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4/11/16

POWERS OF RAILWAY CHIEF STOREKEEPER

The copy of *MEMO* explains why not previously submitted for approval. Railway Manager now asks powers of Chief Storekeeper to purchase imported stores may be raised from *1000* to RS *1000* *per month* *Recommendation*

Mr. Read.

So far as the control of staff is concerned the powers now proposed for the Chief Storekeeper are the same as those approved for the other heads of Railway Departments on Governor 143/09-10. The rules include, in addition, a definition of the Chief Storekeeper's powers in dealing with stores. I have no comment to make on this point, except that I agree with the General Manager in thinking that the Chief Storekeeper should be allowed to purchase imported stores up to a limit of 1000 rupees (instead of 100 rupees) in each case. I can see no danger in the higher limit. The lower one is ridiculously small for so important a Department as the Stores Department of a big Railway. *Approve with this modification.*

J.F.B.

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at once
H. J. R.
29/12/16

subsequent Paper.

REC'D
REGD 260016

607.

October 3rd, 1916.

Sir,

I have the honour to transmit herewith a copy of the rules defining the powers of the Chief Storekeeper, Uganda Railway, which received local approval in 1912 but were not submitted to you at the time as they were in all respects similar to the powers conferred on the other heads of the Railway departments by Lord Crewe's despatch No. 87 of the 22nd of February 1910.

2. The General Manager has now asked that the powers of this officer to purchase imported stores, at present limited to Rs. 100/- may be increased to Rs. 1000/- in each case. It appears hardly necessary to confine the powers of the Chief Storekeeper to such a small amount, and the existing regulation restricts his usefulness and moreover considerably adds to the detailed duties of the General Manager to whom every purchase over this sum must be referred. I therefore recommend the proposal for your approval.

I have the honour to be,
Sir,
Your humble, obedient servant

H. C. B. ...
GOVERNOR.

THE RIGHT HONOURABLE
ANDREW BONAR LAW, P.C., M.P.,
SECRETARY OF STATE FOR THE COLONIES,
DOWNING STREET,
LONDON, S. W.

PUBLIC RECORDS OFFICE LONDON

1. APPOINTMENTS, PROMOTIONS, REDUCTIONS AND DISMISSALS:-

Within the limits sanctioned in the Annual Working Estimates can appoint, promote, reduce and dismiss all revenue Subordinates and Clerks of his Department up to Rs.50/- inclusive. This does not include dismissed subordinates whose cases are dealt with by the Manager.

1. (a) Has no power as regards the appointment or dismissal of agreement employees but can suspend all agreement revenue employees working under him, reporting to the Manager all cases in which severe punishment is recommended to an employed drawing over Rs.50/- a month.

1. (b) MONTH'S PAY IN LIEU OF NOTICE: In the case of locally engaged employees, may grant a month's pay in lieu of notice to employees whose services are dispensed with.

2. FINES Can fine subordinates including clerks and menials serving under him. Fines in any one month not to exceed $\frac{1}{4}$ of a month's substantive pay, and within a period of six months from the date of infliction of a fine can order the refund of such fine.

3. TRAVELLING ALLOWANCES:- Is a controlling Officer of his department for the purpose of countersigning travelling allowances journals.

4. ADVANCES OF SALARY AND TRAVELLING ALLOWANCES:- Can grant an advance up to a limit of one month's pay plus travelling allowance to any officer or subordinate of his department under orders of transfer. The amount advanced on account of pay should be recovered from the salary of the official in 3 equal monthly instalments, beginning with the month in which a full month's pay

is drawn after the transfer. The advance of travelling allowance should be recovered in full on submission of the official's travelling allowance bill. The advance can only be given before the transfer at the station from which the official is transferred.

5. LEAVE:- Can grant casual leave up to 10 days, to all subordinates employed in his department.

6. TRANSFERS AND POSTINGS:- Subject to the proviso that no additional expenditure is incurred transfer and post within his jurisdiction all Subordinate Revenue Establishment, reporting transfer and posting of employees drawing over Rs.200/- a month to Manager for record at official meeting.

7. PASSES:- Can issue service cheque passes to all persons employed in the Stores Department and to their families in accordance with Manager's Circular No.3 of 1909.

8. STORES:- Can issue receipt order to Depot Storekeepers for the receipt of stores into their depots.

9. (1) Can recruit his stock of ordinary stores of country manufactures and by purchase in local markets, for which tenders for supply have been accepted by the Manager.

9. (2) Can purchase locally up to Rs.3500 per month Catering stores and wines required for Refreshment Rooms and Steamers for which tenders for supply have been accepted by the Manager.

9. (3) Can purchase locally at market rates indigenous food stuffs required for rationing the staff, or for use in Refreshment Rooms and on Steamers. Contracts or purchase for quantities exceeding three months average consumption require Manager's sanction.

10. Can reject such of the above stores locally purchased as he may consider inferior in quality to that approved in the specification.

difficult to trace after the transfer. The advance of travelling allowance should be recovered in full on submission of the official's travelling allowance bill. The advance can only be given before the transfer at the station from which the official is transferred.

8. LEAVE - Can grant casual leave up to 15 days to all employees working in this department.

9. TRANSFER AND PROMOTION - Subject to the provisions of the rules, the official may be transferred to any other post within his jurisdiction if administrative exigencies require it. The official may be posted to any other post if he is found to be inefficient.

10. DISCIPLINE - The official may be punished for any offence under the rules.

11. RETIRES - The official may be allowed to retire on full pay if he has completed 20 years of service.

12. PROVIDENT FUND - The official may be allowed to contribute to the Provident Fund.

13. GRATUITY - The official may be allowed to receive gratuity on retirement.

14. DEATH BENEFIT - The official may be allowed to receive a death benefit if he dies while in service.

15. GENERAL - The official may be allowed to receive any other benefit which may be provided by the rules.

11. Can purchase imported stores up to a limit of Rs.100/- in each case. A monthly statement of such purchases to be submitted to the Manager.
12. Can draw stores required for consumption in stores Department or for the preservation and maintenance of Stores, such as painting, cleaning, shifting &c. It is responsible that such works are only undertaken when funds are available.
13. Can sell at sanctioned rates stores on surplus lists up to value of Rs. 50 in each case and in urgent cases ordinary stores up to value of Rs.25/- in each case.
14. PAYMENTS FROM EXPRESS ACCOUNT:- Is authorized to make payments from his imprest cash on account of the following.
 - (1) Discharged workmen up to Rs.10 in each case.
 - (2) Extra labour urgently required for loading and unloading stores and materials when the permanent establishment is unable to do so.
 - (3) Bills for petty stores up to a value of Rs.10/- in each case.

POWERS OF CHIEF TOWNSHIP OFFICER.

1. APPOINTMENTS, PROMOTIONS, REDUCTIONS AND DISMISSALS:-

Within the limits sanctioned in the Annual Working Estimates can appoint, promote, reduce and dismiss all Revenue Subordinates and Clerks of his Department up to Rs. 50/- inclusive. This does not include indentured subordinates whose cases are dealt with by the Manager.

1. (a) Has no power as regards the appointment or dismissal of agreement men, but can suspend all agreement Revenue employees serving under him, reporting to the Manager all cases in which severe punishment is warranted. He can order a month's pay to be deducted from an employed drawing over Rs. 50/- a month.

1. (b) MONTH'S PAY IN LIEU OF NOTICE:- In the case of locally engaged employees, may grant a month's pay in lieu of notice to employees whose services are discontinued with.

2. FINES:- Can fine subordinates including clerks and menials serving under him. Fines in any one month not to exceed $\frac{1}{4}$ of a month's substantive pay, and within a period of six months from the date of infliction of a fine can order the refund of such fine.

3. TRAVELLING ALLOWANCES:- Is a controlling Officer of his department for the purpose of countersigning travelling allowances journals.

4. ADVANCES OF SALARY AND TRAVELLING ALLOWANCES:- Can grant an advance up to a limit of one month's pay plus travelling allowance to any officer or subordinate of his department under orders of transfer. The amount advanced on account of pay should be recovered from the salary of the official in 3 equal monthly instalments, beginning with the month in which a full month's pay

1. APPOINTMENT, PROMOTION, REDUCTION AND DISMISSAL :-
 Within the limits sanctioned in the Annual Work-
 ing Estimates can appoint, promote, reduce and dismiss
 all subordinates and clerks of his Department
 up to Rs. 300/- inclusive. This does not include transferred
 employees whose cases are dealt with by the Manager.
 (a) He has no power to receive the appointment or dismissal
 of employees from any other authority reporting to the
 Manager in which cases his sanction is required.
 (b) He may, however, draw up proposals for the
 appointment, promotion, reduction or dismissal of
 employees in which cases his sanction is not required.
 (c) He may, however, draw up proposals for the
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 employees in which cases his sanction is not required.

is drawn after the transfer. The advance of travelling allowance should be recovered in full on submission of the official's travelling allowance bill. The advance can only be given before the transfer at the station from which the official is transferred.

5. LEAVE :- Can grant casual leave up to 10 days, to all subordinates employed in his department.

6. TRANSFERS AND POSTINGS :- Subject to the proviso that no additional expenditure is incurred transfer and post within his jurisdiction all subordinate Revenue Establishment, reporting transfer and posting of employees drawing over Rs. 200/- a month to Manager for record at official meeting.

7. PASSES :- Can issue service cheque passes to all persons employed in the Stores Department and to their families in accordance with Manager's Circular No. 3 of 1929.

8. STORES :- Can issue receipt entry to Depot Stores for the receipt of stores into their depots.

9. (1) Can recruit his stock of ordinary stores of consumables to be purchased in local markets, for which tenders for supply have been accepted by the Manager.

9. (2) Can purchase locally up to Rs. 3500 per mensem Catering stores and wines required for Refreshment Halls and Steamers for which tenders for supply have been accepted by the Manager.

9. (3) Can purchase locally at market rates indigenous food stuffs required for rationing the staff, or for use in Refreshment Halls and on Steamers. Contracts or purchase for quantities exceeding three months average consumption require Manager's sanction.

10. Can reject such of the above stores locally purchased as he may consider inferior in quality to that approved in the specification.

11. Can purchase imported stores up to a limit of Rs.100/- in each case. A monthly statement of such purchases to be submitted to the Manager.

12. Can draw stores required for consumption in stores Department or for the preservation and maintenance of stores, such as painting, cleaning, shifting etc. It is possible that such works are only undertaken when funds are available.

13. Can sell at auctioned sales stores or surplus lists up to value of Rs. 50 in each case and in urgent cases ordinary stores up to value of Rs.25/- in each case.

14. PAYMENTS FROM IMPREST ACCOUNT - It is permitted to make payments from his imprest cash on account of the following:

- (1) Discharged workmen up to Rs.10 in each case.
- (2) Extra labour urgently required for loading and unloading stores and materials when the permanent establishment is unable to do so.
- (3) Bills for petty stores up to a value of Rs.10/- in each case.

11. Can purchase imported stores up to a limit of Rs.100/- in each case. A monthly statement of such purchases to be submitted to the Manager.

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Downing Street,

2 January, 1917.

DRAFT

EAST AFRICA PROTECTORATE

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GVERNOR
SIR H. CONWAY BELFIELD, K.C.M.G.
&c., &c., &c.

MINUTE

Mr. Butler

Mr.

Mr.

Mr.

Mr.

Mr.

Mr. Fiddes.

Mr. Steel-Maitland.

Mr. ...

Sir,

I have the honour to
acknowledge the receipt of your despatch
No. 607 of the 3rd of October and to
inform you that I approve of the rules
defining the powers of the Chief
Storekeeper, Uganda Railway, with the
substitution of 1000 rupees for 100
rupees as the limit within which
Storekeeper may purchase imported
stores in a single case.

I have, etc.,

(SD)

W.H.