

SUB-DIVISIONAL/REVENUE/DIVISIONAL OFFICE

Procedure	Custody of Records	Code	Page
		CP-20	1 of 7

Reference General System Description

1. The purpose of the section is to set out the responsibilities of officers and staff in the Custody of Records. Registers will be kept in the principal offices.

- Sub-Divisional Office
- Revenue Office
- Divisional Office

showing what records are kept, the length of time records are to be held and who is responsible for their custody. Each time responsible staff change. there will be a formal signing over of the records held from one person to another and the register will be signed by all parties involved. The Officer in overall incharge of an office is the person responsible for ensuring that the premises are made safe and the record secure.

SUB-DIVISIONAL OFFICE

Procedure	Custody of Records	Code	Page
Office Designation	Sub-Divisional Office Sub-Divisional Officer	CP-20	2 of 7

Reference Instructions

2.

Sub-Divisional Office Records.

- 2.1 Define records to be maintained in each section, and the length of time to be kept as laid down from time to time by the competent authority.
- 2.2 Arrange for Register (CP-Form-65) to be kept by each Section Supervisor or Superintendent showing the records for which he is held responsible. Each person responsible for records will sign the register.
- 2.3 Sign register as Officer in overall incharge of the Office.
- 2.4 Examine security of Office and equipment/space available for safe custody of records and report in writing to Executive Engineer on its adequacy.
- 2.5 When supervisory staff changes, arrange for formal checking and handing over of records from one person to another. Report discrepancies in writing to Executive Engineer.

SUB-DIVISIONAL OFFICE

Procedure	Custody of Records	Code	Page
Office Designation	Sub-Divisional Office Section Supervisor/Superintendent/ Sub-Divisional Clerk	CP-20	3 of 7

Reference Instructions

- 2.6 Prepare register of records showing all records to be retained in safe custody as defined by S.D.O.
- 2.7 Sign register with date.
- 2.8 Report any discrepancies to Sub-Divisional Officer as they arise.
- 2.9 On ceasing to be in charge of section, arrange for records to be checked and taken by successor or by the Sub-Divisional Officer. Obtain his signature in discharge of your responsibilities.

REVENUE OFFICE

Procedure	Custody of Records	Code	Page
Office Designation	Revenue Office Revenue Officer	CP-20	4 of 7

Reference Instructions

3.

Revenue Office Records

- 3.1 Define records to be maintained in each section, and the length of time to be kept as laid down from time to time by the competent authority.
- 3.2 Prepare Register of Records (CP-Form-65) entering all records in use under the procedure set out in this manual.
- 3.3 Sign register as officer in overall incharge of the office.
- 3.4 Examine security of office and equipment/Space available for safe custody of records and report in writing to Company's Director Commercial on its adequacy.
- 3.5 When supervisory staff changes, arrange for formal checking and handing over of records from one person to another. Report discrepancies in writing to Company's Director Commercial.

SUB-DIVISIONAL OFFICE

Procedure	Custody of Records	Code	Page
Office Designation	Revenue Office Commercial Superintendent	CP-20	5 of 7

Reference	Instructions
3.6	Prepare register of records showing all records to be retained in safe custody as defined by Revenue Officer.
3.7	Sign register with date.
3.8	Report any discrepancies to Revenue Officer as they arise.
3.9	On ceasing to be in charge of section, arrange for records to be checked and taken over by successor or by the Revenue Officer. Obtain his signature in discharge of your responsibilities.
3.10	Arrange registers of records to show the responsibilities of each subordinate and obtain signatures indicating that they are aware of their individual responsibilities.

SUB-DIVISIONAL OFFICE

Procedure	Custody of Records	Code	Page
Office Designation	Revenue Office Supervisor	<u>CP-20</u>	<u>6 of 7</u>

Reference	Instructions
-----------	--------------

- | | |
|------|---|
| 3.11 | Prepare register of records showing all records to be retained in safe custody as defined by Revenue Officer. |
| 3.12 | Sign register with date. |
| 3.13 | Report any discrepancies to Revenue Officer as they arise. |
| 3.14 | On ceasing to be in charge of section, arrange for records to be checked and taken over by successor or by the Revenue Officer. Obtain his signature in discharge of your responsibilities. |
| 3.15 | Arrange register of records to show the responsibilities of each subordinate and obtain their signatures indicating that they are aware of their individual responsibilities. |

REVENUE OFFICE

Procedure	Custody of Records	Code	Page
Office Designation	Revenue Office Divisional Accountant	CP-20	7 of 7

Reference Instructions

- 3.18 Prepare register of records showing all records to be retained in safe custody as defined by Revenue Officer.
- 3.17 Sign register with date.
- 3.18 Report any discrepancies to Revenue Officer as they arise.
- 3.19 On ceasing to be in charge of section, arrange for records to be checked and taken over by successor or by the Revenue Officer. Obtain his signature in discharge of your responsibilities.
- 3.20 Arrange register of records to show the responsibilities of each subordinate and obtain their signatures indicating that they are aware of their individual responsibilities.