



POLICE HEADQUARTERS

JAMMU & KASHMIR, JAMMU.

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(Provision Section)

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C I R C U L A R.

Subject: Annual Indent.

Annual Indent of requirement of uniform and other equipments furnished by the units forms bedrock on which whole edifice of procurement and allotment at PHQ level rests. Furnishing of exact, timely, realistic and unambiguous Indent by all the unit heads is of paramount importance and deserves priority attention.

It has been observed that some units do not furnish the Annual Indent promptly which defeats the very purpose of whole process and causes difficulties in consolidating the annual requirement of uniform/equipments and timely procurement.

All the unit heads are hereby directed to furnish annual indent separately for the following groups of articles/equipments to PHQ latest by 7th April, 2018 as per the format enclosed;

1. Uniform items;
2. Equipments viz Riot Control, Tents/Shamiyanas etc;
3. Defence Stores;
4. Tyres/tubes;
5. Batteries for vehicles;
6. Electronics viz computers, printers, Photostat machines, water filters, coolers, Gensets etc;
7. Security Equipments/Consumables;
8. Traffic Equipments;
9. Wireless equipments & consumables etc;
10. Photography Equipments/consumables;
11. Medical Equipments & Medicines including surgical/laboratory consumables etc;
12. Any other equipment not falling under any of the above heads.

The instructions conveyed shall be followed in letter and spirit and any deviation shall be viewed seriously. *SSPs/COS shall themselves apply mind while preparing indents.*

19.03.2018
(S.P.Vaid) IPS

Director General of Police,
J&K Jammu.

No. PHQ/Prov-II/e-proc/2017/22795 Dated: 20 -03-2018.

Copy to the:

1. Chairman cum MD Police Housing Corporation;
 2. Addl. DsGP Armed/CID/Crime/Security;
 3. Director SKPA Udhampur;
 4. IGP Jammu Zone;
 5. IGP Kashmir Zone;
 6. Director SSG;
 7. IGP telecommunication to furnish the annual indent through the Wireless Planning Committee;
 8. IsGP Traffic/Armed Jammu/Railways/Security/Armed Kashmir;
 9. All DIsGP in J&K Police;
 10. DPT J&K;
 11. All SSsP in J&K Police including District SsP/Commandants of JKAP/IR Bns;
 12. SSPs Security/CID/Crime/Traffic/Railway Police/SSG/AHJ;
 13. Principals of Training Centres/MS PH Srinagar/Jammu;
 14. Sr. ADO PHQ;
 15. ~~SO (IT)~~ PHQ for uploading the circular on Police Website.
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Annexure to Circular issued under endorsement No.PHQ/Prov-II/e-proc/2017/22795-830 dated 20-03-2018.

Proforma for submission of Annual Indent to PHQ.

Type of Equipment:

| Sl. No. | Name of the equipment. | Present Holding (As on 31-03-2018). | | | Details of installation/distribution. | Requirement for the year 2018-19. | Justification. |
|---------|------------------------|-------------------------------------|--------------------|-----------------------|---------------------------------------|-----------------------------------|----------------|
| | | Total stock. | on Un-serviceable. | In working condition. | | | |
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