

**वस्तुओं के लिए मांगपत्र  
INDENT FOR ITEMS**

<b>1.</b>	<b>नाम और पदनाम</b> <b>Name &amp; Designation</b> <b>विभाग / अनुभाग</b> <b>Department/Section</b>			
<b>2</b>	<b>महीने के लिए आवश्यक सामग्री का विवरण</b> <b>Details of articles required for the month</b>			
	<b>सामग्री का नाम</b> <b>Name of the Articles</b>	<b>आवश्यक मात्रा</b> <b>Quantity required</b>	<b>जारी की गई मात्रा</b> <b>Quantity Issued</b>	<b>भंडार पंजी</b> <b>Stock Regd.</b> <b>पृष्ठ संख्या / Page No.</b>
Signature of Indentor		Head of the Division		Receiver's Signature
<p>The indent for stationery and other articles should be made to the Store Keeper atleast 5 days in advance. Quarterly indent for stationery, misc. articles may be sent to the store keeper by the end of every month. Stationery will be issued by first week of every month.</p> <p>Issued and posted in the Stock Register by Store Keeper Gr.II at page .....</p>				
<b>स्टोर कीपर</b> <b>Store Keeper Gr.II</b>		<b>अनुभाग अधिकारी, स्टोर</b> <b>Section Officer, Stores</b>		<b>अवर सचिव</b> <b>Under Secretary</b>