



राष्ट्रीय प्रौद्योगिकी संस्थान दिल्ली
NATIONAL INSTITUTE OF TECHNOLOGY DELHI
(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संस्थान)

(An autonomous Institute under the aegis of Ministry of Education (Shiksha Mantralaya), Govt. of India)
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NITD/03/Stores/589/2023-24

22nd June, 2023

OFFICE ORDER

In order to streamline the existing process for purchase of stationery items, the Competent Authority has approved the following process for the purpose:-

1. Only major items (as per Annexure I) will be purchased and issued by the Store & Purchase Section to the Departments/ Sections.
2. The remaining items shall be purchased by the Departments/Sections/Cells from their imprest money.
3. No stationery will be provided by the Store & Purchase Section for any Conferences, Sponsored FDP's, Departmental Meetings, admissions of B.Tech (through JoSAA), M. Tech (through CCMT) and DASA.
4. Consolidated indent shall be filled once/ twice a month by the department/ sections in a consolidated manner for the required items duly forwarded by the concerned HoD/ Section Head. No separate/ individual request of the faculty/ Staff shall be entertained.
5. The stationery issue timing & days will be 03.00 P.M. to 04.00 P.M. on every Tuesday & Thursday.

This is issued with the approval of the competent authority.


Registrar
23/06/2023

Copy to:-

1. All the employees of the Institute
2. PA to Director (for information)
3. Assistant Registrar
4. Registrar Office
5. Store & Purchase Section
6. Account Section

Annexure - I

S. No.	ITEMS NAME
1	Books - Indent Book (Consumbale)
2	Books - Indent Book (Non Consumbale)
3	Books - Service Book
4	Books-Gate Pass
5	Books - Peon Book
6	Register - Attendance Register (Staff)
7	Register - Attendance Register (Student)
8	Register - Log Book Register
9	Register - Stock Register (Consumable) (GFR-41)
10	Register - Stock Register(Non- Consumable) (GFR-40)
11	Cartridge - HP Cartridge 78A
12	Cartridge-HP Cartridge 128A
13	Cartridge - HP Cartridge 88A
14	Cartridge - HP Cartridge 30A/CF230A
15	Cartridge - HP Cartridge 137A / 137X
16	Cartridge - HP Cartridge 410A
17	Cartridge-HP Cartridge 416 A
18	Cartridge-Sharp 23 AT (Black)
19	Cartridge-Sharp 23 AT BA+CA+YA+MA (Set)
20	Cartridge-Sharp 25
21	Cartridge-Sharp 25 BA+CA+YA+MA
22	Cartridge - SHARP Photocopier (500AT)
23	Cartridge - SHARP Photocopier (560AT)
24	Duster - Blackboard/ W.B.
25	Duster - Magnetic
26	Duster Cloth (Yellow)
27	Duster Cotton (White)
28	Colin 500 ml
29	Duster Handloom
30	Dustpan
31	Broom/Solt
32	Hit
33	Room Freshner
34	Envelope Plain (A3) - Plastic Laminated - Yellow
35	Envelope Plain (A4) - Plastic Laminated - Yellow
36	Envelope Plain (A3) - Plastic Laminated - White
37	Envelope Plain (A4) - Plastic Laminated - White
38	Envelop Clothing (A4)
39	Envelop (9x4) White Plain
40	Envelop (9x4) Yellow Plain
41	File Board
42	Files - Index File/Box File (OTHER)
43	Files - Office File
44	Dustbin
45	Ream Paper - A4 (WHITE)
46	Ream Paper - A4 (Green)
47	Ream Paper- A3 (White)
48	Sutli/Plastic Rope
49	Tag/ Thread
50	Labels A4 ST-40
51	Labels A4 ST-24
52	Labels A4 ST - 65