

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

07.06.2017

Circular

Sub:- Introduction of an indent form for consideration of requests for computers and its peripherals etc.

I.T. 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. 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.


(Jayanta Das)
General Manager

To

All HODs

Copy to :

PS to CMD

PS to ED

INDIA TRADE PROMOTION ORGANISATION
INDENT FORM

Employee Name:

Employee Code:

Designation:

Division:

Room No.:

Email ID:

ITEMs INDENTED (Please write in CAPITAL LETTERS only)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Required for/ Purpose of Indent

Employee Signature

Name: -

Designation: -

Recommendation of HOD (User Division).....

Recommendation of HOD (I.T. Services Division).....