Instructions to Govern the Stocking, Supply, Issue and Accounting of Books, Forms, Stationery, and Office Requisites for the Defence Department.

DEFINITIONS.

In these instructions, unless the contrary intention appears, A.M. Books and Forms—means all books and forms enumerated in Appendix I, A.M. Regulations, or under F. and A. Regulations, or the Regulations under the War Precautions Act, the use of which has not been countermanded, and any further books or forms which may be added to such Appendix, and any book or form authorized for use by the Secretary or the Board of Business Administration.

Stationery—means all paper and other articles required for official purposes coming within the commercial definition of stationery:

Office Requisites, "E."—means expendable requisites, and includes pens (fountain pens excepted), inks of all kinds, pencils, pins, paper fasteners, typewriter ribbons, erasers, &c., &c.

Office Requisites, "N.E."—means non-expendable requisites, and includes typewriters, inkstands (glass or metal), rulers, scissors, drawing pins, drawing instruments, drawing boards, printing frames, &c., &c. Note-card cabinets, whether of wood or metal, are classified as Office Requisites, N.E. Photographic supplies may be classified as "E." or "N.E.", as the case may be.

Secretary—means Secretary for Defence.

Board—means the Board of Business Administration at Head-Quarters.

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Commandant—means the Commandant of a Military District.

Comptroller—means the Comptroller of Stationery and Printing at Head-Quarters, Central Administration.

Stationery Officer—means the Officer in Charge of a Stationery Office or Depot at Head-Quarters or a District.

STAFFS.

1. There shall be a Comptroller of Stationery and Printing at Central Administration, who will be responsible to the Board of Business Administration for the carrying out of these instructions.

2. At Central Administration and at each District there shall be a “Stationery Depot.”

3. There shall be a “Stationery Officer” in charge of each Stationery Depot, who shall have such “Staff” under his direction as may be approved by the Board of Business Administration. Stationery Officers will keep all such records of stock and issues, and furnish such returns as may be required. Stationery Officers may communicate direct with the Comptroller, and vice versa.

ADMINISTRATION.

4. All stationery will be standardized as regards quality, pattern, and variety, and its issue must be restricted to the lowest possible quantity consistent with efficiency.

5. The purchase and distribution of stationery and office requisites, other than as herein detailed, will not be permitted.

6. Only such books and forms as are herein defined are authorized for use. Any others taken into use will be provided and paid for by the person responsible for the use of same.

7. Contracts and methods of purchase of bulk stores of stationery and office requisites will be arranged for by the Central Contract and Supply Board, either
direct or through local District Contract Boards, on the application of the Comptroller, or by the Comptroller from the State Government Contractors at schedule rates, if available; or on written quotations from firms approved by the Board.

All A.M. Books and Forms and Treasury Forms will be obtained from the Government Printer, Melbourne, through the Comptroller, unless otherwise specially authorized by the Board of Business Administration.

8. Heads of Departments at Central Administration will be responsible for the design and revision of all A.M. Books and Forms relating to their respective Departments and for the checking of all Printer's proofs of jobs submitted by them. Great care is to be exercised that "copy" is definitely approved and settled before being sent to the Printer, so as to avoid as far as possible revision of proofs.

9. Stationery Officers will furnish to the Comptroller half-yearly demands of their requirements. In vocabulary order, these demands must reach him not later than 1st November for January to June supplies, and not later than 1st May for July to December supplies. Stocks on hand, as at date of compilation of the demands, will be shown in all instances, special attention being drawn to any imminent shortage of any item or items.

10. The Comptroller will carefully and promptly review all demands, and may direct the transfer of any excess stock from one Military District to another. He will also, if the demands are in order, consolidate them and prepare contract demands on the Central Contract and Supply Board. The Central Contract and Supply Board will forward to the Comptroller, for stock record purposes, copies or particulars of each authority requisition.

11. In special circumstances, District Stationery Officers, on the approval of the Commandant, who will first satisfy himself as to the urgency of the matter,
may make local purchases without reference to the Comptroller, of office requisites or order printing of authorized patterns or forms provided that the amount so expended does not exceed £50 in one month in the case of the 2nd Military District, and £25 in any one month in the case of other Districts. Full particulars of all emergency purchases for the previous month shall form the subject of a return to be addressed to the Comptroller on the first of each month. In special circumstances, the Comptroller may approve of purchases by Districts where the cost of same does not exceed £25 in any one case. Emergency purchases or orders must, however, be avoided as far as possible.

12. All accounts for supplies to Central or District Depôts will be checked and certified as to receipt and correctness by Stationery Officers before being passed by them for payment. All such accounts must be accompanied by the copy of the order on the firm duly receipted as to correct supply, by the Stationery Officer concerned.

REQUISITION AND ISSUES.

13. All requisitions for A.M. Books, Forms, Stationery, and Office Requisites in vocabulary order will be prepared by one requisitioning officer in each Branch, and submitted on A.M. Form to the Stationery Officer after having been certified to by the Head of the Branch concerned, to the effect that the supplies demanded are necessary and are required for the efficient working of the Branch.

14. Requisitions, as above, certified to by the head of the Branch, will be lodged with or transmitted to the Stationery Officer, who will number and register them in the order of their receipt by him, and he will follow that order in complying with demands. Should his stock be insufficient to satisfy several simultaneous demands in full, then such stock will be equally apportioned by him amongst the whole of the demands.

Bulk requisitions from Units, or requisitions for articles not taken delivery of at the Stationery Depot, will be in duplicate, the original being retained in the
Depôt until the return of the duplicate copy duly re-
ceipted, when they will be filed away together.

Commandants may fix a scale of issues of office re-
quisites to persons or branches in their own Districts.

15. Issues.—Issues to Branches at Central or District
Head-Quarters will only be made on not more than two
fixed days in each week, such day or days to be fixed by
the Stationery Officer, with the approval of the Com-
mandant of a District, or of the Comptroller in the case
of Central Administration, and then only to an autho-
rized representative of a Branch, and Stationery
Officers will be held responsible that all demands in his
possession on that date, which may be applied for, are
fulfilled and signed for on the requisition by the Receiv-
ing Officer. Bulk issues to Units may be despatched
on any day, and entries will be made on the issue cards
from the requisition before despatch, but a Comman-
dant may direct whether such supplies shall be requis-
tioned for monthly, quarterly, or half-yearly.

The following procedure will be followed in the event
of a Stationery Depot being unable to complete an ap-
proved requisition:—

If the whole of the items are not available for
issue from stock, such as are available will be sup-
plied, and the items not available transferred to an
"Extract Requisition" to be fulfilled when the
stores are available.

ORDERS.

16. All official orders for A.M. or other Books, Forms,
and Stationery obtained in Melbourne will be placed by
the Comptroller, who will certify to all accounts for
same. Orders for A.M. Books and Forms and
Stationery, specially authorized by the Board of Busi-
ness Administration for local purchase under para-
graph 7, will be placed by, and certified to, by the
Stationery Officer concerned, and the particulars and
the account dealt with as provided in paragraph 11.
17. On receipt of an authority from the Central Contract and Supply Board, the Comptroller will place the order, using the official order books, which will be bound and machine-numbered, and using a separate book for each Central and District Depot. Each order for Central will be prepared in triplicate, one copy for the Contractor, the second for the Storeman, and the third copy left in the butt of the Order Book. Each order for a District will be prepared in triplicate, one copy being despatched to the Contractor, one copy to the Stationery Officer concerned, and one third copy will be left in the book for checking purposes. When the stores are received, if found to be correct as per order, the Stationery Officer will at once bring them on Depot charge.

Stationery Officers will be supplied with a similar triplicate book for the ordering of supplies obtained otherwise than through Head-Quarters, as provided in paragraph 11; they will follow the same procedure as that followed by the Comptroller, i.e., forwarding one copy to the firm concerned, one copy to the Comptroller, and retaining the third copy for checking purposes.

It will be the duty of Stationery Officers to see that suppliers send invoices with each delivery of goods. All claims received to be certified to promptly.

18. To facilitate audit, Stationery Officers will file copies of orders received from the Comptroller in their correct sequence.

19. All expendable and non-expendable articles of stationery or requisites returned by Units or Branches will be preceded or accompanied by return requisitions in triplicate, and, if correct, such articles will be at once credited to the Branch or Unit and brought on to Depot charge by re-entering them as stock received, one receipted copy of the requisition being forwarded by the Stationery Officer to the Comptroller within one week of receipt, and one receipted copy returned to the Unit or Branch concerned.
20. Articles or stores legitimately expended in a Depot will be entered on a requisition form and signed for by the Stationery Officer, and will be posted to an issue card accordingly.

TEXT BOOKS AND OTHER PUBLICATIONS.

21. Text books, training manuals, and other publications received by the Chief of the General Staff, from the High Commissioner’s Office, or other sources, will be issued by Head-Quarters direct to District Libraries, for distribution under the control of the Chief of the General Staff, but the printing of bulk supplies of same will be arranged through the Comptroller.

PRINTING.

22. The Comptroller at Head-Quarters, and the Stationery Officer in Districts, will be responsible for all Head-Quarters and District printing respectively.

Such printing may be carried out locally by a military plant, if one is available, and, if not, by the local State Government Printer whenever possible. If the local State Government Printer cannot undertake the work, or if he quotes a price above outside firms, the District Contract Board may be empowered to place the order with an outside firm, and take delivery of the job from such firm on its completion, certifying on the order as to correctness of price and performance of the work. Multiplicity of proofs must be avoided.

INSPECTION.

23. The Department of the I.G. of A. or the Comptroller may, at any time, with or without notice, inspect any Stationery Depot, and may check the stocks on hand and any books or cards kept by the Stationery Officer, and such Stationery Officer will be required to render any assistance desired by the Comptroller to facilitate such inspection. This inspection will in no way supersede or take the place of an audit by an officer of the Auditor-General’s Department.
TYPEWRITERS, DUPLICATING MACHINES, ADDING MACHINES, ETC.

24. A typewriter register will be kept by each Stationery Officer. This register will show the make, number, size, date received, name of firm supplying same, whether on hire or purchased, rate of hire, cost (if purchased), and the branch to which it is issued. Stationery Officers will certify as to the correctness of the claims for hire of machines.

The same procedure will be followed in regard to other machines. Heads of Branches and Units will forward to the Stationery Officer, on the first day of July in each year, a statement showing particulars of the machines on issue to them. These statements will be checked by the Stationery Officer with his register, and any discrepancy at once adjusted.

DAMAGED ARTICLES RETURNED TO DEPOTS.

25. All damaged articles returned to a Depot will be accompanied by a statement from the head of the Branch or Unit concerned, showing how the damage was caused, and whether, in his opinion, the cost of repair (if repairable), or total cost (if not repairable), should be borne by the individual responsible for the damage, or in whose charge the article was, or by both, or whether it should be borne by the Department. Stationery Officers will be held responsible that damaged articles are not accepted from Branches or Units unaccompanied by such a statement and recommendation.

26. In the event of any person or persons being required to make good any damage, such person or persons may, in the case of Central Administration, appeal to the Secretary, through the head of his or her branch, or, if in a District, to the Commandant, who may or may not recommend such appeal, forwarding his recommendation to the Comptroller for a decision by the Board.
District Paymasters will at once be advised by the Comptroller of such decision, in order that, if necessary, deductions may be made from the salary of the persons concerned. Persons refusing to comply with the decision of the Board of Business Administration to bear the cost of such damage may be discharged.

27. Damaged articles, the full cost of which has been borne by any person, may be handed over to the person concerned, and may be entered on the issue card, an issue requisition being prepared and signed for by the Stationery Officer, a reference being given on the requisition to the correspondence file and date and number of the receiver's receipt. Irreparably damaged articles, reported as such by the Stationery Officer, with explanation as to damage and how caused, the cost of which is to be borne by the Department, will be forwarded to the Senior Ordnance Officer, together with a "Return to Store Requisition" approved by the Commandant in the case of a District, or the Comptroller in the case of Central Administration, for disposal by public auction, and, on receipt from the Senior Ordnance Officer of the requisition duly completed, the Stationery Officer will enter such articles on the issue card, a reference being given to the number and date of requisition, which will be filed by the Stationery Officer for reference and audit purposes.

28. Notwithstanding that a recommendation has been received by the Stationery Officer that the cost of damage should be borne by the Department, a Stationery Officer may refer such recommendation to the Secretary, or a Commandant, as the case may be, for his decision.

PRINTING PLANT.

29. Where a military printing plant is in operation in a District, the officer in charge of such printing plant will be under the direction of the Stationery Officer, and the cost of all work done will be ascertained, and the amount of same charged to each job.

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STOCKTAking.

30. Except as to A.M. Books, Forms, and Official Text Books, there shall be a complete stocktaking by actual tally and ledger comparison in all Districts on the 30th June in each year.

Duplicate stock-sheets, showing the quantity and value of every item in stock, except as aforesaid, and all discrepancies, if any, shall be forwarded to reach the Comptroller not later than 15th July in each year.

Store tally cards of A.M. Books, Forms, and Official Text Books shall be checked with actual stocks whenever directed by the Board, but at least once every half-year.

The Comptroller may at any time direct a check test of all or any stock in hand to be made by any Depot.

DatIng stamp.

31. Each Stationery Depot will date stamp all requisitions and other documents received by it immediately upon such receipt, and will provide itself with the necessary date stamp for the purpose.

Books and cards.

32. The following books and cards will be kept by Stationery Officers:—

1. Requisition Register.—In which will be kept for ready reference the rotation in which requisitions are received from Branches or Units, their numbers, date of receipt, and execution.

2. Executed Requisition File.—Showing signature of recipient to issue. Each day’s requisitions will be stapled together, credited on the ledger stock-sheets, debited to the Branches or Units concerned, and filed for reference.


4. File of Orders.—Advised as in course of supply to Depot by Comptroller.
5. *Machine Register Cards.*
7. *Depot, Branch, and Unit Supply Cards.*
10. *Stocktaking Book*—Showing stock on hand at end of each financial year.

For and on behalf of the Board of Business Administration,

GEORGE SWINBURNE,
Chairman.

27 November, 1918.