



भा. कृ. अनु. प. – केन्द्रीय शुशक क्षेत्र अनुसंधान संस्थान  
**ICAR - Central Arid Zone Research Institute**  
जोधपुर (राजस्थान) 342 003 / Jodhpur (Rajasthan) 342 003



F. No. STR/Annual Indent/2020-2021/Admn-IV

Dated : 04.05.2020

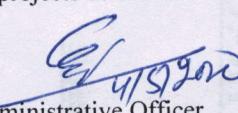
## C I R C U L A R

**SUBJECT : ANNUAL INDENT FOR THE YEAR 2020-2021 – regd.**

A consolidated annual indent of the realistic demand of the various sections/schemes/projects for the year 2020-2021 for the following items is required to be sent in prescribed proforma, (attached herewith) so as to reach the stores section latest by 15.05.2020 through the Head of Division/Officer-In-Charge of the scheme/project with full specification of the material :

(i) Seeds, Fertilizers	} Quantity only in kg each of the items
(ii) Pesticides, Insecticides	} is required to be mentioned sizes and
(iii) Polythene bags /tubes/sheets with gauge and size	} gauges of bags & tubes are required to be
(iv) Earthen Pots, Cement Pots	} mentioned only in cm. with quantity in kg.
(v) Bamboos	
(vi) Sirkies	
(vii) Malasiya cloth bags/white cloth bags	
(viii) Butter paper selfing bags, Aluminum lables seed envelops./ Bird screing ribbon & rubber band etc.	
(ix) Garden/Farm implements	
(x) Paints materials	
(xi) Rubber Hose Pipe	
(xii) Other items required for research purpose for the year 2020-2021.	

2. Accordingly all the concern Unit/Division/Scheme are requested to send their consolidated indents for above in order to make bulk purchase of these items after following the codal procedure. The bill of piece meal purchase of the same will not be entertained.
3. The indents received after the due date may not be accepted. The date for sending the indent may therefore strictly be adhered to.
4. A certificate of availability of funds for the year 2020-2021 is also required to be given with the indent.
5. Requisition for each item as mentioned above may be sent separately on each sheet of paper in order to consolidate the indent and procure the material in time.
6. It may clearly be mentioned, whether the expenditure will be debited in Institute / projects as the case may be.

  
Assistant Administrative Officer

**Distribution :-**

- (i) H.D.-I/II/III/IV/V/VI/PS to Director/PS to CAO/PME Cell/Library/Rodent Scheme/  
PI NICRA Project/KVK, Jodhpur/PI, ICAR Seed Project/CR Farm
- (ii) PS to Director /CAO for kind information.
- (iii) I/c AKMU for uploading a copy of circular in CAZRI Intra.

**P.T.O**

**ICAR-CENTRAL ARID ZONE RESEARCH INSTITUTE, JODHPUR- 342003**

## Store Requisition Slip

## Consumable/ Non-consumable

Name of Division / Section	Project (If any)	Quantity required	Estimated cost	Source of and (Plan/Non Plan)	Quantity already in hand and year of purchase	Justification for Purchase	Remarks
Sl. No.	Name of items/ store including accessories						

INDENTING OFFICER  
Name : \_\_\_\_\_  
Designation \_\_\_\_\_