



No. 73.....

Dated: 13-06-2023

**OFFICE ORDER**

In order to streamline the process for procuring consumable items hassle free and smooth, it is hereby ordered that henceforth all the Branch Heads of CHB will fill in the below mentioned indent performa and send it to Administrative Branch, CHB through e-office mode only :-

INDENT PERFORMA (To be used for purchase of Consumable items)	
1. Name of Indenting Branch	
2. Name of Indenting Officer	
3. Name of the item and attach specification, if required	
4. Present stock of the item/ equipment Quantity and make	
5. Quantity required now	
6. Approximate cost	Pertains to Admin Branch
7. Justification for purchase	
8. How long the current purchase will last	
9. As to whether the above said items are available on GeM or not.	Pertains to Admin Branch.
NB: I. All columns must be filled II. Write NA in the column if not applicable. III. Must be accompanied by required documents.	
Date:	
Signature of Branch Incharge	

Dated: 07.06.2023

Yashpal Garg, I.A.S.  
Chief Executive Officer,  
Chandigarh Housing Board,  
Chandigarh.

Endst. No. HB(S)/AO/CT/2023/000/28

Dated: 13-06-2023

A copy is forwarded to the following for information:-

1. The Chief Engineer, C.H.B.;
2. The Superintending Engineer-I/II, C.H.B. Chd.;
3. The Executive Engineer-I/II/III/IV/V (Elect.)/VI (P.H.)/Enf.Officer/ Architect, C.H.B.;
4. The Chief Accounts Officer/Senior Law Officer/Computer Incharge, C.H.B.;
5. The Accounts Officer-I-cum-V/II/III/IV/Colony, C.H.B.;&
6. P.A. to Chairman/C.E.O./Secretary, CHB for kind information of the Officers;

  
Administrative Officer,  
Chandigarh Housing Board,  
Chandigarh.