

**GOVERNMENT OF MEGHALAYA  
PRINTING AND STATIONERY DEPARTMENT**

From -

Secretary to the Government of Meghalaya,  
Printing and Stationery Department.

To,

All Administrative Departments.

**Subject :- Economic use of Stationery Articles, etc. Prescribed Scales thereof.**

Sir,

In order to avoid any wastage in the use of Stationery Articles, etc., in different Offices of the State, it is considered necessary to lay down some prescribed scales for the use of such articles.

Therefore, I am to request you to follow the prescribed scales for use of the articles given below as far as practicable. The instructions given here with for economic use of, their articles for which prescribed scales are not mentioned may also please be followed.

**Prescribed Scales for the use of Stationery Articles**

Sl. No.	Description of Articles	Scale per Officer	Scales per Assistant	Average life of articles
1	Eraser Ink and Pencil	1	1	1 year
2.	Eraser for Typewriter	-	4 per Typist Reporter	1 year
3.	Ink for Fountain Pen 57 CC (blue, Black, deep black, green).	6 phials	-	1 year
4.	-do-	2 phials	2 phials	1 year
5.	Desk Knife	2	1	2 years
6.	Colour Pencil	6 Nos.	2 Nos.	6 months
7.	Drawing Pencil	6 Nos.	4 Nos.	1 year
8.	Pencil Reporter	-	10 Nos. Reporter	1 year
9.	Wooden Ruler, Round (various size)	1	1 per Section	2 years
10.	Bodkin	1	1 per Section	4 years
11.	Needle (Large)	-	1 per Section	2 years
12.	Typewriting Ribbon	-	8 Nos. per Machine	1 year
13.	Needle (Medium)	-	1 Per Section	2 years
14.	Gum bottle Empty with Brush and Stopper	2 Nos.	2 Nos.	6 months

Sl. No.	Description of Articles	Scale per Officer	Scales per Assistant	Average life of articles
15.	Stamped Self Inking	1	1 per Section	2 years
16.	Paper Weight (Glass)	2 Nos.	1	6 years
17.	Scissors	1	2 Nos. per Section	2 years
18.	Stamp Pad (Pocket)	-	1 per Section	1 year
19.	Blotting Paper	24 sheets	12 sheets	1 year
20.	Stylus Pen 9" x 12" or 3" x 6"	1	2 Nos. per Section	2 years
21.	Styllus Pen	1	2 Nos per Section	6 months
22.	Ball pen Desk Type	2	2	6 months
23.	Ball pen (Pocket Type)	2	1	6 months
24.	Correcting Fluid	-	3 Nos per typist	1 year
25.	Call Bell (ordinary)	1	-	2 years
26.	Call Bell (Spring fitted)	1	-	2 years
27.	Paper Clip 3"	2	2	2 years
28.	Pin Cushion	2	1	1 year
29.	Stamping Machine 24/6 Per No. 10	1	2 Nos. per Section	1 year
30.	Pen stand for officer	1		2 years

**The following are the instruction for economic use of other articles :-**

1. To avoid the use of costly paper as far as practicable except for important documents.
2. Letters should be typed on the prescribed forms only, when available in single space. Half sized forms should be used for small letters and both sides of such forms should be used.
3. Paper from all old records due for destruction having one side blank should be used for draft and rough calculation, etc. However, this does not apply to those records which are considered detrimental to be interest of the State if reused, and must be destroyed in the usual way.
4. Blank space about 3" above at the bottom of each letter should be cut and used as slip paper.
5. Typewriting paper (thin paper) should be used only when prescribed forms are not available and also when several copies of a letter are required
6. Ribbons and carbon paper should be utilised to their fullest capacity and utility.



7. Stencil papers should be used most economically. Care should be taken to see that each stencil is covered by two or more letters when there is still space after typing one. This will also involve less labour and less use of duplicating paper.
8. All letters intended for one Officer in the same station should be sent in one envelope. Big envelope should not be used for small letters.
9. All possible efforts should be made to effect the utmost economy in the use of others Stationery Articles also. All Officers under your control may also be instructed like wise.

**M.WAR NONGBRI, IAS**  
Secretary  
to the Govt. of Meghalaya,  
Printing & Stationery Department.

**GOVERNMENT OF MEGHALAYA  
OFFICE OF THE DIRECTORATE OF PRINTING AND STATIONERY  
MEGHALAYA: SHILLONG**

No.DIR/STY/20-21/3/1

Dated Shillong, the 29th January, 2021

To

All Administrative Departments.  
All Heads of Departments.  
All DCs All SDOs., etc.

Subjects :- Submission of the Annual Indent for Stationery Articles, Papers and Scheduled Forms  
Local purchase of Stationery Articles, Papers, etc., from the Government Approved Firms.

Sir,

While submitting the Annual Indent for Stationery article, etc., on the above subject, you are to follow the following instructions.

- (a) Submission of the Annual Indents for Stationery articles, paper and Scheduled forms is to be treated compulsory by all offices under this Government. Instructions for this purpose will be issued from this office from time to time.
- (b) Supply of Stationery articles, Papers and Forms is to be made on instalment basis, and on standard scales based on the numerical strength of the office concerned and according to the nature of the work of a particular office. Stationery articles, Papers and form will be supplied against the Annual Indent only and no supply will be made without the proper Indent. However, on account of unforeseen circumstances, an emergent or supplementary indent may be submitted with full particulars for its use on emergency.
- (c) Collection of the Stationery articles, papers and forms is to be made from his office, by sending a list of the required items through a representative with an authorisation for taking delivery of the goods for and on behalf of the Indenting Officer.
- (d) It is important that all indents should reach this office on or before the date fixed by this office from time to time because on receipt of the Annual Indent from the Indenting Officers, compilation is to be made for procurement of the articles, etc. Therefore, it is not possible for this office to entertain any Annual Indent received late or after compilation. Further a Non-Availability Certificate cannot be issued for those item not included in the Annual Indent, and to those offices who have not submitted their indent, or failed to submit the same in time. As such, it is requested that all Indenting Officers will please see personally to this for smooth running of the administration.
- (e) Local purchase of the Stationery Articles, Papers is not allowed unless a Non-availability Certificate is obtained from this office. In this connection the Schedule II, Serial 4 (6) of the Delegation of the Financial Powers Rules, 2006, may please be referred to. This does not however apply to those items which are excluded from the list in the Annual Indent form like:— Vim-Powder, Soap, Matches, Electric Bulb, Ash Tray, Drawing Materials, Officer's Nibs, Table Brush, Table Pad, Glass Tumbler, Gotter Pen, Gotter Refills, Pad Lock etc.
- (f) Every Indenting Officer is requested to submit in duplicate a monthly return of the purchase made locally as per proforma enclosed herewith marked Annexure - A.
- (g) The indent must be countersigned by the Controlling Officer, otherwise it will be rejected.

Yours faithfully,

E.D.R. TARIANG,  
Director,  
Printing & Stationery Meghalaya, Shillong.



OFFICE OF THE \_\_\_\_\_

No. \_\_\_\_\_

Dated \_\_\_\_\_ 202

To \_\_\_\_\_

Phone : \_\_\_\_\_

The Director of Printing & Stationery (Store Wing)  
Government of Meghalaya  
Shillong - 1

Sir,

The Annual Indent for Stationery Articles and Papers required for my office for the year 202..... is submitted herewith for favour of necessary arrangement for procurement and supply.

I have satisfied myself that the Stationery Articles and Papers indented for are absolutely necessary.

Every care will be taken by me to prevent the use of Government Articles on any purpose other than public service.

MODE OF DESPATCH	NUMERICAL STRENGTH OF THE OFFICE ESTABLISHMENT
1. Name of consignee	No. of Gazetted Officer .....
2. Post Office .....	No. of Assistants .....
3. Railway ..... Station .....	No. of Grade IV (using Stationery Articles) .....
Motor	No of T.W. Machine in use :-
4. District .....	No. of Duplicating Machine in use :-
	(1) Gastetner Machine .....
	(2) Shourine Machine .....
	(3) Xerox Machine .....
	(4) Computer .....
	(5) Others .....
<i>Countersignature of Controlling Officer and Designation</i>	<i>Signature and Designation of Indenting Officer</i>

FOR USE BY THE DIRECTORATE OF PRINTING &amp; STATIONERY (STORE WING)

CODE No. .... YEAR .....

Compiled by :-

Checked

Name of Approved Shop .....

Sl. No.	Date of purchase	Description of Articles	Quantity purchased	Unit	Rate per unit	Amount	Letter No. and date of Non-availability Certificate obtained from the Stationery and Forms Stores Shillong
1	2	3	4	5	6	7	8

*Copy to the Director Printing and Stationery Department for information and necessary action.*



**SCHEDULE OF STATIONERY ARTICLES** (Sample must be submitted for each item and the trademark of the sample to be quoted in the remark column against item).

Sl. No.	Description of articles	Quantity in hand	Indented quantity	Quantity issued				Remarks
				1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	
1	2	3	4	5	6	7	8	9
<b>GROUP - I</b>								
1.	Pencil Carbon Paper 41X33 cms. black/blue one .... side brief (Plastic base) (a) blue (b) black							
2.	Pencil Carbon Paper 20.5X33 cms. black/blue one .. side brief (Plastic base) (a) blue (b) black							
3.	Ink black 44cc for use in duplicating machine 454 gms... in a Tube							
4.	Ink black 44cc for use in duplicating machine 454gms in a Tube (Liquid).							
5.	Stencil Waxless indestructible .....							
6.	Brown Tape 2" .....							
7.	Cello Tape Transparent 1-inch .....							
<b>GROUP - II</b>								
8.	Paper Weight (Decorated) ....							
9.	Needle Large for Sewing Gunny bag. ....							
10.	Needle Medium for Sewing Book ...							
11.	Eraser for Draftsman (6 Nos. in a box) ....							
12.	Pencil colour spectrum (12 colour in a box) ... (a) green (b) brown (10 nos in box)							
13.	Pencil drawing (10 Nos. per box) ....							
14.	Chalk Pencil White (Box of 50 sticks) .....							

Sl. No.	Description of articles	Quantity in hand	indented quantity	Quantity issued				Remarks
				1st	2nd	3rd	4th	
1	2	3	4	5	6	7	8	9
	<b>GROUP - III</b>							
15.	Pencil coloured Red/Blue (10 Nos. per box) ....							
16.	Pencil Reporter (10 Nos. per box) ....							
17.	Ruler Wooden Round 18" Long (45.5 cms x 8.5 cms)							
18.	Ruler flat Plastic (12") 304.8 mm. .							
19.	Pen Stand for Officer.....							
20.	Scissors 20 mm (8 inches).....							
21.	Budkin (Pocker).....							
22.	Pin in packet ...							
23.	Call Bell Spring fitted ....							
24.	Docket Punch for Punching Stamp ...							
25.	Pad self-inking for Rubber Stamp ....							
26.	Paper clip ordinary 7.5 cms (3")							
27.	Paper clip gem pattern (100Nos.a box) ...'							
28.	Jute Twine (Suttly) .....							
29.	Pin Cushion (Superior)Magnetic ....							



Sl. No.	Description of articles	Quantity in hand	indented quantity	Quantity issued				Remarks
				1st	2nd	3rd	4th	
1	2	3	4	5	6	7	8	9
	<b>GROUP - IV</b>							
30.	Sealing wax red superior .....							
31.	Candle stick 1cm dia X 19cm. ....							
32.	Gum liquid 150 ml. a bottle ... ..							
33.	Tape white-12.7mm ( $\frac{1}{2}$ ) "wide— 30 metres a roll							
34.	Punching machine to make two holers.....							
35.	Desk Knife (Small) 76 mm (3") Blades ... ..							
36.	Stappling Machine 24/6 .....							
37.	Stappling Wire No: 24/6.....							
38.	Stappling Machine 23/17							
39.	Stappling Wire 23/17 (1000 Nos. in a box)							
40.	Stappling Machine 26/6							
41.	Stappling Wire No. 26/6							
42.	Stappling Machine No.10							
43.	Stappling Wire No. 10 (1000 Nos. in a box)							
44.	Twine hemp, 100 grams a ball ... ..							
45.	Hessian Cloth .....							
46.	Thread white in reel for sewing books .....							
47.	Long cloth 1 metre width .....							
48.	Rexine 1 metre width .....							
49.	Cloth tracing continuous 106.5 cms. x 18m. a roll .....							
50.	Binding Cloth 1 metre width .....							
51.	Tracing paper 60/65cms, (42") .....							
	106 cms.x 18 metre a roll.							

Sl. No.	Description of articles	Quantity in hand	indented quantity	Quantity issued				Remarks
				1st	2nd	3rd	4th	
1	2	3	4	5	6	7	8	9
	<b>GROUP - V</b>							
52.	L Shaped File ...							
53.	My clear File							
54.	Stick File							
55.	Tag Cotton 32.5 cms (12") long							
56.	Ball point pen, (Pocket type)							
57.	Ball Pen Refill Blue, Black, Red and Green							
58.	Ball point pen, (Desk type)							
59.	Ball Pen (DT.) Refill Blue and Red							
60.	Ink violet for Rubber Stamp 60cc a phial .. . . .							
61.	Sticky Pad for highlighting							
62.	Short Hand Note Book .. . . . . . . . . . .							
63.	Glue Stick 8 grms...							
64.	Marker Pen (Permanent)							
65.	Highlighter (In set) of 5 colours							
66.	Sponge Piece ... .. . . . . . . . . . .							
67.	White cum green Board (a) 2' by 3' (b) 3' by 4' (c) 6' by 4'							
68.	White Correction Pen 7 grms							
69.	Marker Pen for White Board							
70.	Compact Disk (CD) Marker							
71.	Binder's Clip (a) 51 mm (b) 32 mm (c) 19 mm							



Sl. No.	Description of articles	Quantity in hand	indented quantity	Quantity issued				Remarks
				1st	2nd	3rd	4th	
1	2	3	4	5	6	7	8	9
	<b>GROUP - VI</b>							
72.	Bound Register, 150 Pages.....							
73.	Bound Register, 200 Pages.....							
74.	Bound Register, 300 Pages.....							
75.	Bound Register, 400 Pages.....							
76.	(a) File Board							
	(b) File Cover (General)							
	(c) File Cover (Secretariat)							
77.	Brown/ General Envelope							
	a) 9.5cmX23cm.							
	(b) 12cmX27cm.							
	(c) 15cmX20cm.							
	(d) 30cmX40cm.							
78.	Yellow/Special Envelope							
	a) 9.5cmX23cm.							
	(b) 12cmX27cm.							
	(c) 15cmX20cm.							
	(d) 30cmX40cm.							

**ANNUAL INDENT FOR PAPERS BOARDS FOR THE YEAR 202 .....**

OFFICE OF THE \_\_\_\_\_

Description and size of papers	Weight per ream	Quantity indented	Quantity supplied				
			1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
1	2	3	4	5	6	7	8
<b>A. White Painting Paper :</b>							
1. Double Foolscap 43 x 69 cms.	8.9 kg.						
<b>B. Azure aid Paper :</b>							
1. Double Foolscap 43 x 69 cms.	11.1 kg.						
<b>C. Bl. Duplicating Paper :</b>							
1. 20 5 x 33 cms.	2.5 kg.						
<b>D. Typewriting Paper :</b>							
2. 20 5 x 33 cms.	1.5 kg.						
<b>E. Xerox Paper A4:</b>							
21 x 29.97 cms.	2.3 kg.						
<b>F. Xerox Paper FS:</b>							
21. 5 x 34.5 m.	2.80 kg.						
<b>G. Xerox Paper A3:</b>							
42. 5 x 33 cms.	4.6 kg.						





ANNUAL INDENT FOR PAPERS AND PAPER BOARD FOR THE YEAR 202 .....

Description of Papers	in centimetre	weight per ream	Quantity in hand	Quantity indented	REMARKS
1	2	3	4	5	6



**ANNUAL INDENT FOR THE YEAR 202.....**

For instructions see overleaf

Schedule No. ....

Part .....

Form No.	Number received between 1st April 202.. and 31st March, 202..	Number consumed during the year ending 31st March, 202..	Balance on 1st April, 202..	Estimated requirement for 202 , on the basis of last three years average	Remarks
1	2	3	4	5	6

## ANNUAL INDENT FOR FORMS THE YEAR 202.....

Form No.	Number received between 1st April 202 , and 31st March, 202	Number consumed during the year ending 31st March, 202	Balance on 1st April, 202	Estimated requirement for 202 , on the basic of last three years average	Remarks
1	2	3	4	5	6



Form No.	Number received between 1st April 202 , and 31st March, 202	Number consumed during the year ending 31st March, 202	Balance on 1st April, 202	Estimated requirement for 202 , on the basic of last three years average	Remarks
1	2	3	4	5	6

**Certified that :-**

- (i) The indent has been carefully prepared and strictly worked out according to the laid down rule and also taking into consideration the stock position on the day of submitting the indent.
- (ii) I have satisfied myself that the forms indented to absolutely necessary.
- (iii) Every care will be taken by me to prevent the issue of Government forms on any purpose than public service.

**Address to which R/R or B/L is to be sent -**

P.O. .... District .....

Rly./Str Station to which forms

are to be booked .....

**Signature .....**

Full Designation .....

Date .....

**Instructions for filling in the indent form :-**

- 1 Indents for each Schedules will invariably be submitted on separate sheets (one copy only) to avoid meetings consolidation and should be signed by the indenting officers. They will be sent to the Directorate of Printing and Stationery, Meghalaya, Shillong without any converting letter as soon as possible after the annual stock-taking on 1st April.
2. Information for compiling the indent form will be taken from the Register of Receipts and issue of forms which must be properly maintained.
3. All form used are to be entered whether the indenting Officers requires further supplies or not.
4. File Boards can be used for years, every effort must be made to extend the file of each file board by repairing it when damaged. Indents for board should be reduced to the minimum.

