

THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE

Computer Centre

Date: 29-01-2024

CIRCULAR

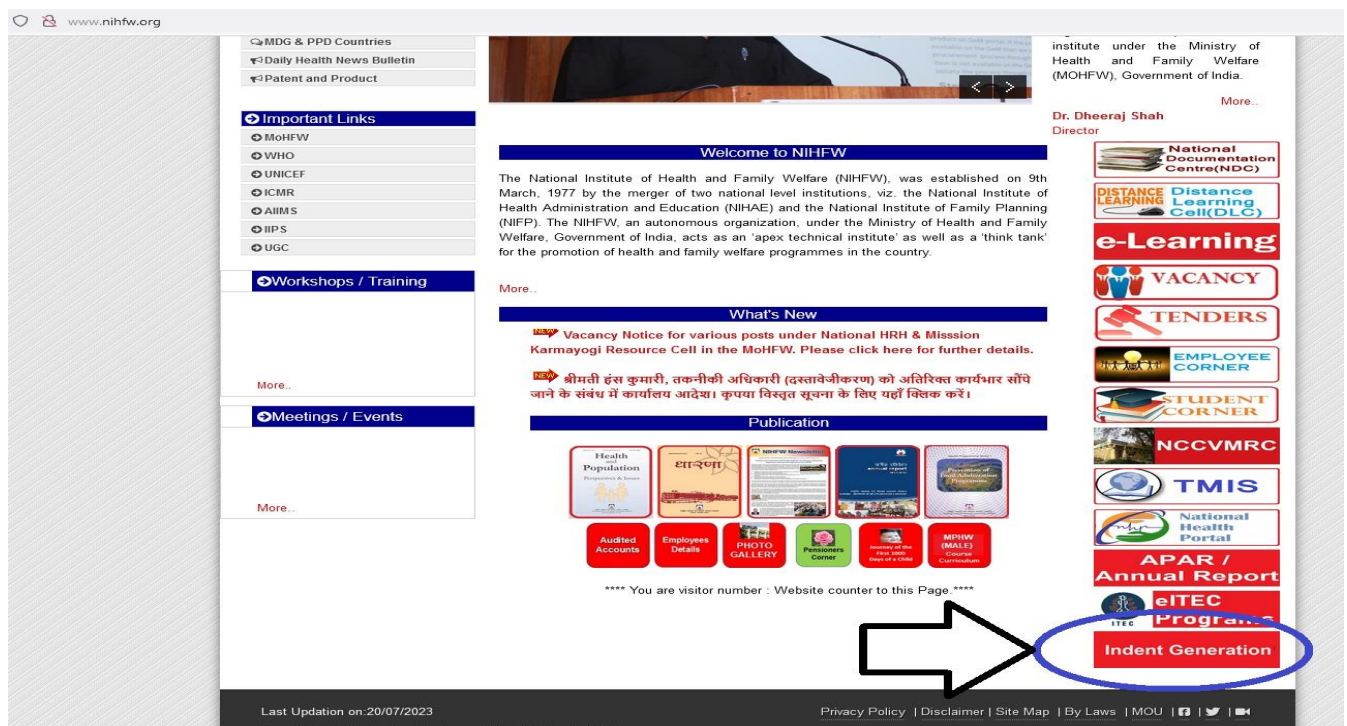
Subject: Hosting of Store Module in the NIHFW website.

The store module has been hosted in the institute website and is functional. It can be accessed by clicking on the link "Indent Generation" from the homepage of the institute website (www.nihfw.org). The login credentials are in the following format:

Email ID : <employee code>@nihfw.org (for eg. 2089@nihfw.org)


Password: **123456** (default password can be changed after the initial login)

(Pankaj Gautam)
In-Charge, Computer Centre



LOCATION OF LINK ON OLD WEBSITE

Not secure 117.239.177.100/nihfw/



From the Director's Desk

I will welcome you to the website of the National Institute of Health and Family Welfare (NIHFV)....

Read more... **Dr. Dheeraj Shah (Director)**

Meetings & Events

Workshop/Training

Training Course on Building Knowledge Base and Awareness about Traditional and Complementary Medicine from 26th February to 01st March 2024.

26-02-2024

Workshop/Training

Read more...

What's New

Food and Stay requisition formats

02-10-2023

Biomedical Waste Management (BMW) Annual report for the year 2022

23-06-2023

Office Order regarding Revision of Licence Fee of Staff Quarters and Directors Bungalow.

09-01-2024

Circular regarding Submission of Annual Immoveable Property Return for the year 2023

08-01-2024

View All

Projects

PC & PNDT - Nodal Agency

Training Management Information System (TMIS)


National Cold Chain and Vaccine Management Resource Centre (NCCVMRC)

National Skills Lab (DAKSH)


Center for Health Informatics (CHI)

National Technical Advisory Group on Immunization (NTAGI)


View All




INDENT GENERATION




National Documentation Centre




Distance Learning Cell




Vacancy




Tender




Employee Corner



Students Corner



Publication

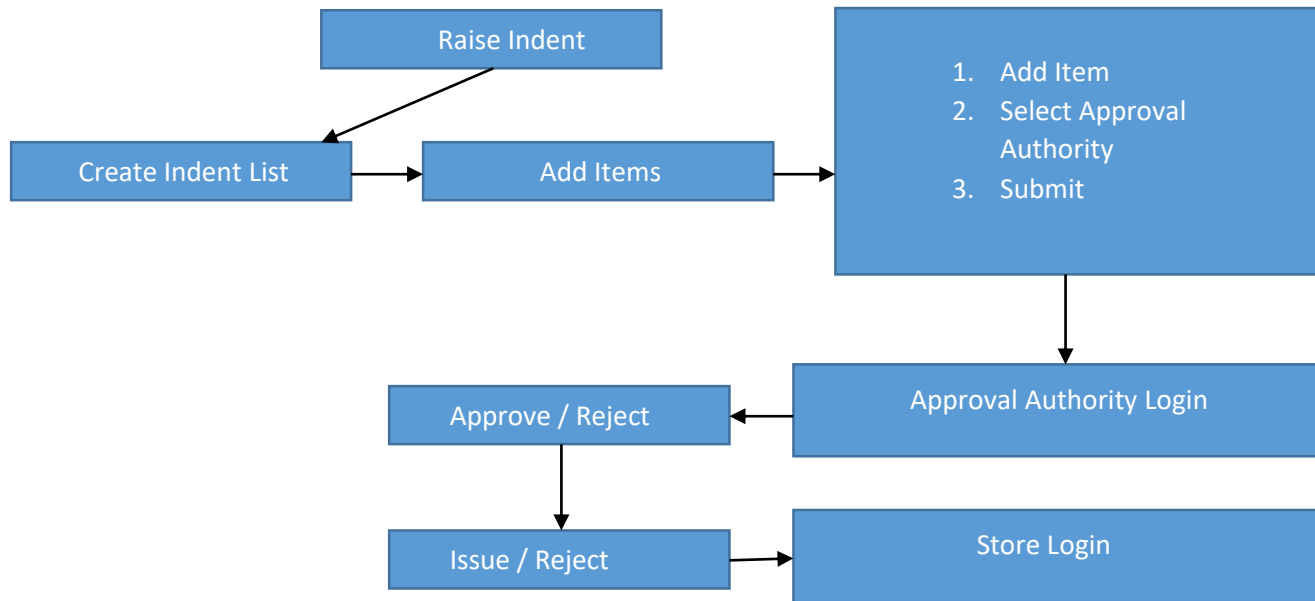


Photogallery

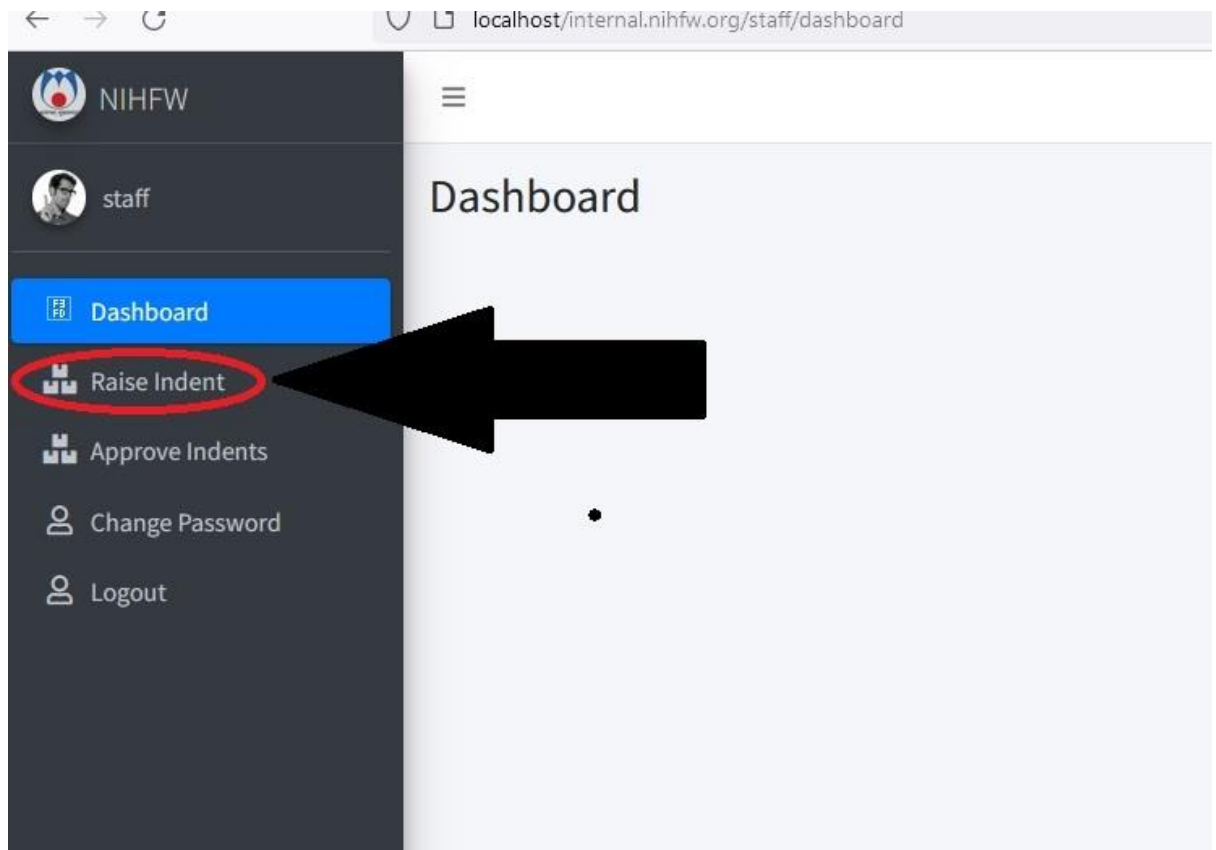
LOCATION OF LINK ON NEW WEBSITE

Manual : Store Module (For Staff Users)

1. Login
 - Link will be made available in the Institute website to access the Module:
 - Temporarily the service is now available from the following URL:
192.168.2.14/internal.nihfw.org
 - Credentials: Email: EmployeeCode@nihfw.org (ex:2088@nihfw.org)
Password: 123456 (kindly change password after login)
2. The store module has the following flow

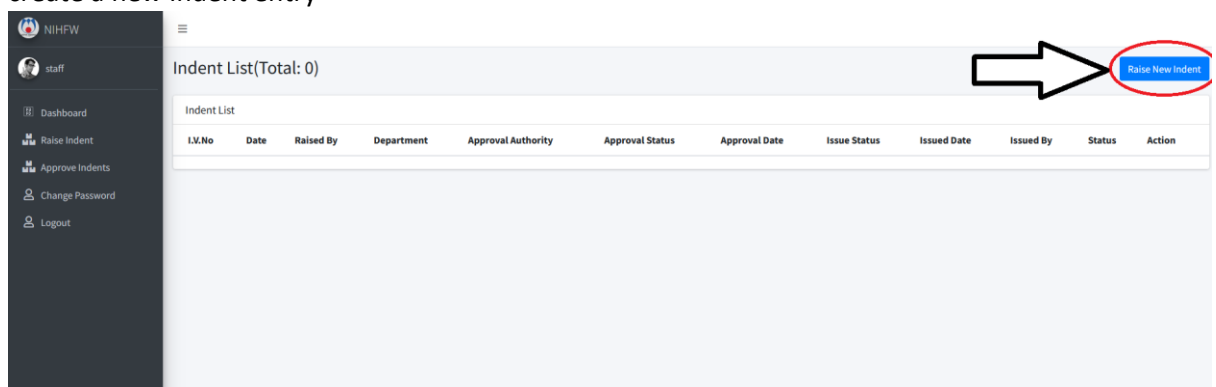


3. Raise Indent:
 - Click on the Raise Indent Option Displayed on the Right Side-Panel

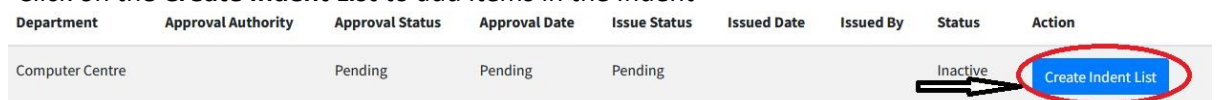


-List of Indents created by the user will be displayed

-Click on the **Raise New Indent** button available on the top right hand side of the page to create a new Indent entry



-Click on the **Create Indent List** to add Items in the Indent



4. Create Indent List

- Select Billing type
- Select the Item and enter the quantity
- Click on the Add Item to add more items in the list
- Select Approval Authority and Submit

Raise Indent

I.V.No
01/2024/7

Billing Type*
Non-Billing

Item Quantity Action

Select Item Required Quantity Add Item

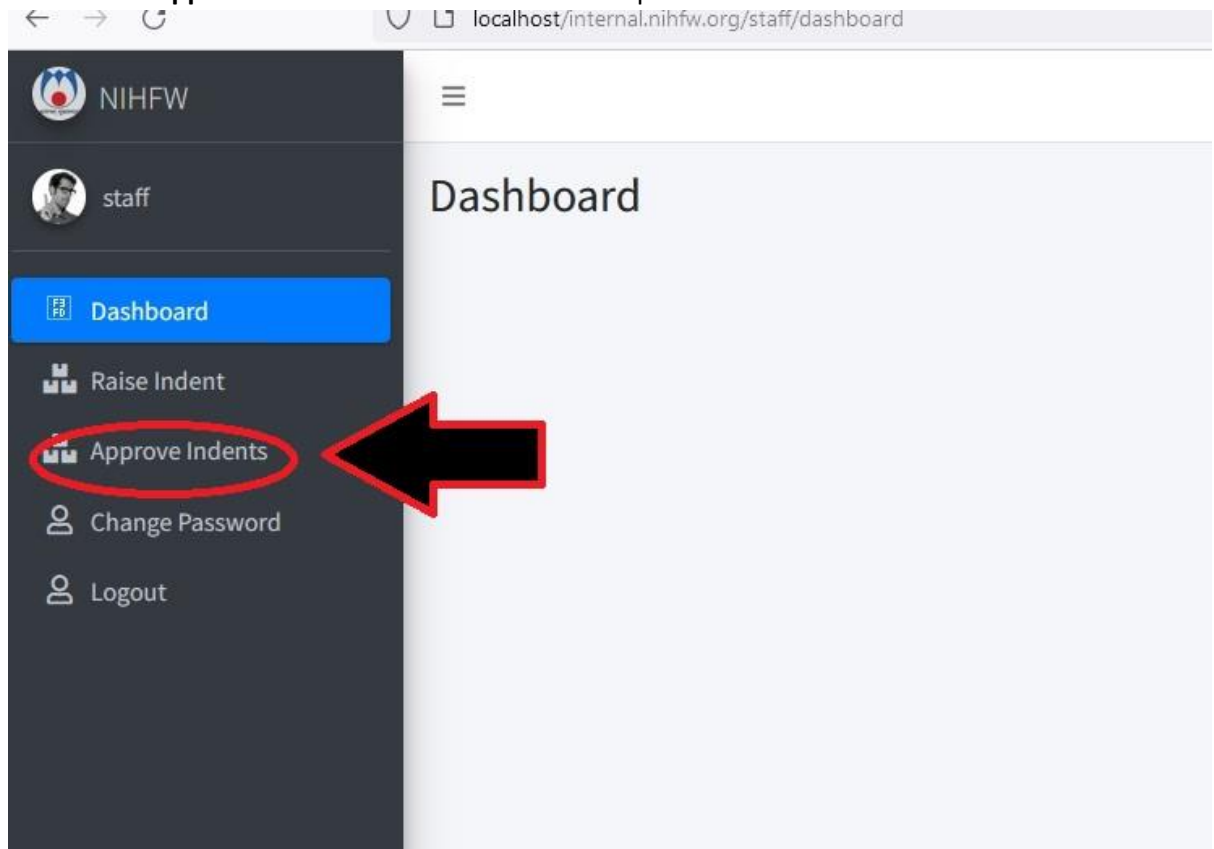
Approval Authority

Certified that the stock of items previously issued has been completely exhausted and there has not been any wastage or misuse thereof.

Submit

5. Approve Indent

- Click on the **Approve Indents** button on the left side panel



- List of Indents for approval will be displayed

I.V.No	Date	Raised By	Department	Approval Authority	Approval Status	Approval Date	Issue Status	Issued Date	Issued By	Status	Action
01/2024/7	10-01-2024	Dinesh R	Computer Centre	Pankaj Gautam	Pending	Pending	Pending			Active	View Indent

- Click on **View Indent** of respective Indent to view, edit (if required) and approve/reject the Indent.

Raise Indent

I.V.No

01/2024/7

Billing Type

Non Billing

Item

Quantity

Attendance Register

1

Badges

1

Approval Authority

Dinesh

Certified that the stock of items previously issued has been completely exhausted and there has not been any wastage or misuse thereof.

Approve

Reject

Back

- Once approved, the Stores Section will make necessary entries and issue the items. The indent form will be auto-generated at store's end and should be signed by the receiver of the items while receiving the items.