

DEFENCE SERVICES INDENT ON THE DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS

[Note: Separate indents should be prepared for different categories of stores. Indents are required to be submitted in triplicate]

Number allotted in the Original/Duplicate/Triplicate Indent No. & Date
Defence Service Office of Issue

To

The Directorate General of Supplies & Disposals, New Delhi
The Directorate of Supplies & Disposals, Chennai
The Directorate of Supplies & Disposals, Kolkata
The Directorate of Supplies & Disposals, Mumbai

Please arrange to supply the stores required.

- 1 a) Sanction of the competent authority has been obtained
Funds have been/will be provided under the
- b) appropriate head in the sanctioned budget estimates for the financial year 20 - 20 .
- 2 a) Major, Sub-Major and Minor Head of Account to which cost is debitible
- b) Is the expenditure voted or charged?
In the case of purchase of stores involving foreign exchange, has the requisite allotment of foreign exchange been sanctioned by the competent
- 3 a) authority? If so, quote authority and state the amount both in foreign and Indian currency for which sanction has been accorded.
- b) Also indicate reference of Development Wing for clearance from indigenous angle.
- 4 Designation of the Accounts Officer to whom cost is to be debited.
- 5 a) Plan/Non-Plan Scheme
- b) Sector of use
- c) Capital/Maintenance i.e. whether goods are for a new capital formation or replacement.
- 6 a) Any special distribution or other instructions for these articles are given below:-
- a) Item No. Consignee Quantity
- b) Any other special instructions.
- 7 Stores to be dispatched on Military Credit Note to be obtained from the Inspecting Officer
Stores not to be dispatched on Military Credit Note
- 8 Last Source of Supply
- 9 Inspection Authority
- 10 Designation of the Inspecting Officer by whom inspection is to be carried out

- 11 Directorate of the Directorate General for which this indent is intended.
- 12 Name (and telephone No.) of officer to whom any enquiries arising from this indent may be made.. State that the indent has been duly checked by the AHSP and required number of drawings and specifications have been attached.
- 13 AHSP and required number of drawings and specifications have been attached.
- 14 Stores required:-

Item No.	Cat/Part No.	Description of Stores	Drawing and/or Specification No. If none, give complete details and particulars in the remark column to facilitate identification by trade	Acctt. Unit	Qty. Required	Estimated Cost				Date of delivery (See instruction No. 2)	Remarks
						Rate per unit		Total			
						Rs.	P	Rs.	P		
1	2	3	4	5	6	7		8	9	10	

FOR DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS ONLY

Inspection:-

- *1 a) Whether indent checked by authority holding sealed particulars?
- b) Whether indent received with Drawings/Specifications?
- 2 Whether stores covered by Rate/Running Contracts?
- 3 Whether stores are centralized/decentralized?
- 4 Inspection Wing/Allocation/Return (If indent is returned reasons thereof may be indicated)
- * If any of the alternatives is not required, it should be scored out.

INSTRUCTIONS FOR DEMANDING OFFICERS

- 1 A specific and reasonable date by which stores are required at destination should be stated in indent. The use of terms 'immediate', 'as early as possible', 'Urgently required', etc. should not be used.
- 2 If delivery by instalments is required, details of instalments should be given by dates, at monthly or weekly periods.
- 3 Designation, postal and telegraphic address, particulars of the consignee's railway station and sidings and mode of dispatch should be clearly specified.
- 4 a) Previous reference, correspondence, if any, relating to the stores indented for should be indicated.
- b) If any article similar to one previously purchased through this Directorate General is required, a reference to the previous contract No. and date, rate and source of supply should be given to guide supply.
- c) If it is not possible to give details at (b) above, the basis on which the estimated cost under col. 7 has been worked out as well as the previous source of supply, date and rate should be indicated.
- d) If Proprietary stores are required a Proprietary certificate in the following form should be furnished.

PROPREITORY ARTICLE CERTIFICATE

- (i) The equipment/stores wanted is manufactured by Messrs. _____ . No other make is acceptable for the following reasons:
- 1.
 - 2.
 - 3
- (ii) Approval of the Director/Head of the Department/Head of the Department or his nominee has been obtained.
- (iii) The Integrated Financial Advisor has concurred in the proposal.

Signature of the Indentor

Designation

Date _____