

Government of India
Ministry of Communication & Information Technology
NATIONAL INFORMATICS CENTRE
(GENERAL STORE)

GENERAL STORES REQUISITION FORM FOR COMPUTER CONSUMABLES.

Name of the Section/Division _____ for the month of _____ 2003. Number of persons for whom indent relates: _____ Gazetted: _____ Non-Gazetted: _____.

I hereby certify that the demand submitted is minimum and will be utilized for Government work and is according to prescribed scales.

Sl. No.	Item Code	Name of the Article	Quantity Demanded (in words)	Quantity issued (in words)	Remarks
01	CTCFLP07	3 ½" DSHD/1.44 MB Floppies			
02	CTCPAP01	Computer Paper 15x12x1			132 Col.
03	CTCPAP02	Computer Paper 12x12x1			
04	CTCPAP03	Computer Paper 10x12x1			80 Col.
05	CTCPAP07	Computer Paper 10x12x2			80 col./2 ply stationary
06	CTCRBN10	HP-4/4M+ Laser prn. toner			HP-92298A
07	CTCRBN12	Print cart./drum for XEROX-4010 Laser printer			
08	CTCRBN22	HP series-3 laser prn. Toner			HP-92295A
09	CTCRBN29	MT-660/661/T-6090 Line Matrix Pri ribbon			
10	CTCRBN35	XEROX-4010 Laser Toner			
11	CTCRBN38	Panasonic KXP-1123 ribbon			
12	CTCRBN41	LQ-1050 (HD) printer ribbon			
13	CTCRBN43	XEROX-4510 Laser toner			
14	CTCRBN46	HP-5MP/6MP Laser toner			C-3903 F
15	CTCRBN47	TVS Q-35 printer ribbon			
16	CTCRBN49	Ink Cart. for DJ-200 printer			C-1843A/HP-51625A
17	CTCRBN50	Ink Cart. for DJ-series 600 – 699 prin (black & colour)			HP-51629A (black) HP-51649A (colour)
18	CTCRBN57	Ink Cart. for Deskjet-9320 printer (bl & colour)			Black: BC-03 & Colour: BC-05
19	CTCRBN58	Ink Cart. for Deskjet-9520 printer (bl & colour)			Black: BC-20(high cap) Colour: BCI-21/IJ-215
20	CTCRBN61	Toner for HP-1200 Laser printer			
21	CTCRCD01	Recordable – Blank CDs (CD-R)			
22	CTCRCD02	Jewel Box for CDs			
23	CTCRCD03	Re-writable blank CDs (CD-R/W)			
24	CTCTAP05	525 MB data cartridge tape			
25	CTCTAP11	12/24 GB(SLR) data cartridge tape			
26	CTCTAP08	D.A.T. 2 GB			
27	CTCTAP09	D.A.T. 4 GB			
28					
29					
30					

Signature of receiver with date _____
Employee Code: _____
Identity Card No. _____
Intercom No. _____
Telephone No. _____

Signature : _____
Name of the indenter: _____
Designation : _____
Date: _____
Employee Code: _____

Signature of the Controlling Officer / HOD _____

Note: Please note that the receiver and indenter should be same person.