

(2) For the returns, etc., due with the dates of submissions, see Appendix II in the appendices to the Stamp Manual.

APPENDIX—I.

<i>Serial number.</i>	<i>Number of stamp form.</i>	<i>Description of form.</i>	<i>Group and number in the Stationary Manual.</i>
(1)	(2)	(3)	(4)
1	I	Stock account of impressed labels.	R.F. XXXVI B--175
2	II	Register of unexecuted documents received from Collectors or the District Revenue Officers or other Officers for impressed labels being affixed thereto.	R.F. XXXVI B--176
3	III	Register of documents executed out of Indian Union received from Collectors or the District Revenue Officers for impressed labels being affixed thereto.	R.F. XXXVI B--171
4	IV	Register of documents received from Collectors or the District Revenue Officers for impressed labels being affixed thereto in lieu of spoiled stamps received by them from parties.	R.F. XXXIV B--151
5	V	Register of cash received on account of stamps sold or impressed labels affixed to documents presented by private parties.	R.F. XX X--5
6	VI	Register of instruments impressed with a stamp duty of ten paise.	R.F. XXXVI B--152
7	VII	Deleted. (B.P. Rt. 1356, 17--3--1937)	
8	VIII	Stamp account of Superintendent of Stamps, Madras for the month of 19 .	R.F. XXXVI B--119
9	IX	Form of reconciliation of departmental and treasury figures as regards receipts and charges on account of stamps.	R.F. XXXVI B--117
10	X	Statement showing the amount received on account of skeleton forms impressed with ten paise stamps and the value of such stamps impressed in lieu of damaged stamps received during the month of 19	R.F. XXXVI B--178

<i>Serial number.</i>	<i>Number of stamp form.</i>	<i>Description of form.</i>	<i>Group and number in the Stationary Manual.</i>
(1)	(2)	(3)	(4)
11	XI	Detailed statement showing the working of the forecast of General or Non-Judicial and Court-fee stamps required for the local depots in the State.	R.F. XXXVI B--121
12	XII	Register of documents on which impressed labels are affixed.	R.F. XXX--
13	XIII	Receipt to be furnished on transfer of charge by the Superintendent of Stamps or the Treasury Officer.	R.F. XXX--74
14	XIV	Memorandum or application to affix impressed labels to documents.	R.F. XXX--41
15	XV	Stock register of stamps	R.F. XXX--7 (a) to (g), 8, 11, 11 (a) and 11 (b).
16	XVI	District posting register of stamps	R.F. XXX--50 (a), 51 (a) and 54 (a).
17	XVII	Combined posting and stock register of stamps taken out of the double lock stock account for issue to Sub-Treasuries during the month of 19 .	R.F. XXX--44 and 45
18	XVIII	Register of spoiled and unused stamps received by Treasury Officers for destruction, their value having been refunded or other stamps granted in lieu thereof.	R.F. XXX--72
19	XIX	Register of stamps found damaged in stocks and Non-judicial and Court-fee stamps and unused copy stamps declared unfit for reissue received by the Treasury Officer for destruction during the month of 19 .	R.F. XXX--73
20	XX	Certificate of destruction of stamps.	R.F. XXX--25
21	XXI	Register of applications received from parties for impressed labels being affixed to documents presented by them in the district of.	R.F. XXX--75

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<i>Serial number.</i>	<i>Number of stamp form.</i>	<i>Description of form.</i>	<i>Group and number in the Stationery Manual</i>
(1)	(2)	(3)	(4)
22	XXII	Abstract of stamp revenue and expenditure in the district for the official year 19 .	R.F. XXX--76
23	XXIII	Register of certificates for refund of stamp duty received and disposed of during the year 19 in the district of.	R.F. XXX--77
24	XXIV	Register of daily sales of stamps by ex-officio vendors.	R.F. XXX--13 (a)--(g), 15 (a) and (b), 17 (a), (b) and (c).
25	XXIV-A	Printed heading slips of the register of daily sales of stamps, stamped papers, etc.	R.F. XXX--18
26	XXV	Stock account of receipt of stamps and stamped papers.	R.F. XXX--19, 19(a)
27	XXVI	Abstract of daily sales of stamps and stamped papers.	R.F. XXX--20, 20(a)
28	XXVII	Abstract of daily receipt of Non-judicial stamped papers during 19 .	R.F. XXX--21
29	XXVII-A	Statement showing the opening and closing balances, receipts, issues and requirements of Postage stamps for the month of 19 .	R.F. XXX--78
30	XXVIII	Statement showing the receipts, sales and balances on hand of empty dealwood boxes for the month of 19 .	R.F. XXX--23
31	XXIX	Statement showing the abstract of receipts and charges on account of stamps for the year ending 31st March.	R.F. XXX--79
32	XXX	Statement showing the details under receipts on account of judicial stamps for the year ending 31st March 19 .	R.F. XXX--80
33	XXXI	Statement showing the details under receipts on account of Non-judicial stamps for the year ending 31st March 19 .	R.F. XXX--81

<i>Serial number.</i>	<i>Number of stamp form.</i>	<i>Description of form.</i>	<i>Group and number in the Stationery Manual.</i>
(1)	(2)	(3)	(4)
34	XXXII	Statement showing the arrangements made for the vend of stamps during the year ending 31st March 19 .	R.F. XXX--82
35	XXXIII	Statement of insufficiently stamped or unstamped instruments on which duty and penalty were levied by Civil Courts and Collectors of the District Revenue Officers during the year ending 31st March 19 .	R.F. XXX--83
36	XXXIV	Statement of stamp prosecutions and results during the year ending 31st March 19 .	R.F. XXX--84
37	XXXV	Statement showing the results of action taken by the Collector or the District Revenue Officer to test the valuation of estates for which applications for probates and letters of administration were put in during the year ending 31st March 19 .	R.F. XXX--85
38	XXXVI	Applications for refund of value of or renewal of spoiled, etc. stamps.	R.F. XXX--24
39	XXXVII	Abstract of receipts and charges on account of Non-judicial and Judicial stamps in the local depot at including the transactions of the subordinate branch depots for the month of 19 .	R.F. XXX--6
40	XXXVIII	Statement of discount allowed to licensed vendors on the purchase of stamps from the local depot at/branch depot at for the month of.	R.F. XXX--29 and 30 (a)
41	XXXIX	Plus and minus memorandum of stamps.	R.F. XXX--30
42	XL	Indents of local depots on the Central Stamps Stores for stamps.	R.F. XXX--31 and (a)

<i>Serial number.</i>	<i>Number of stamp form.</i>	<i>Description of form.</i>	<i>Group and number in the Stationery Manual.</i>
(1)	(2)	(3)	(4)
43	XLI	Report of examination of stamps remaining with the treasurer by the Treasury Officer for the month of 19 .	R.F. XXX--33
44	XLII	Deleted (B.P. Rt. 1356, 17th March 1937).	
45	XLIII	Memorandum of stamped papers and adhesive stamps required for issue in the treasury of.	P.F. XXX--34
46	XLIV	Abstract of stamps received and sold for the month of 19 . by vendor.	R.F. XXX--35
47	XLV	Monthly account of receipts, sales and stock of stamps in the depot at submitted by the Sub-Treasury Officer.	R.F. XXX--91
48	XLVI	Indent for stamps required for the Branch depot of.	R.F. XXX--38
49	XLVII	Sub-Treasury stamp account ..	R.F. XXXII--26
50	XLVIII	Statement showing the progress made in the collection of the balance of stamp duty awarded to Government in pauper suits for the half year ending 19 .	R.F. XXX--29
51	XLIX	Application for sanction for the refund of the value of spoiled Non-judicial/unused Court-fee stamps submitted by the of	R.F. XXX--40
52	L	Certificate and advice for refund of value of Court-fee stamps affixed to documents in excess of legal requirements.	R.F. XXX--87
53	LI	Register showing the cost of stamp consignments received by treasuries from Nasik and the freight charges incurred therefor.	R.F. XXX--88
54	LII	Registers relating to the disposal of unused copy stamp papers.	R.F. XXX--89

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<i>Serial number.</i>	<i>Number of stamp form.</i>	<i>Description of form.</i>	<i>Group and number in the Stationery Manual.</i>
(1)	(2)	(3)	(4)
55	LIII	Control of expenditure—A extract to be used by Collectors of districts or the District Revenue Officers or Treasury Officers and the Sub-Treasury Officers, Madras.	R.F. XXX-90 and 90 (a).
56	LIV	Control of expenditure—B extract to be used by the Superintendent of Stamps.	R.F. XXXVI B-179-A
57	LV	Control of expenditure—B return—to be used by the Superintendent of stamps and the Board of Revenue (Land Revenue) (B.P. Mis. 84-R. 28th March 1933).	R.F. XXVI B-179
58	LVI	Register showing the levy of transfer duty on instruments which are not compulsorily registrable but impounded by the Collectors under the Stamp Act under sections 31, 33, 38 and 41 of the Act.	R.F. XXX-92 (G.O. No. 2470, Revenue, dated 20th September 1949).
59	LVII	Statement showing the refund of transfer of duty on instruments made during the quarter ending	R.F. XXX-93

APPENDIX II

APPENDIX

Returns to be forwarded by the Superintendent of Stamps, the Collectors or the District Revenue Officers, Treasury Officers and the Licensed and Ex-Officio Vendors, etc.

<i>Whether the statements are monthly, quarterly, half-yearly or annual.</i>	<i>Number of the form.</i>	<i>Description of the Statement.</i>	<i>By whom to be sent.</i>	<i>To whom to be sent.</i>	<i>Date on which the return is due.</i>	<i>Remarks.</i>
Monthly	(2)	(3) Stamp account of the Superintendent of Stamps, Madras, for the month of 19	(4) Superintendent of Stamps.	(5) Accountant-General, Madras.	(6) 15th of every month.	(7)
Do.	X	Statement showing the amount received on account of skeleton forms impressed with ten paise stamps and the value of such stamps impressed in lieu of damaged stamps received during the month of 19	Do.	Do.	10th of every month.
Do.	XXXVIII	Statement showing the receipts, sales and balances on hand of empty dealwood boxes for the month of 19	Treasury Officer.	Superintendent of stamps.	1st week of each month.
Annual	XI	Detailed statement showing the working of forecast of General or Non-Judicial and Court-fee stamps required for the local depots in the State.	Superintendent of Stamps.	Controller of Stamps, Nasik.	15th June of each month.

Do.	XXIX	Statement showing the abstract of receipts and charges on account of stamps for the year ending 31st March 19 .	Superintendent of Stamps.	Board of Revenue.	31st August with the Administration Report.	Government of India, Letter B. P. No. 48/642, P.Mis., 14th March 1902, Particulars of receipts, sales, etc., should be given for each description of stamps.
Do.	XXX	Statement showing the details under receipts on account of Judicial stamps for the year ending 31st March 19 .	Do.	Do.	Do.	Do.
Do.	XXXI	Statement showing the details under receipts on account of non-judicial stamps for the year ending 31st March 19 .	Do.	Do.	Do.	Do.
Do.	XXXII	Statement showing the arrangements made for the vend of stamps during the year ending March 19 .	Do.	Do.	Do.	Do.
Do.	XXXIII	Statement of insufficiently stamped or unstamped instruments on which duty and penalty were levied by Civil Courts and Collectors or the D.R.Os. during the year ending 31st March 19 .	Do.	Do.	Do.	Do.
Do.	XXXIV	Statement of stamp prosecutions and results during the year ending 31st March 19 .	Do.	Do.	Do.	Do.

APPENDIX II—cont.

Returns to be forwarded by the Superintendent of Stamps, the Collectors or the District Revenue Officers, Treasury Officers and the Licensed and Ex-Officio Vendors, etc.—cont.

<i>Whether the statements are monthly, quarterly, half-yearly or annual.</i>	<i>Description of the statement.</i>	<i>By whom to be sent.</i>	<i>To whom to be sent.</i>	<i>Date on which the return is due.</i>	<i>Remarks.</i>
(1) (2)	(3)	(4)	(5)	(6)	(7)
Annual.	Statement showing the results of the action taken by the Collectors or the District Revenue Officers to test the valuation of estates for which application for probate and letters of administration were put in during the year ending 31st March 19	Superintendent of Stamps.	Board of Revenue.	31st August with the Administration Report.	Government of India, Letter B. P. No. 48/642, R. Mis. 14th March 1902. Particulars of receipts, sales, etc. should be given for each description of stamps.
Occasional	Receipt to be furnished on transfer of charge by the Superintendent of Stamps or the Collectors or D.R.Os. on the Treasury Officers.	Superintendent of Stamps, Collectors or the D.R.Os. or the Treasury Officers.	Board of Revenue.	Whenever the Superintendent of Stamps, the Collector or the D.R.O. or the Treasury Officers vacates his office temporarily or permanently.	Wide S.Os. 10 and 28 of the Manual.
Monthly	Abstract of receipts and charges on account of non-judicial stamps in the local depot at	Treasury Officer.	Superintendent of Stamps.	12th of every month.	Separate statement should be prepared for non-judicial

Stamps, Court-fee Stamps, Postage stamps, Central excise duty label, etc.

(*Vide* rule 34 of the Government of India Rules of the supply and Distribution of Stamps revised up to 31st March 1961.)
For judicial and Non-judicial stamps only.

Vide rule 35 of the Government of India Rules for the supply and Distribution of Stamps revised up to 31st March 1961.

Vide rule 49(5) of the Rules for the supply and Distribution of Stamps as in force in the State of Tamil Nadu issued in B.P. Ms. 1619, dated 28th December 1959.

Vide S.C. 8 of the Manual.

including the transactions of the subordinate for the month of 19

Monthly XXXVIII Statement of discount allowed to licensed vendors on the purchase of stamps from the local branch depot.
Treasury Officer and Sub-Treasury officer.

Superintendent of Stamps and Treasury Officer.

10th of April and 1st week of every other month.

Accountant-General and Superintendent of Stamps, Madras.

10th of April and 6th of every other month.

Accountant-General, Madras.

10th of April and 6th of every other month.

XX Certificate of destruction of spoiled, etc., stamps.
Treasury Officer and Superintendent of Stamps.

Accountant-General, Madras.

10th of April and 6th of every other month.

Do. Report of examination of stamps remaining with the Treasurer by the Treasury Officer for the month of 19

Treasury Officer.

1st of every month.

Director of Treasuries and Accounts, Madras.

APPENDIX II—contd.

Returns to be forwarded by the Superintendent of Stamps, the Collectors or the District Revenue Officers, Treasury Officers and the Licensed and Ex-Officio Vendors, etc.—cont.

Whether the statements are monthly, quarterly, half-yearly or annual.	Number of the forms.	Description of the Statement.	By whom to be sent.	To whom to be sent.	Date on which the return is due.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Monthly.	XLIII	Memorandum of stamped papers and adhesive stamps required for issue in the treasury of.	Treasurer.	Treasury Officer.	1st of every month or often if necessary.	..
Do.	XLIV	Abstract of stamps received and sold for the month of 19 by vendor.	Ex-Officio stamp-vendors and other vendors who have received stamps without payment.	Do.	Beginning of each month.	Vide S.O. 77 (1) (ii) and 77 (2) (viii) of the Manual.
Do.	XLV	Monthly account of receipts sales and stock of stamps in the depot as submitted by the Sub-Treasury Officer.	Ex-Officio vendors.	Do.	Beginning of each month.	Board's Proceeding No. 112, 14th March 1886 and No. 366, 3rd December 1898, ..
Do.	XLVI	Indent for stamps required for the branch depots.	Officer-in charge of the Branch Depot.	Do.	Not later than the end of the previous month.	..

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Do.	Sub-Treasury Stamp account.	Sub-Treasury Do.	At the end of the month.
XLVII	Statement showing the progress made in the Collection of the balance of stamp duty awarded to Government in pauper suits for the half-year ending September/March.	Collector or District Revenue Officer.	Not later than the end of the following month. Board's Proceeding No. 109, 5th April 1898, <i>vide</i> S.Os. 107 and 113 of the Manual.
Half-yearly.			
Occasional	Application for sanction for the refund of the value of spoiled Non-judicial/unused Court-fee stamps.	Do.	When there is need. <i>Vide</i> S.O. 92, Chapter VIII of the Manual.
XL	Indents of local depots in the State on the Central Stamp Store, Nasik, for stamps.	Treasury Officer.	*On dates specified in the remarks column.
Four monthly/Annual.		Controller of Stamps, Nasik, through the Superintendent of Stamps.	
Occasional	Memorandum of application to affix impressed labels to documents.	By Parties.	Whenever required. <i>Vide</i> S.O. 25 of the Manual.
XLIV		Superintendent of Stamps, Collectors or the D.R.Os.	
Do.	Certificate and advice for refund of value of Court-fee stamps affixed to documents in excess of legal requirements.	Officer sanctioning the refund.	Do. <i>Vide</i> S.Os. 83 (3) and 96(2) of the Manual.
L		Certificate to party and advice to Treasury Officer.	

APPENDIX II—contd.

Returns to be forwarded by the Superintendent of Stamps, the Collectors or the District Revenue Officer, Treasury Officers and the Licensed and Ev-Oficio Vendors, etc.—contd.

<i>Whether statements are monthly, quarterly, half-yearly or annual.</i>	<i>Number of the form.</i>	<i>Description of the Statement.</i>	<i>By whom to be sent.</i>	<i>To whom to be sent.</i>	<i>Date on which the return is due.</i>	<i>Remarks.</i>
(1) Quarterly	(2)	(3) LVI Register showing the levy of duty on instruments which are not compulsorily registrable but impounded by the Collectors or the District Revenue Officers under the Indian Stamp Act under sections 31, 33, 38 and 41 of the Act.	(4) Collectors of stamps.	(5) Concerned Registrar of assurances.	(6) One month after the end of the quarter.	(7) G.O. No. 1534, L.A. dated 10th August 1948.
Do.	LVII	Statement showing the refund of transfer duty on instrument made during the quarter ending.	Do.	Do.	Do.	Do.
* Indent.						
Date due with Superintendent of Stamps.						
Date due with Controller.						
1. Annual indent December, November and four monthly indent December—March						
31st July.						
2. Four-monthly indent April-July.						
10th November.						
3. Four-monthly indent August—November.						
10th March.						
(G.O. Ms. No. 2706, Revenue, dated 1st July 1961.)						
(G.O. Ms. No. 944, Revenue, dated 7th March 1961.)						
30th November.						
31st March.						

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(Note.—This index has been compiled solely for the purpose of assisting references. No expression used in it should be considered in any way as interpreting the rules.)

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