

## **CHAPTER XXI**

### **CUSTODY OF PROPERTY**

1. Responsibility for custody of property
2. Immovable property and Stores
3. Personal Custody of Stores

## CHAPTER XXI

## CUSTODY OF PROPERTY

1. **Responsibility for custody of property**
  - 1.1 The Secretary of the Commission shall be responsible for the custody of the property of the Commission. Property of the Commission
  - 1.2 The Registrar of a University shall be responsible for the custody of the property of the University. Property of a University/Open University
  - 1.3 The Secretary of a University College shall be responsible for the custody of the property of the University College Property of University College
  - 1.4 The Registrar of the University to which a Campus is attached or to which an Institute is affiliated shall exercise overall responsibility for the properties of the Campus or the Institute. Properties of Campuses & Institutes
    - 1.4.1 The most senior officer of the administrative staff of a Campus or an Institute shall be responsible to the Registrar for the property of the Campus/Institute respectively.
  - 1.5 The most senior officer of the administrative staff of a Centre for Higher Learning shall be responsible for the custody of the property of such institution. Property of Centre for Higher Learning
2. **In regard to immovable property, the responsibility of persons mentioned in paragraph 1 above includes;** Immovable property
  - (a) Security of boundaries;
  - (b) Protection against entry of unauthorised persons, vehicles or animals;
  - (c) Landscaping and up-keeping;
  - (d) Efficient functioning of the Security Service;

- (e) Security and maintenance of buildings; and
- (f) Provision of proper fire-fighting equipment and the training of persons in the use of such equipment.

2.1 In regard to Stores their responsibility includes: Stores

- (a) The provision of proper and adequate storage facilities;
- (b) Training of Store-Keepers and others entrusted with similar duties;
- (c) Organizing and co-ordinating the annual verification of stores; and
- (d) Proper and immediate action in regard to losses.

### 3. Personal Custody of Stores

3.1 A Store-Keeper is charged with the duties of ; Duties of a

- (a) the acceptance of stores into personal custody, acknowledging them and accounting for them;
- (b) proper custody of stores, keeping them in good condition and methodically arranged, so as to admit easy location and verification at any time;
- (c) issue and disposal of stores under proper authority in accordance with instructions issued to him by his superior;
- (d) recoupment of stores in accordance with authorized procedures;
- (e) maintenance of records, registers or accounts for all receipts, issues and disposal of stores in the prescribed manner supported by appropriate documents;
- (f) making available for verification at any time the physical balances of stocks in hand;

Store-Keeper

- (g) making adequate arrangements for the security of stores, providing for safeguards against loss by fire, theft, pilferage, deterioration and waste; and
- (h) making prior acting arrangements with the consent of his superior officer to attend to his duties during his absence.

- 3.1.1 A Store-Keeper will work under the direct supervision of a Stores Supervisory Officer who shall be the Accountant or an officer assigned by him of the Commission/ Bursar or an officer assigned by him of the University/ Treasurer or an officer assigned by him of a University College/a senior financial officer of a Campus/ Institute/Centre for Higher Learning or an Engineer/ officer of the administrative staff, who will take all precautionary measures to ensure security.
- Stores Supervisory  
Officers
- 3.1.2 When a Store-Keeper goes on leave, the person appointed to act for him will bear the responsibility of the substantive holder of the post. This does not, however, absolve the acting person of his responsibility for any damage or loss which may occur during such period.
- Acting  
arrangement for  
Store-Keepers
- 3.1.3 If the Store-Keeper is on leave without making prior arrangements, the officer supervising his work will appoint a suitable person to act, who will perform the duties of the Store-Keeper and bear the responsibility of the substantive holder of the post. This does not however, absolve the acting person of the responsibility for his own acts.
- 3.2 A Technical Officer is charged with the duties relating to receipt, custody and issue of laboratory stores under direct supervision and
- Laboratory Stores

control of the Head of the Department of Study. The provisions of sub-paragraph 3.1 above in regard to Store-Keepers and Stores Supervisory Officers shall, *mutatis mutandis*, apply to a Technical Officer and a Head of Department of Study respectively for the purposes of this and the subsequent provisions in this regard.

- |     |   |   |
|-----|---|---|
| 3.3 | A suitable person nominated by the Officer responsible for the custody of property of the Commission / Higher Educational Institution / Institute, shall maintain inventories of furniture in class-rooms, common rooms and other common areas; all electrical, bath room and other fittings in such areas; and keep them under his surveillance, reporting loss or damage immediately.   | Class room and common room furniture, all electrical and other fittings |
| 3.4 | The Sub-Warden (full-time) of a Hall of Residence shall have the custody of the stores, furniture and fittings in his Hall under the supervision and control of the Warden. The provisions of sub-paragraph 3.1 above in regard to Store-Keepers and Stores Supervisory Officers shall, <i>mutatis mutandis</i> apply to a Sub-Warden (full-time) and the Warden respectively for the purposes of this and subsequent provisions in this regard.  | Stores in Halls of Residence  |
| 3.5 | A teacher, officer or any other employee of the Commission / a Higher Educational Institution/ Institute for the time being in occupation of staff quarters or official residence shall have the custody of stores, furniture and fittings in such quarters or residences. The inventories, books and records pertaining to such stores shall be maintained by the Works Superintendent or a person or persons nominated by the officer responsible for the custody of property and acknowledgement obtained from the occupant. | Stores in staff quarters and official residences                        |

- 3.6 The President of a Staff Club / Association, which is for the time-being allowed the use of a building of the Commission / Higher Educational Institution / Institute, shall have the custody of stores, furniture and fittings in such building. The inventories, books and records pertaining to such stores shall be maintained by the Works Superintendent or a person nominated by the officer responsible for the custody of property and acknowledgement obtained from the President of the Club/ Association.
- Stores in Staff Clubs/ Associations
- 3.7 The Works Superintendent or a person nominated by the officer responsible shall have the custody of stores, furniture and fittings in any holiday bungalow, visitor's bungalow, etc. attached to the Commission/ Higher Educational Institution/Institute. The Works Superintendent/ a person nominated shall maintain the inventories, books and records pertaining to stores separately for each bungalow. Acknowledgement for stores in each bungalow should be obtained from the keeper of each bungalow. The Works Superintendent/a person nominated should check such stores at irregular intervals and report losses and damages immediately.
- Stores in Holiday Bungalows, Visitors Bungalows etc.
- 3.8 Where stores are held in any Centre or Unit of the Commission/ Higher Educational Institution/ Institute not covered by the above sub-paragraphs such as Libraries where it is not considered necessary to appoint a Store-Keeper, the officer responsible for the custody of properties shall arrange for a suitable employee to be in custody of such stores. The provisions of sub-paragraph 3.1 above in regard to Store-Keepers and Stores Supervisory Officers shall mutatis mutandis apply to the employee so appointed and to the Head of such Centre/Unit respectively.
- Stores in other sections e.g. Libraries

3.9 Any stores issued individually to a teacher or officer or other employee for his personal official use shall be in his personal custody and he shall be held personally responsible for any loss or damage. Acknowledgment should be obtained from such persons and recorded in the inventory maintained for such purpose. When such person leaves the services of the institution on prolonged leave of more than one year; or is transferred to another institution, he should hand over such stores to the Store-Keeper in good and proper condition, natural wear and tear exempted. If he is unable to do so, he should be surcharged the replacement value of such stores in terms of sub-paragraph 1.2.1 of Chapter XXII.

Stores issued for personal official use of Teachers, officers etc.