

C. P. & S. -72

ANNUAL INDENT FOR PAPER

For the year from 20 , to 20 .

Office of the

I do hereby certify that this indent has been carefully prepared *and each item valued according to Price List for the current year* in my office with reference to the rules regarding the preparation and submission of indents for stationery and I have satisfied myself that the whole of stationery, indented for is absolutely necessary and in accordance with the scale prescribed in Appendix - J of the Punjab Printing and Stationery Manual.

No. Signature

Date 20 . Designation

N.B.—Indenting Officers will please quote number and date of their indents whenever referring to the same.

<i>Directions for despatch</i>	<i>Numerical strength of the Office Establishment using the stationery</i>
<p>Name of the Post Office or Railway Station should be written in clear bold LETTERS</p> <p>The articles indented for should be despatched to the</p> <p>.....</p> <p>at</p> <p>To be forwarded by Goods Train Passenger Train Post</p>	<p>Head of the Department</p> <p>Number of Gazetted Officer</p> <p>Clerks</p> <p>Inferiors using Stationery</p> <p style="text-align: right;">Total :</p> <p>.....</p> <p>Number of typewriters in use</p>

Certified that the value of the articles indented for is checked by me and that the total value does not exceed the fixed allotment which is *Rs.

No.

Signature of Controller Officer

Date 20

*Please state in figures

Notes :—1. Before indenting stationery paper, Indenting Officer/Controlling Officer should refer to Model Scale of Stationery fixed in the Printing and Stationery Manual.

2. Quantity in hand at the time of Indenting should always be stated.

Signature

Article No. of Price List	Description of Articles	Total Quantity received last year	Quantity in hand on date of indent	Quantity indented for	Rate		Value of articles indented for	
					Rs.	P.	Rs.	P.
	PAPER				Rs.	P.	Rs.	P.
	Azure Laid Papers							
1	Photo Copier Paper – A-3 17" × 11.5" / 4.7 Kgs.							
2	Photo Copier Paper – A-4 210 Cms. × 297 Cms./2.33 Kgs.							
3	Photo Copier Paper–Foolscap 215 Cms. × 342 Cms./2.8 Kgs.							
7	Double Foolscap, 42 × 59.5 Cms. – 9.1 Kgs.							
	Type Writing Papers							
60	Foolscap Folio, 21.5 × 29 Cms./1.4 Kgs.							
62	Manifold Foolscap Folio, 21.5 × 29 Cms./1.1 Kgs.							
	Duplicating Paper							
63	Foolscap Folio, (Semi-Absorbent) 13.5 × 8.5 , 5lb (34.5 × 21.5 /2.3 Kgs.)							
	Noting Sheet White 62 Gsm							
	Noting Sheet Green							
	Noting Sheet White 75 Gsm							
	PSE—3							
	PSE—4							
	PSE—5							
	PSE—5A							
	PSE—7							
	PSE—7A							

*Not for general use.

† for use in Coping Agencies.

Note.—In their own interest indenting officers are requested not to include stationery items in this paper indent. This will expedite supply.

INSTRUCTIONS FOR COMPILING THE INDENT

Instructions :— Indent should be completed strictly with instructions contained in Chapter II of the Punjab Printing & Stationery Manual.

Article No. :— Every article in the Price List is allotted an article No. These numbers have been quoted against the articles included in this indent. When articles other than those specified in the indent are required, the article number of such items should be added against them in column I in order to ensure correct supply.

Date of submission of Indent :— Indents are due with the Controller, Printing and Stationery Haryana, Chandigarh on dates specified in Appendix H of the Punjab Printing and Stationery Manual and should be submitted punctually.

Space below is reserved for use in the State Stationery Office

Register No. Date

Balance available Rs.
.....

Indent checker's remarks

Orders

Issue

Particulars of Despatch

Examined by Date

Invoice No. Date

Packed by Date

Despatched by ^{Post} Receipt No. Date

Passenger Train

Goods Train

Valuation Register folio Entered by

Due Register folio Entered by

Entered by Store-keeper Date