

OFFICE OF THE DIRECTOR OF PRINTING, GOVERNMENT
CENTRAL PRESS, THIRUVANANTHAPURAM, Pin Code-695 001

CIRCULAR

No. 17717/2011/Fl.

18th October, 2011.

Sub:—Printing Department—Forms Section—Distribution of Standardised forms and registers—Renewal of Supply Card—Intimated—Reg.

Ref:—G.O. (Rt.) No. 112/88/H.Edn. dated 18-1-1988.

The validity of the Supply Card issued for the period 2009-2012 will expire on 31-3-2012. Therefore, it is intended to issue new Supply Cards valid for the period from 1-4-2012 to 31-3-2015. All the Heads of Departments, Regional, District and Taluk level Officers are requested to furnish the forecast of requirements of forms and registers in the specimen form enclosed to the office from where the existing Supply Card has been issued along with staff details while preparing the forecast the following points may be noted:—

(i) The order of the items may be as Common Form, TR Form, GPF Form, Acct. Form, KSR Form, KFC Form, FBS Form and GIS Form etc.

(ii) While furnishing the item required for one year (*Vide Col.7*) care should be taken that the actual requirement for one year is only computed to ensure that the items are not kept idle in the office.

(iii) The details of Staff position (Category-wise) Self Drawing Officers, number of Touring Officers, number of vehicles maintained should also be furnished along with the forecast. The above details may be furnished in a separate statement. The Head of the Departments may forward three copies of the statement with the forecast to the Director of Printing. The Regional, District and Taluk level officers may forward two copies of the statement with the forecast to the District Forms Officer concerned.

The centralise numbered TR 5 receipt books are introduced now. Therefore all the officers are requested to maintain stock register for TR5 book entering alphabetical and number code.

The officers who require the above item should include the name of the item also in the forecast.

All the officers concerned may ensure that the five types of Establishment Registers prescribed in G. O. (P) No. 46/88/P & ARD dated 22-9-1988 has been intended.

It is also informed that the Principal of the Government Higher Secondary Schools are also eligible for the new Supply Cards 2012-2015 and they may intend the standardised Forms and Registers directly from the District Forms Officers. The Director of Higher Secondary Education may, therefore, intimate all the Principals of Government Higher Secondary Schools to apply for the Supply Cards to the concerned District Forms Officers.

The District and Taluk level officers who are responsible for distribution of items to their Subordinate Officers should include their requirements also in the forecast.

All the District Educational Officers and Assistant Educational Officers are requested to direct the Headmasters of all Aided and Unaided Schools to purchase the required Forms and Registers from the nearest District Forms Offices on payment basis.

The Forecast of requirement may be forwarded to the Director of Printing/District Forms Officers concerned as the case may be on or before 28-2-2012. Any delay in the receipt of the forecast will cause delay in the preparation of the Supply Card. Therefore all the officers are requested to make necessary arrangements for furnishing the required details within the stipulated time.

(Sd.)

Superintendent of Govt. Presses.

Enclosure:

To

All Heads of Departments

All District Forms Officers

All Regional, District and Taluk Level Officers (through District Forms Officers).

FORECAST OF REQUIREMENTS OF PRINTED FORMS AND REGISTERS FOR THE YEAR 200.....—200.....

Name of Office:

Sl. No.	Name of Forms or Registers	Code No. of Forms or Registers	Book or Form	Balance in Stock as on date	Anticipated balance at the end of the current year	Quantity intended for one year	Quantity sanctioned by the CF/DFO	Remarks if any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

FORECAST OF REQUIREMENTS OF PRINTED FORMS AND REGISTERS FOR THE YEAR 200.....—200.....

Name of Office:

Sl. No.	Name of Forms or Registers	Code No. of Forms or Registers	Book or Form	Balance in Stock as on date	Anticipated balance at the end of the current year	Quantity intended for one year	Quantity sanctioned by the CF/DFO	Remarks if any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

FORECAST OF REQUIREMENTS OF PRINTED FORMS AND REGISTERS FOR THE YEAR 200.....—200.....

Name of Office:

Sl. No.	Name of Forms or Registers	Code No. of Forms or Registers	Book or Form	Balance in Stock as on date	Anticipated balance at the end of the current year	Quantity intended for one year	Quantity sanctioned by the CF/DFO	Remarks if any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)