

National Informatics Centre Services Inc. (NICSI)

(A Government of India Enterprise under NIC)

Ministry of Electronics and Information Technology, New Delhi

PROJECT EXECUTION FORM (PEF)

(A) Department Details:

1.	Name of the Department:		
2.	GSTIN Number		
3.	Complete Correspondence Address:		
4.	Contact Person Details of User Department Like Name, Designation, Phone, email-id etc	Name:	Desig:
		Mobile:	Phone:
		Fax :	E-mail:

(B) Details of Proforma-Invoice(s) of NICSI against which the Advance is being given:

5.	PI Number:	
6.	PI Date:	
7.	PI Total Amount:	

(C) Details of Advance released to NICSI:

8.	DD/Cheque/RTGS/NEFT Number:	
	Date:	
	Bank Name/Branch:	
	Amount Given:	
	Amount of TDS (deducted if any):	

(D) Details of Item(s)/Service(s) for which Purchase/Work-order is(are) to be issued

9.	(a) In case of supply of Hardware/Software/networking & other items: (use separate sheet if items are more)							
	Sr.No.	Item Details (or mention only the S No of the item as per the PI)	Quantity	User Preferred Vendor (to be selected from the PI against each item)				
	(b) In case of Hiring of Manpower/Services: (use separate sheet if items are more)							
	Sr. No.	Item Details (or mention only the SNo of the item as per the PI)	Details of No. of increments (if any)	Quantity	Period (Months/year)	From Date	To Date	User Preferred Vendor (to be selected from the PI against each item)

10	Delivery Address: (in case of multiple Locations, Location wise address and quantity of items to be delivered need to be specified/enclosed in a separate sheet)	Contact Person Name	
		Designation	
		Complete Address	
		Phone No :-	
		Mobile :-	
		e-mail :-	

(E) NICSI Project Details:

11	NICSI Project No: (in case this advance is to be booked in existing project else leave blank)		
12	PAC Project ID and its approval date		
13	Name of NIC/NICSI Project Coordinator, if any (with Designation, Phone, email-id etc)	Name:	Desig:
		Mobile:	Phone:
		Email:	
14	Any additional Details, if any:		

* PEF should be signed by authorized officer of user department.

In case the PEF is signed by NIC officer, the approval of SIO/HOG/HOD is required.

(Signature & Stamp)*