

Schedule 11 :

**Organization of (name of district, town, township and city) Non-gratuitous Rationing Stations for Daily Necessities**

Job title		Designation	Duties	Note
Station Master		The main island: Served concurrently by urban or rural village chiefs or executives of town, township and city offices Offshore islands and islets: Served concurrently by town, township and city mayors	To take charge of the overall Station affairs and supervise operation of non-gratuitous rationing.	
Vice Station Master		The main island: Served concurrently by urban or rural village chiefs Offshore islands and islets: Served concurrently by town, township and city mayors	To assist Station Master in Station affairs and operation of non-gratuitous rationing.	
Accounting Officer			Responsible for accounting matters.	
Porter			Responsible for transporting and managing non-gratuitous rationing items.	
Registrar			To check non-gratuitous rationing notification. To check household certificate or relevant certificates. To calculate and record quantities of non-gratuitous rationing items.	
Cashier			To recheck quantities of non-gratuitous rationing items. To issue Invoice/Consignment Note of non-gratuitous rationing items. To collect the payment.	
Consignor	Rice		Responsible for consigning rice.	
	Edible oils		Responsible for consigning edible oils.	
	Culinary salt		Responsible for consigning culinary salt.	
	liquefied petroleum gas		Responsible for consigning LPG coupons.	
Security Guard		Police Station	Responsible for security of non-gratuitous rationing items and maintaining order in the station.	