the stores upto rail head but he will also arrange booking of stores at the Railway Station, get it loaded correctly and hand over the **R.R.** with the letter to the Party Comdr.

(iv) In case stores of the quantum of not less than a wagon load are required to be despatched, the consignor will arrange wagons through Railway authorities well before time.

(v) The responsibility of packing, transporting, loading will be of the consignor and he will ensure that the wagons are bolted, locked and sealed correctly and properly in presence of responsible officer.

(vi) Necessary Credit Note will be issued by the consignor. In case the freight charges are less than Rs. 200/- and Railway authorities insist on cash payment of freight charges the consignor will arrange to make cash payment. Generally speaking, stores will not be booked freight to pay.

(vii) Stores will be booked at Railway risk in accordance with the prevalent Railway Rules so that in case of pilferage during transshipment a claim on railways can be made.

(viii) Uncontrolled stores when not urgently required may be booked at Railway risk without being accompanied by escort parties.

Ordnance Stores and Equipment

5.40 Arsenal stores equipment, barrack furniture, tentage, tools and tear smoke stores, etc which are issued as per scale will be on permanent charge of the units/Group Centre and these items will not be charged off from the stock register until any item is declared condemned or written off. For facility of reference Nos. of stores held by each sub-unit should be shown separately.

Documentation

5.41. Registers will be maintained in various sections of the QM Branch as prescribed by the Commandant on the basis of the instructions contained in this Manual.

Equipment and Accoutrements

5.42. The term "Accoutrements" refers to that part of the equipment of the Bn issued to any rank and for whose care and cleaning he is personally responsible.

5.43. Accoutrements issued to SOs will be in their personal charge on receipt from the QM.

Weapons other than swords and scabbards will be kept in the Coy kotes.

5.44. Accoutrements of all other ranks will be on Coy charge and a distribution list by the Coys will be kept by the QM.

5.45. Tear Smoke equipment and accoutrements are held on HQrs Coy charge and accounted for in the Coy ledger.

5.46. All accoutrements including those of men on leave or who are sick in Hospital will be inspected by the Platoon Comdrs, once a week and by Coy Comdrs periodically during each month. All minor repairs which can be carried out in the Bn will be noted at these inspections.

5.47. Damage to or losses of accoutrements or kit incurred while they are on man's charge will be paid for unless he can satisfactorily prove that the loss or damage was not due to any fault or neglect on his part.

Barrack Furniture and Equipment

5.48. All issues and receipts of Barrack furniture and equipment articles will be made on regular issue and receipt voucher or CRPF Form No. 54. No demand except on issue and receipt vouchers will be accepted and supplied by the QM.

5.50. Furniture will be provided according to the scale as laid down in Chapter-6.

5.50. Transfer of store on change over of the Bns.

Whenever one Bn. is relieved by another Bn. following procedure will be followed for handing/taking over and accounting of Govt. stores.

(Authority:- Directorate General, C.R.P.F. letter No. S.XV-1/2003-Prov (R) dated 8th December 2003.)

(I) GUIDELINES

(a) Handing/taking over of stores will be done after holding survey/classification board and the new unit will leave behind condemned stores for further disposal. The unit Quarter Master will be responsible to ensure correctness of the stores handed/taken over.

(b) The handing/taking over will be done on proper receipt and issue vouchers. In case of resumed stores being handed over, the left over life of stores will be mentioned in the issue vouchers. Where no life is prescribed for certain items, the period for which the item remained in use should be mentioned.

(c) The old records/riles/registers pertaining to the stores/establishment which have completed retention period will be disposed off as per laid down procedure before move of the

Bn. under no circumstances repairable and unserviceable stores should be handed over unless specific orders are issued by competent authority for such transfer.

(d) Condemned clothing and other unserviceable stores awaiting disposal by auction or otherwise will be disposed off prior to move.

(e) All serviceable survey maps held at the posts and Bn. Hqrs. will be handed over to the relieving unit under intimation to all concerned. The relieved unit will bring the unserviceable maps back.

(f) The advance party will be sent under Second-In-Command and in his absence under the next senior most officer so that proper handing/taking over is carried out.

(g) Disputes arising out of handing/taking over of stores will be referred to respective Ops. Sector/ Range Hqrs. for decision as deemed fit.

(h) Special attention will be paid for proper packing of movable stores to avoid damage in transit. It will be the responsibility of the party Incharge to ensure safe move of the stores.

(i) Immediately on receipt of the stores the unit Quarter Master will carry out detailed inspection of the stores. Deficiency / damage in stores if any will be brought to the notice of concerned authorities for further orders.

(j) The Bns. moving to operational area will ensure their men are properly clothed and equipped.

II. MOTOR VEHICLES

(a) All vehicles alongwith tyres, tubes, accessories and spare parts will be handed/taken over except the following which will be retained by the relieved/ relieving Bns.:-

- (i) Light vehicles (Jeep/Cars) = 2 Nos.
- (ii) Medium Vehicles = 2 Nos.
- (iii) Heavy vehicles (Trucks/Buses)= 2 Nos.

(b) In respect of vehicles which are lying off road for condemnation, responsibility for submission of condemnation board proceedings will rest with the outgoing Units.

III ARMS & AMMUNITIONS

- (a) The Bns. will carry personal arms alongwith pouch ammunition.

- (b) The following will be handed over to the incoming Bns.
 - (i) All types of Sector weapons/Ammns.

 - (ii) All types of maintenance spares, training aids, rifle racks and equipments.

 - (iii) All types of explosives.

 - (iv) Practice and Second line ammunition.

 - (v) All support weapons including mortars alongwith ammunition.

 - (vi) Materials for cleaning and preservation of weapons.

 - (vii) Bns. moving out of Ops. area to peace area will carry all the empty fired cases of ammunition, empty ammunition boxes etc. to new location.

 - (viii) Bns. moving from peace to Ops. areas will hand over all these stores to incoming Bn.

- (c) The Arms/Ammns and special equipment like night vision Devices, Hand held search lights, Hand held metal detectors, explosive detectors and Generators etc. should be handed over after joint inspection by the handing/taking over formations.

IV CLOTHING/EQUIPMENTS, EI CLOTHING, TENTAGE AND OTHER STORES.

- a) The following stores will be handed over to the incoming Unit :-
 - i) All tents including tent extendable and arctic tents.
 - ii) Steel Cots
 - iii) All oil cookers with spare parts.
 - iv) All furniture's except regimental furniture.
 - v) All ECC clothing's
 - vi) All fire fighting and pioneer equipments.
 - vii) Winter/snow clothing's in case of move out of cold/snow bound areas.
 - viii) Bukharies, Barrels, Jericans and other Misc. stores.
 - ix) Generator sets.

V. RATION

- a) Units moving from non free ration areas will carry appropriate ration to meet their requirement during move and upto the point where fresh supply of ration is expected at new location.

- b) The ration beyond the requirement will be handed over to incoming unit on payment.
- c) Units moving out of free ration areas, will take rations as admissible covering journey period. The ration taken beyond authorised point will be paid for.
- d) Outgoing unit should ensure that warranty period of tinned stuff is not going to expire during move. In that case tinned stuff should be got transferred / disposed off before move.

VI. ACCOMMODATION

All types of accommodation with fixture and fitments at Bn./Coy. Hqrs. and forward posts and also the hired buildings/land taken on lease will be taken over by the incoming unit.

5.51 The stores purchased out of grant-in-aid and other Regimental funds, welfare fund etc. will not be handed/taken over. The handing/taking over of stores mentioned in the preceding paras will be on proper/receipt issue vouchers given details of last A/T number and name of the firm etc. wherever applicable. All relevant records such as log books; card diaries etc. should also be meticulously handed/taken over. Necessary certificate of handing/taking over may also be record in the relevant registers and signed by officers of the units concerned.

5.52. The relieving Bn. will send adequate number of trained personnel in the advance party so that all the above items are checked and taken over properly. The proceedings of a survey board consisting of representatives of both the relieving and relieved Bns. duly approved by the Range DIG of the relieved Bn. will in due course, be forwarded to the Range DIG of the relieving Bn. and the GCs concerned.

Stock taking-cum-Audit Board Procedure

5.53. The stock taking board will consist of three officers and will necessarily be headed by a Gazetted Officer. Stock taking board at unit HQ will be headed by an Deputy Commandant or in exceptional cases by a Senior Asstt. Commandant.

5.54. Such boards will be constituted each year by unit Head of Office for checking of Government / Regimental property once every year. This will be in addition to the physical verification conducted by the Comdr. himself at the time of his annual inspection.

5.55. While constituting such boards the Head of Office will ensure that not more than one officer or SO concerned who is custodian of the Government/Regimental property is included in the board. Nor should such an officer be the Presiding Officer of the board.

5.56. The board so assembled will check the stores' stock with effect from the date the stocks were last checked by such board of officers.

5.57. The board will check the following: -

(i) Stock Registers are being maintained as per Standing Orders.

(ii) Every Register has its pages serially numbered and a certificate showing number of pages in each register has been endorsed in each register.

(iii) The Register is being neatly kept and there are no over-writings. Corrections wherever made have been initialed by the Officer maintaining such registers. Erasings and over writings will be pointed out.

(iv) All receipts have been entered in red ink and issues in black ink.

(v) All issues are duly supported by vouchers duly signed. The receipts other than stores received from firms are also supported by vouchers.

(vi) The totalling has been correctly done and balances brought forward correctly.

(vii) The board will carry out the physical check of the ground balances of stores item wise and report deficiencies or surpluses, if any.

(viii) If the balance has been arrived at correctly and stores found correct on physical check the following certificate will be endorsed by the presiding officer of the board and the same will be signed by other two members of the board as well: -

"Certified that the ground balances in the Stock Register have been correctly worked out. The issues and receipts are duly supported by vouchers. The items are physically checked and found correct".

In the event of deficiency or surplus, if any, the same will be endorsed in a certificate separately.

(ix) A report in the form of observations made by the board of officers will be submitted to the ADIG/ Commandant, who in turn will forward it to the officer concerned for submitting compliance within one month.

Inspection of Stores and Records

5.58. The following inspections will be carried out: -

(i) By every stock holder (CQMH/QMSI)

(a) Daily inspection of stores to supervise cleaning and to find out that stores are placed in proper order and are safe from insects.

(b) As and when stores are received, issued and packed.

(ii) **By Platoon Commander**--Weekly Kit Inspection and Physical Verification of stores on his charge.

(iii) **By Armourer SI/HC**. Inspection of all arms every quarter during the second half of January, April, July and October. Arms of the Bn will be inspected by Head Armourer in the GC/Unit.

(iv) **By Coy Comdr.**-- Monthly Kit Inspection and physical verification of arms and ammunition and other stores on his charge.

(v) **By QM**--

(a) Monthly check of arms and ammunition of the Kote, armoury and Magazine under his charge and all other stores.

(b) Physical verification of stores in stock register every half year.

(vi) **By Second-in Command/Vice-Principal CTC/RTC**.

(a) Bi-monthly Inspection of arms and ammunition at detachment/unit HQrs.

(b) Surprise checking of some of the items of stores and balance once a month.

(c) Casual Inspections to ensure proper maintenance and preservation of stores.

(vii) By ADIG (GC), Commandant Bn / Principal CTC/RTC.

(a) Surprise checking of stores and balances at his discretion.

(b) Inspection of stores once a month to see proper layout and to ensure whether preservation methods are followed.

(c) Detailed and formal inspection of stores, arms, ammunition and equipment during his annual inspection.

(viii) **By Range DIGP-** Checking during his annual inspection of stores to ensure correct maintenance, preservation and documentation.

(ix) **By Sector IGP--** Visit to stores, magazine, kotes during his inspection/visits.

(x) **Kote UO & SO--** Daily physical checking of arms and ammunition and explosives, etc.

(xi) **Duty Officer of the Day--** Daily verification of arms and ammunition, etc, in the Kote and comparison with the register.

(xii) **Week Officer--** checking of kotes once a week and verifying balances in the Kote according to Kote register.

Fabrication Centre (Tailor Shop)

5.59. A tailor shop has been provided at each Group Centre for fabrication of uniform. One SI Tailor is authorised to every Group Centre as In-charge tailor shop and he will perform duties as laid down in Para 1.13 (xii). In addition he will be responsible for drawal of clothing from QM Branch for fabrication as per scale and issuing it to the tailor cutters along with the fabrication materials. He will ensure that the uniform is stitched and prepared according to the size and standard pattern applicable to CRPF. He will see that no private cloth of any kind is taken in tailor shop and no stores are allowed to be carried away from tailor shop without his permission. To ensure timely fabrication of uniform articles a programme for the whole calendar year will be drawn by the Quarter Master with the approval of the ADIG by the 30th of November of the preceding year.

5.60. Senior Head Constable tailors as per requirement will work, as cutters and balance Head Constables and Constable will do stitching work. One of the Head Constable tailor can, however, be used to help the

SI Tailor in maintaining all receipts and issues and counting of cloth and fabricated items.

5.61. The following registers will be maintained in tailor shop by tailor SI: -

- (i) Tailor Register in Form No. **CRPF 22**
- (ii) Daily attendance register **CRPF 50**
- (iii) Daily output reregisters **CRPF 16**
- (iv) Register of saving **CRPF 16**
- (v) Tailor tools register **CRPF 16**

5.62. Every transaction for receipt and issue of stores will be carried out on proper Receipt/Issue voucher. A lines Committee will examine the garments made by tailoring shop. The Lines Committee will ensure that garments are prepared according to the pattern of CRPF . Its functions will be the same as laid down in para 5.3 After the garments have been passed by the Lines Committee the SI tailor will stamp every item with the word GC FC i.e., GC Fabrication Centre.

Scale

5.63. The scale of various size of garments, specification of cloth and sewing materials required for each size and Nos of men, hours required to fabricate them are as laid down in **Appendix '5-C'**.

Functions

5.64 The working hours of tailoring shop will be as under: -

(i) **Summer Season:** From 0730 hrs to 1700 hrs with one hour break for lunch from 1000 hrs to 1100 hrs and tea break from 1330 to 1400 hrs.

(ii) **Winter Season:** From 0800 to 1730 hrs with break as above.

5.65. The ADIG may change the timings according to local convenience but the total working hours will not be less than eight hours in a day excluding the break period.

5.66. The ADIG will ensure efficient and effective functioning of the GC Fabrication Centre by proper distribution of work amongst the GC Fabrication Centre staff including C.N. paid tailors.

Care and Preservation of Stores

5.67. The aim of laying down following preventive and curative measures for various types of stores is to provide certain guiding principle. It is the primary responsibility of the stockholder to issue necessary standing instructions taking into considerations, the environmental, atmospheric and local conditions so that precautions are taken to avoid preventable damage. With the advancement of Science many more pesticides, drugs may be available. All stock-holders should keep abreast of them and these new chemicals should be used accordingly with the approval and as per direction of IGP (Prov) DTE.

Furniture Items & Wooden Articles

5.68. (i) Preservation (Preventive Measures)-

The most important preventive measures are:--

(a) Immersion in cold creosote/waste engine oil (50 : 50) mixture for 6 hours. In case of handles and helve the oils will be mixed in the radio of 20:80.

(b) Immersion in hot creosote/waste engine oil (50 :50) mixture at 80° = 90° C for 10 to 15 minutes followed by soaking in the same oil mixture in the cold, except hollow bamboos.

(c) Painting of porous woods only.

(d) Dipping in/brushing with 10 per cent copper/zinc naphthanate solution in white spirit or its dispersion in ammonia or emulson in gum arabic.

(e) Injection of creosote/waste engine oil mixture (50 :50) into each node of a hollow bamboo followed by swabing of the entire outer surface.

(f) Water soaking for 2 to 3 months.

(g) Treatment with ASCU, Cellulose and other propriety chemicals.

(h) Treatment with hot borax (10 per cent) solution.

(ii) Disinfection measures (Curative Measures)- The methods usually employed to disinfect wooden/bamboo stores are: -

(a) Immersion in cold creosote/waste engine oil mixture (50 :50) for 48 hours.

(b) Hot oil treatment (same as (i) (b) above).

(c) Soaking in running water for 15-20 days wherever possible.

(d) Soaking in hot water

Note: When any infestation is discovered the entire stock of the item should be examined, the infested stores segregated and treated quickly. Badly infested stores must be destroyed by burning or cannibalised if economical.

Woolen Garments

5.69. (i) **Preventive Measures**-- The measures normally employed are :-

(a) Air tight packing.

(b) Use of repellents such as Naphthalene and Camphor normally at the rate of 1 Ounce per cubic foot of package during storage.

(c) Spraying/dusting with 5 per cent. DDT in an inert substance such as French Chalk on non-personal woollens.

(d) Impregnation with martius yellow where its use is not prohibited.

(ii) **Curative Measures**-- These include the following: -

(a) Exposure to steam or immersion in boiling water for 5 minutes, when shrinkage is no consideration and there are no leather or rubber attachments.

(b) Fumigation with Carbon tetra chloride for 48--72 hours at atmospheric temperature.

Note: When infestation is discovered the store must be immediately segregated and treated. The store room must be thoroughly disinfested by washing with disinfectant. Highly infested stores are to be burnt.

Tentage, Durries, Tarpaulins, etc.

5.70. (i) Control Measures-- These are preventive or curative. Since high relative humidity is favourable for micro-biological damage, most of the control measures are generally directed in keeping the stores dry.

(ii) **Preventive Measures:**

(a) Stores must always be kept under cover and in well ventilated sheds which must not be leaky.

(b) Stores must never be binned when wet or damp.

(c) Stores must always be kept on adequate dunnage to provide free ventilation and to ensure that they do not become wet by ground moisture/splashing.

(d) Store rooms must be opened at least once a week and on all clear days during the monsoons.

(e) When tarpaulins are used as top covers the ropes should be pegged off from the ground and not tied all round the stack. The covers should not touch the stores at any place.

(f) Stores must not be kept leaning against walls, doors, or windows and must not be stacked high enough to touch the roof or top cover.

(g) The oil treatments given to wooden and bamboo store are effective in preventing microbiological damage.

(h) Stores must be inspected and turned over frequently specially during monsoon.

(iii) **Curative Measures**--The more important curative measures are: -

(a) exposure to the sun for a few days, with frequent turning over and hard brushing after drying.

(b) Treatment of the affected portions with a solution/dispersion/emulsion of copper or Zinc naphthanate or other fungicides.

(c) Exposure to hot air in a hot air disinfectant, if arrangements are available.

Metal Articles

5.71. Metal articles are likely to deteriorate by rusting and corrosion.

(i) Prevention

(a) Corrosion is best prevented by placing a barrier (preservative) between the metallic stores and the corrosive atmosphere. The temporary preservative has to be applied several times during the life of the store. No permanent barrier has so far been found. It is either semi-permanent viz. metal coatings and paints or temporary viz. grease and mineral jelly.

(b) Before the preservative is applied a few pretreatments have to be carried out to prevent formation of corrosion pockets. These are: -

- (1) Cleaning.
- (2) Degreasing.

- (3) Derusting if stores are corroded.
- (4) Drying.

Note: Washing is carried out in cold or hot running water after degreasing or derusting to remove the chemicals used. As derusting and degreasing involve the use of chemicals, harmful to the operators, adequate protection must be given to them by providing gloves, and masks where necessary.

(ii) Preservation

(a) Preservatives may be either semi-permanent or temporary as no permanent preservative has so far been found. Semi-permanent preservatives are those which cannot be removed easily from metal surface before using the store and which remained effective for very long periods. Temporary preservatives are those which can be removed easily when using the store and which are to be periodically replaced on the stores.

(b) Out of the large number of methods available only the following two methods are normally used in CRPF :-

(1) Painting.

(2) Metal coating--includes tinning and galvanising of metal items.

(3) Greasing.

(4) Application of oil or mineral jelly.

(c) Normally instructions are received with the articles as to which type of paint to metal coating is to be used. These should be adhered to.

Paints

5.72. (i) Paints may be defined as liquids containing materials in suspension and are used for decorative, camouflaging and protective purpose. Improper storage results in deterioration of the paints.

(ii) Deterioration of paint is caused mainly by caking or loss in composition of the paints through leakage or volatilisation of some of the constituents.

(iii) Preservative measures to be taken during storage of paints.

The following measures should be taken during storage: -

(a) The paints should be stored in a detached Bldg. and that such Bldg. should be provided with ventilation at floor & ceiling levels, with anti-flush devices fitted in the ventilation openings at the floor level. Dry sand should be strew on the floor to a depth of not les than 3".

(b) The floor of the shed should be sloping to ensure that paints from leaky containers flow away from the containers.

(c) Leaky containers must be immediately replaced. Containers must be tightly stoppered .

(d) Paint drums must be rolled at regular intervals as per schedules; say annually and half yearly as the case may be depending upon the nature of the paint.

(e) Paints must on no account be allowed to come in contact with water.

(f) Paints must be drawn through the proper origin after thoroughly mixing.

(g) Oldest paints must be issued first.

(h) Adequate fire precautions should be observed. Buckets of sand and foam type fire extinguishers should be readily available in the sheds or near the shed as a precaution against fire.

Preservation of Rubber Items

5.73. The main precautions to be observed in storing rubber items are:--

- (i) Rubber goods must be stored in brick or concrete cool buildings insulated from heat.
- (ii) Rubber stores must be protected from light.
- (iii) Ventilations should be restricted to the minimum unlike the other stores.
- (iv) There should be no electrical equipment in operation in the vicinity.
- (v) Rubber items must be sprinkled periodically with dry talc or French chalk, or soap stone ground.
- (vi) Frequent washing or spraying of the floor of the shed with water keeps the humidity high and should be avoided.
- (vii) Rubber tubes should not be hung on nails but be stored in coils in drums or kept in their original cartons.

(viii) Stores may be kept clean in bins cupboards, heavy load on the lower layers must be avoided.

(ix) Stores must be frequently turned over.

(x) Must not be allowed to come in contact with:-

(a) Acids and alkalies.

(b) Oils, grease and organic solvents.

(c) Metals particularly copper, manganese and their compounds.

Store Hygiene

5.74. Emphasis has been laid in the preceding paragraphs on the observance of certain precautionary measures to prevent deterioration of stores due to avoidable causes. Some of these are of general applicability and are summarized below: -

(i) **Cleanliness** -- All store rooms must be swept daily including the place underneath the testles. Cob webs (Spider Webs) must be removed.

(ii) Storage Sheds

(a) Those should be preferably permanent structures with cement/stone flooring and good non-leaky roofing.

(b) Cracks and crevices in the buildings must be immediately filled up.

(c) Temporary shelters must be constructed on hard firm ground with adequate drainage facilities there should be no vegetation nor the shelters.

(d) Ropes of tarpaulins must not be tied/tightly taut and must not hang on to the floor from the stack.

(e) Infected bamboos/timber must not be used in building structure temporary or permanent.

(iii) Dunnage--All stores must be kept on dunnage which should be 18" high. Wooden dunnage before put to use must be treated with creosote or waste engine oil or any other unserviceable oil. Dunnage may consist of any material such as ammunition boxes and wooden crates/boxes, paint drums filled with and sufficiently strong for the load that would be placed upon them. dunnage should be separated from each other and should not be laid to form a platform.

(iv) Ventilation-- Free circulation of air should be ensured in the sheds to equalise the shed and stack temperature with the atmospheric temperature and to minimise chances of spontaneous

combustion. Buttons and crosses must be used in between each layer of stores in a stack. The buttons should be in a vertical line.

(v) Stacking-- As far as possible every stack must contain the same number of boxes/ bales/ items/ packages. Wherever practicable, separate stack should be built for every receipt firm stack should be avoided. The stacks must not be near doors or against the roofs, walls or doors and windows. Enough working space should be left between stacks. The stacks shall be built up on such a manner that adequate ventilation gaps are left in the stack to ensure efficient cooling of the inner portion of the stacks.

(vi) Bin Cards (CRPF 56)-- Bin cards in Form CRPF 56 should be displayed on all types of stores separately item wise. Exact quantity present in the stack should be shown on the card, which should tally with the stock book balances. Bin cards should be maintained Uptodate always. It is the responsibility of the storekeeper i.e. QM Hav/ QM SI.

(vii) Sequence of issue/use--- Stores must be issued/used in the order of receipt or date of manufacture whichever is earlier. Old stocks must be issued/used first. Infected stores must not be despatched anywhere under any circumstances and infected receipts must be treated before binning.

(viii) Periodical Examination-- All stores in stock must be inspected at regular intervals for any damage because of any infection or infestation. Any store requiring treatment must be

treated promptly. If any infestation is detected in any store the stock should be broken down and immediately treated. The shed must be completely disinfected before use.

(ix) Fire Precautions-- Adequate number and correct type of fire extinguishers should be readily available near all storage sheds. Every one must be familiar with the use of these fire appliances. It is advisable to indicate the nature of the stores in a shed on the outside of every shed. Electric connection must be switched off before closing the shed and naked lights must not be used. All extinguishers as should be selected, installed and maintained in accordance with IS-2190-1971 Indian Standards Code of Practice for the selection, installation and maintenance of portable First Aid Appliances. No smoking should be permitted in the stores and " No Smoking" signs should be displayed at suitable locations at eye level. The use of open electric heaters should also be prohibited in the stores.

(x) Oil Rags-- Oily rags and rags meared with grease etc. are deposited in metal containers/receptacles with close fitting lids and destroyed daily after closing hour.

Don'ts

5.76. (i) Don't pitch tent/shelters without clearing termite colonies, if any.

(ii) Don't keep stores in the open as far as possible.

(iii) Don't allow days to elapse between pretreatment and application of preservatives on metal stores.

(iv) Don't postpone treatment of any store till it gets damaged due to preventable causes.

(v) Don't permit submission of inaccurate statistics.

5.76. Despite all that has been said earlier, one must be very much cost conscious in applying all these curative and preservative measures. In other words, the cost on account of these precautions should only be a fraction of the stores to be protected. Generally speaking the earlier instructions would apply to stocks in stores and not goods in use.

Fire Alarm--General

5.77. Fire precaution is the responsibility of all ranks. Outbreak of a fire in the Bn/Group Centre/ Training Centre causes unnecessary loss to property and reflects very badly on the unit. It is the responsibility of the Commandants/ Heads of Establishments to ensure that clear fire alarm orders are issued; that they are clearly explained to and understood by all ranks; that they are strictly enforced and that all ranks are adequately trained in fire fighting equipment is maintained in good condition; that it is kept handy and readily available for immediate use in any emergency and that it is not used for tasks other than fire fighting. A model fire order is attached as Appendix 5-D.

5.78. Fire orders should be displayed in the Quarter Guard, Stores, Lines and other regimental buildings and should be read over periodically in the roll call.

Fire Precautions

5.79. The following fire precautions should be strictly observed at all times: -

(i) Fire will not be lit in any accommodation or within the boundary of the Bn/Group Centre/Post Camp area, except with permission of a Gazetted or a Subordinate Officer.

(ii) All cook house fire will be extinguished by 2200 hrs. The fire will not be buried, but will be extinguished and shall not be left unattended while burning

(iii) Proper or improvised receptacles should be provided in the lines, Quarter Guard, Recreation Room other regimental institutions, training area and stores for throwing the ends of cigarettes, etc. These will be extinguished before being thrown into the receptacles. The receptacles for disposal of cigarettes .etc. Should be kept half filled with water at all times and no rubbish should be deposited in these receptacles.

(iv) POL, K. Oil and other inflammable materials will not be taken to the living accommodation except for immediate use in authorised places.

(v) All oil lamps will be filled in the open and will be properly secured when in use. Hanging lamps will be securely attached with metal hook/chain. A proper shield should be provided to prevent the head being carried directly to the ceiling of the buildings/ tents/bashes, etc.

(vi) When fire places are used inside the barracks they will not be left unattended and will either be allowed to burn out or clump up.

(vii) No inflammable material such as oiled waste rags, cotton wool, etc, will be kept besides the lamps in the living accommodation, All rubbish from cook houses, MT garages and living accommodation will be disposed of by proper incineration or by dumping in safe places.

(viii) Naked lights will not be allowed in barracks and tents.

(ix) Smoking should be strictly prohibited in the following places. 'No smoking boards will be displayed:-

- (a) Within 30 meters of POL stores;
- (b) When vehicles and lamps are being filled with petrol/K. Oil;
- (c) within 50 Meters of ammunition dump;

- (d) in all stores, kotes, MT park and cook houses;
- (e) When in vehicle, traveling or stationary.

(x) No grass will be allowed to grow within 6 meters of the barrack/tent perimeter,. In the camps the dry grass will be cleared up to 30 meters of the camp area.

(xi) Pressure lamps and stoves must not be left unattended in any building. The use of stoves is forbidden inside tents and bashes. Pressure lamps and stores should be tested periodically.

(xii) Smoking should not be allowed inside mosquito nets. Hurricane lamps will be kept at a minimum of 2 meters away from the beds when mosquito nets are used.

(xiii) When POL tanks of vehicles are being replenished, the vehicle's engine shall be switched off. Every care shall be taken to ensure that the POL is not spilled during refilling. In case of spillage, the vehicle shall be pushed from that spot without starting. The spill should be covered with saw dust, the saw dust shall be swept after it has soaked the spill and shall be removed and disposed of by burning at a safe place.

(xiv) Petrol shall not be carried in any vehicle except in the vehicle's tank. No petrol shall be kept in any store building etc. Where specifically required, petrol may be carried in sealed

jaricans, in serviceable condition, in the vehicles by special permission of the ADIG/Comdt/Principal in writing.

Fire Fighting Officer

5.80. A GO will be detailed by the ADIG/Commandant/Principal as the Bn/Group Centre/RTC/CTC/Camp. An office order detailing a fire fighting officer by name will be issued. His duties will be as under :-

(i) He will be responsible for training all the personnel in fire fighting duties in all situations and handling of various types of fire fighting equipment authorised for the unit/centre.

(ii) He will acquaint himself with fire fighting drill for various appliances and with all the fire fighting orders of the unit as well as of these instructions.

(iii) He will check all the fire points in the unit and post/areas and will ensure that these are maintained properly and all the equipment is serviceable.

(iv) He will carry out fire fighting practice once a fortnight in such a way that the personnel employed on fire fighting duties are trained how to handle the fire fighting equipment efficiently and get training in fire fighting in various situations in all types of accommodation. stores, POL dumps and magazines.

(v) He will liaise with neighboring units and tie up the details of assistance which can be made available in case of fire.

(vi) He will advise his ADIG/ Commandant/Principal in all fire fighting matters and maintain liaison with the fire controlling authorities of other units/establishments in the unit location.

(vii) He will suggest necessary amendments to the Unit standing orders for fire fighting according to the conditions and facilities available.

(viii) He will maintain a "Fire Fighting Practice Register" which will be kept in Bn/Group Centre/ Training Centre/Camp/Quarter Guard. In it will be entered the dates and particulars of place, time, etc, when each fire practice is carried out. Defects in the Equipment, Training. etc, which come to light during the practices will also be entered in the remarks column.

Fire Fighting Parties

5.81. A fire fighting party consisting of 1 SO, 2 HCs and 20 Cts for the HQrs will be detailed monthly by the ADIG/ Commandant/Principal and will ensure that:

(i) An office order detailing personnel by name for the fire fighting party will be issued.;

(ii) their tenure of duty is not more than one month and they do not leave the unit lines for duties outside the lines;

(iii) they are conversant with the use of various types of fire fighting equipment and drill.

5.82. The fire fighting party will double to the scene of fire on hearing the fire alarm in any dress. They will, however, wear boots ankle. All the personnel will carry fire fighting equipment as per instructions given to them by the SO Incharge of the party who will brief the party as soon as it is assembled.

5.83. An office order detailing personnel by name for fire cordon Party consisting 1 HC and 12 Cts will be issued. Their tenure of duty will be one month, during which period they will not be allowed to leave the Bn/Group Centre area.

Action on Outbreak of Fire

5.84. Action by all concerned will be taken as laid down in Appendix 5D "Model Fire Order" vide para 5.78.

Fire points and Fire fighting equipment

5.85. Fire fighting equipment and fire points will vary according to authorisation and requirement. The fire point will consist of fire buckets with sand and water, fire extinguishers, fire beaters fire hooks picks and shovels. An office order giving correct location and details of equipment will be issued by each Bn/Group Centre/Establishment/Post with instructions regarding supply of water and location in the event of the fire.

5.86. The fire fighting equipment for various buildings, Quarter Guard, Stores, Workshop, MT. vehicles, POL Stores etc. has not been specifically laid down. As a general rule, there should be at least one fire point for every building of--

- (i) Timber/Thatch/Chattai construction.
- (ii) Two buildings of brick construction.

(iii) Two buildings, as necessary, according to size.

(iv) Store buildings, MT vehicle barracks, POL Stores, as necessary according to size and the type of material stored.

5.87. One fire point for different types of stores will be provided with equipment as under: -

POL/ Paints

- (i) 3 buckets of sand
- (ii) 1 Axe Pick
- (iii) 1 shovel GS

Store and Buildings

- (i) 6 buckets of water
- (ii) 2 Soda Acid Extinguishers
- (iii) 1 Axe Pick
- (iv) 1 shovel GS

5.88. Where not specifically stated otherwise, 2 gallon soda acid/foam extinguishers will be provided as follows:-

- (i) One 2-gallon soda acid/foam extinguishers for 15,000 sq. yds. of superficial area.
- (ii) One 2 gallon soda acid/foam extinguisher for 300 sq. yds. of floor space.

(iii) For every 8 fire points the following additional equipment will be provided. Where the total number of fire points is less than 8, at least one set of the additional equipment should be provided

- (a) One axe hand.
- (b) One axe felling.
- (c) One axe picks.

- (d) One crow bar.

- (e) Two fire hooks.

- (j) Two beaters, fire.
- (k) One ladder 15 feet non extending, in camps of timber/thatch/Chattai construction.

5.89. For POL store, the following equipment will be required:-

- (i) Upto 5,000 liters-- Two 2 gallon foam extinguishers 3, buckets of sand.

- (ii) For every additional 5,000 liters -- One 2 gallon foam extinguisher, 3 buckets of sand

5.90. For MT vehicles park the following equipment will be provided: -

- (i) One fire point per 10 vehicles to consist of--
 - (a) One 2 gallon foam extinguisher, subject to a maximum of two.

(b) One CTC Extinguisher 1 Lt, subject to a maximum of two

(c) Three buckets of sand.

(Note : 5 motor cycles to count as 1 vehicle)

(ii) In addition, each motor vehicle should be fitted with CO₂ extinguishers conforming to IS 2878 --1964 in tented camps.

5.91. Tent camp should have the following fire fighting equipment :--

(i) One fire point per store tent or marquee.

(ii) One fire point per 10 tents fitted with fire places, or heated by oil or slow combustion stoves.

(iii) Elsewhere efforts will be made to put down the tents immediately on outbreak of a fire.

General

5.92. Special instructions for fire precautions to be observed when using bukharis, pressure stoves, etc, in cool houses, lamps, electrical fittings and jungles will be issued by the ADIG/Commandant/Principals .

CHAPTER-6
SCLAES OF UNIFORM, EQUIPMENT AND BARRACK FURNITURE

6.1 The changing times, operational role and the organizational structure rendered the earlier scales of uniform, equipment and barrack furniture out of date and also created difficulties in the efficient functioning of the Force because of shortage of certain items. To streamline and rationalize, fresh scales have been evolved and they are at the Appendices mentioned against each unit:-

	<u>Equipment</u>	<u>Furniture</u>
(i) Group Centre with 4 Bns/5 Bns.	Appendix A-1	Appendix B-1
(ii) Duty Bns attached to GC.	“	Appendix B-2
(iii) Duty Bns not attached to GC.	Appendix A-2	Appendix B-3
(iv) Signal Bns.	Appendix A-3	Appendix B-4
(v) Signal GC.	Appendix A-3	Appendix B-5
(vi) CTC-1.	Appendix A-4	Appendix B-6
*(vii) CTC-2/3/4.	Appendix A-4	Appendix B-6
(viii) RTC-1.	Appendix A-5	Appendix B-7
* *(ix) RTC-23/4/5.	Appendix A-5	Appendix B-7
(x) Trainee GO's	-	Appendix B-9
(xi) Trainee SO's	-	Appendix B-9

Scales of controlled and uncontrolled Ordnance stores are in the Chapter relating to them.

Note:- The appendices A-1 to A-5 lay down only the scales of various items of equipment for the units and have nothing to do with the financial powers and budgetary/account head.

6.2 Scale of clothing articles is given at Appendix“C” as follows:-

(i)	Scale of Uniform.	Appendix	C-1	
(ii)	Scale of Mufti clothing.	“	C-2	
(iii)	Scale of E.I clothing.	“	C-3	
(iv)	Scale of ECC clothing.	“	C-4	
(v)	Scale of additional articles for	“	C-5	P.T.I
(vi)	Scale for MT Drivers, Fitters, and other tradesmen attending WT & D&M Course, etc.	“	C-6	

6.3 These scales may be revised by the Director General with the approval of the M.H.A. from time to time on the basis of the experience gained and necessities felt or changes in the role or organizational of the Force.

6.4 As in the past no scale has been laid down for expendable stores since it is difficult to do so. Broadly speaking, by expendable stores are meant such minor stores of daily use, which get consumed by the use and for which no condemnation proceedings are held. Mochi material, sewing material, sand paper, nails, lime, Geru, mutkas, etc. are some of the examples of such stores.

6.5 Similarly, it is not possible to lay down any fixed yardstick for training stores as it will vary according to the number of trainees, courses run and also because the number of the items required is very large but mostly of an expendable nature.

6.6 Fire fighting equipment has not been provided in the scales as it is covered in paras 5.78 to 5.92.

6.7 DIsG should during their visits and inspections, ensure that procurement is according to the authorized scale and that unnecessary and surplus stocks are not being piled up in the stores. To meet shortages, stores may be transferred form one unit to another by officers of and above the rank of Range DIG.

6.8 In respect of the E.I Clothing, a Range DIG may, keeping in view the climatic conditions and conditions of a particular place, authorize the issue of E.I. Clothing even at places where they are not normally permitted. To meet shortages, stores may be transferred from one unit to another by officers of and above the rank of Range DIG. Such transfers may also be resorted to when a particular unit, because of the nature of its deployment, may need some items more than the authorization permitted in the scale.

6.9 These scales lay down the maximum that a unit is entitled to. It does not follow there from that at any given time the unit should be holding all that has been prescribed. Utmost economy should be exercised in the purchase of stores and barest number of such items should be purchased and stored as are required. Unnecessary stocking of stores results in blockade of government funds and must be avoided. Moreover, if articles are stored too long they are liable to deteriorate. In both cases avoidable financial loss has to be incurred.

CHAPTER-7

CONDEMNATION AND DISPOSAL OF STORES

Definition of unserviceable stores

7.1. Articles/stores, which no longer serve the purpose for which these were procured and which cannot be repaired and made useful without uneconomical expenditure, are called unserviceable stores.

7.2. By economical expenditure is meant such expenditure as will be commensurate with the services rendered by the repaired stores during a certain period.

Causes of stores becoming unserviceable

7.3. Stores may become unserviceable due to any of the following factors:

- (i) Fair wear and tear;
- (ii) Negligence and carelessness;
- (iii) Deliberate misuse;
- (iv) Accidents and natural calamities.

Stores held by C.R.P.F. units

7.4. (i) Clothing items: -

- (a) Personal Kit;
- (b) E.I (Extra issue Clothing)
- (c) E.C.C. Clothing; (Extreme Cold Climate Clothing)

- (ii) Equipment;
- (iii) Barrack Furniture;
- (iv) Controlled Stores;
- (v) Arsenal Stores;
- (vi) Hospital Equipment and Stores;
- (vii) Office Equipment;
- (viii) Training Stores;

- (ix) MT Stores;
- (x) Sports items purchases from Government Grants;
 - (xi) Grant-in-Aid Stores;
 - (xii) Wireless Equipment.

Condemnation Board

7.5. Whenever sufficient stores are reported to exist for condemnation or if any other special occasion warrants it, the ADIG /Commandant of a GC/unit will constitute a

Board which will consist of three officers; the board will be presided over by a Gazetted Officer preferably a Deputy Commandant.

7.6. The Board so constituted will assemble at a place and time fixed by the ADIG/Commandant or the Presiding Officer to examine the stores produced for condemnation and will follow the procedure as laid down by the D.G. from time to time. Stores will be laid out item-wise and a statement in the following proforma will be drawn up: -

- (i) Serial No;
- (ii) Nomenclature of the item;
- (iii) Quantity;
- (iv) Original cost of the store;
- (v) Serviceable (giving number;)
- (vi) Repairable (giving number;)
- (vii) Unserviceable (giving number;)
- (viii) Orders of the ADIG/ Commandant;
- (ix) Compliance report of the Q.M.

7.7. The Board while checking the stores produced for condemnation will ensure that:

-

- (i) Correct nomenclature has been used for recording.

(ii) Stores being put up have not been declared unserviceable in the past.

(iii) The stores being condemned have served for the prescribed life. In case of abnormal wear and tear, reasons should be recorded. Items should not be condemned simply because they have completed the prescribed time limit if they can be used for some more time. Economy of expenditure should be kept in mind. The question of prescribed life will be taken into consideration only for such stores for which it is laid down or is practical. In the event of unreasonable wear and tear the replacement should be on payment, wholly or partially--the proportion being decided by the circumstances of each case.

(iv) The stores condemned should be marked as such soon after these have been declared as unserviceable and deposited in the stores.

(v) Condemnation should be well considered. Indiscriminate condemnation should not be done.

(vi) The condemnation board should make positive recommendations regarding disposal of stores condemned.

(vii) For such stores which bear body number or regimental number, their numbers should be shown in the condemnation proceedings.

(viii) The condemnation proceedings should be drawn up in triplicate.

7.8. The proceedings will be submitted to the ADIG/ Commandant for orders. Stores not belonging to CRPF or of improper pattern will not be accepted for condemnation.

7.9. On getting the orders of the ADIG/Commandant, the Quarter Master will strike off the condemned articles from his ledger charge and account for them in condemned stores ledger. The ADIG/ Commandant may some times satisfy himself by a physical inspection of stores before according approval for the condemnation.

7.10. If the life of a condemned article has expired, it shall be replaced free. If its life has not expired, the article shall be replaced and a proportionate or less than proportionate cost will be deducted from the pay of the member of the Force concerned, considering the circumstances of each particular case. A free issue may be sanctioned if the article has been rendered unserviceable owing to excessive wear and tear on duty or has been lost on duty through no fault of the member of the Force concerned and the article condemned on orders of the ADIG/Commandant.

7.11. To enable the Coy Comdr to issue immediate replacements against articles sent to the Bn HQrs for condemnation some reserve stocks should be maintained at the Coy HQrs at the discretion of the Commandant. Generally speaking if four sets of personnel kits are maintained at Coy HQrs it should be possible to achieve the objective.

Classification board

7.12. Whenever an individual proceeds on discharge, retirement after attaining the age of supernannuation or invalidation or is dismissed, then the kit will be duly classified by the Coy. Comdr and the report forwarded to QM for obtaining the approval of the Comdt/ADIG. The report will be drawn in the following proforma: -

SI No. / Nomenclature /New/ Resumed/ Unserviceable Remarks.

7.13. Deduction memo will be prepared in the case of those articles, which have become unserviceable before the prescribed life due to unfair wear and tear.

7.14. The articles thus classified will be brought on respective ledger. Serviceable articles will be brought on resumed stock and subsequently re-issued. When any such resumed article is re-issued., its life shall count from the date of original issue and not from the date of re-issue.

7.15. Kits of personnel suffering from contagious diseases should be segregated and sterilized, if possible, otherwise destroyed at the earliest at the discretion of the ADIG/Commandant. Items as the sick men may still be using such as blankets, jerseys, great coats, etc, may not be destroyed.

Deduction memo

7.16. Deduction memo for the articles lost or rendered U/S before the prescribed life of the articles will be furnished by the Coy Comdr on C.R.P.F. - 37, in triplicate. One copy of D.M. will be kept at the Coy HQrs and two copies sent to Bn HQrs. The Bn HQrs will send both the copies to GCs Account Branch for effecting recovery. The GC after recovery will return one copy to Bn HQrs therein entering the C.O No. through which amount has been recovered. This copy will be sent to Coy for records. In case of unattached Bns, all action relating to recovery will be taken at the Bn HQrs itself.

7.17. While forwarding the deduction memo, the Coy Comdrs will note therein the appropriate column, the proportionate cost to be paid and rounded upto rupees. The proportion of cost to be paid will depend on the length of time the article has been in use and any extenuating circumstances.

7.18. Full cost will only be recovered when the article lost is new or as a penal deduction when the article has been deliberately lost or destroyed. When a cutting has been made as a punishment, it will be entered in the Force order accordingly.

7.19. Petty cutting of fifty paise and less should be avoided as far as possible. In such cases Coy Comdrs should use their discretion to condone the cuttings unless there are special circumstances.

Reporting of losses and power to write off

7.20. Any loss or shortage of store or other property held by or on behalf of Government caused by defalcation or otherwise including losses and shortage noticed as a result of physical verification shall be immediately reported by the subordinate authority concerned to the next higher authority.

7.21. In all cases of loss or serious damage to Government property where such damage exceeds Rs. 100, the ADIG/Commandant shall assemble a court of enquiry consisting of one Dy. Commandant, if available, or the senior superior officer present as the presiding officer and two more officers as members.

7.22. The court shall enquire into the case, record evidence and submit findings in form AFA-2 to ADIG/Commandant.

7.23. On receipt of the findings, the ADIG/Commandant may if the total value of loss or damage does not exceed Rs. 1000/- pass orders that the loss or damage be written off. If total loss or damage exceeds Rs.1000/- but not exceeding Rs. 2000 the Commandant/ADIG shall submit the findings to the DIGP who may pass orders for writing off of such loss or damage. Cases above Rs. 2000 will be referred to the IGP for disposal.

7.24. If the total value of loss exceeds Rs. 2,500/- the IGP shall submit the findings with his recommendations to the DG, who may pass orders for the writing off of such damage or loss.

7.25. In case the loss or damage to the Government/Regimental stores is less than Rs. 500 it shall be dealt with by the Commandant in orderly room after a summary enquiry by a Gazetted Officer.

7.26. When the assumed value of loss due to suspected theft, fraud, etc. in any office is Rs. 1,000 or more it should invariably be reported to Civil Police for investigation. The Head of Office should use his discretion in determining at what stage report should be sent to the Police

keeping in view the fact that the Police investigation will increasingly be handicapped with loss of time. Such losses by fire should also be duly and expeditiously reported to the Police where some foul play is suspected.

7.27. Once the matter is reported to Police all concerned should assist the Police in their investigations. A formal investigation report should be obtained from the Police authorities in all cases, which are referred to them as indicated above.

7.28. Every officer shall realize fully and clearly that he will be held personally responsible for any loss sustained by Government through fraud or negligence on the part of any other officer to the extent to which it may show that he contributed to the loss by his own action or negligence.

7.29. The importance of avoiding delay in the investigation of any loss of Government stores cannot be over emphasised.

7.30. Government property will only be struck off from ledger charge after the responsibility has been fixed and orders of competent authority have been received to write off the loss/damage.

Condemnation of C.R.P.F. vehicles

(Authority:- MHA letter No.II-27012/6/2005-PF-I dated 19/7/2005)

7.31. The Director General, C.R.P.F., has been delegated financial powers to declare old Govt. vehicle unserviceable upto the book value of Rs. 4 lakhs in each case provided it meets the following conditions: -

(a) The vehicle has covered the mileage and has also completed the life period as prescribed below:-

Type of Vehicle	Life in Years	Kilometer
(1) Heavy vehicle	10	1,00,000
(2) Motorcycle.	05	50,000
(3) Light & Medium vehicle	07	1,00,000
(4) Staff Car.	07	1,50,000
(5) Trailers of all types.	07	75,000

(b) Provided in the case of type of vehicles mentioned at (ii) to (v) of para (a) above, the DG is further empowered, in exceptional circumstances, to waive the condition of minimum life, where the prescribed kilometer has been completed.

(c) The vehicle has been certified to be beyond economical repairs by the condemnation board, which inspects the vehicle (a vehicle can be considered to be beyond economical repairs, only if the expenditure actually incurred on the repairs of vehicle from time to time and the estimated expenditure at the time of its condemnation for making it road worthy exceeds half the replacement vehicle of vehicle of similar type).

7.32 The Deputy Inspector General of Police in charge of a Range of the C.R.P.F. has been empowered to declare an old Government Motor vehicle unserviceable whose book value does not exceed Rs. 25,000 and Which fulfill the prescribed condition as mentioned in Para 7.31.

Procedure

7.33. Whenever a vehicle has to be condemned, the Head of Office will constitute a board of three officers presided over by an officer not generally below the rank of an Dy. Commandant. One of these officers must be MTO/Insp. (MT)/MM (SI) who will act as the technical adviser to the board.

7.34. The board so constituted will proceed to examine the following details to be incorporated in the proposal: --

- (i) Particulars of vehicle;
 - (a) Make and type of vehicle

- (b) Registration number;
- (c) Year of Manufacture;
- (d) Year of entry of service;
- (e) Chassis number;
- (f) Engine number;
- (g) Record of running.

(ii) Present condition of vehicle. In addition to present condition, the vehicle inspection report and average of last month to be examined in detail;

(iii) Estimated cost of repairs;

(iv) Date since vehicle is off road;

(v) Has the vehicle met with any accident. Details of it and result of court of enquiry. (Proceedings of enquiry will be attached);

(vi) Total amount spent on repairs of the vehicle;

(vii) Areas where vehicle remained in use;

(viii) Was the vehicle ever used for training of new drivers--details to be furnished;

(ix) Original cost/price of the vehicle.

7.35. The following enclosures will always be sent to the Directorate while submitting the proposals: --

(i) Vehicle logbook duly completed. (The board of officer shall check every detail and give a certificate at the end of every such detail duly signed by P.O and all members.)

(ii) MT Technical Report/ work order on CRPF Form No. 53.

(It is necessary that an entry regarding areas Where vehicle was used should always be made in the logbook).

7.36. In the light of Ministry of Commerce and supply (Department of Supply) letter NO. P.II-4/(8)/84 dated 2/2/85 the vehicles after it has been declared un-serviceable will be disposed off by the Units/Establishments to the best advantage to the Government as per the procedure laid down by the DG, CRPF from time to time.

Mode of Disposal of Condemned Stores

7.37. The stores rendered U/S and condemned by a board of officers will be disposed of as under or as prescribed by the D.G. from time to time: -

(i) Condemned clothing articles will be used as cleaning material in a unit for maintenance of MT vehicles, arms and ammunition, etc,. The scale for issue of condemned clothing for the above purpose is hereby prescribed as under:

<u>Sl.No.</u>	<u>Name of Branch/Office</u>	<u>Scale</u>
01.	MT vehicle.	2 shirts or 2 pants or 1/2 pagri p.m. per vehicle.
02.	MT workshop.	20 shirts or 10 pants or 5 pagri p.m.

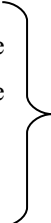
<u>Sl No.</u>	<u>Name of Branch/Office</u>	<u>Scale</u>
03.	Painters' workshop.	3 shirts or pants p.m.
04.	Arms cleaning by Coys.	10 shirts or pants

p.m. 10 shirt per HQ Coy of 150 personnel p.m.

05. Quarter Guard. . . . 5 shirt or 5 pants
p.m.
06. Radio Base Workshop.. 12 khaki shirts p.m.
07. Advance workshop. . . 6 khaki shirts p.m.
08. Control Station. . . . 4 khaki shirts p.m.
09. Sub-Control & Out Stn.. . . 3 khaki shirts
p.m.
10. Armour Shop including . . . 10 shirt or pants
for cycle repairs p.m.
11. Bn Police Hav for cleaning. . 5 shirts or pants
dust bin etc. p.m.
12. Magazine. 4 shirts or pants
p.m. per
magazine.
13. Other dusting. 2 safas or other
available items p.m. per office.
14. Repairs by tailors to uni- The Coy Comdr
form of a Coy. should use his
discretion for issue of
condemned
clothing for
repairs as it is rarely used
for the purpose.
15. Central fabrication Branch. 10 shirts or 5
(GC Fabrication Centre) pants p.m.

- 16. Central MT workshop 20 shirts or
 pants p.m.
- 17. Bn Hygiene & Sanitation. 5 shirts or pants
 p.m.
- 18. Bn. QM Stores for dusting. 15 shirts or
 pants p.m.
- 19. Bn School for dusting. 3 shirts or pants
 p.m.
- 20. Bn Recreation Room for. 3 shirts or pants
 dusting p.m.
- 21. Unit Canteen. 3 shirts or pants
 p.m.
- 22. O.Rs. Mess. 3 shirts or pants
 p.m. per mess.
- 23. Base Hospital. 10 shirts or
 pants p.m.
- 24. Unit Hospital. 5 shirts or pants
 p.m.

It has been brought to the notice of this Dte that there are certain other condemned clothing items which can also be used as dusting/cleaning material. The case has therefore been further examined in this Directorate and I am directed to convey the approval of the DG for use of following condemned clothing articles in lieu of shirts/pants: --

- Bed Sheet one
 - Window curtain one
- 

Gown	one	In lieu of one shirt/
Kurta Patients	two	pants.
Payjamas patients	two	
Hand Towels	two	
Door curtain	one	Lieu of 2 shirts/pants.

DG has also approved the use of 13 condemned bed sheets or other items of equal weight as cleaning/dusting material per month for Base Hospitals.

(ii) The other condemned articles can be converted into the items of utility as recommended by the condemnation board.

(iii) These articles when issued will be charged off from the condemned stores ledger. Proper receipt issue vouchers will be prepared.

(iv) Condemned articles of clothing can be purchased by a member of the Force for his private use. The following prices are fixed for the sale of condemned articles of uniform: -

<u>Sl.No.</u>	<u>Name of article</u>	<u>Sale price fixed</u>
01.	Bags kit.	10% of the latest A/T, R.C. or latest
02.	Boots ankle Black/brown.	
03.	Durries.	
04.	Pagri khaki.	
05.	Beret Cap khaki.	
06.	Trousers khaki drill.	
07.	Trousers mazri.	
08.	Mosquito net.	
09.	Water bottle.	

- 10. Shirts khaki cellular. purchase price
- 11. Shorts P.T..
- 12. Socks prs.
- 13. P.T. shoes canvas.
- 14. Sing lets white.
- 15. Towels hand.
- 16. Apron mazri (for cooks only.
- 17. Cap Cheff Mazri (for cooks only.
- 18. Steel Trunks.

MUFTI CLOTHING

- 01. Buttoned up coat blue serge.
 - 02. Shirts white twill.
 - 03. Pants white drill.
 - 04. Pagri mufti blue (for Sikhs only)
 - 05. Cap mufti(for non-Sikhs only).
- } 10% of the latest A/T,R.C. or latest purchases price.

ADDITIONAL ARTICLES OF UNIFORM FOR P.T. INSTRUCTOR ONLY

- White P.T. Vests. 10% of the latest A/T,R.C. or latest purchase prices.

ADDITIONAL ARTICLES OR UNIFORM FOR M.T. DRIVERS ONLY

10% of the latest A/T,R.C. or latest purchases price.

- 01. Dangri suit.
- 02. Water proof coat.
- 03. Gloves woollen.
- 04. Shoes black.

ADDITIONAL ARTICLES OF UNIFORM FOR RADIO TECHNICIANS ONLY

Boots Rubber. 10% of the latest A/T,
R.C. or latest purchase
price.

E.I. CLOTHING ARTICLES

- 01. Vests woollens.
- 02. Drawers woollens.
- 03. Cap comforter.
- 04. Gloves woollens.
- 05. Jungle boots.

- 06. Gum boots.
- 07. Blankets woollens.
- 08. Great coats. short
- 09. Jerseys.
- 10. Shirts Angola.
- 11. Trousers BD.

10% of the latest A/T,R.C. or latest purchases price.

20% of the latest A/T,R.C. or latest purchases price.

(v) New items of clothing can be sold to the members of the Force at cost price plus 10% as departmental charges.

(vi) Extreme cold climate clothing will not be disposed off as such but will be sold by public auction.

(vii) Condemned articles of clothing (including E.I.) will be destroyed by burning, in presence of a GO, in areas where law and order condition are disturbed. Such areas will be determined by the Sector IG or the DG from time to time.

(viii) When items of clothing are destroyed by burning, serviceable buttons and brass on the web equipment will be taken out. The buttons will be counted and brass weighed in presence of a GO, in whose presence the article are burnt. Brass will be disposed of by public auction and buttons issued to unit tailor for repairs, etc.

(ix) All other U/S and condemned stores not covered as above will be disposed off by public auction to the best advantage of Government at location of the Bn HQrs.

(x) In case such an auction is not feasible, then all such stores must be back-loaded to the nearest Group Centre and not to the Group Centre of attachment. Recourse to this action should be taken only when the Commandant feels that such stores will fetch at least 50% more than the freight charges incurred in transporting these stores to the nearest Group Centre. Care should, however, be taken in calculating freight charges and the incidental charges that would incur by way of use of transport both at the dispatch and receiving ends should be duly taken into account. On receipt, such Group Centre will dispose of the stores by public auction to the best advantage of the Government Units located in areas where auction of uniform articles is banned will decide on destruction of such stores only after they have explored the possibility of sending such stores to the nearest Group Centre and reached the conclusion that transportation, other charges, etc. will significantly be more than 50% of the expected value through public auction.

(xi) If the action at para (x) above is not feasible, then these stores may be disposed of by destruction.

(xii) Such stores may be sent to the Group Centre of attachment only if that happens to be the nearest and other conditions as in para (x) are also duly fulfilled.

Procedure for Public Auction

7.38. When sufficient condemned articles are available, the ADIG/Unit Commandant will fix a date of auction and give it wide publicity through the local newspapers, local and nearby dealers, and nearby CRPF units. (There is no need of endorsing copy to all CRPF units).

7.39. At the time of auction of Government stores, a board headed by a Gazetted Officer will be constituted by the Commandant to conduct auction and recover the sale proceeds.

7.40. Such boards will be furnished with list of all U/S stores to be auctioned with names and quantity of stores. Such lists will be drawn up in triplicate for different kinds of stores.

7.41. The name of person to whom the stores have been auctioned along with the final bid will be recorded in the list. The list will be duly signed by the members of the board. The date and place of auction will be shown on top of list. Names of other bidders along with their bids should also find a place in the list.

7.42. The sale proceeds will be collected and credited to the Government. The credit order under which the proceeds have been credited will be endorsed on the list so drawn up.

7.43. The proceedings will then be put up before the ADIG/ Commandant for counter-signatures.

7.44. The proceedings will then be filed in the relevant register after necessary entries have been made in the stock register.

7.45. The auction board will ensure the following before starting the auction: --

(i) The stores put up for auction are actually those, which have been declared U/S by the condemnation board.

- (ii) Stores have been properly marked as **CONDEMNED**.

- (iii) No stores, which should not go to, unauthorised person for reasons of security are auctioned but should be destroyed and this fact recorded in the proceedings.

- (iv) The required or due number of stores are actually auctioned. Nothing is kept back without permission of competent authority.

- (v) Maximum reasonable price is being received for stores auctioned.

- (vi) Persons not authorised to bid should not be allowed to do so.

- (vii) Stores found serviceable may be brought to the notice of the ADIG/Commandant for his orders.

- (viii) Difficulty, if any, during the auction should be reported to the ADIG/Commandant.

