

INDENT FORM

FOR CENTRAL GOVERNMENT CIVIL AND RAILWAY INDENTORS ONLY

[Note: Separate indents should be prepared for different categories of stores. Indents are required to be submitted in triplicate]

ORIGINAL/DUPLICATE/TRIPPLICATE

INDENT ON THE DIRECTOR GENERAL OF SUPPLIES & DISPOSALS (MIS SECTION), NEW DELHI/DIRECTOR OF SUPPLIES & DISPOSALS, CHENNAI/KOLKATA/MUMBAI

- | | | | |
|----|--|-------|---|
| 1 | Indentor's Indent No. | Dated | Programme/Supplementary |
| 2 | Indenting Department | | Programme/M&P Programme |
| 3 | a) Telegraphic Address | | <i>Ad- hoc</i> /Express/Works Programme |
| | b) Telephone No. | | |
| | c) Postal Address | | |
| 4 | Commercial or Non-commercial | | |
| 5 | Name of Union Ministry | | |
| 6 | Whether inspection to be carried out by indentor? | | |
| 7 | Has the certificate of funds on last page of this form been filled up? | | |
| 8 | Designation of the Accounts Officer to whom the cost of the stores and departmental fees (where leviable) should be debited | | |
| 9 | a) Major, Sub-Major and Minor Head of Account to which cost is debitible | | |
| | b) Is the expenditure voted or charged? | | |
| 10 | In the case of purchase of stores involving foreign exchange, has the requisite allotment of foreign exchange been sanctioned by the competent financial authority? If so, the no. and date of financial sanction may be quoted. | | |
| | b) Also indicate reference of Development Wing for clearance from indigenous angle. | | |
| 11 | Correspondence of technical nature, if any, may be addressed to: | | |
| 12 | Copies of the A/T to be endorsed to: | | |
| | i) | | |
| | ii) | | |
| | iii) | | |
| 13 | In case of propeitory stores, a propeitory article certificate in the following form should be furnished:- | | |

PROPRIETARY ARTICLE CERTIFICATE

- The equipment/stores wanted is manufactured by Messrs.
- i) _____ . No other make is acceptable for the following reasons:
- ii) Approval of the Director/Head of the Department/Head of the Department or his nominee has been obtained.
- iii) The Integrated Financial Advisor has concurred in the proposal.

Signature of the Indentor

Designation

Date _____

- 14 a) Plan/non-plan scheme
 b) Sector of use
 c) Capital/Maintenance (i.e. whether goods ordered for a new capital formation or replacement)

| Item No. | *Description of Articles (Give complete details and particulars to facilitate proper identification of the articles by the trade) | Specification/ Drawing No. or other particulars & actual use to which the stores will be put to guide supply | Acctg. Unit | Number or Quantity | Estimated Cost | | Date of delivery | Consignee & Designation | 1. Previous reference: | Remarks |
|----------|---|--|-------------|--------------------|----------------|-------|------------------|-------------------------|------------------------|---------|
| | | | | | Rate per Unit | Total | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |

FOR DGS&D ONLY

1) Are stores covered by Rate/Running Contract

Any other remarks

2) Are stores centralized/decentralized

3) Reference to Wing/Allocation/Return to indenter

* In case the items are given in a separate schedule, such schedule should be signed by the indenter and the No. and date of the indent indicated on the top of that schedule.

** Alternatives not applicable to be scored out

FINANCIAL CERTIFICATE

I certify that the expenditure involved has received the sanction of competent financial authority and that

(a) When funds are available *

Funds are available under the proper Head in the sanctioned budget allotment of the indenting Department for the year 20 - 20 .

(b) For stores which are to be purchased and paid for before funds are allotted *

I have been authorised by Government to incur liability in respect of the stores indented for the funds herein, in anticipation of funds being provided for the same during the year 20 - 20 .

Indenting Officer of Central Govt.

Controller of Stores, _____ Railway

Further alternative special form for C.P.W.D. Authorities only

I certify that the sanction of the competent financial authority has been applied for, the expenditure involved which is being procured in anticipation of sanction under paragraph 51 of the Central Public Works Department Code against the estimates for the year 20 - 20 .

Indenting Officer _____

Further alternative forms for RAILWAY indentors only

(i) For stores for work specially sanctioned:-

The stores included in this indent are required for the work sanctioned in the Railway Board/General Manager letter No.

Dated

General Manager countersigned

Controller of Stores, _____
Railway

Dated

Financial Adviser and Chief Accounts Officer

(ii) For stores for general purpose:-

The stores included in this indent are for general purpose only.

The value of stores will be met as follows:-

(1) Rs. _____ provided from the current year's grant.

(2) Rs. _____ provided from the advance grant for next year

Dated

General Manager countersigned

Controller of Stores, _____
Railway

Dated

Financial Adviser and Chief Accounts
Officer

(iii) Alternative certificate to be used for purpose of other than imported stores for general purposes:-

I certify that I have been authorised to incur liability in respect of stores indented for herein, in anticipation of funds being provided in the sanctioned budget for the year 20 - 20 .

Dated

Controller of Stores, _____
Railway