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The Treasuresy General's Department at HQ of th( A.N.C. in Lusaka is one of the th"rh ro3h departments. The other two are the Erasidentts Office and the Secretary-J...n .: 4 .l.( a.-.

hireral' s Department.

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The Treasurer-Generalgs Departmentiqu.) cons sts 01 tne followng:n

1. The TreasurereGeneral
2. The Deputy Treasurcrv General
3. The AJministra W4 m. Secretary
4. Head of Projects
- 5, Head of Logistics
- 60 Head of Transport

Soon one or two other deptso will be addedo

The Head of Logistics,like all the other heads of depts., is appointed by the T.G. A Secretariat consisting of about six or seven comrades ia appointed at the \_discretion of the T06. It meets regularly and sets the policy for the T.G's dept. Presently one of the hembers of the Secretariat is Head of Logistics.

The Head of Logistics is appointed on a National level. This means that he oversees . the Logistics of the ANCo His job is to comordinate the work of all the areas concerned with Logistics.

In each main area where the ANC is cntabljshed, especially in the afaas of Operation in Africa, a Log'etics committee should be established;

The main areas at the momentx a"e Lusaka, Luanda, DarmEs-Salaam, Maputo with a subsidiary one in Swaziland and a n i important one in London.

Each Committee should. consist of a Convenor/Chairman, a Secretary and.at least two other comradeso At the ports it is preferable for these two to be the Storeman E and the Comrade who clears the goods at the declsn E

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In other areas it ea important that the chiEf storeman and another member of the :53?!

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Treasury should serve on the committee.

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Where necessaryi the.number of members can be enlarged to five hr six.

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AIn areeq outside bf HQ, the chief representative is an ex-Officio mem ber of the e

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;istics committeeo

lEvery such committee is responsible to the Chief of Logistics at HQ. who in turn is responsible to the Secreatariat of the TG's Department.

The Chief of Logistics is fesponsible for2w

a) Monthly reports to the Secreataria on the position of Logistics on a national level ,

b) Reporting the Inflow and Outflow of goods in each centre

0) To gnve an hp-tondate report on Stocks in each area

CL) To. check that there is a. proper distribution 0? goods in all areas

e)To see that all cadres are adequately fed and clothed ' I

f) T ensure that requisitions are made at regular intervals to donor countries

and support groups,  
To improve the follow-up system so as to ascertain whether these  
requisitions are implementedo  
To corresPond regularly with all Centres sothat a close liaison is built  
up with themo In this and other ways to check constantly the lcgis tioal  
situationo  
Make periodical visits to each area so as to co-ordingte the affairs  
' of the Movement's logisticao  
Attend overall to the administration of the departmento  
15 enstre that hhisttask is adequately done, the various areas must comely with  
the following rules and regulations;-  
Area Committees:  
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The logistics Committee must hold regular meetings. At least once a fort-  
nighto These need not always be lengthy, but there must be a get tog  
d.  
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in that periodo  
Monthly reports must be sent to HQ. reflecting"Goods In" 9 "Goods Out" &  
Stock position  
All Bills of Lading(B.Lo) must he capied and immediately-sent to HQo  
, Third ccpies of goods receiVed at stores mus be nugt sent to HQa at onceK  
The second Copy is kept by the storeman and the last cepy kept by the'  
Comrade who origina.lly cleared the goodSo  
All requisitions for goods outs:Lde and emergency goods should be 6on9 through  
HQo Only in extreme emergencies are area committees permitted. to deal directo  
But when this is done HQo must be immediately sent a coygn \_  
All matters pertaining to Logistical matters with donors of other areas e  
should he done through HQo except in very genuine emergencies. In the. ca  
of such exceptions, HQo must be immediately be copied with such correspondenceo  
Acknowledgement of goods mus be typed and all the information asked for  
meticulously giveno Copies of all ack. letters to be sent immediately to  
HQo '  
At ports, the goods must be identified assoon as possible and the goods  
cleared as quickly as possible,  
These goods must be checked against the BoLSo or other documents sent by the  
donorse V  
The Comrade in charge must take note of the condition of the goods and any  
short landingsO  
The Comrade at the docks must supervise the loading and count the goods loaded.  
These he must lmmmediately enter into his triplicate book before he leaves  
the dockso And he must sign each page entered as goods are so cleare6a  
7";-  
At the stores the storeman must be.handed this triplicate bool: to cbeuh  
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At the stores the storehbn must be.handed this triplicate book to check

what has been delivered and that page must be countersigned by him;.h

If there are any differences, he must alter the amount in such a way a

.to le eve the original figure and. his altered figure cleerly seeno

All stores must be so arranged that all goods are clearly seen and all

similar goods where possibl: placed in the same store togetherd

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Stores should be so managed as to enable stock cards to be kept for all the articles received, These should reflect "out" and "In" goods to the stores;  
The Storemen must at all times know exactly what they have in the stores where it is not possible to keep stock cards, each store must have a book reflecting the nearest approximation of the goods in each particular store;  
This book must always be available to those authorised to inspect the stores;  
A general list should be made periodically without exact figures of the goods, and these handed to all Departmental heads or Camp Commandants for their information.

These general lists are a guide to these Comrades and are to be of a confidential nature and so treated by them;

Wherever possible Logistics must strive to erect shelves and bins for the goods and have alterations made to the stores so as to keep them ratproof.  
The storeman is responsible for the cleanliness and neatness of the storage under his care. No goods are to be left lying around on the ground or thrown about the stores (Donors are likely to hear of any negligence concerning these goods and this could affect their attitude towards us)

Wherever possible guards should be placed to watch over the security of our stores and the Comrades of other departments controlling these personnel are expected to co-operate in the security of the Movement's property;

There must be periodical distribution of goods. In the case of clothing, this should be quarterly but never less than twice a year.

Records must be kept for each individual receiving such goods.

Each goods must ever be taken from the stores without it being recorded and a signature obtained from the recipient.

Each person unless authorised by Logistics is permitted to enter the stores.

Under no circumstances must perishable goods be kept in the stores unnecessarily long. Nor must goods generally be boarded and so clutter up the stores; On the other hand, storemen must not go to the other extreme without due thought and consultation with Senior members or HQ. to the next delivery and possible influx of new cadres from home.

Food stocks must be constantly checked. Where any food is in danger of contamination or where the first signs are perceived, the committee must meet to decide on their immediate distribution. In extreme cases where delay will destroy these goods and where our own cadres have been issued, these can be distributed to our Allies and friends in a proper organised manner;

The storemen must keep the Committee constantly informed of dwindling stocks; They in turn must give timely warning to HQ.

Advantage must always be taken of Support Group (e.g. OAU, P.M.O., LEI? etc) to get both material and transport help in each area. The Chief Executive must be persuaded to help in such instances.

Each Committee especially at the Ports of Dar and Luanda must constantly (maple other areas with obvious goods intended for other areas as well as

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their own; For this purpose advantage should be taken wherever possible of Comrades travelling from one area to another or through freight planes of friendly countries. Investigations about the possibility of shipping should always be investigated locally.

All air freight goods from the airports must also always be expeditiously cleared and all the rules pertaining to other goods as above will also apply to them.

Finally he appeals to all Comrades not to tamper with the goods of the A.H.Cb Thav. The Treasurer-General is the official custodian of all the Movement's goods. If any comrade is found stealing goods from the stores or any other goods, he or she will in future be severely punished. All such known misdemeanours should be instantly reported to the relevant authorities.

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