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|  |  | **FORM NO.: SS12**  **STORE/IN/IV/GEN/No.\_\_\_\_\_\_\_\_\_**  **Financial Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **(To be filled by Store Assistant)** |
| **भण्डार मांग पत्र**  **STORES DEMAND-FORM**  (For any Item/Material, services required/  demanded from Store Section) |

(To be prepared **in duplicate**. One copy will be returned to the indentor along with the material issued)

**Name of Indentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail id: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please purchase following items for my office use to me/or the bearer Mr./Ms.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ whom I authorize to receive the stores on my behalf.

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| **Sl.**  **No.** | **Item/ Service Name** | **Item/ Service Specification** | **Con/**  **N-Con/ Serv.** | **Req. Quantity** | **Estimated Cost**  **(INR)** | **Remarks** |
| **1** | **2** | **3** | **4** | **5** | **6** |  |
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**Brief of Purpose/Reason \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Fund Head : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Availability of fund : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of the Indentor Signature of PI/HOD**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Requirement Receiver** | **Checked by** | **Recommended by** | **Approved by** |
| Signature  Store Assistant  Name:  Date: | Signature  In-Charge (CSS)  Name  Date: | Signature  AR (MMS)  Name:  Date: | Signature  Registrar I/c  Name:  Date: |

**Enclosures checklist: (Duly filled form, certified by indenter/custodian and HOD)**

**1. Any other document/Information/Form which is relevant to.**