

National Informatics Centre Services Inc. (NICSI)

(A Government of India Enterprise under NIC)
Ministry of Electronics and Information Technology
New Delhi

PROFORMA-INVOICE REQUEST FORM

Date : / /

DETAILS OF USER

1.	Name of the User Department:	
2.	User Department Alias: (i.e. short-form if any):	
3.	GSTIN Number*: (do not leave this column blank)	
4.	User Department URL:	
5.	User Department Phone Number & email:	
6.	Whether Central-Govt/State-Govt/Others: (in case of State-Govt/Others, write the name of the State or the name of the Other, as the case may be)	
7.	Whether Central-PSU/State-PSU/ Autonomous-body/Institution/Others: (Give name also)	
8.	Name of the concerned Ministry:	
9.	Name of the concerned Department (if any) in that Ministry:	
10.	Complete Postal Address with pin code of the user-department mentioned at (1):	
11.	Name of the Contact Person & designation:	
12.	Phone Nos of Contact Person:	
13.	Email-id of Contact Person:	
14.	Additional Details, if any:	

DETAILS OF ITEMS/SERVICES REQUIRED

1.	Requirement/Description of the ICT Items/Services for which PI is to be issued (in case of manpower please provide number of resources for each category and duration of each resource)	
2.	Date of renewal - if resources are already deployed	
3.	Earlier PI Number & Date (if any) - (in case of any amendment is required in the earlier PI)	
4.	Earlier Project No & Name (if any) - (in case PI is to be issued in the same Project)	
5.	PAC project id along with its approval – for NIC projects / projects being coordinated by NIC	
6.	NIC Coordinator Name and Designation - if any	

* - In case GSTIN number is not available, please make a declaration as 'Not Available'. Input Tax credit will not be available in such cases.

(Signature and stamp of requestor/approver)