

Local (192 /) Department.

(Education)

Ordinary SERIES.

G.O. No.

1445

DATED

28-8-21

98

[Despatch Abstract.]

District Educational Councils----Forms-supply of orders passed

BACK PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

✓

3. DEPARTMENT

Received



Registered

29/2 A

19

Subject.

Applying for a list of code registers
and forms.

ENCLOSURES.

No.

Spare copies

Cur. No. 37/D.E.C. of 21.

Station Cuddalore N.T. Dated the 21st. June 1921From (Name) M.R. Ry., V.J. Samu Pillai Avl. B.A.B.I.

(Designation) President, District Educational Co
Council, South Arcot.

To The Secretary to the Government of Madras,

Law (Education) Department.

Sir,

MADRAS.

(W)

With reference to G.O. No. 902 Law (education)
dated 13-6-21, I have the honour to request that Govern-
ment may be pleased to favour me with a list of code
registers and forms referred to therein together with two
forms "Indent for forms" to enable the District Educational
Council to prepare and submit an indent for necessary
forms.

DESPATCHED

I have the honour to be,

Sir,

Your most obedient servant,

President, District Educational
Council.

DEPARTMENT.


 191 . Registered 3033 A 191 .
306.00

Subject.

Indent for forms.

-----:000:-----

ENCLOSURES.

No. 2

Spare copies

R.C. No. 23 of 21Station Chittoor, Dated the 26th June, 1921.
 From (Name) M.R.Ry. B. Munuswami Naidu Garu, B.A.,
B.L., M.L.C.,

 (Designation) President, Dt., Edl., Council,
Chittoor.

 To The Secretary, to the Government of Madras,
 Law (Education) Department,
Fort Saint George.

Sir,

With reference to G.O. No. 902 dated 13-6-1921 I have the honour to forward herewith an indent for code registers and forms and also an indent for common forms and covers required for the use of this office for the year 1921-22 and request that the Government will be pleased to supply the same at an early date.

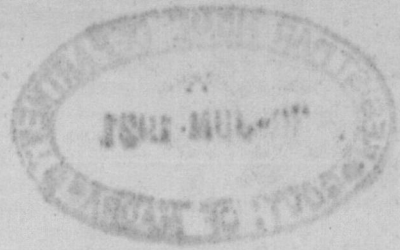
I have the honour to be,

Sir,

Your most obedient servant,

D.H.P.28/6.

B. Muniswami Naidu
 President,
District Educational Council, 29/6Chittoor.



6,310-11-3-18.

REVISED INDENT

FOR

TREASURY AND ACCOUNT CODE FORMS

FOR THE YEAR 191 .

From the Office of *District Educational Council, Chittoor*

12/10
27/6

Serial number in the standard list.	Group and name of form as per standard list.	Book of _____ leaves.	TOTAL CONSUMPTION DURING THE YEARS.		Average annual consumption.	Balance actually on hand at date of indent	Number required during remainder of supply year, i.e., usually column 5 + 12 x number of months remaining.	Number of books or forms now claimed, i.e., column 7 + column 5 - column 6.	Remarks and number of books or forms passed when alterations are made by checking officers.
			191 -191	191 -191					
1	2	2 (a)	3	4	5	6	7	8	9
1	Chalan (English and Tamil)								
1A	Do. (English and Telugu)							100	
1B	Do. (English and Kanarese)								
1C	Do. (English and Malayalam)								
1D	Irusalnama (Madras Taluk Treasury)								
1E	Head Accountant's number book (Huzur)								
1F	Accountant's Daily balance sheet								
2	Register of sealed boxes, etc., received for safe custody								
2A	Register of locks and duplicate keys								
3	Voucher for miscellaneous payments (English—Tamil)								
3A	Do. do. (English—Telugu)							100	
3B	Do. do. (English—Malayalam)								
3C	Do. do. (English—Kanarese)								
3D	Do. do. (English—Uriya)								
4	Statement of fines imposed, levied, etc.								
5	Last pay certificate							100	
6	Gazetted officers' salary bill								
6A	Gazetted officers' salary bill, yellow form, not payable at Treasury.								
7	Transfer of charge certificate (ordinary form)								

8	Transfer of charge certificate (including Treasury cash balances, etc.)								
9	Travelling allowance bill of Gazetted officers								
9A	Travelling allowance bill of Gazetted officers, yellow form, not payable at Treasury.								
10	Proposition statement for revision of establishment								
11	Establishment pay bill, full sheet, payable at Treasury								
11A	Establishment pay bill, half sheet, payable at Treasury								
11B	Establishment pay bill, inner sheet, payable at Treasury								
12	Establishment pay bill, full sheet, yellow form, not payable at Treasury.								
12A	Establishment pay bill, half sheet, yellow form, not payable at Treasury.								
12B	Establishment pay bill, inner sheet, yellow form, not payable at Treasury.								
13	Absentee statement								
13A	Do. inner sheet								
13B	7-A Enclosure to Absentee statement								
13C	Absentee statement (small size)								
14	Periodical increment certificate								
15	Travelling allowance bill of establishment								
15A	Travelling allowance bill of establishment, yellow form, not payable.								
15B	Travelling allowance of establishment, inner sheet								
15C	Travelling allowance of establishment, inner sheet, yellow.								
16	Permanent advance acknowledgment								
17	Abstract contingent bill (3. Land Revenue—Charges of District Administration).								
18	Detailed contingent bill (3. Land Revenue—Charges of District Administration), yellow form, not payable.								
19	Abstract contingent bill (3. Salt)								
20	Detailed contingent bill (5. Salt), yellow form, not payable								
20A	Abstract contingent bill (9. Customs)								

Serial number in the standard list.	Group and name of form as per standard list.	Book of leaves.	TOTAL CONSUMPTION DURING THE YEARS			Average annual consumption.	Balance actually on hand at date of indent.	Number required during remainder of supply year, i.e., usually column 5 + 12 X number of months remaining.	Number of forms now claimed, i.e., column 7 X column 5 - column 6.	Remarks and number of forms passed when alterations are made by checking officers.
			191	191	191 - 191					
1	2	2 (a)	3	4		5	6	7	8	9
32A	Bill for contract contingent charges (5. Salt, 6. Stamps, 7. Excise, 9. Customs and 10. Assessed taxes).									
32B	Bill for contract contingent charges. (12. Registration) . . .									
32C	Do. (19-A. Law and Justice—Courts of Law—Presidency Courts and Mufassal Civil and Sessions Courts).									
32D	Bill for contract contingent charges (19-A. Law and Justice—Courts of Law—Presidency Courts and Mufassal Criminal Courts and Law officers).									
32E	Bill for contract contingent charges (19-B. Law and Justice—Jails).									
32F	Bill for contract contingent charges (20. Police) . . .									
32G	Do. do. (22. Education) . . .									
32H	Do. do. (24. Medical) . . .									
32I	Do. do. (26. Scientific departments, Archaeological Survey).									
32J	Bill for contract contingent charges (30. Stationery and Printing).									
32K	Bill for contract contingent charges (11. Forest B) . . .									
32L	Do. do. (24-B. Sanitation) . . .									
32M	Contract contingent bill (26-A. Agriculture, King Institute, Bacteriological section).									
32N	Special bill of contingent charges for service postage stamps.									
32(a)	Statement of expenditure of ryotwari village establishments and of pay of vetis in proprietary estates.									
33	Bill of pound commission charges . . .									
34	Detailed voucher for expenses of non-official complainants and witnesses.									
34A	Detailed voucher for expenses of medical subordinates . . .									

34B	Pleader's bill of costs with the verification of Court's certificate.									
35	Completion report for works exceeding Rs. 500 . . .									
36	Do. not exceeding Rs. 500 . . .									
37	Register of contingent charges (Land Revenue—Charges of District Administration).									
37A	Register of contingent charges (Land Revenue—Survey, Settlement and Land Records)									
38	Register of contingent charges (Salt) . . .									
38A	Do. (Customs) . . .									
38B	Do. (Registration) . . .									
39	Do. (Judicial—Presidency Courts and Civil and Sessions Courts).									
40	Register of contingent charges (Magisterial Mufassal, Criminal Courts).									
41	Register of contingent charges (Jails) . . .									
42	Do. (Lock-ups) . . .									
43	Do. (Police) . . .									
43A	Do. (Education) . . .									
43B	Do. (Medical) . . .									
43C	Do. (Scientific, etc., Departments—Experimental Farms—District Farms).									
43D	Register of contingent charges (Scientific, etc., Departments—Veterinary and Stallion Charges).									
43E	Register of contingent charges (Scientific, etc., Departments—Archaeological Department).									
43F	Register of contingent charges [26-A. Agriculture, King Institute, Bacteriological section (other than contract).]									
44	Register of contingent charges (32. Miscellaneous) . . .									
44A	Do. (General use) . . .									
44B	Do. (Port and Marine funds)									
44B	“Countersigned Contingencies.”									
44B	Register of contingent charges (Port and Marine fund)									
44B	“Audited Contingencies.”									
44C	Register of contingent charges (Public Works Department)									
45	Register of contract contingent charges (Land Revenue) . . .									

Serial number in the standard list.	Group and name of form as per standard list.	Book of leaves.	TOTAL CONSUMPTION DURING THE YEARS			Average annual consumption.	Balance actually on hand at date of indent.	Number required during remainder of supply year, i.e., usually column 5 - 1 - 12 X number of months remaining.	Number of forms now claimed, i.e., column 7 X column 5 - column 6.	Remarks and number of forms passed when alterations are made by checking officers.
			191 - 191	191 - 191	191 - 191					
1	2	2 (a)	3	4	5	6	7	8	9	
45A	Register of contract contingent charges (Salt, Stamps, Excise and Income-tax).									
45B	Register of contract contingent charges (Registration) ..									
45C	Do. (Judicial—Civil) ..									
45D	Do. (Judicial—Criminal). (Jails) ..									
45E	Do. (Police) ..									
45F	Do. (Education) ..									
45G	Do. (Medical) ..									
45H	Do. (Archaeological) ..									
45J	Register of contract and non-contract contingent charges.									
45K	Register of contract contingent charges (11. Forest B) ..									
45L	Do. (Sanitation Department).									
45M	Do. (26-A, Agriculture —King Institute).									
46	Refund voucher (general use) ..									
46A	Refund voucher (general use), not payable, yellow form ..									
47	Voucher for refund of spoilt stamps (Eng.—Tamil) ..									
47A	Do. (Eng.—Tel.) ..									
47B	Do. (Eng.—Mal.) ..									
47C	Do. (Eng.—Kan) ..									

47D	Voucher for refund of spoilt stamps (English—Uriya) ..									
48	Memo. of grants paid under educational grants-in-aid ..									
49	Commission bill for the collection of port dues ..									
50	Consolidated bill for Minor Irrigation Works ..									
51	Contract certificate for Minor Irrigation Works ..									
52	Nominal muster roll for Minor Irrigation Works ..									
53	Payment order to Tahsildar for Minor Irrigation Works ..									
54	Statement showing compensation awarded for land taken up.									
55	Statement of particulars regarding the acceptance of amounts entered in the award statement.									
56	Statement showing the amount of compensation awarded by the Civil Court.									
57	Receipt for compensation for land taken up ..									
58	Consolidated voucher for payments of compensation ..									
59	Application to Judge to receive compensation as a Civil Court deposit.									
60	Application to Treasury Officer to transfer compensation to Revenue Deposits.									
60A	Form of Mortgage Bond in case of house-building advances.									
60B	Adjustment bill for discount on stamps (not payable at Treasury).									
61	Plus and minus memo. of survey charges of estates ..									
61A	Bill for drawing advances for replacing missing boundary marks.									
62	Re-appropriation statement of budget grants ..									
63	Application to heads of departments for additional allotment by transfer under the same minor head.									
64	Particulars of investments forwarded for safe custody to the Accountant-General.									
64A	Register of Government securities deposited for safe custody.									
65	Advice of transfer of payment of interest on Government promissory notes.									
66	Register showing particulars of notes enfaced for payment of interest.									
67	Receipt for interest on Government promissory notes ..									

Serial number in the standard list	Group and name of form as per standard list.	Book of — leaves.	TOTAL CONSUMPTION DURING THE YEARS.			Average annual consumption.	Balance actually on hand at date of indent.	Number required during year, i.e., usually column 6 + 12 X number of months remaining.	Number of forms now claimed, i.e., column 7 X column 5—column 6.	Remarks and number of forms passed when alterations are made by checking officers
			191 -191	191	-191					
1	2	2 (a)	3	4	5	6	7	8	9	
68	Authority of joint holders of Government promissory notes giving a discharge for all interest due.									
69	Register of payment of interest on promissory notes ..									
69A	Treasury order form for payment of interest on Government promissory notes at a Sub-Treasury.									
70	Advice of Government promissory note sent for renewal, subdivision or consolidation.									
70A	Form of application for safe custody of Government promissory notes at a Treasury ..									
70B	Acknowledgment of receipt ..									
70C	Register of receipts and disposals of notes held in safe custody.									
70D	Ledger account of Government promissory notes held at the credit of ..									
70E	Form of application for withdrawal of Government promissory notes ..									
70F	Government promissory notes returned from safe custody.									
70G	Interest Distribution Register ..									
71	Register of powers-of-attorney probates, certificates, etc ..									
72	Register of stock certificates on which interest is payable									
73	Register of interest orders ..									
74	Register of repayments of deposits ..									
75	Deposit repayment voucher (English—Tamil) ..									
75A	Do. (English—Telugu) ..									
75B	Do. (English—Malayalam) ..									
75C	Do. (English—Kanarese) ..									

76D	Deposit repayment voucher (English—Uriya) ..									
76	Clearance register of deposit receipts ..									
77	Extract register of deposit receipts ..									
78	List of deposit repayments ..									
79	Statement of lapsed deposits ..									
80	Voucher for refund of lapsed deposits ..									
81	Statement showing the receipt and repayment of Civil Court deposits.									
81A	Remarks on the repayments of deposit of the taluk for the week ending ..									
81B	Memo. of remarks on the extracts from the register of deposits of the taluk for the month of ..									
81C	Memo. of sub-treasury officers giving details of deposit items which have lapsed to Government.									
81D	Check register maintained for the preparation of the clearance register and lists of lapsed items of deposits.									
83	Irrigation Cess Fund (consolidated receipt) ..									
84	Municipal Fund ..									
85	List of Cantonment Fund cheques paid ..									
85	Service postage receipt ..									
85A	Local Fund adjustment receipts ..									
86	Register of Gazetted officers showing salaries, etc. ..									
87	Register of bills received for pre-audit ..									
88	List of payments (general) ..									
88A	Do. (inner sheet) ..									
88B	Special audit payment ..									
89	Schedule of Gazetted ..									
89	Do. refunds ..									
90	Do. advances ..									
90A	Intimation of payment of advances to be recovered from one Treasury office to another.									
91	Schedule of loans ..									
92	Do. cash remittances ..									

Serial number in the standard list.	Group and name of form as per standard list.	Book of leaves.	TOTAL CONSUMPTION DURING THE YEARS.		Average annual consumption.	Balance actually on hand at date of indent.	Number required during year, i.e., usually column 5 ÷ 12 × number of months remaining.	Number of forms now claimed, i.e., column 7 × column 5—column 6.	Remarks and number of forms passed when alterations are made by checking officers.
			191	-191					
1	2	2 (a)	3	4	5	6	7	8	9
92A	Schedule of post office payments	..							
93	Plus and minus memo. of opium credits	..							
94	Detailed statement of opium credits	..							
95	Statement of income-tax deductions	..							
95A	Do. commission	..							
96	Details of vouchers debited to heads of expenditure	..							
96A	Statements of indirect charges of plague	..							
97	Daily classified list for entry in the postings register	..							
98	Transfer slip	..							
100	Posting registers (Receipts)	..							
100A	Do. (Charges)	..							
101	Classified account for Sub-Treasuries (Receipts)	..							
101A	Do. do. (Disbursements)	..							
102	Abstract Account (April to September and March)	..							
102A	Do. (October to February)	..							
103	Cash balance report	..							
103A	Uncurrent coin return	..							
104	Treasury cash book or day book (Accountant's use)	..							
105	Treasurer's cash book (Receipts)	..							

105A	Do. (Disbursements)	..	..
106	Treasurer's daily balance sheet	..	..
106A	"Balance of cash in the expense chest of cashier in the Huzur Treasury of—, examined by Treasury Deputy Collector on the evening of—"	..	..
106B	Memo of money, etc., to be put in or taken out from double lock this day of—191	..	..
106C	Treasurer's balance sheets	..	..
107	Memo. showing contents of cash safes or boxes	..	..
108	Memo. of alterations to be made in the Treasury Account.	..	..
109	Copy of objection statement issued by the Accountant-General.	..	..
109A	Copy of objection statement issued by the Accountant-General (inner sheet).	..	..
109B	Extract from objection statement	..	..
109C	Copy of further remarks received from the Accountant-General.	..	..
109D	Account slip forwarding replies to objection statements	..	..
110	Register of retrenchments	..	..
111	Pre-audit objection memo. issued by Treasury Officer	..	..
111A	Letter form of audit objection returning bill or cheque	..	..
112	Post-audit objection memo. issued by Treasury Officer	..	..
113	Deduction slip objection memo. issued by Treasury Officer.	..	..
114	Memorandum of alterations and objections made in the Sub-Treasury Accounts.	..	..
115	Register of Pension Payment Orders	..	..
116	Pensioners' receipts (English-Tamil)	..	..
116A	Do. (English-Telugu)	..	..
116B	Do. (English-Malayalam)	..	..
116C	Do. (English-Canarese)	..	..
116D	Do. (English-Uriya)	..	..

Serial number in the standard list.

Serial number in the standard list.	Group and name of form as per standard list.	Book of leaves.	TOTAL CONSUMPTION DURING THE YEARS			Average annual consumption.	Balance actually on hand at date of indent	Number required during remainder of supply year, i.e., usually column 5 + 12 X number of months remaining.	Number of forms now claimed, i.e., column 7 X column 5—column 6.	Remarks and number of forms passed when alterations are made by checking officers.
			191—191	191—191	191—191					
1	2	2 (a)	3	4	5	6	7	8	9	
117	Receipt for Yeomiah pension									
117A	Bill for payment of Ceylon Government Pensioners (payable at treasury).									
117B	Bill for payment of Ceylon Government Pensioner (not payable at Treasury).									
118	Pensioners' receipt (consolidated form with certificate) ..									
118A	Pensioners' receipt (consolidated form without certificate).									
118B	Monthly Abstract bill of pensioners paid in District Treasuries.									
119	Annual mortality return of pensioners ..									
120	Death report of pensioners ..									
121A	Pension Payment Order (Pensioner's and Collector's half).									
121B	Pension Payment Order (Superannuation allowances and pensions)—Renewed.									
121C	Do. do. Duplicate.									
121D	Pension Payment Order (Territorial and Political Pension)—Renewed.									
121E	Do. do. Duplicate.									
121F	Pension Payment Order (Assignments and Compensations)—Renewed.									
121G	Do. do. Duplicate.									
122	Application for transfer of pension to another Treasury ..									
125	Letter forwarding Collector's half of Pension Payment Order (Pension undischursed for more than six months). Audit slip of instructions in forwarding Pension Payment Orders with Collector's halves to Sub-Treasury Officer.									
125A	Authority for disbursing pension due to a deceased pensioner.									

127	Letter for obtaining finger prints of a pensioner ..									
129	Pensioner's non-marriage certificate ..									
130	Do. receipt (when paid through an agent) ..									
130A	Statement of average enrolments of — ..									
130B	Memo. communicating Accountant-General's letter authorising payment of gratuity.									
130C	Receipt for payment of gratuity sanctioned ..									
130D	Letter to the Accountant-General requesting sanction for payment of arrears of pension.									
130E	Age-war statement of Pension Payment Order numbers included in the annual return of pensioners.									
130F	Descriptive roll of Malikanadars ..									
130G	Reference memorandum forwarding copy of the Collector's half of the Permanent Pay Order.									
130H	Memorandum calling from taluks for pensioner's half of payment order.									
130I	Letter forwarding pension certificates to other districts ..									
130J	Abstract of civil pensioners paid at the Huzur Sub-Treasury during ..									
131	Register of receipts of deposits (Revenue, Civil and Criminal).									
131A	Civil Court deposit repayment order on the treasury ..									
132	Personal ledger of deposits ..									
132A	Memorandum intimating use of personal deposit cheque book.									
133	Register of daily receipts and repayments of personal deposits.									
134	Register of orders on Sub-Treasuries issued and adjusted.									
134A	Intimation to Tahsildars of adjustments of Government dues from estates at Huzur received.									
135	Register of sums credited at Sub-Treasuries for payment or adjustment at Huzur Treasury.									
136	Alterations to be made in the Extract Register of deposits.									
137	Indent for supply of cash order books ..									
138	Extract register of receipts and payments of personal deposits.									
139	Plus and minus memorandum of deposits ..									

Serial number in the standard list.	Group and name of forms as per standard list.	Book of leaves	TOTAL CONSUMPTION DURING THE YEARS.		Average annual consumption.	'Balance' actually on hand at date of indent	Number required during remainder of supply year, i.e., usually column 5 + 12 X number of months remaining.	Number of forms now claimed, i.e., column 7 X column 5—column 6.	Remarks and number of forms passed when alterations are made by checking officers.
			191 -191	191 -191					
1	2	2 (a)	3	4	5	6	7	8	9
139A	Consolidated abstract memorandum of payment of personal deposits.								
140	Memorandum of deposit items transferred to other heads.								
141	Advice list of taluk cash orders								
141A	Letter in triplicate forwarding cash orders								
142	List of cash orders paid at sub-treasury								
142A	Statement of lapsed cash orders								
143	Register of bills issued (remittance transfer receipts and supply bills).								
144	Advice list of bills issued (remittance transfer receipts and supply bills).								
145	List of local bills issued (remittance transfer receipts and supply bills).								
146	List of foreign bills issued (remittance transfer receipts and supply bills).								
147A	Memorandum of specimen signature								
148	Register of local bills paid (remittance transfer receipts and supply bills).								
149	Register of foreign bills paid (remittance transfer receipts and supply bills).								
150	Indent for bill forms (remittance transfer receipts and supply bills).								
150A	Consolidated treasury receipts to the District Forest Officer								
150B	Detailed statements of credits to Forest remittances								
150C	Statement showing tree owners' fees credited to Forest remittances								
151	Schedule of Forest cheques paid								
152	Register of payments on account of the Public Works Department.								

153	Register of payment to Civil officers holding 'letters of credit.'								
154	Letter of credit								
154A	Memorandum of Sub-Treasury officer requesting to deduct sums from the amounts of letters of credit.								
155	List of Public Works cheques paid								
156	Register of Public Works receipts								
157	Schedule of Executive Engineer's balance								
158	Certificate of Executive Engineer's balance								
158	Public Works pass book								
159	Cash receipt—Military Department								
160	Register of receipts on account of the Military Department								
161	List of military payments (cheques and transfer receipts).								
162	Register of military payments (emergent advances and miscellaneous).								
162A	Pension paying officer's receipt for the sum required for payment to military pensioners.								
163	Statement of deductions on account of the Military and Orphan funds								
164	Statement of deductions on account of the Madras Military Assistant Surgeons' fund.								
165	Statement of deductions on account of the Indian Military Service Family Pension fund								
165A	Memorandum of credit authorizing Tahsildars to make certain payment to a sub-postmaster.								
166	Register of post office receipts								
167	Register of post office payments								
168	Certified list of subscriptions to Postal Life Insurance Fund.								
169	Register of telegraph receipts								
170	List of Telegraph Department charges								
172	List of subscriptions to the General Family Pension Fund.								
173	List of subscriptions to the Madras Civil Fund								
174	List of subscriptions to the Indian Civil Service Family Pension Regulations.								

Serial number in the standard list.	Group and name of form as per standard list.	Book of leaves.	TOTAL CONSUMPTION DURING THE YEARS		Average annual consumption	Balance actually on hand at date of indent	Number required during year, i.e., usually column 5 + 1/2 of months remaining	Number of forms now claimed, i.e., column 7 x column 5 - column 6.	Remarks and number of forms passed when alterations are made by checking officers.
			191 - 191	191 - 191					
1	2	2 (a)	3	4	5	6	7	8	9
175	List of subscriptions to the Provident Fund								
175A	Abstract of subscriptions to the General Provident Fund realized during the month of								
176	List of subscriptions to the Bengal U Family Pension Fund								
176A	Register showing the receipt on account of XXII "Receipts in aid of Superannuation and Compassionate Allowances"								
177	Indent for minimum weights								
178	Memorandum of illegally dealt with gold coins received at Treasury								
179	Statement of receipts and issues of sovereigns and half-sovereigns at Head-quarters and Sub-Treasuries								
180	Register of uncurrent coin								
181	Register of silver coin out but not paid for								
182	Statement of Arcot and Surat rupees received								
182A	Register of Arcot and Surat coins received								
182B	Register of sovereigns and half-sovereigns below current weight.								
182C	Acknowledgments for illegally dealt with gold coins								
182D	Memo. forwarding illegally dealt with gold coins								
182E	Report of uncut light weight rupees and half-rupees								
183	Weekly statement of uncurrent and withdrawn silver coins held at the Treasury.								
184	Monthly return of uncurrent coin (Taluk)								
185	Invoice of uncurrent coins despatched to Mint								
186	Quarterly return of silver coins cut or broken								

187	Return showing counterfeit coins received								
187A	Statement showing the proportion of several issues of Government rupees in actual circulation.								
188	Return of copper coin withdrawn from circulation								
189	Small silver and copper Depot Book								
189A	Extract from small silver and copper Depot Book								
190	Annual Estimate of small silver and copper coin requirements.								
190A	Specification of currency notes under joint locks								
191	Register of currency notes received and issued								
191A	Register of stopped currency notes								
192	Quarterly memo. of currency notes received and issued								
193	Daily register of currency notes received and issued								
193A	Monthly verification statement of Government paper Currency Agency.								
194	Currency chest book								
194A	Do. slip								
195	Application for transfer from currency chest to treasury								
195A	Receipt granted by officers in charge of currency chests								
196	Invoice of coin despatched								
197	Advice of despatch of remittance sent to a Treasury officer								
197A	Indent for currency notes								
198	Advice receipt of remittance sent to the Accountant-General.								
199	Advice receipt of uncurrent coin sent to the Accountant-General.								
199A	Treasury remittance receipt.								
200	Invoice of currency notes remitted								
201	Advice of despatch of coin and notes								

Serial number in the standard list.	Group and name of form as per standard list.	Book of _____ leaves.	TOTAL CONSUMPTION DURING THE YEARS		Average annual consumption.	Balance actually on hand at date of indent	Number required during year, i.e., of supply year, i.e., usually column 5 - 12 × number of months remaining.	Number of forms now claimed, i.e., column 7 × column 5 - column 6.	Remarks and number of forms passed when alterations are made by checking officers.
			191 -191						
			191	-191					
1	2	2 (a)	3	4	5	6	7	8	9
202	Requisition for carriage of specie by railway ..	..							
203	Application for a police guard ..	..							
203A	Notice regarding the obtaining of receipts for money paid into district treasuries.	..							
204	Packet slip to accompany each bundle of notes ..	..							
205	Advice of despatch of first or left halves of currency notes	..							
206	Advice of despatch of second halves of currency notes ..	..							
207	Indent for coin ..	..							
208	Monthly resource estimate ..	..							
209	Shroff's slips for bags of coin ..	..							
210	Weekly cash balance report ..	..							
211	Register of unshroffed coin ..	..							
211A	Advice of examination of remittances ..	..							
211B	Result of the final examination of remittances from sub-treasuries.	..							
211C	Shroff's memo. ..	..							
212	Instructions to Police officers in charge of remittance (English-Tamil).	..							
212A	Do. do. (English-Telugu) ..	..							
212B	Do. do. (English-Malayalam).	..							
212C	Do. do. (English-Kanarese).	..							
212D	Do. do. (English-Uriya) ..	..							

213	Shroff's certificate	
216	Statement of amounts available for remittance beyond the district.	
217	Memorandum of revised estimate of cash balance ..	
218	Chalan for Government transactions with the Madras Bank and its branches.	
218A	Civil Court deposit payment order on the Branch, Bank of Madras.	
219	Register of chalang issued on the Bank of Madras ..	
220	Register of payment orders on the Bank of Madras ..	
220A	Cheque encashment and credit letter form	
220B	Remittance letter form	
220C	Intimation for transfer of accounts to Bank	
221	List of Treasury records for destruction	
222A	Statement of salt cash remittances	
	First enclosure to salt cash remittances	
	Second do. do.	
	Third do. do.	
222B	Statement of Customs cash remittances and enclosures ..	
223	Voucher for payment to Distillery Contractor	
223A	Memo of collections made in one district on account of another district.	
223B	Daily abstract of the stock of stamps and the amount of cash in charge of the Treasurer in district on the ..	
223C	Official memo. intimating adjustments	
223D	Register of issue of vouchers to Accountants	
223E	Register of receipt of vouchers from taluks	
223F	Statement showing recoveries of pensionary contribution from Local Fund employees.	
223H	Debit order in the advance schedule	

INSTRUCTIONS.

1. Care must be taken to see that columns 2 (a) to 7 are filled in respect of every form sanctioned for the officer whether any claim is made in column 8 or not. If in any case it is found impossible to fill in columns 2 (a) to 7, the reason should be stated and if forms are claimed in column 8 the data on which the quantity claimed has been calculated, should be explained, in the remarks column.

2. Where more than one vernacular is recognized in a district, e.g., Telugu and Uriya in Ganjam, particulars as to the number to be printed in each vernacular should be furnished in the case of all vernacular or diglott forms.

3. No form should be added in manuscript unless they have been specially sanctioned by the Government or Head of the Department in respect of subordinate offices. The number and date of the order should be quoted.

4. Indents not prepared in accordance with these instructions will be returned.

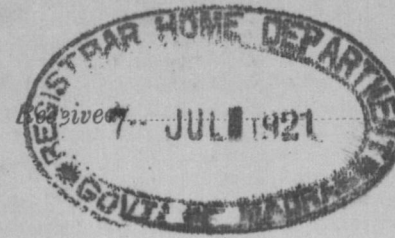
5. The following certificate should be furnished on the last page of the indent:—

"I certify that I examined the stock of forms on _____, and found the same correct according to the book balance except in the case of forms shown in the accompanying statement."

Indent for Common forms for the office of The District Educational Council,
Bhiton for 1921-22.

Serial No.	Name and description of form.	Serial No. in the standard list	Page of the Stationery manual Volume III	Quantity indented for.	Remarks.
1	2	3	4	5	6
1	Current Register for disposal Number System	1	474	4	
2	Register of periodical returns and reports	4	474	2	
3	Register of petitions	5	— do —	2	
4	Register of Books etc., received.	6	— do —	2	
5	"Current file" docket.	14	— do —	500	
6	Notes, one-third margin ruled	16	475	2000	
7	Drafts half margin ruled	20	475	3000	
8	Proceedings Large.	22	— do —	500	
9	— do — small	22A	— do —	400	
10	Slips. "Urgent"	26	— do —	25	
11	— do —	26A	— do —	15	
12	— do — "Very Urgent"	27	— do —	25	
13	— do — Confidential	28	— do —	15	
14	Letter forms with space for docket at top	31	476	1000	
15	Letter forms without docket	32	— do —	3000	
16	Memorandum (full sheet)	33	— do —	1000	
17	— do — (half sheet)	34	— do —	1000	
18	Despatch Register.	55	— do —	2	
19	Notification sent to press for publication in gazette	61	— do —	20	
20	Index (Ruled)	62	— do —	2	
21	Disposal Register (for disposal No System)	63	478	3	
22	Flat file disposal docket	66	— do —	2000	
23	Slip for papers taken out of records	67	— do —	1000	
24	Current Register Extract Slip (small)	79	— do —	500	
25	— do — (Large)	79(a)	— do —	500	
26	Reminder for returns	85	479	200	
27	— do — Letter form	87	— do —	100	
28	Permanent Advance account	101	480	1	
29	Cash Accountant (Receipts and disbursements)	103	480	2	

REVENUE DEPARTMENT



CURRENT No.

191

Registered

Edr 3132 A

191

17.4.

Subject.

Requesting to supply certain printed forms for guidance.

ENCLOSURES.

No.

Spare copies

S. R.C. No. 7 of 1921.

Station Vizagapatnam., Dated the 2nd July 1921.

Despd- 4 July 1921.

From (Name) M.R.RV. Rao Bahadur C.V.S. Narasimharaju

Garu, M.L.C.,

(Designation) President, District Educational Council, Vizagapatnam.

To the Secretary to the Government of Madras,

LAW (EDUCATION) ~~Revenue~~ Department.

Sir,

With reference to G.O.No. 902 dated 13th June 1921 I have the honor to state that the indents called for therein cannot be prepared without the help of the printed revised indents for (1) Treasury and Account code forms (2) Common forms and registers to two or more departments (3) Standard Special forms prescribed for the subordinate officers of the Educational Department. (4) Common covers and labels. I therefore request you to be good enough to furnish me at an early date with a standard list of Registers and forms for my office use.

I have the honor to be,

Sir,

Your most obedient servant,

Jannu Chalethel

K.B. 2/7.

Secretary, District Educational Council.

Serial No.	Name and description of form.	Serial No. in the Standard list	Page of the Stationery manual Volume III.	Quantity Indented for.	Remarks.
1	2	3	4	5	6
30	Travelling allowance Register of officers.	104	480	1	
31	Register of pay, travelling allowance and contingent bills for Subordinate officers.	105	— do —	1	
32	Indent for Service postage Stamps.	150	481	50	
33	Application for casual leave.	176	— do —	50	
34	Application for leave other than Casual	177	— do —	25	
35	Requisition to surgeon for medical or health certificate.	180	— do —	50	
36	Register of casual leave.	182	— do —	1	
37	Application for exemption from examination Rules.	204	486	25	
38	Pay Acquittance Roll	209	487	1	
39	Travelling allowance acquittance roll.	219	487	1	
40	Notices inviting tenders.	259	489	100	
41	Memo accepting tenders.	261	— do —	100	
42	Indent for Rubber Stamps.	292	492	10	
43	Indent for Stationery articles.	293	— do —	10	
44	Supplemental Indent for — do —	294	— do —	10	
45	Stock book of articles of stationery and printed forms.	296	— do —	2	
46	Geny official letters	305	495	100	
47	The President — Board (Small & Big) each 250	6	499	500	
48	Chairman Municipal Council (Small & Big) each 100	7	— do —	200	
49	Blank covers (small & big) each 500.	8	— do —	1000	
50	Secretary to Government — Department	11	— do —	200	
51	The Collector of — (small & big) each 100.	16	— do —	200	
52	The Treasury Deputy Collector — do — each 100	17	— do —	200	
53	The B.P. 3. old college, Nungambakam, Madras.	35	501	100	
54	Inspector of Schools (small & big) each 100.	36	501	200	
55	The Headmaster of — (big & small) each 100	37	— do —	200	
56	G.O. covers with only H.M.S. printed first quality (b) octavo 4 3/4" x 3 3/4"	47	— do —	100	

District Educational Council's Office.

C. L. Thon, 26.6.1921

J. Annisani Rao

President,

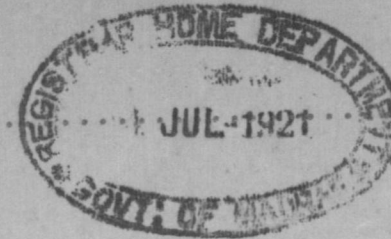
District Educational Council,

Chittoor.

26/6/21

WHP 27/6.

Received



Current No:

Registered No. *Edn 3295 A* 1921.

Subject

Code Registers and forms.

Submitting indent-----

Ref.No: *71* D.E.C. of '21

Station, V e l l o r e

Dated 9th July 1921.

From,

M.R.Ry., W.Vijiaraghava Mudaliar avergal, M.L.C.

President, District Educational Council,

North Arcot .

To,

The Secretary to the Government,

Law (Education) Department, M a d r a s.

Sir,

With reference to G.O.No: 902 dated 13th June 1921

I have the honour to submit herewith an indent for ^{to} Code Registers and forms referred therein for favour of supply to this office

I have the honour to be

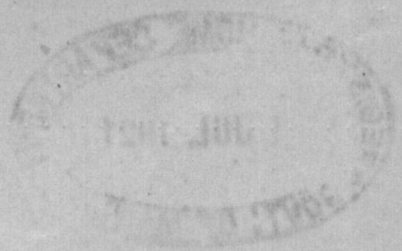
S i r,

Your most obedient servant

H. Govindaraj
For President

DISTRICT EDUCATIONAL
NORTH ARCOT

A 2022



Indemnity for the Code Registers and forms required for the use of the District Educational Council North Area.

20 7

Serial No. in the standard list.	Group and name of forms as per standard list.	Number required
1	2	3
1	Current Register for disposal to System	3 books
20	Draft half margin ruled	500 forms
31	Letter form with space for docket at the top	500 forms
55	Despatch register	3 books
63	Disposal Register (for disposal to System)	3 books
65	Disposal docket wrappers	300 forms
87.A.	Reminder letter forms.	100.
102	Cash book (Expenditure only)	5 books
103	Cash book (Receipts & disbursements)	5 books
209	Day acquittance roll	1 book
210	Travelling acquittance roll	1 book
296	Stock book of articles of stationery and printed forms.	1 book

Office of the District Educational Council
North Area 7-7-21.

A. G. S.
For P.

DISTRICT E
N

DEPARTMENT. *21* *8*

Received



Registered

En 3420 A

191

2272

Subject.

Indent for Code registers and forms required for the office of
the District Educational Council, Trichinopoly.

ENCLOSURES.

No.

ref.

Spare copies

Ref No. 42 of 21.

Station _____, Dated the *14th July* 1921.From (Name) *R. Ry. Rai Bahadur U. Rama Rao Avl, B.A.,*(Designation) *President, District Educational Council, Trichinopoly*

To The SECRETARY TO GOVERNMENT,

Law (Education) Department, Madras.

Sir,

x put up with under case

In obedience to G.O. No. 902 dated 13-6-21 I have the honor to submit an indent for the code registers and forms required for the use of the District Educational Council, Trichinopoly for the year 1921--22.

I have the honor to be,
Sir,

Your most obedient servant

U. Rama Rao
President

22/7

22 4 9

Indent for code registers and forms required for the office of the District Educational Council, Trichinopoly for the official year 1921-22.

No.	Description of registers and forms.	Number required.
1.	Pay bill of the establishment -Half sheet.	50 forms
2.	Absentee statement of establishment.	20 "
3.	Last pay certificate.	10 "
4.	Contract contingent bill	50 "
5.	Non-Contract contingent bill	20 "
6.	Travelling allowance bill of the establishment (white) outer sheet.	100 "
7.	Challan form. English and Tamil.	50 "
8.	Contract contingent bill register.	6
9.	Non Contract contingent bill register.	6
10.	Pay acquittance roll	1 book
11.	Travelling allowance acquittance roll.	1 book.
12.	Permanent advance acknowledgment.	6 forms.
13.	Current registers.	4 books.
14.	Disposal registers.	2 "
15.	Periodical registers.	1 book.
16.	Despatch or tappal book.	1 "
17.	Petition register.	1 "
18.	Stock book of stationery and printed forms.	2 books.
19.	Form of stock book of articles periodically or occasionally used.	50 forms.
20.	Draft sheets. -- Half margin--ruled.	500 "
21.	Docket sheet.	200 "
22.	Letter form with subscription and docket.	200 "
23.	Do. without subscription and docket.	500
24.	Disposal docket wrapper.	40
25.	Application for leave other than casual.	
26.	Covers large. To The	
27.	Do. small do.	4

23

No.	Description of registers & forms.	Number required.
-----	-----------------------------------	------------------

28.	Covers: large. The Inspect of schools, ...	200
29.	Do. small. .. do.	400
30.	Do. Cover. (Semi-official) ...	100
31.	Do. Paper. Octavo Post. ..	100 sheets.
32.	Reminder letter form. ..	100
33.	Do. do. cards.	100
34.	Bill book. Amount passed for payment.	6 books.
35.	List of recognised and aided elementary schools. Appendix <u>I</u> .	100 forms.
36.	Return of elementary schools. Appendix <u>II</u> & <u>III</u> .	2000 "
37.	do. expenditure in schools. do. <u>IV</u> .	2000 "
38.	do. expenditure on scholarships, general and technical .. Appendix <u>V</u>	100 "
39.	Expenditure on educational buildings for schools maintained from public funds. Appendix <u>VI</u> .	100 "
40.	Return of expenditure from private endowments. Appendix <u>VII</u> .	100 "
41.	Return showing the attendance and expenditure in hostels and boarding houses. Appendix. <u>VIII</u> .	100
42.	Return of teaching staff in schools for general education. Appendix <u>IX</u> .	2000 "
43.	Classification by ages of pupils in public Institutions for general education on 31 st March 192 . Appendix. <u>X</u> .	2000 "
44.	Budget estimate of receipts and charges of the District Educational Council. Appendix. <u>XI</u> .	10 forms
45.	Form of budget of Elementary education fund. E.E.F. Appendix. <u>XII</u> .	10 forms
46.	Form of application for recognition. Appendix. <u>13</u> .	50 "
47.	Application for admission to aid on behalf of an elementary school. Appendix. <u>19</u> .	2000
48.	Application for aid towards the cost of constructing a school. .. Appendix. <u>20</u> .	12
49.	Application for grants for furniture. Appendix. <u>21</u> .	3
50.	Statement showing the teachers employed. do. <u>22</u> .	
51.	Bill for teaching grant on behalf of elementary schools (white) Appendix. <u>23</u> .	
52.	do do (yellow) - - - -	
53.	Instructions as to sanitary and Hygiene ^{re} requirements. Appendix. <u>24</u> .	

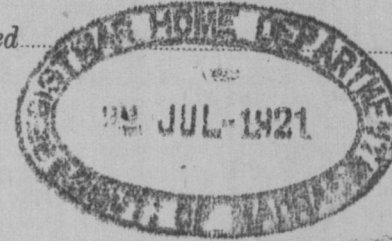
Draft also published 6.2.1.

24 3 41
--3--

No.	Description of registers and forms.	Number required.
54	Bills for building grants. Appendix. 26. (white and yellow)	20 (each)
55	Form of completion certificate. Appendix. 25.	20 forms.
56.	Bill for grants for the acquisition of land. Appendix. 27.	20 "
57.	Bill for school furniture, maps, etc. (white & yellow) Appendix. 28.	30 (each)

James
President
9/18/77

L A W (EDUCATION) - DEPARTMENT.

Received.....192 . Registered *En 349 A* 192 .
22.7.21

Subject.

Submitting an indent for Code Forms, registers and - -
Covers required for my office use.

ENCLOSURES.

No. 1

Spare copies.....

S.R.C. No. 7 of 1921.

Station Vizagapatam, Dated the 18th July 1921.
Despd- 20th July 1921

From (Name) M.R.Ry. Rao Bahadur C.V.S. Neresimhareju
Garu, M.L.C.,
(Designation) President, District Educational
Council, Vizagapatam.

To The Secretary to the Government of Madras,

L A W (E D U C A T I O N) - Department.

Sir,

With reference to ~~XXXX~~ G.O. No. 902 dated 13th June, 1921 I have the honor to submit herewith an indent for - - Code Forms, Registers and Covers required for my office - use. I request you to be good enough to see that they are supplied at an early date.

The forms for the Budget estimate of Receipts and - - charges for the Educational Council and for the Elementary Education fund (vide Appendices 11 and 12 of G.O.No.819 dated 31-5-1921) have not been included in the indent, - - since I am of opinion that the Government - -
them separately

*put up with
another file.*

Index for Code forms, Registers

• and Covers for the

District Educational Council,

Vitragapatnam 1921-22



Serial number in the standard list.	Group and name of form as per standard list.	Book of leaves.	TOTAL CONSUMPTION DURING THE YEARS.		Average annual consumption.	Balance actually on hand at date of indent.	Number required during year, i.e. 12 X number of months remaining.	Number now claimed, i.e., column 7 + column 5 - column 6.	Remarks and number passed when alterations are made by checking officers.
			19 -19 .	19 -19 .					
1	2	2 (a)	3	4	5	6	7	8	9
Treasury and Accounts Code forms and registers									
14	Shulaw (English and Telugu)							30	
11	Establishment Paybill - Full sheet, Payable at Treasury							12	
11A	do - half sheet - do.							24	
15	Grave Digging allowance bill of establishment							250	
16	Permanent advance Acknowledgement							12	
27	Abstract contingent bill (general use)							12	
31	Detailed contingent bill (for general use)							100	
43A	Register of contingent charges (Education)							2 books	
44A	do - do (general use)							2 books	
46	Refund Voucher - general use							60	
47	Memo of grants paid under Educational grant-in-aid.							60	
Common forms and registers standardised in G.O. No. 409 of 9-6-13									
11	Current register for disposal of work							4 books	
31	do - of periodicals in disposal							2 books	
32	Register of Petitions							3 books	
33	do - of books, etc. received							1 book	
12	Dockets for Vapals received or despatched							100	
16	Notes on - third margin ruled							40	
17	do - half - do							40	
18	Continuation sheets $\frac{1}{3}$ margin ruled							40	
19	do - half - do							40	
20	Drafts half margin ruled.							100	
21	Office order							25	
22	Proceedings on quarter							50	
23	List of papers sent to or from Officers on board							50	
24	Slips for circulation of journals or periodicals							20	
24A	List of spare copies despatched and circulated to members							50	
25	List of papers put up for reference							25	
26A	Slips 'urgent'							100	
27A	do - 'Very urgent'							100	
28	do - 'Confidential'							100	
29	Letter to Government (General)							50	
31	Letter form with space for docket at the bottom							100	
32	do - without docket							50	

28

Serial number in the standard list.	Group and name of form as per standard list.	Book of leaves.	TOTAL CONSUMPTION DURING THE YEAR.		Average annual consumption.	Balance actually on hand at date of indent.	Number required during year, i.e., 5 + 12 X number usually column 5 - 17 + 12 X number of months remaining.	Number now claimed, i.e., column 7 + column 5 - column 6.	Remarks and number passed when alterations are made by checking officers.
			19 -19	19 -19					
		2 (a)	3	4	5	6	7	8	9
		Common forms and registers (contd)							
33	Memorandum (full sheet)							50	
34	do - half sheet							100	
36	socket memo. form							100	
38	Endorsement form							100	
41	Letter acknowledging receipt of Com. munition and stating that early attention will be given to it.							50	
42	Memorandum for forwarding copies of letters, etc.							50	
46	Post copy of Telegram							100	
49	Memorandum Sanctioning sale of unserviceable articles							100	
51	Memorandum for forwarding vouchers or other documents.							25	
53	do - containing 18 account of explanation or objection to each.							50	
55	Despatch register							4 books	
56	Local delivery book							4 books	
59	Requisition 18 print documents							100	
60	do - Very rough papers							100	
61	Notification sent to Press for publication in the Gazette.							100	
63	Disposal register for disposal marking system							2 books	
65	Disposal docket wrapper							300 sheets	
67	Slip for papers taken out of records							50	
68	Record issue register							1 book	
77	Slips for 'Proceedings'							25 each	
78	do - 'Office registers'							25 each	
81	Index for spare copies							25	
83	List of letters, etc remaining unreturned							50	
85	Reminder for 'retirers'							100	
88	do - form with space for reply.							50	
90	Receipt form (General) to be returned duly signed.							50	
91	Receipt for Articles							50	
92	Receipt for knowledge with blanks for the receipt of books, publications, etc.							25	
93	Register of acknowledgement of articles							1 book	
94	Receipt for the receipt of money or cheques.							50	
101	Permanence advance account							3 books	
104	Traveling allowance register of officers.							3 books	
166	Application for books							50 forms	
167	Catalogue of books in the library							1 book	
168	Register of books issued from the library							2 books	
170	Attendance registers							4 books	
176	Application for casual leave							100 forms	
177	Application for leave other than casual leave							25	

29

Serial number in the standard list.	Group and name of form as per standard list.	Book of leaves.	TOTAL CONSUMPTION DURING THE YEARS.		Average annual consumption.	Balance actually on hand at date of indent.	Number required during remainder of supply year, i.e. 5-12 X number of months remaining.	Number now claimed, i.e., column 7 + column 8.	Remarks and number passed when alterations are made by checking officers.
			19 -19	19 -19					
1	2	2 (a)	3	4	5	6	7	8	9
			Special forms (Contd.)						
27	Application for grants for Furniture, 3							100	
28	Bill for drawing Furniture, etc. grants.							100	
29	Statement showing the accounts of 3							100	
30	Endowment bill forms							100	
33	Application for Govt. scholarships							100	
39	D. & B. Statement							100	
43	Statement I relating to General Statistics 3							100	
45	do II showing qualifications of 3							25	
49	Sanitary Officer's certificate							200	
50	Application for recognition on behalf of Ec. Schools							200	
52	do of schools for special education							200	
62	Annual Return No. 2 (a) or 3 (a)							200	
63	do - 6 (a) or 5 (a)							200	
64	do - 6 (a)							200	
65	do - 7							200	
66	do - 8							100	
67	do - 9 (a)							100	
68	do - 9 (b)							100	
69	do - 10							100	
73	do - 13							100	
74	do - 14 (a)							100	
75	do - 14 (b)							100	
76	do - 15							100	
77	do - 16							100	
103	Dem. Official letters with covers							50	
104	do - 17							200	
105	do - 18							1000	
106	do - 19							1000	
107	do - 20							1000	
108	do - 21							50	
109	do - 22							25	
110	do - 23							1000	
111	do - 24							1000	
112	do - 25							1000	
113	do - 26							1000	
114	do - 27							1000	
115	do - 28							1000	
116	do - 29							1000	
117	do - 30							1000	
118	do - 31							1000	
119	do - 32							1000	
120	do - 33							1000	
121	do - 34							1000	
122	do - 35							1000	
123	do - 36							1000	
124	do - 37							1000	
125	do - 38							1000	
126	do - 39							1000	
127	do - 40							1000	
128	do - 41							1000	
129	do - 42							1000	
130	do - 43							1000	
131	do - 44							1000	
132	do - 45							1000	
133	do - 46							1000	
134	do - 47							1000	
135	do - 48							1000	
136	do - 49							1000	
137	do - 50							1000	
138	do - 51							1000	
139	do - 52							1000	
140	do - 53							1000	
141	do - 54							1000	
142	do - 55							1000	
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271	do - 184							1000	

Serial number in the standard list.	Group and name of form as per standard list.	Book of leaves.	TOTAL CONSUMPTION DURING THE YEARS.		Average annual consumption.	Balance actually on hand at date of indent.	Number required during remainder of supply year, i.e. usually column 5 - 12 X number of months remaining.	Number now claimed, i.e., column 7 + column 5 - column 6.	Remarks and number passed when alterations are made by checking officers.
			19 - 19	19 - 19					
1	2	2 (a)	3	4	5	6	7	8	9
			Cover's (contd)						
11.	Secretary to Government Department							1000	
12.	Accountant General, Post Box No 49 Fort St. George, Madras							100	
14.	The Director of —							100	
15.	Registrar of co-operative societies							50	
16.	The Collector of —							200	
17.	The Treasury Deputy Collector							500	
18.	The Treasury Officer —							200	
19.	The Tahasildar of — Taluk — District							100	
20.	The Government Pleader							25	
21.	The — Magistrate of — District							500	
22.	The District Judge of —							25	
23.	The District Munsiff of —							25	
24.	The Superintendent — Jail —							25	
25.	The Director of Public Instruction, old college, Mungambalam, Madras							100	
26.	The Inspector of Schools —							500	
27.	Superintendent of —							1500	
28.	The District Medical and Sanitary Officer.							200	
29.	The Sanitary Commissioner with the Govt. of Madras, Madras.							100	
30.	Chief Engineer to Govt., Public Works Department							25	
31.	The Superintending Engineer, Circle.							50	
32.	The Executive Engineer, Circle.							20	
33.	Cover for Proofs.							50	
34.								10.	
35.								200	
36.								200	
37.								300	
38.								20	
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President, District Educational Council,
Vizagapatnam

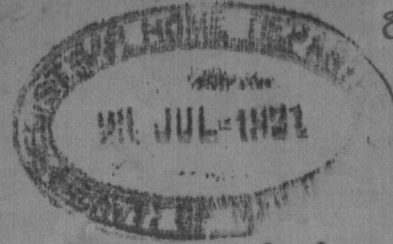
18.7.21

32

Serial number in the standard list.	Group and name of form as per standard list.	Book of leaves.	TOTAL CONSUMPTION DURING THE YEARS.		Average annual consumption.	Balance actually on hand at date of indent.	Number required during remainder of supply year, i.e., 5-1-12 X number of months remaining.	Number now claimed, i.e., column 7 + column 5 - column 6.	Remarks and number passed when alterations are made by checking officers.
			19 -19	19 -19					
1	2	2 (a)	3	4	5	6	7	8	9
12	Lesson for Sunday.								
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100	Lesson for Sunday.								

Office of The President, District
Educational Council.

Cocacuda dated 20.7.21.



From

M. R. Ry. C. L. Narasimha Rao Pantulu Saru
Vice President.

To

The Secretary to Government ^{Edn 3459 A}
Law - Education. ^{23.7.21.}
Madras.

Sir,

With reference to your G.O No 902 dated the 13th
June 1921, I have the honour to forward here
with an Indent of Registers and ~~for~~ forms
for the office of the Godavari District ~~Educational~~
Educational Council, Cocacuda for 1921.

I have the honour to be,
Sir,

your most obedient servant

Narasimha Rao
Vice President

CM 3459-3706A, 3628/A.

Law (Edn) Dept

These applications for forms may
be up in cont.

Indent of Registers and Forms for the office of The
Godavari District Educational Council, Cocanada.

for 1921.

35 15 8

Serial no.	Name of Register or Form.	Number Required	Remarks
1.	Current Registers ^{C.F.}	4	
2.	periodical "	2	
3.	Petitions current "	2	
4.	Register of Books received	1	
5.	Books for Tappals received and despatched	100	
6.	Confidential Booklet Forms.	6.	
7.	Books half margin ruled	1000	
8.	Slips urgent	6.	
9.	Slips very urgent	6.	
10.	Slips Confidential	4	
11.	Letter form with space for docket form	300	
12.	Letter form without docket	500	
13.	Memo form half-sheet	400	
14.	Post copy of Telegrams	10	
15.	Despatch or Tappal Book	1	
16.	Local delivery Book	1	

Serial No.	Name of Register or Form.	Number.	Remarks.
18.	Disposal Register <i>cy</i>	1	<i>9</i>
19	Disposal socket forms	400	
20	Slips for papers taken out from Records	50	
21	Current Register Extract Slips	50	
22.	Reminder for returns	50	
23	Reminder letter forms	200	
24	Register pay T.A. Bills for the members	1	
25	C.L. Application forms (white)	12	
26	Application for leave other than casual leave	4	
27.	Memo to produce medical certificate in support of illness	2	
28.	Requisition letter to Surgeon for health certificate	2	
29.	Order granting leave	10	
30	Pay Acquittance Roll.	1	
31	Acquittance Roll Book.	1	
32	Chalan English and Telugu ^{T.A.}	24	
33	Voucher for miscellaneous payments	100	
34	Last pay certificate forms.	2	
35	Establishment pay bill full sheet	4	
36	Establishment pay bill half sheet	24	
37	Absentee Statement	12	
38	T.A. bill of establishment white	80	
39	T.A. bill of establishment		

Serial No.	Name of Register or form	Numbers Required	Remarks
42	Register of Contingent charges	1	10
43	Indent for rubber stamps	2	
44	Indent for Stationary articles	2	
45	Stock Book of articles of Stationary printed forms	2	
46.	A. Application English	300	
47.	A. Application Telugu	900	
48.	Bill for Teaching grants (white)	1500	
49	Bill for Teaching grants (yellow)	1500	
50	Applications for grants for School buildings	16	
51	Competition certificate under Rule 53 of Grant-in-aid Code.	12	
52.	Bill for drawing building grants (white)	6	
53.	Bill for drawing building grants Coloured	6	
54	Application for furniture, books etc	24	
55	Bill for drawing furniture grants (white)	12	
56.	Bill for drawing furniture grants (Coloured)	12	
57	Recognition Application	100	
58.	$\frac{6}{8}$ C.C. To, The president $16\frac{1}{4}'' \times 6''$	200	
59.	$\frac{7}{9}$ C.C. chairman $16\frac{1}{4}'' \times 6''$	200	
60.	$\frac{9}{10}$ C.C. To, The. $9\frac{3}{8}'' \times 4\frac{7}{8}''$	2000	
61.	$\frac{12}{17}$ C.C. Accountant General $16\frac{1}{4}'' \times 6''$	12	
62.	$\frac{17}{30}$ C.C. T. D. C. $16\frac{1}{4}'' \times 6''$		

28

Serial No	Name of Register or Form	Number Required	Remarks
65	36C To, The Inspector of Schools 16 1/2" x 16 1/2"	200.	H
66	37/39 Headmaster Headmistress Small	300.	
67	10. 0	24	
<u>Exarashahed</u> Vice-president 19.7.21 <u>made</u> 19/7/21 <u>20.7.21</u>			

Number of Registers

200 To the Inspector of Schools 16 1/2" x 16 1/2"

300 Headmaster Headmistress Small

24 10. 0

100 A. Application English

100 A. Application Telugu

1500 Bill for teaching grants (white)

1500 Bill for teaching grants (green)

10 Application for grants for building

15 Competition certificate under Rule 25

25 Bill for drawing building grants (white)

25 Bill for drawing building grants (green)

24 Application for furniture, books etc

15 Bill for drawing furniture grants (white)

15 Bill for drawing furniture grants (green)

100 Reception Application

200 To, The President 16 1/2" x 6"

200 Chairman 16 1/2" x 6"

200 To, The Secy 16 1/2" x 6"

15 Accountant General 16 1/2" x 6"

15 T. D. C

Office of the District Educational Council,

S a l e m. Dated 30th July 1921.

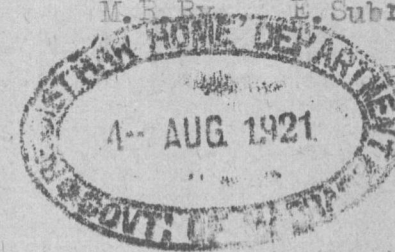
From

En 3706 A

M. R. R. E. Subramaniya Pillai Avl., E.A.,

President, District Educational Council

S a l e m.



To

The Secretary to Government,

Law(Education) Department,

M a d r a s.

Sir,

With reference to your C.O.No.902 dated 13-6-21, I have the honour to request you to be so good as to supply the Code Registers and Forms noted in the enclosed sheet, free of cost, for ^{the} use of the Office of the District Educational Council Salem, at an early date.

I have the honour to be,

Sir,

Your Most Obedient Servant,

Subcommittee
District Educational Council

Endo.

Indent for Registers and forms etc.,

no Required.

1.	Current Register for disposal system	Bound Book	4
2.	Do in other cases ..	Do	2
3.	Do of periodicals	Do	2
4.	Registers of petitions	Do	4
5.	Do of books received	Do	2
6.	Personal Register of papers	Do	2
7.	Register for destruction of papers	Do	2
8.	Stationery Register	Do	2
9.	Stock book	Do	2
10.	Despatch Register	Do	2
Local	Delivery Book	Do	2
12.	Notification sent to press for publication in the Gazette.	Do	6
13.	Disposal Register	Do	2
14.	Pay Acquittance Roll	Do	2
15.	Travelling Allowance, Acquittance Roll	Do	2
16.	Do Register of officers	Do	"
17.	Register of pay, travelling allowance, and contingent bills for subordinate officers.	Do	2
18.	Acknowledgement for the receipt of money of the cheque.....	Do	2
19.	Letter Forms.		
No. 29.	Letter Form to Government	1000	
Do. 30.	Proceeding Form to Government	1000	
Do. 31.	Letter form with space for docket	2000	
Do. 33.	Memorandum full sheet	1000	
Do. 34.	Do $\frac{1}{2}$ sheet	1000	
Do. 35.	Do $\frac{1}{4}$ do	1000	
Do. 36.	Docket Memo forms	1500	
Do. 37.	Endorsement Returning petition	2000	
Do. 38.	Endorsement form	2000	
Do. 39.	Registration Memo forms	1000	
Do. 40.	Requisition for copy of communication	1000	
Do. 42.	Memorandum for copy of letters	1500	
	Reminder for m	1000	
	Disposal docket forms	2000	
	Flat file disposal docket form	2000	

COVERS.

Secretary to Government	1000
The Superintendent	500
The President	1000
The Chairman Municipal Council	1500
Accountant General Madras	100
Director of Public Instruction Madras	1000
The Collector	1000
The Treasury Deputy Collector	1000
To The	2000
Demmi Official covers	500
blank covers	1000
confidential covers	300
Inspector of schools	1000

E. Subrahmanyan
19/7

Sen 8628 A

1-8 m.

31 JUL-1921

C. 20	Draft, half margin ruled.	2000
" 21.	Office order	50
" 22.	Proceedings large	1000
" 22A.	do. Small	1000
" 26	Slips urgent	50
" 28.	Slips Confidential	50
" 29.	Letter to Government, General	500
" 32.	Letter form without docket	2000
" 33.	Memorandum, full sheet	500
" 34	do half sheet	500
" 55	Dispatch Register	500
" 56.	Local Delivery book	50
" 63.	Disposal register (for disposal N. system)	500
" 65	Disposal docket wrapper	500
" 78.	Slips for office registers	25
" 79.	Current Register extract slip, small	100
" 83.	List of letters etc., remaining unanswered	50
" 86.	Reminder form, post card	500
" 87.	do. - (letter form)	500
" 104	Travelling allowance register of officers	50
" 105	Register. Contingent bills	50
" 170	Attendance Register	50
" 176	Application for Casual leave	50
" 177.	Application for leave other than Casual	25
" 182.	Register of Casual leave	50
" 183	Register of leave other than Casual	50
" 209.	Pay acquittance roll	100
" 219	Travelling allowance acquittance roll	100
" 292.	Indent for Rubber stamps	10
" 293	Indent for stationery articles	10
" 303	Flags	50
<u>Common covers:-</u>		
6.	The President ———— Board	500
7.	The Chairman, Municipal Council.	500
8.	Blank covers	3000

11	Secretary to Government ———— Department	200
35	The Director of Public Instruction	200
36.	The Inspector of Schools —	500
47.	D.O. Covers with only H.M.S. printed, 1 st quality each	100

Treasury Manual + Account Code forms.

9.	Travelling allowance bill of gazetted officers	300
11.4.	Establishment Pay bill, half sheet	50
15.	Travelling allowance bill of Establishment	50
16.	Permanent Advance acknowledgment	10
27.	Abstract Contingent Bill (for general use)	50
32.G.	Bill for Contract Contingent charges (22 - Education)	50
45.G.	Register of Contract Contingent Charges (Education)	50
62	The appropriation Statement of Budget grants	10

Miscellaneous:-

Ink boxes, wooden	2
Ink glasses	4
Eraser, large	1
do Small	1
Punch rollers	1
Pen knife	1
Ruler round, big	1
do Small	1
Flat files	25
Paper weights	6

K.C. No. 69/21 D. 28.7.21

Forwarded to the Secretary to Government,
Law (Education) Department, Madras, with reference to
G. O. No. 902 D/13th June 1921.

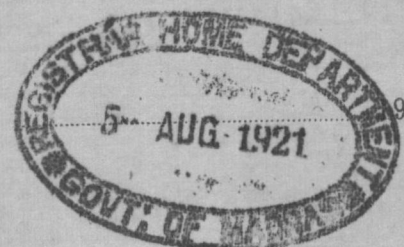
R. Sundararaj
28/7/21

Secretary
District Educational Council.
Malabar
28/7

copy.
29/7

DEPARTMENT.

Received



Registered

 3732A
 5-8-21

Subject.

 Indent forms for Registers and Account and Code-
 Forms-----Requesting to supply-----

ENCLOSURES

No.

Spare copies.....

G.C No.3 of 21.

Station Saidapet., Dated the 30th July, 1921.

 From (Name) M. R. Py. Raj Bahadur M. Venkataragavalu
 Reddi Garu,
 (Designation) President District Educational
 Council.

To The Secretary to the Government of Madras,

HOME (EDUCATION) Department.

Sir,

With reference to G.O.No. 902 Law (Education)-----
 Department, dated 13th June 1921, I have the honour to re-
 quest that you will be so good as to send me by return of
post, if possible, Indent forms for Registers and Account
 and Code forms prescribed for the office of the District
 Educational Council.

I have the honour to be,

S i r,

Your most obedient Servant.

K.Y./30-7.21.

 M. Venkataragavalu
 President, District Educational -
 Council, Saidapet.

Ref. your

No.

GOVERNMENT PRESS.

MINT BUILDINGS.

No. 7722

MADRAS. E. 3rd August 1921.

FROM W. J. DAVIS, Esq.,

~~EX L. GILBERT, Esq.~~

Ag. SUPERINTENDENT,
GOVERNMENT PRESS.

TO

The Vice-President,

District Educational Council, Kistna,

Masulipatam.

Sir,

I have the honour to return herewith your -
indent dated 31st July 1921 and to state that appli-
cation should be made to Government for the forms
asked for therein.

I have the honour to be,

Sir,

Your obedient Servant,

Ag. Superintendent.



Forwarded to the ~~for~~ Secretary to the
Government of Madras (Ministry of
Education) Law Department Fort
St. George, Madras.

L. Hanumanthadas
16-8-21.
Vice President

Con 3983 A

(9.8.21.)

20849

C.F. 300 (a) 3,163 - 27-11-19 (5)

Serial number in the standard list.	Group and name of form as per standard list.	Book of leaves.	TOTAL CONSUMPTION DURING THE YEARS.			Average annual consumption.	Balance actually on hand at date of instent.	Number required during remainder of supply year, i.e. 1-12-22 X number of months remaining.	Number now claimed, i.e., column 7 + column 5 - column 6.	Remarks and number passed when alterations are made by checking officers.
			19 - 19	19 - 19	19 - 19					
1	2	2 (a)	3	4	5	6	7	8	9	
65	Disposal docket wrapper								500	
86	Reminder form (ordinary memo)								100	
87	DO (letter form)								100	
88	DO with space for reply								100	
103	Cash account (Receipts and disbursements)								2 books	
105	Register of pay, travelling allowance and contingent bills for sub ordinate officers								1 Register	
176	Application for Casual leave								20	
177	DO for leave other than casual								20	
179	Memorandum to produce Medical certificate in support of illness								20	
180	Requisition to Surgeon for medical or health certificate								20	
183	Register of leave other than casual								1 Register	
184	Order granting leave								50	
209	Pay acquittance roll								1 book	
219	Travelling Allowance acquittance roll								1 book	
30582	Annual Return No. 6A								20	
P35	do do No. 7A								500	
P36	do do No. 9A								50	
P37	do do No. 9B								50	
P38	do do No. 10								50	
P39	do do No. 11								50	
P40	do do No. 12B								50	
P41	do do No. 14A								100	
P42	do do No. 14B								100	

LS

22
+8

Group C. H. forms Common to two or more departments. G. B. No. 404 financial dated 9.6.1913.

- 1 Current Register for disposal No. System
- 3 do do of periodicals in disposal number system offices
- 5 Register of Petitions
- 6 do of books etc. received
- 12 Dockets for papers received or despatched
- 14 Current file docket
- 15 Confidential docket
- 18 Continuation sheets one-third margin rules
- 20 Drafts half margin rules
- 23 List of papers sent to or from officers on tour
- 24A List of spare copies despatched and circulated to Members
- 26 Slips urgent
- 27 do very urgent
- 28 do Confidential
- 29 Letters to Government (General)
- 31 Letters from with space for docket at the top
- 33 Memorandum full sheet
- 34 do half sheet
- 38 Endorsement form
- 55 Despatch Register
- 56 Local delivery book
- 63 Disposal Register (for disposal no. system)

2 Registers
1 Register
1 Register
1 Register
100
500
50
1000
1000
50
100
20
20
20
200
200
200
200
200
1 Register
1 do.
2 do

C.F. 300 (a) 3,168 27-11-19 5)

Serial number	Group and name of form as per standard list.	Book of leaves.	TOTAL CONSUMPTION DURING THE YEARS.			Average annual consumption.	Balance actually on hand at date of indent.	Number required during remainder of supply year, i.e. 6-12 X number of months remaining.	Number now claimed, i.e., column 7 + column 5 - column 6.	Remarks and number passed when alterations are made by checking officers.
			19 -19	19 -19	4					
1	2	2 (a)	3	4	5	6	7	8	9	
1	Educational forms:- Elementary schools. Group C. B. L. B.									
3	Application for admission to aid Elementary schools - English								500	
6	do - Telugu								2000	
	do - Hindustani - English								500	
7	List of Elementary schools admitted to aid								100	
14	Bill for teaching grants Elementary schools								2000	
21	Application for grants for school building								200	
22	Mortgage deed for construction of building								200	
23	Mortgage deed for purchase of building								200	
24	Completion certificate under Rule 53 of Grant - in - aid Code.									
26	Bill for drawing building grants.								200	
27	Application for grants for furniture books, etc.								200	
28	Bill for drawing furniture etc. grants								400	
62	Annual Return No 2(a) or 3(a)								400	
73	do do No. 13.								1000	
76	do do No. 15								100	
76A	do do No. 16								200	
	Group C. B. L. B.								200	

48

List of Common Covers and Labels

A. Common Covers.

- 5 The Superintendent
- 6 The President — Board
- 7 The Chairman Municipal Council
- 8 Blank Covers
- 9 Confidential Covers
- 11 Secretary to Government
- 12 The account general post box No 49 Fort St. George Madras
- 13 Secretary to the Commissioners of
- 14 Director of Public Instruction
- 16 The Collector of
- 17 The Treasury Deputy Collector of
- 18 The Treasury Offices
- 35 The Director of Public Instruction
- 36 The Inspector of schools
- 40 The District Medical and Sanitary Officers

To The Superintendent
Government Press
Madras.

31/7/21

50
200
100
500
50
100
50
100
100
100
200
500
50

of Krishnaswami
for Vice President, District
Educational Council, Madras

DEPARTMENT.

Received

191

Registered

191

Subject.

Indent for Forms.

Received

Law (Edn) Dept.

The indent has been sent to the
D.P.O. for remarks. This may await the

R.O.C. No. 23 of 21.

Station Chittoor, Dated the 17th August 1921.

From (Name) M.R.V. B. Munnawami Naidu Garu, B.A.,
B.L., M.L.C.,

(Designation) President, Dist., Edl., Council,
Chittoor.

To The secretary to the Government of Madras,
Law (Education) Department,
Fort St., George.

Sir,

I have the honour to invite the attention of the
Government to this Office letter R.O.C. No.23 of 21 dated
26-6-1921 regarding the indent for code registers and
forms and to request for an early reply thereto.

I have the honour to be,

Sir,

Your most obedient servant,

Munnawami Naidu
President,
District Educational Council,
Chittoor.

D.H.P.19/8.

Recd 35/1088/1921



Office of the District Educational Council
Gajjam
Dated - 7th August 1921

From

Shri

C. D. A. Chetani J. C. S.

Pee laubhar Jagat Rao B. A.

President Secretary,

District Educational Council

Gajjam

Chhatrapur

Em 38104

10.8.21

To

The

Government Secretary,

to the Ministry of Education

Sir,

With reference to G. C. No. 902 (Education Department) dated 13.6.21 I have the honour to request you to be good enough to supply the same quantity of Code of Registers and forms of the same kind as those to be supplied to the District Educational Council, Guntur, the work of both the Council being the same.

I beg to remain,
Sir,

Your most obedient Servant,

Jagat Rao
7.8.21

Secretary,

District Educational Council,

Gajjam,

Chhatrapur

R.C. 6 Sup. of 21.

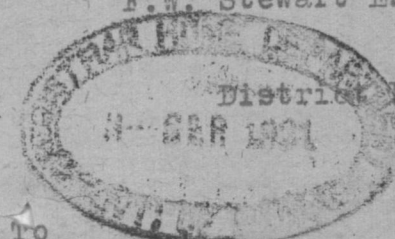
Office of the

District Educational Council,

KURNOOL.
D/ 30th. August, 1921.

From

F.W. Stewart Esq., I.C.S.,



President,
District Educational Council,

KURNOOL.

To

The Secretary to Government,
Law (Education) Department,
MADRAS.

Sir,

With reference to G.O. No. 902 Law (Education) Department dated the 13th. June, 1921, I have the honour to send herewith the indent of ~~Code~~ Registers and Forms. for the use of the Office of the Educational Council, Kurnool, and request you will be good enough to order the supply of the same at an early date.

I have the Honour to be
Sir,

Your most obedient servant,

F.W. Stewart

President.

S.J.M. 30/8/21.

A list of the Registers and Forms for the use of the
Office of the District Educational Council, Kurnool.

1. Code Registers.

1. Disposal Registers . . . 2.
2. Current Registers . . . 2.
3. Periodical Registers. . . 2.
4. Despatch Registers. . . 2.
5. Local Tappal Registers. . . 2.
6. Attendance Registers. . . 2.

Forms.

11.

1. List of Recognised and Aided Elementary Schools for Boys
and Girls in District during the year 19-19.

(Appendix 1 to the Draft Rules).

Number of Forms 200.

2. Budget estimate of receipts and changes of the
District Educational Council, for the Official year 1920-21.

(Appendix 11 to the Draft rules).

Number of Forms 5.

3. Application for aid towards the cost of ----- School
at ----- in the District of -----

(Appendix 20 to the Draft Rules).

Number of Forms 50.

4. Application for grants for furniture, books etc.

(Appendix 21 to the Draft Rules).

Number of Forms 400.

5. Bills for teaching grants for 19-19 on behalf of Elemen-
tary Schools in the Taluk.---- District,---- under Muni-
cipality the management of the ---

(Appendix 23 to the Draft Rules).

Number of Forms 2000.

6. Form of competition certificate under rule 4.

(Appendix 25 to the Draft Rules).

Number of Forms 50.

11. 7. Grant in aid School Buildings Bills for Building Grants..

(Appendix 26 to the Draft Rules).

Number of Forms 50. Bill Forms.

8. Grant in aid Acquisition of land and buildings.

Bill for grants for the acquisition of land.

(Appendix 27 to the Draft Rules).

Number of Forms 25.

9. School Furniture, Maps School Libraries, Apparatus, Dis-grams, Models and tools.

(Appendix 28 to Draft Rules).

Number of Forms 400. Bill Forms.

M. M. M.

Secretary

President.

Office of the president,
Godavari District Educational Council
Cocanada, dated 1.9.21

Subject

Re 62 of 21
D.E.C



Requesting to supply the articles

indented for
Can 4338 A
6.9.21

From,

H. R. Uzielli Esquire, I. C. S.

president,

District Educational Council,
Cocanada.

To,

The Secretary to Government of Madras,

Law (Education) Department,

Madras.

Sir,

In continuation of this office Re 62 Sup of 21
D.E.C dated 20.7.21 regarding the Indent sent by
this office, I have the honour to request that
the articles indented for may be supplied to
this office at an early date.

I have the honour to be,

Sir,

Your most obedient servant,

H. R. Uzielli

President

m. h.
3.9.21

Education DEPARTMENT.



Registered

191

Subject.

District Educational Council-- Submission of Indents for
Treasury and account code forms and Common forms.

ENCLOSURES.

No.

Spare copies

No. 0 sup of 21.

DESPATCHED

15 SEP 1921

191

Station Cuddapah, Dated the 11-9-21.

From (Name) R. Ry. A. Upendra Pai, Avl, B.A.,

(Designation) President District Educational

Council, Cuddapah.

To The Secretary to the Government of Madras,

Law. (Education) Department.

Sir,

Adverting to G.O.No. 902 . Law (Education)

dated 13th. June 1921. I have the honour to submit herewith
indents for common forms and Treasury and Account code forms .

The indent for Educational forms will be submitted after the
conformation of the draft rules framed in G.O. No.819.

Law (Education) dated 31-5-21.

I have the honour to be ,

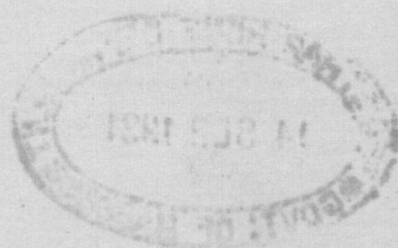
Sir,

Your most obedient servant,

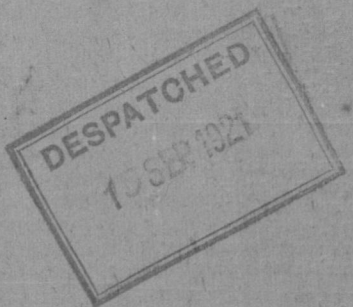
For President.

an

12-9-21



6,310-11-3-18.



REVISED INDENT

FOR

TREASURY AND ACCOUNT CODE FORMS

FOR THE YEAR 191

From the Office of *the District Educational*
Council

Serial number in the standard list.	Group and name of form as per standard list.	Book of _____ leaves.	TOTAL CONSUMPTION DURING THE YEARS.		Average annual consumption.	Balance actually on hand at date of indent	Number required during year, i.e., of supply column usually 5-12 X number of months remaining.	Number of books or forms now claimed, i.e., column 7 + column 8 - column 6.	Remarks and number of books or forms passed when alterations are made by checking officers.
			191 - 191	191 - 191					
1	2	2 (a)	3	4	5	6	7	8	9
1	Chalan (English and Tamil) ..	..							
1A	Do. (English and Telugu) ..	..						100	
1B	Do. (English and Kanarese) ..	..							
1C	Do. (English and Malayalam) ..	..							
1D	Irusalnama (Madras Taluk Treasury) ..	..							
1E	Head Accountant's number book (Huzur) ..	..							
1F	Accountant's Daily balance sheet ..	..							
2	Register of sealed boxes, etc., received for safe custody ..	..							
2A	Register of locks and duplicate keys ..	..							
3	Voucher for miscellaneous payments (English--Tamil) ..	..						50	
3A	Do. do. (English--Telugu) ..	..							
3B	Do. do. (English--Malayalam) ..	..							
3C	Do. do. (English--Kanarese) ..	..							
3D	Do. do. (English--Uriya) ..	..							
4	Statement of fines imposed, levied, etc. ..	..							
5	Last pay certificate ..	..							
6	Gazetted officers' salary bill ..	..							
6A	Gazetted officers' salary bill, yellow form, not payable at Treasury.	..							
7	Transfer of charge certificate (ordinary form) ..	..							

8	Transfer of charge certificate (including Treasury cash balances, etc.) ..	..							
9	Travelling allowance bill of Gazetted officers ..	..						50	
9A	Travelling allowance bill of Gazetted officers, yellow form, not payable at Treasury.	..						50	
10	Proposition statement for revision of establishment ..	..						50	
11	Establishment pay bill, full sheet, payable at Treasury ..	..						50	
11A	Establishment pay bill, half sheet, payable at Treasury ..	..						50	
11B	Establishment pay bill, inner sheet, payable at Treasury ..	..						50	
12	Establishment pay bill, full sheet, yellow form, not payable at Treasury.	..						50	
12A	Establishment pay bill, half sheet, yellow form, not payable at Treasury.	..						50	
12B	Establishment pay bill, inner sheet, yellow form, not payable at Treasury.	..						20	
13	Absentee statement ..	..							
13A	Do. inner sheet ..	..							
13B	7-A Enclosure to Absentee statement ..	..							
13C	Absentee statement (small size) ..	..							
14	Periodical increment certificate ..	..						500	
15	Travelling allowance bill of establishment ..	..						100	
15A	Travelling allowance bill of establishment, yellow form, not payable.	..						50	
15B	Travelling allowance of establishment, inner sheet ..	..						50	
15C	Travelling allowance of establishment, inner sheet, yellow.	..							
16	Permanent advance acknowledgment ..	..							
17	Abstract contingent bill (3. Land Revenue--Charges of District Administration).	..							
18	Detailed contingent bill (3. Land Revenue--Charges of District Administration), yellow form, not payable.	..							
19	Abstract contingent bill (3. Salt) ..	..							
20	Detailed contingent bill (5. Salt), yellow form, not payable	..							
20A	Abstract contingent bill (9. Customs) ..	..							

Serial number
in the standard
list

Serial number in the standard list	Group and name of form as per standard list.	Book of leaves.	TOTAL CONSUMPTION DURING THE YEARS.			Average annual consumption.	Balance actually on hand at date of indent	Number required during year, i.e., of supply column 5 + 12 × number of months remain- ing.	Number of forms now claimed, i.e., column 7 × column 5 - column 6.	Remarks and number of forms passed when alterations are made by checking officers.
			191	-191	191 -191					
1	2	2 (a)	3	4	5	6	8	9		
23B	Detailed contingent bill (9. Customs), yellow form, not payable.									
20c	Abstract contingent bill (24. Medical) ..									
20D	Detailed contingent bill (24. Medical), yellow form, not payable.									
20E	Abstract contingent bill (26 B. Scientific and Miscellaneous Department—Botanical and other public gardens).									
20F	Detailed contingent bill (26 B. Scientific and Miscellaneous Department—Botanical and other public gardens), yellow form, not payable.									
21	Abstract contingent bill (26. Scientific, etc., Bacteriological department).									
22	Detailed contingent bill (26. Scientific, etc., Bacteriological department), yellow form, not payable.									
23	Abstract contingent bill (Look-ups) ..									
24	Detailed contingent bill (Look-ups), yellow form, not payable.									
24A	Abstract contingent bill (26. Scientific, Experimental Farm).									
24B	Detailed contingent bill (26. Scientific, Experimental Farm), yellow form, not payable.									
27	Abstract contingent bill (for general use) ..									
27A	Abstract contingent bill (for general use), yellow form, not payable.									
27B	Abstract contingent bill (Port and Marine funds) ..									
27C	Abstract contingent bill (Port and Marine funds), yellow form, not payable.									
28	Detailed contingent bill (for general use), yellow form, not payable.									
28A	Detailed contingent bill (Port and Marine Funds), yellow form, not payable.									
29	Detailed contingent bill (Police Department) ..									
30	Detailed contingent bill (19-A. Law and Justice—Presidency Courts and Mufassal Civil and Sessions Courts).									

30A	Detailed contingent bill (Land Revenue—Charges of District Administration).									
30B	Detailed contingent bill (Land Revenue—Survey, Settlement and Land Records).									
30C	Detailed contingent bill (5. Salt) ..									
30D	Detailed contingent bill (9. Customs) ..									
30E	Detailed contingent bill (12. Registration) ..									
30F	Detailed contingent bill (19-A. Law and Justice—Mufassal Criminal Courts and Law officers).									
30G	Detailed contingent bill (19-B. Law and Justice—Charges for Police custody).									
30H	Detailed contingent bill (22. Education) ..									
30I	Detailed contingent bill (24. Medical) ..									
30J	Detailed contingent bill (26. Scientific, etc., Bacteriological department).									
30K	Detailed contingent bill (26. Scientific, etc., Veterinary and Stallion charges).									
30L	Detailed contingent bill (30. Stationery and Printing, Stationery office, etc.)									
30M	Detailed contingent bill (30. Stationery and Printing, Collectorate Press).									
30N	Detailed contingent bill (32. Miscellaneous) ..									
30O	Detailed contingent bill (26 A. Agriculture, Experimental cultivation.)									
30P	Detailed contingent bill (24-B. Sanitation) ..									
30Q	Detailed contingent bill (26 A. Agriculture, Bacteriology, Economic Botanist, etc.)									
31	Detailed contingent bill (for general use) ..									
31A	Do. (for general use), yellow form, not payable.									
31B	Do. (Port and Marine funds) ..									
31C	Do. (Port and Marine funds), yellow form, not payable.									
31D	Bill for remittance beyond the district ..									
31E	Detailed contingent bill for P.W.D. ..									
32	Bill for contract contingent charges (3. Land Revenue) ..									

50.

100

Serial number in the standard list.	Group and name of form as per standard list.	Book of leaves.	TOTAL CONSUMPTION DURING THE YEARS			Average annual consumption.	Balance actually on hand at date of indent.	Number required during remainder of supply year, i.e., usually 6 1/2 x number of months remaining.	Number of forms now claimed, i.e., column 7 x column 5 - column 6.	Remarks and number of forms passed when alterations are made by checking officers.
			191 -191	191 -191	191 -191					
1	2	2 (a)	3	4	5	6	7	8	9	
32A	Bill for contract contingent charges (5. Salt, 6. Stamps, 7. Excise, 9. Customs and 10. Assessed taxes).									
32B	Bill for contract contingent charges. (12. Registration) ..									
32C	Do. (19-A. Law and Justice—Courts of Law—Presidency Courts and Mufassal Civil and Sessions Courts).									
32D	Bill for contract contingent charges (19-A. Law and Justice—Courts of Law—Presidency Courts and Mufassal Criminal Courts and Law Officers).									
32E	Bill for contract contingent charges (19-B. Law and Justice—Jails).									
32F	Bill for contract contingent charges (20. Police) ..									
32G	Do. do. (22. Education) ..									
32H	Do. do. (24. Medical) ..									
32I	Do. do. (26. Scientific departments, Archaeological Survey).									
32J	Bill for contract contingent charges (30. Stationery and Printing).									
32K	Bill for contract contingent charges (11. Forest B) ..									
32L	Do. do. (24-B. Sanitation) ..									
32M	Contract contingent bill (26-A. Agriculture, King Institute, Bacteriological section).									
32N	Special bill of contingent charges for service postage stamps.									
32(a)	Statement of expenditure of ryotwari village establishments and of pay of vettis in proprietary estates.									
33	Bill of pound commission charges ..									
34	Detailed voucher for expenses of non-official complainants and witnesses.									
34A	Detailed voucher for expenses of medical subordinates ..									

34B	Pleader's bill of costs with the verification of Court's certificate.									
35	Completion report for works exceeding Rs. 500 ..									
36	Do. not exceeding Rs. 500 ..									
37	Register of contingent charges (Land Revenue—Charges of District Administration).									
37A	Register of contingent charges (Land Revenue—Survey, Settlement and Land Records)									
38	Register of contingent charges (Salt) ..									
38A	Do. (Customs) ..									
38B	Do. (Registration) ..									
39	Do. (Judicial—Presidency Courts and Civil and Sessions Courts).									
40	Register of contingent charges (Magisterial Mufassal, Criminal Courts).									
41	Register of contingent charges (Jails) ..									
42	Do. (Lock-ups) ..									
43	Do. (Police) ..									
43A	Do. (Education) ..									
43B	Do. (Medical) ..									
43C	Do. (Scientific, etc., Departments—Experimental Farms—District Farms).									
43D	Register of contingent charges (Scientific, etc., Departments—Veterinary and Stallion Charges).									
43E	Register of contingent charges (Scientific, etc., Departments—Archaeological Department).									
43F	Register of contingent charges [26-A. Agriculture, King Institute, Bacteriological section (other than contract).]									
44	Register of contingent charges (32. Miscellaneous) ..									
44A	Do. (General use) ..									
44B	Do. (Port and Marine funds)									
44B	"Countersigned Contingencies," Register of contingent charges (Port and Marine fund)									
44B	"Audited Contingencies," Register of contingent charges (Public Works Department)									
45	Register of contract contingent charges (Land Revenue) ..									

56

2

6

Serial number in the standard list.	Group and name of form as per standard list.	Book of leaves.	TOTAL CONSUMPTION DURING THE YEARS			Average annual consumption.	Balance actually on hand at date of indent.	Number required during remainder of supply year, i.e., usually column 5-1-13 X number of months remaining.	Number of forms now claimed, i.e., column 7 X column 5 - column 6.	Remarks and number of forms passed when alterations are made by checking officers.
			191 -191	191 -191	191 -191					
1	2	2 (a)	3	4	5	6	7	8	9	
45A	Register of contract contingent charges (Salt, Stamps, Excise and Income-tax).									
45B	Register of contract contingent charges (Registration) ..									
45C	Do. (Judicial—Civil) ..									
45D	Do. (Judicial—Criminal). (Jails) ..									
45E	Do. (Police) ..									
45F	Do. (Education) ..									
45G	Do. (Medical) ..									
45H	Do. (Archæological) ..									
45J	Register of contract and non-contract contingent charges.									
45K	Register of contract contingent charges (11. Forest B) ..									
45L	Do. (Sanitation Department). (26-A, Agriculture									
45M	Do. —King Institute).									
46	Refund voucher (general use) ..									
46A	Refund voucher (general use), not payable, yellow form ..									
47	Voucher for refund of spoilt stamps (Eng.—Tamil) ..									
47A	Do. (Eng.—Tel.) ..									
47B	Do. (Eng.—Mal.) ..									
47C	Do. (Eng.—Kan) ..									

47D	Voucher for refund of spoilt stamps (English—Uriya) ..	
48	Memo. of grants paid under educational grants-in-aid ..	
49	Commission bill for the collection of port dues ..	
50	Consolidated bill for Minor Irrigation Works ..	
51	Contract certificate for Minor Irrigation Works ..	
52	Nominal muster roll for Minor Irrigation Works ..	
53	Payment order to Tahsildar for Minor Irrigation Works ..	
54	Statement showing compensation awarded for land taken up.	
55	Statement of particulars regarding the acceptance of amounts entered in the award statement.	
56	Statement showing the amount of compensation awarded by the Civil Court.	
57	Receipt for compensation for land taken up ..	
58	Consolidated voucher for payments of compensation ..	
59	Application to Judge to receive compensation as a Civil Court deposit.	
60	Application to Treasury Officer to transfer compensation to Revenue Deposits	
60A	Form of Mortgage Bond in case of house-building advances.	
60B	Adjustment bill for discount on stamps (not payable at Treasury).	
61	Plus and minus memo. of survey charges of estates ..	
61A	Bill for drawing advances for replacing missing boundary marks.	
62	Re-appropriation statement of budget grants ..	
63	Application to heads of departments for additional allotment by transfer under the same minor head.	
64	Particulars of investments forwarded for safe custody to the Accountant-General.	
64A	Register of Government securities deposited for safe custody.	
65	Advice of transfer of payment of interest on Government promissory notes.	
66	Register showing particulars of notes enforced for payment of interest.	
67	Receipt for interest on Government promissory notes	

Serial number in the standard list	Group and name of form as per standard list.	Book of _____ leaves.	TOTAL CONSUMPTION DURING THE YEARS.		Average annual consumption.	Balance actually on hand at date of indent	Number required during remainder of year, i.e., (apply year, i.e., usually column 5-1-12 X number of months remaining.	Number of forms now claimed, i.e., column 7 X column 5—column 6.	Remarks and number of forms passed when alterations are made by checking officers
			191 -191	191 -191					
1	2	2 (a)	3	4	5	6	7	8	9
68	Authority of joint holders of Government promissory notes giving a discharge for all interest due.								
69	Register of payment of interest on promissory notes ..								
69A	Treasury order form for payment of interest on Government promissory notes at a Sub-Treasury.								
70	Advice of Government promissory note sent for renewal, subdivision or consolidation.								
70A	Form of application for safe custody of Government promissory notes at a Treasury.								
70B	Acknowledgment of receipt								
70C	Register of receipts and disposals of notes held in safe custody.								
70D	Ledger account of Government promissory notes held at the credit of ..								
70E	Form of application for withdrawal of Government promissory notes.								
70F	Government promissory notes returned from safe custody.								
70G	Interest Distribution Register								
71	Register of powers-of-attorney probates, certificates, etc....								
72	Register of stock certificates on which interest is payable.								
73	Register of interest orders								
74	Register of repayments of deposits								
75	Deposit repayment voucher (English—Tamil) ..								
75A	Do. (English—Telugu) ..								
75B	Do. (English—Malayalam) ..								
75C	Do. (English—Kanarese) ..								

75D	Deposit repayment voucher (English—Uriya) ..								
76	Clearance register of deposit receipts ..								
77	Extract register of deposit receipts ..								
78	List of deposit repayments ..								
79	Statement of lapsed deposits ..								
80	Voucher for refund of lapsed deposits ..								
81	Statement showing the receipt and repayment of Civil Court deposits.								
81A	Remarks on the repayments of deposit of the taluk for the week ending ..								
81B	Memo. of remarks on the extracts from the register of deposits of the taluk for the month of ..								
81C	Memo. of sub-treasury officers giving details of deposit items which have lapsed to Government.								
81D	Check register maintained for the preparation of the clearance register and lists of lapsed items of deposits.								
83	Irrigation Cess Fund (consolidated receipt) ..								
84	List of Municipal Fund cheques paid ..								
85	Service postage receipt ..								
85A	Local Fund adjustment receipts ..								
86	Register of Gazetted officers showing salaries, etc.								
87	Register of bills received for pre-audit ..								
88	List of payments (general) ..								
88A	Do. (inner sheet) ..								
88B	Schedule of Special audit payment ..								
89	Do. refunds ..								
90	Do. advances ..								
90A	Intimation of payment of advances to be recovered from one Treasury office to another.								
91	Schedule of loans ..								
92	Do. cash remittances ..								

Serial number in the standard list.	Group and name of form as per standard list.	Book of leaves.	TOTAL CONSUMPTION DURING THE YEARS.			Average annual consumption.	Balance actually on hand at date of indent.	Number required during remainder of supply year, i.e., usually column 5-1-12 X number of months remaining.	Number of forms now claimed, i.e., column 7 X column 5--column 6.	Remarks and number of forms passed when alterations are made by checking officers.
			191	-191	191	191				
1	2	2 (a)	3	4	5	6	7	8	9	
92A	Schedule of post office payments									
93	Plus and minus memo. of opium credits									
94	Detailed statement of opium credits									
95	Statement of income-tax deductions									
95A	Do. commission									
96	Details of vouchers debited to heads of expenditure									
96A	Statements of indirect charges of plague									
97	Daily classified list for entry in the postings register									
98	Transfer slip									
100	Posting registers (Receipts)									
100A	Do. (Charges)									
101	Classified account for Sub-Treasuries (Receipts)									
101A	Do. do. (Disbursements)									
102	Abstract Account (April to September and March)									
102A	Do. (October to February)									
103	Cash balance report									
103A	Uncurrent coin return									
104	Treasury cash book or day book (Accountant's use)									
105	Treasurer's cash book (Receipts)									

105A	Do. (Disbursements)									
106	Treasurer's daily balance sheet									
106A	"Balance of cash in the expense chest of cashier in the Huzur Treasury of ---, examined by Treasury Deputy Collector on the evening of ---"									
106B	Memo of money, etc., to be put in or taken out from double lock this --- day of --- 191									
106C	Treasurer's balance sheets									
107	Memo. showing contents of cash safes or boxes									
108	Memo. of alterations to be made in the Treasury Account.									
109	Copy of objection statement issued by the Accountant-General.									
109A	Copy of objection statement issued by the Accountant-General (inner sheet).									
109B	Extract from objection statement									
109C	Copy of further remarks received from the Accountant-General.									
109D	Account slip forwarding replies to objection statements									
110	Register of retrenchments									
111	Pre-audit objection memo. issued by Treasury Officer									
111A	Letter form of audit objection returning bill or cheque									
112	Post-audit objection memo. issued by Treasury Officer									
113	Deduction slip objection memo. issued by Treasury Officer.									
114	Memorandum of alterations and objections made in the Sub-Treasury Accounts.									
115	Register of Pension Payment Orders									
116	Pensioners' receipts (English-Tamil)									
116A	Do. (English-Telugu)									
116B	Do. (English-Malayalam)									
116C	Do. (English-Canarese)									
116D	Do. (English-Uriya)									

Serial number in the standard list.	Group and name of form as per standard list.	Book of leaves.	TOTAL CONSUMPTION DURING THE YEARS				Average annual consumption.	Balance actually on hand at date of indent	Number required during remainder of supply year, i.e., usually column 5 + 12 X number of months remaining.	Number of forms now claimed, i.e., column 7 X column 5—column 6.	Remarks and number of forms passed when alterations are made by checking officers.
			191	-191	191	-191					
1	2	2 (a)	3	4	5	6	7	8	9		
117	Receipt for Yeomiah pension										
117A	Bill for payment of Ceylon Government Pensioners (payable at treasury)										
117B	Bill for payment of Ceylon Government Pensionr (not payable at Treasury).										
118	Pensioners' receipt (consolidated form with certificate) ..										
118A	Pensioners' receipt (consolidated form without certificate).										
118B	Monthly Abstract bill of pensioners paid in District Treasuries.										
119	Annual mortality return of pensioners										
120	Death report of pensioners										
121A	Pension Payment Order (Pensioner's and Collector's half).										
121B	Pension Payment Order (Superannuation allowances and pensions) —Renewed.										
121c	Do. do. Duplicate.										
121D	Pension Payment Order (Territorial and Political Pension) —Renewed										
121E	Do. do. Duplicate.										
121F	Pension Payment Order (Assignments and Compensations) —Renewed.										
121G	Do. do. Duplicate.										
122	Application for transfer of pension to another Treasury ..										
125	Letter forwarding Collector's half of Pension Payment Order (Pension undisbursed for more than six months).										
125A	Audit slip of instructions in forwarding Pension Payment Orders with Collector's halves to Sub-Treasury Officer.										
126	Authority for disbursing pension due to a deceased pensioner.										

127	Letter for obtaining finger prints of a pensioner ..	
129	Pensioner's non-marriage certificate	
130	Do. receipt (when paid through an agent) ..	
130A	Statement of average emoluments of —	
130B	Memo. communicating Accountant-General's letter authorising payment of gratuity.	
130C	Receipt for payment of gratuity sanctioned	
130D	Letter to the Accountant-General requesting sanction for payment of arrears of pension.	
130E	Age-war statement of Pension Payment Order numbers included in the annual return of pensioners.	
130F	Descriptive roll of Malikhanadars	
130G	Reference memorandum forwarding copy of the Collector's half of the Permanent Pay Order.	
130H	Memorandum calling from taluks for pensioner's half of payment order.	
130I	Letter forwarding pension certificates to other districts ..	
130J	Abstract of civil pensioners paid at the Huzur Sub-Treasury during	
131	Register of receipts of deposits (Revenue, Civil and Criminal).	
131A	Civil Court deposit repayment order on the treasury ..	
132	Personal ledger of deposits	
132A	Memorandum intimating use of personal deposit cheque book.	
133	Register of daily receipts and repayments of personal deposits.	
134	Register of orders on Sub-Treasuries issued and adjusted.	
134A	Intimation to Tahsildars of adjustments of Government dues from estates at Huzur received.	
135	Register of sums credited at Sub-Treasuries for payment or adjustment at Huzur Treasury.	
136	Alterations to be made in the Extract Register of deposits.	
137	Indent for supply of cash order books	
138	Extract register of receipts and payments of personal deposits.	
139	Plus and minus memorandum of deposits	

Serial number in the standard list.	Group and name of forms as per standard list.	Book of leaves	TOTAL CONSUMPTION DURING THE YEARS.		Average annual consumption.	Balance actually on hand at date of indent	Number required during remainder of supply year, i.e., usually column 5—	Number of forms now claimed, i.e., column 7 × column 5—	Remarks and number of forms passed when alterations are made by checking officers.
			191 -191	191 -191					
1	2	2 (a)	3	4	5	6	7	8	9
139A	Consolidated abstract memorandum of payment of personal deposits.								
140	Memorandum of deposit items transferred to other heads.								
141	Advice list of taluk cash orders								
141A	Letter in triplicate forwarding cash orders								
142	List of cash orders paid at sub-treasury								
142A	Statement of lapsed cash orders								
143	Register of bills issued (remittance transfer receipts and supply bills).								
144	Advice list of bills issued (remittance transfer receipts and supply bills).								
145	List of local bills issued (remittance transfer receipts and supply bills).								
146	List of foreign bills issued (remittance transfer receipts and supply bills).								
147A	Memorandum of specimen signature								
148	Register of local bills paid (remittance transfer receipts and supply bills).								
149	Register of foreign bills paid (remittance transfer receipts and supply bills).								
150	Indent for bill forms (remittance transfer receipts and supply bills).								
150A	Consolidated treasury receipts to the District Forest Officer								
150B	Detailed statements of credits to Forest remittances								
150C	Statement showing tree owners' fees credited to Forest remittances								
151	Schedule of Forest cheques paid								
152	Register of payments on account of the Public Works Department.								

153	Register of payment to Civil officers' holding 'letters of credit.'								
154	Letter of credit								
154A	Memorandum of Sub-Treasury officer requesting to deduct sums from the amounts of letters of credit.								
155	List of Public Works cheques paid								
156	Register of Public Works receipts								
157	Schedule of Executive Engineer's balance								
158	Public Works pass book								
159	Cash receipt—Military Department								
160	Register of receipts on account of the Military Department								
161	Register of military payments (cheques and transfer receipts).								
162	Register of military payments (emergent advances and miscellaneous).								
162A	Pension paying officer's receipt for the sum required for payment to military pensioners.								
163	Statement of deductions on account of the Military and Orphan funds								
164	Statement of deductions on account of the Madras Military Assistant Surgeons' fund.								
165	Statement of deductions on account of the Indian Military Service Family Pension fund								
165A	Memorandum of credit authorizing Tahsildars to make certain payment to a sub-postmaster.								
166	Register of post office receipts								
167	Register of post office payments								
168	Certified list of subscriptions to Postal Life Insurance Fund.								
169	Register of telegraph receipts								
170	Register of Telegraph Department charges								
172	List of subscriptions to the General Family Pension Fund.								
173	List of subscriptions to the Madras Civil Fund								
174	List of subscriptions to the Indian Civil Service Family Pension Regulations.								

Serial number in the standard list	Group and name of form as per standard list.	Book of leaves.	TOTAL CONSUMPTION DURING THE YEARS			Average annual consumption	Balance actually on hand at date of indent	Number required during remainder of supply year, i.e., usually column 5 + 12 X number of months remaining.	Number of forms now claimed, i.e., column 7 X column 5 - column 6.	Remarks and number of forms passed when alterations are made by checking officers.
			191 - 191	191 - 191	191 - 191					
1	2	2 (a)	3	4	5	6	7	8	9	
175	List of subscriptions to the Provident Fund	..								
175A	Abstract of subscriptions to the General Provident Fund realized during the month of	..								
176	List of subscriptions to the Bengal U Family Pension Fund	..								
176A	Register showing the receipt on account of XXII "Receipts in aid of Superannuation and Compassionate Allowances"	..								
177	Indent for minimum weights	..								
178	Memorandum of illegally dealt with gold coins received at Treasury.	..								
179	Statement of receipts and issues of sovereigns and half-sovereigns at Head-quarters and Sub-Treasuries.	..								
180	Register of uncurrent coin	..								
181	Register of silver coin cut but not paid for	..								
182	Statement of Arcot and Surat rupees received	..								
182A	Register of Arcot and Surat coins received	..								
182B	Register of sovereigns and half-sovereigns below current weight.	..								
182C	Acknowledgments for illegally dealt with gold coins	..								
182D	Memo. forwarding illegally dealt with gold coins	..								
182E	Report of uncut light weight rupees and half-rupees	..								
183	Weekly statement of uncurrent and withdrawn silver coins held at the Treasury.	..								
184	Monthly return of uncurrent coin (Taluk)	..								
185	Invoice of uncurrent coins despatched to Mint	..								
186	Quarterly return of silver coins cut or broken	..								

187	Return showing counterfeit coins received	..								
187A	Statement showing the proportion of several issues of Government rupees in actual circulation.	..								
188	Return of copper coin withdrawn from circulation	..								
189	Small silver and copper Depot Book	..								
189A	Extract from small silver and copper Depot Book	..								
190	Annual Estimate of small silver and copper coin requirements.	..								
190A	Specification of currency notes under joint locks	..								
191	Register of currency notes received and issued	..								
191A	Register of stopped currency notes	..								
192	Quarterly memo. of currency notes received and issued	..								
193	Daily register of currency notes received and issued	..								
193A	Monthly verification statement of Government paper Currency Agency.	..								
194	Currency chest book	..								
194A	Do. slip	..								
195	Application for transfer from currency chest to treasury	..								
195A	Receipt granted by officers in charge of currency chests	..								
196	Invoice of coin despatched	..								
197	Advice of despatch of remittance sent to a Treasury officer	..								
197A	Indent for currency notes	..								
198	Advice receipt of remittance sent to the Accountant-General.	..								
199	Advice receipt of uncurrent coin sent to the Accountant-General.	..								
199A	Treasury remittance receipt	..								
200	Invoice of currency notes remitted	..								
201	Advice of despatch of coin and notes	..								

Serial number in the standard list.	Group and name of form as per standard list.	Book of leaves.	TOTAL CONSUMPTION DURING THE YEARS			Average annual consumption.	Balance actually on hand at date of indent.	Number required during year, i.e., number of supply year, i.e., number of months remaining.	Number of forms now claimed, i.e., column 7 x column 5 - column 6.	Remarks and number of forms passed when alterations are made by checking officers.
			191 -191	191 -191	191 -191					
1	2	2 (a)	3	4	5	6	7	8	9	
202	Requisition for carriage of specie by railway ..	..								
203	Application for a police guard ..	..								
203A	Notice regarding the obtaining of receipts for money paid into district treasuries.	..								
204	Packet slip to accompany each bundle of notes ..	..								
205	Advice of despatch of first or left halves of currency notes.	..								
206	Advice of despatch of second halves of currency notes ..	..								
207	Indent for coin ..	..								
208	Monthly resource estimate ..	..								
209	Shroff's slips for bags of coin ..	..								
210	Weekly cash balance report ..	..								
211	Register of unshroffed coin ..	..								
211A	Advice of examination of remittances ..	..								
211B	Result of the final examination of remittances from sub-treasuries.	..								
211C	Shroff's memo. ..	..								
212	Instructions to Police officers in charge of remittance (English-Tamil).	..								
212A	Do. do. (English-Telugu) ..	..								
212B	Do. do. (English-Malayalam).	..								
212C	Do. do. (English-Kanarese) ..	..								
212D	Do. do. (English-Uriya) ..	..								

213	Shroff's certificate ..	..								
216	Statement of amounts available for remittance beyond the district.	..								
217	Memorandum of revised estimate of cash balance ..	..								
218	Chalan for Government transactions with the Madras Bank and its branches.	..								
218A	Civil Court deposit payment order on the Branch, Bank of Madras.	..								
219	Register of chalang issued on the Bank of Madras ..	..								
220	Register of payment orders on the Bank of Madras ..	..								
220A	Cheque encashment and credit letter form ..	..								
220B	Remittance letter form ..	..								
220C	Intimation for transfer of accounts to Bank ..	..								
221	List of Treasury records for destruction ..	..								
222A	Statement of salt cash remittances ..	..								
	First enclosure to salt cash remittances ..	..								
	Second do. do. ..	..								
	Third do. do. ..	..								
222B	Statement of Customs cash remittances and enclosures ..	..								
223	Voucher for payment to Distillery Contractor ..	..								
223A	Memo of collections made in one district on account of another district.	..								
223B	Daily abstract of the stock of stamps and the amount of cash in charge of the Treasurer in district on the ..	..								
223C	Official memo. intimating adjustments ..	..								
223D	Register of issue of vouchers to Accountants ..	..								
223E	Register of receipt of vouchers from taluks ..	..								
223F	Statement showing recoveries of pensionary contribution from Local Fund employees.	..								
223H	Debit order in the advance schedule ..	..								

Serial number in the standard list.	Group and name of form as per standard list.	Book of leaves.	TOTAL CONSUMPTION DURING THE YEARS		Average annual consumption.	Balance actually on hand at date of indent	Number required during year, i.e. usually column 5 + 12 x number of months remaining.	Number of forms now claimed, i.e., column 7 x column 5 - column 6.	Remarks and number of forms passed when alterations are made by checking officers.
			191 -191	191 -191					
1	2	2 (a)	3	4	5	6	7	8	9
223I	Memo. of recoveries on account of Local Fund audit and account establishment.								
223J	Intimation of collections or adjustments made in the District Treasury towards taluk demand.								
223L	Register of security bonds kept in the Huzar Treasury under the double lock of the Treasury Deputy Collector and Cash-keeper.								
223M	Statement of Land Revenue collections as per Treasury account.								
223N	Consolidated list of certificates showing the payments under ryotwari village establishment for 191								
223O	Daily statement of receipts and payments at branch Banks.								
	FORMS SPECIAL TO THE FOREST DEPARTMENT.								
224	Transfer of charge report (Board's Proceedings Forest No. 69)								
225	Detailed bill of contingent charges—B—Form No. 12 (one side).								
226	Detailed bill of contingent charges—A—Form No 12 (two sides).								
227	Docket sheet of monthly accounts								

21

This paper was opened on the 5th May 1921. Hence particulars in Column 2 (a) & 7 are not filled to up

Indemnity

Indemnity

13.7.21

12.5.21

22

60

INSTRUCTIONS.

1. Care must be taken to see that columns 2 (a) to 7 are filled in respect of every form sanctioned for the officer whether any claim is made in column 8 or not. If in any case it is found impossible to fill in columns 2 (a) to 7, the reason should be stated and if forms are claimed in column 8 the data on which the quantity claimed has been calculated, should be explained, in the remarks column.

2. Where more than one vernacular is recognized in a district, e.g., Telugu and Uriya in Ganjam, particulars as to the number to be printed in each vernacular should be furnished in the case of all vernacular or diglott forms.

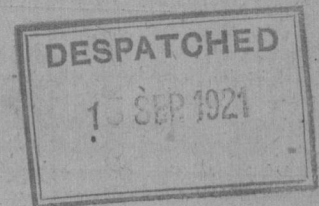
3. No form should be added in manuscript unless they have been specially sanctioned by the Government or Head of the Department in respect of subordinate offices. The number and date of the order should be quoted.

4. Indents not prepared in accordance with these instructions will be returned.

5. The following certificate should be furnished on the last page of the indent:—

"I certify that I examined the stock of forms on _____, and found the same correct according to the book balance except in the case of forms shown in the accompanying statement."

3,008-7-3-21.



INDENT FOR COMMON FORMS.

FOR THE CALENDAR YEAR 192/-22.

REQUIRED BY

The President District Educational
Kudolapet

Serial number in the standard list.	Group and name of form as per standard list.	Book of leaves.	TOTAL CONSUMPTION DURING THE YEARS			Average annual consumption.	Balance actually on hand at date of indent.	Number required during remainder of supply year, i.e., usually 6-12 months remaining.	Number now claimed, i.e., column 7 + column 8 - column 6.	Remarks and number passed when alterations are made by checking officers.
			192 -192	192	192					
1	2	2 (a)	3	4	5	6	7	8	9	
1	* Current Register for Disposal Number System	..								
2	* Do. in other cases	..								
3	* Do. of periodicals in Disposal Number System offices.	..								
4	* Register of periodical returns or reports in other offices.	..								
5	* Register of petitions	..								
6	* Register of books, etc., received	..								
7	* Extra current register of papers received from Government or head of the department requiring reply.	..								
8	* Personal register of papers	..								
9	* Register for distribution of papers	..								
10	* Register showing the receipt and disposal of applications for copies.	..								
11	List of important papers received	..								
12	Dockets for tapals received or despatched	..								
15	'Confidential' docket	..								
16	+ Notes, $\frac{1}{2}$ margin, ruled	..								
16A	+ Do. unruled	..								
20	+ Drafts, $\frac{1}{2}$ margin, ruled	..								
20A	+ Do. unruled	..								
21	Office order	..								
22	Proceedings ($\frac{1}{4}$ D.F.), large	..								
22A	Proceedings ($\frac{1}{4}$ D.F.), small	..								
24	Slip for circulation of journals, periodicals, etc.	..								
24A	+ List of spare copies despatched and circulated to members.	..								
25	List of papers put up for reference	..								
26	Slip—urgent	..								
26A	Do.	..								
27	Slips 'Very urgent'	..								
27A	Do.	..								
28	Slips 'Confidential'	..								
28A	Do.	..								
29	Letter to Government (general)	..								
30	Proceedings form to Government (common to Board's offices).	..								
31	§ Letter form with space for docket at the top	..								
33	Memorandum (full sheet)	..								
34	Do. (half sheet)	..								
35	Do. in counterfoil for both office and fair copy	..								
36	Docket memo. form	..								
37	Endorsements returning petitions (on account of technical defects), post card.	..								
37A	Informing parties of the transfer of Petitions, etc.	..								
38	Endorsement form (large)	..								
38A	Do. (small)	..								
38B	Do. (post-card)	..								
39	Requisition memo. form (post-card)	..								

* Books of 100 forms each

† Not required for the Secretariat offices.

‡ For the three departments of the Board of Revenue.

§ To be used in advising letters to the heads of departments.

Serial number in the standard list.	Group and name of form as per standard list.	Book of _____ leaves.	TOTAL CONSUMPTION DURING THE YEARS		Average annual consumption.	Balance actually on hand at date of indent	Number required during remainder of supply year, i.e., usually column 6 ÷ 12 × number of months remaining.	Number now claimed, i.e., column 7 + column 6.	Remarks and number passed when alterations are made by checking officers.
			192 - 192	192 - 192					
1	2	2 (a)	3	4	5	6	7	8	9
40	Requisition for copy of communication (post card)								
41	Letter acknowledging receipt of communication and stating that early attention will be given to it.								
42	Memo. forwarding copy of letters, etc.							50 fm	
43	Memo. forwarding documents with instructions for disposal.							50	
44	Memo. calling for copy-stamp papers ..							20	
45	List of additional stamp papers ..								
46	Post copy of telegram (large)								
46A	Do. (small)								
46B	Do. (post card)								
47	Letter forwarding summons for service (post card) ..								
48	Letter reporting service on non-service of summons (post card).								
49	Memo. sanctioning sale of unserviceable articles ..								
50	Memo. intimating articles of stores are ready for delivery (in counterfoil).								
51	Memo. forwarding vouchers or other documents ..								
52	Memo. withdrawing objection ..								
53	Memo. transmitting to Accountant-General explanation on objection statement.								
54	Memo. to waste-paper contractor to { large .. remove waste-paper. small ..								

55	* Despatch register ..								
56	* Local Delivery Book ..								
57	† Issue register (for offices in which Disposal Number System is not in force).								
58	† Press book ..								
59	Requisition to print documents ..								
60	Do very urgent papers ..								
61	Notification sent to press for publication in the gazette ..								
62	Index ..								
63	† Disposal register (for Disposal Number System)								
64	† Do. (for other offices) ..								
65	Disposal docket wrapper ..								
66	Flat-file disposal docket ..								
66A	Do. (for heads of departments)								
67	Slip for papers taken out of records (small) ..								
68	Record Issue register ..								
70	Copies Ready list ..								
71	Table for record bundles—Spare copies of G.Os. ..								
72	Do. “Originals of Endorsement Finals.”								
73	Do. “Spare copies of printed communications.”								
74	Do. “Disposal Files” ..								
75	Do. “Lodged Papers” ..								
75A	Do. “Arabic figures 1 to 10” ..								
76	Name of record ..								
76A	Do. ..								

* Supplied in books of 100 or 50 forms each.
† Books of 100 forms each.

Serial number in the standard list.	Group and name of form as per standard list.	Book of _____ leaves.	TOTAL CONSUMPTION DURING THE YEARS		Average annual consumption.	Balance actually on hand at date of indent	Number required during remainder of supply year, i.e., usually 6 + 12 X number of months remaining.	Number now claimed, i.e., column 7 + column 5 - column 6.	Remarks and number passed when alterations are made by checking officers.
			192 - 192	192 - 192					
			3	4					
1	2	2 (a)			5	6	7	8	9
77	Slips for 'Proceedings' { large small	..	..	..	..	..	..	..	..
78	Slips for office registers	..	..	..	..	..	..	..	..
79	Current register extract slip (small)	..	..	..	..	..	..	..	..
79A	Do. (large)	..	..	..	..	..	..	..	..
80	List of outstanding records	..	..	..	..	..	..	..	..
80A	* List of papers issued from the record and not returned	..	..	..	..	..	..	..	..
81	Indent for spare copies	..	..	..	..	..	..	..	..
82	Requisition for records (in counterfoil)	..	..	..	..	..	..	..	..
83	List of letters, etc., remaining unanswered.	..	..	..	..	..	..	..	..
84	Arrear list and Progress register	..	..	..	..	..	..	..	..
85	Reminder for returns (post card)	..	..	..	..	..	..	..	..
86	Reminder form (ordinary memo.) post card	..	..	..	..	..	..	..	..
87A	Reminder letter form (post card)	..	..	..	..	..	..	..	..
88	+ Reminder form with space for reply	..	..	..	..	..	..	..	..
89	Call Book	..	..	..	..	..	..	..	..
90	Receipt form (general) to be returned, duly signed	..	..	..	..	..	..	..	..
91	Receipts for articles	..	..	..	..	..	..	..	..

* For use in the offices of the Board of Revenue.
+ Restricted to heads of Departments only.

* For use in the offices of the Board of Revenue.
† Restricted to heads of Departments only.

91A	† Do. (in counterfoil)	..	..	..	..	..	..	..	..
91B	Receipt of books (articles) lent to students from library (stores).	..	..	..	..	..	..	..	..
92	Acknowledgment with thanks for the receipt of books, publications, etc.	..	..	..	..	..	..	..	..
93	Register of acknowledgment of articles	..	..	..	..	..	..	..	..
94	Acknowledgment for the receipt of money or cheque (in duplicate).	..	..	..	..	..	..	..	..
94A	Do. do. (in triplicate).	..	..	..	..	..	..	..	..
95	† Petty contingent bill or voucher { Small large	..	..	..	..	..	..	..	..
95A	Voucher by transfer XXXIV (sub-treasury)	..	..	..	..	..	..	..	..
96	† Bills in counterfoil (Amended)	..	..	..	..	..	..	..	..
97	Letter returning with countersignature copy of the bill received in triplicate.	..	..	..	..	..	..	..	..
97A	§ Invoice for goods supplied to Government Department (large).	..	..	..	..	..	..	..	..
67B	§ Do. do. (small).	..	..	..	..	..	..	..	..
98	Order sanctioning contingent bill	..	..	..	..	..	..	..	..
99	Memo. for receiving payment of bills.	..	..	..	..	..	..	..	..
100	Letter forwarding money in payment of bills	..	..	..	..	..	..	..	..
101	† Permanent advance account	..	..	..	..	..	..	..	..
102	† Cash book (expenditure only)	..	..	..	..	..	..	..	..
103	† Cash account (receipts and disbursements) books	..	..	..	..	..	..	..	..
103A	† Do. do. loose sheets	..	..	..	..	..	..	..	..
104	Travelling allowance register of officers	..	..	..	..	..	..	..	..
105	Register of pay travelling allowance and contingent bills for subordinate officers.	..	..	..	..	..	..	..	..
106	Register of bills for carriage of tents	..	..	..	..	..	..	..	..
107	Audit slip in triplicate	..	..	..	..	..	..	..	..

† Books of 100 forms each.
‡ For use in the Forest, Separate Revenue and Jail Departments.

Serial number in the standard list.	Group and name of form as per standard list.	Book of — leaves.	TOTAL CONSUMPTION DURING THE YEARS.			Average annual consumption.	Balance actually on hand at date of indent	Number required during remainder of supply year, i.e., 5 + 12 X number of months remaining.	Number now claimed, i.e., column 7 + column 8.	Remarks and number passed when alterations are made by checking officers.
			192	-193	192 -193					
1	2	2 (a)	3	4		5	6	7	8	9
108	Objection statement on accounts and returns									
109	Do. on vouchers for pay bills									
110	Letter intimating amount passed on travelling allowance bill.									
110A	Letter to the Accountant-General requesting sanction for the payment of arrear salary or travelling allowance under article 5 of the Civil Account Code.								100	
111	List of audited bills, imprest accounts, etc., for which cheques have to be drawn.									
112	Sanction order for advance of pay and travelling allowance.									
113	Sanction order for advance of travelling allowance ..									
114	Sanction order for advance of travelling allowance to peons on the occasion of transfer.									
115	Sanction order for advance of transit pay									
116	Do. do. authorizing to accept the certificate in lieu of the missing voucher.									
117	Memorandum from the Accountant-General showing the adjustment made in his books.									
118	Detailed statement of contingent charges									
119	* Register of miscellaneous sanctions noted for check with accounts.									
120	* Register of miscellaneous collections received and paid into the treasury.									
121	Memo. of audit regarding insurant's pay									
122	Statement of final recoveries made on account of advances in England.									
123	* Cash sale voucher									
124	* Day book of sales									
125	* Ledger of sales (on credit) and receipts									

125A	Store Ledger sheets									
126	* Ledger									
127	Order sanctioning expenditure incurred under "petty construction and repairs"									
128	Detailed bill for expenditure incurred under "petty construction and repairs."									
129	Letter forwarding expenditure incurred under "petty construction and repairs."									
130	Letter forwarding estimate for countersignature ..									
131	Estimate for the cost of construction and repair through departmental agency.									
132	Detailed estimate (large)									
132A	Do. (small)—ruled on both sides									
132A	Do. do. unruled									
133	Detailed estimate of tour charges									
134	Register of cheques received									
135	Application for remittance transfer receipt									
136	Memo. forwarding transfer receipt (for the use of Treasury officers).									
137	Memo. forwarding transfer receipt or cheque in payment of (in duplicate).									
138	Memo. forwarding remittance transfer receipt for payment to the bearer.									
139	Memo. forwarding cash or cheque for recovery of amounts decreed in suits.									
140	Memo. forwarding cash or cheque for opening a Savings Bank Account.									
141	Memo. forwarding cheque for earnest money									
142	Letter forwarding Government promissory notes for safe custody.									
143	Letter returning Government promissory notes for safe custody.									
144	Letter requesting return of Government promissory notes forwarded for safe custody.									
145	Letter acknowledging the receipt of Government promissory notes for safe custody.									
146	Letter informing the purchase of Government promissory notes for safe custody.									

Serial number in the standard list.	Group and name of form as per standard list.	Book of ----- leaves.	TOTAL CONSUMPTION DURING THE YEARS		Average annual consumption.	Balance actually on hand at date of indent	Number required during remainder of supply year, i.e., usually 13 months remaining.	Number now claimed, i.e., column 7 + column 8.	Remarks and number passed when alterations are made by checking officers.
			192	-192	192 -192				
1	2	2 (a)	3	4	5	6	7	8	9
147	Memo for sending pensionary contribution to the credit of Government.								
149	Return of telegrams despatched under Debit Note system.								
152	* Abstract account of stamp papers								
153	Letter intimating the receipt of unfranked or insufficiently stamped covers on which a postal charge has been paid.								
154	Letter to Executive Engineer to certify the rate of house-tax.								
155	Certificate for the Municipal assessment of public buildings (in counterfoil).								
156	Memorandum forwarding books for cost								
167	Statement of expenditure of stores obtained from the India Office.								
158	* Register of waste-papers sold								
161	* Consignor's Credit Note for conveyance of stores								
162	Memorandum showing vouchers retained and forwarded to.								
163	Memorandum of discrepancies between the Departmental and Treasury Accounts.								
165	Report on examination of theodolite								
165A	* Statement of irrigated lands on which a separate charge of water is levied (to be supplied in Tamil and Telugu for the use of Karnams and Sub-Overseers of the P.W.D.).								
165B	Water application form (triplicate—to be supplied in Tamil, Telugu, Kanarese and Oriya.)								
166	Application for books								
167	Catalogue of books in the Library								

168	* Register of books issued from the library								
169	Indent for books, etc., published out of India								
170	Attendance register (To be supplied in loose forms only)								
171	* Abstract of attendance								
171A	* Late and absent register								
172	* Muster roll of labour I								
173	* Register of arrears of wages due to work people II								
174	Statement of gazetted holidays								
175	* Register of clerks attending office on close holidays								
176	Application for casual leave								
177	Application for leave other than casual								
178	Privilege leave certificate under article 274, C.S.R.								
179	Memo. to produce medical certificate in support of illness								
180	Requisition to Surgeon for medical or health certificate (amended form)								
181	Letter to Surgeon-General for countersigning certificate								
182	Register of casual leave								
183	* Register of leave other than casual								
184	Order granting leave								
185	Certificate of relief or joining an office on or from leave or otherwise.								
186	Monthly statement of leave								
187	* Register of service books								
188	Extract from the service register								
189	Statement showing the verification of service books								
190	Letter forwarding extract from service books for verification.								

* Books of 100 forms each.

† To be supplied in Tamil and Telugu for the use of karnams and sub-overseers of the Public Works Department.

Serial number in the standard list.	Group and name of form as per standard list.	Book of leaves.	TOTAL CONSUMPTION DURING THE YEARS		Average annual consumption.	Balance actually on hand at date of indent	Number required during remainder of supply year, i.e., usually column 5 - 12 X number of months remaining.	Number now claimed, i.e., column 7 + column 5 - column 6	Remarks and number passed when alterations are made by checking officers.
			192 -192	192 -192					
1	2	3 (a)	3	4	5	6	7	8	9
191	* Confidential register	..							
192	Fifty-five years' list	..							
193	Promotion roll	..							
194	* Defaulter book	..							
195	* Establishment Fine book	..							
196	Statement showing punishment inflicted on subordinates ..								
197	Punishment roll	..							
197A	Do. (half size)	..							
198	Return of public servants suspended, reduced or dismissed.								
199	Statement showing number of officers prosecuted as public servants.								
200	Application for appointment	..							
200A	Form of application for probationary Deputy Collector, Inspector of Salt, Ahkari and Customs. Asst. Collector of Customs and other higher appointments.								
201	Memo. to applicant for employment to send the application in the prescribed printed form.								
202	Memo. on application for employment (post card) ..	..							
203	* Register of applications for appointments ..	..							
204	Application for Exemption from Examination Rules ..	..							
205	Memo. exempting from age-bar	..							

206	Order of appointment, promotions, etc. ..	..								
207	Return of appointments and transfers	..								
208	Nomination roll	..								
209	* Pay acquittance roll	..								
210	* Register of services of Gazetted Officers ..	..								
211	† Service register (to Treasury officers, including Taluk Treasury, Madras) English—Tamil.									
211A	Do. do. Telugu	..								
211B	Do. do. Malayalam	..								
211C	Do. do. Kanarese	..								
211D	Do. do. Oriya	..								
211E	† Service roll (a)	..								
212	* Copyists' account register	..								
213	Statement of work turned out by copyists ..	..								
214	Application for pension or gratuity	..								
214A	First page of application for pension or gratuity ..	..								
215	Pension objection memo.	..								
216	Order granting pension or gratuity	..								
216A	Pension payment order	..								
217	Letter submitting pension application	..								
218	Proceedings rejecting pension application	..								
219	* Travelling allowance acquittance roll	..								
220	* Railway warrant	..								
221	Certificate under articles 72 (a) and 74 (a), C S R. ..	..								
222	Family travelling allowance certificate	..								
223	Sanction of certificate for hire of conveyance A ..	..								

Serial number in the standard list.	Group and name of form as per standard list.	Book of _____ leaves.	TOTAL CONSUMPTION DURING THE YEARS		Average annual consumption.	Balance actually on hand at date of indent	Number required during remainder of supply year, i.e., usually column 6 + 12 x number of months remaining.	Number now claimed, i.e., column 7 + column 6.	Remarks and number passed when alterations are made by checking officers.
			192 -192	192 -192					
1	2	2 (a)	3	4	5	6	7	8	9
224	Sanction of certificate for hire of conveyance A ..								
225	Do. do. ..								
226	Certificate for actual expenses by special means of conveyance under article 1037, C.S.R.								
227	Certificate for actual expenses by special means of a messenger for journeys made under article 1087, C.S.R.								
228	Arrival report ..								
229	Register of applications and sanctions under section 1000 books.*								
230	C.S.R. loose sheets.								
230	Statement of immovable property acquired or transferred — English—Tamil								
230A	Do. do. do. Telugu.								
230B	Do. do. do. Malayalam.								
230C	Do. do. do. Kanarese.								
230D	Do. do. do. Oriya.								
231	Register of lands held by uncovenanted public servant ..								
232	Certificate of immovable property ..								
233	Certificate for exchange of daily allowance ..								
234	Application for increment of pay ..								
235	Statement showing the names of Europeans and Eurasians newly appointed.								
236	Application for exchange compensation allowance ..								
237	Order book ..								
238	* Stock book of civil stores and dead-stock ..								

239	* Register of unserviceable articles ..								
240	* Register of articles broken, lost or damaged ..								
241	* Register showing disposal of condemned articles ..								
242	* Register of departmental purchases ..								
243	Statement showing forecast of stores ..								
244	Indent for European stores ..								
245	Indent for articles on outside offices ..								
246	* Indent for stores in duplicate ..								
247	* Requisition or order to contractor for articles in duplicate.								
248	Invoice forwarding articles, etc., with acknowledgment slip to be returned in triplicate books.*								
248A	Invoice for records sent in triplicate loose sheets.								
249	Return of valuable stock in custody ..								
250	Requisition for repairs to articles in counterfoil ..								
251	Do. to bicycles ..								
252	* Repair register of do. ..								
253	* Register of type-writing machines ..								
254	* Register of articles kept in cash chest ..								
255	* Security register ..								
256	* Register of orders for execution in the Manufactory department								
257	* Register of manufacturing plant implements ..								
258	Application for tender or contract ..								
259	Notice inviting tenders ..								
260	Notice communicating tender is not accepted ..								
261	Memo. accepting tender ..								
262	Contract agreement form with security ..								

Serial number in the standard list.	Group and name of form as per standard list.	Book of — leaves.	TOTAL CONSUMPTION— DURING THE YEARS			Average annual consumption.	Balance actually on hand at date of indent	Number required during year, i.e., 12 X number of months remaining.	Number now claimed, i.e., column 7 + column 5 - column 6.	Remarks and number passed when alterations are made by checking officers.
			192	-192	192 -192					
1	2	2 (a)	3	4	5	6	7	8	9	
263	Completion certificate									
264	Do. report									
265	Statement showing reallocation for incomplete works	..								
266	Measurement book { 100 pages revised 50 " instructions for use. 25 "									
266A	Carbon Book									
267	* Register of works in charge of civil officers acting as Public Works disbursers.	..								
268	Memo. to admit the bearer as patient in the hospital	..								
269	Parcels and goods forwarding note (in duplicate)	..								
270	List of papers disposed of by Personal Assistants	..								
271	* Telephone message									
272	* Gate pass									
273	Peons' clothing account									
274	Return of public buildings occupied as residences	..								
274A	Certificate of non-occupation of Government quarters	..								
275	+ Requisition for tickets for indigent persons proceeding to or from Pasteur Institute, Coonoor	..								
275A	Form of intimation of despatch of patients to the Pasteur Institute, Coonoor.	..								
276	Information for patients proceeding to Coonoor, English—Tamil	..								
276A	Do. do. English—Telugu.	..								

276B	Do. do. English—Malayalam	..								
276C	Do. do. English—Kanarese	..								
276D	Do. do. English—Oriya	..								
277	Import return									
278	Nil return (post card)									
279	Slip showing the name of the man responsible for keeping up books, etc.									
280	Schedule of subscriptions to the General Provident Fund..	..								
281	Statement of deductions on account of postal Life Insurance Fund.	..								
282	Letter to Medical Officer to examine applicants to the Postal Insurance Fund.	..								
283	Requisition for passage tickets									
284	* Register of tents									
285	* Check register of tent certificates									
286	Report on the condition of tents on the assumption of charge	..								
287	Return of tents (outer)									
287A	Do. (inner)									
288	Tonnage statement									
289	Paper dial									
289A	Paper dial untrimmed and without red printing on the back.	..								
290	Protection of public buildings from fire, English—Tamil..	..								
290A	Do. do. Telugu..	..								
290B	Do. do. Malayalam..	..								
290C	Do. do. Kanarese..	..								
290D	Do. do. Oriya..	..								
291	* Notice regarding change of residence by released convicts, English—Tamil	..								
291A	Do. do. — Telugu.	..								

* Books of 100 forms each.

† Books of 25 forms each.

‡ For Police and Jail departments only.

Serial number in the standard list.	Group and name of form as per standard list.		Book of -----leaves.	TOTAL CONSUMPTION DURING THE YEARS		Average annual consumption.	Balance actually on hand at date of indent	Number required during supply year, i.e. usually column 5 + 12 months remaining.	Number now claimed, i.e., column 7 + column 6.	Remarks and number passed when alterations are made by checking officers.
	1	2		192 -192	192 -192					
			2 (a)	3	4	5	6	7	8	9
291B	# Notice regarding change of residence by released convicts, English—Malayalam.									
291C	# Do. do. —Kanarese..									
291D	# Do. do. —Hindustani									
292	Indent for rubber stamps ..								10	
293	Indent for stationery articles ..								3	
294	Supplementary indent for stationery articles ..								5	
295	Register showing the shortages, etc., reported in consignments of stationery received by indenting officers and their adjustment under paragraph 43 of the Stationery Manual.								5	
296	* Stock book for printed forms and ..									
297	* Stock book for articles periodically or occasionally used									
298	Statement of excess and deficiency found at the examination of stock of stationery articles, etc, quarterly.									
299	Annual return of stationery and printed forms ..									
300	Skeleton form of indent for forms ..									
300A	Do. (inner sheets) ..									
300B	Distribution statements (outer sheet) ..									
300C	Do. (inner sheet) ..									
301	Indent for warm clothing and livery ..									
302	* Register of bills received from Messrs. Baker & Co. for the supply of hooks.									
303	Flags. { Small sets	Capital alphabets sets							100	
		..							100	
303	Flags. { Roman figures sets	..								
303	Flags. { Arabic sets	..								
304	Letter to the Agent for Government Consignments, Madras, returning countersigned duplicate packing account of English stores.									
305	Forwarding note for parcels									
305A	Certificate of service (for Jail and Public Works Departments only).									
305B	Register of theodolite field stones—Tamil									
305B	Do. do. Telugu									
305B	Do. do. Malayalam									
305B	Do. do. Kanarese									
305B	Do. do. Oriya									
305C	Register of field stones—Tamil									
305C	Do. Telugu									
305C	Do. Malayalam									
305C	Do. Kanarese									
305C	Do. Oriya									
305D	Certificate to accompany an application for refund of the value of court-fee stamps affixed in excess of legal requirements and form of advice to the Treasury officer.									
305E	+ Rainfall Register (book of 6 forms)									
305F	Recommendation roll									
305	Annual return No. 6 (a)									
305	Do. No. 6 (b)									
305	Do. No. 7									
305	Do. No. 8									
305	Do. No. 9(a)									

* Books of 100 forms each.

+ Required for the Public Works and Meteorological Departments.

+ For Police and Jail departments only.

Serial number in the standard list.	Group and name of form as per standard list.	Book of — leaves.	TOTAL CONSUMPTION DURING THE YEARS		Average annual consumption.	Balance actually on hand at date of indent.	Number required during remainder of supply year, i.e., usually column 5 + 12 X number of months remaining.	Number now claimed, i.e., column 7 + column 5 - column 6.	Remarks and number passed when alterations are made by checking officers.
			192 -192	192 -192					
1	2	2 (a)	3	4	5	6	7	8	9
305 F6	Annual return No. 9 (b)	..							
305 F7	Do. No. 10	..							
305 F8	Do. No. 11	..							
305 F9	Do. No. 12 (b)	..							
305 F10	Do. No. 14 (a)	..							
305 F11	Do. No. 14 (b)	..							
305 F12	School fee register for colleges and schools	..							
305 F13	Register of admission and withdrawal, colleges and secondary schools	..							
305 F14	Railway concession certificate for schools and colleges	..							
305 F15	Mark register for colleges	..							
305 F16	Do. (rough)	..							
305 F17	Class report form for medical schools	..							
305 F18	Conduct certificate for schools and colleges	..							
305 F19	Transfer certificate for colleges	..							
305 F20	Attendance register for colleges and schools	..							
305 F22	* Letter form without printed docket and subscription	..							
305 F23	* Demi-official letter	..							
305 F24	Docket form for schools and colleges	..							
305 F25	Advice of despatch of diplomas and certificates	..							

305 F26	+ Letter form without printed docket and subscription	..							
305 F27	Demi-official letter	..							
305q	+ Annual statement No. X V—Vital	..							
305R	Application for Magisterial powers in use in Mufassal Criminal Courts.	..							
305S	Application for evidence power under section 357 of the Code of Criminal Procedure.	..							
305T	Application for the appointment of Bench Magistrates	..							
305v	Deposition of witness	..							
305v	Form of recommendation to His Excellency the Governor regarding appointments and postings.	..							
305x	Form of application for magisterial powers	..							
306	§ Notice of birth	..							
307	§ Notice of death	..							
308	§ Nil certificate of births and deaths	..							
309	§ Certificate of truth of copies of entries sent to the Registrar-General.	..							
310	+ Register of births (book) with title label on the cover.	..							
310A	§ Copy of entry of birth (loose)	..							
311	+ Register of death (book) with title label on the cover.	..							
311A	+ Copy of entry of death (loose)	..							
312	§ Certificate of registration of birth	..							
313	§ Do. do. death	..							
314	+ Register of refusal with title label on the cover (book)	..							
315	+ Register of fees with title label on the cover (book) ..	..							

* For the use of training and other special schools and Madrasa-i-Adam.

+ These are for the use of colleges.

+ 50 copies to be supplied to Surgeon-General once in four years

+ Common to Registrars of Births and Deaths.

+ || Books of 50 pages (124 forms) each.

+ Common to the Registrar-General, Registrar of Births and Deaths.

+ Common to the Registrar-General, Registrars of Births and Deaths and Marriage Registrars.

Serial number in the standard list.	Group and name of form as per standard list.	Book of leaves.	TOTAL CONSUMPTION DURING THE YEARS		Average annual consumption.	Balance actually on hand at date of indent	Number required during remainder of supply year, i.e., usually column 6 + 12 X number of months remaining.	Number now claimed, i.e., column 7 + column 8 - column 6.	Remarks and number passed when alterations are made by checking officers.
			192 -192	192 -192					
1	2	2 (a)	3	4	5	6	7	8	9
316	Register of certificates of registration granted with title label on the cover (book)								
317	Fee receipt book with counterfoil with title label on the cover.								
318	Register of births of Europeans and European British subjects, English-Tamil.								
318A	Do. do. Telugu								
318B	Do. do. Malayalam								
318C	Do. do. Kanarese								
318D	Do. do. Oriya								
318E	Do. do. Hindustani								
319	Register of deaths of Europeans and European British subjects, English-Tamil.								
319A	Do. do. Telugu								
319B	Do. do. Malayalam								
319C	Do. do. Kanarese								
319D	Do. do. Oriya								
319E	Register of deaths of Europeans and European British subjects, English-Hindustani.								
320	Register of prisoners vaccinated								
321	Notice under section 42 of the Prisons Act								
322	Annual statement D showing nature of crimes for which convicts were imprisoned in jails and sub-jails.								
322A	Register of estimates received and sanctioned during the year.								
323	Quarterly return showing distribution of prisoners (common to all sub-jails).								

323A	Examiner's remarks on the return of sanctioned estimates (outer)	
323B	do. (inner)	
323C	Levelling books (large) } For Public Works and Salt Departments.	
323D	Do. (small)	
323E	Statement showing cases of absolute transfers of title to land in which neither of the parties has applied for change of registry for tashi, English-Tamil.	
323F	Do do Telugu.	
323G	Do. do. Malayalam.	
323H	Do. do. Kanarese.	
323I	Do. do. Oriya.	
323J	Progress report of works (outer)	
323K	Do. (inner)	
323L	Monthly return of public buildings rented or available for rent.	
323M	Personal register (Mr. Tottenham's system)	
323N	Fair copy register	
323O	Distribution register	
323P	Register of new cases	
323Q	Daily stamp account	
323R	Index slips	
323S	Index binders (In pairs with special tags) (Mr. Tottenham's system.)	
323T	'N'-reference' slip (Mr. Tottenham's system)	
323U	Arrear list	

§ To be supplied in books of 50 forms.

¶ To be supplied in books or loose sheets as demanded.

† To be supplied in books of 25 forms each

‡ Common to all jails.

§ Common to the Dy. Accountant-General (P.W. Branch), Superintending Engineers and Executive Engineers.

Serial number in the standard list.	Group and name of form as per standard list.	Book of leaves.	TOTAL CONSUMPTION DURING THE YEARS			Average annual consumption.	Balance actually on hand at date of indent.	Number required during year, i.e. usually column 5, 6-12 X number of months remaining in year.	Number now claimed, i.e. column 7 + column 6.	Remarks and number passed when alterations are made by checking officers.
			192	-192	192 -192					
1	2	2 (a)	3	4	5	6	7	8	9	
323v	Periodical register (Mr. Tottenham's system) ..									
324	Notices prohibiting spitting—English—Tamil ..									
324A	Do. do. —Telugu ..									
324B	Do. do. —Malayalam ..									
324C	Do. do. —Kanarese ..									
324D	Do. do. —Oriya ..									
325	Distribution register (Mr. Tottenham's system) ..									
326	Personal register Do. ..									
327	Periodical register Do. ..									
328	Tabling form (to be in printing double foolscap 28 lb. and 16 lb. (Mr. Tottenham's system).									
329	Manuscript fair copying register (Mr. Tottenham's system).									
330	Numbering book Do.									

For use in Board offices only.

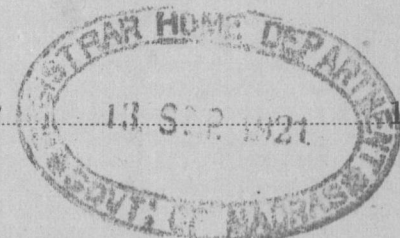
The office was opened on 5th May 1921. Hence particulars of items 2 to 7 are not filled up.

Belmont
13721
For President

12-9-4.

DEPARTMENT.

Received



Registered

6675 A 19
10.9.21

Subject.

Soliciting the favour of Government's reply regarding the list of code registers and forms.

ENCLOSURES.

No.

Spare copies

R. O. Cur No. 37/D.E.C of 21

Station Cuddalore Dated the 10th September 1921.

From (Name) M. R. Ry. V. J. Samu Pillay Aol B.A; B.L.
(Designation) President District Educational Council
Cuddalore.

To The Secretary to the Government of Madras,
Law (Education) Department.

Sir,

Madras.

I have the honour to solicit the favour of Government's reply to my letter R.O.C. No. 37/D.E.C of 21 dated 21.6.21 regarding the list of code registers and forms for the use of the District Educational Council

I have the honour to be,
Sir,

Your most obedient servant,

Samu 11/9

President

District Educational Council
South Arcot

DESPATCHED
SEP 12 1921

Per
10/9.

10.9.21

INSTRUCTIONS.

1. Care must be taken to see that columns 2 (a) to 7 are filled in, in respect of every form sanctioned for the officer whether any claim is made in column 8 or not. If, in any case, it is found impossible to fill in columns 2 (a) to 7, the reason should be stated and if forms are claimed in column 8 the data on which the quantity claimed has been calculated, should be explained, in the remarks column.

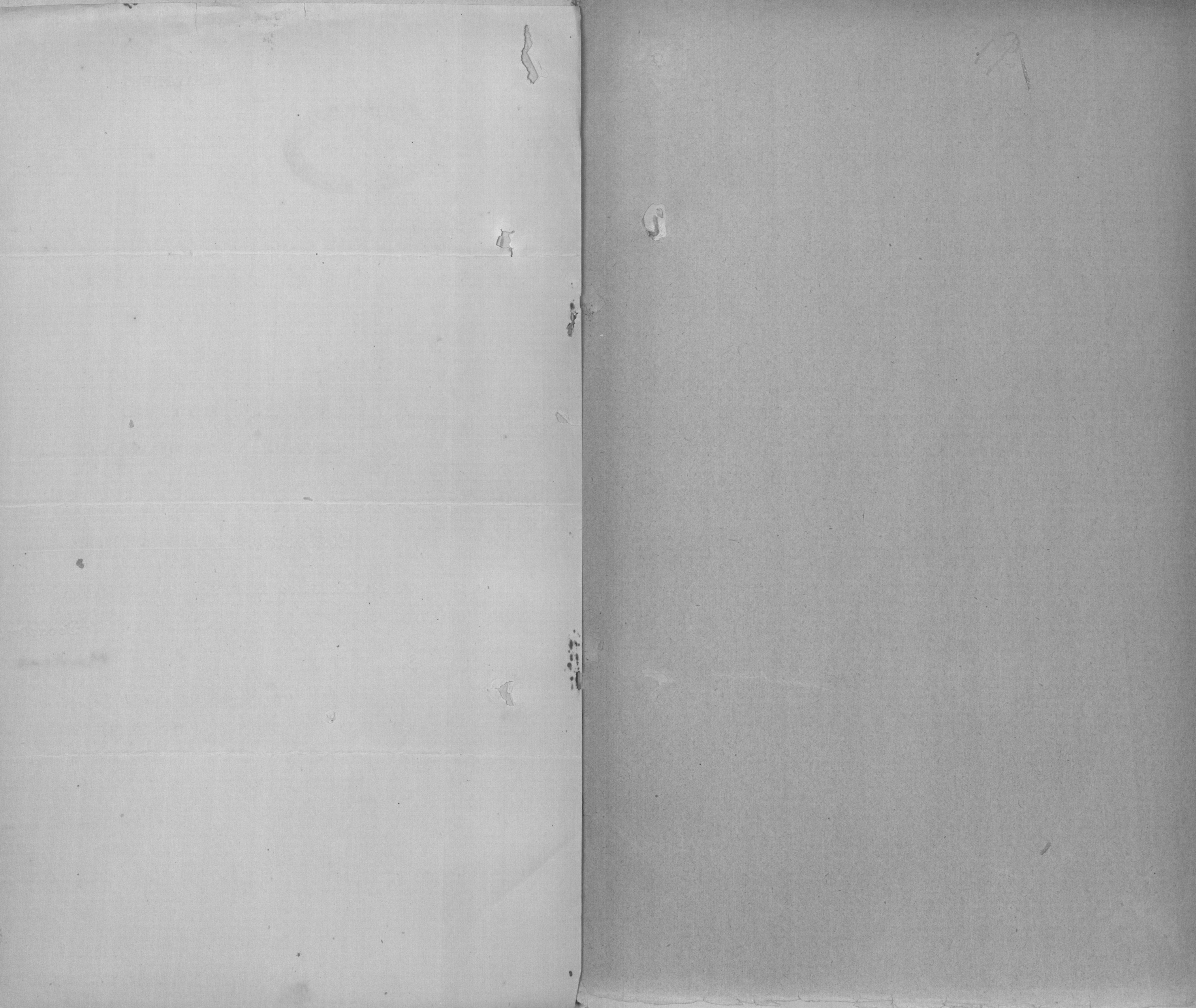
2. Where more than one vernacular is recognized in a district, e.g., Telugu and Oryia in Ganjam, particulars as to the number to be printed in each vernacular should be furnished in the case of all vernacular or diglott forms.

3. No form should be added in manuscript unless they have been specially sanctioned by the Government or Head of the Department in respect of subordinate offices. The number and date of the order should be quoted.

4. Indents not prepared in accordance with these instructions will be returned.

5. The following certificate should be furnished on the last page of the indent:—

"I certify that I examined the stock of forms on _____, and found the same correct according to the book balance except in the case of forms shown in the accompanying statement."



33

Law (Ed) Dept

CR 2912 A. From the President, D.E.C, Cuddalore,

CR 378 21. 6. 21.

3033A.	"	Chittoor, R.C. 23 & 26. 6. 21.
3132A.	"	Vizagapatam, S.R.C. 7
3295A	"	Vellore, Ref. No. 7189. 7. 21.

Subject Supply of code registers & forms to D^t ed^t Councils.

Submitted that the D.P. I may be requested to ~~advise~~ advise what 'Code registers & forms' & 'common forms' should be supplied to the ~~District~~ District educational Council and the number of copies of such forms to be supplied. He may be requested to consult the Examiners of Local Fund Accounts in regard to 'Code' registers & forms that have to necessarily to be used in the offices of D^t Educational Councils.

SK
18.7.21.

Ed^m No. 3132A-1
21. 7. 21.

MS
18/7/21

19.7.21

D. P. I

2.7.21

1000374

P.T.O

Law (65) Dept.

CM 3420 A. From the President, D.E.C., Trichy
No. 2 of 14.7.21.

" 3419 A. From the President, D.E.C., Vegg.
S.R.C. No. 7 of 18.7.21.

Subject. Supply of code registers
+ forms to D.E.C.

The letters placed below may be
sent to the D.P. & Co. in continuation
of no. 3132A-1 dated 21st July 1921,
regarding the general question of the supply of forms
84 to District Educational Councils.
22.7.21

Edⁿ no. 3420A-1
1.8.21.

C 4031A. From the President D.E.C., Chittoor
No 23 of 17.8.21
C 3810A " " Ganjam No 5 of 7.8.21
C 4326 A " " Kurum No 6 of 30.8.21
" 4328A " " Godavari, No 62 of 1.9.21

The forms named below (vide attached sheet) are all necessary for the offices of the District Educational Councils. The quantity recommended should be supplied to each District Educational Council although some large Districts might need more and some small Districts less than the above.

2. As regards 'Educational Forms' such as applications for admission to aid, for recognition, for building and furniture grants applicants usually obtain these forms from the offices of the Inspector of schools or the Sub Assistant Inspector. The forms are not immediately needed in the District Educational Councils offices. Until revised forms are finally approved, the District Educational Councils may obtain whenever necessary the loan of the forms from the offices of educational officers and use them with necessary alterations made in manuscript.

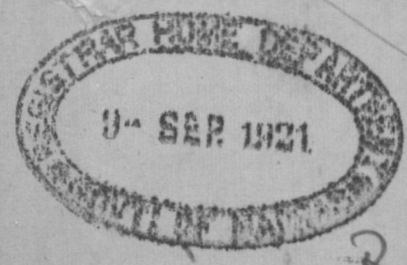
The same may be done in regard to annual return forms.

3. As regards 'Treasury and Account Code forms' and the common forms other than annual return forms named above, Presidents of District Educational Councils may be authorised to indent for them on the Government Press. The quantity suggested above is considered sufficient for the current year.

4. Since Government have already issued instructions to the effect that the funds of District Educational Councils should be lodged in the Imperial Bank of India it may be presumed that the procedure contemplated is to draw money from the Banks by means of cheques. Government may issue a ruling to this effect.

I attach

200 374/21
8-8-21



80 589 R
14-4-21

4408 A

9.9.21

Orders already issued

10/9

I attach hereto a copy of the letter received from the Examiner of Local Fund Accounts:-

Copy of letter No.L.F.33-4-3049 dated 12th August 1921 from the Examiner of Local Fund Accounts:-

In reply to your letter C.No.7744/21, dated 28th July 1921, I have the honour to state that the list of the forms necessary can be settled only after arriving at the method of drawing money from the treasury. It appears, however, desirable that the councils should draw the money by means of cheques only. If this system is approved, the necessary registers will be the following:-

- (a) Cash book.
- (b) Receipt book
- (c) Remittance chellan ✓
- (d) Pass book
- (e) Cheque book
- (f) Pay bill forms, acquittance roll, ✓
- (g) Travelling allowance bill forms, ✓
- (h) Contingent bill forms and contingent registers, ✓

and the forms and accounts that may be finally approved with reference to G.O.No.819 Law (Education) dated 31-5-21.

The inward register of letters received, outward despatch registers, stamp account, and register of stationery etc. will also be necessary.

Serial No. in
the standard
list

Group and name of form as
per standard list

Quantity
recommended

Remarks.

A(1)

Pass book and cheque book

to be purchased from the Bank ✓

B-Treasury and Account Code Forms.

1	Chalan	100	Recommended by the Examiner
3	Voucher for miscellaneous payments	100	
9	T.A. Bill of gazetted officers	200	Recommended by the Examiner
		50	do
11A	Establishment pay bill, half sheet	20	
13	Absentee statement	50	Recommended by the Examiner
31	Detailed contingent bill (general use)	one book	do
44A	Register of contingent charges (do)	one book	do

Common forms.

1	Current register for Dis.No.system	one book	do
22A	Proceedings, small	200	do
33	Memorandum, full sheet	200	do
55	Despatch register	one book	do
63	Disposal register	do	
65	Disposal docket wrapper	200	do
102	Cash book	one book	do
104	T.A. Register of officers	do	do
209	Pay acquittance roll	do	do
305 P.3.	Annual return No.7	1000	App.4 to G.O.No.819 L.E dated 31-5-21
.. P.4	.. 8	100	.. 5 ..
.. P.6	.. 9	100	.. 6 ..
.. P.7	.. 10	50	.. 7 ..
.. P.10	.. 14(a)	1000	.. 9 ..
323 Q	Daily stamp account	one book	Recommended by the Examiner
296	Register of stationery and printed forms	one book	

Educational Forms.

Edl.B.1	Application for admission to aid-- elementary schools	1000	App.19 to the G.O.
.. 8	Statement showing the teachers employed and the average attendance of pupils	2000	.. 22 ..
.. 14	Bill for teaching grants, elementary schools	2000	.. 23
.. 21	Application for building grants	100	.. 20
.. 24	Completion certificate under Rule 53 Grant-in-Aid Code	100	.. 25
.. 26	Bill for drawing building grants	100	.. 26
.. 26(a)	.. grants for acquisition of land	100	.. 27
.. 27	Application for furniture grants	100	.. 21
.. 28	Bill for drawing furniture grants	100	.. 28
.. 50	Application for recognition on behalf of elementary schools	100	.. 13
.. 62	Annual Return No.4(a) or 5(a)	1000	.. 2/3
.. 73	.. 13	100	.. 8
.. 76A	.. 16	1000	.. 10

25.4

From the President D.E.C., Nov 11.9.21
S. Arab No 378 10.9.21

W.S.

Paras 1 to 3 of the D-P. 2's note

(page 3 ante). The scale of supply
purposes at page 5 ante for
Treasury & Account & Common forms
may be approved. The Supt gfty
is the officer to whom indent for
printed forms should be forwarded
(rule 103 St Manual M.P.) and he
may be requested to supply the
forms at an early date. D.C.'s
may be requested to obtain ^{Educational}
~~Common~~ forms, for the present, from Insps ^{Sd} or Asst
Insps as prepared by the D.D.I.

2. Para 4 of the note - p 3 ante -

Orders have already been issued (in
fr. 1286 of 12.9.21) directing that
money should be drawn from the
Bank or the Huger Treasury by
means of cheques. Where the transactions
are with the Bank, cheque books &
pass books will be supplied by the
Bank. Where the transactions are
with the ^{Treasury} ~~Bank~~, they may be supplied

It is for consideration whether, in addition to the forms suggested by the D.D., D.E-8s may not also be supplied with 'notes' and 'draft order' sheets and also 'orders' for the dispatch of letters.

Vide indent on pages
4 + 4 +

②

by the Exr. L. F. Accounts.

Draft order submitted for acceptance
of may be sent by Finance

PSM
19-9-21
NHS
21/9/21

A
21-9-21

21/9/21

Finance Sec



21-9-21
3132 A-2

Fin C. 4575 A
22.9.

Finance Dept.

Please see G.O. 902 Law (Edn.)
D. 13-6-21 where it has been
decided to supply the forms
required by D.E.C.'s free of charge
for the first year. The draft order
may therefore be accepted in
this dept.

NR
26/9/21

Law

21/9/21

Law (Edn) Dept

Finance no.
4575 A-1



Sum 4690 A
27.9.21

Sect. II-10 (a)-26,596-11-4-21.

Date. Initials.

When received for Fair-copying.

When copied ..

When examined ..

When signed ..

When despatched ..

D.E.C.s - For - P.H.S.

Orders passed.

READ AGAIN G.O. No. dated

READ ALSO:-

C. No. From the

ORDER.

This

No. 1445, dated 29-9-1927.

The Supt of Sts is
requested to arrange for
the [very early supply at a] date to
each of the Dist Board Comrals
in the Presidency
of the forms specified in
the annexed list.

2. The Examiner L. F.
Accounts is requested to
supply the following forms to the
D.E.C.'s:-

~~Pass Book~~

~~Cheque Book~~

(1) Pass Book

(2) Cheque Book.

[Passing & Account Coa forms
+ Common forms - page 5.N.F.]

with heading as amended
&

~~Dist. Secy. to Govt. of Madras~~
~~to intimate their requirements~~
~~to the Examiners.~~ Where
 the transactions ^{42 DEB} are with
 the Imperial Bank of India
 or its branches, the cheque
 book and pass book should be
 obtained from the Bank.

3. Orders as regards the
 supply of Educational forms will issue
 after the ^{final publication of the} ~~final publication of the~~
~~final~~ rules under the Madras
 Elementary ^{Education} Act. Dist. Secy.
 Councils may ^{in the} meanwhile,
 obtain these forms, when required,
 from the Office of the Local
 Inspector or Sub-Asst. Insp. of
 Schools and use them with
 any modifications that may
 be ^{necessary} required.

pen
 19.9.21
 NK
 21/9/21

21.9.21

DESPATCHED
 30.9.21

all Presidents of D.E.C's
 The Supt of H.S.
 The Ex^r of L.R. and
 The Finance Dept.
 The D.P. D.

Government of Madras.
 Received-----1921 Abstract
 Registered-----1921
 Law (Education) Department
 G.O.No.1445, dated 29th September 1921.

ORDER

The Superintendent of Stationery is requested to arrange
 for the supply at a very early date to each of the District
 Educational Councils in the Presidency of the forms specified
 in the annexed list.

2. The Examiner, Local Fund Accounts, is requested to supply
 the following books to the District Educational Councils:-

- (1) Pass Book
- (2) Cheque Book

Where the transactions of a District Educational Council
 are with the Imperial Bank of India or its branches, the
 cheque book and pass book should be obtained from the Bank.

3. Orders as regards the supply of Educational forms will
 issue after the final publication of the rules under the
 Madras Elementary Education Act. District Educational Councils
 may, in the meanwhile, obtain these forms, when required, ^{from} ~~for~~ the
 office of the local Inspector ~~and~~ or Sub-assistant Inspector
 of schools and use them with any modifications that may be
 necessary.

(By order of Government, Ministry of Education)

Ramanujam
 for Secretary
 29.9.21

To
 All Presidents of District Educational Councils
 The Superintendent of Stationery
 The Examiner of Local Fund Accounts
 The Finance Department
 The Director of Public Instruction.

P.T.O

Serial Number in
the standard
list

Group and name of form
as per standard list

Quantity

B-Treasury and Account Code Forms

1	Chalan	100
3	Voucher for miscellaneous payments	100
9	T.A. Bill of Gazetted officers	200
11A	Establishment pay bill, half sheet	50
13	Absentee statement	20
31	Detailed contingent bill (General use)	50
44A	Register of contingent charges-do-1 Book	

Common Forms

1	Current register for Dis.No. system	1 Book
22A	Proceedings, small	200
33	Memorandum, full sheet	200
55	Despatch register	1 Book
63	Disposal Register	do
65	Disposal docket wrapper	200
102	Cash Book	1 Book
104.	T.A. Register of officers	do
209	Pay acquittance Roll	do
305 P.3	Annual Return No.7	1000
" P.4	.. 8	100
" P.6	.. 9	100
" P.7	.. 10	50
" P.10	.. 14(a)	1000
323 Q	Daily Stamp account	1 Book
296	Register of Stationery & printed forms.	1 Book

R.O.E. 25/21.

Office of the District Educational Council,
M a d u r a.
Dated the 21st Sept. '21.

From

R. Foulkes Esquire,

President, District Educational Council,
M a d u r a.

The Secretary to Government,

Law (Education) Department,

M a d r a s.

Sir,

With reference to G.O. No. 902, dated the 13th June 1921, informing the supply of Code registers and forms free of cost for the use of District Educational Councils, I have the honour to request you to be so good as to supply me with the following necessary code registers and forms.

Current Register (Ruled) 4.
Register of application for appointment. (Ruled) 1.
Despatch register (Ruled) 3.
Disposal register (Ruled) 4.
Bill Register (Ruled) 2.
Attendance Register (Ruled) 2.
for the members of the D.E.C. 1.
Stock register (Ruled) 2.
Periodical register. (Ruled) 2.
Acquittance register. (Ruled) 2.
T. A. Bill forms. 500.
Pay-bill forms. 50.
Contingent bill forms. 100.
Disposal docket forms. 500.

The other registers and forms required for the use of this office will be communicated later on.

U.S.

The main case has been
to finance with a draft
order. This may be added to
that file on return.

S.S./21-9-22.

per
26.9.21

I have the honour to be,
Sir,
Your most obedient servant,

President.

R. Foulkes
Don't know
Are all
the
refused

U.S.

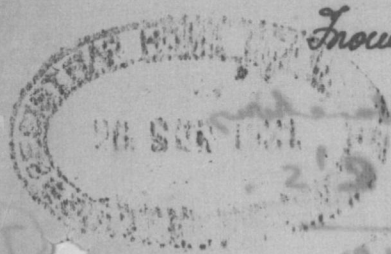
Orders have since issued sanctioning the supply of forms to all D.E.C.'s on the scale recommended by the D.P.I. The D.P.I. has considered it ^{sufficient} to supply D.E.C.'s with the forms ^{specified in the list at U} Educational forms are to be obtained from the local Inspector of Schools or Sub-Inspector of Schools if necessary. ^{para 3 of the} ^{it is} maybe 'lodged' sketches with P. 14453 29.9.21

3/10/21

R

from

Rev. 35/558/21



From

The

President,
District Educational Council,
Coimbatore.

To

The

Secretary,

Ministry of Education,
Madras.

Sir,

With reference to G.O. no. 902/Edu of 13.6.1921, regarding the supply of Code forms I have the honour to invite your attention to this office Rev. 35/558/21 dated 6.8.21 and request you will be good enough to arrange for the early supply of the marginally noted forms which are urgently required for the use of this office.

I have the honour to be,
Sir,

Your most obedient servant

W. C. S. S. S.

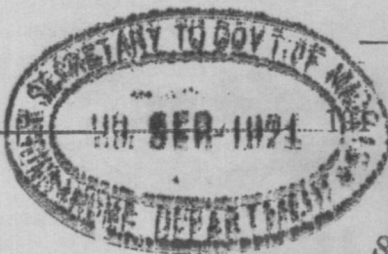
President, P.

District Educational Council,
Coimbatore.

W. C. S. S. S.

- | | |
|------------------------|-------|
| Current Register forms | 500. |
| Diopool Register forms | 500. |
| Letter forms | 1000. |
| Big Pocket forms | 500. |
| Memoranda forms | 1000. |
| Lappal Book (Book 2) | 500. |
| if not forms | |
| Register Book-1 | 250. |
| if not forms | |

EDUCATION DEPARTMENT.



Received

Registered 27th. Sep. 1921.

Subject.

Regarding the supply of the account Code and other forms to the District Educational Council.

ENCLOSURES
No. 1
Spare copies

No. R.O.C. 22/21.

Station Kokkarakulam., Dated the 27th. September 1921.

From (Name) M.Ry.Rai Bahadur T.N.Sivagnanam Pillai Avl.
B.A.
President District Educational Council,
(Designation) TINNEVELLY.

To The Secretary to the Government of Madras,
(Ministry of Education), Fort St. George,
M A D R A S.

Sir,

With reference to G.O.No.902 (Law Education) dated 13-6-21 I have the honour to request you to be good enough to order the supply of the account Code and other forms as per indent herewith submitted.

I have the honour to be,
Sir,
Your most obedient servant,
T.N.Sivagnanam
President.

S.P.S./27-9-21.

27-9-21

- 200 - [illegible]
- 200 - [illegible]
- 1000 - [illegible]
- 200 - [illegible]
- 1000 - [illegible]
- 200 - [illegible]
- 200 - [illegible]
- 200 - [illegible]

C.22/21.

INDENT FOR ACCOUNT CODE AND OTHER FORMS REQUIRED FOR THE
OFFICE OF THE DISTRICT EDUCATIONAL COUNCIL TINNEVELLY.

Serial No.	Description of Forms.	Number required.	Remarks.
1.	Establishment Pay bill (half sheet) ...	25	
2.	Travelling allowance bill.	200	
3.	Contingent bill (Constant) ^{tract} ...	100	
4.	Contingent bill (non-constant) ^{tract} ...	25	
5.	Current registers.	4 books	
6.	Acquittance roll ...	1 book	
7.	Stamp Account ...	2 books	
8.	Stationery register ...	1 book	
9.	Teaching grant bill forms (yellow) ...	2000	
10.	Do. Do. (white) ...	2000	
11.	Furniture grant bill forms (orange) ...	500	
12.	Do. Do. (white) ...	500	
13.	Local delivery book ...	2 books	

Office of the District Educational
Council Tinnevelly.
Dated 24-9-21.

S.P.S.

ODE

copying

192

No.

DATED

TO O. No.

OF GOVERNMENT

A A A A A A A

GOVERNMENT.

DITTO.

FILED UP, BRING MEANT FOR DISPATCH
ORIGINAL.

N.B.

- A = Copy in full.
- B = Not to be copied.
- P = Copy abstract only.
- Q = Copy heading only.