



The National Institute of Health and Family Welfare
(Store Section)

F.No. E-3747-SB/1/2026-Store

Dated: 13th October, 2026.

CIRCULAR

Subject: Timely Submission of Indents for Procurement of Items Required for Training Programmes, Workshops, Seminars and Other Institute Activities.

It has been observed that the Store Section frequently receives indents for items required for various training programmes, workshops, seminars and other activities organized by the Institute at short notice. It may be noted that the standard delivery period on the Government e-Marketplace (GeM) portal generally ranges from 15 to 45 days, depending upon the nature of the goods/services.

2. As per Rule 149 of the General Financial Rules (GFR), 2017, procurement of common-use goods and services by Central Government Ministries and Departments is required to be made through the Government e-Marketplace (GeM) portal, wherever applicable.

3. In view of the above, all concerned are requested to submit their duly approved indents, complete in all respects, including administrative and financial approvals, **at least 15 working days before the scheduled date of the programme/event/workshop, to facilitate timely procurement of the required items.** Indents involving longer delivery periods should be submitted sufficiently in advance, keeping in view the applicable delivery timelines.

4. The indent/requisition should clearly specify the name of the item, detailed specifications, quantity, intended use and date by which the item is required, wherever applicable, to enable the Store Section to initiate necessary procurement action in a timely manner.

5. All concerned are requested to ensure strict compliance with these instructions to avoid last-minute procurement requests and ensure the smooth conduct of training programmes, workshops, seminars and other Institute activities.

This issues with the approval of the Competent Authority.


(Sanjay Kumar)
Deputy Director (Admn.)

Copy to:

1. SPA to Director – for information.
2. PA to Dy. Director (Admn.) – for information.
3. Dean of Studies.
4. All HODs/Sectional Heads.
5. E & A Section (I & II)
6. Section Officer (Accounts)
7. WMO Section.
8. Nodal Officer, NCCVMRC/NTAGI/LMIS, SAKSHAM/DLC
9. Chairman, Hostel/ Canteen
10. In-charge, Computer Centre – with a request to upload the same on the Institute's website and e-Office portal.