

**Government of India**  
**Ministry of Electronics & Information Technology**  
**NATIONAL INFORMATICS CENTRE**  
**A-Block, CGO Complex, Lodi Road, New Delhi - 11 00 03**  
**(GENERAL STORE)**

**Requisition form for General Consumables Items**

**Requisition No.- 44104**

Date : 19-09-2022

Name of the Division **Mines Informatics** for the month of **Sep 2022**

Number of persons for whom indent relates: **Gazetted: 4 Non-Gazetted: 1 Total: 5 .**

I hereby certify that the demand submitted is minimum and will be utilized for Government work and is according to prescribed scales.

S.no	Name Of Article	Quantity Demanded(in Words)	Quantity Issued(in Words)	Remarks
1	STAMP PAD INK	1(One )		
2	STAMP PAD	1(One )		
3	SCISSOR	1(One )		
4	TOWEL BATH	1(One )		Ms. Shivani Agrawal [7764], Scientist-B
5	ELECTRIC KETTLE	1(One )		Ms. Shivani Agrawal [7764], Scientist-B
6	WALL CLOCK	1(One )		

(Signature of receiver with date)

Employee Code No : **7764**

Id Card No. \_\_\_\_\_

Int, No. \_\_\_\_\_

Tel, No. \_\_\_\_\_

(Signature of Government Servant)

Name : **Ms. Shivani Agrawal [7764], Scientist-B**

Contact Details : 6265081681, , shivani.agrawal56@nic.in

Signature of the HOD/HOG: \_\_\_\_\_

Name: \_\_\_\_\_

Seal: \_\_\_\_\_

Signature of the issuing authority with date: \_\_\_\_\_

• **(Items will not be issued on last working day of the month.)**

• **(Note: The receiver and indenter should be the same person.)**