

CHAPTER 25

Supply of Forms

Part

A

SUPPLY OF FORMS

1. Indents—The forms prescribed for the use of Courts are printed by the form work contractors to the Punjab Government and despatched direct to indenting officers. All indents for such forms should be addressed to the Controller of Printing and Stationery, Punjab, who has been appointed the medium of communication between the indenting officers and the printers.

2. Date of submission of indent—The annual consolidated indent for such forms due with the Controller of Printing and Stationery, Punjab, by the 15th March and District and Sessions Judges are enjoined to see that this date is strictly adhered to or the Press will not be responsible for any delay that may occur in the supply of printed forms. District and Sessions Judges are included in the list of officers entitled to indent direct for Departmental English forms, *vide* Appendix D of the Punjab Printing and Stationery Manual (Third edition).

3. Instructions for preparing indents—The indents will be prepared in duplicate in the prescribed form. One copy will be retained by the Press and the other will be forwarded by the Press to the High Court, at the close of the year for examination and record.

Indenting officers should so frame their *annual* indents as to obviate the necessity for a large or frequent supplementary indents. Notice will be taken of any case in which these instructions are found to have been neglected.

4. Chalan of forms despatched—When despatching packages containing forms to indenting officers, the Contractors will also forward by a letter-post a despatch note or *chalan*. On receipt of the package the officer concerned should examine the contents carefully, and, after ascertaining that they are correct, return the *chalan* duly signed, to the despatching officer.

5. Periodical returns—These instructions do not apply to periodical returns, forms for which will be supplied by the High Court without indents, according to the Appendix II attached to Chapter 23 of this Volume “Reports and Returns”.

6. List of form Stocked forms—Lists of the Civil and Criminal forms which have been prescribed by the High Court for general use in the Punjab will be found in the Books of Civil and Criminal Forms given in the Rules and Orders, Volumes VI-A and B.

It will be observed that only such forms as are in most general use and are marked "Stocked" will be supplied in print; the others must be prepared in manuscript whenever required. Books containing complete sets of Civil and Criminal forms are supplied to each Court, and should be kept carefully up to date.

7. Establishment and contingents bills—Forms of establishment and contingent bills will be supplied by the Accountant-General.

8. Civil Nazir to stock forms—All civil forms will be stocked by the Civil Nazir whose duty it will be to supply them to Subordinate Judges and Extra Assistant Commissioners when required.

9. Universal forms and envelopes—Instructions for the submission of indents for universal forms and envelopes are contained in Chapter 3 of the Punjab Printing and Stationery Manual and should be carefully followed by officers entitled to indent direct for such. (Appendix D to the Manual).

Vernacular Forms for Judicial Purposes

10. Vernacular forms—Vernacular forms used by subordinate Courts are obtained locally by District Courts. Vernacular forms are to be printed on paper of the size of official petition paper, or a quarter of a sheet of the standard jail paper, as may be most convenient. The paper prescribed is "B" quality paper as supplied by the Jail Department.

11. Forms should be correctly prepared—Care should be taken to adhere strictly to the wording of judicial forms prescribed by law or by the orders of the High Court.

12. Indents—Indents for vernacular forms should be submitted to the Controller of Printing and Stationery, Punjab, at Chandigarh by the 15th April, of each year at latest so as to enable that officer to comply with all indents in time. In preparing the indent care should be taken to form a proper estimate of the probable requirements for the year, so as to avoid the necessity of submitting supplementary indents.

Part PRINTING

B

1. Lithographed forms—All lithographic printing has under the orders of the Punjab Government to be done as far as possible, at the Government press at Chandigarh. Lithographed forms, a revised list of which has been prepared by the Controller of Printing and Stationery, Punjab, and will be supplied to departments concerned, are to be obtained from the Government Press on indent to cover the annual requirements of each Department. Supplementary indents must be avoided as far as possible.

2. Date of submission of indents—The annual indent of Civil and Criminal Vernacular forms from District and Sessions Judges, cover the requirement of the District, is due with the Controller of Printing and Stationery, by the 15th April. This date must be strictly adhered to or the Press will not be responsible for any delay that may occur in the supply of printed forms.

3. Printing by private press direct prohibited—Unless Government has specially permitted a deviation from the rule, no work must be sent direct to a private press. All indents for printing of every description whether typographic or lithographic should be sent to the Controller of Printing and Stationery, Punjab, who will decide with regard to the state of work in the various Government Presses

whether to carry out the work himself or place it at a private press. In the latter case he will pay the bill himself from the allotment for printing at private presses or lithography, as the case may be.

4. Emergent printing—Heads of Departments and District and Sessions Judges have been delegated powers to sanction, expenditure in emergent cases on account of printing-typographic or lithographic at a private press, to a limit of Rs. 10 in each case. These orders will be paid, for by the officer concerned but a duplicate copy of the bill, together with a voucher copy of the work, should be forwarded to the Controller of Printing and Stationery, Punjab, for examination and record. Such expenditure should be charged to the head “56—Stationery and Printing” Minor heads, “Printing at Private Presses” or “Lithography” and should not be met from the contingent grant.

5. Complaints against Government Press—If the work supplied by the Government Press proves unsatisfactory or if it is done promptly the fact should be reported to the Controller of Printing and Stationery, Punjab, and the High Court is informed at the same time.