

**POLICE CIRCULAR ORDER No. 80**

Return of Issue Vouchers to the arsenals supplying Ordnance Stores.

It is observed that inspite of various instructions issued in this office letters No. 1135 (17)-S., dated 20-1-1951. No. 13543 (19)-S. dated 22-6-1953, Memos. No. 21280 (18)-S., dated 11-10-1952, No. 9750 (17) S., dated 1-5-1953 and Police Circular No. 16 of 1952 to expedite the return No. 2. (unpriced) and No. 7 or 8 (priced) copies of the issue vouchers to the supplying depots there has been no appreciable improvement. Frequent reminders for non-return of the issue vouchers are still being received in this office from the arsenals.

2. This has not only given rise to unnecessary correspondence but it also reflects badly on the efficiency of this department.

3. It is, therefore, suggested that the intending officers should maintain a register in the form enclosed, so as to ensure a proper check over the movement of the vouchers. It is needless to say that such matters should be dealt with as expeditiously as possible.

4. If there be cases where delay is unavoidable due to non-receipt of the consignment of any other reason beyond the control of the indentors, the fact should immediately be brought to the notice of the supplying arsenal and this office informed.

5. Serious notice will be taken for failure to observe the above instructions in future.

6. The Range D.I.-G.'s will please inspect the maintainance of the register mentioned in para. 3 above during the time of their inspections of the districts/establishments and note the defects, if any, in their inspection notes.

Register showing disposal of issue of vouchers for Ordnance Stores for the years from..... to .....

Serial No.	Name of arsenal with issue voucher, number and date	Date of receipt of stores by the indentor	Comittee number and date	Date of receipt of the priced issue voucher by the consignee	Action taken to obtain and return the issue voucher	Date of return of No. 2 and No. 7 or 8 copies of issue voucher to the arsenal	Signature of the head of the office with date	Action taken for adjustment of cost of stores during the financial year to which they relate	Accountant-General's number and date with month and year of adjustment .	Remarks
1	2	3	4	5	6	7	8	9	10	11

( Previous Police Circular Order No. 14 of 1953 )