

DR. N. KULKARNI  
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IT&GIS DIV-IFP/20.1.1.20.1.1.5.9

दिनांक / Dated. 10/04/2018

**INSTITUTE OF FOREST PRODUCTIVITY**  
(Indian Council of Forestry Research & Education)

Ranchi-Gumla NH - 23, Lalgotwa, Ranchi - 835 303 (Jharkhand)

File No. Gen-III-22/2001-02/ (III)/45

Date: 05 April 2018

### Circular

To  
All Scientist/Officers/Staff  
Institute of Forest Productivity  
Lalgotwa, Ranchi - 835 303

Annual requirement for chemicals, glass wares, plastic wares, Equipments/Instruments, IT items, other miscellaneous items, etc. have to be finalized and then procurement process would be started from the 1<sup>st</sup> quarter of the financial year 2018-19. It is therefore requested to submit indent for items required for this FY 18-19 as early as possible for smooth functioning of procurement processes. For this indents have to be filled in the prescribed format. It may please be noted that indents in prescribed format with all the columns / points duly filled up will only be accepted.

  
(Dr. Nalin Kulkarni)  
Director

Copy to:

1. Dr. Sharad Tiwari, Scientist-F, GCR & HoD, IT Division for information and necessary action.
2. Dr. Sanjay Singh, Scientist-F, HoD, FEMB and Extension Division for information and necessary action.
3. Dr. Animesh Sinha, Scientist-E, HoD, FGB Division for information and necessary action.
4. Dr. M. Ray, Scientist - D, HoD, FE&LM Division for information and necessary action.
5. Dr. Sanjeev Kumar, Scientist - D, HoD, SR&NFTP Division for information and necessary action.
6. Dr. P.K Das, Scientist-D, Purchase & Store section for information and necessary action.
7. Mr. P.C Lakra, IFS, OIC ERS, Sukna, Darjeeling, V. Bengal, for information and necessary action.
8. OIC, FREC, Patna, Bihar for information and necessary action.
9. Mrs. R Kujur, Scientist - C, Education / Library section for information and necessary action.
10. OIC Admin, Establishment Section for information and necessary action.
11. DDO, Accounts section for information and necessary action.
12. Estate Officer, Estate section for information and necessary action.
13. Vehicle Officer, Vehicle section for information and necessary action.
14. Notice board

**INSTITUTE OF FOREST PRODUCTIVITY, RANCHI**  
**INDENT FOR CONSUMABLE / NON CONSUMABLE ITEMS**

Date: \_\_\_\_\_

1. Name of the Division / Section : \_\_\_\_\_  
 (a) Indenter name, rank and address: \_\_\_\_\_  
 (b) Nearest railway station : \_\_\_\_\_

2. Item to be purchased

1	2	3	4	5	6	7	8
Sl. No.	Name and Description of the item	Quantity required	Past average required yearly consumption	Postal address of known source of supply	Quantity presently in stock	Justification for quantity required	Estimated cost (approx.) Rs.
<b>Total -</b>							

Certified that

1. Separate indent if to be prepared for items falling under different categories -
2. That fund is available or will be available and the expenditure is to be booked under the project name / sub-head name -

Indent approved by \_\_\_\_\_

Indenter \_\_\_\_\_