

**Government of India**  
**Ministry of Communications and IT**  
**Department of Telecommunications**

**Requisition for Laptop, etc.**

[For Deputy Secretary/ Equivalent and above level Officer only]

It is to mention that the undersigned is posted in .....unit of DoT as per following details:

Name	
Designation	
Employee Code/ Employee No. (as mentioned in payslip)	
Office Address	
Phone (office)	
Mobile No.	
E-Mail [@gov.in or @nic.in]	
Type of gadget	Lap-top /tablet /notepad/ ultra-book /notebook /netbook or devices of similar category.

2. Kindly arrange to issue a Laptop (or type of gadget as specified above) to undersigned for discharge of official work, in terms of Office Memorandum No. 8(25)/2012-EII (A) dated 19th September, 2014 issued by Department of Expenditure, Ministry of Finance, as per following:

a) It is certified that, at present, no laptop of "Government of India" is in possession of undersigned.

Or

b) The lap- Top issued to me by the office of the..... (Name of the office of last posting of officer) was surrendered by me on..... at the time of handing over of charge of the post of ..... and the receipt provided by that office is enclosed herewith.

Or

c) The laptop having Model No..... and Serial No.....of..... make, which was issued to me by the department, has already completed four years and I want to retain the same by paying 10% of the Original Cost.

Or

d) The laptop having Model No..... and Serial No.....of..... make, which was issued to me by the department, has already completed four years and necessary certificate from NIC is enclosed.

(Note: Strike out the clauses which are not applicable)

**Recommendation of Head of unit**

**Signature of Officer**