

Division Code: \_\_\_\_\_

Government of India  
M/o Communication & Information Technology  
NATIONAL INFORMATICS CENTRE  
(GENERAL STORE)

**GENERAL STORES REQUISITION FORM FOR STATIONARY ITEMS.**

Name of the Division \_\_\_\_\_ for the month of \_\_\_\_\_ 2003. Number of persons for whom indent relates: Gazetted: \_\_\_\_\_ Non-Gazetted: \_\_\_\_\_, Total = \_\_\_\_\_.

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

Sl. No.	Name of the Article	Quantity Demanded (in words)	Quantity Issued (in words)	Item Code	Remarks
01					
02					
03					
04					
05					
06					
07					
08					
09					
10					
11					
12					
13					
14					
15					

Signature of receiver with date  
Employee Code No. \_\_\_\_\_  
Identity Card No. \_\_\_\_\_  
Intercom No. \_\_\_\_\_  
Telephone No. \_\_\_\_\_

Signature : \_\_\_\_\_  
Name of the indenter \_\_\_\_\_  
\_\_\_\_\_  
Designation: \_\_\_\_\_  
Employee Code No. \_\_\_\_\_

Signature of the controlling officer/HOD: \_\_\_\_\_

Signature of the Issuing Authority with date: \_\_\_\_\_

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