

Indent Number should contained Five Digit Number



Example: For Anatomy Department as per below mentioned code and Indent S.no. is 499 then code will be:



Five digit Code will be consist of:

01-499

For Allocation Head

Example: Procurement of "Book" Comes under GIA capital 410035 and Account Head of "Books" is 350109. Hence allocation head will be:	GIA capital 410035
	Account Head 350109

Department

S.no.	Department	Consignee Code
1	Anatomy	01
2	Anaesthesiology	02
3	Biochemistry	03
4	Community & Family Medicine	04
5	Dentistry	05
6	ENT-Otorhinolaryngology	06
7	Forensic Medicine & Toxicology	07
8	General Medicine	08
9	General Surgery	09
10	Microbiology	10
11	Obstetrics & Gynaecology	11
12	Ophthalmology	12
13	Orthopaedics	13
14	Pathology & Lab Medicine	14
15	Pediatrics	15
16	Pharmacology	16
17	Physiology	17
18	Psychiatry	18
19	Pulmonary Medicine & TB	19
20	Radio-Diagnosis	20
21	Radio-Therapy	21
22	Transfusion Medicine & Blood Bank	22
23	Trauma & Emergency	23
24	Aayurvedic	55
25	Homiopathic	56

Project Cell

S.no.	Department	Consignee Code
1	Civil wing	71
2	Electrical wing	72

Allocation Head

S.no.	GIA CAPITAL-410035	ACCOUNT HEAD
	FIXED ASSETS (ADMINISTRATION)	350100
1	Land	350101
2	Buildings	350102
3	Plant & Machinery	350103
4	Medical Equipments & Tools	350104
5	Motor Vehicles	350105
6	Office Machinery & Equipments	350106
7	Electrical Fittings & Appliances	350107
8	Furniture & Fixtures	350108
9	Books	350109
10	Patents & Copyright	350110
11	Computers (Desktop,Notebooks,Laptop)	350111
12	Softwares	350112
S.no.	FIXED ASSETS (HOSPITAL)	350200
1	Land	350201
2	Buildings	350202
3	Plant & Machinery	350203
4	Medical Equipments & Tools	350204
5	Motor Vehicles	350205
6	Office Machinery & Equipments	350206
7	Electrical Fittings & Appliances	350207
8	Furniture & Fixtures	350208
9	Books	350209
10	Patents & Copyright	350210
11	Computers (Desktop,Notebooks,Laptop)	350211
12	Softwares	350212
S.no.	FIXED ASSETS (MEDICAL COLLEGE & HOSTEL)	350300
1	Land	350301
2	Buildings	350302
3	Plant & Machinery	350303
4	Medical Equipments & Tools	350304
5	Motor Vehicles	350305
6	Office Machinery & Equipments	350306
7	Electrical Fittings & Appliances	350307
8	Furniture & Fixtures	350308

9	Books	350309
10	Patents & Copyright	350310
11	Computers (Desktop,Notebooks,Laptop)	350311
12	Softwares	350312
S.no.	FIXED ASSETS (RESIDENTIAL COMPLEX)	350400
1	Land	350401
2	Buildings	350402
3	Plant & Machinery	350403
4	Medical Equipments & Tools	350404
5	Motor Vehicles	350405
6	Office Machinery & Equipments	350406
7	Electrical Fittings & Appliances	350407
8	Furniture & Fixtures	350408
9	Books	350409
10	Patents & Copyright	350410
11	Computers (Desktop,Notebooks,Laptop)	350411
12	Softwares	350412

S.no.	GIA GENERAL-410031	ACCOUNT HEAD
1	TAXES & DUTIES	310100
1a	Rates & Taxes	310101
2	WATER, ELECTRIC & FUEL CHARGES	310200
2a	Water Charges	310201
2b	Electricity Charges	310202
2c	Fuel Charges (Generators)	310203
2d	Fuel Charges (Vehicles)	310204
3	MEDICAL & HOSPITAL EXPENSES	310300
3a	Drugs & Medicines	310301
3b	Consumables (Medical)	310302
3c	Dietary charges	310303
3d	Scientific & Research Expenses	310304
3e	Training & Development Expenses	310305
3f	Gas Charges	310306
3g	Garbage Disposal Expenses	310307
3h	Fumigation & Sterlization Expenses	310308
4	REPAIRS & MAINTENANCE	310400
4a	Land	310401
4b	Buildings	310402
4c	Plant & Machinery	310403

4d	Medical Equipments & Tools	310404
4e	Motor Vehicles	310405
4f	Office Machinery & Equipments	310406
4g	Electrical Fittings & Appliances	310407
4h	Furniture & Fixtures	310408
4i	Books	310409
4j	Patents & Copyright	310410
4k	Computers (Desktop,Notebooks,Laptop)	310411
4l	Softwares	310412
5	OUTSOURCEING & OTHER EXPENSES	310500
5a	Consumables (General)	310501
5b	Pathology Outsourcing Expenses	310502
5c	Housekeeping services	310503
5d	Security Services	310504
5e	Outsourcing Office Services	310505
5f	Outsourcing Hospital Services	310506
5g	Horticulture Expenses	310507
5h	Scholarship	310508
5i	Stipend (Students)	310509
5j	Fees, Honorarium or Other Charges	310510
5k	Learning Resource Allowance	310511
5l	Freight Expenses	310512
5m	Conveyance Charges	310513
6	RENT & HIRING CHARGES	310600
6a	Land	310601
6b	Buildings	310602
6c	Plant & Machinery	310603
6d	Medical Equipments & Tools	310604
6e	Motor Vehicles	310605
6f	Office Machinery & Equipments	310606
6g	Electrical Fittings & Appliances	310607
6h	Furniture & Fixtures	310608
6i	Books	310609
6j	Patents & Copyright	310610
6k	Computers (Desktop,Notebooks,Laptop)	310611
6l	Softwares	310612
7	TOUR & TRAVEL EXPENSES	310700
7a	Conference & Registration Charges	310701
7b	Travelling Expenses (Inland)	310702
7c	Travelling Expenses (Foreign)	310703
7d	Hotel Charges	310704

7e	Food & Beverages	310705
7f	Composite Transfer Grant	310706
8	ENTERTAINMENT EXPESES	310800
8a	Meetings	310801
9	PRINTING & STATIONARY	310900
9a	Printing & Stationery (Computer)	310901
9b	Printing & Stationery (Other Than Computer)	310902
10	COMMUNICATION EXPENSES	311000
10a	Telephone, Mobile,Internet, Data Card etc	311001
10b	TV Recharge Etc Expenses	311002
11	POSTAL & COURIOR EXPENSES	311100
12	BOOKS, NEWSPAPER, MAGZINES ETC	311200
13	ADVERTISEMENT & PUBLICITY	311300
14	PROFESSIONAL CHARGES	311400
14a	Audit Expenses	311401
14b	Professional & Legal Charges	311402
15	INTEREST EXPENSES	311500
15a	Interest on Payment of Bank & Financial Institutions	311501
15b	Interest on Payment Other Loans	311502
15c	Bank Charges	311503
16	INSURANCE	311600
16a	Insurance - Vehicles	311601
16b	Insurance - Assets	311602
16c	Insurance - Cash	311603
17	WRITE OFF & LOSSES	311700
17a	Cash	311701
17b	Inventory/Stores	311702
17c	Assets	311703
17d	Bad Debts	311704
17e	Foreign Exchange Fluctuation	311705
17f	Hedging Charges	311706
17g	Preminarly Expenses	311707
18	MISCELLANEOUS EXPENSES	311800

Check List

Requisition no.

Date

Sr. No.	Description	Remarks	
1	Whether requisition / MS / Indent No. is in 5 digits and copy is clear and is in	Yes	No
2	Whether the demand is routed through nominated HOD / MS	Yes	No
3	Whether demands are routed through Head of the Consuming Deptt.	Yes	No
4	Whether head of allocation & consignee code is indicated correctly	Yes	No
5	Technical Particulars	Yes	No
5.1	Whether Technical particulars (description / specifications etc) are complete	Yes	No
5.2	Whether broad based specification (i.e. Specification is not based on a particular Make/Part No)	Yes	No
5.3	Whether drawing or specification is enclosed for tendering i.e. if any drawing attach.	Yes	No
6	Detail of last demand sent for the same item	Yes	No
6.1	Demand No. : _____ Date : _____	Yes	No
6.2	Quantity	Yes	No
7	Last Purchase Details should have been given with following particulars	Yes	No
7.1	PO no. and date:	Yes	No
7.2	Name of supplier:	Yes	No
7.3	Rate & unit	Yes	No
7.4	Whether the supplies materialized were accepted?	Yes	No
8	Whether the basis for estimation of the rate has been given as per Budgetary quotation / PO ?	Yes	No
9	Whether quantity / rate / total value is mentioned in Indent. (Purchase Proposal Request form)	Yes	No
10	Whether the funds availability has been certified by indenter in the current financial year	Yes	No
11	Have the name of the likely supplier / Suggested supplier been furnished ?	Yes	No

Note: All columns should be meticulously filled in to avoid any back reference.

Indenter's Signature & Seal