

FORM 15
TOOLS AND PLANT LEDGER
(Referred to in paragraphs 7.3.7 and 7.3.8)
 Part I – ARTICLE IN HAND

Name of Article

Sl. No.	Date	From whom received	To whom issued	T & P Received sheet No. & date T & P Indent etc. No. & Date	Permanent Transactions		Temporary Transactions *		Total Receipts (5A + 6A)	Total issue (5B + 6B)	Balance	Reference to Vr. or Adjustment of value	Initials of Sub-Divisional clerk	Remarks
					Receipt	Issue	Receipt	Issue						
1	2	3A	3B	4	5 A	5 B	6 A	6 B	7	8	9	10	11	12

* Represents articles temporarily lent out for repairs

FORM 15
TOOLS AND PLANT LEDGER
(Referred to in paragraph 7.3.7)
Part III – SHORTAGES AWAITING ADJUSTMENT

Sl. No	Name of Person or Division	Name of Article	Number found short	Reference to Recovery or Write Off	Remarks including action taken for the clearance of shortages outstanding for more than 3 months
1	2	3	4	5	6