



**NATIONAL CENTRE FOR RADIO ASTROPHYSICS
TATA INSTITUTE OF FUNDAMENTAL RESEARCH**

Version May 2014

INDENT FOR PURCHASE OF MATERIALS

(Only for Cash Purchases)

1. CAPITAL/FF/CONSUMABLE 2. MODE OF PURCHASE : Cash Purchase
3. END USE: 4. BUDGET HEAD :
(Do not club Non Plan & Plan items in one indent)

5. Item to be delivered at : Pune Stores/ Khodad Stores/ Naryangaon/ Ooty

6. Full description of the material/s (Please do not club Capital / FF / Consumable in one indent).

Sr. No.	Item Code (To be entered by stores) (a)	Description of Item / equipment (b)	Unit of Measurement (c)	Quantity (d)	Stock Availability (e)
a	<u>Footnotes</u> Use another indent for more items.				

7. Name, designation, Id Code of the Indentor.....
8. Approximate Cost in Rs. for local itemsin foreign currency for Imported items
9. Enquiries to be sent for sourcing item through Local purchase / Imports / both
(Please attach separate sheet giving full name, address and contact details of vendors under respective category).
10. Special Instruction, if any
(Please attach separate sheet if required)
11. Material required Within Days (For information)

Sign Name:- Indentor	Sign Name:- Reporting Officer Approving Authority (Engg-E, upto Rs. 1000/-) (Other than Group Head) (AO-C and above, upto Rs. 1000/-)	Sign Name:- Group Co-ordinator /Section Head Approving Authority (upto Rs. 3000/-) Recommending (above Rs. 3000/-)
Sign Dean Approving Authority (upto Rs. 5000/-) Recommending (above Rs. 5000/-)	Sign Centre Director Approving Authority (upto Rs. 10,000/-)	