

CIRCULAR NO. 182

SUBJECT :- Stationery Registers.

It is found that no proper account of Stationery is maintained by the Regional Offices. Following instructions are therefore issued :-

1. A stationery Register in the form 'A' should be maintained by the office for recording therein the receipt and issue of various stationery articles.
2. This stationery Register in the form 'A' should be maintained with effect from 1st April 1974.
3. All the closing stock of various stationery articles as on 31st March 1974 should be carried forward as opening balance as on 1st April 1974 in the new stationery Register.
4. One or more pages should be provided for each kind of stationery articles as per requirements.
5. Receipt of the Stationery articles should be recorded in this register on the date of receipt or these articles from the Director Printing and Stationery.
6. If any stationery articles are taken on loan from other office/s or if any stationery articles are received from the Head Office, necessary note of receipt should be taken in the Stationery Register on the date of receipt of such articles and the balance sheet on that day. A certificate should be recorded by the Superintendent (E) in the case of Charity Commissioner's Office on the invoice of stationery articles that a note of receipt of stationery articles shown in the invoice has been taken in the stationery register and after verifying that the necessary certificate has been recorded in the invoice the accounts branch should accept the invoice for payment.
7. For the purpose of recording datewise issues of various stationery articles to the staff members, a separate issue register in form 'B' should be maintained. New pages as per requirement should be provided for, showing issues of each kind of stationery articles. This Register should be written datewise and daily totals of the issue of each item of stationery articles should be worked out and carried in the register of stationery articles maintained in Form 'A' and balance should struck on the respective day. This will facilitate physical verification of the stationery article on any day.
8. The staff members in the office should be instructed to submit the requisition showing their requirement of stationery articles during a month at least 7 days in advance to the Superintendent A, and E, in respect of Regional Offices and to the Superintendent (E) in the Charity Commissioner's Office. The clerk maintaining account of stationery articles should scrutinise the requisitions and he should obtain orders of the Superintendent regarding quantity of various stationery articles should scrutinise the requisitions and he should obtain orders of the Superintendent regarding quantity of various stationery articles to be issued to each staff member. Dates should be fixed for issue of stationery articles and if any staff member fails to obtain stationery from the Stationery Clerk on the date so fixed he/she will have to submit his explanation on as to why he/she should not receive stationery articles on the date fixed for him/her. Daily issues indicating the persons to whom the articles were issued should be recorded in issue register. The requisitions on which issues have been made should

be kept in a separate file. Reference of the page number of the issue Register in Form 'B' should be noted in the requisition against each kind of stationery article issued.

Issue Registration in Form A and B should be checked by the Superintendent every month with a view to verify that the posting of receipt and issues are made in the registers correctly and in token of doing so he should initial each entry datewise in form A in column No.7 of the Stationery Register.

9. Monthly progressive totals of issues of various stationery articles will have to be worked out in Form 'A' and quarterly issues should be shown in red ink. These quarterly issues of stationery articles should then be recorded in the Indent of Stationery articles to be sent to the Director, Printing and Stationery.
10. It should be ensured that postings in Register in Form 'A' should be made on the date of transaction and that it should be possible to verify the physical balance of any kind of stationery article on any day with the balance shown in column No.5.

M. D. KAMBLI
Charity Commissioner,
Bombay

Dated :21st January, 1974.

FORM 'A'
Register of Stationery Articles

Kind of Article :

Date	Opening balance as on 1/4/1974	Receipt through any source	Issues	Balance	Remarks	Initials of the Stationery Clerk/ Superintendent
1	2	3	4	5	6	7

Instructions -- Sources of receipt of stationery articles such as through Directory Government Printing and Stationery, Head Office, Loan or direct surcharge may be noted in the remark column by quoting the voucher, Advice No. etc.

FORM 'B'
Issue Register of Stationery Articles

Kind of Article :

Date	Quantity	To whom issued	Designation	Signature of the receiptant
1	2	3	4	5
Daily total				

