



No.PUR/MISC/3/2025-Pur Sec:

C I R C U L A R

\* \* \*

**Subject: Implementation of Indent Tracker System Application - reg.**

In pursuance to the Institute's initiative towards a transparent and efficient procurement Systems, a new application viz., "The Indent Tracker System" has been introduced with immediate effect, so as to facilitate a systematic monitoring and tracking of indents pertaining to procurement, supply, maintenance, and other related functionalities. The system is expected to streamline workflow management and reduce delays in processing of files related to procurements of the Institute.

2. All concerned officials, Principals of Dental College/College of Nursing, all Heads of Departments/Units/Sections are, therefore, requested to make full use of the Application for its successful implementation in the interest of efficient administration of the Procurement System.

3. All the users of this Applications are requested to Log into the System as per the Username and Password enclosed herewith and change the password for security reasons. A Users Manual is enclosed for understanding the functionalities of the Application (ANNEXURES). In case of any difficulties in using this application or any suggestions, the users may contact Shri L. Chandramani Singh, System Administrator, I.T. Cell, RIMS, Imphal.

4. All Users may please note that this application is a parallel system with a specific purpose only for tracking their Indents and to facilitate the Administration in monitoring the procurement process. Hence, they are required to continue to submit their indents through the normal process like e-Office.

5. This issued with the approval of the Director, RIMS, Imphal.

Encl: As stated above.

Signed by

Mecolt Rajkumar Singh

Date: 25-05-2026 11:24:53

(R.K. Mecolt Singh)  
Deputy Director (Admn.)

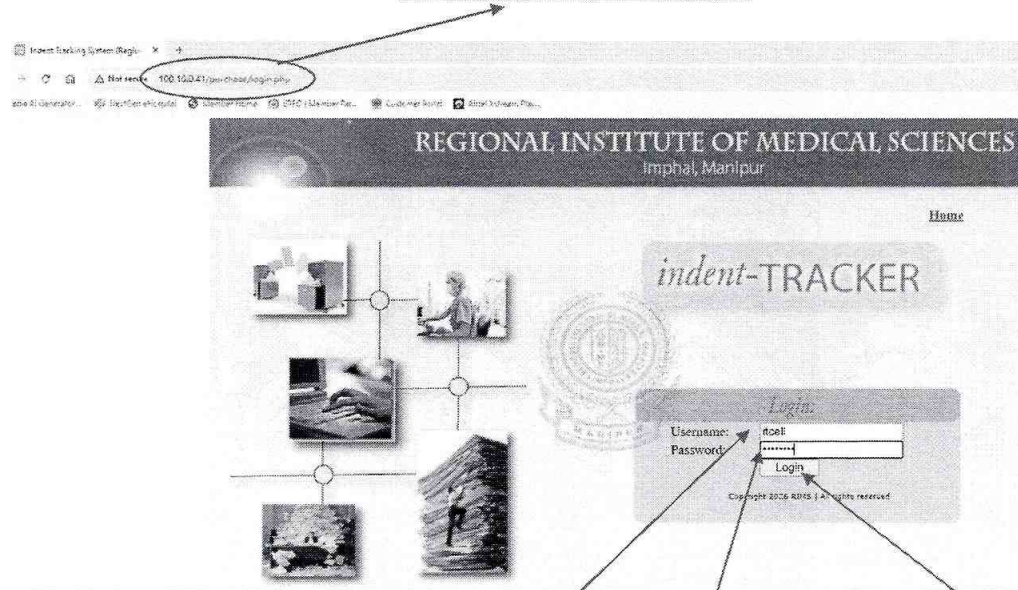
Copy to:-

- i) The P.S. to the Director, RIMS, Imphal for kind information.
- ii) The Medical Superintendent RIMSH, Imphal.
- iii) The Dean (Academic), RIMS, Imphal.
- iv) The Principals (Dental College/College of Nursing), RIMS, Imphal.
- v) All Heads of Dept./Units/Sections, RIMS, Imphal.
- vi) PS to DDA, RIMS, Imphal.
- vii) The CAO/FA, RIMS, Imphal.
- viii) The Chief Nursing Supt., RIMSH, Imphal.
- ix) The Accounts Officer, RIMS, Imphal.

- x) All Section Officers, RIMS, Imphal.
- xi) The Engineer Department (Civil/Electrical), RIMS, Imphal.
- xii) All Section Officers, RIMS, Imphal.
- xiii) The System Administrator, RIMS, Imphal - **for sending this Circular and its enclosures by email to all concerned as well as uploading on RIMS website.**
- xiv) Office Copy.

## Indent-TRACKER (Work flow)

(1) Enter the address in the Browser as **100.10.0.41/purchase/login.php**



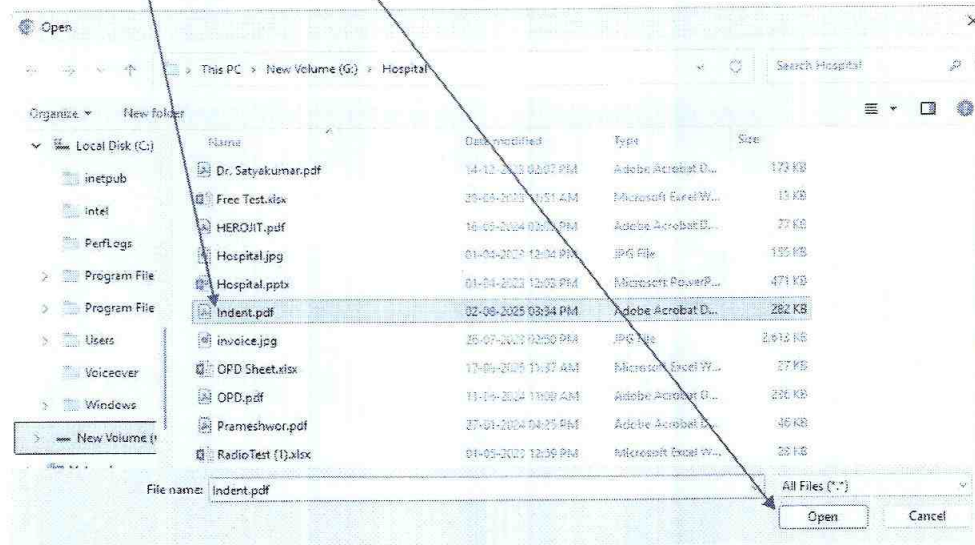
On the Login page as shown above enter your **username** and **password**, then click on **Login**

## (2) RAISING INDENT

i) Click on the **Raise** tab on left panel, ii) enter **Subject** of the application iii) select **Apply to**

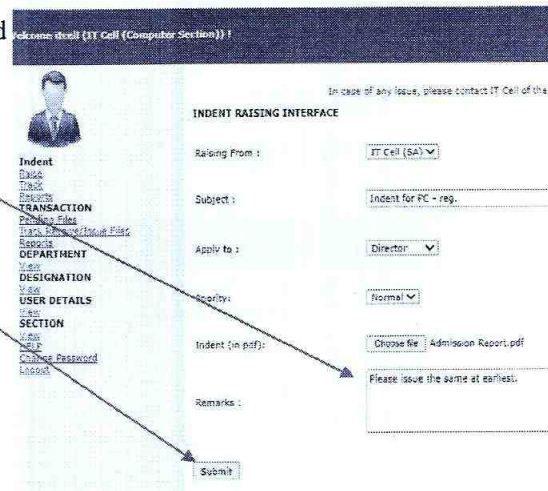
from the drop down menu iv) select **Priority** from the drop down menu and v) click on **choose file** to upload the scan copy of your indent:

a popup window will appear to select the file where you kept the scan copy of your indent, then select the file name click on open

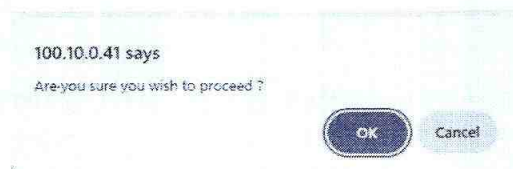


vi) write Remarks a per your requirement and

vii) Click on Submit



viii) A popup message will appear for confirmation, if you are sure click on OK otherwise click on Cancel and check the form and submit again.



ix) an ACKNOWLEDGEMENT slip will be generated.



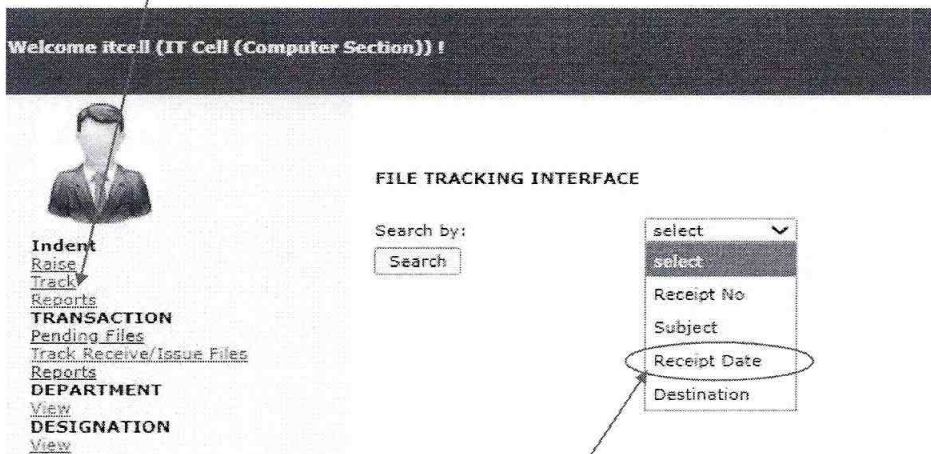
**Regional Institute of Medical Sciences**  
Lambhapat, Imphal - 795004

ACKNOWLEDGEMENT

Indent No.: IND/26/6 Indent Date: 15/05/26  
Raised from: IT Cell (SA) Raised at: 12:24:26  
Subject: Indent for PC - reg.  
Applied To: Director  
Remarks : Please issue the same at earliest.

**(3) INDENT TRACKING:**

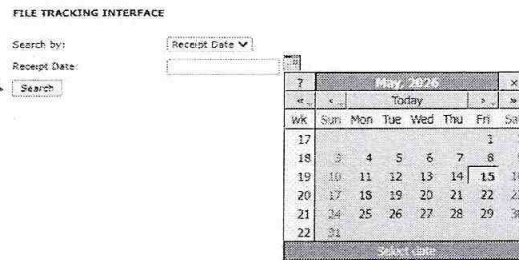
i) Click on **Track** tab on left panel of the page



ii) Chose the **Select** tracking option e.g. select **Receipt Date** from the dropdown menu

iii) select the date from dropdown Calendar

iv) click on **Search**



v) Search result will be displayed.

The screenshot shows the 'indentTRACKER - RIMS' application interface. At the top, it displays 'Welcome Rishi IT Cell (Computer Technol)'. The main area is titled 'SEARCH RESULT' and contains a table with the following data:

Sl. No	Invoice No.	Source	Subject	Issued Date	Time	Issued Remarks	Elapsed Time	Destination	Status
1	IND/26/6	IT Cell (SAI)	Indent for PC - req.	15-05-2026	12:24:26	Please issue the same at earliest.	3 min 40 sec	Director	Pending
2	IND/26/6	IT Cell (SAI)	Indent for PC - req.	15-05-2026	12:24:26	Please issue the same at earliest.	3 min 40 sec	Director	Pending
3	IND/26/6	IT Cell (SAI)	Indent for PC - req.	15-05-2026	12:24:26	Please issue the same at earliest.	3 min 40 sec	Director	Pending

On the left side, there is a navigation menu with options: Home, Logout, TRANSACTION, USER DETAILS, SECTION, and Change Password. A circled 'Track' button is visible in the top right corner of the search results area, with an arrow pointing to it from the text below.

vi) to track the indent click on the **Track** among the list which you want to track your indent.

vii) Tracking result will be displayed:

The screenshot shows the 'TRACKING RESULT' page for indent IND/26/6. It displays the following details:

- Indent No: IND/26/6
- Subject: Indent for PC - req.
- Raised From: IT Cell (SAI)
- Remarks: Please issue the same at earliest.
- Applied To: Director
- Indent Date: 15-05-2026
- Raised at: 12:24:26
- Raised by: Rishi
- Uploaded File: VIEW

Below the details is a table showing the tracking history:

Trans No.	Source	In Date	In Time	In User	In remarks	Priority	Destination	Out Date	Out Time	Out User	Out remarks	Time Taken	Status
IND/26/6	IT Cell (SAI)	15-05-2026	12:24:26	Rishi	Please issue the same at earliest.	Normal	Director						Pending

An arrow points to the 'VIEW' link in the 'Uploaded File' field, which is highlighted in the text below.

viii) We can view the indent copy we submitted by clicking **VIEW** link.