lUnHkZ la[;k @Ref.No. fnukad@ Date

**Lkkexzh gsrq ekaxi=@REQUEST FOR INDENT OF ITEMS**

**ek¡xdrkZ dk uke o inuke@** Name of the Indentor and designation

**vuqHkkx@foHkkx** Department/Section: Store Section

**fuEufyf[kr ensa foHkkx@vuqHkkx esa nSfud vkf/kdkfjd mn~ns’;ksa gsrw nh tk ldrh gSa@**The following items may be issued for the day to day official purpose in the Department/Section/

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ø-l-**S.No. | **lkekxzh dk uke /Name of Item(s)** | **lkekxzh LVkWd esa gS** **Items in stock** | **ek=k Quantity**  | **fVIi.kh Remarks** |
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Indentor/ **ekaxdrkZ** HoD/Section Head/ **foHkkx@vuqHkkx izeq[k**

**FOR STORE SECTION USE ONLY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ø-l-**S.No. | lkekxzh dk uke **/Name of Item(s)** | ek=k **Quantity** | fVIi.kh **Remarks** | **izkIrdrkZ ds gLrk{kj Received by** |
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जैसा कि मांगकर्ता द्वारा अनुरोध किया गया है उपरोक्त आइटम जारी किए जा सकते हैं।

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

**vuqeksfnr@vuqeksfnr ugha**

**Approved / Not Approved**

|  |  |  |
| --- | --- | --- |
| **ofj"B@dfu"B lgk;d¼HkaMkj½**Sr./Jr. Assistant (Stores) | **v/kh{kd ¼HkaMkj½**Superintendent (Stores) | **mi@lgk;d dqylfpo ¼HkaMkj½**Dy./Asstt. Registrar (Stores) |