

FORM 8

**BIN CARD**

*(Referred to in paragraph 7.2.12)*

*(To be Printed on Obverse)*

Bin Card No.....

From.....

.....

From.....

Article .....

Code No.....

Unit.....

Issue Rate.....

Maximum Stock.....

Minimum Stock .....

Ordering Level.....

Signature of Issuing Officer

Date	GRS/ Indent No.	Quantity		Balance	Initials of Stores Keeper/ Sectional Officer	Remarks
		In	Out			
1	2	3A	3B	4	5	6

*(To be Printed on Reverse)*

Date	GRS/ Indent No.	Quantity		Balance	Initials of Stores Keeper/ Sectional Officer	Remarks
		In	Out			
1	2	3A	3B	4	5	6

FORM 8 A

**GOODS RECEIVED SHEET**

*(Referred to in paragraphs 7.2.5, 7.2.6 and 7.2.25 of CPWA Code)*

Division.....  
 Sub-Division.....  
 Section.....

Name of Supplier.....  
 .....  
 .....

Sl. No.	Date	Invoice/ R.R. No.	Purchase/Supply order		Description of materials	Stores Code No.	Quantity	Unit	Rate	Amount	Incidental Charges
			No.	Date					Rs.	Rs.	
1	2	3	4		5	6	7	8	9	10	11

Amount including incidental charges	Bin Card No.	Stores Ledger Folio No.	Reference to payment voucher or adjustment of debit		Remarks including result of test check by Officers
			No.	Date	
12	13	14	15A	15B	16

- Notes :
1. A separate G.R.S. should be prepared in respect of goods purchased from each supplier.
  2. The articles falling under each sub-head of stock should be grouped together or entered on separate sheets

Dated signature & designation of the officer entering measurements