

File no. ITPO/SD&CSD/FMS/2014
India Trade Promotion Organization
I. T. Services Division

Circular

19.12.2017
20

Sub:- Introduction of an indent form for consideration of requests for Laptop, computers and its peripherals etc. on temporary basis.

Consequent to the SOP dated 14.12.2017 for IT Assets Management (ITAM), I.T. Services Division is introducing an "Indent Form" which shall be mandatorily required to be filled/submitted by the indenter for indenting any IT hardware related equipment on temporary basis. The request shall have to be recommended by HOD of the concerned user Division and subsequently approved by HOD, IT Services Division. A copy of the "Indent Form" is attached herewith.

All users are requested to forward their requests through the Indent Form only after the approval from HOD of their concerned department.

A. Chida Rowi King
(A.C.M. Kumar)
Dy. General Manager

To

All HODs

Copy to :

PS to CMD

PS to ED

INDIA TRADE PROMOTION ORGANISATION
INDENT FORM (FOR TEMPORARY USE)

Employee Name:			
Employee Code:			
Designation:			
Division:			
Room No.:		Email ID:	
ITEMs INDENTED TEMPORARILY (Please write in CAPITAL LETTERS only)			
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
Required for/Purpose of Indent			
Employee Signature:			
Recommendation of HoD (User Division)			
Recommendation of HoD (I.T Services Division)			
Deputy General Manager (I. T Services Division)			

ITEMs Received