

K.F.C. FORM 13

Instructions for the preparation of annual indents

Judged on the basis of the average consumption of the last 3 years, indents for the annual requirements of the articles for each office for each financial year should be prepared and sent to the competent authority in the prescribed form not later than the first February of the previous year. Indents for dietary articles and those for articles which fall within the purview of the Stores Purchase Committee should be prepared separately. A tentative list of the articles which are dealt with by the S.P.C. has been supplied to all departments.

2. The stores required should be properly grouped together. A general grouping of the articles is shown in the tentative list supplied.

3. Indents for articles that are to be obtained from Stationery Department or other departmental stores should be placed on the Departments concerned early enough. Such articles are not to be included in this indent.

4. The details called for in this indent form must be supplied in all cases. Complete and correct specifications including trade name, size, etc., of each article indented for should be furnished invariably. Mention of particular makes or brands should be avoided as far as possible. Even where such mention is unavoidable, the words "or equivalent" or "or similar" should be added at the end.

5. As uniformity in the units of supply has to be secured, the indenting officers should state their requirements both by weight and by number of volume wherever mention of unit in either way is possible.

6. The place at which delivery is required should be indicated. Where the place of delivery is away from places served by the railways the nearest Railway Station should also be mentioned alongside.

7. The annual indents should be prepared as carefully and comprehensively as possible, and supplemental indents for urgent requirements should be avoided as far as possible. Where however, supplies of particular items are required earlier they should be marked out prominently.

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(See Chapter VI, Article 122)

GOVERNMENT OF KERALA

Indent for stores required in

for the Department of

Indent Nodated 20.....

Reference to any previous correspondence relating to articles included in this indent	:	
State whether funds required for the expenditure involved have been provided in the budget for the year	:	
The address to which stores indented are to be consigned (Nearest Railway Station should be mentioned)	:	
Name of officer who will inspect the consignment	:	
Any other special instruction	:	

I hereby certify that the purchase of the stores included in this indent is within my administrative powers/has been sanctioned by competent authority vide sanction order noted in the remarks column of the indent.

Signature and Designation of Indenting Officer

Station:

Date :

REVERSE OF K.F.C. FORM 13

Serial number	Articles with full description and accurate specification, etc.	Stock on hand after verification	Purchase of the year including goods on order	Quantity required for the year	Rate at which last purchased or estimated cost if fresh purchase (which would be specified)		Name of last supplier	Purpose for which articles are required to guide supply	Place at which delivery is sought	Classification number	Remarks
					Unit	Amount Rs.					
1	2	3	4	5	6	7	8	9	10	11	12