

FORM 14
TOOLS AND PLANT INDENT
(Referred to in paragraph 7.3.5)

Tools and Plant Indent on Division
Sub-Division

No.
 Date
 Division
 Sub - Division

S. No.	* Name of Article	Quantity		Unit	Rate	Amount	Head of Account	Name of work/Job with name of contractor from whom value is recoverable	Name of person to whom the articles are to be delivered and his signature
		Indented	Issued						
1	2	3	4	5	6	7	8	9	10
					Rs.	Rs			

Signature of Indenting Officer	Issued on Signature of Supplying Officer & Designation	ReceivedDated Signature & Designation of Receiving Officer	T & P Ledger Folio No		X Remarks
			Signature of Ledger Keeper	Signature of Sub.Div./Div. Officer	
11	12	13	14		15

Name
 Signature Divisional Officer
Division

* The article to be entered in column 2 should be grouped by the prescribed Sub-Head of classification, *vide* paragraph 7.3.7
 X The entries in respect of receipt back of articles lent or sent out (*vide* paragraph 7.3.3) should be distinguished from others by a suitable remark in this column.