



भोट विद्या संस्थानम्

CENTRAL INSTITUTE OF HIGHER TIBETAN STUDIES

(Deemed University)

SARNATH, VARANASI

Indent for Replacement* / Fresh* Procurement

Strikeout which is inapplicable

Indent by: Department:		Indent No: Dated:		Last Indent No: Dated		Estimated Cost:		Head of Account	
Justification of Procurement:			Is the equipment proprietary in Nature? (If so enclosed a certificate to the effect)		Fund available/Not available Acctt. Officer			Stock available / Not available Store I/C	
Expected Delivery time			List of manufacturers / Suppliers (Address attached separately with this indent)			Expenditure Incurred so far		Spent: Committed:	
Code	Materials (Strike out those not applicable)		S.No	Description (Pl. give detailed specification to help correct procurement)		Other relevant information:		Qty Reqd.	

Vice-Chancellor/Registrar

Signature of Head of Deptt.

Signature of Indentor

Contd. To overleaf.

Continuation of pre-page for Procurement form No.-I

JUSTIFICATION SHEET

Sl. No	Name of the items	Date of last purchase	Quantity of last Stock/purchas	Total service period of last stock/purchase	Short description (about the usage of last stock)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Sign. of Indenter