



Government of West Bengal
Department of Public Enterprises & Industrial Reconstruction
Shilpa Sadan: 4, Abanindranath Tagore Sarani, 2nd Floor, Kolkata-700016

No.18/PEIR-11/135/2024-ESTT

Dated: 06.01.2025

OFFICE ORDER

In order to make the entire process of submission of requisition for Stationary articles by the Officers and Employees of this Department in more transparent manner and approval of the same through online along with maintenance of the Stationery Stock digitally, "PEIR Stock Register Software" has been installed in all the Office Computers of this department.

Now the "PEIR Stock Register Software" has become operational and all the officials in this Department may submit their respective requisition for stationary articles, which are available in the dropdown [other than Computer accessories] through this software.

The Officers and Employees may follow the following steps:

- 1) Log in using own ID and Password.
- 2) For submitting requisition click on the 'INDENT' Tab and then select the items from the list available (furnished in the dropdown) and finally click on 'SUBMIT INDENT'.
- 3) Status of previous requisitions may be viewed from the INBOX of the individual.
- 4) The Approver shall log in by using Super User ID and password and see the all the indents submitted by various officials from 'Stock Issued' tab and may approve the same on checking the balance available.
- 5) The total Stock Received, Total no. of Items supplied to various officials till date and the up-to-date Stock List can be viewed from the Approver end.
- 6) The Approver can also generate the total Stock Report and Section wise Stock Report for any point of time from this Software.

The implementation of this Software shall take immediate effect and no offline requisition for stationary articles will be accepted henceforth.

Self
Senior Special Secretary

No. 18/1(52)/PEIR-11/135/2024-ESTT

Dated: 06.01.2025

Copy forwarded for information and necessary action to the:

- 1) Senior P.S. to the Secretary of this Department for kind perusal of the Secretary
- 2-50) Sri/ Srimati _____
- ✓ 3) SSP of this Department with a request to upload this order in the Departmental Website.

for 06/01/2025
Senior Special Secretary