

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		Urban/rural village chief	To take charge of the overall Station affairs and supervise operation of non-gratuitous rationing.	
Vice Station Master		Urban/rural village secretary	To assist Station Master in Station affairs and operation of non-gratuitous rationing.	
Accounting Officer		1. The Station Master shall make requests to competent authorities of district, town, township or city, and the latter shall collect and transfer such to municipal, county (city) government to take charge. 2. Engage volunteers, and neighborhood watch groups or request the assistance of substitute services draftees from the Ministry of the Interior.	Responsible for accounting matters.	
Porter/deliverer			Responsible for handling, managing and delivering non-gratuitous rationing items.	
Registrar			1. To check the ID paper and non-gratuitous rationing record sheet of recipients. 2. To issue a copy of the non-gratuitous rationing record sheet to recipients	
Cashier			To recheck quantities of non-gratuitous rationing items. To issue Invoice/Consignment Note of non-gratuitous rationing items. To collect the payment.	
Tally clerk	Rice		Responsible for sorting and tallying rice.	
	Edible oils		Responsible for sorting and tallying edible oils.	
	Culinary salt		Responsible for sorting and tallying culinary salt.	
	Infant and follow-on formulas	Responsible for sorting and tallying infant and follow-on formulas.		
	liquefied petroleum gas	Responsible for sorting and tallying liquefied petroleum vouchers.		
Security Guard			Responsible for the security of non-gratuitous rationing items and maintaining the order of the rationing station and operations.	