

How to Fill Indent

1. **Indent No.:** Department will allot Indent numbers in the format [short form of the department followed by four digits starting 0001] Eg., CSB0001; BIC0001; MEC0001; NEC0001; MCB0001; GIB0001; GRC0001; SCB0001
2. **E- Receipt No.:** To be left blank. After sending the e-Receipt, the number may be noted for follow up
3. **Date:** Date of indenting
4. **Department:** Indenting Department
5. **Tick out whichever is applicable:** place tick only one box against relevant products
6. **Date by which the supplies are requested:** Reasonable Date by which the supplies are required
7. **Budget:** Tick in the box whichever is applicable
8. **Items details:** Fill in Catalogue No. / Item Description / Number / Quantity & Pack / approximate cost item wise. Illustration: Pack size should indicate 1000 No.s /pack ; 6g / pack
9. **Unit of Measure:** Bottle, vails, box, pack etc.
10. **Justification:** To be provided if the item is PAC or services are from OEM
11. **Signature:** Head of Department / PI and Indenter may e- sign or place scanned signature image on the word document
12. **GeM Link, if available:** Department may search on GeM portal and the suitable product link URL may be pasted

Note:

1. All indents may be sent through e-receipt to Mr. Vishnukant M. Satav of Accounts Department (can be searched on e-office by typing "[V. M. SATAV](#)")
2. Indents without approximate **cost, specifications / catalogue No., Quantity & pack size, Unit of Measure (Like Bottle, vails, box, pack etc.)** will be sent back to the indenter by stores
3. Indents are to be submitted during the time window provided by Stores Department. Indents which are not submitted within the time window may be considered in the next cycle only.

Note: Last Date for submission of indents for the Second cycle of FY 2025-26 is **15/07/2025 (Consumables only)**. All departments may submit indents by the last date. Indents submitted after the last date will be processed in the next cycle.