No.F-23012/01/2017-Gen.
Government of India
Ministry of Statistics & Programme Implementation
*****

Sardar Patel Bhawan, Sansad Marg
New Delhi, Dated:02.03.2017

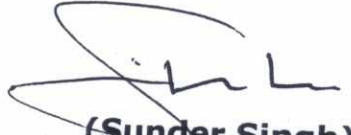## CIRCULAR

Sub: Distribution of stationery and other items through online- reg.

The undersigned is directed to say that the Ministry is in the process of implementation of E-office and some process has already been implemented in the Ministry of Statistics & P.I. It has also been decided to make the distribution of stationery and other items through online w.e.f. the month of March, 2017. Therefore, the indents for stationery and other items (the list of items is available on the web portal mentioned below) will be accepted only through online from the month of March, 2017.

Accordingly, officers/officials of this Ministry are requested to submit their indent for stationery and other items only through online using the web portal **http://10.21.170.5/store/web-stores/storeslogin.asp**. The necessary instructions to use the online stationery request have been mentioned at overleaf. The user ID and password of the individuals will be same as those of the portal of pay slip. No indents in physical form will be received in the General Section from the month of March, 2017.

This issues with the approval of the competent authority.

(Sunder Singh)
Under Secretary to the Govt. of India.

To:

1. All officers/officials of this Ministry.
2. Director, Computer Centre for uploading the same on the official website of this Ministry.
3. Notice Board.

Procedure for applying online for the stationery items is given below:

1. Open link **http://10.21.170.5/store/web-stores/storeslogin.asp**
2. Login with allotted user ID and password.
3. Click on Online stationery request.
4. Fill number of items and press Tab Key (maximum 10 items may be added at a time).
5. Fill the requisition form (by giving key words of the items).
6. Submit the requisition.
7. Authorized user may send their representative to collect sanctioned items from the store.
8. Once the items have been received from the store, the user will be required to give online receiving failing which the user will not be allowed to make next request.