Ref.No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REQUEST FOR INDENT OF ITEMS**

Name of the Indentor and designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department/Section:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The following items may be issued for the day to day official purpose in the Department/Section:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No.** | **Name of Item(s)** | **Items in stock** | **Quantity** | **Remarks** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |
| 7. |  |  |  |  |
| 8. |  |  |  |  |
| 9. |  |  |  |  |
| 10. |  |  |  |  |

Indentor HoD/Section Head

To

The Dy./Asstt. Registrar (Stores)

**FOR STORE SECTION USE ONLY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No.** | **Name of Item(s)** | **Quantity** | **Remarks** | **Received by** |
| 1. |  |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| 8. |  |  |  |
| 9. |  |  |  |
| 10. |  |  |  |

As requested by the Indentor, the above item(s) may be issued.

|  |  |  |
| --- | --- | --- |
|  |  | **Approved / Not Approved** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Sr./Jr. Assistant (Stores) | Superintendent (Stores) | Dy./Asstt. Registrar (Stores) |