



Indent Voucher No.....

झारखण्ड केन्द्रीय विश्वविद्यालय

Central University of Jharkhand

Requisition form for Stationery/Furniture/Desktop etc.

Requisition of the Dept./Office/Cell:

Sl. No.	Name of the Items	Present Stock Status	Quantity Required	Quantity to be Issued	Remarks
(i)	(ii)	(iii)	(iv)	(v)	(vi)
1					
2					
3					
4					
5					

Note: Column (iii) & (v) to be filled up by Store Section only.

Full Name in Capital letters:

Designation: Signature with Date:

FOR STORE SECTION

Forwarded by Dept./Office/Cell Head

Forwarded by Store In-charge

Received by

Full Name:

Designation:



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