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.
	र्ग के हस्ताक्षर ire of Indentor H	विभागाध्यक्ष ead 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 GrII		अनुभाग अधिकारी, भण्डार Section Officer, Stores		अवर सचिव Under Secretary