STATIONERY INDENT OF..... SECTION FOR THE MONTH OF.....
ADG/US.....S.O/DO...AD....AO/AAO...ASST .....PS/PA.....UDC/LDC.....TOTAL.....

1. No separate INDENT should be sent for A.D etc. and their names be included in the sections in which they are working
2. Indent should be singed by Section Incharge. Only article should be written in one column.

Sl. No.	Name of the item	Detail of previous receipt	Quantity required now	Rks.

S.o(G-I)

Signature .....
Name in capital.....
Designation.....