



COMMON INDENT FORM

Kind of Indent:	Consumable / Labware	Stationary	Computer Peripherals	Services	Equipment	Others	
Budget:	NIN	ICMR	Other than ICMR				
Project Name:						Project Tenure	
						From	To
Sl. No.	Name of the Item required	Specification	Qty. Required	Units of Measurement	Approx Cost	Qty. Issued	
Justification for indenting specific items, if not available in GEM							
Name:				Designation:			
Date:			Dept.:	Recipient Sign: Name Item Received Date:			
Ext:			Latest date by which item is required to use:				
For Office use	Available in GEM		GFR 149 (i)	GFR 149 (ii)		GFR 149 (iii)	
	Not Available in GEM		GFR 154	GFR 155		GFR 166	

- Note:
1. After filling the form, please print as / save as / scan as 'pdf copy' and upload in E-Office as 'Receipt' and send it to AO Stores (SHEELAA T-SO(TS))
 2. Use 'Receipt Computer Number' after uploading in e-office for future reference.
 3. Use separate intend form for each type of item