Indent No./Date:	

पं.सुं.श. केन्द्रीय व्यावसायिक शिक्षा संस्थान, भोपाल
PSS CENTRAL INSTITUTE OF VOCATIONAL EDUCATION, BHOPAL

दिनांकः

वस्तुओं के लिए मांगपत्र
INDENT FOR ITEMS

1.	नाम एवं पदनाम **Name & Designation** विभाग/अनुभाग **Department/Section**			
क्र. **S.No.**	सामग्री का नाम **Name of the Articles**	अपेक्षित मात्रा **Quantity Required**	जारी की गई मात्रा **Quantity Issued**	भंडार पंजी **Stock Regd./** पृष्ठ संख्या **Page No.**

मांगकर्ता के हस्ताक्षर
Signature of Indentor

विभागाध्यक्ष
Head of the Division

प्राप्तकर्ता के हस्ताक्षर
Receiver's Signature

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.

Issued and posted in the Stock Register by Store Keeper Gr.II at page ……..

भण्डार रक्षक
Store Keeper Gr.-II

प्रभारी, भण्डार
Incharge, Stores

अवर सचिव
Under Secretary