

ANNUAL INDENT OF STATIONERY ARTICLES AND PAPERS FOR THE YEAR 2022-23

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 2022-23 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 in exercise utmost economy and to prevent the use of the Government Stationery articles and papers on any purpose other than public service.

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 Station 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 stationery articles

Total

No. of Sections of Department

No. of Type Writer machines in use

No. of Xerox Machines

No. of shourie Duplicating Machine in use.....

No. of Computers

No. of other brand of duplicating machines
(hand operated) in use

No. of other brand of duplicating machines (Automatic)
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.

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 2022-23

Sl. 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 2022-23	Remarks
1	2	3	4	5	6
1	White D.F.C. Paper				
2	Azurelaid Paper				
3	Duplicating Paper				
4	Type Paper				
5	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

PROFORMA FOR INDENT OF STATIONERY ITEMS FOR THE YEAR 2022-23

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 2022-23	Remarks
1	2	3	4	5	6
1.	Coloured Pencil				
2.	Reporters Pencils (Steno)				
3.	Bodkins				
4.	Pad Inked for Rubber Stamp				
5.	Glass Paper Weight				
6.	Pencil Carbon Paper (Black) one side 210 x 330 mm.				
7.	T. W. Carbon Paper 330 x 420 mm. (Black) one side, standard weight				
8.	T. W. Carbon Paper 210 x 330 mm. (Black) one side, standard weight				
9.	Staple Machine HP-45				
10.	W. T. Ribbon black record				
11.	Staple Machine (No. 10)				
12.	Copying Pencil (Brown)				
13.	Staple Pin (No. 10)				
14.	Drawing Pencil HB				
15.	Coloured Pencil (Red & Blue)				
16.	Correction Pen				
17.	Pencil Reporter for Stenographer				
18.	Wooden Ruller 45.5 cms. (18') (round)				
19.	Phenyle (Black)				
20.	Phenyle (White)				
21.	Bleaching Powder				

The Indenting Office Shall fill up the columns 4 & 5

Signature of Indenting Officer
With Seal

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 2022-23	Remarks
1	2	3	4	5	6
22.	Stamp Pad (Inked) for rubber stamp				
23.	Gems clip				
24.	Sealing Wax				
25.	Paper weight				
26.	Pin Cushion				
27.	Liquid Gum, 650 gms.				
28.	Office paste 60 mls.				
29.	Cotton Tag (white)				
30.	Twine Hemp				
31.	Twine Jute (Sutli)				
32.	Hessain Cloth				
33.	White Tap				
34.	Sponge piece				
35.	Fevi Stick				
36.	Ink Violet for Rubber Stamps 60 mls. a phial.				
37.	Thread Ball (Red & White)				
38.	Short Hand Note Book (200 Pages) Ruled.				
39.	Bound Register (Ruled) 200 Pages F. Cap Folio Size				
40.	Plastic Scale 12 inch				
41.	Stapple Machine No. HD-45				
42.	Stapple pin No. 24/6				
43.	W. T. Eraser (white fluid)				
44.	Dot Pen				
45.	Pin in Packet (Alpin)				
46.	Marker Pen				
47.	Highlighter				

The Indenting Office Shall fill up the columns 4 & 5

*Signature of Indenting Officer
With Seal*