

DVDMS

(Ministry of Health & Family

Welfare (Govt. of India))

User Manual for NLEP



CENTRE FOR DEVELOPMENT OF ADVANCED COMPUTING

(A Scientific Society of Ministry of Electronics and Information Technology, Govt. of India)

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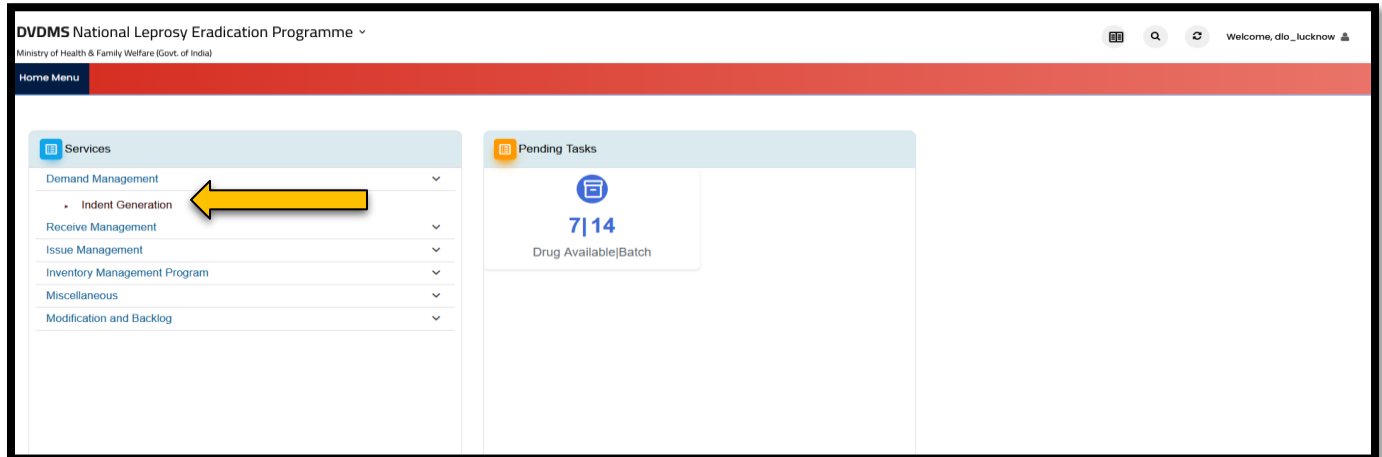
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Indent Generation

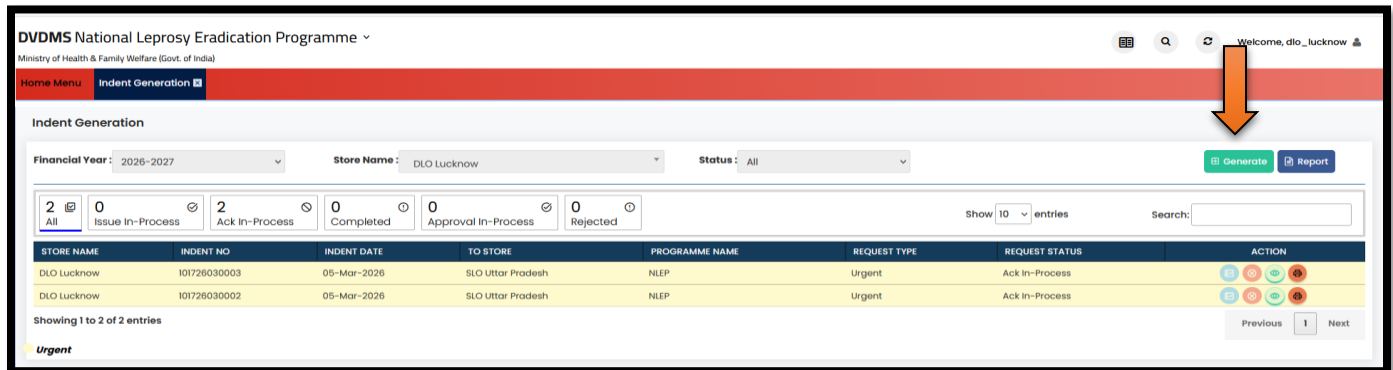
- The purpose of this process is to create/generate an Indent. It is essential that each warehouse user use to generate the indent.

Step-1: Login with valid credentials.

Step-2: Click on “Indent Raise” under “Indent “menu.



Step-3: Click on “Generate”.



Step-4: Click on “Go”. Then enter or modify the indent quantity and click on “Raise Indent “button.

DVDMS National Leprosy Eradication Programme
Ministry of Health & Family Welfare (Govt. of India)

Home Menu Indent Generation

Indenter Name: DLO Lucknow Financial Year: 2025-2026 Indent Date*: 16-Mar-2026
Request Type: Normal Urgent Issuing Warehouse*: SLO Uttar Pradesh Programme Name*: NLEP

Go →

Search Item :

Item Code	Item Name	Stock On Hand	Annual Requirement	Total Stock Received as on date	Average Monthly Consumption	UOM	Previous Indented Qty.	Qty.
Group Name: Mtd								
RIF	Rifampicin Syrup 120 ml	0	0	0	0	Bottle	50 No	40
RIF	Rifampicin 300 mg	0	0	0	0	Capsule	0 No	0
RIF	Clofazimine 50 mg	100	0	0	0	Capsule	0 No	0
RIF	Rifampicin 150 mg	0	0	0	0	Capsule	78 No	0
RIF	Clofazimine 100 mg	15	0	0	0	Capsule	0 No	0

Remarks:

Raise Indent Clear Back

*Mandatory Fields

Note:

- ❖ **UOM:** It defines the unit of the commodity.
- ❖ **Stock on hand:** It defines the current stock of the indenting store.
- ❖ **Annual Requirement:** It defines the annual requirement of the indenting store.
- ❖ **Total Stock Received as on date:** It defines the total stock received as on date for each item during selected Financial Year.
- ❖ **Average Monthly Consumption:** It defines the monthly consumption of the indenting store.
- ❖ **Request Qty:** Quantity of commodities to be indented.

Step-5: Pop-up would appear, click on “OK”

m Name	Stock On Hand	Annual Requirement	Total Stock Received as on date	Average Monthly Consumption	UOM
				2529	Piece
				1392	Piece
				1436	Piece
				79661	Piece
	25670	454548	2	37879	Cycle

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You Are Going To Save Records

OK Cancel

A message would appear, “Indent Raised Successfully with Indent No. xxxxxxxxxxxx”

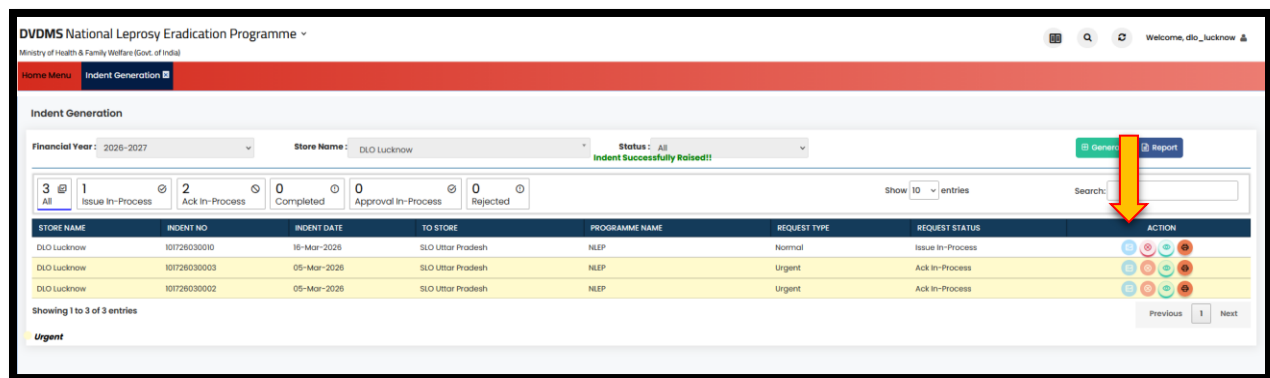
Indent Status can be:

- **Issue Pending:** When items are not issued by the issuing store.
- **Ack-Pending:** When items are not received by the indenting store.
- **Completed:** When items are received by the indenting store.
- **Rejected:** When indent is rejected by the approving authority.

Delete Indent:

User can cancel the raised indent by clicking on the “Cancel” icon. The indent can only be cancelled before issue by the issuing store.

Step-1: Click on “Indent Generation” under Action click “Delete” (X).



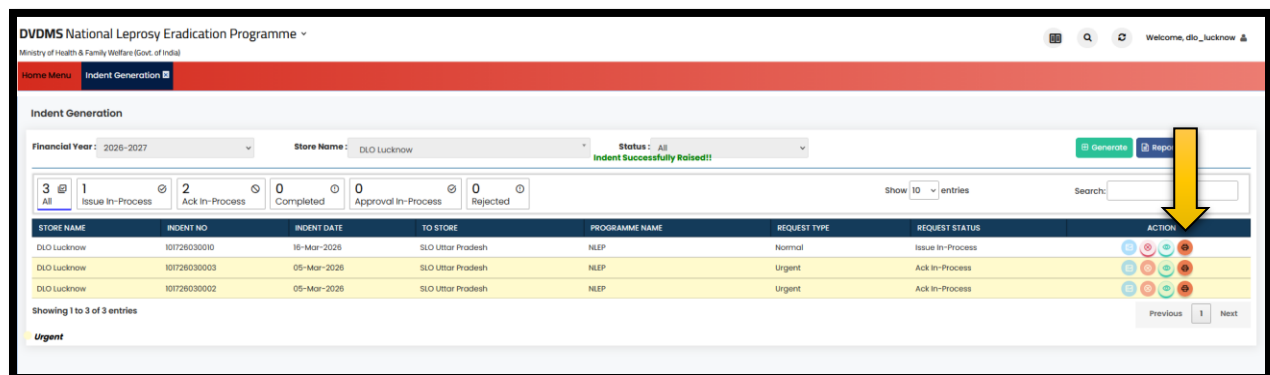
The screenshot shows the 'Indent Generation' screen with the following data:

STORE NAME	INDENT NO	INDENT DATE	TO STORE	PROGRAMME NAME	REQUEST TYPE	REQUEST STATUS	ACTION
DLO Lucknow	101726030010	16-Mar-2026	SLO Uttar Pradesh	NLEP	Normal	Issue In-Process	[Icons]
DLO Lucknow	101726030003	05-Mar-2026	SLO Uttar Pradesh	NLEP	Urgent	Ack In-Process	[Icons]
DLO Lucknow	101726030002	05-Mar-2026	SLO Uttar Pradesh	NLEP	Urgent	Ack In-Process	[Icons]

Print Indent:

To print the indent voucher, follow the steps below.

Step-1: Click on “Indent Generation” under Indent menu and select the checkbox corresponding to the Indent no. and click on “Print”.



The screenshot shows the 'Indent Generation' screen with the same data as the previous screenshot. A red arrow points to the 'Print' icon in the ACTION column.