

FORM 13  
**TOOLS AND PLANT RECEIVED SHEET**  
*(Referred to in paragraph 7.3.4)*

Division .....

Sub-Division.....

Sl.No	Date	Invoice R.R. No.	Purchase/Supply order or Indent		Source of Receipt	* Name of Article	Quantity	Unit	Rate	Amount	Incidental Charges
			No.	Date							
1	2	3	4A	4B	5	6	7	8	9	10	11
									Rs.	Rs.	Rs.

Amount including Incidental Charges	Tools and Plant Ledger Folio	Reference to payment voucher or adjustment of debit		Remarks including Results of test check by Superior Officers
		No.	Date	
12	13	14A	14B	15
Rs.				

\* The articles to be entered in column 6 should be grouped by the prescribed Sub-Head of classification, *vide* paragraph 7.3.7

- The entries in respect of receipt back of articles lent or sent out (*vide* paragraph 7.3.3) should be distinguished from others by quoting reference to the original entries in the Tools and Plant Indent in Col.15.

**Divisional/Sub-Divisional Officer**