

GOVERNMENT OF ASSAM
ANNUAL INDENT OF STATIONERY ARTICLES AND PAPERS
FOR THE YEAR 2024-25

Indent No.....

Date:.....

To,

The Director of Printing and Stationery, Assam
 Bamunimaidam, Guwahati-21.

Sir,

Annual Indent of paper and Stationery articles required for the office of the undersigned for the year 2024-25 is submitted herewith for making necessary arrangement for supply.

1. I certify that the Indent has been carefully prepared and strictly worked out according to the instruction laid down in this Indent for taking into consideration.
2. I have satisfied myself that the varieties and quantity of stationery articles and papers indented for are essentially necessary for use in this Office / Department.
3. Every care will be taken to ensure that the Sty/Paper are used for public services only.

Signature of Indenting Officer :

Name in Block letters :

Designation Impression rubber seal :

Signature of Controlling Officer :

Designation Impressing rubber seal :

Direction for marking on packages :-

Name of consignee with full Address...

(Name of Post Office and Railway should be written in Block Letters).

Contact No:.....

Numerical strength of the Office Establishment
 Using stationery & papers.

Head Of Department :.....

No. Of Gazetted Officers:.....

No. Of Assistants:.....

No. Of Stenographers:.....

No. Of Grade IV staff using Sty articles.....

Total:.....

No. of Sections of Department:.....

No. of Xerox Machines.....

No. of Computers

No. of Digital duplicating machines in use.....

The space is reserved for use in the Directorate of Printing and Stationery (Sty. Store)

Indentor's Code No:.....

Indent Checker

Director,
 Printing and Stationery, Assam
 Guwahati-21

(2)

INSTRUCTION ARE TO BE FOLLOWED AT THE TIME OF SUBMISSION OF ANNUAL INDENT FOR PAPERS AND STATIONERY ARTICLES.

Each indenting Officer must sign. each page of the indent stating his designation with seal, without which the Indent shall not be entertained.

1. Each Indenting Officers is to submit his indent to the Director of Printing and Stationery, Guwahati-21 from where he used to received the articles through his controlling Officer except the Deputy Director i/c Assam Government Press Guwahati who will submit to the Director, Printing and Stationery, Guwahati-21.
2. The indents must be worked out on an average of the actual consumption made during the previous two years. No increase demand will be allowed without specific reason to be given by each indenter in the remarks column of the indent.
3. The stock position of all those varieties of papers & Stationery articles which demand is not necessary for the corresponding year/years should be given in the pro-forma and their availability for withdrawal from the store of the indenting Officer clearly voted in the remarks column. This will facilitate Government for pro-forma adjustment at the time of consolidating the final estimate.

(3)

**PROFORMA FOR INDENT OF PAPER ITEMS
FOR THE YEAR 2024 - 25**

SI. No.	Description of Paper	Quantity allowed by Paper Stores (to be filled by Paper Store)	Quantity received during last 12 months from State Paper Store	Quantity Indented for 2024-25	Remarks
1	2	3	4	5	6
1	Azurelaid Paper				
2	Xerox Paper	(i) A-4 Size			
		(ii) F/S Size			
		(iii) A-3 Size			

The Indenting Office Shall fill up the columns 4 & 5

*Signature of Indenting Officer
With Seal*

(4)

**PROFORMA FOR INDENT OF STATIONERY ITEMS
FOR THE YEAR 2024 - 25**

Sl. No.	Description of Stationery	Quantity allowed by Stationery Stores (to be filled by Stationery Store)	Quantity received during last 12 months from State Stationery Store	Quantity Indented for 2024-25	Remarks
1	2	3	4	5	6
1	Bodkins				
2	Glass Paper Weight				
3	Page Marker				
4	Stapler Machine HP-45				
5	Stapler Machine (No. 10)				
6	Copying Pencil (Brown)				
7	Staple Pin (No. 10)				
8	Drawing Pencil HB				
9	Correcting Pen				
10	Phenyle (Black)				
11	Phenyle (White)				
12	Bleaching Powder				
13	Stamp Pad (Inked) for rubber stamp)				
14	Gems clip				
15	Sealing Wax				
16	Office paste 60 ML				
17	Cotton Tag (White)				
18	Plastic Folder FS				
19	Twine Jute (Sutli)				
20	Hessian Cloth				

The Indenting Office Shall fill up the columns 4 & 5

*Signature of Indenting Officer
With Seal*

(5)

SI No.	Description of Stationery	Quantity allowed by Stationery Stores (to be filled by Stationery Store)	Quantity received during last 12 months from State Stationery Store	Quantity Indented for 2024-25	Remarks
21	Fevi Stick				
22	Short Hand Note Book (200 Pages) Ruled.				
23	Bound Register Ruled				
24	Plastic Scale 12 inch				
25	Stapler machine No. HD-45				
26	Stapler Pin No. 24/6				
27	Plastic Folder A4				
28	Dot Pen				
29	Pin in Packet (Alpin)				
30	Marker Pen				
31	Highlighter				

The Indenting Office Shall fill up the columns 4 & 5

*Signature of Indenting Officer
With Seal*