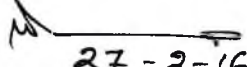


NO.F.23(91)Agri/(FM)/2015-16/1582-1630  
Government of Tripura  
Department of Agriculture

Dated, Agartala, the 27-02-2016.

**NOTIFICATION**

The undersigned is directed to convey the approval of the Government vide U.O.No.397/Pri. Secy/ Agri & Horti, dated 18-02-2016 to strictly follow the guidelines in pursuance with the management of Sub-Seed Stores, Agri Main Stores and District Store w.e.f. 01-04-2016.

  
27-2-16  
(R Debbarma)

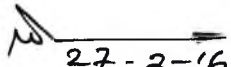
Deputy Secretary to the  
Government of Tripura

To

1. The Jt. Director of Agriculture, SARS, A.D.Nagar, Agartala for information and compliance.
2. The Dy. Director of Agriculture, \_\_\_\_\_ District for information and compliance.
3. The Supdt of Agriculture, \_\_\_\_\_ Agri Sub-Division for information with a request to intimate the same to the Sector Officers under his jurisdiction.

Copy to:-

1. The Director of Horti. & Soil Conservation, Tripura for information.
2. The Chief Executive Officer, SLNA, Tripura for information.
3. The Dy. Director of Horti. & Soil Conservation, \_\_\_\_\_ District for information.
4. The Dy. Project Officer, \_\_\_\_\_ District for information.

  
27-2-16  
(R Debbarma)

Deputy Secretary to the  
Government of Tripura



**Guidelines for Management of  
Sub-Seed Stores,  
Agri. Main Stores and District Stores**

**Agriculture Department  
Government of Tripura**

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## PREFACE

Increasing production and productivity of crops is directly related with use of production inputs at recommended doses. In Tripura, State Government through Agriculture Department is making different kinds of production inputs available to the doorstep of the farmers. At present, 50% of the total requirement of chemical fertilizers and other inputs like bio-fertilizers, micronutrients, HYV and hybrid seeds, planting materials, farm machineries etc. are distributed to the farmers through a network of 383 Department-run Sub-Seed Stores at Gram Panchayat Level, 22 Agri. Main Stores at Agricultural Sub-division level and 4 District level stores in the state.

Running and proper maintenance of stores is a critical activity. The norms/procedures being followed at present for supervision and maintenance of accounts and related issues of these stores at respective levels were issued by the Agriculture Department from time to time. But, there is no compiled booklet, where all such guidelines are made available at one go.


In order to streamline functioning of these stores and to provide guidance to the Supervisory Officers and the Store In-charges at respective level, there is a need to have a uniform procedure in a booklet form which would be understood by all. The Department had constituted a team vide No. F. 2(711)-Agri (Estt)/2014-15/ 649-651, dated 27/11/2015 with the following officers to prepare a manual for guiding concerned officials about supervision, monitoring, proper maintenance of records and registers and reporting to the authority in a systematic manner.

- i. Sri S.Shome, Deputy Director of Agriculture(Budget, Audit & Estt.)-Convener
- ii. Sri Asis Saha, Asst. Director (Fertilizer, ER, Development)-Member
- iii. Sri Subrata Shib, Asst. Director (Planning)-Member

This booklet covers *interalia*, the management of Sub-Seed Stores, Agri Main Stores and the District Stores, maintenance of records and registers, system of periodical stock verification and reporting to the authorities at respective levels, different kinds of formats, which should be followed strictly. This will be a useful publication in the hands of Supervisory Officers and In-charges of Stores working under the Agriculture Department.

Suggestions for improvements in the procedures as laid down in the booklet are always welcome for possible incorporation in the next revision.

Dated, Agartala, The 15<sup>th</sup> February, 2016

  
(Subrata Shib) 15/2/16

Asst. Director (Plan)

&

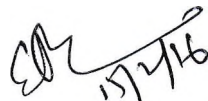
Member of the Committee

  
(Asis Saha) 15/02/2016

Asst. Director (Fertilizer, ER, Dev.)

&

Member of the Committee

  
15/2/16

(Sandip Shome)

DDA (Budget, Audit and Establishment)

&

Convener of the Committee

## CHAPTER-I

### Sub-Seed Stores

- 1.1 All concerned Circle VLW based on cropping season, area and other related technical factors, shall submit monthly requisition of all inputs including the chemical fertilizers, farm machinery etc. to the Superintendent of Agriculture (SA) through the Agri Sector Officer (ASO). The SA, based on the field demand and availability at the Main store, shall instruct the Main store In-charge to release inputs accordingly. A separate register should be maintained at the level of Main store indicating the date-wise requisition of Circle VLW and the instruction of SA for release.
- 1.2 All stock books, registers, ledgers, challans, cash receipts (CR) used for official purposes should bear, at the top of each page, the printed mark of:

"Government of Tripura,  
Department of Agriculture"
- 1.3 The pages of cash books, stock books, registers, and other ledgers at the respective level of Sub-Seed Stores (at GP Level), Agri. Main stores (at Agri. Subdivision level) and the District stores (at district level) of the Department should be serially marked, certified, and authenticated by the concerned ASO, SA, Dy. Director of Agriculture (DDA) of the district respectively.
- 1.4 Cash Sale of any inputs should be recorded in the "**Sale Register**" as per format given in the **Annexure- I** and distribution of any inputs against schematic programme should be recorded in the "**Input Distribution Register**" as per format given in the **Annexure-II**.
- 1.5 While maintaining the Sale Register and Input Distribution Register, the I/c Sub-Seed Store should prepare a synopsis at the end of the day in both the cases and the records should be tallied with the Stock Book.
- 1.6 Quantity of daily deduction of inputs showing cash sale as well as schematic distribution should be entered in the Stock Book at the end of the day. While deducting the stock of inputs, page number and Serial number of farmers of "Sale Register" and the "Input Distribution Register" should be entered in the Stock Book.

- 1.7 In case of normal piecemeal distribution of inputs against Cash Sale, ASO may allow shortage depending on the situation with proper justification, which should be recorded in the stock book during periodical verification in every month.
- 1.8 If there is any abnormal shortage, ASO should send proposal with proper justification to the respective SAs.
- 1.9 APRs should be maintained date-wise, and based on commodity actually distributed to the farmers (as per format given in **Annexure-III**). APR book to be prepared by DDAs for issuing to the concerned SAs. There should be four coloured APR indicating Original (Yellow colour), Duplicate (Pink colour), Triplicate (Green colour) and Quadruplicate (White colour) for easy understanding and identification. APR books are to be serially marked, authenticated and kept record for future verification.
- 1.10 Advance APR should not be prepared keeping the schematic provision in mind. In no case signature of farmers to be taken on the APR keeping any column blank against an input, which is not given to the farmers. All concerned Supervising officers may keep track on the above issue and report to the authority instantly, if violation of the instructions is found.
- 1.11 The SA should give indent to the concerned DDA of the district for arranging supply of printed CR (as per format given at **Annexure-IV**) serially marked and numbered, APR book, Cash book, Stock book, other printed ledgers for use in the Sub-Seed stores, Main stores. The DDAs of the concerned district should maintain an account of such articles supplied to the SA offices and the accounts of such materials to be audited every year though a team of officials to be constituted by the DDA.
- 1.12 Numbered CR may be issued on demand to the farmer(s) after sale of any inputs.
- 1.13 In each month, ASOs should inspect and verify the physical stock of all inputs like seeds, fertilizers, plant protection chemicals, farm machinery and equipments etc. of the respective Sub-Seed Stores under their jurisdiction and

record all the details on the Stock Register and put his/her signature. Summary of the verification should be recorded in the Stock Register as per format given below.

Summary of the Monthly Physical Verification Report									
Name of Sub-Seed Store : _____, Name of Agri Sector: _____					Name of Agri Subdivision: _____				
Month: _____					Date of Verification: _____				
Name and designation of the Verifying Officer: _____									
Sl. No.	Name of Commodity	Part - A : Physical							
		Unit (Kg/ Ltr/ Nos./ etc.)	Opening Balance As on 1 <sup>st</sup> day of the month	Quantity Received during the month	Total Stock available during the month	Quantity sold against Cash sale during the month	Quantity distributed against schematic programme	Total Qty. distributed	Closing Book Balance on the day of verification
Col.1	Col.2	Col.3	Col.4	Col.5	Col.6= (Col.4+Col.5)	Col.7	Col.8	Col.9= (Col.7+Col.8)	Col.10= (Col. 6- Col.9)
Sl. No.	Name of Commodity	Part-B: Financial (Rs.)							
		Value of total stock at Col. 6 in Full Cost	Value of the Quantity sold against Cash sale/ Farmers' Share	Value of the Quantity distributed against schematic programme	Total Value of sold materials	Cash amount deposited to Main Store during the month	Amount for which TC Bill raised during the month	Total Value adjusted during the month	Total value of the stock as closing balance at end of the month
Col.1	Col.2	Col.11	Col.12	Col.13	Col.14= (Col. 12 + Col.13)	Col.15	Col.16	Col.17= (Col.15+ Col.16)	Col.18= (Col.11- Col. 17)
Part - C : Comparison between book balance and actual physical stock on the day of verification									
Sl. No.	Name of Commodity	Physical				Financial (In Rs.)			
		Unit (Kg/ Ltr/ Nos./ Etc.)	Actual Physical Stock	Stock found excess	Stock found short	Value of excess stock	Value of stock found short	Amount retained in hand by the Store In-charge	Amount to be deposited as per instruction by verifying officer
Col.1	Col.2	Col.3	Col.19	Col.20	Col.21	Col.22	Col.23	Col.24	Col.25
<b>Remarks of the Verifying Officer on the following points to be recorded in the Inspection Register:</b>									
(i) Whether any materials not disposed for more than 6 months, if so, views of the Circle VLW should be obtained separately why the store materials lying indisposed.									
(ii) Any major mistakes of In-charge, Sub-Seed Store are noticed.									
(iii) Areas where the Store In-charge needs to be careful and performance to be improved etc.									
Signature of the Verifying Officer (Designation) Date:									

- 1.14 The ASO should also record their views in writing for any lapses found on the part of In-charge Sub- Seed Store in the Inspection Register. Sub-Seed Store-wise summary of the verification report should be submitted to the SA covering the points mentioned in the Table above (commodity-wise to be indicated).
- 1.15 The ASO shall conduct store verification for maximum 5(five) Sub-Seed Stores in a month so as to enable him/her timely submission of reports as per prescribed time schedule. If there are more than 5 Sub-Seed Stores in one Agri. Sector, remaining Sub-Seed Stores should be inspected/ verified by the Agri. Inspector/ Sr. V.L.W posted in the ASO or in the office of the SA. In the next month, the above mentioned officials shall interchange the Sub-Seed Stores and conduct the verification.
- 1.16 The Asst. Director and Agriculture Officer posted in the office of the SA shall have to conduct monthly Sub-Seed Store verification on a sample test basis @ one for each Agri. Sector and submit a report about the status of Physical Verification made by the ASO in each month. Suggestions for improvement should also be mentioned in the said cross verification report.
- 1.17 The duration of month for the purpose of verification should be from 20th of the previous month to 21st of current month.
- 1.18 The time schedule for submission of Store Verification Report shall be as under:

Sl. No.	Officials responsible for monthly verification of Sub-Seed Stores	To whom the report should be submitted	By which date the report should be submitted
1.	ASO/ Agri. Inspector posted in the Agri. Sector Office	SA	28 <sup>th</sup> of every month
2	Asst. Director/ Agri. Officer posted in the SA Office	SA	28 <sup>th</sup> of every month
3.	SA	DDA of the district	4 <sup>th</sup> of every month
4.	DDA of the district	Directorate of Agriculture	10 <sup>th</sup> of every month
5.	DDA (Inputs)	Director of Agriculture	12 <sup>th</sup> of every month



- 1.19 The time schedule for submission of APRs for TC Bill adjustment shall be as under:

Sl. No.	Officials responsible for submission of APRs	To whom should be submitted	By which date should be submitted
1.	In-charge, Sub-Seed Store	In-Charge, Main Store of the Agri Subdivision through the ASO	28 <sup>th</sup> of every month
2	In-Charge, Main Store of the Agri Subdivision	SA	4 <sup>th</sup> of every month

- 1.20 All concerned should submit their adjustments/APRs/ TC bills etc. of the quantity sold/utilized as per time schedule mentioned above. All out efforts should be made by the concerned official to book expenditure every month.
- 1.21 There should be uniformity in respect of opening of Sub-Seed stores throughout the state. The Sub-Seed stores should remain open from 10 AM to 5 PM with Tiffin break during 1.30 PM to 2 PM on all working days.
- 1.22 There should be a uniformity in respect of deposit of sale proceed to the Agri. Main Store throughout the state. I/c Sub-Seed stores should deposit sale proceeds to the I/c Agri. Main Store at Agri Sub-division level twice in a week on **1st half of Tuesday and Friday** and hence the sale of inputs in the respective Sub-Seed stores would start from 2 PM to 5 PM in the 2nd half. If the scheduled date of deposition is holiday, the work should be done in the next day positively.
- 1.23 Government cash should not be accumulated in the hands of employee. The Circle VLW shall remain present in the Sub-Seed Stores on the prescribed date and time when the I/c, Sub-Seed Store shall be attending Agri. Main Store. This will help the Circle VLW to facilitate to explain and interact with the farmers about technical issues, departmental guidelines etc. He/ She may carry out other works in remaining working days.
- 1.24 The I/c Sub-Seed Store should reconcile the stock receipt position and other related ledgers with the I/c Main Store in each month.
- 1.25 Distribution register/ Sale register for Farm Implements to be maintained farmer-wise, where engine number, chassis number, brand, date of receipt of farmers' share, date of delivery etc. to be maintained. This will generate a data base of the GP/VC regarding farm implements.

- 1.26 Whenever VLW/AA makes field visit or attend SA office for depositing sale proceeds, the sub-seed store should remain open, although distribution of inputs may not be contribute during that period.
- 1.27 Movement register of the Circle VLW and the In-charges Sub-Seed Store should be maintained.
- 1.28 Each Sub-Seed Store should have 1 (one) "**Stock Display Board**" as per following formats:-

Date	SL. No.	Commodity	Physical Unit	Rate/Unit	Quantity available as on Date

- 1.29 There should be one durable sign board of galvanized sheet in front of the Sub-Seed store of size 5 ft X 3 ft mentioning the time schedule in English and in Bengali. All concerned SA should arrange putting the durable sign boards in green background with white font as mentioned below.

**GOVERNMENT OF TRIPURA**  
**DEPARTMENT OF AGRICULTURE**

-----Agri Subdivision  
-----Sub-Seed Store

**Timing of opening of Sub-Seed Store**  
(On all working days)

1<sup>st</sup> half: 10 AM to 1.30 PM  
2<sup>nd</sup> half: 2 PM to 5 PM

N.B: No materials shall be distributed in the **1<sup>st</sup> half of Tuesday and Friday** from the Sub-Seed Store.

ত্রিপুরা সরকার  
কৃষি বিভাগ  
----- কৃষি মহকুমা  
----- সাব-সিড স্টোর

কৃষি সামগ্রী বিতরণে স্টোর খোলার সময়:  
(অফিস খোলা দিনে)

প্রথম বেলা: সকাল ১০টা থেকে দুপুর ১টা ৩০ মিনিট পর্যন্ত  
দ্বিতীয় বেলা: বিকাল ২টা থেকে ৫টা পর্যন্ত

বি: দ্র : প্রতি মঙ্গলবার ও শুক্রবার প্রথম বেলা স্টোর থেকে কোনো কৃষি সামগ্রী বিতরণ করা হবেনা।

**CHAPTER-II****Agri. Main Store (at Agri. Sub-division level)**

- 2.1 There should be a system for monitoring of Agri. Main Store activities. At the Agri. Main Store level, following registers/documents should be maintained:-
- i. Cash Book
  - ii. TC Bill register
  - iii. Input wise Stock Book Register (separately for Seed, Fertilizer, PPC, Farm Machinery etc.)
  - iv. Sub-Seed Store wise ledger/register
  - v. Irshal Book
  - vi. Dead Stock register
  - vii. APR register
- 2.2 Depending upon area coverage, the office of the Supdt. of Agriculture should prepare tentative requirement of inputs for a GP/VC. Accordingly, allotment order should be issued to the Agri. Main Store In-Charge for release of inputs for the respective GP/VC.
- 2.3 APR for Seed, Fertilizer, PPC and Farm machinery should be made separately.
- 2.4 Cash Book of the Agri. Main Store In-charge should be authenticated by the SA on the strength of the receipted Challan.
- 2.5 The cashier of the SA office should give CR to the Agri. Main Store In-Charge.
- 2.6 Photo copy (fourth copy) of Challan should be returned to the Agri. Main store In-charge by the Cashier, which will be kept in the guard file of the Agri. Main Store.
- 2.7 Proforma Accounts of Dead Stock should be maintained.
- 2.8 Input movement register should be supervised regularly and to be authenticating by the supervising officer.
- 2.9 The TC bill register should be authenticated by the appropriate authority. The pages of Stock Book, TC bill register should be marked serially.

2.10 The format for maintaining TC bill register should be as follows:

Sl. No.	TC Bill No. & Date	Name of Scheme	Particulars	Quantity	Rate (Rs.)	Value (Rs.)	To whom raised	By whom raised	Remarks

2.11 Crop wise Cut-off-Date for raising TC bill by I/C Main Store should be followed as below:

SL. No.	Crop	Cut-off-Date	SL. No.	Crop	Cut-off-Date
1.	Aush Paddy	15 <sup>th</sup> June	4.	Other Kharif crops	30 <sup>th</sup> October
2.	Aman Paddy	30 <sup>th</sup> October	5.	Other Rabi Crops	28 <sup>th</sup> February
3.	Boro Paddy	7 <sup>th</sup> March	6.	Fruit Plants	30 <sup>th</sup> October

2.12 Scheduled for reconciliation of Ledger by the I/C Sub-Seed store with the In-Charge Agri. Main Store.

SL. No.	Crop	Cut-off date	SL. No.	Crop	Cut-off date
1.	Aush Paddy	10 <sup>th</sup> June	4.	Other Kharif crops	15 <sup>th</sup> Sept.
2.	Aman Paddy	15 <sup>th</sup> Sept.	5.	Other Rabi Crops	15 <sup>th</sup> February
3.	Boro Paddy	15 <sup>th</sup> February	6.	Fruit Plants	15 <sup>th</sup> Sept.

2.13 Periodical verification of the Agri. Main Store should also be done as per format by the officer to be entrusted by the SA/DDA.

2.14 ASO/ Verifying Officer should tally the closing balance at the personal ledger of Agri. Main Store as well as in the ledger of Sub-Seed Store in respect of annual verification.

2.15 In the Irshal Book, Cashier should indicate the amount deposited to the Treasury showing Challan Number & Date.

2.16 Asst. Director / Agriculture Officer posted in the Office of the SA should be held responsible for monitoring of adjustments of TC bills and thereby incurring plan expenditure in each month. All concerned SA should entrust the responsibilities to the concerned officer in writing. The SA may be careful before drawing the salaries of the officers posted under his control and ensure that the entrusted works are done properly and timely.

**CHAPTER-III**  
**District Main Store**

- 3.1 At the District Store Level, following registers/documents should be maintained.
- i. Day Book register
  - ii. Input wise Stock Book Register (Separately for Seed, Fertilizer, PPC, Machinery etc.)
  - iii. Agri. Main Store wise ledger
- 3.2 Format for Day Book should be as follows:-

Receipt Side				Dispatch Side						
Date	Challan No.	Quantity Received	Stock Book page	Date	Commodity	Quantity	No. of Bag	Challan No.	To whom sent	Vehicle No.
1	2	3	4	5	6	7	8	9	10	11

- 3.3 Agri. Main Store-wise ledger should be maintained as per format as below:

Date	Challan No.	Quantity	Total Stock	Balance Stock
1	2	3	4	5

- 3.4 While dispatching any material from the District Store to the Agri. Main Store, Challan should be issued in quadruplicate as per format given in **Annexure-V**. First copy (Yellow Colour) of the Challan should retain with the Carrying Contractor, Second copy (Pink Colour) should retain with the Consignee (i.e. In-Charge Agri. Main Store or I/c Sub-Seed Store, whatever the case may be), and the third copy (Green Colour) should retain with the Consigner ( i.e. In-Charge, District Agri. Main Store or I/c, Agri. Main Store) and the fourth copy (White Colour) after receipt of the materials by the consignee should be returned to Head of Office ( DDA or SA, whatever the case may be) for record.
- 3.5 The Agri. Main Store In-Charge should reconcile about stock of inputs with the District Main Store In-Charge periodically.
- 3.6 To enable issuance of certificate for getting transport subsidy from the Government of India particularly for chemical fertilizers, 1 (One) register should be maintained at the District Store Level.
- 3.7 Carrying contractor should be given target for lifting of materials as per ceiling of the Transport Department.

**ANNEXURE-****Format for  
Sale Register for Cash Sale**

Sl No.	Name of cultivator	Date	Name of inputs (Seed/Fertilizer/PPC/any other, pl. specify)	Quantity sold (in Kg/lit.)	Rate per Kg/ lit (Rs.)	Amount (Rs.)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
<b>TOTAL</b>						

**Synopsis**

Date	Name of inputs (Seed/Fertilizer/PPC/any other, pl. specify)	Total Quantity sold (in kg)	Rate per Kg/ lit (Rs.)	Amount (in Rs)
<b>GRAND TOTAL</b>				

**ANNEXURE-II**

**Format for**

**Input Distribution Register ( under Schematic programme)**

Date:- \_\_\_\_\_

Season: \_\_\_\_\_

Sl No	Name of Scheme	Name of Demonstration	Ref. of APR		Quantity of inputs distributed (in kg)						
			Book No.	Page No.	Urea	SSP	MOP	Zinc Sulphate	Lime		
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											
11.											
12.											
GRAND TOTAL											

**Synopsis**

Date	Name of inputs (Seed/Fertilizer/PPC/any other, pl. specify)	Total Quantity sold (in kg)	Rate per Kg/ lit (Rs.)	Amount (in Rs)
			<b>GRAND TOTAL</b>	

**ANNEXURE-III**

(Original (Yellow colour)/  
Duplicate (Pink Colour)/  
Triplicate (Green Colour) /  
Quadruplicate (White Colour))

**FORMAT FOR APR BOOK**

**For Distribution of different Agri Inputs during 1<sup>st</sup> Kharif/ 2<sup>nd</sup> Kharif /Rabi  
For the year \_\_\_\_\_**

Name of Scheme: \_\_\_\_\_

Name of Demonstration:- \_\_\_\_\_

Name of Inputs:- \_\_\_\_\_ Name of Agri Sub-Division \_\_\_\_\_

Sl No	Name of cultivator	Name of GP/ VC	Area of demonstration (in ha)	Date of distribution	Quantity of inputs distributed (in kg)				Signature/ Thumb impression of the cultivator
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									
14.									



**ANNEXURE-IV**

<b><u>Format for</u></b>	
<b><u>CASH RECEIPT</u></b>	
Government of Tripura <u>Directorate of Agriculture</u>	
Book No.....	Receipt No.....
Received from ..... the sum of	
Rs.....	(Rupees.....
.....)	in cash on account of
.....	
Date.....	Signature.....
	Designation.....

**ANNEXURE-V**(Original (Yellow colour)/ Duplicate (Pink Colour)/  
Triplicate (Green Colour) / Quadruplicate (White Colour)**GOVERNMENT OF TRIPURA  
DEPARTMENT OF AGRICULTURE****Challan of Articles in Transit****Book No.....****Challan No.....**

To.

..... (Consignee)

Sent through.....

Order No.....

Date of Issue	Description of articles	Quantity		Nos. of bags/ container	Rate	Value		Remarks
		Gross	Net			Rs.	P	
<b>TOTAL</b>								

Received the above mentioned articles in good condition as per weight in challan.

.....  
Signature in full of the recipient/ carrying  
Contractor/Departmental/ staff.....  
Signature of the Officer issued the  
stock with designation seal date etc.

Received the above mentioned articles in good condition as per details below			
Quantity		Reference of the Stock Book page No. where entered	Shortage quantity on the issue quantity, if any
Gross	Net		

.....  
Signature of Carrying Contractor/  
Departmental staff.....  
Signature of the recipient  
(Seal, date etc)**Copy to:**

1. Carrying Agent's copy (1<sup>st</sup> copy, Yellow Colour)
2. Consignee's copy (2<sup>nd</sup> Copy (Pink Colour)
3. Consigner's copy (3<sup>rd</sup> Copy (Green Colour) and
4. Head of Office copy (4<sup>th</sup> Copy (White Colour) after receipt of the articles by the consignee)

P.1

<b>Abbreviation Used</b>		
1.	DDA	Deputy Director of Agriculture
2.	SA	Superintendent of Agriculture
3.	ASO	Agriculture Sector Officer
4.	VLW	Village Level Worker
5.	AA	Agri. Assistant
6.	CR	Cash Receipt
7.	APR	Actual Payee Receipt
8.	GP	Gram Panchayat
9.	VC	Village Council
10.	I/c	In-charge
11.	TC bill	Transfer Credit bill
12.	ha	Hectare

XXXXXXXXXXXXXXXXXX