



## NIN/FDTRC/NCLAS/PROJECT

### Indent / Requisition / for Supply

Book No: \_\_\_\_\_

Indent No: \_\_\_\_\_

1 Name of the Department: \_\_\_\_\_

2 Name & Designation of the HoD/ Principal Investigator: \_\_\_\_\_

3 Name of the work / project / scheme: \_\_\_\_\_

Sl	Name of the items required	Quantity	Latest date by which item required fo use	Quantity issued
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Date: \_\_\_\_\_  
Received above items  
except item No: \_\_\_\_\_

\_\_\_\_\_ Name & Signature of the  
Indenting Officer: \_\_\_\_\_

Recipient (Name & Sign): \_\_\_\_\_

Signature of the Head of Dept/Unit

### FOR USE IN STORES

1 Equipment, Spares, Repairs, AMC (Indicate Specification If Any On A Separate Sheet)

2 Chemicals, Glassware, Gases, Diesel, POL, Spirit etc. -do-

3 Drugs, Surgical, Animal Feeds, Liveries etc. -do-

4 Furniture, Fixtures, Office Equipment, Garden Materials  
etc. -do-

5 Electrical, Plumbing, Carpentry etc. -do-

6 Stationeries, Printing & Miscellaneous items -do-

#### Stores Officer's Remarks:

1 Available / Not available in stores:

Yes-issued

No

2 To be purchased latest by: \_\_\_\_\_

3 To be delivered latest by: \_\_\_\_\_

4 Remarks: In case of expenditure exceeding to Rs.10,000/- it should be referred to P.C. of the institute.

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

Signature of the A.O(Stores)