

MINISTRY OF COMMUNICATIONS & IT
DEPARTMENT OF TELECOMMUNICATIONS
IT CELL

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REQUISITION FOR DESKTOP & PERIPHERALS

Undersigned has taken the charge of post of _____ on
(date) _____ in Sanchar Bhawan, Department of Telecommunications and
has been presently allotted/sitting in Room No. _____, Floor _____.
In order to ensure the smooth functioning of the office, following items may be issued:

- i) Desktop PC
- ii) Printer
- iii) Pen Drive
- iv) UPS

1. Presently no office desktop has been issued / allotted to the above post.
2. Sufficient space is available for installation of items requested.

Signature with date _____
Name of the officer _____
Design. of the officer _____
Room No. _____
Telephone No. _____

Date:

To

The DDG (IT-1),
Department of Telecommunications,
Sanchar Bhawan, New Delhi.