

NATIONAL UNIVERSITY OF EDUCATIONAL PLANNING & ADMINISTRATION
17-B, Sri Aurobindo Marg, New Delhi-110016

INDENT FOR STATIONERY

Unit Name _____ Date of Issue _____

Project/Programme _____

S.No	Item Description	Quantity	Quantity Issued	Remarks
1.				
2.				
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Officer Authorising Supply _____ Identing Office _____

Designation _____ Designation _____

Date entered on _____ Received as above _____

NATIONAL UNIVERSITY OF EDUCATIONAL PLANNING & ADMINISTRATION
17-B, Sri Aurobindo Marg, New Delhi-110016

INDENT FOR STATIONERY

Unit Name **PERSONNEL SECTION**

Date of Issue 13.4.2011

Project/Programme _____

S.No	Item Description	Quantity	Quantity Issued	Remarks
1.	Ball Pen (Blue)	3 Nos.		
2.	Pilot Pen (Blue)	3 Nos.		
3.	Pilot Pen (Red)	3 Nos.		
4.	Glue Stick	3 Nos.		
5.	Pencil	3 Nos.		
6.	Printing Paper	3 Reams		
7.	Staples	3 Nos.		
8.	Re-stick Flag (Colourful)	3 Nos.		
9.	Gem Clip	4 pkt.		
10.	File Board	20 Nos.		
11.	File Cover	50 Nos.		
12.	Duster	3 Nos.		
13.	Eraser	3 Nos.		
14.	Fluid	2 No.		
15.	Black Sketch Pen	4 Nos.		
16.	Red Sketch	2 Nos.		
17.	Writing Pad Big Size	4 Nos.		
18.	DVD (W)	5 Nos.		
19.	Note Sheet	5 Nos.		
20.	Collin Bottle	1 No.		
21.	Attendance Register	8 Nos.		
22.	Allout refill	2 Nos.		
23.	File folder	10 nos.		

Officer Authorising Supply _____ Indenting Office _____

Designation _____ Designation _____

Date entered on _____ Received as above _____

NATIONAL UNIVERSITY OF EDUCATIONAL PLANNING & ADMINISTRATION
17-B, Sri Aurobindo Marg, New Delhi-110016

INDENT FOR STATIONERY

Unit Name **PERSONNEL SECTION**
 Project/Programme _____

Date of Issue 30.5.2011

S.No	Item Description	Quantity	Quantity Issued	Remarks
1.	Ball Pen (Blue)	3 Nos.		
2.	Pilot Pen (Blue)	3 Nos.		
3.	Glue Stick	3 Nos.		
4.	Pencil	3 Nos.		
5.	Printing Paper	3 Reams		
6.	Staples	3 Nos.		
7.	Gem Clip	4 pkt.		
8.	File Board	10 Nos.		
9.	File Cover	20 Nos.		
10.	Duster	3 Nos.		
11.	Eraser	3 Nos.		
12.	Black Sketch Pen	4 Nos.		
13.	Writing Pad Small Size	4 Nos.		
14.	Note Sheet	5 Nos.		
15.	Red Sketch Pen	1 No.		
16.	Attendance Register	8 Nos.		
17.	File folder	10 nos.		
18.	Note Sheet	5 nos.		
19.				
20.				
21.				
22.				
23.				

Officer Authorising Supply _____ Indenting Office _____

Designation _____ Designation _____

Date entered on _____ Received as above _____

NATIONAL UNIVERSITY OF EDUCATIONAL PLANNING & ADMINISTRATION
17-B, Sri Aurobindo Marg, New Delhi-110016

INDENT FOR STATIONERY

Unit Name **PERSONNEL SECTION**

Date of Issue 8.7.2011

Project/Programme _____

S.No	Item Description	Quantity	Quantity Issued	Remarks
1.	Ball Pen (Blue)	4 Nos.		
2.	Pilot Pen (Blue)	4 Nos.		
3.	Pilot Pen (Red)	2 Nos.		
4.	Glue Stick	4 Nos.		
5.	Pencil	4 Nos.		
6.	Printing Paper	4 Reams		
7.	Staples	4 Nos.		
8.	Re-stick Flag (Colourful)	4 Nos.		
9.	Gem Clip	4 pkt.		
10.	File Board	20 Nos.		
11.	File Cover	30 Nos.		
12.	Duster	4 Nos.		
13.	Eraser	4 Nos.		
14.	Fluid	3 Nos.		
15.	Black Sketch Pen	4 Nos.		
16.	Red Sketch	2 Nos.		
17.	Writing Pad Big Size	4 Nos.		
18.	Blue Ball Pen Refill	6 Nos.		
19.	Note Sheet	5 Nos.		
20.	Attendance Register	8 Nos.		
21.	File folder	10 nos.		
22.	Register	3 Nos.		
23.	Service Book	5 Nos.		

Officer Authorising Supply _____ Indenting Office _____

Designation _____ Designation _____

Date entered on _____ Received as above _____

NATIONAL UNIVERSITY OF EDUCATIONAL PLANNING & ADMINISTRATION
17-B, Sri Aurobindo Marg, New Delhi-110016

INDENT FOR STATIONERY

Unit Name **PERSONNEL SECTION**

Date of Issue 12.8.2011

Project/Programme _____

S.No	Item Description	Quantity	Quantity Issued	Remarks
1.	Ball Pen (Blue)	3 Nos.		
2.	Pilot Pen (Blue)	4 Nos.		
3.	Glue Stick	4 Nos.		
4.	Pencil	4 Nos.		
5.	Printing Paper	4 Reams		
6.	Staples	4 Nos.		
7.	Re-stick Flag (Colourful)	4 Nos.		
8.	Gem Clip	4 pkt.		
9.	File Board	20 Nos.		
10.	File Cover	30 Nos.		
11.	Duster	4 Nos.		
12.	Eraser	4 Nos.		
13.	Writing Pad Small Size	4 Nos.		
14.	Blue Ball Pen Refill	6 Nos.		
15.	Note Sheet	5 Nos.		
16.	Attendance Register	8 Nos.		
17.	File folder	10 nos.		
18.	Register	3 Nos.		
19.	Computer Duster	2 Nos.		
20.				
21.				
22.				
23.				

Officer Authorising Supply _____ Indenting Office _____

Designation _____ Designation _____

Date entered on _____ Received as above _____

NATIONAL UNIVERSITY OF EDUCATIONAL PLANNING & ADMINISTRATION
17-B, Sri Aurobindo Marg, New Delhi-110016

INDENT FOR STATIONERY

Unit Name **PERSONNEL SECTION**

Date of Issue 28.9.2011

Project/Programme _____

S.No	Item Description	Quantity	Quantity Issued	Remarks
1.	Ball Pen (Blue)	4 Nos.		
2.	Pilot Pen (Blue)	3 Nos.		
3.	Glue Stick	4 Nos.		
4.	Pencil	4 Nos.		
5.	Printing Paper	4 Reams		
6.	Staples	4 Nos.		
7.	Re-stick Flag (Colourful)	4 Nos.		
8.	Gem Clip	4 pkt.		
9.	File Cover	30 Nos.		
10.	NUEPA Letter Head	2 Nos.		
11.	Duster	4 Nos.		
12.	Eraser	4 Nos.		
13.	Writing Pad Small Size	4 Nos.		
14.	Blue Ball Pen Refill	6 Nos.		
15.	Note Sheet	5 Nos.		
16.	File folder	10 nos.		
17.	Computer Duster	2 Nos.		
18.	Stapler Machine	1 No.		
19.	Pin container	2 Nos.		
20.	Binder clip (big)	5 Nos.		
21.	Allout refill	2 Nos.		
22.				
23.				

Officer Authorising Supply _____ Indenting Office _____

Designation _____ Designation _____

Date entered on _____ Received as above _____

NATIONAL UNIVERSITY OF EDUCATIONAL PLANNING & ADMINISTRATION
17-B, Sri Aurobindo Marg, New Delhi-110016

INDENT FOR STATIONERY

Unit Name **PERSONNEL SECTION**

Date of Issue 20.12.2011

Project/Programme _____

S.No	Item Description	Quantity	Quantity Issued	Remarks
1.	Ball Pen (Blue)	4 Nos.		
2.	Pilot Pen (Blue)	3 Nos.		
3.	Glue Stick	4 Nos.		
4.	Pencil	4 Nos.		
5.	Printing Paper	5 Reams		
6.	Re-stick Flag (Colourful)	4 Nos.		
7.	Gem Clip	4 pkt.		
8.	File Cover	30 Nos.		
9.	File Board	20Nos.		
10.	Duster	4 Nos.		
11.	Eraser	4 Nos.		
12.	Writing Pad Small Size	4 Nos.		
13.	Blue Ball Pen Refill	6 Nos.		
14.	Note Sheet	5 Nos.		
15.	Computer Duster	2 Nos.		
16.	Binder clip (big)	5 Nos.		
17.	Allout refill	2 Nos.		
18.	Collin Bottle	1 No.		
19.	A-4 Size Yellow Envelope	1pkt.		
20.	Cello Tape (Big)	2 Nos.		
21.	Cutter	1 No.		
22.	Attendance Register	8 Nos.		
23.	Black Sketch Pen	4 Nos.		

Officer Authorising Supply _____ Indenting Office _____

Designation _____ Designation _____

Date entered on _____ Received as above _____

NATIONAL UNIVERSITY OF EDUCATIONAL PLANNING & ADMINISTRATION
17-B, Sri Aurobindo Marg, New Delhi-110016

INDENT FOR STATIONERY

Unit Name **PERSONNEL SECTION**

Date of Issue 23.1.2012

Project/Programme _____

S.No	Item Description	Quantity	Quantity Issued	Remarks
1.	Ball Pen (Blue)	4 Nos.		
2.	Pilot Pen (Blue)	3 Nos.		
3.	Glue Stick	4 Nos.		
4.	Pencil	4 Nos.		
5.	Printing Paper	5 Reams		
6.	Gem Clip	4 pkt.		
7.	File Cover	30 Nos.		
8.	File Board	20Nos.		
9.	Duster	4 Nos.		
10.	Eraser	4 Nos.		
11.	Writing Pad Small Size	2 Nos.		
12.	Blue Ball Pen Refill	6 Nos.		
13.	Computer Duster	2 Nos.		
14.	Binder clip (big)	5 Nos.		
15.	A-4 Size Yellow Envelope	1pkt.		
16.	Cello Tape (Big)	2 Nos.		
17.	Sharpener	2 Nos.		
18.	Attendance Register	8 Nos.		
19.	Black Sketch Pen	4 Nos.		
20.	DVD (R)	1 pkt		
21.	Scale	1 no.		
22.	Highlighter	1 pkt		
23.	Letter head of NUEPA	2 pkt		
24.	Register	3 Nos.		

Officer Authorising Supply _____ Indenting Office _____

Designation _____ Designation _____

Date entered on _____ Received as above _____

NATIONAL UNIVERSITY OF EDUCATIONAL PLANNING & ADMINISTRATION
17-B, Sri Aurobindo Marg, New Delhi-110016

INDENT FOR STATIONERY

Unit Name **PERSONNEL SECTION**

Date of Issue 11.4.2012

Project/Programme _____

S.No	Item Description	Quantity	Quantity Issued	Remarks
1.	Ball Pen (Blue)	5 Nos.		
2.	Pilot Pen (Blue)	4 Nos.		
3.	Glue Stick	5 Nos.		
4.	Pencil	5 Nos.		
5.	Printing Paper	5 Reams		
6.	Gem Clip	5 pkt.		
7.	File Cover	30 Nos.		
8.	File Board	30 Nos.		
9.	Duster	5 Nos.		
10.	Eraser	5 Nos.		
11.	Writing Pad Small Size	5 Nos.		
12.	Blue Ball Pen Refill	8 Nos.		
13.	Computer Duster	2 Nos.		
14.	Binder clip (big)	5 Nos.		
15.	All-out Refill with Machine	2 Nos.		
16.	Cello Tape (Big)	2 Nos.		
17.	Sharpener	4 Nos.		
18.	Black Sketch Pen	4 Nos.		
19.	Fluid (White)	4 nos.		
20.	Scale	1 no.		
21.	Highlighter (Pen)	2 pkt		
22.	Register	3 Nos.		
23.	Tag	5 nos.		
24.	Gum stick paper	2 reams.		

Officer Authorising Supply _____ Indenting Office _____

Designation _____ Designation _____

Date entered on _____ Received as above _____

NATIONAL UNIVERSITY OF EDUCATIONAL PLANNING & ADMINISTRATION
17-B, SRI AUROBINDO MARG, NEW DELHI-110016

INDENT FOR STATIONERY

Unit Name **PERSONNEL SECTION**

Date of Issue 11.5.2012

Project/Programme _____

S.No	Item Description	Quantity	Quantity Issued	Remarks
1.	Ball Pen (Blue)	5 Nos.		
2.	Pilot Pen (Blue)	5 Nos.		
3.	Glue Stick	5 Nos.		
4.	Pencil	5 Nos.		
5.	Printing Paper	5 Reams		
6.	Gem Clip	5 pkt.		
7.	File Cover	30 Nos.		
8.	File Board	30 Nos.		
9.	Duster	5 Nos.		
10.	Eraser	5 Nos.		
11.	Writing Pad large Size	5 Nos.		
12.	Blue Ball Pen Refill	8 Nos.		
13.	Computer Duster	2 Nos.		
14.	Binder clip (big)	5 Nos.		
15.	All-out Refill	3 Nos.		
16.	Sharpener	4 Nos.		
17.	Black Sketch Pen	4 Nos.		
18.	Fluid (White)	4 nos.		
19.	Scale	1 no.		
20.	Highlighter (Pen)	2 pkt		
21.	Register	3 Nos.		
22.	Tag	5 nos.		
23.	Punching machine	1 No.		
24.	Calculator	1 no.		

Officer Authorising Supply _____ Indenting Office _____

Designation _____ Designation _____

Date entered on _____ Received as above _____

NATIONAL UNIVERSITY OF EDUCATIONAL PLANNING & ADMINISTRATION
17-B, SRI AUROBINDO MARG, NEW DELHI-110016

INDENT FOR STATIONERY

Unit Name **PERSONNEL SECTION**

Date of Issue 10.7.2012

Project/Programme _____

S.No	Item Description	Quantity	Quantity Issued	Remarks
1.	Ball Pen (Blue)	5 Nos.		
2.	Pilot Pen (Blue)	5 Nos.		
3.	Glue Stick	5 Nos.		
4.	Pencil	5 Nos.		
5.	Printing Paper	5 Reams		
6.	Gem Clip	5 pkt.		
7.	File Cover	30 Nos.		
8.	File Board	30 Nos.		
9.	Duster	5 Nos.		
10.	Eraser	5 Nos.		
11.	Writing Pad large Size	5 Nos.		
12.	Blue Ball Pen Refill	8 Nos.		
13.	Computer Duster	2 Nos.		
14.	Binder clip (big)	5 Nos.		
15.	All-out Refill	3 Nos.		
16.	Tumbler	2 nos.		
17.	Black Sketch Pen	4 Nos.		
18.	Fluid (White)	4 nos.		
19.	Highlighter (Pen)	2 pkt.		
20.	Tag	5 nos.		
21.	Red Pilot (Pen)	2 nos.		
22.	Black sketch	5 nos.		
23.	Attendance Register	5 nos.		
24.				

Officer Authorising Supply _____ Indenting Office _____

Designation _____ Designation _____

Date entered on _____ Received as above _____

NATIONAL UNIVERSITY OF EDUCATIONAL PLANNING & ADMINISTRATION
17-B, SRI AUROBINDO MARG, NEW DELHI-110016

INDENT FOR STATIONERY

Unit Name **PERSONNEL SECTION**

Date of Issue 25.9.2012

Project/Programme _____

S.No	Item Description	Quantity	Quantity Issued	Remarks
1.	Ball Pen (Blue)	5 Nos.		
2.	Pilot Pen (Blue)	5 Nos.		
3.	Glue Stick	5 Nos.		
4.	Pencil	5 Nos.		
5.	Printing Paper	5 Reams		
6.	Gem Clip	5 pkt.		
7.	File Cover	30 Nos.		
8.	Duster	5 Nos.		
9.	Eraser	5 Nos.		
10.	Writing Pad large Size	5 Nos.		
11.	Computer Duster	2 Nos.		
12.	Binder clip (big)	5 Nos.		
13.	All-out Refill	3 Nos.		
14.	Tumbler	2 nos.		
15.	Black Sketch Pen	4 Nos.		
16.	Fluid (White)	4 nos.		
17.	Highlighter (Pen)	2 pkt.		
18.	Red Pilot (Pen)	2 nos.		
19.	Black sketch	5 nos.		
20.	Scissor	1 no.		
21.	Black and Brown Tape	2 Nos. each		
22.	Sharpener	5 nos.		
23.	Collin Bottle	1 No.		
24.	Pilot Pen Black	2 Nos.		

Officer Authorising Supply _____ Indenting Office _____

Designation _____ Designation _____

Date entered on _____ Received as above _____

NATIONAL UNIVERSITY OF EDUCATIONAL PLANNING & ADMINISTRATION
17-B, SRI AUROBINDO MARG, NEW DELHI-110016

INDENT FOR STATIONERY

Unit Name **PERSONNEL SECTION**

Date of Issue 26.11.2012

Project/Programme _____

S.No	Item Description	Quantity	Quantity Issued	Remarks
1.	Ball Pen (Blue)	4 Nos.		
2.	Pilot Pen (Blue)	4 Nos.		
3.	Glue Stick	4 Nos.		
4.	Pencil	4Nos.		
5.	Printing Paper	5 Reams		
6.	Gem Clip	4 pkt.		
7.	File Cover	30 Nos.		
8.	Duster	4 Nos.		
9.	Eraser	4 Nos.		
10.	Writing Pad large Size	4 Nos.		
11.	Computer Duster	2 Nos.		
12.	Binder clip (big)	4 Nos.		
13.	All-out Refill	4 Nos.		
14.	Tumbler	4 nos.		
15.	Black Sketch Pen	4 Nos.		
16.	Highlighter (Pen)	2 pkt.		
17.	Red Pilot (Pen)	2 nos.		
18.	Scissor	1 no.		
19.	Black and Brown Tape	2 Nos. each		
20.	Sharpener	4 nos.		
21.	Collin Bottle	1 No.		
22.	Pilot Pen Black	2 Nos.		
23.	Mouse pad	1 no.		
24.	Tag	4 nos.		

Officer Authorising Supply _____ Indenting Office _____

Designation _____ Designation _____

Date entered on _____ Received as above _____

NATIONAL UNIVERSITY OF EDUCATIONAL PLANNING & ADMINISTRATION
17-B, SRI AUROBINDO MARG, NEW DELHI-110016

INDENT FOR STATIONERY

Unit Name **PERSONNEL SECTION**

Date of Issue 23.1.2013

Project/Programme _____

S.No	Item Description	Quantity	Quantity Issued	Remarks
1.	Ball Pen (Blue)	4 Nos.		
2.	Pilot Pen (Blue)	4 Nos.		
3.	Pliot Pen (Red)	2 Nos.		
4.	Pencil	4Nos.		
5.	Printing Paper	5 Reams		
6.	Gem Clip	4 pkt.		
7.	File Cover	30 Nos.		
8.	Duster	4 Nos.		
9.	Eraser	4 Nos.		
10.	Writing Pad	4 Nos.		
11.	Binder clip	4 Nos.		
12.	Pencil Cutter	1 No.		
13.	Black Sketch Pen	4 Nos.		
14.	Sharpener	4 nos.		
15.	Mouse pad	1 no.		
16.	Tag	4 nos.		
17.	Glue Stick	4 Nos.		
18.	Cello Tape	2 Nos.		
19.	Flask (For S.O)	1 No.		
20.	Fluid (White)	4 nos.		
21.	Note sheet	4 Nos.		
22.	Letter Head of NUEPA	2 Nos.		
23.				
24.				

Officer Authorising Supply _____ Indenting Office _____

Designation _____ Designation _____

Date entered on _____ Received as above _____

NATIONAL UNIVERSITY OF EDUCATIONAL PLANNING & ADMINISTRATION
17-B, SRI AUROBINDO MARG, NEW DELHI-110016

INDENT FOR STATIONERY

Unit Name **PERSONNEL SECTION**

Date of Issue 8.3.2013

Project/Programme _____

S.No	Item Description	Quantity	Quantity Issued	Remarks
1.	Ball Pen (Blue)	4 Nos.		
2.	Pilot Pen (Blue)	4 Nos.		
3.	Pliot Pen (Red)	2 Nos.		
4.	Pencil	4Nos.		
5.	Printing Paper	5 Reams		
6.	Gem Clip	2 pkt.		
7.	File Cover	30 Nos.		
8.	Duster	4 Nos.		
9.	Eraser	4 Nos.		
10.	Writing Pad (Big)	4 Nos.		
11.	Binder clip	4 Nos.		
12.	Pencil Cutter	1 No.		
13.	Black Sketch Pen	4 Nos.		
14.	Sharpener	4 nos.		
15.	Mouse pad	1 no.		
16.	Tag	4 nos.		
17.	Glue Stick	4 Nos.		
18.	Punching machine	1 no		
19.	Water flask(for SO)	1 No.		
20.	Note sheet	4 Nos.		
21.	Letter Head of NUEPA	2 Nos.		
22.	Tumbler	4 nos.		
23.	Collin Bottle	1 No.		
24.	Stapler	1 no.		

Officer Authorising Supply _____ Indenting Office _____

Designation _____ Designation _____

Date entered on _____ Received as above _____

NATIONAL UNIVERSITY OF EDUCATIONAL PLANNING & ADMINISTRATION
17-B, SRI AUROBINDO MARG, NEW DELHI-110016

INDENT FOR STATIONERY

Unit Name **PERSONNEL SECTION**

Date of Issue 14.5.2013

Project/Programme _____

S.No	Item Description	Quantity	Quantity Issued	Remarks
1.	Ball Pen (Blue)	4 Nos.		
2.	Pilot Pen (Blue)	4 Nos.		
3.	Pliot Pen (Red)	2 Nos.		
4.	Pencil	4Nos.		
5.	Printing Paper	5 Reams		
6.	Gem Clip	2 pkt.		
7.	File Cover	30 Nos.		
8.	Duster	4 Nos.		
9.	Eraser	4 Nos.		
10.	Writing Pad (Big)	4 Nos.		
11.	Binder clip	4 Nos.		
12.	Pencil Cutter	1 No.		
13.	Black Sketch Pen	4 Nos.		
14.	Sharpener	4 nos.		
15.	Mouse pad	1 no.		
16.	Tag	4 nos.		
17.	Glue Stick	4 Nos.		
18.	Letter Head of NUEPA	2 Nos.		
19.	Collin Bottle	1 No.		
20.	Stapler	1 no.		
21.	All-out Refill	4 Nos.		
22.				
23.				
24.				

Officer Authorising Supply _____ Indenting Office _____

Designation _____ Designation _____

Date entered on _____ Received as above _____

NATIONAL UNIVERSITY OF EDUCATIONAL PLANNING & ADMINISTRATION
17-B, SRI AUROBINDO MARG, NEW DELHI-110016

INDENT FOR STATIONERY

Unit Name **PERSONNEL SECTION**

Date of Issue 27.6.2013

Project/Programme _____

S.No	Item Description	Quantity	Quantity Issued	Remarks
1.	Ball Pen (Blue)	4 Nos.		
2.	Pilot Pen (Blue)	4 Nos.		
3.	Pliot Pen (Red)	2 Nos.		
4.	Pencil	4 Nos.		
5.	Printing Paper	5 Reams		
6.	Gem Clip	2 pkt.		
7.	File Cover	30 Nos.		
8.	Duster	4 Nos.		
9.	Eraser	4 Nos.		
10.	Writing Pad (Big)	4 Nos.		
11.	Binder clip	4 Nos.		
12.	Pencil Cutter	1 No.		
13.	Black Sketch Pen	4 Nos.		
14.	Sharpener	4 nos.		
15.	Mouse pad	1 no.		
16.	Punching machine	1 no		
17.	Glue Stick	4 Nos.		
18.	Letter Head of NUEPA	2 Nos.		
19.	Collin Bottle	1 No.		
20.	Stapler	1 no.		
21.	All-out Refill	4 Nos.		
22.	Re-stick Flag (Colourful)	3 Nos.		
23.	Attendance Register	8 Nos.		
24.	A-4 Size Yellow Envelope	1pkt.		

Officer Authorising Supply _____ Indenting Office _____

Designation _____ Designation _____

Date entered on _____ Received as above _____

NATIONAL UNIVERSITY OF EDUCATIONAL PLANNING & ADMINISTRATION
17-B, SRI AUROBINDO MARG, NEW DELHI-110016

INDENT FOR STATIONERY

Unit Name **PERSONNEL SECTION**

Date of Issue 26.8.2013

Project/Programme _____

S.No	Item Description	Quantity	Quantity Issued	Remarks
1.	Ball Pen (Blue)	4 Nos.		
2.	Pilot Pen (Blue)	4 Nos.		
3.	Pliot Pen (Red)	2 Nos.		
4.	Pencil	4 Nos.		
5.	Printing Paper	5 Reams		
6.	Gem Clip	3 pkt.		
7.	File Cover	50 Nos.		
8.	Duster	4 Nos.		
9.	Eraser	4 Nos.		
10.	Writing Pad (Big)	4 Nos.		
11.	Binder clip	4 Nos.		
12.	Black Sketch Pen	4 Nos.		
13.	Sharpener	4 nos.		
14.	Mouse pad	1 no.		
15.	Punching machine	1 no		
16.	Glue Stick	4 Nos.		
17.	Letter Head of NUEPA	2 Nos.		
18.	Collin Bottle	1 No.		
19.	Stapler	1 no.		
20.	Re-stick Flag (Colourful)	3 Nos.		
21.	A-4 Size Yellow Envelope	1pkt.		
22.	Stapler	1 no.		
23.				
24.				

Officer Authorising Supply _____ Indenting Office _____

Designation _____ Designation _____

Date entered on _____ Received as above _____

NATIONAL UNIVERSITY OF EDUCATIONAL PLANNING & ADMINISTRATION
17-B, SRI AUROBINDO MARG, NEW DELHI-110016

INDENT FOR STATIONERY

Unit Name **PERSONNEL SECTION**

Date of Issue 29.1.2014

Project/Programme _____

S.No	Item Description	Quantity	Quantity Issued	Remarks
1.	Ball Pen (Blue)	4 Nos.		
2.	Pilot Pen (Blue)	4 Nos.		
3.	Pliot Pen (Red)	2 Nos.		
4.	Pencil	4 Nos.		
5.	Printing Paper	5 Reams		
6.	Gem Clip	4 pkt.		
7.	Duster	4 Nos.		
8.	Eraser	4 Nos.		
9.	Writing Pad (Big)	4 Nos.		
10.	Binder clip	4 Nos.		
11.	Black Sketch Pen	4 Nos.		
12.	Sharpener	4 nos.		
13.	Mouse pad	1 no.		
14.	White Fluid	3 nos		
15.	Glue Stick	4 Nos.		
16.	Collin Bottle	1 No.		
17.	Stapler	1 no.		
18.	Re-stick Flag (Colourful)	4 Nos.		
19.	Drawing Pin	1 pkt		
20.	All out Refill	3 nos.		
21.	Scissor	1 no		
22.	DVD (W)	1 pkt		
23.	Pin container	2 nos.		
24.				

Officer Authorising Supply _____ Indenting Office _____

Designation _____ Designation _____

Date entered on _____ Received as above _____

NATIONAL UNIVERSITY OF EDUCATIONAL PLANNING & ADMINISTRATION
17-B, Sri Aurobindo Marg, New Delhi-110016

INDENT FOR STATIONERY

Unit Name _____ Date of Issue _____

Project/Programme _____

S.No	Item Description	Quantity	Quantity Issued	Remarks
1.	36-A HP Tonner	1 No		
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
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19.				
20.				
21.				
22.				
23.				
24.				

Officer Authorising Supply _____ Indenting Officer _____

Designation _____ Designation _____

Date entered on _____ Received as above _____