

Indent Form

**ANNUAL INDENT FOR ACCOUNTS AND TREASURY FORMS REQUIRED
BY _____
FOR USE DURING 200__**

Brief Instructions for the preparation and submission of Indents

- (1) Annual Indents for these forms are due in the office of the Controller of Printing and Stationery Haryana on 1st October, officers not a thorised to indent direct on him should submit their indents to the Controlling Officers concerned not later than 1st September, for purpose of scrutiny and consolidation.
- (2) Indents should be submitted punctually, by the dates fixed, otherwise the Press will not be responsible for any delay in the supply of forms.
- (3) All columns of the indent forms should be filled in 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 remainders 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) Complete instruction should be given regarding bindings of any form into registers.
- (6) The folowing certificate should be signed by the indenting officer, or the officer deputed by him for the purposes,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 form prescribed in para 2.13 of the revised edition of the Printing and Stationery Manual, that the balance in hand of each form and register whether it is being indented or not has been correctly shown in appropriate column of the indent, that the number indented for is not in excess of reasonable requirements and that the instruction regarding the preparation of the indented have been carefully observed.

Also certified that the instructions contained in para 3 of the Punjab Government Circular No. 25443(F.G.), dated 8th August, 1929 to all Heads of Departments, Commissioners, District Judges and Deputy Commissioners have been compiled with.

No.....

Signature.....

Dated.....

Designation.....

A. and T. Standard No.		Description of Form	Consumption during			Average	Balance in hand verified by a responsible official	No. now indented	
			200	200	200			White	Yellow
1	*P	Refund of revenue							
2	*M	Form T.A. 21, register of repayments							
5	..	Form T.A. 49. Statements of lapsed deposits ..							
6	**P	Statements of refund of lapsed deposits ..							
18	M	Form T.A.20 Register of receipts of deposits (Books of 100 leaves each)							
20	M	Form T.A.24 Register of daily receipts and repayments of personal deposits (Books of 50 forms each)							
3	P	Pass book of list of Cheques cashed (Books of 50 leaves each)							
79	P	Acknowledgement of receipt of Government promissory notes received for safe custody ..							
81	P	Register of receipts and disposal of notes held in safe custody.							
84	P	Form of Government promissory notes returned for safe custody.							
106	P	Form of security bond No.1							
107	P	Form of security bond No.2							
124	P	Certified of issue of Public Works Department Cheques ..							
181	*P	Register of contingencies (Books of 51 leaves each)							
181	P	Register of contingencies (Books of 101 leaves each Big lot Challans) ..							
192									

*P for Provincial

Central

*C for Central

**M for Mixed

Provincial

A. and T. Standard No.		Description of Form	Consumption during			Average	Balance in hand verified by a responsible official	No. now indented	
			200	200	200			White	Yellow
200	P	Statement of income for Financial Commissioner ..							
201	P	Notice of closer of Treasury.							
213	P	Register of pay bills of gazetted Government Servants.							
261	..	Form S.T.R 41, deposit voucher (Books of 100 leaves each)							
271	P	Detailed statement of service ..							
272	P	C.S.R. No. 1 Application for pension of gratuity ..							
273	P	C.S.R. No. 2 Application for extraordinary Pension. ..							
274	P	Application for pension used by gazetted Officer ..							
277	P	Statement of remitted charges. ..							
365	M	To be attached to pension application- <i>vide</i> Government of India, Finance Department No. F. 210-CSR/2, dated 18th October, 1924 ..							
366	*M	Declaration for anticipatory pension or gratuity ..							
367	M	Certificate of service to be attached to pension application.							
368	M	Letter forwarding $\frac{\text{Pension}}{\text{Gratuity}}$ papers of							
369	P	Register of personal who go on foreign services ..							
370	P	Broadsheet of contribution towards pension and leave salary for the year. ..							
371	P	Register of govt. servant lent or transferred to foreign service. ..							
		Gazetted Government Servant Forms							
281	P	Salary bill for officers of the Indian Civil Service ..							
282	P	S.T.R. 20, Salary bill for Military Officer (in civil employ) ..							
283	P	S.T.R. 18, Salary bill for miscellaneous officer ..							
284	P	S.T.R. 21, claim for payment of overseas pay in England. ..							
285	P	Charge Certificate ..							
286	P	Certificate of occupation of building ..							
287	P	Medical certificate for changing climate ..							
288	P	Application for leave ..							
289	P	Last pay certificate (non-gazetted establishment) ..							
290	*P	Form A.T.C. 2 form of leave Account. ..							
290(a)	P	A.T.C. No. 1 form of subsidiary leave Account ..							
290(b)	P	A.T.C. No. 2. (A) Form of leave account for Government Servants in permanent employ ..							
291	P	S.T.R. No. 22, Travelling allowance for gazetted Government Servants. ..							
292	P	Ditto Public Works Officers. ..							
		Establishment Forms							
294	P	Salary bill of establishment (full sheet) with absentee statement. ..							
294 (a)	P	Salary bill of establishment (full sheet) without absentee statement. ..							

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			200	200	200			White	Yellow
295	P	Inner sheet of salary bill of establishment (A. and T. No. 294)							
295	P	Detailed pay bill of permanent establishment (half sheet)							
296	P	Salary bill of establishment Sub-Assistant Surgeons.							
297	P	Absentee statement (full sheet)							
298	P	Ditto (half sheet)							
299	P	Statement to accompany pay bills of temporary Criminal Court Establishment.							
300	P	Increment certificate.							
301	P	Health Certificate							
302	P	Proposition statement							
303	P	Travelling allowance bill							
304	P	Inter sheet of travelling allowance bill							
305	P	Charge Certificate of Tehsildars							
		Forms for contingencies							
306	P	Bill for contract contingencies charge							
307	P	Bill for countersigned contingencies charge							
308	P	Officers whose bills do not require countersignature							
309	P	Bill for audited contingencies							
310	P	Detailed bill of contingent expenditure							
311	P	Statement of detailed contingent bills to be attached to the 1st contingent bill presented after the 10th							
312	P	Memo of charges on account of copies of judgements supplied free of cost							
313	P	Memo of charges on account of grounds of appeal							
314	P	Bill for service postage stamps							
315	P	Certificate for destruction of wild animals							
316	P	Reward certificate in excise cases							
		Miscellaneous Forms							
317	P	Refund statement of stamps							
318	P	Miscellaneous Payment vouchers, big lot form							
319	P	Receipt for service postage stamps							
320	P	Acknowledgement of permanent advance							
322	P	Cash-book (books of 100 leaves each)							
322	P	Bill Register							
		(a)							
323	P	Cash receipt book (Books of 100 leaves each)							
325	P	Form of statement to accompany all applications for sanction to expenditure not provided for in the budget.							
327	P	Acknowledgement of receipt of cheque Indent forms.. Indent form (for general use)							
		Forms for the use of Public Works Department only							
A.F. 86b		Consolidated Bill for Recoupment of advances given to patients by the Director, Pasteur Institute of India, Kasauli							

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			200	200	200			White	Yellow
A.F. 86 c	P	Abstract Travelling Allowance Bill of Establishment (outer-sheet)							
A.F. 86 e	P	Abstract Travelling Allowance Bill of Establishment (Inner-sheet)							
A.F. 86 d	P	Travelling Allowance Journal for P.W.D.							
A.F. 68 a	P	Bill for contingent charges							
A.F. 93 b		Ditto (Not payable at Treasury)							
		P.F. Series and other Forms							
Form A		Detailed statement of permanent establishment							
Form B		Detailed statement of new names, leaves, etc.							
S.T.R. 42-A		Bill for drawing G.P. fund Advance							
S.T.R. 17		Schedule of General Provident Fund deduction							
S.T.R. 17-A		Schedule of Provident fund (other than G.P. Fund) deductions (to be printed on pink paper)							
P.F.1		Form of nomination when subscriber has a family and wishes to nominate and member thereof							
P.F. 1-A		Form of nomination when a subscriber has a family and wishes to nominate more than one member thereof							
P.F. I-B		Form of nomination when the subscriber has no family and wishes to nominate one person.							
P.F. I-C		Form of nomination when the subscriber has no family and wishes to nominate more than one person							
C.A.C. 30-B		Schedule of General Provident fund on account of subscription to Postal Life Insurance (Small)							
		Ditto (Large)							
C.A.C. 30-C		Schedule of General Provident fund on account of Indian Military Service Family Pension Widows and Orphans Fund							
A.T.M. 26		List of Government Servants due to retire							
G.P.F. 3		Application for admission to the General Provident Fund							
S.T.R. 7		Security Agreement Form (when security is paid in lump-sum)							
S.T.R. 7-A		Security Agreement form (when security is paid in instalment)							
		Loan form No. 1							
		Loan form No. 2							
		Loan form No. 3							
		Loan Form No. 4							
		Loan Form No. 5							
		Group Insurance Scheme Series of Forms							
		G.I.S. Form 9 Reg. of 100 leaves							
		G.I.S. Form 10 Reg. of 100 leaves							
		G.I.S. Form 11 Reg. of 103 leaves							
		G.I.S. Form 12 Reg. of 100 leaves							
		G.I.S. Form 13 Reg. of 100 leaves							

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