



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



F. No. STR/Annual Indent/2021-2022/Admn-IV

Dated :08.04.2021

C I R C U L A R

SUBJECT : ANNUAL INDENT FOR THE YEAR 2021-2022 – regd.

A consolidated annual indent of the realistic demand of the various sections/schemes/projects for the year 2021-2022 for the following items is required to be sent in prescribed proforma, (attached herewith) so as to reach the stores section latest by 24.04.2021 through the Head of Division/Officer-In-Charge of the scheme/project with full specification of the material :

(i) Seeds	} Quantity only in kg each of the items } Quantity only in kg each of the items } is required to be mentioned sizes and } gauges of bags & tubes are required to be be given in the specification
(ii) Fertilizers	
(iii) Pesticides / Insecticides	
(iv) Polythene bags /tubes/sheets with gauge and size	
(v) Malasiya cloth bags/white cloth bags	
(vi) Butter paper selfing bags	
(vii) Aluminum labels seed envelops.	
(viii) Bird screening ribbon & rubber band etc.	
(ix) Garden/Farm implements	
(x) Rubber Hose Pipe	
(xi) Other items required for research purpose for the year 2021-2022.	

2. Accordingly all the concern Unit/Division/Scheme are requested to send their consolidated indents affix with the signature of the indentor with his/her name and designation 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 2021-2022 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 Plan/ Scheme/ Projects as the case may be.

Assistant Administrative Officer (s)

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/CD Unit
- (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)	Sl. No.	Name of items/ store including accessories	Quantity required	Estimated cost	Source of and (Plan/Non Plan)	Quantity already in hand and year of purchase	Justification for Purchase	Remarks

INDENTING OFFICER

Name :SIGNATURE HEAD / OFFICER- INCHARGE

Designation