



भोट विद्या संस्थानम्

**CENTRAL INSTITUTE OF HIGHER TIBETAN STUDIES**  
(Deemed University)  
**SARNATH, VARANASI**

Indent for Replacement\* / Fresh\* Procurement

Strikeout which is inapplicable

Indent by:		Indent No		Last Indent No.		Estimated Cost:		Head of Account	
Department:		Date:		Date:					
Justification of Procurement			Is the equipment proprietary in Nature? (If so enclosed a certificate to this effect)			Funds available/Not available Acctt. Officer		Stock available / Not available Store I/C	
			List of manufacturers/Suppliers			Expenditure Incurred so far:		Spent: Committed:	
Expected Delivery time						Other relevant information:			
Code	Materials (Strike out those not Applicable)	S.No.	Discription (Pl. give detailed specification to help correct procurement)				Qty. Reqd.		
A	Machinery & Equipment								
B	Cement, Bricks, Wood, Construction Material								
C	Chemicals, Paints, Varnishes, Lubricants, Oils etc.								
D	Electrical/Electronics Items								
E	Medicines/Drugs								
F	Hardware Items								
G	Miscellaneous Items								

Approved/Not Approved

Vice-Chancellor/Registrar

Signature of Head of Deptt.

Signature of Indentor