

CENTRAL RESEARCH INSTITUTE FOR JUTE AND ALLIED FIBRES
BARRACHPORE
PROPOSAL / INDENT FOR PROCURMENT OF
STORES / MATERIALS / EQUIPMENTS ETC.

1. Name of the indenter :
2. Designation :
3. Section / Division :
4. Name of stores / materials / works / equipments etc. & quality :
5. Detailed specification (please enclose separate sheet if needed)
6. The item is a proprietary one or not (prescribed certificate may be enclosed) :
7. Approximate cost involve :
8. Purpose of use / procurement with justification :
9. Whether the item is included in plan / project / non plan :
10. Reference of project / plan / non-plan etc. (copy to be attached)
11. Details of stock in hand :
12. Detailed sources of availability (give details address) :
13. Availability of fund with present balance :
14. Recommendations / remarks of Head of divisions / Sections :
15. Remarks of Administration with regard to item Nos. **8, 9 & 10** :
16. Acceptance / approval by the Head / PI / SAO / Director :

Signature