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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:	
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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	
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. #	
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.



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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 www.giso.gov.in

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 WWW.GISO.GOV.IN 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 WWW.GISO.GOV.IN 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.



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योग /Total
आगे ले जाया गया/Carried Over

