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6

GOVERNMENT PRESS

**Catalogue of  
Standard Government  
Forms and Books**

**MAY, 2011**

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## C.R.B. STORES

## FREE ISSUES ACCOUNTABLE DOCUMENTS

<i>Item No.</i>	<i>Description</i>	<i>Quantity</i>	<i>Price (Kshs.)</i>
1.	Official Receipt (F.O. 6) .....	1	55.00
2.	Local Purchase Order (S.20) .....	1	145.00
3.	Local Service Order (S.20A) .....	1	145.00
4.	Miscellaneous Receipts for County Council .....	1	55.00
5.	Imprest warrant (F024).....	1	220.00
6.	Land Fee Receipt .....	1	145.00
7.	Issue and Receipt Voucher (S.12) .....	1	300.00
8.	Counter Requisition and Issue Voucher (S11).....	1	145.00
9.	Counter Receipt Voucher (S.13) .....	1	145.00
10.	Petrol, Oils and Lubricants Requisition Receipt and Issue Voucher (S.15). 1	1	110.00
11.	Court Fees Receipt .....	1	110.00
12.	Court Fine Receipt .....	1	110.00
13.	K.G. Road Travel Warrant .....	1	180.00
14.	Railway Warrant .....	1	180.00
15.	Road Transport Requisition .....	1	180.00
16.	Cycle Registration Receipt for County Council .....	1	70.00
17.	Application for Medical Treatment (G.P.68A) .....	1	180.00
18.	Miscellaneous Occupation (B5) .....	1	180.00
19.	Liquor Licence (G.P. 152) .....	1	180.00
20.	Temporary Liquor Licence (G.P. 153) .....	1	180.00
21.	Temporary Extension Liquor Licence (G.P. 154) .....	1	180.00
22.	Liquor Licence Assurance (G.P. 155) .....	1	180.00
23.	Prisoner Property Receipt .....	1	145.00
24.	Deposit Account Receipt .....	1	70.00
25.	Cash Bail Receipt .....	1	95.00
26.	Forest Cash Sale .....	1	180.00
27.	Caterers Licence Receipt (B2) .....	1	300.00
28.	Licence to Store Petroleum Underground .....	1	220.00
29.	Motor Vehicle Repairer's Licence (B3) .....	1	145.00
30.	Application for Vehicle Inspection .....	1	145.00
31.	Detail Order (G.P. 208) .....	1	55.00
32.	Monthly Fuel .....	1	70.00
33.	Traders Loan Scheme .....	1	55.00
34.	Certificate of Boat Registration .....	1	55.00
35.	Brokers Licence .....	1	145.00

C.R.B. STORES

## FREE ISSUES ACCOUNTABLE DOCUMENTS

<i>Item No.</i>	<i>Description</i>	<i>Quantity</i>	<i>Price (Kshs.)</i>
36.	Auctioneers Licence (Form A) .....	1	70.00
37.	Auctioneers Licence (Form B) .....	1	70.00
38.	Stock Traders Licence (Half – Yearly) .....	1	70.00
39.	Stock Traders Licence (Yearly) .....	1	55.00
40.	Stock Traders Cards (Half – Yearly) .....	1	40.00
41.	Stock Traders Cards (Yearly) .....	1	40.00
42.	Prisoners Deposit Receipt .....	1	145.00
43.	Hotel Tax Returns .....	1	1,200.00
44.	Licence to Sell Methylated Spirit .....	1	180.00
45.	Fisherman’s Licence (Lake Victoria) .....	1	70.00
46.	Land Adjudication Fees Receipt .....	1	70.00
47.	Air Travel and Movement Requisition Order .....	1	180.00
48.	Fisherman’s Licence Form II (Lake Victoria) .....	1	55.0
49.	Conservancy Fees .....	1	70.00
50.	Licence to Stores Petroleum (not in bulk) .....	1	145.00
51.	Survey of Kenya Receipt .....	1	180.00
52.	Licence to Store Petroleum in an Installation .....	1	145.00
53.	Stage Play .....	1	145.00
54.	Property Receipt .....	1	145.00
55.	Licence to Transport Petroleum by Road .....	1	180.00
56.	Application for Change of Particulars in I/D Cards .....	1	300.00
57.	Health Care Services Receipts .....	1	80.00
58.	Prescription Form (MOII 501) .....	1	55.00
59.	Labour Deposits Receipt .....	1	180.00
60.	F.O. 91 – Authority to Incur Expenditure .....	1	180.00
61.	Regulated Trade Licence .....	1	145.00

S.F.F. STORES

## FOR SALE

<i>Item No.</i>	<i>Code No.</i>	<i>Description</i>	<i>Quantity</i>	<i>Price (Kshs.)</i>
1.	PSC. 3	Recommendation for Filling Vacancies by Promotion .....	1,000	1,200.00
2.	PSC. 4	Recommendation for Filling Vacancies by Appointment ...	1,000	1,200.00
3.	H.C. 1	Claim for House Allowance .....	1,000	2,000.00
4.	H.C. 2	Request for Valuation of Owner –Occupied House .....	1,000	1,200.00
5.	G.P. 5	Indent Book (Form P) .....	1	120.00
6.	G.P. 18	History Sheet .....	1,000	2,000.00
7.	G.P.18A	History Sheet for Non-Pensionable Officers .....	1,000	2,000.00
8.	G.P. 19	Minute Sheet .....	1,000	1,200.00
9.	G.P. 21	Confidential Report Form (Annual) .....	1,000	495.00
10.	G.P. 24	Letter of Appointment on Permanent, Probation .....	1,000	550.00
11.	G.P.24A	Letter of Temporary Appointment Form .....	1,000	600.00
12.	G.P. 25	Next – of – Kin .....	1,000	300.00
13.	G.P. 26	Transport Work Ticket .....	1	260.00
14.	G.P. 27	Provincial Monthly Return of Vehicle .....	1,000	1,200.00
15.	G.P. 28	Headquarters Monthly Return of Vehicle .....	1,000	1,200.00
16.	G.P.28A	Consolidated Monthly Vehicle Return .....	1,000	2,000.00
17.	G.P. 30	Agreement for Advance of Bicycle .....	1,000	550.00
18.	G.P. 31	Certificate of Service .....	1,000	600.00
19.	G.P. 33	Pay Change Advice .....	1,000	1,200.00
20.	G.P. 34	Compliment Control Card .....	1,000	600.00
21.	G.P.34A	Grade/Scale Card (3 Colours) .....	1,000	2,400.00
22.	G.P. 40	Trade Licence Forms .....	1,000	2,000.00
23.	G.P. 44	Reminder Form .....	1,000	600.00
24.	G.P. 45	Acknowledgement Form .....	1,000	600.00
25.	G.P. 50	Correspondence Register (Inward) .....	1	2,160.00
26.	G.P. 51	Inward Registered Articles Books .....	1	250.00
27.	G.P.51A	Outward Registered Articles Books 1221.....	1	250.00
28.	G.P. 53	Master Roll .....	1	375.00
29.	G.P. 54	Messenger/Delivery Book .....	1	90.00

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## FOR SALE

<i>Item No.</i>	<i>Code No.</i>	<i>Description</i>	<i>Quantity</i>	<i>Price (Kshs.)</i>
30.	G.P. 55	Motor Log Book .....	1	75.00
31.	G.P.55A	Motor Vehicle Register .....	1	360.00
32.	G.P. 57	Hire Purchase Proposal Form .....	1,000	2,000.00
33.	G.P. 59	Third P.N. and Forwarding Memo .....	1,000	1,200.00
34.	G.P. 64	Issue Note Book .....	1	120.00
35.	G.P. 68	Sick Sheet .....	1,000	1,200.00
36.	G.P. 69	Certificate of Medical Examination .....	1,000	600.00
37.	G.P.83A	Annual Confidential Report .....	1,000	1,200.00
38.	G.P. 87	Fire Arms Register Book .....	1	360.00
39.	G.P. 88	Quarterly Return for Fire Arms .....	1 Pad	450.00
40.	G.P. 89	Fire Arms Issue Note .....	1 Pad	350.00
41.	G.P.106	Male Staff Recruitment .....	1,000	2,000.00
42.	G.P.106A	Female Staff Recruitment .....	1,000	2,000.00
43.	G.P.110	Variation of Terms of Agreement .....	1,000	1,200.00
44.	G.P.128	Application for Bicycles Advance .....	1,000	1,200.00
45.	G.P.129	Approval of Bicycle Advance .....	1,000	600.00
46.	G.P.130	Agreement for Advance to Purchase Bicycle .....	1,000	1,200.00
47.	G.P.136	Application for Birth/Marriage/Death Certificate .....	1,000	1,200.00
48.	G.P138A	Application for Registration of Unregistered (Late( Birth .....	1,000	1,200.00
49.	G.P138B	Questionnaire Form .....	1,000	1,200.00
50.	G.P.140	Monthly Return of Marriage .....	1,000	2,000.00
51.	G.P.143	Application for a Special Licence .....	1,000	1,200.00
52.	G.P.144	Marriage Declaration .....	1,000	1,200.00
53.	G.P.146	Marriage Affidavit .....	1,000	1,200.00
54.	G.P.147	Application for Grant or Renewal of a Liquor Licence .....	1,000	1,200.00
55.	G.P.148	Application for Transfer or Renewal of a Liquor Licence .....	1,000	1,200.00
56.	G.P.149	Application for Temporary Liquor Licence .....	1,000	1,200.00
57.	G.P.164	Application for a Licence or Renewal of a Licence to Deal in Scrap Metal .....	1,000	1,200.00

S.F.F. STORES

## FOR SALE

<i>Item No.</i>	<i>Code No.</i>	<i>Description</i>	<i>Quantity</i>	<i>Price (Kshs.)</i>
58.	G.P.178	Claim for Retirement Pension, Marriage or Death Gratuity ....	1,000	4,200.00
59.	G.P.179	Claim for Compassionate Gratuity or Annual Allowance .....	1,000	2,000.00
60.	G.P.181A	File Movement Card .....	100	1,240.00
61.	G.P.188	Vehicle Repair Book .....	1	360.00
62.	G.P.190	Record of Pensionable Service .....	1,000	1,200.00
63.	G.P.210	Widows and Children's Pensions Scheme (Newly Appointed) ...	1,000	1,200.00
64.	G.P.211	Widows and Children Statement of Particulars .....	1,000	1,200.00
65.	G.P.212	Widows and Children's Declaration by Contributor .....	1,000	1,200.00
66.	G.P.213	Widows and Children's Recovery of Contribution Form .....	1,000	1,200.00
67.	G.P.214	Widows and Children's Election by the Contributor .....	1,000	1,200.00
68.	G.P.215	Widows and Children's Certificate of Bachelorhood .....	1,000	1,200.00
69.	G.P.216	Joint Services Signal Forms .....	1,000	1,200.00
70.	G.P.220	Trade Development Joint Loans Application Forms .....	1,000	2,000.00
71.	G.P.223	Application to Sit for an Examination .....	1,000	1,200.00
72.	G.P.228	W.D.D. 7 Meter Reading Books .....	1	240.00
73.	G.P.229	W.D.D. 8 Water Supply Consumer's Ledger .....	1	540.00
74.	G.P.230	W.D.D. 9 Water Supply Bills .....	1	145.00
75.	G.P.231	W.D.D. 12 Cut – Off Notice .....	1,000	1,200.00
76.	G.P.232	W.D.D. 15 Return of Arrears of Revenue .....	1,000	2,000.00
77.	G.P.233	W.D.D. 54 Connection Deposit Ledger .....	1,000	930.00
78.	G.P.238	Private Interest Appendix "A" .....	1,000	1,200.00
79.	G.P.239	Private Interest Appendix "B" .....	1,000	2,000.00
80.	G.P.246	Internal Memo .....	1,000	1,200.00
81.	G.P.247A	Staff Appraisal Forms (Job Group H and Above) .....	1	25.00
82.	G.P.247B	Staff Appraisal Forms (Job Group G and Below) .....	1	25.00
83.	G.P.248	Last Pay Certificate .....	1,000	1,200.00
84.	G.P.249	Family Declaration Forms .....	1,000	1,200.00
85.	G.P.250	Leave Application Forms .....	1,000	1,200.00
86.	A.D.M.22	Administration Police Marching Order Book .....	1	75.00

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## FOR SALE

<i>Item No.</i>	<i>Code No.</i>	<i>Description</i>	<i>Quantity</i>	<i>Price (Kshs.)</i>
87.	A.D.M.25	Debit Note Bills .....	1,000	2,000.00
88.	A.D.M. 31	Licence to Hold, Convene, Organize and Form a Public Procession .....	1,000	1,200.00
89.	A.D.M. 31A	Licence to Hold, Convene, Organize and Form a Public Meeting .....	1,000	1,200.00
90.	A.D.M. 50	.....	1	75.00
91.	T.L. 1	Application for Grant or Renewal of Manufacturer's Licence ...	1,000	1,200.00
92.	T.L. 2	Application for Grant or Renewal of a Small Brewer's Licence ...	1,000	1,200.00
93.	T.L.3	Application for Grant or Renewal of a Retail Licence.....	1,000	1,200.00
94.	T.L. 4	Application for the Transfer or Removal of Traditional Liquor Licence .....	1,000	1,200.00
95.	T.L. 5	Application for Temporary Licence .....	1,000	600.00
96.	Pro Forma	Direct Payments (Notification of Changes) "F" Forms .....	1,000	2,000.00
97.	A1	Register of Birth .....	1,000	1,200.00
98.	A2	Register of Death .....	1	360.00
99.	A3	Registration of Deaths .....	1	360.00
100.	A4	Notification for Registration .....	1,000	600.00
101.		Permit of Burial .....	1	50.00
102.		Company 2 Data Sheet .....	1,000	2,000.00
103.		Company 3 Data Sheet .....	1,000	2,000.00
104.		Register of Telephones .....	1	360.00
105.		Message Pads .....	1	25.00
106.		Paper Flags (Wooden Handle).....	1	25.00
107.		Paper Flags (Plastic Handle) .....	1	95.00
108.	App. "E"	Official Secrets Act, 1968 (To be signed by Civil Servant Leaving the Service of the Government) .....	1,000	2,000.00
109.	App. "D"	Official Secrets Act (Cap.187) To be signed by Civil Servant on Appointment.....	1,000	1,200.00

S.F.F. STORES

## FOR SALE

<i>Item No.</i>	<i>Code No.</i>	<i>Description</i>	<i>Quantity</i>	<i>Price (Kshs.)</i>
110.	App. "G"	The Official Secrets Act, 1968 ( To be Signed by Persons Outside the Government Service on Ceasing to have Access to Classified Information) .....	1,000	2,000.00
111.	App "F"	Official Secrets Act, 1968 (To be Signed by Persons Outside Government Service) .....	1,000	1,200.00
112.	PSC. 5	Recommendation for an Acting Appointment to Exceed One Month Duration .....	1,000	1,200.00
113.	G.P. 139A	Application for Registration of a Late Death .....	1,000	1,200.00
114.	G.P. 184	File Title .....	1,000	1,200.00
115.		File Covers (Open).....	1	40.00
116.		Water Supply Operation Chart – Section 1 .....	1	300.00
117.		Water Supply Operation Chart – Section 2 .....	1	300.00
118.		Water Supply Operation Chart – Section 3.....	1	300.00
119.		Water Supply Operation Chart – Section 4.....	1	300.00
120.	M.O.W 400	Monthly Log Sheet .....	1,000	1,200.00
121.		Advance Monthly Recoveries Register .....	1	930.00
122.		Daily Firearms Issue Register .....	1	850.00



S.F.F. STORES

## FREE ISSUES – FORMS AND BOOKS

<i>Item No.</i>	<i>Code No.</i>	<i>Description</i>	<i>Quantity</i>	<i>Price (Kshs.)</i>
1.	PSC. 2	Application for Employment Forms .....	1,000	2,000.00
2.	PSC. 2A	Application for Employment Forms .....	1,000	1,200.00
3.	G.P. 7	Payment of Salaries, e.t.c Bank .....	1,000	200.00
4.	G.P. 65	Cash Analysis Book .....	1	90.00
5.	G.P. 186	Weekly Revenue Book .....	1	240.00
6.	G.P. 200	Posting Summary Voucher (Payment) .....	1,000	600.00
7.	G.P. 200A	Posting Summary Voucher (Receipts) .....	1,000	600.00
8.	G.P. 201	District Cash Reconciliation .....	1,000	1,200.00
9.	G.P. 202	Reconciliation of Imprest Accounts .....	1,000	1,200.00
10.	A.D.M. 25	Debit Note Billheads .....	1,000	1,200.00
11.	F.O. 1	Requisition to Incur Expenditure .....	1,000	975.00
12.	F.O. 3	Application to Inclusion of Inclusion Of Additional Provision .....	1,000	1,200.00
13.	F.O. 8	Receipt Batch Control Slip .....	1,000	600.00
14.	F.O. 9	Payment Batch Control Slip .....	1,000	600.00
15.	F.O. 10	Daily Posting/Cash Summary .....	1,000	1,200.00
16.	F.O. 11	Vote Book .....	1	360.00
17.	F.O. 12	Register of Cheques .....	1	240.00
18.	F.O. 13	Register of Counterfoil Receipts .....	1	240.00
19.	F.O. 13A	Counterfoil Receipt Book Register .....	1	240.00
20.	F.O. 17	Payment Voucher .....	1,000	1,200.00
21.	F.O. 18	Pay Sheet (Large) .....	1,000	2,000.00
22.	F.O. 20	Payment Voucher .....	1,000	1,200.00
23.	F.O. 21	Payment Voucher (Medical) .....	1,000	1,200.00
24.	F.O. 22	Claim for Mileage and Subsistence Allowance .....	1,000	1,200.00
25.	F.O. 25	Journal Voucher .....	1,000	1,200.00
26.	F.O. 26	Cash Book (Small) .....	1	1,440.00
27.	F.O. 26A	Duplicate Cash Book .....	1	420.00
28.	F.O. 30	Bank Reconciliation .....	1,000	1,200.00
29.	F.O. 40	General deposit ledger.....	1	420.00
30.	F.O. 51	Board of Survey Cash .....	1,000	1,200.00
31.	F.O. 55	Contract Agreement .....	1,000	2,000.00
32.	F.O. 57	Board of Survey Report .....	1,000	1,200.00
33.	F.O. 58	Survey on Stores .....	1,000	2,000.00
34.	F.O. 77	Pay – Roll- Part I .....	1,000	3,900.00
35.	F.O. 78	Pay – Roll- Part II .....	1,000	3,900.00
<b>36.</b>	<b>F.O. 89</b>	<b>Continuity Control Sheet .....</b>	<b>1,000</b>	<b>1,490.00</b>
37.	F.O. 79	Wages Voucher Manual .....	1,000	1,200.00
38.	F.O. 90	Cash Flow Card .....	100	735.00
39.	A.G. 2	Imprest Advances Cash Book .....	1	150.00
40.	A.G. 11	Salary Card .....	100	635.00

41.	A.G. 12	Cheque Payment Sheets .....	1,000	3,900.00
				S.F.F. STORES

## FREE ISSUES – FORMS AND BOOKS

<i>Item No.</i>	<i>Code No.</i>	<i>Description</i>	<i>Quantity</i>	<i>Price (Kshs.)</i>
42.	S.3	Store Ledger Cards .....	100	900.00
43.	S. 5	Bin Cards .....	100	730.00
44.	S10	Request for quotation forms.....	1000	1200.00
45.	S.31	Tender Forms .....	1,000	1,200.00
46.	S.32	Forms to be Completed by Every Tenderer .....	1,000	2,000.00
47.	S.33	Confidential Business questionnaire .....	1,000	1,200.00
48.	S.34	Conditions of Tendering .....	1,000	1,200.00
49.	S.36	Stores/Service and Quotation Evaluation Forms .....	1,000	3,900.00
50.	S.37	Letter of Acceptance .....	1,000	1,200.00
51.	S.45	Loss Report/Authority to Write – Off .....	1,000	1,200.00
52.	S.45	Tender Forms .....	1,000	1,200.00
53.	S.53	Indent on Crown Agents .....	1,000	1,200.00
54.	S.54	Indent on Crown Agents .....	1,000	1,200.00
55.	S.55	Bin Bond .....	1,000	1,200.00
56.	RGAS 03	Provincial Data Batch Summary .....	1,000	1,200.00
57.	RGAS 04	Provincial/District Reimbursement Claim Summary .....	1,000	1,200.00
58.		Record of Service .....	1,000	1,200.00
59.		Guard Sheet .....	1,000	1,650.00
60.		Temporary Imprest Control Account .....	1	600.00
61.		District Temporary Imprest Register .....	1	600.00
62.		District Imprest Defaulter Register .....	1	600.00
63.		District Sale and Unpresented Cheques Register .....	1	600.00
64.	G.P. 163	Collection Control Sheet .....	1	300.00
		OCCURRENCE BOOK OB .....	1	950.00
		Visitors book.....	1	5000.00
		S 3 .....	ISSUE 100.....1@	9.00
		Grey book.....		5100.00
		Devolution grey book .....		5140.00
		General register .....		50
		OSHWAL Abstract .....		300