

**Institute for Studies in Industrial Development
New Delhi**

Indent Form for Stationery and Maintenance Items

Dated: -----

Name : -----

Designation : -----

Debit to : -----

S.No.	Item	Qty. Indented	Qty. Issued	Remarks
(1)	(2)	(3)	(4)	(5)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

Signature of Indenting Officer

Recommended

FO/AO/Admn. Asstt.

Received articles of stationery/maintenance items as indicated in col. (4)

Signature of Receiver