

C. P. & S. -71

ANNUAL INDENT FOR STATIONERY

For the year from to 20 ..

Office of the

I do hereby certify that this indent has been carefully prepared *and each item valued according to the Price List for the current financial 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>.....</p> <p><i>Number of typewriters in use</i></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.

Date 20 ..

*Please state in Figures.

Notes :— 1. Before indenting Stationery
Model Scale of Stationery.

2. Quantity in hand at the time
received last year.

| 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. |
| | (For paper item see separate indent form) | | | | Rs. | P. | Rs. | P. |
| | Writing Ink, etc. | | | | | | | |
| 102 | Superior Ink for Fountain pen in 75 grams Phials Blue Black or Royal Blue (for Officers) | | | | | | | |
| 103 | Fountain pen ink ordinary in 57 grams Phial Blue Black | | | | | | | |
| 106 | Registration, Blue Black, 12 ozs. bottle | | | | | | | |
| 109 | Ink Tablets, Blue Black | | | | | | | |
| 110 | Ink Tablets, Red | | | | | | | |
| 111 | Rubber Stamp Ink, Violet 28.35 grams Phial | | | | | | | |
| | Paste and Gum | | | | | | | |
| 112 | Office Paste, 141.35 grams bottle (for Officers) | | | | | | | |
| 114 | Gum, Arbic, Picked | | | | | | | |
| | Duplicator Inks | | | | | | | |
| 115 | Ink for Gestetner Duplicator | | | | | | | |
| 117 | Ink for Roneo Duplicator | | | | | | | |
| 118 | Ink for R.R. R. Duplicator | | | | | | | |
| 119 | Ink for Shourie Duplicator | | | | | | | |
| 120 | Ink for Roneo Duplicator Model No. 500 | | | | | | | |
| 122 | Thumb-impression Ink, 4 ozs tube | | | | | | | |
| | <i>Value carried over</i> | | | | | | | |

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

| 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. |
| | <i>Value brought forward</i> | | | | Rs. | P. | Rs. | P. |
| 123 | Drawing Ink Liquid water proof assorted colours | | | | | | | |
| 124 | Ditto-Black | | | | | | | |
| | Carbon Paper | | | | | | | |
| 130 | Typewriter Carbon, standard weight, (20.5 x 26 cms.) | | | | | | | |
| 131 | Typewriter Carbon brief size (29 x 41 cms.) | | | | | | | |
| 134 | Pen Carbon, Black, one sided (13" x 8") | | | | | | | |
| 135 | Pencil Carbon, Black, one sided, (45.5 x 57 cms.) | | | | | | | |
| 136 | Pencil Carbon, Black both sided, (44 x 57 cms.) | | | | | | | |
| 137 | Pencil Carbon, Black (29 x 20.5 cms.) | | | | | | | |
| 138 | Pencil Carbon, Black both sided (33 x 20.5 cms.) | | | | | | | |
| | Note Papers (For Officers) | | | | | | | |
| 144 | Large Post-Quarto, (25 x 20.5 cms.) | | | | | | | |
| 145 | Large Post Octavo (20.5 x 12.5 cms.) | | | | | | | |
| | Envelopes (for officers) | | | | | | | |
| 155 | M. M. Quality Large Post (14.5 x 12 cms.) | | | | | | | |
| | Pencils | | | | | | | |
| 161 | Coloured-Blue | | | | | | | |
| 162 | Coloured-Green | | | | | | | |
| | <i>Value carried over</i> | | | | | | | |

| 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. |
| | <i>Value brought forward</i> | | | | Rs. | P. | Rs. | P. |
| 162-A | Coloured Green copying (for Food and Supplies Department) | | | | | | | |
| 163 | Coloured - Red | | | | | | | |
| 164 | Coloured - Yellow | | | | | | | |
| 165 | Coloured - White | | | | | | | |
| 166 | Red and Blue (for Offices) Brown Superior quality for Audit purposes | | | | | | | |
| 168 | Coloured set of 12 pencils | | | | | | | |
| 169 | Assorted colours in a box. | | | | | | | |
| 170 | Lead Pencils, Middling | | | | | | | |
| 171 | Shorthand Pencil | | | | | | | |
| 172 | Copying Pencil | | | | | | | |
| 174 | Drawing Pencils | | | | | | | |
| 178 | Black Lead HB | | | | | | | |
| 179 | Black Lead H | | | | | | | |
| 180 | Black Lead HH | | | | | | | |
| 181 | Black Lead HHH | | | | | | | |
| 182 | Black Lead B | | | | | | | |
| 183 | Black Lead 2B | | | | | | | |
| 184 | Black Lead 4B | | | | | | | |
| | Other Stationery | | | | | | | |
| *187 | Pen holder Superior (wooden) | | | | | | | |
| 187-A | Pen holder Superior Feeder Pens | | | | | | | |
| 187-B | Fountain Pen | | | | | | | |
| | <i>Value carried over</i> | | | | | | | |

* To be replaced only when broken, lost or worn out. Not to be drawn to exhaust the allotment.

| 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. |
| | <i>Other Stationery -Contd. Value brought forward</i> | | | | Rs. | P. | Rs. | P. |
| 187-C | Fountain Pen Nibs | | | | | | | |
| 188 | Holder for Crow Quill Steel Pens (For Drawing) | | | | | | | |
| 189 | Feeder Pen (Superior) | | | | | | | |
| 190 | Ball Point Pen (For Chandigarh Staff) | | | | | | | |
| 191 | Jotter Refill for Ball Points Pens | | | | | | | |
| 192 | Fountain Pen for Senior Officers | | | | | | | |
| 195 | Erasers ink and pencil | | | | | | | |
| 196 | Rubber Vulcanised (20 pieces to a 400 gms.) | | | | | | | |
| 197 | Erasers, Typewriter | | | | | | | |
| *199 | Ink-pot Ordinary | | | | | | | |
| *200 | Ink-pot Heavy Type, Superior (for Officer) | | | | | | | |
| *202 | Paper-weight Round, Glass | | | | | | | |
| *207 | Pin Cushions | | | | | | | |
| *212 | Call Bell (for Officers) | | | | | | | |
| *213 | Desk Knives | | | | | | | |
| *217 | Docket Punch | | | | | | | |
| *218 | Stamp Purch (round, Square, Triangular holes) | | | | | | | |
| *219 | Scissors | | | | | | | |
| *221 | Bodkins | | | | | | | |
| | <i>Value carried over</i> | | | | | | | |

* To be replaced only when broken, lost or worn out. Not to be drawn to exhaust the allotment.

| 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. |
| | <i>Other Stationery -Contd.</i> <i>Value brought forward</i> | | | | Rs. | P. | Rs. | P. |
| 222 | Pins, Steel 1" Long in Packets | | | | | | | |
| 226 | Paper Clips, Gem Pattern | | | | | | | |
| 229 | Needles, Long | | | | | | | |
| 231 | Needles, Sails 6" Long | | | | | | | |
| 233 | Blank Book 1 quire | | | | | | | |
| 234 | Blank book 2 quires | | | | | | | |
| 236 | Note Books, Pocket Superior (for Officers) | | | | | | | |
| 238 | Short Hand Note Book | | | | | | | |
| 242 | File Laces 76 Cms. long | | | | | | | |
| 243 | Tag 15 cms. long | | | | | | | |
| 244 | Tag labels Buff, size 4.25 × 9 cms. without thread | | | | | | | |
| 245 | Marking Tag labels, white with thread | | | | | | | |
| 246 | Brushes, Gum | | | | | | | |
| 247 | Brushes for Roneo Duplicator | | | | | | | |
| 248 | Brushes Long-handled, Dusting | | | | | | | |
| 249 | Brushes, Type clearing | | | | | | | |
| 251 | Thread Balls, 2-ply in one Tola each | | | | | | | |
| 252 | Thread Balls, 2-ply in Two Tolas each | | | | | | | |
| 253 | Thread Cotton, White in reels of 300 yds. | | | | | | | |
| | <i>Value carried over</i> | | | | | | | |

| 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. |
| | <i>Other Stationery -Contd. Value brought forward</i> | | | | Rs. | P. | Rs. | P. |
| 254 | Twin Hemp in balls of 94 grams 2-ply | | | | | | | |
| 257 | Tape white, 1.25 cms. wide | | | | | | | |
| 259 | Sealing wax | | | | | | | |
| 260 | Uninked Pads for Rubber Stamps | | | | | | | |
| 261 | Stencil for Gestetner Duplicator | | | | | | | |
| 268 | Stencil for Shourie Duplicating Machine | | | | | | | |
| 272 | Stylus Pen | | | | | | | |
| 273 | Stylus Plate | | | | | | | |
| 274 | Correction Fluid | | | | | | | |
| | Typewriter, Ribbons etc. (Six Ribbons per Machine per year) | | | | | | | |
| 286 | For Remington Standard Record Black | | | | | | | |
| 286-A | For Remington Punjabi and Hindi Typewriters | | | | | | | |
| 289 | For Remington Portables, Record Black | | | | | | | |
| 298 | Stappling Machine No. 10 | | | | | | | |
| 299 | Stappling Machine Pin for Machine No. - 10 | | | | | | | |
| | Desk Diary Steel Stand | | | | | | | |
| | <i>Value carried over</i> | | | | | | | |

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 1 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

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