

GOVERNMENT OF ODISHA
DEPARTMENT OF HIGHER EDUCATION

No.HE-GCNE-MISC-0009-2020 351 /HE Dated 4.1.2021

To

All Principals of Government Degree Colleges

Sub: Online submission of indents for supply of standard forms

Madam/Sir,

I am directed to say that it is the existing practice that the Principals of Government Degree Colleges are submitting annual indents manually for supply of varieties of standard forms required for the college as an Indenting Officer to the Department. In turn, the Department got it signed by the respective officer as a Countersigning Officer and sends it to the Directorate of Printing, Stationery & Publication, Cuttack for supply of required forms to Indenting Officers direct.

In the meantime, the Directorate of Printing, Stationery & Publication, Cuttack has introduced online submission of indent which is made mandatory w.e.f. 01.06.2020 and no manual indent shall be accepted by them.

In order to obviate from such practice of manual indent of forms and submission of same for countersignature, all the Principals of Government Degree Colleges are hereby declared as Indenting Officer as well as Countersigning Officer.

They are requested to follow the procedure as outlined below for online submission of indent.

- i. User ID and Password required for online submission of indent is to be collected from Mr Zyauddin Khan, ASO, Mobile-7008343633 / 9439497293.
- ii. The official website of Directorate of Printing, Stationery & Publication, Cuttack (www.ogpress.nic.in) shall be used for online submission of indent.
- iii. Steps mentioned in the Help manual available in website is to be followed.

Henceforth, no requests shall be made to this Department for countersignature of annual indent forms.

Yours faithfully,

Smay
04.01.21
Deputy Secretary to Government

Memo. No. 352 /HE Dated: 4.1.2021

Copy forwarded to all Regional Directors of Education for information and necessary action.

Smay
04.01.21
Deputy Secretary to Government