Telephone:(033)-22628335 Fax : (033)2243-7380

Web Site: <u>http://www.giso.gov.in</u> E-mail : <u>dci.giso@nic.in</u>



## ANNUAL INDENT for drawal of Stationery, Plain Copier Paper, Paper made articles,

**e-Stationery and office items** from the Office of The Controller, Government of India Stationery Office, 3, Church Lane, Kolkata (W.B) for the Financial Year 20 - 20

Indent No & Date:

## To, The Controller of Stationery, Certified that :-

- (i) This indent has been carefully prepared and each item valued according to the Rate List for ...... in my office with reference to rules regarding the preparation and submission of indents for stationery..
- (ii) The demand for Stationery, Plain Copier Paper, Paper made articles, E-Stationery and office items are based on last 3 years average consumption.
- (iii) I have satisfied myself that the stationery articles indented for are absolutely necessary.

S.No	Points	Information
1	No. of Gazetted Officer	
2	No. of Non-Gazetted Officer	R 9. 1
3	No of Trainees.(In case of Training Establishment)	
4	Total No Staff Strength#	
5	No of Section/ Branch	
6	Mode of Despatch (By Road/ Train)	
7	*Whether Door delivery services are required (Yes/No)*	
8	Name & Designation of Indenting Officer #	
9	Address of Indenting Office.	
10	Address of Consignee along with and Postal Code.#	
11	Distance from GISO/ RSD's	

12	Official Telephone No .#
13	Official Mobile No.
14	Official Fax No.
15	Official e-mail ID#
16	Heads of Accounts. #
17	Designation and Full Address of Accounts officer. #

Signature of Indenting Officer along with Name Stamp. #	. 5.6
Office Seal	

\* This services is only for paying Indentors & also subjected to availability of funds otherwise own arrangement to be made.

# Mandatory information sought; otherwise Indent may be returned back.









incha.gov.m

## The Space below is reserved for the use in the stationery Office.

Central Registry No & Date.	
Indent Diary Register No & Date	
File No and Date.	
Indentor Code No (For future correspondences).	
Entered at Indent Control Register Page No	
Name, Designation and Sign of Indent Checker.	

## Information available at Govt of India Stationery Office Kolkata website <u>www.giso.gov.in</u>

1. In case of any assistance or clarification related to Indent form and supply of stores please refer to the contact person Mobile No and e-mail ID at <u>WWW.GISO.GOV.IN</u> Indenter Corner Menu ---> Select Depot -> Contact Person.

2. Zone/ RSD wise Rate list is available indicating item Vocab, Nomenclature, Accounting Unit, Rates are also available in at <u>WWW.GISO.GOV.IN</u> Indenter Corner Menu-> Select Depot -> Contact Person.

3. In case of new registration for drawal of Stationery items a registration form is available in Indenter corner menu of website you may download the same.



क्रम.	बस्तु का वर्णन	वोकबुलरी	मांगपत्र की	मांगी गई	गई मांगी गई भ		भारत सरकार		मांग का Compliance o			टिप्पणी
सं. Serial No.	Description of Article	कोड सं. Vocabulary Code No.	तारीख को हाथ में कितनी मात्रा थी Quantity in hand on date of indent	मात्रा Quantity indented for	वस्तुओ मूल Value artic indente	ंका प e of les	लेखन सामग्री कार्यालय द्वारा आबंटित मात्रा Quantity allotted by G.I.S.O	प्रदाय की पहली किस्त 1 <sup>st</sup> instalment Supply	प्रदाय की दूसरी किस्त <sup>2nd</sup> instalment Supply	प्रदाय की तीसरी किस्त 3 <sup>rd</sup> Instalment Supply	प्रदाय की चौथी किस्त 4 <sup>th</sup> instalment Supply	Remarks
1	2	3	4	5	6		7	8	9	10	11	12
					ৰু. Rs.	पै. Р.	5 · C	सी.एस.एस. द्वारा आबंटित मात्रा Quantity allocated by C.S.S.	सी.एस.एस. द्वारा आबंटित मात्रा Quantity allocated by C.S.S.	सी.एस.एस. द्वारा आबंटित मात्रा Quantity allocated by C.S.S.		
				المردودة الم	A	10		आई.ओ.सं. और तारीख I.O. No. & Date	आई.ओ.सं. और तारीख I.O. No. & Date	आई.ओ.सं. और तारीख I.O. No. & Date		
1				1. 1	1.1		111 /	21				
2				15			112	C /				
3				~ 6	3		The second	/				
4				1	14	- 33	8/					
5												
6												
7												
8												
9												
10												
11												

12						
13						
14						
15						
16						
17						
18						
19			-			
20	/	1.	3			
21	/	2,50	Est P			
22	110.7	1	10			
23	$ \nabla $	1.12	A			
24	12/1		1 51 1	1.34		
25	19	- phi	. ///	1.5		
26	14	2 4	e 111	1.8		
27	1.			1.81		
28	1. 1			2/		
29	145		11/2	21		
30	10	9 22 22	T.	10		
31		1 1 3	97			
32						
33						
34						
35						
36						
37						
38						
	1	1 1	1	I I	1 1	



(Revised form No S.O 154/GISO/ 2019-20/ Bishamber Dhar A.C.S)

6