

APPENDIX A

**Requisition for office machines**

1. Name of the office:
2. Type of machine required and No.:
3. Details of the posts of Typists/Confidential Assistants for whom the machines are required:

<i>Sl. No.</i>	<i>Particulars of the posts</i>	<i>Orders regarding the creation of post</i>	<i>Duration of the post</i>	<i>Remarks</i>
(1)	(2)	(3)	(4)	(5)
4.	Dates of appointment of the Typists/Confidential Assistants ..			
5.	The details of the posts of Typists, Confidential Assistants etc. available in the Direct Demanding Officers Office (use separate sheets were required) ..			
6.	If the requirement is for copying machines, the details of the number of copies of written matter taken at a time in the office ..			
7.	Whether the machine indented is or replacement of old machine, if to whether the old machine has been condemned as irreparable by the Stationery Department (Quote Stationery Department references wherever available). ..			
8.	If the supply is requested for as a loan only, please state the duration of the loan required ..			

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9. Details of office machines available:

<i>Sl. No.</i>	<i>Type of machine</i>	<i>Brand</i>	<i>Makers Number</i>	<i>From where received</i>
(1)	(2)	(3)	(4)	(5)

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**FOR THE USE OF THE CONTROLLING OFFICER:**

Whether there is surplus machine of the kind requested for any of the offices of the Department. (To be filed in the Head of Department)

*Remarks.*—Recommendations of the Controlling Officer (Where the demanding officer is not the head of the Department).

*Signature, Name and Designation of the Controlling Officer.*

APPENDIX B  
(1.6.3)**Requisition for supply of rubber stamps and metal seals**

To  
The Controller of Stationery,  
Trivandrum.

Sir,  
I request you to arrange for the manufacture and supply of the following rubber seals/metal seals.

1. Description of the seal or stamp required  
(Designation should be furnished in correct size) .. .. .
2. Number of seal or stamps required .. .. .
3. Is the requisition for a fresh supply, additional supply or in replacement .. .. .
4. If fresh supply:
  - (a) State actual necessity .. .. .
  - (b) Details of sanction of Government if available .. .. .
  - (c) Date by which the supply is required .. .. .
5. If replacement:
  - (a) Give date on which the seal or the stamp in use was supplied .. .. .
  - (b) Enclose impression of the stamp to show details of size inscrip .. .. .
  - (c) In case the stamp is thoroughly useless, is the old ones returned to the Stationery Department. .. .. .

Forwarded duly countersigned:

## APPENDIX C

**Revised yard stick for supply of stationery articles of general use fixed by the P. and A.R.D.**

Designation	To be supplied annually														
	File board	White twine	Pin sheet	Green clip	Tag	Writing ink (B)	Writing ink (R)	Pencil (B/L)	Pencil (Colour)	Short lead pencil	Pencil and ink eraser	Type carbon	Writing ribbon	Ink bottle	W/L
1	No.	Ball	Sheet	Box	Bundle	Bottle	Bottle	No.	No.	No.	No.	No.	Spool	Bottle	No.
1. Gazetted Officers other than Heads of Departments ..	5	1	1	1	1	4	1	2	1	1	1	..	..	..	..
2. Secretariate Assistant ..	30	1	1	1	1	6	1	4	1	1	1	..	..	..	..
3. Junior Superintendent/Head Clerk etc. ..	5	1	1	1	1	4	1	2	1	1	1	..	..	..	..
4. Clerks in Non-Secretariate Departments:															
(a) Head Office ..	25	1	1	1	1	4	1	4	1	1	1	..	..	..	..
(b) Regional/District Office ..	20	1	1	1	1	3	1	3	1	1	1	..	..	..	..
(c) Offices in Taluk other lower levels ..	15	1	1	1	1	2	1	2	1	1	1	..	..	..	..
5. Confidential Assistant ..	5	1	1	1	1	1	1	1	1	1	1	75	5	1	1
6. Typist ..	2	1	1	1	1	1	1	1	1	1	1	100	4	1	1

(Secretaries to Government and Heads of Departments are not included.)

(Sd.)  
For Controller of Stationery.

APPENDIX D  
**Requisition for Additional Requirements of Stationery Articles**

1. Name of the direct demanding Officer (3)
  2. To whom are the additional supplies required ..
  3. If the requirements are for additional to the staff, the No. and date of the sanction and the duration of the posts may be indicated (in terms of months) (Please supply attested copies of all the relevant orders) ..
  4. The articles which are additionally required (Mention only those articles which are really required, without copying all the items in the general list) ..
- | Sl. No. | Name of articles | Unit | Quantity |
|---------|------------------|------|----------|
| (1)     | (2)              | (3)  | (4)      |
| 1.      |                  |      |          |
| 2.      |                  |      |          |
| 3.      |                  |      |          |
| 4.      |                  |      |          |
| 5.      |                  |      |          |
| 6.      |                  |      |          |
| 7.      |                  |      |          |
| 8.      |                  |      |          |
| 9.      |                  |      |          |
| 10.     |                  |      |          |
| 11.     |                  |      |          |
| 12.     |                  |      |          |
| 13.     |                  |      |          |
| 14.     |                  |      |          |
| 15.     |                  |      |          |
5. The period of requirement ..
  6. Whether the articles additionally required cannot be obtained by diversion from the Subordinate Units where the items have little need or are surplus to the needs. ..

7. Reference to the Supply Card No. of the direct demanding Officer ..
8. If the article is for a special need not contemplated at the time of the issue of the card, please mention the need with sufficient details for a realistic assessment.
9. District in which the Office is situated.
10. If the supply is chargeable:
  - (i) State the rule under which it is chargeable; and
  - (ii) the head of debit.

**Certificate**

I hereby certify—

(1) that I have examined the stationery items in my own office on ..... and found the actual balance to agree with the book balance (with the exception noted in the accompanying statement);

(2) that each and every item of stationery received during the year either from the Stationery Office or from any other source finds a place in the stock book in the appropriate place;

(3) that no Officer has been supplied with any article in excess of the scale allowed for him; or in excess of his actual requirements;

(4) that an acknowledgment has been obtained for each and every article issued to other Offices;

(5) that every issue has been acknowledged by the recipients in the stock book and has been made only on demand;

(6) that all articles available as per the old stock book have been correctly carried over to the new stock book;

(7) that paper is duly accounted for in reams of 500 sheets;

(8) that no article liable to deterioration has been kept in the stock for long periods without issue; and

(9) that I have obtained similar certificates from all the Officers subordinate to me.

Station (with Pin) .. Signature, Name and Designation  
 Date: .. of the direct demanding Officer

RECOMMENDATION/REMARKS OF THE CONTROLLING OFFICER

Station (with Pin) .. Signature, Name and Designation  
 Date: .. of the Controlling Officer

## APPENDIX D 1

(3-3-1)

## Requisition for the revision of quota of Stationery Articles

1. Name of the office .. .. .
2. Place with pin code and name of the district in which the office is situated .. .. .
3. Supply Card No. .. .. .
4. .. .. .

(1)	(2)	(3)	(4)	(5)	(6)
Sl. No.	Name of the articles	Unit	Existing quota	Proposed quota	Reason for the revision
	5. Whether the scale of supply as approved by Government was strictly followed in assessing the requirements				
	6. Details of staff added or reduced				
	7. Date and Place				
	Signature of the Direct Demanding Officer (with seal)				Signature of the Inspector of Stationery
	Details of staff as at the time of preparation of the supply card				
Sl. No.	Name of the post	Scale of pay Rs.		Strength	
(1)	(2)	(3)		(4)	

Signature of the Direct  
Demanding Officer

## APPENDIX E

Copy of Government Circular No. 26177/H2/75/H. Edn., dated 2nd September 1975.

## GOVERNMENT OF KERALA

## Higher Education (H) Department

## CIRCULAR

No. 26177/H2/75/H. Edn., Dated, Trivandrum 2nd September 1975.

Sub.—Stationery Department—Maintenance of stock and accounts of Stationery Articles in Government Offices of the State—Instructions issued.

The Director of Printing and Stationery has reported to Government that inspections of the stock and accounts of Stationery articles conducted in the various Government Offices of the State have revealed several defects in the maintenance of the stock and accounts, in spite of the instructions issued by Government in the matter on previous occasions.

2. With a view to eliminating such defects, all Heads of Departments and Officers as well as the Departments of the Secretariate are requested to follow the following instructions for the proper maintenance of stock and accounts of stationery articles:

(1) Stationery and allied articles should be methodically arranged in the stock room in such a way that each class of article can be easily verified from one point in the Office. Proper accounts should be kept for all the articles, as required under Article 160 (1) of Kerala Financial Code Volume I.

(2) All the articles on hand should be shown to the officers of the Stationery Department during their inspection. Cost of the articles found short with reference to the book balance at the time of the inspection will be recovered from the Officers concerned.

(3) Articles got down on separate indents from the Stationery Department and accounted separately should not be physically kept mingled.

(4) Local purchases should be promptly accounted in the stock register for Stationery under the appropriate account with details like cost, dates and sources of the purchases (The practice followed by some offices of accounting local purchases of Stationery and allied materials separately should be discontinued).

(5) Accounts tampered with through overwritings, erasures and unauthenticated cancellations will be totally rejected and the cost of the articles involved made good from the concerned Government servants for non-observance of the rules.

(6) No stencil will ordinarily be cut, unless more than 16 copies of a paper are required. Re-stencilling of communications like orders and circulars which are printed or stencilled at the sources of issue is also irregular as already instructed in Government Circular No. 8045/H4/68/Edu., dated 13th February 1968 (Heads of Departments and Offices concerned should take steps for regular supply of all such Circulars and Orders in adequate numbers).

(7) Re-stencilling of Departmental forms should also be avoided to the extent possible.

(8) Where the communications are issued by the Heads of Departments or Offices themselves, they should see that sufficient number of copies of the communications are sent to the subordinate officers for distribution by them in their turn.

(9) One copy of every matter stencilled should be preserved separately. *Serially numbered for each incident year*, and after noting down the following information on the copy under initials of a responsible officer authorised in that behalf.

1. Date of stencilling and

2. Number of copies struck on each occasion (in case the matter stencilled is strictly confidential, a declaration to that effect showing the number and date of the communication should be filed along with the other copies preserved to facilitate verification of the accounts).

(10) Local purchase, should not be made as a matter of course without fully exploring the possibility of obtaining the articles from the Stationery Department. Non-annual articles and other special articles like fountain pen ink, gloy paper and staple wire should not, in any case, be purchased locally. (In case of doubt on the availability of an article in the Stationery Department the Controller of Stationery should be consulted promptly before resorting to direct purchase as far as possible.)

(11) The accounts should be closed as at the end of each incident year and the closing entries transferred to a new stock register under a certificate to that effect to be recorded in the new stock register. The closing and the opening entries should be attested by the Head of the office or any other officer authorised in that behalf. Cross references should also be given in both the books (in small offices, with only slender staff strength, the closing of the accounts may be done once

in two or three years). Where sufficient number of pages are available, the entries may be transferred to a separate block of pages in the same stock register.

(12) Each stock register should be provided with an index in alphabetical order.

(13) The certificate of annual physical verification conducted should be recorded in the stock register also. (See Article 169 of Kerala Financial Code Volume D).

(14) Expansiture entries should be got authenticated by the supplied Officers then and there. The cost of the articles not covered by proper authentication will be made good from the concerned Government Servants (custodians of the stock) as a penalty (authentication obtained on a per-pro basis will not be accepted).

(15) As instructed in Government Circular No. 83816/H1/67/Edu., dated 27th December, 1967, inspection reports sent by the Stationery Department should be promptly answered by the concerned officers and consistent action taken on the report. If first replies to a report are not received even after six months of its receipt or, if at any point of correspondence more than six months delay happens at the other end, Stationery Department will be at liberty cut off further supplies to the office and any loss sustained by Government on that account will be at risk of the Head of the Office concerned.

(16) Subsidiary stock registers should be kept up for bulk supplies made to individual sections in an office.

(17) Proper vouchers should be obtained for supplies made to the sub-units and particulars of the vouchers posted in the stock register in the appropriate column.

(18) Entries for Office machines should be posted to the furniture registers. Transfer of office machines should be subject to prior approval of the Stationery Department. All idle machines should be promptly surrendered to the Stationery Department for disposal.

(19) Other instructions issued in Circular No. R. Dis. 2382/66, dated 27th July 1966 and Circular No. 79306/H1/67, Edu. dated 5th August 1968 should also be scrupulously followed by all Government Offices.

M. VJAYAKUNSI NAMBIAR,  
Deputy Secretary (Revenue)