UNIVERSITY OF MADRAS

(Established under the Act of Incorporation XXVII of 1857 – Madras University Act 1923)

(State University)

Centenary Building, Chepauk Campus, Chennai 600 005

No.GA-I(A)/Stationery Section Indent/ Circular /2026 001

Dated : 12 JAN 2026

CIRCULAR

The modified Indent format for Stationery requisition enclosed herewith is available in the University Web Portal www.unom.ac.in. under the 'Announcement Column'.

All the sections are hereby informed to download the said format from the University portal and forward their stationery request accordingly in the duly filled up modified format only with effect from January 2026 onwards.

REGISTRAR

for

Copy to

1 The Director (IDE)
2 The Controller of Examinations (Main)
3 The Additional Controller of Examinations (IDE)
4 The Secretary to Vice-Chancellor
5 Senior PA to Registrar
6 The Section Officers of all Sections except Departments

INDENT FORM FOR STATIONERY ITEMS

1. NAME OF THE SECTION:
2. NO.OF PERMANENT STAFF IN THE SECTION: ☐
3. INDENT FOR THE MONTH OF:

CONSUMABLE ITEMS (QUARTERLY)

SI. No	NAME OF THE ARTICLES	AS ON DATE STOCK AVAILABLE IN THE SECTION	NO. OF ITEMS REQUIRED	NO.OF ITEMS ISSUED	STOCK ENTRY PAGE AND VOLUME NO.
1	CELLO TAPE ½ inch				
2	ERASER				
3	DCB FILES				
4	FILE FLAP PAD				
5	GEM CLIPS				
6	GUM PASTE				
7	CARD BOARD CALICO PADS				
8	PENCIL – BLACK LEAD				
9	PIN BOX				
10	STAPLER PIN (SMALL)				
11	STAPLER PIN (BIG)				
12	TAG				
13	DUNGRY CLOTH				
14	STICKY FLAG				
15	NOTE BOOKS – 96 PAGES				
16	NOTE BOOKS – 192 PAGES				
17	XEROX PAPER (A-4 SIZE)				
18	XEROX PAPER (FULL SCAPE)				

CONSUMABLE ITEMS ----- (HALF YEARLY)

19	MANILA COVERS –(SMALL) REGISTRAR				
20	MEDIUM SIZE COVER (REGISTRAR)				
21	CLOTHLINED COVER (MEDIUM SIZE) – REGISTRAR				
22	NAPTHALENE BALLS				
23	DESPATCH REGISTER				
24	PERSONAL REGISTER				
25	ATTENDANCE REGISTER (YEARLY)				

P.T.O

NON- CONSUMABLE ITEMS ----- (YEARLY ONCE)

26.	DATE STAMP				
27.	KNIFE – FOLDING				
28.	PAPER WEIGHT (RUBBER)				
29.	PUNCH PLIER (SINGLE HOLE)				
30.	SCISSORS (SMALL)				
31.	STAPLER MACHINE (SMALL)				
32.	STAPLER MACHINE (BIG)				
33.	STAMP PAD				
34.	WRITING PAD				
35.	WASTE PAPER BASKET				

NOTE: NON-CONSUMABLE ITEMS will be issued only on receipt of the condemned item (or) once in a year.

ASST/ASO **SECTION OFFICER** **ASSISTANT REGISTRAR**

Subject to availability

SANCTION AUTHORITY