

U.F. No. 81

Annual Indent for Universal, Budget Manual Forms and official envelopes for the year

Indenting Officer ———— Department ————

To be despatched to the Railway Station ————

Brief Instructions for the preparation and submission of Indents

- (1) Annual consolidated indents for the forms are due in the office of the Controller of Printing and Stationery, Punjab, on 1st April. Officers not authorised to indent direct should submit their indents to the controlling officer for purposes of scrutiny and consolidation not later than 1st March.
- (2) Indents should be submitted punctually by the dates fixed, otherwise the Printing and Stationery Department will not be responsible for any delay in the supply of forms.
- (3) All Columns of the Indent forms should be filled in and no additions or alterations made therein. Before compiling annual indents, the balance in stock should be verified by a responsible official and the number of forms indented limited to reasonable requirements.
- (4) The indenting officer should increase his demands by three months extra supply and no reminders should, except in very special cases, be sent until the expiration of the period prescribed in Appendix E of the Printing and Stationery Manual.
- (5) Serial numbers omitted in the indent have been discontinued. These should not be indented.
- (6) The following certificate should be signed by the indenting officer, or the officer deputed by him for the purpose, without which the indent will not be registered.

Certificate

Certified that the account of receipts and issues of printed forms and registers etc. has been maintained in the forms prescribed in paragraph 7.2 of the Printing and Stationery Manual, 1st Edition, 1958 that the Balance in hand of each form and register whether it is being indented or not, has been correctly shown in the appropriate column of the indent that the number indented for is not in excess of reasonable requirements; and that the instructions regarding the preparation of the indent have been carefully observed.

Signature ————

Designation ————

Date ————

UNIVERSAL FORMS

Universal Form No.	Description of forms	Consumption during			Average	Balance in hand verified by a responsible official	Number now indented	
		20	20	20			Loose	Register
	*Note sheet, cream laid ...							
	Routine note form large, white ...							
2	Routine note form large, badami ...							
3	Calendar of dates of disposal of case (for use of Civil Secretariat and F. Cs' offices) ...							
4-B	Calendar of dates of disposal of a case (for use of other offices) ...							
8	Acknowledgement form for receipt of letter ...							
9	Reminder post card ...							
11	Reminder for returns ...							
12	Unofficial Memo Application for papers required in connection with a case ...							
13	List of papers sent unofficially to other departments ...							
19	Form for abstract translation of a petition ...							
20	Challan form for paper despatched in bag ...							
21	Station Dak Book (each of 100 leaves) ...							
23	Weekly arrears report ...							

* Indented for Secretariat Offices and High Court only...

UNIVERSAL FORMS—Contd.

Universal Form No.	Description of forms	Consumption during			Average	Balance in hand verified by a responsible official	Number now indented	
		20	20	20			Loose	Register
30	Attendance Register (each of 12 leaves) ...							
31	Register of cases sent unofficially to or, received from other Department (each of 100 leaves) ..							
32	Acquittance roll ..							
33	Voucher for petty contingent expenditure ...							
34	Confidential Report forms for IV Class Govt. Employees ...							
35	Requisition on Punjab Government Press for ordinary work exclusive of standard and special forms (each of 100 leaves) ...							
37	Machine Card for typewriters ..							
38	"Urgent" slip ...							
39	"Immediate" slip ..							
40	"Immediate" slip for Day and Night ...							
42	"Budget case" slip ...							
43	"Assembly business" slip ...							
44	"Paper under consideration" slip...							
45	"Draft for approval" slip ...							
46	"Alphabetical A to Z" slip ...							
54	Economy address labels for official envelope ...							
57	File cover ...							
59	Flying cover for unrecorded papers...							
62	Budget abstract Form ...							
63	Declaration by —Of the immovable property held by him and members etc. ...							
67	Stock Register of Office Furniture (each of 50 leaves)							
70	Acknowledgement of Travelling Allowance Bill of M.L.A. ...							
71	Transfer and Reversion Notification Form ...							
72	Stationery Stock Book (each of 24 leaves) ...							
73	Stock Register of Printed forms and register (each of 50 leaves) ...							
74	Stock Register of Government typewriters ...							
77	File Board—Thick ...							
78	Guard Files ...							

UNIVERSAL FORMS—Contd.

Universal Form No.	Description of forms	Consumption during			Average	Balance in hand verified by a responsible official	Number now indented	
		20	20	20			Loose	Register
79	Flaps ...							
80	Entry passes for visitor to Government Offices (Bound Books of 100 Passes in duplicate) ...							
81	Annual Indent for Universal Forms and envelopes and Budget Manual Forms ...							
82	Police Radio Message Pads, large ...							
83	Police Radio Message Pads, small ...							
84	Confidential Reports Index Form ...							
85	Consolidated Indent Form (Outer) ...							
85-A	Consolidated Indent Form (Inner) ...							
86	Fresh Receipt Slip ...							
87	Complaint Register (each of 200 leaves) ...							
88	Indent forms for the supply of stores by the Controller of Stores ...							
89	Inland letters ...							
B.M.	<i>Budget Manual Forms</i>							
3	Abstract statement referred to in paragraph 3-6 (a), 5-4 (f) and 5-4 (i) ...							
4	Estimate of collection of Land Revenue ...							
5	Estimate of Interest on loans and advances ...							
6	Statement relating to sale-proceeds of undeveloped land ...							
7	Statement relating to purchase of proprietary rights by Government tenants ...							
8	Sale-proceeds of undeveloped lands ...							
9	Purchase of proprietary rights of tenants ...							
10	Nominal Roll ...							
11	Estimate of probable advances and recoveries ...							
12	Information in regard to passage allowance ...							
13	Form of enquiry ...							

B.M.—Forms Nos. 1 and 2 are supplied by the Civil Secretariat and therefore, these should be requisitioned on the office.

UNIVERSAL FORMS—Contd.

Universal Form No.	Description of forms	Consumption during			Average	Balance in hand verified by a responsible official	Number now indented	
		20	20	20			Loose	Register
	<i>Budget Manual Forms—contd.</i>							
14	Form of Estimate re-cost of passages ...							
15	List of late sanction ...							
16	Schedule of new expenditure ...							
17	Statement showing work carried out by P.W.D. (B. & R.) ...							
18	List of major or minor work ...							
19	Forecast of stores to be purchased through the High Commissioner ...							
20	Revised forecast of stores to be purchased through the High Commissioner ...							
21	Statement of leave and deputation allowances ...							
22	Ditto ...							
23	Statement of miscellaneous as expenditure ...							
24	Ditto ...							
25	Statement of revenue and receipts claimable ...							
26	Disbursing Officer's register and account of expenditure ...							
27	Slip or bill extract to be attached to the Disbursing Officer's bill ...							
28	Register of expenditure - Controlling Office ...							
29	Monthly account of expenditure ...							
30	Heads of Department's monthly account of expenditure ...							
31	Form of ledger account of supply...							
32	Statement of excesses and surrenders ...							
33	Application for an additional appropriation ...							
34	Notes (referred to in paragraph 14.9) ...							
35	Supplementary or additional estimate or proposal ...							
36	Form of supplementary or additional estimate for works ...							
37	Divisional Officer's register and account of expenditure ...							
38	Superintending Engineer's register of expenditure ...							
39	Divisional Officer's register and account of expenditure (B. & R. Branch) form Register ...							

UNIVERSAL FORMS—Contd.

Universal Form No.	Description of forms	Consumption during			Average	Balance in hand verified by a responsible official	Number now indented	
		20	20	20			Loose	Registers
	<i>Budget Manual Forms—contd.</i>							
40	Superintending Engineer's monthly account of expenditure (Irrigation Branch) form Register...							
41	Superintending Engineer's monthly account of expenditure (B. & R. Branch) form Register ...							
42	Extensions and improvements in Irrigation Branch ...							
43	Disbursing Officer's account of expenditure ...							
44	Disbursing Officer's account of expenditure ...							
45	Monthly account of expenditure other than establishment (Electricity Branch) ...							
46	Monthly account of expenditure ...							
47	Register of control of expenditure against budget provision under "81—Capital Outlay on" ...							
48	Register of control of expenditure against budget provision under "XL—Receipts from Electricity Schemes" ...							
	<i>Official Envelopes</i>							
P.S.E. 3	Manilla 9"×4"...							
P.S.E. 4	Manilla 11"×5"...							
P.S.E. 4-A	Manilla (Cloth-lined) 11"×5"...							
P.S.E. 5	Manilla 16 ⁵ / ₈ "×6 ³ / ₈ "...							
P.S.E. 5-A	Manilla (Cloth-lined) 16 ⁵ / ₈ "×6 ³ / ₈ "...							
P.S.E. 7	Manilla 16 ¹ / ₄ "×12 ¹ / ₂ "...							
P.S.E. 7-A	Manilla (Cloth-lined) 16 ¹ / ₄ "×12 ¹ / ₂ "...							
	<i>General Forms</i>							
C.O.C. S.—16	Despatch Register (200 leaves) 17"×27" / 4...							
—17	Receipt Register (200 leaves) 17"×27" / 4...							
—18	Out station Dak Book (200 leaves) 17"×27" / 4...							
—21	Flying covers ('B'—Proceeding) ...							
—22	Flying covers ('C'—Proceeding) ...							
—33	File Record Register ...							
—42	Register of pending cases ...							

UNIVERSAL FORMS—Concl'd.

Universal Form No.	Description of forms	Consumption during			Average	Balance in hand verified by a responsible official	Number now indented	
		20	20	20			Loose	Register
	<i>General Forms—Concl'd.</i>							
—48	Confidential Report Forms ...							
—65	Transit Slip Register ...							
—102	Index Slips ...							
—119	Casual Leave Account Forms ...							
—120	T.A. Check Register ...							
—121	Trunk Call Register ...							

Signature -----

Designation -----

Dated -----